



# MIDDLETOWN HIGH SCHOOL

**120 Silver Lake Road  
Middletown, DE 19709  
Main Office (302) 376-4141  
Guidance Office (302) 376-4146  
Fax (302) 378-5268**

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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## **Appoquinimink School District Administration**

Dr. Tony J. Marchio, Superintendent  
Dr. Marion Proffitt, Assistant Superintendent

### **High School Administrators**

Donna Lee Mitchell, Principal  
Felecia Duggins, Assistant Principal  
John C. Martin, Jr., Assistant Principal  
Byron Murphy, Dean of Mathematics and Science  
Chris Beck, Dean of Student Services  
Gayle Rutter, Administrative Intern

### **Appoquinimink School District Teacher of the Year**

John Tanner

### **High School Secretarial Staff**

Beverly Heverin, Administrative Secretary  
Barbara Foreman, Guidance Secretary  
Sue Poore, Administrative Secretary  
Mary Wilber, Registrar Secretary  
Karen Riggs, Special Education Secretary  
Dana Fountain, Attendance Clerk

### **Board of Education**

Ms. Edna Cale  
Ms. Joanne Christian  
Mr. Edward Czerwinski, Jr.  
Mr. Kevin Hensley  
Ms. Donna Skinner

Acknowledgement

The Code of Conduct, published and distributed as a separate document, is designed to guide and assist students and parents alike. That document, in conjunction with the handbook portion of this Agenda Book, offers information, spells out policies, and indicates procedures; these two documents should be referred to whenever the need arises. They should be kept in a suitable place where, from time to time, they may be consulted.

The Agenda Book will serve as a student pass to be used whenever a student is out of a regularly scheduled class. Therefore, it is essential that students keep track of the handbook/Agenda Book. They will be required to replace a lost or stolen book at the cost of \$10. A student is not permitted to use another student's Agenda Book, nor is a student permitted to leave any class without his or her Agenda Book.

In addition to signing this acknowledgement page, parents must also sign an acceptable use form recognizing that Internet access is a required tool for research. Acceptable use does not allow a student to use the computers, the school's network, or the Internet for illegal or non-educational purposes, nor to violate copyright laws. It is hoped that both students and parents will find the Agenda Book to be useful and that it will serve as a basis for cooperation among all involved in the educational process.

Thank you.

This is to confirm that I have received and reviewed a copy of the Middletown High School Handbook/Agenda Book for 2006-2007.

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Student Name (Please Print)

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Student Signature / Date

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Parent Signature / Date



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## MISSION STATEMENT

The mission of Middletown High School, a diverse and rapidly growing comprehensive learning community, is to challenge students to strive for personal excellence and to achieve distinction through:

- Fostering an environment that offers opportunities that prepare students to be global citizens (Character)
- Cultivating pride by supporting positive behavior (Attitude)
- Enabling all students to discover and achieve post secondary endeavors (Vision)
- Implementing a diverse, rigorous curriculum (Success)

We at Middletown High School, a strong community-driven school, believe that:

- Our primary obligation is to encourage academic excellence
- Education is the shared responsibility of the entire community
- It is critical to ensure that all students are safe and welcome at MHS
- Our diverse backgrounds enhance the educational experience
- It is essential that we welcome and address a diverse community of student learners
- All students are responsible, productive, members of the community and society at large
- All students have the potential to succeed.
- It is essential to provide opportunities for students to become well-rounded members of society
- Lifelong learning is essential for success in a changing society
- A vibrant and active high school is a focal point of the whole community

## AFFIRMATIVE ACTION STATEMENT

The Appoquinimink School District does not discriminate on the basis of race, color, gender, religion, age, disability, marital status, national origin, or other legally protected categories in its educational programs, activities, employment, or student admissions policies or practices. Inquires regarding compliance with the above can be directed to:

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### Section 504

Contact Kittie Rehrig, Supervisor of Student Services, Appoquinimink School District, 118 South Sixth Street, Box 4010, Odessa, DE 19730. Telephone (302) 376-4111.

Section 504 Coordinator's Responsibilities: To coordinate the Appoquinimink School District's efforts to comply with the disability discrimination laws.

### Title IX

Contact Matt Fallis, Director of Personnel, Appoquinimink School District, 118 South Sixth Street, Box 4010, Odessa, DE 19730. Telephone (302) 376-4128

Title IX Coordinator's Responsibilities: To coordinate the Appoquinimink School District's efforts to comply with and carry out the District's responsibilities under Title IX, including any investigation of any complaint alleging noncompliance with Title IX or alleging actions which would be prohibited by Title IX.

### Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to that conduct is made, either explicitly or implicitly, a term or condition of a student's education.
- B. Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting the student.
- C. The conduct has the purpose or effect of substantially interfering with a student's educational performance, or creating an intimidating, hostile, or offensive educational environment.

#### Reporting unlawful harassment

Any member of the school community who believes that unlawful harassment of a student has occurred, or is occurring, may make a complaint of unlawful harassment. Allegations of unlawful harassment are not subject to the Grievance procedures outline, infra. Instead, all allegations of unlawful harassment should be reported immediately to the principal, or, if the principal is the subject of the complaint of unlawful harassment, or the reporting person is otherwise uncomfortable communicating the complaint of unlawful harassment to the principal, for any reason, then to one of the designated harassment complaint officials.

The following are the District's designated harassment complaint officials: Dr. Marion Proffitt, Assistant Superintendent, 376-4105; Mr. Matt Fallis, Director of Human Resources, 376-4128; or Ms. Kittie Rehrig, Supervisor of Student Services, 376-4111.

If one of the harassment complaint officials is the person identified in the complaint of unlawful harassment, or if the reporting person is otherwise uncomfortable, for any reason, with reporting the unlawful harassment to the designated harassment complaint officials, or is otherwise not satisfied after bringing the matter to the attention of one or more of these individuals and/or the principal, then the reporting person may bypass these individuals and instead report the matter promptly to Dr. Tony Marchio, Superintendent, 376-4101.

## 2006 - 2007 CALENDAR

Aug.	14	Summer Graduation
Aug.	15, 16, 17	New Teacher Staff Development
Aug.	21, 22, 23, 24	Employee Staff Development
Aug.	28	First Day of School – Grade 9 Only, Ninth Grade Social (5:30 p.m.)
Aug.	29	First Day of School – Grades 10, 11, 12
Sept.	1	School Closed
Sept.	4	Labor Day – Schools and Offices Closed
Sept.	13	Open House – 6:00 p.m.
Sept.	14, 15	School Portraits - Grades 9, 10, 11
Sept.	28	First Marking Period Interim
Oct.	9, 10, 11, 12	Parent Conferences (3:00 – 8:00 p.m.)
Oct.	13	Staff Development – No School
Oct.	16, 17	DSTP Re-Test
Oct.	18	PSAT Testing – Grade 9, 10, 11
Oct.	18	School Portrait Retakes - Grades 9, 10, 11
Oct.	19, 20	DSTP Re-Test
Oct.	28	Homecoming Dance
Nov.	1	End of First Marking Period
Nov.	7	Election Day – Schools and Offices Closed
Nov.	21, 22	Staff Development – No School
Nov.	23, 24	Thanksgiving – Schools and Offices Closed
Dec.	8	Second Marking Period Interim
Dec.	19	Holiday Band / Chorus Concert
Dec.	25 - Jan 2	No School – Winter Holiday
Jan.	3	School reopens
Jan.	15	M.L. King Holiday – Schools and Offices Closed
Jan.	16, 17, 18, 19	Mid Terms – Half Day
Jan.	19	End of Second Marking Period
Feb.	12, 13	Parent Conferences (3:00 – 8:00 p.m.)
Feb.	14	Deadline to Pre-order Yearbook
Feb.	20	Presidents Day – Schools and Offices Closed
Feb.	20	Staff Development – No School
Feb.	22	Third Marking Period Interim
Mar.	14, 15	State Testing (DSTP) – Mathematics
Mar.	15	Band Concert
Mar.	19, 20,	State Testing (DSTP) – Reading
Mar.	22, 23	State Testing (DSTP) – Writing
Mar.	26 – 30	Senior Project Presentations
Apr.	2	End of Third Marking Period
Apr.	2 – 5	Senior Project Presentations
Apr.	6 - 13	Spring Break – Schools and Offices Closed
Apr.	16	School reopens
May	9	Secretary of Education Scholars Dinner
May	7 – 18	Advanced Placement Exams
May	10	Fourth Marking Period Interim
May	10	Band Concert
May	14, 15, 16	Senior Final Exams
May	17	Senior Prom
May	22, 23	State Testing (DSTP) – Science/Social Studies
May	23, 24	Graduation Practice
May	24	Senior Awards (7:00 p.m.)
May	27	Graduation – Bob Carpenter Center
May	28	Memorial Day – Schools and Offices Closed
June	1	End of Fourth Marking Period
June	1, 4, 5	Final Exams – Half Day – AM Schedule

**Snow Days:** State Law requires that schools have 1060 pupil hours. If it is necessary to close school for any reason, the days will be made up at the end of the regularly scheduled school year. Announcements of school closings will be made over the radio. Please do not call either the schools or the District Office for school closing. All announcements will be made over the radio:

WSTW...WDEL...WILM...WJBR...WXCW...WDOV...WDSB

WEB: [www.apposchooldistrict.com](http://www.apposchooldistrict.com) Notice posted at the bottom of the home page

Cavalier Bulletin Board for general information: 378-5267

BELL SCHEDULES

Grades 10 – 12

<b>Period</b>	<b>Start Time</b>	<b>End time</b>	
Homeroom	7:25	7:32	
1	7:38	8:27	
2	8:33	9:22	
3	9:28	10:17	
4 (A Lunch)	Lunch 10:17 – 10:47	Class 10:53 – 11:42	
4 (B Lunch)	Class 10:23 – 10:47	Lunch 10:47 – 11:13	Class 11:19 – 11:42
4 (C Lunch)	Class 10:23 – 11:13		Lunch 11:13 – 11:42
5	11:48	12:37	
6	12:43	1:32	
7	1:38	2:27	

Grade 9

<b>Period</b>	<b>Start Time</b>	<b>End time</b>
Homeroom	7:25	7:32
1	7:38	8:27
2	8:33	9:22
3	9:28	10:17
4	10:23	11:13
5 (D Lunch)	Class 11:19 – 12:08	Lunch 12:08 – 12:37
6	12:43	1:32
7	1:38	2:27

BELL SCHEDULES – Advisory Period  
Grades 10 – 12

<b>Period</b>	<b>Start Time</b>	<b>End time</b>	
Homeroom	7:25	7:32	
1	7:38	8:22	
2	8:28	9:12	
Advisory	9:18	9:43	
3	9:49	10:33	
4 (A Lunch)	Lunch 10:33 – 11:03	Class 11:09 – 11:58	
4 (B Lunch)	Class 10:39 – 11:03	Lunch 11:03 – 11:29	Class 11:35 – 11:58
4 (C Lunch)	Class 10:39 – 11:29		Lunch 11:29 – 11:58
5	12:04	12:48	
6	12:54	1:38	
7	1:44	2:27	

Grade 9

<b>Period</b>	<b>Start Time</b>	<b>End time</b>
Homeroom	7:25	7:32
1	7:38	8:22
2	8:28	9:12
Advisory	9:18	9:43
3	9:49	10:33
4	10:39	11:29
5 (D Lunch)	Class 11:35 – 12:19	Lunch 12:19 – 12:48
6	12:54	1:38
7	1:44	2:27

1 Hour Late Opening			2 Hour Late Opening		
Period	Start Time	End Time	Period	Start Time	End Time
HR	8:25	8:32	1	Omitted	
1	8:38	9:07	2	Omitted	
2	9:13	9:42	HR	9:25	9:32
3	9:48	10:17	3	9:38	10:17
Resume Regular Schedule			Resume Regular Schedule		

<u>Exam Schedule</u>		
Exam #1	7:30	9:05
Exam #2	9:20	10:55
Students Depart	11:00	

BELL SCHEDULES – Twilight

Monday - Thursday	Start Time	End Time
Advisory	2:15	2:40
Class	2:45	5:45

Students are expected to be engaged in productive academic work throughout class time.

## ATTENDANCE PROCEDURES

Middletown High School acts in accordance with Title 14 of the Delaware Code with regard to attendance and truancy. Students with excessive absences are subject to:

- Truancy proceedings
- Administrative withdrawal
- Loss of credit

Middletown High School teachers take attendance in every class.

Excused and unexcused absences both count toward a student's total absences for the year. All school-sponsored activities are exempted from and will not count toward the student's absentee record. Although these absences will not be counted toward the maximum allowed, they can affect the student's classroom performance. School sponsored activities include class meetings, field trips, assemblies and athletic excusals. As with any absence, it is the student's responsibility to obtain all work missed.

### Daily Homeroom Procedure

1. All students are to be in homeroom by 7:25 a.m.
2. Students who miss homeroom will be marked absent on the daily attendance list and parents will be notified by an automated phone call.
3. Students who arrive to school after the 7:25 bell should report to the attendance office, which is located in the main office.
4. When a student has an unexcused absence from homeroom, they will be assigned a detention. (See next page for accepted reasons for absence.)
5. Repeated unexcused absences from homeroom will result in an extended detention.
6. Homeroom announcements will be broadcast each day either via television or intercom. Homeroom teachers will ensure that students have the opportunity to receive this communication.
7. Excessive tardiness may result in suspension of parking privileges.

### Absences

General Procedure:

- a. Upon return to school, the student submits written parental note to the homeroom teacher (with daytime phone number) indicating the reason for the absence. This should be done prior to the start of school or at lunch.
- b. Homeroom teacher indicates in the student's Agenda Book whether absences are excused or unexcused as per the guidelines listed below.
- c. The student shows the Agenda Book to his teachers in each class of the day to demonstrate that the absence was excused and to arrange for makeup work.
- d. Students are required to produce a note explaining their absence on the day that they return to school.
- e. Homeroom teacher forwards not to attendance clerk for verification and filing.

### Excused Absences

Only the following will be accepted as reasons for excused Absences (MHS Attendance Code)

1. Illness of child, attested, if necessary, by physician's note (DAR)
2. Medical diagnosis and/or treatment (DAR)
3. Death in the immediate family (EAB)
4. Funeral of other relative or friend (EAB)
5. Contagious disease in the home of the child (DAR)
6. Legal business, court summons (EAB)
7. Suspension or expulsion from school (ISS/OSS/OA)
8. Observance of a religious holiday (ACT)
9. Approved college visits (ACT)
10. Authorized school sponsored activities (ACT)
11. Other absences as authorized by the Superintendent or Building Administration (EAB)

In order for a student to have an excused absence, a note signed by the parent or guardian must be presented to the homeroom teacher. The student should present the note on the day he/she returns to school. Failure to present a note on the day that the student returns to school will result in the absence being counted as unexcused.

### Prearranged Absences

It is sometimes permissible for a student to be absent due to a family trip, or for some other special occasion. Since these absences are not among those listed as excused, the student and his/her parents must request permission for the absence to be appropriately documented. **Requests must be presented in writing to the principal's office at least 2 weeks prior to the absence.** The principal's office will verify the information. Administration will then notify teachers of the absence status (VAB). It is the student's responsibility to communicate the absence to the teachers and arrange for make-up work upon returning.

## Field Trips

It is the student's responsibility to notify teachers of absence due to field trips and to arrange for make-up work. Students who have excessive absences may have the privilege of attending the field trip withheld. Teachers will be required to sign student field trip forms.

## School Based Wellness Center Visits

Absences from class for appointments at the Middletown High School's Wellness Center will be counted toward the student's absence total; therefore, appointments should be made so that as little interference as possible occurs with regularly scheduled classes. Emergency situations will be handled through the school nurse's office.

## Counselor/Nurse/Administrative Appointments

Absences for these appointments will not count against the student. Students must check in with their teacher before seeking such appointments in non-emergency situations.

## Suspension

Absences because of suspension will be considered excused absences. It is the responsibility of the student to obtain all make-up work upon returning to school. Students assigned to In-School Suspension will have course work sent to the In-School Suspension room.

## Parental Notification

Attendance will be reported to parents via interim notices, report cards, automated phone calls, and letters. Letters for daily attendance will come from the administration; letters for class attendance will come from the classroom teacher. A letter will be sent and a parent conference may be scheduled if a student has excessive absences. At that time, a contract or other agreement may be set up to alleviate the problem. Students under the age of 16 who have excessive absences without extenuating circumstances may be referred to the courts. Students over the age of 16 may be subject to administrative withdrawal upon conference with a parent and/or Superintendent. Students with excessive absences may not receive credit for courses.

The attendance officer will monitor absences and will refer cases of excessive absence to the counselors and the administration. Parent conferences will be held when deemed necessary. If a student has excessive absences without extenuating circumstances, a conference may be held to make accommodations for the student's educational future.

## Late to Class

Students who report to class late should have a note from the office, guidance, or another staff member. Students who fail to present a note will be admitted to class and marked as unexcused. Three lates will count as one class cut. Admittance to class after 15 minutes will also be dealt with as a class cut (see DISTRICT DISCIPLINE CODE - LEVEL II).

## Early Excusals - Early Dismissals

1. All early excusals must be preceded by a parental note, which must give the daytime telephone number of the parent and the reason for the early excusal. The note must be given to the homeroom teacher who will forward it to the attendance office for verification. The homeroom teacher will note the time of dismissal on the appropriate day in the student's Agenda Book.
2. Any person picking up a student from Middletown High School must:
  - Be listed as a parent or guardian in the MHS student accounting system or as an emergency contact with the MHS nurse's office
  - Verify identity with the attendance officer by showing a photo ID
  - Exceptions to this practice will be made only with the principal's permission
3. The same reasons that are acceptable for excused absences also apply to early excusals. Students who leave school early for other reasons will be marked as unexcused absent.
4. Students who want to go home because they are not feeling well must be sent home by the nurse.
5. Students who leave school without proper permission will be referred for disciplinary action.

## Extra-Curricular Participation

Students must be in school at least four periods in order to be eligible to participate in athletics or other extra-curricular activities (e.g. concerts, plays, proms, etc.). Students who are absent on Friday may not participate in Saturday activities without specific permission from the administration.

## Make-Up Work

1. All class work missed because of an excused absence may be made up. Students will be given one day for each day missed to make arrangements for make-up work.
2. It is the student's responsibility to make arrangements with the teacher for all make-up work.
3. No make-up work will be allowed for unexcused absences. This includes tests and quizzes.
4. Unless an incomplete grade is recorded for a marking period, no work may be made up after the end of the marking period in which it was due. Incomplete grades must be reconciled by the deadline for interim notices for the following marking period. If this is not done, the incomplete grade is changed to an "F".

## DISCIPLINE PROCEDURES

### Introduction

Our school rules come from many sources, including State Law, Board of Education Policy, and District Guidelines and Regulations. Please refer to the Appoquinimink School District Secondary School and Bus Codes of Conduct (published separately) for more specific information regarding definitions and penalties.

Any act or situation not specifically covered by the Code of Conduct may be handled at the discretion of the building administration.

### After School Detention

Administrative detention will be held after school and will begin at 2:45 and ends at 3:45 p.m. Extended detention also begins at 2:45 and ends at 5:00. Teacher assigned detentions may be held in their room and the teacher will determine the time. Students will adhere to the rules and regulations established for administrative detention. Students who do not adhere to these rules will face further disciplinary action. Students shall be notified in writing at least 24 hours prior to their detention. Homework detentions may be assigned on a "same day" basis.

Students assigned to after school detention will be governed by the following rules:

1. Detention will start promptly at 2:45 p.m. Students must report to the detention room on time. Any student coming to the detention room between 2:45 and 2:50 will be considered late and will receive an additional after school detention.
2. Any student coming to the detention room after 2:50 will have cut detention and may be considered defiant.
3. Students who are absent on the day they are to serve detention will serve that detention on the next school day that detention is held after their return to school.
4. It is the student's responsibility to remember his/her detention. The student's original notification by the teacher or administrator shall serve as the student's only reminder.
5. Students must bring schoolwork to do while in detention, and must not bother other students. No student will be allowed to enter detention without work, nor will a student be allowed to return to his/her locker to obtain work. Any student who comes to a detention unprepared will be given work to do and may be assigned an additional detention.
6. Students must complete an assignment given to them by the staff member in charge of the detention. Whenever possible, this assignment will be related to the reason the student was given the detention.
7. Students may not put their head down on the desk or sleep.
8. Students may not eat, drink, or chew gum during detentions. No food or drink is allowed in detention.
9. Students are expected to find a seat and begin working immediately upon entering detention.
10. Students are expected to use the bathroom before entering the detention room. No one shall be excused to the bathroom during detention. Students with medical problems need a note from the nurse.
11. Absolutely no talking will be tolerated.
12. Any student who is in school and who does not attend an assigned detention will be considered to have cut detention.
13. Any student who is asked to leave the detention room for any reason before the official end of the detention will be regarded the same as a person who did not show up at all and may be suspended.
14. Students who have a valid excuse for not serving a detention may make arrangements, prior to the 7<sup>th</sup> period of the day of the detention, with the Assistant Principal or detention room teacher to make up the detention on another day without penalty.

### Saturday School

Saturday school will be held throughout the school year. Students will adhere to administrative rules while attending Saturday school. Only administrative approval can excuse a student from serving a Saturday school detention. The code of conduct (see "Failure to Serve") applies to students who fail to show up for an assigned Saturday school. In addition to the penalties prescribed in the code of conduct, the Saturday school will be rescheduled and the student may be referred to the school discipline committee.

### Suspension From School

Suspension is the temporary removal of a pupil from the regular school program. Suspensions for Level II and Level III offenses are not to exceed five (5) school days. Suspensions for Level IV offenses may exceed five days pending a decision on a principal's recommendation to the superintendent.

Prior to a suspension from school, the student shall:

1. Be given oral and written notice of the charges.
2. Be given the opportunity to present the student's side of the story.
3. Have had prior opportunity to know that the alleged actions were in violation of established rules and regulations.
4. Be advised that the suspension may be appealed to the next administrative level.

In all cases of suspension, an attempt shall be made to notify the parents by telephone. It may be necessary for parents/guardians to come to school to pick up their child.

### Expulsion

State regulations define expulsion as "...the exclusion of a pupil from school."

Students expelled from any public school (in Delaware or any other state) are not permitted to attend any public school in Delaware during the period of

expulsion.

When a student commits a violation that may result in a recommendation for expulsion, the following procedures shall be followed:

### STEP I

- A. The student shall be suspended for five (5) school days.
- B. The principal, or designee, shall make every effort to investigate all aspects of the discipline problem, including a conference with the student and the student's parents, or guardian, if possible, to inform the student of the charges against him or her and to provide an opportunity to respond and to tell his/her side of the story. If possible, this conference shall be held prior to the student's suspension.
- C. The principal, or designee, shall complete the investigation within three (3) school days of the incident.
- D. If, at the conclusion of the investigation, the principal concludes that the student committed the offense and that the nature of the offense warrants a recommendation for the expulsion, the principal, or assistant principal, shall submit the recommendation to the Superintendent. The recommendation must be accompanied by a summary of the principal's investigation and supported with other documentation attesting to the violation.
- E. If the Superintendent concurs with the recommendation for expulsion, the student's suspension shall be extended pending a recommendation by the hearing officer.

### STEP II

- A. The Superintendent or designee, shall, within ten (10) school days of the date of the incident, notify the student and the student's parent(s)/guardian(s), of the intent to expel and of the date, time and location for a hearing on the recommendation for expulsion. For students with disabilities as defined by Federal and State law and regulations, the Superintendent or designee shall within ten (10) school days from the date of the manifestation meeting, notify the student and the student's parent(s)/guardian(s) of intent to expel and of the date, time, and location for a formal hearing. The notice of intent to expel shall be sent by certified mail, stating the reasons for the expulsion and the time and place of the hearing. In addition, a copy of these procedures and the district code of conduct shall accompany the notice.
- B. The formal hearing shall be held not less than five (5), or more than ten (10) school days after the notice of intent to expel is given. An extension may be granted by agreement of all parties.
- C. An impartial hearing officer shall conduct the formal hearing. The hearing officer may be an employee of the District, but the hearing officer must be impartial.
- D. The hearing officer shall have full authority to control the conduct of the hearing, including authority to admit, or exclude evidence. The hearing officer, in conducting the hearing, shall not be bound by common law or statutory rules of evidence or by technical or formal rules of procedure. The hearing officer shall exclude plainly irrelevant evidence. Unduly repetitive proof, rebuttal and cross-examination shall be excluded. The hearing officer shall swear the witnesses.
- E. The student shall have the following rights:
  - To be represented by counsel, at the student's expense.
  - To question any witnesses who testify and to receive a copy of any statements or affidavits of such witnesses.
  - To request that any witnesses appear in person and answer questions or be cross-examined. Student witnesses will not be excused from school or allowed to testify unless their parent(s)/guardian(s) have given written permission prior to the hearings.
  - To testify and produce witnesses on his/her behalf.
  - To obtain, at the student's expense, a copy of the transcript of the formal hearing.

### STEP III

- A. Within three (3) school days following the conclusion of the hearing, the hearing officer shall prepare a written report. The report shall summarize the evidence, state conclusions of fact and make a recommendation of whether the Board should expel the student. The report shall be forwarded to the Board.
- B. If the hearing officer does not recommend expulsion, the student may be permitted return to school pending a review of the report by the Board. Assignment to an educational alternative may be recommended, if appropriate.

*C. Following a review of the hearing officer's report, the transcripts, and the exhibits submitted at the hearing, the Board shall decide whether or not to expel the student at the next scheduled Board meeting. The duration of an expulsion is within the discretion of the Board based upon the circumstances of each case.*

### STUDENTS WITH DISABILITIES

- A. If a student with a disability, as defined by federal and state law and regulations, is recommended for removal for more than ten (10) school days, either consecutively or cumulatively, in any one school year, or if expulsion is being recommended, a meeting of the student's I.E.P. team shall be conducted.
- B. The student's I.E.P. team will consider whether the offense was a manifestation of the student's disability or the result of an inappropriate educational placement.

C. If the I.E.P. team determines the offense was a manifestation of the student's disability or the results of an inappropriate educational placement, the I.E.P. team shall modify the student's educational program and/or placement accordingly.

D. If the I.E.P. team determines that the offense is not a manifestation of the student's disability or the result of an inappropriate educational placement, then the student will be subject to the provisions of the District's Discipline Code and disciplined accordingly.

E. In instances where the student with a disability presents a danger to him/herself or others, or is so disruptive to the educational environment as to interfere with the rights of other students' emergency placements and/or removal may be invoked by the District, including homebound instruction.

F. Students with disabilities and their parents and/or guardian should also refer to the *Administrative Manual for Special Education Services* available through the Delaware Department of Education.

## **FOLLOW UP TO EXPULSION**

A. A student who is expelled shall be informed of the duration of the expulsion.

B. The student's parents, or guardians, may petition the Board for readmission to school thirty (30) calendar days prior to the expiration of the expulsion period designated by the Board.

C. The Board shall determine whether the student may be readmitted.

D. Under readmission to school, the following conditions are required to be met:

- A behavioral contract designed by appropriate school personnel and signed by the student and parent(s)/guardian(s) must be completed prior to readmission.
- A student will be placed on probation for one (1) calendar year following the date of readmission. Violation of the contract during the probationary period may result in a recommendation to the Board for expulsion.

E. A student is prohibited from being on Appoquinimink School District property during the expulsion period except when accompanied by parent(s)/guardian(s) for a scheduled appointment with school officials.

### *Notification of Expulsion to Division of Motor Vehicles*

*In any case where a student is expelled from the District, the Superintendent or designee shall send written notice of the expulsion to Division of Motor Vehicles. Under Delaware law, such notice serves as sufficient authority for the Division of Motor Vehicles to suspend, or refuse to renew any driver's license already issued to the expelled student, or to refuse to issue a license to the expelled student. An expelled student whose license has been suspended may have the license reinstated, or a new license issued if (a) the length of the expulsion is complete; (b) the expelled student is 19 years of age or older; (c) two years have elapsed since the date of the expulsion. Expelled students and their parents and/or guardians should refer to Title 14 of the Delaware Code, section 4130.*

## **School Resource Officer**

A Delaware State Police Officer is stationed at Middletown High School. Our School Resource Officer (SRO) fulfills both an educational and a law enforcement function. In the event that the allegation is made that a crime has been committed at Middletown High School, the SRO will determine if the law has been broken, decide what law applies, and if necessary, cite or arrest.

## STUDENT GRIEVANCE

A grievance is another name for a complaint. A student grievance exists when it is alleged that a student has been treated unfairly or has not been afforded due process.

The following persons or groups of persons may use the grievance procedures:

1. Students or groups of students
2. Parents of a student
3. Groups of parents of students

The grievance procedure may be used as follows:

1. Where it is alleged that any student or group of students:
  - a. Is being denied access to an appropriate educational opportunity.
  - b. Is being denied participation in any school activity for which the student is eligible.
  - c. Is being denied the opportunity to compete for a position in an activity where the selection is limited.
  - d. Is being subjected to an arbitrary or unreasonable regulation, procedure or standard of conduct.
2. Where it is alleged that the rights of an individual student and/or group of students are being denied or abridged.

### Grievance Procedures

When the grievance procedure is used, these steps shall be followed:

1. The grievant shall request, in writing, a conference with the person(s) who allegedly treated the student unfairly within three (3) school days.
2. A conference shall be held within one (1) to four (4) school days after the request.
3. If the conference does not resolve the complaint, the grievant may file a written grievance with the principal within three (3) days of the conference.
4. If the principal fails to resolve the issue to the satisfaction of the grievant, the grievant will, upon request, be given written notice by the principal within three (3) days stating the reason the problem was not resolved.
5. A grievant wishing to appeal the principal's written decision must file a written appeal with the Superintendent not later than five (5) school days from the date of the principal's written decision.
6. The Superintendent/designee shall resolve the appeal by investigating the situation, reviewing the written appeal/records, or will schedule a conference to hear the grievance no later than five (5) school days following the receipt of the notice of appeal and shall issue a decision in writing no later than five (5) school days following the investigation/conference.
7. If the grievance decision at the Superintendent's level is not acceptable, the Superintendent's decision may be appealed to the Board of Education. This appeal must be filed, in writing, no later than five (5) school days following the Superintendent's decision. The Board of Education shall resolve the grievance by investigating the problem, holding conferences with the involved parties or reviewing the written grievance records.
8. The decision of the Board of Education shall be the final decision of the school system. A copy of the decision shall be sent to the parties involved not later than ten (10) school days following the board hearing.
9. Further appeals may be addressed to the Delaware Secretary of Education.

## SCHOOL POLICIES AND PROCEDURES

### Acceptable Use Policy

At the beginning of each school year, all new students are required to sign the school's acceptable use policy. The policy outlines the student's rights and responsibilities with regard to our computer network and the Internet. Students and parents should be aware that Internet access is a required tool for research, and that there is accessible but unacceptable content on the Internet. Acceptable use does not allow a student to use the computers, the school's network, or the Internet for illegal or non-educational purposes, nor to violate copyright laws.

### Athletics

The following Varsity sports are offered at Middletown High School.

<b>FALL Girls</b> Cross Country Field Hockey Volleyball Cheerleading	<b>WINTER Girls</b> Basketball Swimming/Diving Cheerleading	<b>SPRING Girls</b> Golf Lacrosse Soccer Softball Tennis Track & Field
<b>Boys</b> Cross country Football Soccer	<b>Boys</b> Basketball Swimming/Diving Wrestling	<b>Boys</b> Baseball Golf Lacrosse Tennis Track & Field

Most of these programs also offer junior varsity teams and many offer freshmen squads when the number of participants warrants. All participants must have a physical examination by a physician prior to participation. Also their parent/guardian must fill out an emergency medical form.

### Athletic Physicals

Students who wish to participate in any athletic program must have a medical examination prior to practice for that sport. Physicals are given at the school by a licensed physician at a set cost per student.

### Calculators

The mathematics faculty at Middletown High School fully supports the technology statement presented by the National Council of Teachers of Mathematics. The Principles and Standards for School Mathematics states,

Electronic technologies - calculators and computers - are essential tools for teaching, learning, and doing mathematics... Technology should not be used as a replacement for basic understandings and intuitions; rather, it can and should be used to foster those understandings and intuitions. In mathematics instruction programs, technology should be used widely and responsibly, with the goal of enriching students' learning of mathematics. (2000)

Students at Middletown High School will be required to use graphing calculators throughout the mathematics curriculum, both while in class and when completing homework assignments. The calculator is also required for use on a variety of standardized tests including the DSTP, the SAT and several of the advanced placement exams. Every student is required to supply his or her own graphing calculator. The TI-83 and TI-83 plus from Texas Instruments are most highly recommended. These can be purchased from a variety of retail outlets and usually cost approximately \$90. See "Financial Hardship" section below for assistance if necessary.

### Career Pathways

A Career Interest Pathway is a planned program of sequenced or specialized courses designed to develop knowledge and skills in a particular career area. After completing a vocational interest survey in grade 9, every student is asked to identify and follow a Career Pathway as part of their graduation plan. Students may use the additional Academic, Visual and Performing Arts, and/or Vocational Technical Education coursework (including Junior ROTC as an option) to pursue individual academic interests. Credits in these two categories will eventually replace the elective credits. See below for a list of Career Pathway options.

<p><u>Academic</u></p> <p>ALLIED HEALTH</p> <p>Anatomy &amp; Physiology Health &amp; Human Services Psychology Sports Medicine Sports Marketing</p> <p>SCIENCE &amp; MATH TECHNOLOGY</p> <p>Chemistry &amp; Physics Advanced Physics Calculus Civil Engineering</p> <p>HUMANITIES</p> <p>Literary Criticism Non-fiction Writers Women Writers Technical Writing Literature &amp; Film Shakespeare Literature of the Industrial Age Public Speaking</p>	<p><u>Business &amp; Information Technology</u></p> <p>COMPUTER SOFTWARE APPLICATIONS</p> <p>Computer Software Applications Advanced Computer Software Applications Applied Business Technology &amp; Procedures Business Co-Op</p> <p>COMPUTER PROGRAMMING</p> <p>Introduction to Computer Programming (Visual BASIC) Programming with Business Apps. (C++) Program Design &amp; Development I, II (Java) Computer Hardware &amp; Operating Systems (A+) Business Co-op</p> <p>ACCOUNTING</p> <p>Computer Software Applications Accounting I, II Managerial Accounting Business Co-op</p> <p>MARKETING</p> <p>Marketing Fundamentals Entrepreneurship Sports &amp; Entertainment Marketing Marketing Management/ Research Business Co-op</p>
<p><u>Agriscience</u></p> <p>PLANT SCIENCE</p> <p>Introduction to Floriculture Advanced Floriculture Plant Science I, II, III Agricultural Leadership Agricultural Co-op</p> <p>AGRICULTURAL ENGINEERING</p> <p>Agricultural Leadership &amp; Personal Development Agricultural Engineering I, II</p> <p>ANIMAL SCIENCE</p> <p>Small Animal Science Large Animal Science Equine Science Vet Tech Agricultural Leadership Agricultural Co-op</p>	<p><u>Family &amp; Consumer Science</u></p> <p>FOODS</p> <p>Food &amp; Nutrition Advanced Culinary Arts Hospitality Foods</p> <p>CHILD DEVELOPMENT</p> <p>Food &amp; Nutrition Child Development I Child Development II</p>
<p><u>Jobs for Delaware Grads</u></p> <p>JDG 9 JDG 10 JDG 11 JDG 12</p>	<p><u>Visual &amp; Performing Arts</u></p> <p>VOCAL MUSIC</p> <p>General Chorus Advanced Chorus Ensemble Singers Independent Vocal Study</p>
<p><u>Air Force ROTC</u></p> <p>ROTC I - Aerospace Science I/L'shp Education I ROTC II - Aerospace Science II/L'shp Education II ROTC III - Aerospace Science III/L'shp Ed. III ROTC IV - Aerospace Science IV/L'shp. Ed. IV</p>	<p>THEATER ARTS</p> <p>Creative Drama Fundamentals of Acting Intermediate Acting Stagecraft Stagecraft Independent Study</p>
<p><u>Technology Education</u></p> <p>PHYSICAL TECHNOLOGY</p> <p>Design &amp; Materials Technology</p>	<p>INSTRUMENTAL MUSIC</p> <p>Concert Band Symphonic Band</p>

<p>Design &amp; Materials Processing  Product Production &amp; Construction  Advanced Production &amp; Building  Maintenance</p> <p>PRE-ENGINEERING DESIGN</p> <p>Engineering Drafting &amp; Design  Architectural &amp; Structural Drafting  &amp; Design  3-D Modeling &amp; Computer-aided  Manufacturing  Research &amp; Development</p> <p>COMMUNICATION  TECHNOLOGY</p> <p>Layout &amp; Design  News &amp; Feature Writing  Broadcast Journalism</p>	<p>Percussion Ensemble</p> <p>ART</p> <p>Art I, II, III  AP Art History  Photography  AP Studio Art</p>
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## Co-Curricular Activities

Band Front	Videography
Chorus	Vocational Student
Concert Band	Organizations
Drama	BPA
Journalism	DECA
Literary Magazine	FCCLA
Marching Band	FFA
Math League	TSA
Newspaper	Yearbook (10-12)
ROTC	

These are the activities and some classes that are offered at Middletown High School. The classes will meet during the school day and offer credit. However, for some of these activities the students need to be elected. Your counselor will briefly explain these activities and will put you in touch with the appropriate faculty member. If you are interested in any of the above activities, it is important that you sign up. The more you participate in school activities, the more rewarding your high school years will be.

## Co-Operative Education

Seniors, as part of the school-to-work transition, may get an early dismissal for an approved supervised co-op program. Employment must be continuous for credit to be earned. All students who regularly leave prior to the end of the school day must have:

- a) Completed early dismissal form with parent signature
- b) Transportation at the time of dismissal

## Deliveries

The Middletown High School office does not accept deliveries for students from local businesses. Parents should not send flowers, balloons, etc. to school. The items disrupt the educational process and are not permitted in the classroom.

## Dress Code

The school requires students to dress appropriately for school and extracurricular activities and does not permit clothing, shoes, or jewelry – or articles worn as such – that are distracting, hinder the educational process, or are inappropriate.

1. Headwear of any type may not be worn – male and female (exception – documented religious reasons). This includes hats, sweatbands, bandanas, or head covering of any type.
2. Outerwear is not permitted while in the building. Jackets, winter coats, trench coats, leather coats/jackets, or raincoats must be placed in lockers upon entering the school building. (Fleece and warm-up jackets will be permitted.)
3. Shorts will be permitted before September 30 and after June 1. (Changes to these dates will be at the principal's discretion.)
4. The length of the skirts and shorts must be at least mid thigh.
5. Shirts must have sleeves, must cover the waist, and will not be low cut or see-through. Tank tops, halter tops, tube tops, see-through shirts, muscle shirts, lace up tops, belly shirts, spaghetti straps, backless tops, shirts with cutoff sleeves, and shirts that leave either shoulder bare are not permitted.
6. Footwear must be worn at all times. (bedroom slippers are not permitted)
7. Clothing must be worn as intended
  - o Pants must be worn properly and are to be pulled up and secured at the waist.
  - o Undergarments are not to be visible.
  - o Pajamas are not permitted
8. Student apparel that advertises, glorifies, or symbolizes any illegal substances or any substances illegal to minors (e.g. shirts that advertise alcohol or tobacco), containing derogatory phrases, profanity, or glorifies violence or criminal behavior are not permitted to be worn.
9. Students may not wear lewd, suggestive, or excessively tight clothing, clothing with writing on the backside, spiked jewelry or chains.
10. Items not specifically covered in the above-list can be prohibited at the discretion of the administration. Items of clothing that disrupt the educational process can be prohibited at the discretion of the administration.

## Electronic Devices

Electronic devices include, but are not limited to: portable CD players, MP3 players, cassette players, tape recorders, cameras, video cameras, radios, beepers, pagers, cellular phones, and games.

Cellular telephones and all electronic devices (non-school items) are banned at Middletown High School during the school day. Any such devices that are in sight during the school day (from the first bell to the last bell of the day) will be confiscated and returned only to a parent. Middletown High School does not accept any responsibility for electronic items that are lost or stolen at school. Students who repeatedly violate this policy will be subject to the code of conduct (see "Defiance").

## Eligibility to Participate in Extra-Curricular Activities

Two policies impact a student's eligibility to participate in extra curricula activities. The Delaware Interscholastic Athletic Association (DIAA) requirements listed below apply only to inter-scholastic athletics. The district policy that follows applies to all extra-curricular activities.

### **DIAA Policy – Article 4**

4.1 In order to be eligible for participation in interscholastic athletics, including practices, a student must pursue a regular course of study or its equivalent as approved by the local governing body and must be passing at least five (5) credits. Two (2) of those credits must be in the areas of English, Mathematics, Science, or Social Studies.

4.1.1 A student who is receiving special education services and is precluded from meeting the aforementioned academic requirements due to modifications in the grading procedure or course of study, shall be adjudged eligible by the principal if he/she is making satisfactory progress in accordance with the requirements of his/her individualized education plan (IEP).

4.2 In the case of a student in the twelfth grade, he/she must be passing all courses necessary for graduation from high school in order to be eligible for participation. A course necessary for graduation shall be any course, whether taken during or outside of the regular school day, that satisfies an unmet graduation requirement.

4.3 A student whose work in any regular marking period does not meet the above standards shall be ineligible to participate in interscholastic athletics, including practices, for the next marking period.

4.3.1 In the case of a conflict between the marking period grade and the final grade, the final grade shall determine eligibility.

4.3.2 The final accumulation of credits shall determine eligibility for the first marking period of the following school year. When a student makes up a failure or earns the required credit(s) during the summer, he/she shall become eligible provided he/she successfully completes the course work prior to the first official student day of the school year.

4.3.2.1 Written verification of the successful completion of a correspondence course must be received before a student shall regain his/her eligibility.

4.4 A student forfeits or regains his/her eligibility, in accordance with the provisions of this rule, on the day report cards are issued.

4.5 Local school boards and non-public schools may establish more stringent requirements for academic eligibility than the minimum standards herein prescribed.

4.6 An ineligible student who practices in violation of 4.1, 4.2, or 4.3 shall, when he/she regains his/her eligibility, be prohibited from practicing, scrimmaging, or competing for an equivalent number of days.

### **Appoquinimink Policy**

McNeal (2000) concluded that, "in order to be a competitive school system, the school must combine enough extracurricular activities with the right amount of academic skills training. As educational research consistently demonstrates, "students involved in co-curricular activities, especially interscholastic sports, perform better than those who are not involved (Schaben, 2002).

All students entering Middletown High School as ninth graders for the first time are eligible to participate in extra curricular activities. Ninth grade students that do not maintain at least a 1.75 GPA in each of the marking periods during their freshman year, must actively participate in a school approved tutoring program. In order for students to be eligible as tenth grade students, they must have earned a 1.75 average in the last marking period of their freshman year. To remain eligible, however, they must maintain a 2.0 GPA in each of the marking periods during their sophomore year. Tenth grade students that do not maintain at least a 2.0 GPA in each of the marking periods during their sophomore year, must actively participate in a school approved tutoring program. In order for students to be eligible as 11<sup>th</sup> and 12<sup>th</sup> grade students, they must have earned a 2.0 GPA the last marking period of the previous year. To remain eligible, however, they must maintain a 2.0 GPA in each of the marking periods during the year. Students that do not maintain at least a 2.0 GPA in each marking period must actively participate in a school approved tutoring program. To be eligible to participate in a school sponsored extra curricular activity or program in 12<sup>th</sup> grade, a student must carry appropriate and sufficient credits during the regular school day to be eligible to graduate at the end of the regular 12<sup>th</sup> grade school year.

Students who do not meet district marking period eligibility requirements but who pass at least five (5) credits, two (2) of which are in the separate areas on English, Mathematics, Science or Social Studies may, with parent or guardian written consent, request permission from the principal to remain a part of an extra curricular program or activity provided the student and parent agree that the student will actively participate in a school approved tutoring program until they meet the required academic standard.

Our athletic eligibility requirements allow students, who meet D.I.A.A. requirements, to continue their participation while receiving mandatory academic support through our approved tutoring program. Student requiring an academic waiver will be required to participate in the Middletown High School Extended Time Program. In rare cases, an exception may be approved by the Supervisor of Athletics and students may be permitted to participate in an outside tutoring program. Students who do not fulfill their waiver program requirements will not be permitted to participate in any after-school activities until they receive clearance from the Supervisor of Athletics. A student's waiver may be revoked at any time should they not follow the prescribed waiver requirements.

## Extracurricular Activities

Academic Bowl	National Honor Society
Art Club	Odyssey of the Mind
Campus Life	Partners Club
Cheerleading	(Spec. Olympics)
Chess Club	Pep Band / Drum Line
Class Officers	Ping Pong Club
Computer Club - BPA	Robotics
Debate Club	Rocket Club
Environmental Club	SADD / YELL
French Club	Science Olympiad
Future Educators of America	Ski Club
German Club	SOAR
History Club	S.P.A.A.C.E.
Interact Club	Spanish Club
Japanese Club	Stage Crew
Jazz Band	Step Team
Literary Club	Student Council

## Fees

Some courses have fees associated with them. See the course catalogue for specifics.

## Guidance Office

The guidance office offers services to students in the areas of scholastic counseling, career counseling, help with personal problems and crisis counseling. Other than during a crisis, students wishing to see a counselor should make an appointment by stopping by the guidance office before school; during the change of classes, break, or lunch; or after school. Students should fill out an appointment request. The counselor will then schedule an appointment and get back in touch with the student.

## Honor Rolls

### High Honor Roll

To earn high honor roll status a student must:

- Enroll in at least five grade-earning courses (classes earning pass/fail and satisfactory/unsatisfactory do not count toward honor roll)
- Have no grade below a C-
- Have a GPA above 3.75

### Honor Roll

To earn honor roll status a student must:

- Enroll in at least four grade-earning courses (classes earning pass/fail and satisfactory/unsatisfactory do not count toward honor roll)
- Have no grade below a C-
- Have a GPA between 3.0 and 3.74

### Cavalier Honor Roll

To earn Cavalier honor roll status a student must:

- Enroll in at least five grade-earning courses (classes earning pass/fail and satisfactory/unsatisfactory do not count toward honor roll)
- Have no grade below a C-
- Have a GPA between 2.75 and 2.99

## Library

The Middletown High School Library and the Appoquinimink Public Library share facilities to provide longer hours, state-of-the-art technology, a larger collection, and special services. Students who attend Middletown High School have access to all New Castle County Public Libraries through the online catalog.

The library contains over 40,000 volumes and has one of the most up-to-date school reference collections in the state. It subscribes to over 100 periodicals and has access to an online database, which contains 1600 full text magazines. Videos, books on tape, and over 70 CDs are available to students as well as Internet access through the Delaware Education Network.

ALL STUDENTS MUST HAVE A NEW CASTLE COUNTY PUBLIC LIBRARY CARD TO CHECK OUT LIBRARY MATERIALS.

Forms to obtain cards are available at the library circulation desk. Students should also have a district Internet access form on file in order to use the Internet, the word processing packages, and the databases specially chosen for high school student use. Students who check out library materials are subject to the circulation policies and fines of the New Castle County Libraries.

Library hours during the school year are:

Monday-Thursday	7:30 AM – 9:00 PM
Friday	7:30 AM – 5:00 PM
Saturday	10:00 AM – 2:00 PM
Sunday	Closed

During the school day, students are permitted to use the library when their teacher has signed their Agenda Books.

### Lockers

Locks and lockers are the property of Appoquinimink School District and are subject to inspection by authorized school personnel. The school is not responsible for lost or stolen items.

Students are not to share lockers unless they have been assigned to do so by the main office. Due to the limited number of lockers available, students may be required to share a locker during the coming school year.

### Lost Textbooks and Materials, Damaged Property

Any books, uniforms or other school equipment that are assigned or issued to a student are to be returned to the school in good condition. In all cases, students will be required to return to the school the exact item that was issued to them. (For example, a student who was issued textbook #14 in social studies must return textbook #14 in order to be cleared of his obligation to the school. If the student returns a book with some other number, that book will be put back into the school's inventory, but it will not clear the student's obligation to return book #14.) Also, students and parents will be held responsible for repairing or replacing any school property, which is damaged or broken as a result of student's negligence and/or mischievous behavior.

For any books, uniforms or other school equipment which are not returned when required, a Student Obligation Form will be filled out, the parents will be notified, and the student will be billed for the replacement cost of the item not returned. (NOTE: Because of rising prices from school suppliers, quite often the replacement cost of an item will be higher than it's original purchase price.)

**Any unpaid student obligation will be held for as long as the student is attending Middletown High School.** Unpaid student obligations may restrict a student's privileges including parking on MHS property and attending extra curricular activities including the prom. All outstanding student obligations **must be paid before purchase of parking registration, prom tickets, and cap and gown.** If the student leaves Middletown High School before graduation, all outstanding student obligations must be paid.

### Medication Policy

Only employees licensed to practice professional or practical nursing under 24 Delaware Code, ch., 19, are permitted to administer medication.

Students are not permitted to take medications of any kind in school unless that medication is given by the nurse. Prescription and non-prescription medication may be administered by the school nurse during school hours, utilizing the instructions outlined in this policy.

Whenever possible, medications should be administered at home. If it is necessary for your child to receive medication during the day, these instructions must be followed:

1. Whenever possible, the parent/guardian should bring the medication to and from school.
2. When necessary to send the medication with your child, you must send a note or call the school nurse to convey the required information concerning the medication.
  - a. The medication must be in the original container, with attached prescription label, if applicable.
  - b. The parent must include in the note or phone call the following:
    1. Name of the medication
    2. Amount of medication (quantity of pills or approximate quantity of suspension)
    3. Dosage of medication
    4. Time of administration
    5. Reason for medication
  - c. Whenever medication is sent with the student, a note or phone call must accompany the request each and every time. Forms are available in the nurses' office.
  - d. Upon arrival to school, the nurse will verify the quantity of pills or quantity of suspension. If a discrepancy is encountered, the parent will be notified by the school nurse as soon as possible.

For those students on a medication regimen year after year, a new physician's order is mandatory at the beginning of each school year. If you have questions, please contact the school nurse.

## National Honor Society

The National Honor Society chapter of Middletown High School is a duly chartered and affiliated chapter of the prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and adopted to meet our local chapter needs.

To be considered for National Honor Society, students must achieve at least a 3.50 cumulative weighted G.P.A. after the first semester of their sophomore year. Candidates will receive an application to be completed over the summer months. Members are selected by a five member faculty council, appointed by the principal.

The application process requires that the student complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate each candidate's, the Faculty Council considers the following: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's character and leadership; third, the candidate is asked to write an essay to accompany the information form. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are then notified regarding selection.

Following notification, a formal induction ceremony is held in the fall to recognize all newly selected members. Members are required to maintain or improve their performance in all criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, and participation in the chapter service projects. These projects include, but are not limited to: MOT Senior Center, Daycare visit, reading during Book Week, Angel Tree for children of prisoners, Christmas in Odessa, the Basket Brigade, Walk for Cystic Fibrosis, and HOST Program.

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisor, Dr. Perrine, at MHS (376-4141 x 5055).

## NCAA Clearinghouse Requirements

The NCAA has course and GPA requirements for students who wish to participate in college athletics.

### **Core Units Required for NCAA Certification**

	<b>Division I</b>	<b>Division II</b>
<b>English Core</b>	4 years	3 years
<b>Math Core*</b>	3 years	2 years
<b>Science Core</b>	2 years	2 years
<b>Social Science Core</b>	2 years	2 years
<b>From English, Math or Science</b>	1 year	2 years
<b>Additional Core or Foreign Language</b>	4 years	3 years
<b>Total Units Required</b>	16	14

*\*IMPORTANT NOTE: For students in the class of 2008 and beyond, the core course requirements increase to 16 adding an additional math core and one additional course elsewhere.*

There are also minimum SAT requirements.

Please see your counselor or athletic director for additional information.

## Parent Conferences

Every effort will be made by the administrators and staff to involve parents with the school. Parent conferences are scheduled twice during the school year. If parents would like an additional conference with the principal or assistant principal, they should contact the high school office at 376-4145. Additional conferences with counselors or teachers may be arranged by calling 376-4146. Parents are not permitted to go directly to a classroom while school is in session. All visitors, including parents, must follow sign in procedures.

## Parking Regulations

Parking is available only for registered students in the class of 2007. All eligible students must register their vehicles that are parked on school property and pay the non-refundable \$10 registration fee.

The following rules apply to the student parking lot:

1. Cars parked on school property are subject to the Search & Seizure Laws of the State of Delaware, State Board and Appoquinimink School District policies.
2. Obey all traffic laws including the 15 MPH speed limit.
3. Park in the assigned space only. Illegal parking (parking on grass, in the state service center lot, in the teacher or administrative lot etc.) may lead to towing at the owner's expense.
4. At no time during the day are students permitted to go to their cars. This includes lunch. Any student going to their car will be considered to have left school without permission.
5. All students who are not scheduled for fifth, sixth, or seventh periods must leave within 10 minutes of their last class. Only students who can provide their own transportation will be considered for abbreviated schedules.
6. The Appoquinimink School District Code of Conduct applies to conduct in the parking lot.
7. Any violation of parking or traffic rules including unsafe driving may result in permanent loss of parking privileges. If a non-registered student parks on school property that student will forfeit all future parking privileges. Parking fees are non-refundable.
8. Vandalism to school property or grounds will require restitution and or repair and may result in revocation of parking privileges.
9. Students who repeatedly park illegally may also be subject to having their car "booted." The student's car cannot be operated with the boot in place, and there is a substantial fee for having the boot removed.
10. Tampering with or attempting to remove the boot will result in permanent revocation of parking privileges as well as monetary restitution if required.

### Passes / Restroom Use

Any time that a student is in the halls during a regular class period the student must have his Agenda Book with an appropriate signature. The Agenda Book must state the student's name and destination, the date, and the time the student left class. Students who are in the halls without an Agenda Book may be escorted directly back to class and, if warranted, may be referred for disciplinary action for cutting class. No student is permitted to leave one instructional area and go to another without prior written approval of both teachers.

### Required Courses for Graduation

Local school boards may establish requirements over and above the minimum credits prescribed by the State Board of Education.

<b>Courses</b>	<b>Credits</b>
<b>Traditional Academic</b>	
English	<b>4</b>
Social Studies	<b>4</b>
Mathematics	<b>3</b>
Science	<b>3</b>
<b>Supporting Coursework</b>	
Physical Education	<b>1</b>
Health	<b>0.5</b>
<b>Interest Pathways*</b> - Academic, Visual and Performing Arts, or Vocational Technical Education program. *Students are expected to complete a senior project.	<b>3</b>
<b>Additional Academic Coursework</b> - Additional Academic, Visual and Performing Arts, Other World Languages and/or Vocational Technical Education program (includes Junior ROTC as an option). All seniors are required to complete a senior project as a graduation requirement	<b>3.5</b>
<b>Total</b>	<b>22</b>

Students who do not meet the state standards must complete the necessary requirements of the state and district accountability policies. The state of Delaware is currently considering revisions to these requirements. Middletown High School will adhere to any adopted revisions.

**GRADE 9 and 10** - must elect a minimum of 7 credits. For promotion students must acquire a minimum of 5 credits each year, 4 of which must be English, social studies, science and math.

**GRADE 11** - recommended a minimum of 6 credits – must demonstrate progress toward meeting graduation requirements. For promotion to grade 12:

- a) must acquire 15 credits (includes 9<sup>th</sup> & 10<sup>th</sup> grades)
- b) must pass the Humanities block English, Social Studies)
- c) ½ credit must have been earned in Physical Education\*\*

**GRADE 12** - recommended a minimum of 4 credits – must take all courses necessary to meet graduation requirements. For graduation:

- a) must complete all requirements as stated previously.
- b) must pass the Humanities block

NOTE: APOQUINIMINK BOARD OF EDUCATION POLICY STATES THAT STUDENTS MUST PASS ALL CREDITS REQUIRED FOR GRADUATION IN ORDER TO PARTICIPATE IN COMMENCEMENT EXERCISES.

The State Department of Education Handbook for K-12 policy, page D-3, states:

“PHYSICAL EDUCATION shall be a requirement for any two years during grades nine through twelve with a maximum of ½ unit of credit earned per year. Provision for makeup and accumulation of required credit should be provided at the ninth through twelfth grade levels.”

### School Based Wellness Center

Middletown High School’s School Based Wellness Center is sponsored by the Appoquinimink School District and the State Division of Public Health. Any student enrolled in Middletown High School may enroll in the Wellness Center provided the student has a signed parental consent form. Once enrolled in the project, students may avail themselves of the following services:

**Medical Care by Physician and Nurse Practitioner:**

- routine and sports physicals
- examination and treatment for minor injuries and illness
- updating immunizations

**Nutritional Care:**

- meal planning
- dietary recommendations
- counseling

**Social Services:**

- individual and family counseling
- stress management

The procedures for using the Wellness Center are communicated to the students at the start of the school year. Students must see the school nurse prior to entering the Wellness Center. Arrangements should be made so that Wellness Center appointments do not conflict with academic classes.

### School Lunches

The cafeteria offers a variety of nutritional foods. The students meeting the government criteria to apply for free or reduced lunches may obtain the forms from the cafeteria manager. When completed, the forms are to be returned to the cafeteria manager. The cafeteria and lunch policies are as follows:

1. Students are not permitted to leave the school or go to the parking lot during lunch period to purchase food or lunches.
2. Students are not permitted to go home for lunch.
3. Food purchased in the cafeteria or at the school store must be eaten in the commons area, not in halls or classrooms.
4. Students are responsible for cleaning their cafeteria table of all trash and for returning trays to the kitchen.
5. Students are not permitted to “save a place in line” for any other student.
6. Students are not permitted to cut into the cafeteria line.
7. Students are not permitted to be in any part of the building other than the commons area during lunch.
8. Students should go to their lockers between classes, NOT during the lunch period while classes are in session.
9. Students who violate the above will be subject to disciplinary action.

### Sportsmanship

The Appoquinimink School District believes that student participation in interscholastic competition is a vital part of the total educational program, and should be used as a means for developing positive attitudes and human relations, as well as knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body and strengthen school-community relations. To this end, the Board shall require the display of good sportsmanship by students.

Members of the student body, whether participants or spectators, are expected to exhibit exemplary behavior at interscholastic events. These events provide an excellent opportunity to display school spirit, and to show pride in the district. Since interscholastic athletic events are an extension of the classroom, the school discipline code will be enforced in relation to student conduct.

The Superintendent shall establish regulations, using the Delaware Interscholastic Athletic Associations (DIAA) Sportsmanship Policy as a guide, that guarantee the teaching of the principles of good sportsmanship and competition etiquette to students in all physical education courses, as well as to all members of intra-mural, junior varsity, and varsity teams, cheerleaders, pep club members, band members, and any students who will represent the district in interscholastic competitions or exhibitions.

The Superintendent will establish regulations for crowd control at district events. The regulations will stress the type of exemplary behavior, ethics and integrity that should be exhibited by all spectators, and will provide for corrective measures to be taken, when necessary, to maintain an atmosphere conducive to the enjoyment of the event.

Coaches of all teams will be trained in the methods of establishing good sportsmanship in their players, and they will be considered as role models in this respect.

The Board will utilize appropriate methods to disseminate its policies on good sportsmanship, and will work with parents, sports booster clubs, and alumni associations to keep sportsmanship a top priority.

### **Middletown High School Spectator Behavior Expectations**

Demonstrate good sportsmanship and encourage others to do the same by applauding good team play, individual skill, and examples of good sportsmanship

Respect the judgment and integrity of the officials

Treat visiting teams and officials as guests and extend them every courtesy

Unsportsmanlike behavior includes, but is not limited to the following:

- Use of profanity, vulgarity, obscene gestures, abusive language, and/or derogatory remarks
- Throwing objects
- Going onto the playing surface and interrupting a contest
- Use of alcohol or other controlled substances

Failure to abide by these expectations will result in immediate removal from the premises

### Student Messages

The Middletown High School clerical staff will make every attempt to deliver messages to students in a timely fashion. Students will only be taken from class for this purpose in the event of an emergency. All messages should be left with the attendance clerk at 376-4156.

### Student Telephone Usage

Students are not permitted to use the office telephones without permission. Students may only use classroom phones with teacher permission. The office staff will deliver parent messages to students only in an emergency.

### Students Who Become Ill During The School Day

Any student who becomes ill during the school day MUST report to the nurse's office. Students who miss class and offer the excuse that they were in the restroom or any area other than their regularly scheduled class will be considered absent from class (unexcused) and will be subject to disciplinary action for cutting class. Students who feel ill may not sign themselves out to go home -- the nurse must sign out students.

### Tech Prep

Tech Prep Delaware is a partnership of public education, business, industry, labor, government and higher education to provide clear pathways to post secondary education. The Tech Prep career pathways allow students to earn college credits at no cost while still in high school. Students are eligible if they complete the pathway, master the course competencies at the credit-award level, and complete the academics (English, math, history, etc.) required for admission to the participating college or university

Middletown High School offers a variety of Tech Prep articulated courses in the areas of

- Agriscience
- Engineering Drafting and Design
- Business

### Use of Tobacco Products

Effective July 1, 1987, the Appoquinimink School District approved a policy which prohibits possessing, using, dispensing, smoking or selling of all tobacco products including snuff and chewing tobacco by students in kindergarten through grade 12 while under the jurisdiction of the school district. Effective July 1, 1993 the Appoquinimink School District approved a policy, which prohibits smoking by anyone on school grounds.

### Visitors

All-day student visitors are not permitted at Middletown High School. All other visitors must report to the main office upon arrival, sign in, receive a visitor's pass, and be escorted to the appropriate location within the school.

## Wilmington College Course Offerings

Beginning in September 2006, Wilmington College will be offering courses to be taught at Middletown High School. Middletown High School juniors and seniors can enroll at a reduced rate. For more information, please contact your guidance counselor.

### Fall Semester

#### MAT 101 – College Math I – 3 Credits

This course provides a review of algebra fundamentals, including linear equations and inequalities, polynomials, factoring, rational expressions, integer exponents, and quadratic equations. The course will also cover linear, quadratic, polynomial, rational, and exponential functions as well as graphing techniques for these functions. The elimination method for solving systems of linear equations will be discussed, followed by an overview of basic linear programming. The mathematics of finance will be introduced. Applications of mathematics will be stressed. Recommendation from your guidance counselor is required before registering for the course.

#### ART 201 – Art History – 3 Credits

This survey course includes the study and appreciation of painting, sculpture, and architecture from Paleolithic to modern times. A limited examination of contemporary painting and sculpture is also included. The approach is to investigate styles, periods, and artists as they relate to time and place. Museum or gallery trips are integral to the course of study.

#### PSY 101 – Introduction to Psychology – 3 Credits

This course offers an overview of the principles of human behavior. Developmental theories, psychophysiology, thinking, learning, personality theories, abnormal, and deviant psychology are introduced. Methods of assessment and research principles are discussed.

### Spring Semester

#### ENG 101 – English Composition I – 3 Credits

This course is designed to help students become more proficient and effective writers. Students will study the principles and skills involved in effective writing and reading and will be required to apply these skills to selected writing assignments throughout the course. They will also study elements that constitute various rhetorical patterns of writing and develop skills in writing essays in these patterns. The rhetorical patterns studied in this course are description, narration, compare / contrast, definition, and classification / division. Students will also be introduced to the elements of APA documentation. This course will emphasize the use of correct grammar, usage, spelling, punctuation, and mechanics. Students will be required to apply these skills to all writing assignments. Successful completion of an independent library orientation project is also a requirement.

#### CRJ 101 – Survey of Criminal Justice – 3 Credits

This course is a survey of agencies involved in the administration of criminal justice. The survey reviews the functions of the legislature, police, prosecutor, courts, and the correctional system. Problems of law enforcement in a democratic society are discussed. This course ties together all components of criminal justice and includes issues of both the juvenile and adult offender.

#### SOC 101 – Introduction to Sociology – 3 Credits

This course introduces students to the fundamental concepts and methods of the scientific study of group behavior in terms of social interactions and processes. An introduction to social psychology, socialization, personal development, culture, and personality is also offered.