



# 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 Student Planner Belongs to:*

Name \_\_\_\_\_

Address \_\_\_\_\_

City / Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

# **Appoquinimink School District Administration**

Mr. Matthew Burrows, Superintendent

## **Principal**

Jim Comegys

## **Assistant Principals**

Felecia Duggins

Voni Perrine

## **Teacher of the Year**

Sandra Porto

## **High School Secretarial Staff**

Barbara Foreman, Guidance Secretary

Sue Poore, Administrative Secretary

Mary Wilber, Registrar Secretary

Judy Blendt, Attendance Clerk

## **Board of Education**

Mr. Norman Abrams

Mrs. Edna Cale

Mrs. Joanne Christian

Mr. Richard Forsten

Mrs. Julie Johnson

## 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 2011-12.

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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. Inquiries 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, 313 South Fifth 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, 313 South Fifth 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: 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.

## STUDENT / PARENT CONCERNS

Classroom Issues	376-4140 + Teacher's Room #
Discipline Issues	Assistant Principal / Principal 376-4141 Student Advisor 376-4160 Assistant Principals
Athletics	
1. Coaches	Numbers distributed at Sports Meeting each season
2. Athletic Director	Mr. Lahutsky 376-4149

If you have any concerns or issues that have not been resolved to your satisfaction, please contact the building Principal at 376-4145.

## 2011 - 2012 CALENDAR

Aug.	8	Summer Graduation
Aug.	15	First Day of Practice for Fall Athletics
Aug.	16, 17, 18	New Teacher Staff Development
Aug.	22, 23, 24, 25,	Staff Development – no school
Aug.	29	First Day of School – Grade 9
Aug.	29	Barbeque for Grade 9
Aug.	30	First Day of School – Grades 10-12
Sept.	2	Schools and Offices Closed
Sept.	5	Labor Day - Schools/Offices Closed
Sept.	7	Middletown High School Open House
Oct	1	SAT Testing *
Oct.	4-6	Parent Conferences (evening only)
Oct.	7	Staff Development – No School
Oct.	9	SAT Testing*
Oct.	10	Staff Development – No School
Oct.	12	Gr. 9-11 PSAT Testing
Oct.	18	National Honor Society Induction
Oct.	20	Chorus concert
Oct.	21	Middletown High School Homecoming
Nov.	4	End of 1 <sup>st</sup> Marking Period
Nov.	4-6	Fall Play
Nov	5	SAT Testing*
Nov.	11	First Day of Practice for Winter Athletics
Nov.	11	Schools and Offices Closed – Veteran’s Day
Nov.	12	First Day of Practice for Winter Athletics
Nov.	17	Tri-M Induction
Nov.	18	Report Cards
Nov.	23	Staff Development – no school
Nov.	24, 25	Schools and Offices Closed - Thanksgiving
Dec.	20	Holiday Concert
Dec.	23 – 31	Schools/Offices Closed - Winter Break
Jan.	2	School Reopens
Jan.	16	M. L. King, Jr. Holiday – schools/offices closed
Jan.	17-19	First Semester Exams
Jan.	19	End of 2 <sup>nd</sup> Marking Period - First Semester Ends
Jan.	20	Staff Development – no school
Feb.	1	Report Cards
Feb.	17	Staff Development – no school

Feb.	20	President's Day - Schools/Offices Closed
Feb.	28	Grade 8 High School Preview Night
Feb.	28-29	Parent Conferences (evening only)
Mar.	1	First Day of Practice for Spring Athletics
Mar.	2-3, 8-10	Spring Musical
Mar.	16	Staff Development – no school
Mar.	21	Band Concert
Mar.	24	Junior Prom
Mar.	28	End of 3 <sup>rd</sup> Marking Period
Apr.	6-13	Schools and Offices Closed - Spring Break
Apr.	18	Report Cards
Apr.	19	Tri-M Spring Recital
May	1-13	Advanced Placement Exam
May	5	SAT Testing*
May	15	Spring Concert
May	17	Middletown High School Senior Prom
May	25	Schools/Office Closed
May	28	Memorial Day - Schools/Offices Closed
June	4-6	Final Exams
June	7	Last Student Day
June	7	Report Cards
June	8	Last Teacher Day
June	12	MHS Graduation - Bob Carpenter Center

\*Dates subject to change by College Board

**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...WXCX...WDOV...WDSB

WEB: [www.apposchooldistrict.com](http://www.apposchooldistrict.com), [www.middletownhs.org](http://www.middletownhs.org)

Notice posted on the home page

Cavalier Bulletin Board for general information: 378-5267

BELL SCHEDULES

2011-2012 BELL SCHEDULES

<b>Period</b>	<b>Start Time</b>	<b>End time</b>
1	7:30	9:10
2	9:15	10:45
3	10:50	12:55
A lunch	10:45	11:15
class	11:20	12:55
B lunch	11:35	12:05
class	10:50	11:35
class	12:10	12:55
C lunch	12:25	12:55
class	10:50	12:25
4	1:00	2:30

One Hour Late Opening

<b>Period</b>	<b>Start Time</b>	<b>End time</b>
1	8:30	9:55
2	10:00	11:15
3	11:20	1:10
A lunch	11:20	11:50
class	11:55	1:10
B lunch	12:00	12:30
class	11:20	12:00
	12:35	1:10
C lunch	12:40	1:10
class	11:20	12:40
4	1:15	2:30

Two Hour Late Opening

<b>Period</b>	<b>Start Time</b>	<b>End time</b>
1	9:30	10:30
2	10:35	11:35
3	11:40	1:20
A lunch	11:40	12:10
class	12:15	1:20
B lunch	12:15	12:45
class	11:40	12:15
	12:50	1:20
C lunch	12:50	1:20
class	11:40	12:50
4	1:25	2:30

## ATTENDANCE PROCEDURES

Middletown High School acts in accordance with Title 14 of the Delaware Code with regard to attendance and truancy and adheres to the Appoquinimink School District 5% attendance policy. Students with excessive absences are subject to:

- Truancy proceedings
- Administrative withdrawal
- Denial of course credit
- Loss of Parking Privileges

Middletown High School teachers take attendance in every class. Students who exceed five (5) unexcused absences in a course or ten (10) unexcused absences in a full-year course may be denied credit. Absences are reported regularly via interim progress reports and report cards. Student attendance may also be viewed via Home Access Center.

If a student is absent for more than 50% of his or her total day's classes, the student cannot participate in any school sponsored after-school activities (except when excused by a building administrator or designee based on official documentation of a medical appointment or court date).

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.

### Class Attendance

Teachers are instructed to lock their door when the bell rings for class. All students are instructed to knock on the door to let the teacher know that they have arrived late and then wait until the teacher can admit them without interrupting instruction. If a student is waiting to be admitted, an administrator or interventionist has the right to request to see the student's pass. Students who are late to class without authorization will be admitted to class and handled according to the code of conduct.

### Daily Attendance Procedure

1. All students are to be in first period by 7:30 a.m.
2. Students who arrive to school after the 7:30 bell should report directly to first period. All doors will be locked by 7:45. Any student arriving after 7:45 is to report to the attendance office, which is located in the main office.
3. Excessive tardiness or absence may result in suspension of parking privileges.

## Absences

General Procedure:

- a. Upon return to school, the student submits parental note to the attendance clerk (with daytime phone number) indicating the reason for the absence. **Parents are asked to include the student's full name on the note.**
- b. All absence notes are required within 5 days of the student's return to school. No absence will be excused after this time.
- c. Makeup work will be given to all students who miss class. Credit for makeup work will be denied if the absence was unexcused.

## Attendance

Attendance is compulsory for those between the ages of 5 and 16. The district shall comply with all attendance laws and regulations of the state.

Students must attend school each day it is in session. The following conditions only will result in an excused absence:

- Illness of the student
- Medical diagnosis and/or treatment
- Death in the immediate family; funerals of other relatives or close friends, not to exceed one day in the locality or three days if outside the state.
- Contagious disease in the home of the child subject to regulations of the Division of Public Health, Department of Health and Social Services
- Legal business requiring the student's presence
- Suspension or expulsion from school
- Observance of religious holidays
- Approved college visits during the junior or senior year
- Authorized school-sponsored activities

If a student is absent for more than 50% of his or her total day's classes, the student cannot participate in any school sponsored after-school activities (except when excused by a building administrator or designee based on official documentation of a medical appointment or court date).

Absences for any other reason shall be considered unexcused. Students who are absent for three days or more without a legal excuse shall be considered truant. A referral shall be made to the visiting teacher/social worker who shall take appropriate action.

No student under the age of 18 may withdraw from school unless his/her parent/guardian signs a formal withdraw form. The visiting teacher/social worker shall use whatever resources are available to assist and encourage the student to complete his/her education.

The Superintendent or designee shall develop specific procedures for tracking attendance and for referral and intervention in cases of violation of school attendance law.

**Unexcused Absence:** An unexcused absence from school or class is an absence:

1. Which is for a reason not listed as excused or
2. About which the parent/guardian has no knowledge or
3. For which the parental note of explanation is not provided on or before the fifth day of the student's return to school following the absence

**Lateness to Class:** At the beginning of each term, the teacher shall define guidelines regarding lateness to class. When, in the judgment of the teacher, lateness becomes excessive, the student will be reported to an appropriate staff member for administrative action. Lateness to class may have a detrimental effect on student learning. 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).

**Tardiness to School:** All students are expected to be punctual to school. Students who arrive at their first class assignment after the start of school are tardy. A student who is late to school should present a written explanation for the tardiness on the first or second day following the tardiness. Students should recognize that a written explanation from home does not automatically cause the tardiness to be excused. Such reasons as car trouble, personal business, heavy traffic, home obligations, etc., while understandable, are not acceptable excuses and will be listed as unexcused. Reasons such as personal illness, medical appointments, and appearances in court will be considered as excused tardiness when verified by a note from home. Students who do not attend at least half of the class periods on a given day will be marked absent for that day. Students who absent for more than fifteen (15) minutes of a class may be considered absent from the class unless excused by proper authority.

**Prearranged Absence:** A prearranged absence is a student's absence from school for one or more days to visit a college or university or for other educational activities approved by the principal. The absence should be prearranged by writing the principal, giving the full particulars of the absence. Approval for such absences should be sought, where practicable, at least two (2) weeks prior to the date on which the absence is to occur. Upon the development of a plan by student and teacher for making up the assignments to be missed, the principal may then define the absence as excused. Prearranged absences will not be approved during the State testing, PSAT, AP exams, midterm exams, and final exams.

Students who must leave the building due to an emergency or some other reason which did not permit a prearranged absence must receive approval from the principal or his/her designee. The student is then responsible for completing the sign-out procedure before leaving the building and must present the required parental note of explanation upon his/her return to school.

**Long Term Leave:** For high school students on a block schedule (9<sup>th</sup>-12<sup>th</sup>) who relocate out of state for any time longer than a 5 day vacation, the parent/guardian must provide documentation that the student has relocated out of state and the student must be withdrawn. The parent/guardian must re-enroll the student in the District once the family returns to the area. The school cannot ensure that the student will be able to be placed back in the original classroom.

**Deployment Related Absences:** The Appoquinimink School District will grant up to five days excused absences for military-connected students whose immediate family member is experiencing a deployment. The conditions under which the school may approve excused absences are: (1) the absence is preapproved, (2) the student is in good standing, (3) the student has a prior record of good attendance, (4) missed work is completed and turned in within the allotted time period; and (5) the absence is not during standardized testing time.

### 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 makeup work upon returning to school. Teachers are not obligated to provide make-up work for students who receive out of school suspensions until the student returns 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. 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 according to the provisions of Title 14. Students over the age of 16 may be subject to administrative withdrawal.

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.

## 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 attendance clerk for verification.
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 half of the scheduled day 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 credit will be allowed for makeup work completed after an unexcused absence. 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 Student Code 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 4:15 p.m. 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.

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.

## 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 – Refer also to the Student Code of Conduct

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 Track & Field	<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 Track & Field	<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.

Middletown High School also recognizes Ice Hockey Competition Cheerleading as club sports. Contact the Athletic Director for more information.

### 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. Physical forms can be found under the "athletics" tab on the school website [www.middletownhs.org](http://www.middletownhs.org).

### 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 cost between \$90 and \$130. 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 student success plan in middle school, 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.

### Academic

#### **ALLIED HEALTH**

Allied Health  
Anatomy & Physiology  
Medical Technology  
Medical Terminology  
Sports Medicine  
Practicum  
Chemistry  
Biology  
Psychology

#### **SCIENCE & MATH TECHNOLOGY**

Math and Science upper level  
electives

#### **HUMANITIES**

Social Studies and English upper  
level electives

### Agriscience

#### **PLANT SCIENCE**

Intro to Plant and Horticultural  
Science I  
Horticultural Science II and III

### Business, Finance, & Marketing

#### **INFORMATION TECHNOLOGY**

Business Info. Technology (BIT)  
Core  
BiT II, III, IV  
Business Co-op  
AP Computer Science

#### **FINANCE**

Business/Finance/Marketing  
Essentials Core  
Accounting II, III, IV  
Business Co-op

#### **MARKETING**

Business/Finance/Marketing  
Essentials Core  
Marketing Management II, III, IV

#### **BANKING**

Business/Finance/Marketing  
Essentials Core  
Banking Services II, III

**NATURAL RESOURCES/  
ENVIRONMENTAL SCIENCE**

Natural Resources/Environmental  
Science I, II, III

**ANIMAL SCIENCE**

Animal Science I, II, III, IV\*

Jobs for Delaware Grads

JDG 9, 10, 11, 12

Air Force ROTC

ROTC I, II, III, IV  
ROTC Leadership  
ROTC Drill Class

Technology Education

**CONSTRUCTION AND  
MANUFACTURING**

Construction and Manufacturing I, II,  
III

**DRAFTING AND DESIGN - CAD**

Drafting and Design CAD I, II, III  
Communication Technology R&D  
IV

**GRAPHIC DESIGN &  
PRODUCTION**

Graphic Design and Prod. I, II, III

Family & Consumer Science\*

**NUTRITION & CULINARY  
ARTS**

Food Preparation and Production  
Advanced Food Preparation and  
Production  
Culinary Professional

**EARLY CHILDHOOD  
EDUCATION**

Human Development  
Child Development  
Exploring Early Childhood

Visual & Performing Arts

**VOCAL MUSIC**

General Chorus  
Advanced Chorus  
Music Theory I  
AP Music Theory

**THEATER ARTS**

Creative Drama  
Fundamentals of Acting  
Intermediate Acting  
Stagecraft I, II

**INSTRUMENTAL MUSIC**

Symphonic Band  
Guitar-music Appreciation  
Percussion Band  
Piano Keyboarding  
Music Theory I  
AP Music Theory

Visual Arts

**CERAMICS AND SCULPTURE**

Foundations of Art  
Ceramics and Sculpture I, II, III

**DRAWING AND PAINTING**

Foundations of Art  
Drawing & Painting I, II

**AP ART**

AP Art History  
AP Studio Art

## 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

## Co-Curricular Activities

Newspaper	Vocational Student
ROTC	Organizations
Yearbook (10-12)	BPA
	DCA
	DECA
	FCCLA
	FFA
	TSA

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. 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 enroll in the appropriate course. The more you participate in school activities, the more rewarding your high school years will be.

## Deliveries

The Middletown High School office does not accept deliveries for students from local businesses. Parents and friends should not send or deliver flowers, balloons, food etc. to school. These 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. Dresses, shorts, and skirts must be knee-length..\*Leggings, jeggings, yoga pants, or any other skin tight pants are not to be worn alone. They must be worn with dresses, shorts, and skirts that are in compliance with the dress code.
4. 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.
5. Footwear must be worn at all times. (bedroom slippers are not permitted)
6. 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
7. 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.
8. Students may not wear lewd, suggestive, or excessively tight clothing, clothing with writing on the backside, spiked jewelry or chains.
9. **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) may 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 violate this policy may also be subject to the code of conduct (see “Defiance”).

Cell phone use during state and or national testing will generate a breach of security report that will be submitted to the Department of Education. In addition, cell phones in use

during state and or national testing will be confiscated and held until all test books have been shipped.

Please also note that “Misuse of Cell Phones” has been added to the code of conduct as a level II offense. The code states, “Misuse of cell phones: Students are not permitted to use cell phones during the school day. Cell phones must be turned off and put away during the school day and any time the student is on the school bus.” The code also makes cell phone misuse a suspendable offense.

### 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

Band Front	Marching Band
Drama	Math League
Economics Challenge	National Honor
Environmental Club	Society
Future Educators of America	Partners Club (Spec. Olympics)
International Club	Robotics
Jazz Band	Science Olympiad
Journalism	Student Council
Model U.N.	

### Guidance Office

The guidance office offers services to students in the areas of scholastic counseling, career counseling, help with personal problems and crisis counseling and can be contacted at 376-4146. 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. Career guidance resources are now available for students and parents as well.

### Home Access Center

Parents can access a variety of student information (including grades and attendance) via the internet. The home access center is found at <https://hac.doe.k12.de.us/>. Call Middletown High School at 376 - 4156 for specific login information.

## 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

## ID Cards

Students are required to have an ID badge at all times. Activities requiring ID badges include, but are not limited to, obtaining hall passes, checking out books from the library, gaining entrance to school events, etc. Replacement ID badges may be purchased in the main office at a cost of \$5.00. Students who cannot pay for the replacement ID at the time that it is issued will have a financial obligation recorded.

## Library

The Middletown High School library has one of the most up-to-date school reference collections in the state. The complete library collection supports the high school curriculum taught by the faculty and staff. Students will find identified Accelerated Reading materials at all reading levels for their assigned and recreational reading needs.

**ALL STUDENTS MUST BRING A PROPER MIDDLETOWN HIGH SCHOOL ID WITH THEM IN ORDER TO CHECK OUT LIBRARY MATERIALS.**

Student computer logon access is also coordinated through the library. ALL students must have a district Internet access form on file in order to have access to the Internet, word

processing packages, and online databases specially chosen for high school student use. Acceptable Use Policy (AUP) forms are available in the library and should be returned to the library once a parent or guardian signature is obtained. Library staff is able to assist students with logging on to the system and with resetting passwords.

ALL STUDENTS MUST BRING A PROPER MIDDLETOWN HIGH SCHOOL ID WITH THEM WHEN REQUESTING LOGON INFORMATION OR PASSWORD RESETS.

Library hours are Monday through Friday from 7:15 am until 3:00 pm. Students may use the library for one period during the school day with a pass in their agenda book signed by the teacher to whom they are assigned for that particular period.

ALL STUDENTS MUST CHECK IN WITH THE LIBRARY STAFF MEMBER AT THE LIBRARY CIRCULATION DESK AS SOON AS THEY ENTER THE LIBRARY

### 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 its 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 students 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. Please refer to the code of conduct for additional information regarding the medication policy.

## 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 at MHS (376-4141).

## 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 Algebra I or higher	2 years
<b>Science Core</b>	2 years One must be a lab science	2 years
<b>Social Science Core</b>	2 years	2 years
<b>Additional 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

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 2012. All eligible students must register their vehicles that are parked on school property and pay the non-refundable \$20 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. The Apoquinimink School District Code of Conduct applies to conduct in the parking lot.
  6. 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 may forfeit all future parking privileges. Parking fees are non-refundable. Students should also refer to the Code of Conduct for additional information regarding the consequences for unsafe and or reckless driving.
  7. Vandalism to school property or grounds may result in revocation of parking privileges.
  8. Students with excessive disciplinary referrals may forfeit parking privileges.
  9. **Periodically, an attendance report will be run. Registered parkers who accrue three (3) Unexcused Tardies to Homeroom at any time during any marking period may have their parking privileges suspended for the remainder of the marking period. At that time, the student's parking permits will be returned to the supervising administrator. If a student's parking privileges are suspended and the student continues to park on campus, he or she will be considered defiant and will be issued a consequence in accordance with the Apoquinimink School District Student Code of Conduct. Additionally, any vehicle parked on campus that is unregistered or belongs to a student whose privileges have been suspended will be subject to towing at the vehicle owner's expense.**

### 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.

## Required Courses for Graduation

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

### **Traditional Academic**

English	4
Social Studies	4
Mathematics	4
Science	3
+World Languages	2

### **Supporting Coursework**

Physical Education	1
Health	.5

### **Interest Pathways\***

Academic, Visual and Performing Arts, or Vocational Technical Education program..	3
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### **Senior Project**

All seniors are required to complete a senior project as a graduation requirement. Progress toward this requirement is monitored in each student's homeroom / advisory period.

### **Student Success Plan**

The State of Delaware has developed a tool Called the Student Success Plan (SSP) to help Teens identify and consider post-secondary career and educational goals and develop a plan to pursue those goals. The Department of Education requires that students in grade 9-12 create and/or update their SSP annually in order to graduate.

### **Computer Literacy**

*Credit for Computer Literacy*" means credit granted toward graduation at any point when the student can demonstrate competency in the required skill areas either through an integrated approach, a specific course, or a demonstration of accumulated knowledge over the student's educational career.

+ Students starting with the class of 2015 are required to complete two world language credits

### **Additional Academic Coursework**

Additional Academic, Visual and

Performing Arts, Other World Languages and/or Vocational Technical Education program (includes Junior ROTC as an option). 3.5\*

**Total Units of Credit** 23

Students who do not meet the state standards must complete the necessary requirements of the state and district accountability policies.

\*The state of Delaware has approved revisions to these requirements. These new requirements apply to the class of 2011 and beyond. Middletown High School will adhere to any adopted revisions.

**GRADE 9 and 10 and 11** - must elect a minimum of 8 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 12** - must elect a minimum of 6 credits – must pass all courses necessary to meet graduation requirements.

NOTE: APPOQUINIMINK BOARD OF EDUCATION POLICY STATES THAT STUDENTS MUST PASS ALL CREDITS REQUIRED FOR GRADUATION AS WELL AS THE SENIOR PROJECT AND THE COMPUTER LITERACY REQUIREMENT IN ORDER TO PARTICIPATE IN COMMENCEMENT EXERCISES.

### 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 Nutrition Services**

The Appoquinimink School Nutrition Services is committed to protecting and enhancing our students' health and well being. One important way in which school contributes is by providing a nutritious school nutrition service program. School nutrition programs are an integral part of the school environment. Nutrition influences the student's development, lifelong health status, and potential for learning. Our school nutrition service programs achieve this goal by providing students with nutritious and appetizing meals.

The cost of breakfast and lunch in the Appoquinimink School District secondary schools for the current school year may be found on the district website ([www.apposchooldistrict.com](http://www.apposchooldistrict.com)) under the district profile section, beginning in August. While it is the policy of the district School Nutrition Services department that **NO** charges are permitted at the secondary level, no student will ever be denied a meal in our cafeteria serving line due to a lack of funds to pay for this meal. We do ask, however, that any monies owed in the cafeteria be paid in a timely fashion.

Our cafeterias utilize a computerized cash register system and your student will be provided with a confidential PIN number at the beginning of the school year to use when they go through the serving line. The use of this system has greatly improved the confidentiality of the meal status for our students, as well as has provided a means whereby meals may be prepaid for your student(s). We have generally found that meal prepayment greatly expedites the speed of the meal service to our students, thus the avoidance of a long wait in the serving line.

Our district also has available the option for families to prepay for school meals via PayPAMS. By signing in on your computer to [PayPAMS.com](http://PayPAMS.com) you may prepay for your student's meals from the convenience of your home or office.

The cafeteria and lunch policies are as follows:

1. Students are required to present a student ID badge to purchase lunch.
2. Students are not permitted to leave the school or go to the parking lot during lunch period to purchase food or lunches.
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.

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 may 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, freshman, 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. The Code of Conduct applies to students in attendance at all school events. Any violation of the Code of Conduct occurring at an athletic event (home or away) is subject to the penalties prescribed therein.

### 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.

### 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.

# CONSENT FORM

## PHOTO / FILM / INTERVIEW

From time to time, the Appoquinimink School District receives requests from the media to publicize its educational programs and student activities. In addition, your student's teacher and/or district officials appreciate the opportunity to photograph, quote and videotape our students for use in the district/school newsletter, calendar, website and other promotional or training/education materials. We ask for your consent to allow your student(s) to participate if and when this should happen.

I hereby authorize the Appoquinimink School District to photograph, videotape or film my student, or permit the media to photograph, videotape or interview him or her. I also authorize permission for the Appoquinimink School District to use statements, endorsements and/or comments about the programs, services, conditions and personnel associated with my student's experience with the Appoquinimink School District.

I understand and agree that the Appoquinimink School District and its employees will bear no responsibility for the content of any news media coverage in which such filmed interview, film, videotape or photograph may be used.

### PLEASE PRINT

- I Do wish to give my consent to this request  
 Do not wish to give my consent to this request

Student's Name:

Parent/Guardian Name:

Parent/Guardian Signature: Date:



**Appoquinimink School District**

THE WORLD IS OUR CAMPUS





