

Student Handbook

This information has been prepared for your convenience by the student council and the administration of Mullan Junior-Senior High School. The rules, regulations, procedures and articles described here have been established to create the best possible atmosphere for the education of all students. They are based on respect for the rights of others and the individual responsibility to perform his/her job in the best way possible. Teamwork is a school and class expectation. Please read this information as it will be your responsibility to know it.

School Day and Time Schedule

The school day shall begin as soon as you arrive on the school grounds. You are not to enter the building in the morning before 7:45 unless you have special permission. You are to report to your first period **before** 8:00 a.m. After 8:00 a.m., you are tardy to class. Classes are separated by a 3-minute passing period.

Class Schedule

Periods	1 st	2 nd	3 rd	4 th	5 th	6 th
Class Begins	8:00 a.m.	9:06 a.m.	10:19 a.m.	11:25 a.m.	1:06 p.m.	1:59 p.m.
Class Dismissed	9:03 a.m.	10:09 a.m.	11:22 a.m.	12:28 p.m.	1:56 p.m.	3:02 p.m.
Monday	1	2	3	4	5	6
Tuesday	Floater	2	3	4	5	6
Wednesday	1	Floater	3	4	5	6
Thursday	1	2	Floater	4	5	6
Friday	1	2	3	Floater	5	Activity Period

Break: Students will have a ten minute break between the second and third period. You will be permitted to assemble in the little gym, get a snack and take care of personal business in classes or in the office. Students are to remain on campus and cannot go to their cars. Trash must be placed in appropriate containers. Third period will begin precisely at 10:19. It is up to the individual teacher if you can have snacks or drinks in the classroom.

Hall Passes

Students are not allowed to leave the classroom, library, or study hall to go to their lockers without permission. Students should go to the bathroom and/or their lockers between classes to get what they need for the next class.

No student is to be excused from the school premises after school begins in the morning or after lunch period except by the office.

When a student needs to see another teacher, the counselor or the principal, they must have approval from the classroom teacher. If the classroom teacher permits it, they will contact the other staff member to see about availability. The student is not allowed to get up and leave class without the permission of their classroom teacher.

Students in the counselors' or principals' office will forfeit the time out of class if it is over 50% of the allotted class time. The period or periods missed will be counted as absent and recorded against the 90% attendance rule.

Attendance

All students are expected to attend school a minimum of 90% of the class time for each period. Regardless of the reasons for "any" absence not covered by a previous permission such as cheerleaders, football, etc., a written excuse, signed by the parent or other contact made with the office must be done within 24 hours after returning to the school. Absences not excused in this time will be considered as truancy, regardless of the reason for the absence. Truancy is to be regarded as an unexcused absence and dealt with as described in this section. If no excuse is presented in the 24 hour time framework, the absence will remain unexcused. All missing classwork will be recorded on the tracker and have to be made up by the student.

Any student who misses school because of a school-sponsored event will be expected to do the following BEFORE leaving for the event.

- a) Where applicable, the student must present to the principals' office a permission slip signed by the parents.
- b) The student must obtain an advance makeup worksheet from the office. They need to have each teacher complete what work you will be missing while at the activity or event or make arrangements for the work completion when the student returns. This makeup sheet must be completed before the student leaves for the activity or event.

Students not in school the day of an extra-curricular event, or on Friday in the case of weekend events, will not be able to participate that evening in the event, unless prior permission is received from the administration.

The following requirements for absences are as follows

- A) Excused Absence:
Sickness of a student, severe afflictions in the immediate family, doctor and dental appointments are examples of legitimate excuses. The student is required to make up any missing work.
- B) Absences by previous arrangement: Family vacations, college visits, senior pictures and funerals are examples that fall in this category. This type of absence must be approved in advance with class work finished or arrangements made with the teacher before the absence. These absences must be approved through the office prior to the student's absence in order to be considered acceptable. The administration reserves the right to determine the acceptability of any absence. All missing work must be completed.
- C) Unexcused absence of truancy:
Most absences that have not been covered in the previous paragraphs would fall in this category. This would especially cover all cases of truant nature and would be considered unexcused.
- D) Truancy procedures:

- 1) First offense—a student who is truant for the first time shall be brought into a conference with the principal and the parents informed of their child’s truancy.
 - 2) Second offense—A student who commits his/her second truancy offense shall be placed on probation until his/her parents meet with the Board of Trustees to show cause why he/she should remain in school. If, after hearing, sufficient cause isn’t provided by the parents or student, he/she may be turned over to Juvenile Court if under the age of sixteen (16) years.
 - 3) Additional offenses—if additional offenses occur, a student will be declared an habitual truant by the Board of Trustees and referred to the Juvenile Court if under the age of sixteen(16).
- E) All trancies are subject to the district and high school discipline policies, and may be penalized by up to double-time detention for the periods declared truant at any level of the truancy procedure.

Excessive Absences and Tardiness

Absences: It is the concern of national research committees, the Commission on Excellence, the State Board of Education, the Board of Trustees and their personnel that absence from a class or grade may cause a student to fall behind in his/her development of skills. Students must be in attendance 90% of all school days, and/or 90% of each class when the particular class is in session. Any absence from a class while it is in session will be construed as an absence. This includes illness, doctor appointments, family type activities, field trips, etc. If illness is not a factor, students are encouraged to be very selective of the days they are not in attendance. Therefore, the following will be observed in regards to absences:

- 1) Students must provide a doctor’s note that indicates the date(s) of specific appointments or excused absences due to illness. These days will count toward the 9 allowable, but will be reviewed by the attendance committee for specific exemptions.
- 2) Parents of students who are absent from school over 6 days in one semester shall be notified of the seriousness of their child’s attendance problem.
- 3) Students who are absent more than 9 days or part days (over 9 absences in a specific class), during one semester will lose credit. The credit may be reinstated by the attendance committee, superintendent or Board of Trustees only in extraordinary circumstances. Each case will be determined on an individual basis.

Tardiness: If you are late for school, secure a tardy slip from the principal’s office. Tardiness between classes is inexcusable unless you are detained by a teacher or some other valid excuse occurs. In this case, be sure to obtain a pass from the teacher who detained you or the principal. Students will be deemed tardy if they are not in their classroom when the tardy bell rings.

1st and 2nd tardy- Warning given to student with tardy slip.

3rd tardy and up- Student will spend lunch detention for every tardy till the end of the semester.

6 tardies will result in an unexcused absence per Board Policy #522

10 or more tardies-1 hour detention, office detention, possible in-house suspension, and required conference with parent, student, superintendent of school board.

Failing to serve detention at assigned times will be considered insubordination and dealt with accordingly. The principal will have the latitude to deal with extenuating circumstances on an individual basis. Student tardy records will be accumulated for the duration of the academic year.

Grading System

The uniform grading system is by percent:

A Superior work.....100 – 90

B Excellent work.....89 – 80

C Average work.....79 – 70

D Below average work.....69 – 60

F Failing work.....59 – 0

Student aides will be graded on a pass-fail basis, not on a numerical system. These grades will be recorded P = pass or F= fail.

Course Credit is allowed only for grades A, B, C, D, and P. Pupils may repeat courses in which they made failing grades.

Honor Courses shall be weighted and graded on a 5 point scale. They will then be figured into the standard 4 point cumulative average.

Grades will be determined on the individual student's participation and achievement in coursework. Discipline, attendance, and tardies will not be included in the grade average unless they bring the 90% attendance rule into play.

Achievement Reports or failing slips are mailed at mid-quarter or anytime thereafter, and are intended to provide parents with information concerning the student's lack of progress. Students must be in compliance with the high school eligibility policy to participate in extracurricular activities.

Report Cards will usually be given out within one week after the end of the grading period. Reports may be withheld from students with outstanding fines and/or bills.

Rank in class is based on the grades received in each course each semester. The cumulative grade point average based on a weighted grading scale will rank each student in his class. Grade point average will be based on a scale with 4 points for an A, except for honors classes and academic classes taken for dual credit. Honors classes and academic classes taken for dual credit will earn 5 points for an A. Academic dual credit classes (graded on the weighted scale) will include courses in English, math, science, social science, and foreign languages. Dual credit electives will be graded on the weighted GPA scale. Any discrepancies will be resolved by the Mullan Junior-Senior High School principal.

Semester Tests Semester test grades will be worth 20% of the semester grade. All students are required to appear for their regular assigned periods. Students who meet the following criteria are exempt from taking semester tests for that specific class:

- *Grade of A

- *5 or less absences for the semester

- *3 or less times on the Assignment Tracker

Honor Roll consists of High Honor Roll which is having a 3.70 and above and Honor Roll which is having a 3.0 to 3.69.

Dual Credit and Idaho Digital Learning (IDLA) Courses - The State of Idaho will pay up to \$4,125 for students in grades 7-12 to take overload courses, AP exams, CTE exams, workforce training, and dual credit courses (which earn both college and high school credits). Students must obtain written permission from parents or guardians to register for dual credit courses or IDLA courses. This will be kept on file in the school counselor's office. If the State of Idaho pays for the class, it must be transcribed on the student's transcripts. The Mullan School District pays for IDLA courses unless the student fails. Students wishing to sign up for IDLA courses must bring in a \$75 check, which will only be cashed in the event that they do not pass the class. In addition to parental approval for these courses, students must also obtain approval from the counselor and principal. If the course is offered by the school district in a classroom setting, the student must take that course instead of an IDLA course.

Early High School Credit may be obtained by Jr. High Students. They may take a high school course and earn credit if they maintain a C or higher letter grade. The class has to be pre-approved by the parent, counselor and principal first.

Graduation Requirements

Any high school student who completes the number of credits required by both the state and the school district prior to finishing eight semesters of high school work may petition providing he/she has an endorsement and the approval of the superintendent and the local boards.

In addition, all students desiring to graduate from high school in Mullan School District #392 shall meet all State of Idaho and school district requirements. Those requirements include a Future Readiness Project, and civics test.

Students in grades 7-8 must earn a grade of C or better in a high school level class to earn high school level credit.

Specific Requirements are as follows:

- English (10 credits) - English I, English II, English III, English IV, Advanced Composition, & Secondary Language Arts & Communications (Speech).
- Math (6 credits) - Algebra I and Geometry are required.
- Science (6 credits, 4 lab)- Integrated Science 1, 2, and 3
- Social Studies (5 credits)- U.S. History, Government, Economics (Economics also counts toward state requirement for a financial literacy course.)
- Health (1 credits)
- Fine Arts/World Languages (2 credits)
- World Geography (2 credits)
- Financial Literacy (1 credit)
- Digital Literacy (1 credit)
- Civics Exam- Must pass with a score of 70% or higher
- Electives (14 credits)
- Future Readiness Project (formerly known as Senior Project) - Must include a job shadow, written report, and oral presentation (1 credit)
- Localized Pathways - CTE programs (e.g., Industrial Arts, Hospitality Skills)
- Students in grades 7 or 8 must take a career exploration class and complete a career pathway plan which will be approved by and signed by the counselor and parents.

Total Credits to Graduate- 48 Minimum, including 34 core and 14 elective credits

STEM Diploma (Not a requirement)- Students may earn a STEM (Science, Technology, Engineering, and Math) designation on their diploma if they take 8 credits in Math, 8 credits in Science, and an additional 5 credits in STEM courses of their choice.

CTE Diploma - (Not a requirement) - Juniors or seniors completing a CTE pathway are eligible if they:

- Complete all graduation requirements established by the Idaho State Board of Education
- Complete a CTE pathway that culminates with a capstone course as a junior or senior
- Pass a technical skills assessment (TSA)
- Pass a workplace readiness assessment (WRA)
- Demonstrate competency of CTE program standards by earning all SkillStack microcredentials for their pathway or an approved industry certification.

Behavior and Discipline

Mullan High School's Progressive Discipline Policy shall be the guideline for regulating a positive behavior and discipline approach. Student behavior expectations include, but are not limited to demonstrating self-control, respect, tolerance, cooperation, politeness, good work ethic, attention, punctuality, and ability to follow directions. In accordance with the Idaho Administrative Code IDAPA 08.02.03, students will be given the opportunity to develop workforce skills which include the ability to plan, self-discipline, respect for authority, and ongoing skills improvement such as working with others.

All members of the staff are responsible for maintaining high standards of conduct in the classrooms, halls, school grounds, and at other school related activities. The primary responsibility for classroom discipline rests with the classroom teacher. If necessary, the principal may take additional action.

Classes are to be dismissed by the teacher, not the bell. No class, however, is to be dismissed before designated pass time. Students are not allowed to run out of the room. At the end of the class periods, the teachers will be available to step into the hallways and actively supervise the conduct of the students during the passing period. When rowdiness or bad behavior is observed, students will be dealt with accordingly.

Insubordination- The refusal to follow a reasonable directive of a teacher, staff member or administrator regarding disrespect, coming to class unprepared, being disruptive, use of vulgarity or profanity, sleeping during class, or other unruly behavior will be considered insubordination and may result in discipline that could include immediate suspension. The directives of a teacher, staff member or administrator shall be presumed reasonable; and, therefore, the burden of proving the directive unreasonable will be upon the student. Discipline occurrences are accumulative for the school year.

- 1st Offense - lunch detention
- 2nd Offense - Conference with principal and guidance counselor
- 3rd & 4th Offense - In-school suspension(s) and conference with parents and guidance counselor
- 5th Offense - student and parent must explain their misbehaviors to the superintendent and the school board

Suspension - Behaviors that provide grounds for in-school or out-of-school suspension shall include, but not limited to:

- Use of vapes, alcohol, tobacco, or drugs (Students may be required to complete an online course on vaping, tobacco, alcohol, illegal drugs, etc. as an additional consequence before returning to regular class.)
- Bullying
- Fighting

- Vandalism
- Theft

Immediate Suspension and/or Expulsion - Possession of weapons shall be strictly prohibited within the school building or on any other school property and will result in immediate suspension and/or expulsion.

Vaping, Tobacco, Alcohol, and Illegal Drugs : The use or possession of vapes, tobacco, alcohol, illegal drugs and weapons shall be strictly prohibited both during school hours and at school activities.

The following categories shall be applied:

1. Possession, selling, use or being under the influence of illegal drugs and alcohol shall be strictly prohibited during school hours and/ or school functions.
2. The use or possession of vapes or tobacco products shall be strictly prohibited within the school building or on any other school property.
3. For violation of any or all parts of the Board policy a student's case may be turned over to the proper law enforcement authorities and the student may be suspended and/or expelled from school. Past student action and records may be brought into the case. Administrator's action shall not be bound by any prior precedents. Students may be required to complete an online course on vaping, tobacco, alcohol, illegal drugs, etc. as a consequence before returning to regular class.
4. Students who refuse a breathalyzer or metal detector at any school function could be subject to law enforcement search and not allowed to participate in the activity.

Due Process: The opportunity to be heard and to be defended in orderly procedure which includes the following rights:

1. The right to be informed regarding a student's right to counsel and the privilege against self-incrimination.
2. The right to have someone represent a student's interest in the early stages of investigation.
3. The right to written-charges, a fair hearing, and a record of the proceedings.
4. The right to appeal.

Searching Students: It is legally permissible to search a student's desk, backpack or locker for prohibited items at any time. This includes routine searches and the use of a breathalyzer, drug dogs, or metal detectors. Searching a student's person is subject to legal safeguards and should be handled with care.

The following guides are generally applicable:

1. A student may be searched with a witness present and the student's permission.
2. A student may be searched for weapons if reasonable cause exists.
3. A student may be searched by any school personnel for any items which may be detrimental to the student, to others, and to the educational process.
4. If required, the student's parents or the police/sheriff's department will be called to make the search.

Respect for Property: Students are to refrain from marking desks, tables, walls, etc. Students, who mark, deface or damage school property will be expected to pay for the damage along with punishment for the act. School property should be used in the manner for which it is intended. Do not sit on desks or tables. Gum, snacks, candy, sunflower seeds, potato chips, or similar items are not permitted in class

unless the teacher specifies otherwise. To avoid accidents, no running/shoving on the stairs or in the halls/classrooms will be allowed.

Electronic Equipment: In accordance with Policy #3265 and Procedure 3270P Acceptable Use of Electronic Networks from the Idaho State Department of Education, "Access to the devices is a privilege and not a right. Each student will be required to follow the Acceptable Use of Electronic Networks Policy and the Internet Access Conduct Agreement."

The use of cell phones or other electronic equipment (e.g., text messaging, camera use, game-playing, social media, etc.) in any Mullan Jr. /Sr. High School classrooms without teacher permission are strictly prohibited. Electronic equipment will include but not be limited to the following items: cell phones, I-Pads, laptops, and gaming devices. Cell phones and other electronic equipment are allowed before school, during lunch, and after school in most parts of the building.

Cell phones are to be collected at the beginning of every class and put in a place as designated by the classroom teacher. **This includes PE classes.** Students may retrieve their cell phones when the end-of-class bell rings.

Cell phone cameras shall be forbidden in private areas such as locker rooms, washrooms and dressing areas. Students violating this will lose the privilege of having/using electronic devices at school and will be subject to suspension or expulsion. As a result, coaches will collect cell phones before any athletes are allowed into the locker room.

Inappropriate use of electronic equipment (e.g. sending or receiving text messages during class time, sending or receiving test answers, bullying or harassment via unwanted text messaging, posting, taking or distributing inappropriate digital photos) will result in the following consequences:

- First offense: Warning and device collected by the classroom teacher. Students may pick up the electronic device at the end of the class period.
- Second offense: Electronic device collected by the teacher and turned into the office. Students can pick up their phone in the office after school.
- Third offense: The parent will be required to come into school to pick it up.

If a student or a parent/guardian wishes to appeal such disciplinary action, they can do so by submitting a written request for appeal to the building principal within two school days. If the decision being appealed was made by the building principal, the appeal may instead be made to the superintendent, per Policy 3265.

Dress Code: In an effort to preserve respect for the educational institution and provide a climate conducive to optimum learning, the following guidelines should be followed:

1. Clothing must be clean and sanitary.
2. Clothing may not display obscene, vulgar, derogatory, or discriminatory messages, slogans, or symbols, either directly or implied.
3. Clothing may not display alcohol, tobacco, or drug messages, slogans or symbols either directly or implied.

4. Shirts must conceal armpits and cover the entire stomach/waist area.
5. No hats or caps will be worn within the building, unless it is authorized by administration.
6. Shorts may be worn only with the approval of administration.
 - A. The principal will authorize when shorts may be worn.
 - B. Shorts/Skirts must be length of the bottom of the index finger when standing straight up and hands at the side. Final judgment of appropriate length will be at the discretion of the principal.
7. Torn and tattered clothing is discouraged.
8. Spandex shorts and cut-off sweats may not be worn.
9. Students whose clothing does not comply with the dress code will be given the option of changing into an appropriate article of clothing which can be their own, from a fellow student, or provided by the office or counselor.

Student Government- Organization

A Student Council composed of a President, Vice-President, Secretary/Treasurer, Class and Organization Representatives, and an Administration Advisor will be selected according to the Student Body Constitution at the end of each school year for the following year.

Each student will be a member of one of the classes, 12th, 11th, 10th, 9th, 8th, 7th. Classes will elect officers, which will include a President, Vice- President, Secretary/Treasurer, and Student Council Representative at the end of the school year. Faculty advisors will be assigned by the school administration.

New Organizations: New organizations may be formed by presenting a constitution to the student council with the signatures of two faculty members and 90% of the field of membership. A majority vote of both the student council and the faculty is necessary for the organization to become a part of the student body.

Activities Procedure:

1. Officers obtain and fill out "Student Body Activities Form" from the office.
2. Student Body Representative presents activity & form to Student Council.
3. The Student Council approves or disapproves.
4. The principal will give the final approval on all activities.

School Publications: The **Tiger Times** student newspaper and the **Galena** yearbook will be the only recognized Student School Publications of School District No. 392. These publications shall be presented in good taste and free from libelous statements. The Board of Trustees contends that the content of these publications is the responsibility of the students first and secondly of the teacher who is assigned as the advisor of the publications. No publication shall be produced without the approval of the advisor.

If students produce any libelous or distasteful publications, they will be subject to disciplinary action, which could result in expulsion.

Dance Rules and Regulations

1. **Entrance and leaving:** Once an individual is in the dance, the student can leave but is not allowed to re-enter the dance.
2. **Illegal substances:** Anyone suspected of possessing or being under the influence of intoxicating substances will not be admitted. Students may be asked to submit to a breathalyzer during the dance. If a student refuses, they will be asked to leave.
3. **Chaperones:** Advisors to the organization or class will be chaperones.
4. **Sponsoring organization's responsibility:** Contact and make arrangements with the advisor first. Student Council representatives must clear dance through the student council and the principal two weeks prior to the dance. Sponsoring organization is responsible for the care of school property.
5. **Guests:** Dances are basically for Mullan students only. If any student wishes to bring a guest from outside of Mullan, the student must be a high school student, signed up in the office, and approved by the principal 3 days before the dance.

Attendance at Events Outside of School

Attendance at any event not expressly approved and scheduled by school authorities cannot use the name of the school, class, or organization.

All excursions outside of school where student personnel will be representing or associated with the school shall follow the following guidelines:

1. Must offer education value.
2. Must have approval of Administration and in case of extended time, approval of the Board of Trustees.
3. Parents of students involved must be contacted and written approval secured.
4. The management of the facility involved will be aware of details of the visit.
5. Students must travel either in:
 - a. School Buses
 - b. Faculty Cars (if driven by a faculty member)
 - c. Parent Cars (if driven by a parent of the student requesting)
 - d. Other transportation approved by Administration
6. Failure to follow policies could face possible suspension or expulsion for irresponsible behavior.
7. In extenuating circumstances, a parent may request that they take the student to an event and bring them home in their car. If the parent is taking the student home after any event, the student must be signed out by the parent with the advisor/chaperone, **NOT** the bus driver.
8. If the parent wants the student to ride with another adult (must be 21 years or older), they will need to have this approved in writing 24 hours before the event. This must also have administrative approval.
9. Exceptions or violations to any of these guidelines shall be handled on an individual basis and shall not be bound by prior precedent.

Athletic Eligibility Requirements

1. Participants in athletics must carry athletic insurance or must present a written request from their parents that such insurance is not desired, thus absolving the school from responsibility.
2. In order for a student to be an eligible athlete, the student must meet all requirements set by I.S.H.A.A.
3. No student may begin participation until all requirements, (insurance, physicals, permission slips, etc.) have been cleared by the office.
4. Eligibility to participate in activities is subject to the scholastic, citizenship, & behavioral expectations as outlined in the district eligibility policy.
5. The philosophy that athletics is important to the emotional and physical growth of high school students is recognized. It is also to be recognized that the high school program of athletics is secondary to the academic program and, in the event of conflict, the academic program takes precedence. It is desired that the athletic program develop as a part of the overall school program taking its proper place in the overall development of each student in the school.
6. Students absent for the day may not participate in practice or in games that day or for the following weekend in case of a Friday absence unless prior approval is obtained from the principal.

Use of the Building

Students are allowed access to the building from 7:45 A.M. to 3:30 P.M. on school days. The outside doors of the buildings are to be locked at 3:30 P.M. every school day unless notice is given by the office. Students in the building must be supervised by the designated advisor or staff member. **The students are not to be in the Athletic Pavilion without assigned supervisor or coach.**

Guidelines for Use of MHS Library

1. The general rule of the library is pride, respect, and responsibility at all times.
2. The library is open from 8 a.m. to 3 p.m. each school day. All students are welcome as long as seats are available, they are accompanied by a teacher or present a pass signed by the teacher whose class they have left.
3. Students must maintain a reasonable degree of quietness so that others may study or read. The library is not a place for visiting.
4. Students are not to leave the library without permission of the librarian or student librarian and then must carry the hall pass or the written pass signed by the teacher and the librarian/student librarian.
5. Classes that are sent to the library are considered like any other scheduled class. Roll is taken when the bell has rung. Tardy students must get a tardy slip from the office.
6. The staff members are the final authority in the library, the same as every classroom teacher in the classroom.

Textbooks

Each teacher will record the number of the assigned books and their condition. Students are responsible for keeping textbooks in the best possible condition. At the close of the school year, a fine schedule will be used, and students will need to pay for any damage beyond normal wear of the book. If the textbook is lost or damaged, the fine will be equal to replacement cost as per company price list.