

***ARMADA MIDDLE SCHOOL
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***STUDENT HANDBOOK
2023 – 2024***

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Introduction & Purpose

The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school. Students and parents/guardians should be aware that this document is reviewed annually since policy and procedure adoption is an ongoing process.

School Mission & Vision

School Mission

Fostering creativity and providing meaningful connections through risk-taking, new technologies, and unrivaled experiences in a unique atmosphere.

School Vision

Creating an environment that is innovative, supportive and unparalleled for students for an ever-changing tomorrow.

School Services

School Hours

The first bell rings at 7:20 a.m. and students are dismissed at 2:22 p.m. Half day schedule runs from 7:20-10:50 a.m. Students are not allowed in the building, unsupervised, before or after school.

Armada Middle School office hours are 7:00 a.m. until 3:00 p.m.

Food Service Program

Breakfast and hot lunch is served daily. A monthly menu will be [available online](#), informing families of menu selections. Students are expected to eat lunch. Good nutrition is a very important part of physical and mental development. Please do not send glass bottles to school.

School Lockers

Student lockers are owned by the Armada Area School District. Students are permitted to use these at no charge to them. Their use shall be subject to the following terms and conditions:

- For reasons of security and responsibility, students must remain in assigned lockers, unless a change is approved.
- No items may be kept in lockers that would endanger the health, safety, or welfare of individuals, or would be in violation of the law. This includes possession of valuables not related to school activities and that may be stolen. It is strongly recommended that students do not bring games, cards, cell phones, pagers, Compact Disk players and CDs or other valuables to school. Bottles, cans and other drink containers are not allowed in lockers.
- The Administration of the school building shall have the authority to conduct a search of any student, student locker or student's possessions, whenever he/she has reason to believe that said items may be in violation of a school rule or policy or any other law. The building Administration is authorized to conduct a search when deemed necessary to do so for the safety or well-being of the student body because of clear and immediate danger. Any such search may be made personally by the principal or by members of the staff authorized by him/her to make such a search.

- In the event the Administration deems any item found in the search to be in violation of a school rule or policy or of any law; it will be removed from the locker, and it shall be carefully marked and a record thereof made for the purpose of preserving the identity of the item, together with the name of the student(s) having the use of the locker. The disposition of any item removed from a locker shall be determined after a conference between the student and the Administration. The Administration shall determine whether the parents of the student or any law enforcement agency should be advised of the proposed disposition of any item. Although lockers are the property of the school, most materials in the lockers are the personal property of students. Every effort must be made to maintain respect for the personal property of the students.
- The student assigned an individual locker shall be responsible for all materials found in such locker and any penalties pertaining to such items.
- No student may have or use a master key or other device for gaining entry into another student's locker. Suspension and/or expulsion may result from violation of the above.
- The school is NOT responsible for any losses from lockers. Locker difficulties usually result when too many students are familiar with a specific combination. Students should NOT give their combination to other students. It is strongly suggested that all valuables be left at home or turned into the office for safe keeping. Besides keeping your locker combination a secret, lockers should be kept locked at all times when not in use.
- No tape or stickers allowed in/on lockers.
- Students will be assigned a locker. All changes must be made through the office.

Student Medication

It is against school policy to allow children to possess any type of medication in school. School personnel are not qualified to administer medication, unless under direct order of a physician. The middle school office does not dispense aspirin or other painkillers to students.

Special consideration will be given to children who require medication for emergency situations or long term situations where medication is necessary for the health and welfare of the child. In these situations, a medication contract must be made between parent, physician, and school.

Medication contracts must be on file in the office before medication may be administered. The contracts must be renewed each year. Medication must be in the original pharmaceutical container and labeled with student name, medication name, amount of dosage, time of administration, and physician's name. Any student dispensing or abusing over-the-counter or prescription drugs/medications or look-alikes shall be subject to the Alcohol/Tobacco/and Other Drug Use code of conduct.

Lost and Found

Lost and found is located in the cafeteria. If students find or lose any items, they should report it to the office immediately. Articles left in the building at the end of the year are usually given to charity.

Textbooks and Materials

Books are provided by AMS for use in the classroom. The books are loaned to the students and it is understood that students are responsible for their care. When textbooks are issued to students, students should check the textbook over and report any damage immediately to the teacher. During the year if a book is lost, missing, or stolen, the student must pay the price of the new book to replace it. The money paid for a lost book will be refunded if the book is found at a later date. If the book is damaged, the student must pay for the damage.

Media Center

Media Center Guidelines:

- No material may be taken from the Media Center unless checked out by the librarian or assistant.
- Books are checked out for a period of two weeks and may be renewed. Ten cents a day fine, excluding weekends, will be charged on overdue books.
- Reference books, those marked "R" on the spine may be checked out for overnight use, if they have a card in them. They are due before school begins the following day. A fine of twenty-five cents will be charged for overdue reference books.
- A book may be renewed one time unless it is on reserve for another student.
- Unreasonable damage to books or other materials must be paid for by the student to whom the material is charged. Lost books must be paid for in full by the student.
- The Media Center is to be used for research, study browsing, independent reading and checking materials in and out. Loud talking may result in loss of Media Center privileges.
- All fines must be paid and books returned by the due date. Students who do not comply with these rules may lose their Media Center privileges.
- Students with library fines or overdue books may not check out materials or library equipment.
- Students will not be allowed to check out books without a library card. Each student will be issued a card at the beginning of the year. The cost of a replacement card is \$5.00.
- Library computers are to be used for research/class project purposes only. Students may not access games, internet sites/play music that is not school-related. Failure to comply will result in suspension of computer privileges/a behavior point. When in doubt, it is the student's responsibility to ask!

PowerSchool

To keep in daily contact with your child's progress it is highly suggested you go online to PowerSchool. To access PowerSchool you must have signed the Parent Portal Agreement and received an ID and password. If you are having problems please contact the AMS office.

All students will have access to PowerSchool. They will login using their ArmadaNow account. If your student is having problems logging in please have them contact the AMS office.

Telephones

Students CANNOT be called to the telephone from the classroom except in case of an extreme emergency. Student messages may be left for students in the middle school office, and they will be delivered at the first convenient opportunity. Messages for teachers can be left on the teacher's voice mail, by calling the middle school office, or you may choose to send them an email. Teachers will return calls during their preparation time or after school.

Visitors

All visitors must report to the office when entering the building. Students are not permitted to bring visitors to school without prior approval from administration.

Attendance

Regular attendance at school is required by law. It is also essential to the learning process. The regular contact of students with one another in the classroom and their participation in learning activities will assist each student in attaining his/her maximum potential.

The primary purpose of the attendance policy is to develop a sense of responsibility, to promote punctuality, to develop traits of good citizenship, and to enhance academic success. With these purposes in mind, the AMS attendance policy was implemented.

Absence Types

Excused absences will usually include medically documented illness, death in the family, medical or dental appointments and principal approved advance absence. Documentation is required for excused absences.

Verified absences are absences where parental permission is granted, but the reason for the absence does not comply with the usual definition of an excused absence. Examples would be missing the bus, illness without a doctor's note or out-of-school suspension.

Unexcused absences are absences where no parent permission is granted.

Parents are required to call the school on the day a student is to be absent. A record of this call will be made by the office. **A written note is required when a student is absent/tardy for our two student count days.**

Attendance Policy:

Truancy

Truancy is defined as excessive absenteeism from classes.

- After 10 absences in any class - a letter is sent to parents explaining the importance of regular attendance, the number of absences and tardies of their son/daughter. This letter will state that, if the pattern continues, a referral to the Macomb Truancy Department will be made.
- After 20 absences in any class - Truancy will be filed with the Macomb Intermediate School District's Truancy Officer.

Tardiness

Promptness is expected. It is the responsibility of the school to determine whether or not a student's tardiness will be excused. Examples of unexcused tardiness to school include: oversleeping, faulty alarm clocks, and missing your ride. Persistent tardiness will be treated as a discipline matter and corrective measures will be taken. Students arriving at school after the beginning of the school day must report to the office and sign in. Three unexcused tardies to class per marking period will be considered excessive and will result in a point being assigned through the appropriate behavior program. Students who arrive to class more than 10 minutes late will be marked absent for that period.

Early Dismissal

Students leaving school prior to the end of the day must be signed out in the office by a parent, guardian, or authorized person from their emergency card. Students who leave without authorization will be considered truant and therefore, subject to the discipline code.

Sickness / Injury During School

If a student becomes ill or injured during the regular school day, he/she must report to the office where a member of the staff will contact the parent(s)/guardian. If a parent/guardian cannot be contacted, the student will remain in the office until the contact can be made. It is important to keep the emergency card on file in the office updated with accurate telephone numbers. The office will contact a parent/guardian or one of the emergency contacts listed on your Emergency Card.

Passes

No student is to leave any classroom without permission. If the student has been in the office or at the counseling office, he/she must obtain a pass in order to enter his/her assigned classroom. Loitering in the halls and being in the hall without a pass, may lead to disciplinary action.

Withdrawal from School

Upon need to withdraw from AMS, parents must provide written notice authorizing the withdrawal or complete the withdrawal form in the office. If possible, the note should include the name and address of the school in which the student will be enrolling.

Academics

Curriculum

All 6th, 7th and 8th grade students will have core classes consisting of language arts, social studies, science and mathematics along with specials and electives.

PowerSchool

All students and parents will have access to PowerSchool to track grades and attendance. Please see [PowerSchool](#) under services for more information.

Report Cards

Report Cards will be issued at the end of each trimester (every 12 weeks). The report card will indicate the student's present academic standing as well as a behavior and effort rating. Year-end report cards will be mailed to all parents at the conclusion of the school year.

Parent-Teacher Conferences

AMS Parent-Teacher Conferences are held during the 1st and 2nd trimesters. In addition to this, parents are encouraged to call the AMS office to schedule appointments with teachers regarding educational concerns. Scheduling appointments may be done anytime throughout the year. AMS teachers recognize the importance of keeping parents advised of their child's progress. For this reason, AMS teachers may from time to time initiate a parent-teacher conference, either in person or by telephone. AMS teachers are available for appointments or telephone calls during their preparation periods. All staff members can be contacted through their school classroom telephones or email addresses. A directory of AMS teachers can be found on our school website (www.armadaschools.org/armada-middle-school).

Make-Up Work and Tests

When students miss school, they miss valuable instructional time. In addition, they may miss homework assignments, a quiz or a test. It is the policy of AMS to allow one day in which to make up the work for every day the student is absent (i.e. 3 days absent - 3 days in which to have the work returned to the teacher.) Additional make-up time may be allowed by the teacher. Parents of children who are out of school for an extended period of time (multiple days) and wish to have homework assignments may call the office.

Co-curricular / Extra-curricular Activities

Assemblies

General assemblies are provided throughout the year for educational, cultural and extra-curricular purposes. In order that all may enjoy this privilege to the fullest extent, it is expected that the students show respect and appreciate the programs, performers and speakers at all times.

Students are expected to behave in an appropriate manner. Students that violate the acceptable behavior program will be excluded from these activities. Please see the [Extra-Curricular Eligibility Policy](#) for more details.

Dances

Dances or other extra-curricular activities are scheduled throughout the school year. Parents/Guardians are asked to pick up their child(ren) promptly at the end of the activity. Students who are left beyond the activity's ending time without explanation may be restricted from later dances/activities. All AMS rules regarding dress and proper behavior are in effect. Students will be admitted the first thirty minutes and will not be allowed to leave and return. AMS dances/activities are for AMS students only.

Student attendance at AMS sponsored social events is considered a privilege. This privilege may be denied to a student if his/her behavior in school or at a related school activity warrants such action. Please see the [Extra-Curricular Eligibility Policy](#) for more details.

Extra-Curricular Eligibility Policy

Participation in extracurricular activities is a student's privilege, not a right, which can be removed at designated times for failure to meet the standards and requirements of Armada Area Schools. For the purpose of this policy, an "extra-curricular" activity is defined as any activity that is not part of the required curriculum for a course or is outside the regular course of study. This includes but is not limited to dances, athletic events, clubs, and performances.

Eligibility Requirements

1. Satisfactory or better behavioral citizenship in five (5) of six (6) classes on progress reports, report cards, and weekly teacher reports - checked each Friday.
2. Maintenance of a Grade Point Average (GPA) of 2.0 each Friday.
3. Student-athletes must adhere to the Armada Athletic Code of Conduct.

Athletic and Extracurricular Activities, Except Dances

- First Violation:
 - A warning is issued to the student and the parent, informing the student of the need to improve their academic and/or behavioral standing before the following Friday.
- Subsequent Violations:
 - Students are ineligible for a period of one week (including weekends) from Monday - Sunday. The student will be allowed to sit on the bench, but not to participate in games while ineligible.

Dance Eligibility

- First Violation:
 - A one-time warning is issued to the student, with the student still able to attend the following week's dance.
- Subsequent Violations:
 - The student will not be able to attend the upcoming dance.

Eligibility due to Suspensions

Students who receive an In House Suspension will be ineligible from all Extra Curricular Activities during their suspension.

Students who receive an At Home Suspension will be ineligible from all Extra Curricular Activities during their suspension and for one week following their return to school.

Emergency Procedures

Emergency Closing of School

Weather conditions that create a hazardous driving situation may necessitate an emergency closing, delay of school or early dismissal. In the event this occurs the district will contact you by using the SchoolMessenger system. Students and parents are asked **NOT** to call the school at a time they suspect the school may be closed as lines are needed to communicate with school personnel during these emergency situations. All necessary information will be communicated at the appropriate time.

Safety Drills

As in accordance with the Michigan Department of Education, schools are required to complete safety drills throughout the year. A minimum of 2 tornado, 3 safety, and 5 fire drills must be completed. These drills will be conducted in compliance with federal, state, and local emergency operations plans.

Transportation

To ensure safety for all riders, students of Armada Middle School are expected to become familiar with bus rules and regulations. These rules apply to daily transportation as well as field trips. Students who disregard these rules will be warned and/or reprimanded by the driver. Continual reprimands will result in a written report to the office. Upon receipt of a written bus report, the principal/assistant principal will determine an appropriate disciplinary plan and contact the parents if necessary. Disruptive bus behavior could result in suspension of bus privileges.

- Bus riding is a privilege and you must abide by all rules and regulations. Students must treat your driver with respect and courtesy. Any student who defies the bus driver in any way may lose his/her bus privileges. Drivers have the responsibility of getting students to and from school safely. They must have student cooperation at all times.
- Drivers may assign seats as needed.
- Students may not ride any bus other than their own assigned bus.
- Students must remain seated while the bus is in motion. Students cannot stand ahead of the restraining bar behind the driver's seat. This is a state law. Students are not permitted to save seats for fellow students. Students must move over and share the seat and permit room for other students. It may be necessary to have three students per seat.
- Fighting will be considered a severe disruption and will not be tolerated.
- Students must be at their stop five minutes before the bus arrives, as drivers are told

- they must not wait for tardy students!
- There shall be no running or shoving at loading or unloading zones.
 - Students will board their bus from the side of the road. They cannot stand in the roadway. The Traffic Safety Association recommends that students wait 10 feet from their stop.
 - Students are expected to keep the bus clean. All litter should be placed in the trash.
 - Damage to seats or interior of the bus will be paid for by the student or students involved or riding privileges will be withdrawn.
 - If necessary to cross a street, students must always cross in front of the bus. This is a state law. Be sure to check both ways for oncoming vehicles, as they do not always heed the red flashers.
 - Students must not throw anything on or from the bus. Students may not extend any part of the body from open windows.
 - Emergency doors must be closed except in cases of emergency.
 - Any student who displays or possesses knives, sharp instruments of any sort, firecrackers, cigarettes, cigars, chewing tobacco, matches, lighter, rubber bands, water pistols, water balloons, etc., may lose his/her riding privileges. No glass bottles are allowed on the bus.
 - Any carry-ons a student brings on the bus must be small enough to be held on the student's lap.
 - When school is cancelled, the information will be communicated. Delays for any reason affect all schools. A one hour delay means all schools will be delayed one hour.
 - Use of profane or vulgar language on the bus may result in loss of riding privileges.
 - Armada Middle School's [Acceptable Behavior Program](#) applies to student bussing as well.

Student Code of Conduct

Discipline is the ability to control one's behavior. Punishment is the consequence for the lack of self-discipline. Through discipline, students learn to conduct themselves in a socially acceptable manner; thus allowing students to accept the responsibilities and consequences of their behavior.

The Michigan School of Student Conduct Code authorized local boards of education to enact reasonable rules and regulations relative to the proper establishment, maintenance, management, and functioning of public schools. This includes regulations relative to the conduct of pupils concerning their health, welfare, and safety while in attendance at school or school-sponsored activities, on or adjacent to school property, and while in transit on school district buses. Recent Supreme Court rulings support reasonable search of students and belongings when school officials have reasonable cause to suspect that a student has violated or is violating rules of the school. General school rules (not necessarily included in this handbook) may be imposed by the building principal/assistant principal. Violation of rules may result in disciplinary actions.

Expectations Regarding Student Behavior

- Daily Attendance: Students are required to attend class every day they are not ill. Promptness is an important aspect of attendance.
- Proper Conduct: Students are expected to exercise self-control so as not to interrupt or interfere with the educational and extra-curricular activities of the school.
- Cooperation with Authority: Students are expected to obey the instructions of all school staff. Students are expected to complete their assigned school work in a timely manner.

Unacceptable Behavior

The Armada Area Schools Uniform Code of Student Conduct, Substance Abuse Policy and Dress Code lists the rights, responsibilities and expectations for behavior. This includes, but is not limited to:

- during school hours
- at school sponsored events
- on or adjacent to school property
- on school buses

This uniform code also lists the behavior corrections for the various behaviors. The staff and Administration of Armada Middle School will follow the Uniform Code in assigning penalties.

Food and/or Drinks in the Building

Food and drink items are limited to the cafeteria or in classrooms with teacher permission. Energy drinks or energy additives of any kind are not allowed in the building.

Drugs / Tobacco / Alcohol Use or Possession

Armada Area School Board of Education prohibits the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance. Banned items include, but are not limited to:

- illicit drugs
- alcohol
- tobacco or tobacco products
- look alike substances
- over-the-counter or prescription drugs

Any student in violation shall be subject to the Drugs/Alcohol Tobacco Use Code of Conduct. Disciplinary sanctions consistent with due process, applicable laws, and Armada Area Schools Board of Education Policy on Student Conduct Code #5600, up to and including expulsion and referral for criminal prosecution, shall be imposed on any student who violates the standards of conduct described in this policy. A disciplinary sanction may include the completion of an appropriate rehabilitation/counseling program. Confidential substance abuse counseling and rehabilitation services/referrals are available to students through their local schools.

Weapon Free Schools

A "dangerous weapon" is defined as a firearm, bomb, explosive, dagger, dirk and stiletto knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, etc.

Students expelled may not be readmitted to school for up to 180 days. There is a long explanation that governs the reinstatement process in the Michigan School Code under section 1313 and Federal Law 103-227. Further details can be obtained by calling Armada Middle School at 784-2500.

Bullying and Harassment

Bullying or other aggressive behavior toward a student, whether by other students, staff or third parties including Board members, parents, guests, contractors, vendors and volunteers, is

strictly prohibited. This prohibition includes written physical, verbal, and psychological abuse, including hazing, gestures, comments, threats or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Students may also report Bullying and Harassment on the [Armada Area Schools website](#). For more information please see the [Armada Area Schools Bullying Policy](#).

Sexual Harassment and Intimidation

Armada Middle School will maintain an environment that is free from discriminatory insult, intimidation or harassment of a sexual nature. Any incident of sexual insult, intimidation or harassment in any form shall be promptly reported to the Administration. For more information please see the [Armada Area Schools Title IX \(Nondiscrimination Policy\)](#). Students may also report Sexual Harassment and Intimidation on the [Armada Area Schools website](#).

Dress Code

Clothing worn to school should be conservative in nature so as not to distract or disrupt the learning process.

Dress code guidelines include, but are not limited to:

- Skirts and shorts must extend beyond the student's finger-tips.
- Undergarments of any kind are not to be visible- belts should be worn to prevent sagging pants; tops should fit appropriately to avoid visible bra straps.
- Bare midriffs are prohibited. Adjusting clothing up or down to cover midriff is not acceptable.
- Cleavage should not be visible while standing or sitting.
- Tops must have sleeves and completely cover the shoulder; tank tops or sleeveless shirts are not acceptable.
- Mutilated clothing or clothing with holes are inappropriate for school.
- Hats, caps, hoods, sweatbands and bandannas are not to be worn in the building at any time.
- When tights are worn in lieu of pants, the length of the top worn must meet the same length requirements of a skirt or dress. Tights and/or tight pants by themselves without the proper length top are not acceptable.
- Clothing, accessories, and/or backpacks that denote drugs and alcohol, or are profane, obscene, and/or suggestive are not to be worn in school or at school activities.
- Proper footwear must be worn at all times. Slippers, footwear without soles, or bare feet are not allowed.
- Appropriate pants/shorts are to be worn at all times. Pajama pants are not an acceptable dress for school.

Sexting / Cyberbullying

Sexting is the act of sending sexually explicit messages, pictures or photos through cell phones or other electronic devices. Cyber-bullying is the use of these electronic devices to send threatening messages or to spread rumors with the intent to embarrass, intimidate or discredit others. The consequences of these actions may lead to suspension/legal action. Students are expected to know that these actions are **unlawful** and the school will take immediate, appropriate action.

Bathroom Use

All Students are expected to use the Bathrooms in a timely and respectful manner. All stalls are limited to one student at a time. Any violation of this will result in a 1 day In House Suspension.

Threat Assessment

The primary purpose of a threat assessment is to minimize the risk of targeted violence at Armada Area schools. As adopted by School Board policy, Threat Assessment is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and Department of Homeland Security publication, ***Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence***. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board has authorized the Superintendent to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and include a schools safety officer, school counselor, school psychologist, instructional personnel. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The Board has authorized the Superintendent to create guidelines for the purpose of:

- A. identifying team participants by position and role;
- B. requiring team participants to undergo appropriate training;
- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;
- D. defining that types of information that may be gathered during the assessment;
- E. stating when and how parents/guardians of the student making the threat shall be notified and involved;
- F. designating the individuals (by position) who would be responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 – Student Records, and State and Federal law.

Acceptable Behavior Program

The Acceptable Behavior Program exists to:

1. Reward and reinforce those students who meet their responsibilities at AMS.
2. To provide immediate feedback to students regarding acceptable or unacceptable behavior.
3. To provide some consistency in behavioral expectations for students from class to class.
4. To ensure an environment in classrooms and throughout the school that is conducive to learning.

To these ends, the hallways and the classrooms of this school operate on the basis of the acceptable behavior program. This program provides rewards and recognition for those who meet their responsibilities. The program also provides for a referral system and progressive discipline for those who do not meet their responsibilities.

The Acceptable Behavior Program works on a point system. Points can be given for any infraction that is above and beyond what is taken care of with normal discipline.

Violation of the Acceptable Behavior Program Expectations = 1 point

- Every third tardy = 1 point
- Every third ROAR behavior referral = 1 point
- Misbehavior on field trip = 2 points
- Misbehavior for guest teacher = 2 points

Accumulation of Points

The third point assigned results in the student not being allowed to attend or participate in any extra school activities. Examples of these activities include, but are not limited to dances, field trips and. Students may not participate in such activities until the student's point total falls below three. One point per two weeks may be removed with no behavior reports or referrals until the total is reduced to zero points. Additional penalties for excessive points are as follows:

- 3 or more points = Removal from activities
- 5 - 8 points = Detention assigned for each point earned between points 5-8
- 8 + points = Administrative review – Consequences could include, but are not limited to a parent meeting, in-school suspension, out-of-school suspension, etc.

If a student fails to attend a scheduled detention, the detention will be rescheduled and the student will be assigned 1 point. If a student misses a 3rd scheduled detention an in-school suspension will be assigned.

If the point slip is not signed by a parent/guardian and returned within two days, the point(s) assigned double.

ROAR Room

At times, teachers need to remove a disruptive student temporarily from their class for an infraction not severe enough to warrant a point. Teachers will send these students for a time out to the main office or ROAR Room.

- Every third office/ROAR referral: 1 point is assigned

Suspensions and Expulsions

In House Suspension

The In-House Suspension (IHS) program is designed as an option to the exclusion of students from the classroom for infraction of the Student Conduct Code or Acceptable Behavior Program. A student may be assigned to the IHS area at the discretion of the principal, the assistant principal, or the principal's designee. Students assigned to the IHS program will be excluded from the regular school program for the entire day. During the regular school day, the student will remain in the IHS area under adult supervision. The student will be given regular class work assignments and counseled regarding their attitude and the expected standards of behavior.

At Home Suspension

At times it may become necessary to exclude the student from the total school program and be sent home. Parents are called and asked to pick up their son/daughter at these times.

In all cases of suspension, the principal, assistant principal, or their designee will notify the parents by telephone. When it is not possible to personally contact the parent, a letter explaining the reason for suspension and length of suspension may be sent home with the student. This letter must be signed by the parent or guardian and returned with the student upon his/her return to school. Appeal procedures for disciplinary action are available to the parent or guardian upon request.

Disciplinary Hearing

If extreme misbehavior persists, the student will be referred for a disciplinary hearing. This hearing shall consist of the principal, parent(s)/guardian(s), student, and Superintendent.

Request for Expulsion

Documentation of the student's behavior will be submitted to the school board by the Superintendent for board action.

Student Property

Bicycles

It is suggested that bikes be locked in order to discourage theft. Bikes are to be used before and after school only. The use of bikes during the school day is not permitted. Students are to keep away from the bike rack during recess/lunch periods.

Student Owned Technology

AMS is not responsible for any lost or stolen cell phones or other personal electronic devices. Please see [Technology Policy](#) for more information

Technology Policy

Cell Phones and Personal Electronics

Expectations

- AMS is not responsible for any lost or stolen cell phones or other personal electronic devices.
- Students are not allowed to photograph or film students, staff, classrooms, hallways, etc. unless prior permission is granted by staff.
- Student expectations for electronic devices are based on Green/Yellow/Red Zones located throughout the school.
 - Green Zones: Student technology use is permitted
 - Yellow Zones: Student technology use is permitted with staff approval
 - Red Zones: Students are not permitted to use technology

Violation Consequences

- 1st offense: Students will be given a verbal warning by the teacher.
- 2nd offense: Teacher has discretion to take the device for the remainder of the hour and parent contact will be made by the teacher.
- 3rd offense: Device is sent to the office and for the student to pick up and parent contact is made by the office.
- 4th offense: Device is sent to the office and a parent will need to pick it up and parent contact is made by the office.

School Owned Technology

Physical Technology

While attending AMS students will have access to various forms of technology. Students are expected to be responsible digital citizens. These forms of physical technology include, but are not limited to: desktop computers, ChromeBooks, calculators, audio/video equipment, 3D printers, CNC machines, sewing machines, vinyl cutters, laser engravers, and lab equipment.

ArmadaNow Account

As we all adapt to life in the digital age, the staff of Armada Middle School continues to prepare students for the challenges ahead in a number of different ways. Students work with technology in daily lessons and in testing situations like NWEA. While this work has laid a terrific foundation in technology, we are looking to expand the learning opportunities by using numerous free educational applications (apps) available online. In many cases, access to these free resources is contingent on users having an active Google email (Gmail) account.

Due to this requirement, our school is utilizing a program that will allow our students to have an e-mail address here at school. The e-mail address would be set-up through Google's Gmail accounts and would be used for academic purposes only. Classes in the middle school will be using these accounts throughout the school year to enrich lessons and support learning in the classroom.

In addition to learning through various online resources, students will also be taught how to properly use email functions. The student e-mail accounts will be monitored by school personnel

Violation Consequences

Students who mis-use or abuse school owned technology will be held responsible for their actions.

- If school owned technology is damaged, students will be held financially responsible for any cost required to repair or replace the items.
- Students who use school technology inappropriately can lose technology privileges.

District Policies

District policies can be found at <https://www.armadaschools.org/our-district/>.