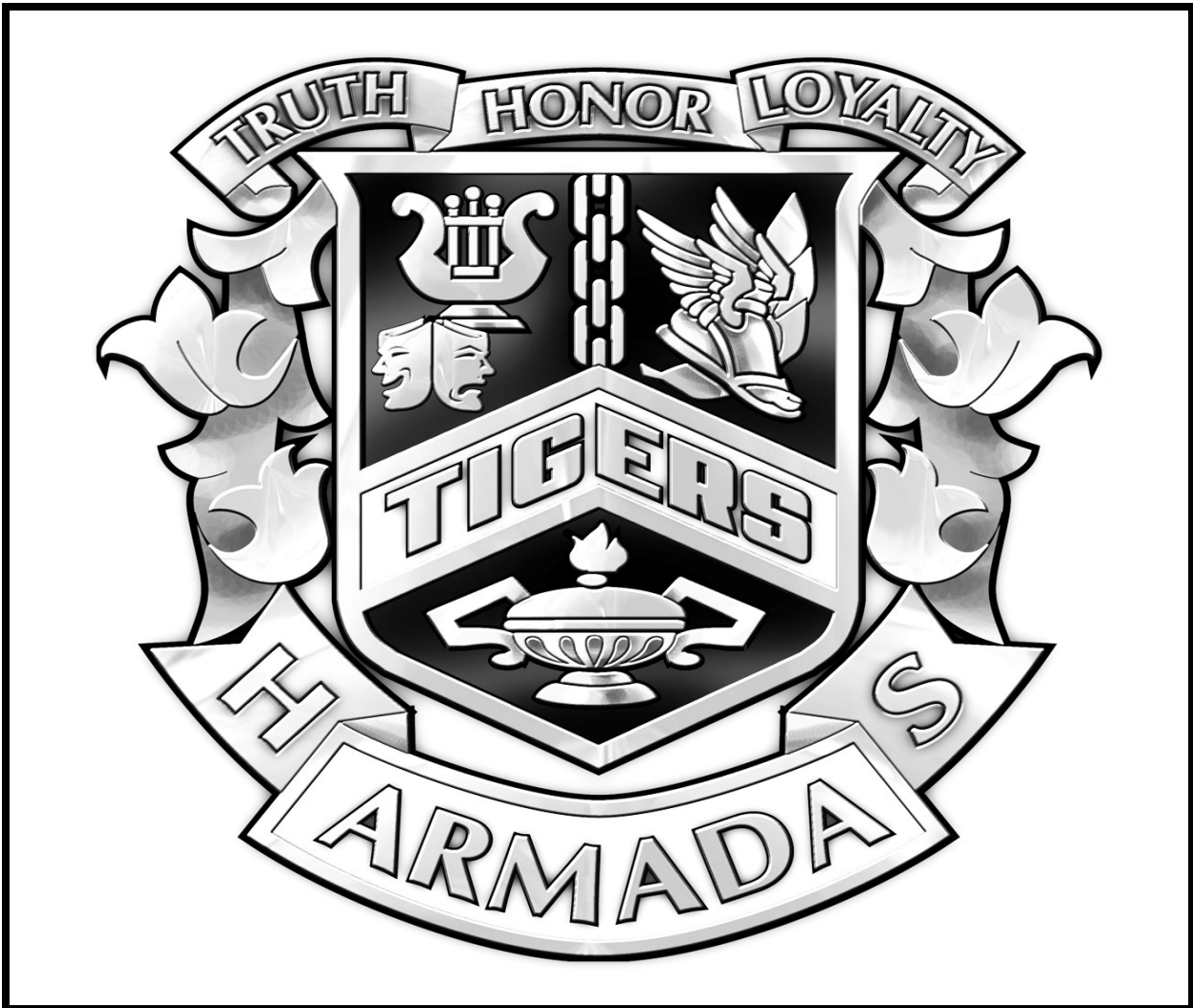




ARMADA HIGH SCHOOL

*Student Handbook
2023-2024*



This handbook is a guide to rules and regulations at Armada High School and provides an accurate as possible interpretation of administrative guidelines of Armada Area Schools. Be advised that the Armada Area Schools Bylaws and Policies of the Board of Education supersede all guidelines detailed in this book. Copies of district bylaws and policy books are available to view in the high school office.

Revised 12/05/23

TABLE OF CONTENTS

AHS GUIDING PRINCIPLES.....	4
------------------------------------	----------

BELL SCHEDULES.....	5
----------------------------	----------

GENERAL INFORMATION

Assembly Expectations	6
Beverages in Classrooms	6
Building Support Staff.....	6
Bus Transportation	6
Camera Use During School.....	7
Cell Phone Philosophy & Policy	7
Confiscated Items.....	7
Dance Regulations	7
Disaster Preparedness Drills.....	7
Dress Code Regulations	8
Driving and Parking	8
Drug Dogs	10
Electronic Devices	10
Hall Passes.....	10
Injury and Illness	10
Instant Alert.....	10
Locker Use and Security	10
Loitering Policy.....	10
Lunch Period	11
Medication	11
Media Center/Text Book Fines.....	11
Media Center Conduct	11
Miscellaneous Materials Fines.....	11
Posting Materials	11
Powerschool Parent Portal.....	11
Skateboarding & Exhibition Biking.....	11
Student Records.....	12
Technology Use	12
Telephone Use—Office.....	12
Transfer Out of District	12
Video Surveillance.....	12
Visitors.....	12
Work Permits	12

GUIDANCE & COUNSELING

Scheduling Process	13
Academic Probation	13
Academic Integrity.....	13
Advanced Placement.....	15
CTE Courses.....	15
Dual Enrollment.....	15
Homework.....	15

Summer School.....	15
Tiger Tutoring.....	15
Graduation Policy	16
Online Learning Opportunity.....	16
Personal Curriculum.....	16
Retaking Courses.....	16
Secondary Grading Policy.....	17
Top Scholar Determination.....	17
Graduation Requirements.....	17
Online Course Guidelines.....	18
ACT/SAT.....	18
MME.....	18
NWEA.....	18
Final Exams.....	18
Testing Out	18

STUDENT CONDUCT

Zero tolerance.....	19
Citizenship/Employability.....	19
Code of Conduct Definitions.....	19
Behavioral Probation	22
Due Process	22
Physical and Verbal Assaults.....	22
Anti-Harassment.....	23
Sexual Harassment.....	23
Hazing.....	24
Bullying.....	24
Search and Seizure	26
Tobacco Policy.....	26
Detention Procedures.....	27
Delayed Release (DR).....	27
In School Suspension (ISS).....	27
Saturday School.....	28
Out-of-School Suspension (OSS).....	28
Expulsion.....	29
General Philosophy on Discipline.....	31
Restorative Practices.....	31
Attendance Policy	32
Make-Up Work.....	35
Tardy Policy	35
Extracurricular Eligibility Policy.....	36
Extracurricular Opportunities	37
Athletic Code of Conduct.....	38
Technology Policy.....	40
District Administration.....	42
Nondiscrimination.....	43
Grievance Procedure.....	43

Welcome to Armada High School

On behalf of the entire staff at Armada High School, we would like to welcome you to the 2023-2024 school year. This handbook was created for the convenience of all students, parents, and staff members.

It is the responsibility of each student to know the information provided in this publication. If you have any questions or concerns regarding any policy or procedure, please take the time to talk to your teacher, counselor, or building administrator for clarification.

Throughout this year, we hope you will be academically challenged as a student and will continue to grow socially as a young, responsible adult.

Mr. Andrew Kastl
Principal

Mr. Mark J. Gosciwski
Associate Principal

Foreword

A school is a separate segment of a larger community. The students and the employees are the citizens of each school community. As a school citizen, you have rights, privileges, and responsibilities. An effective organization must include fair rules that will protect the rights of all and permit the educational process to proceed in an orderly fashion.

Citizens in a democratic society should have full knowledge of their rights and responsibilities. They must also clearly understand the consequences of behaviors that infringe upon the rights of others. That is the purpose of this publication. Well-informed, thoughtful, and considerate citizens make a healthy community. Please read this student handbook carefully and be guided by its content, to make our school the best place to learn.

Be advised that not every disciplinary situation or its consequences are outlined in this handbook.

TIGER PRIDE

School spirit, though it cannot be seen or touched, is the most valuable quality that has been handed down by those who have attended our school before the current time.

- It is our fans cheering our teams rather than degrading our opponents.
- It is our teachers smiling at their students as they enter their classes.
- It is our students being proud of their school, backing its worthy causes.
- It is keeping the grounds and building clean.
- It is making visitors feel welcome.
- It is the thrill of victory and the acceptance of honorable defeat.
- It is working together to make Armada HS a great place for everyone.



Armada High School Guiding Principles

Mission Statement:

In an environment of life-long learning, we work together to recognize and develop potential and to promote success.

In pursuit of this mission, Armada High School:

- provides a safe and stimulating learning environment;
- establishes high expectations for students;
- employs competent, caring, and enthusiastic staff members;
- delivers a comprehensive curriculum;
- actively engages parents and community members in the learning process;
- nurtures personal responsibility and respect for others.

Goals:

In support of our mission statement, we continue to focus on three goals:

- All students will improve their writing skills to communicate effectively through technical, expository, and creative means.
- All students will improve their reading skills across the curriculum.
- All students will improve their problem solving skills.

Vision:

To help students develop the vision to instill confidence through experiences that:

- Are student-centered.
- Foster and enhance opportunities.
- Refine lifelong learning skills.
- Prepare students for tomorrow's challenges.

Beliefs:

We believe that the school environment should encourage values, personal improvement, self-respect, and critical thinking. A first-class education is the shared responsibility of school, family, and community. We believe learning should be valued as a life-long endeavor.

Armada High School Bell Schedules 2023-2024

Monday-Friday

- (0) 6:31 – 7:30
- (1) 7:35 – 8:34
- (2) 8:39 – 9:38
- (3) 9:43 – 10:42
- (4) 10:47 – 12:22
- (5) 12:27 – 1:26
- (6) 1:31 – 2:30

Lunch Periods

- (A): 10:42 – 11:07
- (B): 11:17 – 11:42
- (C): 11:57 – 12:22

Special Event Schedule

- (0) 6:31 – 7:30
- (1) 7:35 – 8:22
- (2) 8:27 – 9:14
- (3) 9:19 – 10:06
- (4) 10:11 – 11:46
- (5) 11:51 – 12:38
- (6) 12:43 – 1:30

Special Event: 1:30 – 2:30

Lunch Periods

- (A) 10:06 – 10:36
- (B) 10:41 – 11:11
- (C) 11:16 – 11:46

6 Period Half Day

- (0) 6:31 – 7:30
- (1) 7:35 – 8:05
- (2) 8:10 – 8:40
- (3) 8:45 – 9:15
- (4) 9:20 – 9:50
- (5) 9:55 – 10:25
- (6) 10:30 – 11:00

Exam Schedule

- Exam 1 & 4: 7:35-8:40
- Exam 2 & 5: 8:45-9:50
- Exam 3 & 6: 9:55-11:00

GENERAL INFORMATION

ASSEMBLY EXPECTATIONS

Any assembly that is sponsored by our school is worthy of every student's complete attention. Guests and/or students appearing in an assembly should be treated with respect and courteous behavior. Polite applause is always appropriate. However, whistling, stamping of feet, booing, and yelling are not appropriate behaviors and will not be tolerated. Assemblies are compulsory. Please do not ask a parent to excuse you to leave school early.

BEVERAGES IN CLASSROOM

Students are asked to only consume water outside of the cafeteria. Other beverages will be allowed, provided that students are responsible about accidents and spillage. The administration will enforce a 'Water Only' policy as conditions warrant. We encourage students to consume healthy beverages and not high-sugar energy drinks, as these provide an artificial alertness that is only temporary. The Water Only policy is always in effect in the Media Center. Teachers may enforce the Water Only policy in their classrooms at their discretion.

BUILDING SUPPORT STAFF

Building support staff are very important people in our school district. Be considerate and appreciative of their efforts. Help assist them by using waste cans, cleaning up spills, and treating school property appropriately. Together we show our Tiger Pride! Our custodial services during the school day are limited, so please help keep the campus clean. Please assist your teachers in general cleaning of classrooms, such as dropped items on floor.

BUS TRANSPORTATION

To ensure safety for all riders, students at AHS 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. Continued reprimands will result in a written report to the school principal and transportation director. The principal and/or transportation director will determine the appropriate disciplinary plan and contact the parents if necessary. Disruptive bus behavior could result in the suspension of bus privileges.

1. Students must abide by all rules and regulations and treat drivers with respect and courtesy. Any student who defies the bus driver in any way may lose his/her bus privileges. **Drivers may assign seats as needed.**
2. **Students are not permitted to ride other buses without prior approval from the transportation department and school administration.** Students are also not permitted to be dropped off at a different location than their regular bus stop.
3. Students must remain seated while the bus is in motion. Students cannot stand ahead of the restraining bar behind the drivers seat.
4. Students must be at the bus stop five minutes before the bus arrives; drivers are instructed not to wait for tardy students.
5. Students should wait at the side of the road until the bus comes to a complete stop before approaching the door.
6. Students are expected to keep the bus clean. Litter should be placed in the trash can.
7. Students will pay for damage to seats or interior of the bus.
8. Students must always cross in front of the bus and check both ways for oncoming vehicles, as cars do not always heed the red flashers.
9. Students must not throw anything on or from the bus or extend any part of the body from open windows.
10. All carry-on items must be small enough to fit on the student's lap.
11. Armada Area Schools is not responsible for lost or stolen items.
12. All rolling objects must be properly stowed.

Riding the bus is a privilege, don't lose yours!!

CAMERA USE DURING SCHOOL

Due to privacy laws, students are discouraged to use cameras during the school day unless they obtain permission from administration. Students in media classes may use cameras for class purposes. Phone used inappropriately will be confiscated and searched with police intervention, as necessary. Taking photos of others without their consent can be considered a violation of their privacy and may lead to disciplinary action, including possible police intervention.

CELL PHONE PHILOSOPHY AND POLICY

AHS is a learning environment that should not be disrupted by social interaction through cellular phones. The teacher of each classroom will inform students of the regulation of cell phones in their classroom. Students are expected to self-regulate the use of a phone and respect the policy of the teacher. Some teachers use a storage unit for students to leave their phone during class. Students should follow the procedures in place for cell phone storage.

Parents are requested to not call or text message their son/daughter during school hours. Although some teachers will allow students to use cellular phones for research purposes, it must be understood that not all teachers do. Responsible electronic device use is permitted in hallways and common areas. Phones should not be used in restrooms.

Teachers will manage phones in their classroom. If a student is uncooperative, the phone will be confiscated until the end of the hour or end of the day. Refusal to surrender the phone to the teacher will result in administrator intervention.

- *Refusal to surrender a phone is considered insubordination and will result in administrator intervention.*
- *Phones that are confiscated that are believed to contain inappropriate images, evidence of academic misconduct, or threatening information—are subject to inspection, including all contacts, photos, and messaging. Police intervention will be used as necessary.*
- *Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.*
- *AHS is not responsible for loss or damage to confiscated phones.*

CONFISCATED ITEMS

Confiscated items may be picked up in the Main Office at the end of the day. Repeat offenders will need a parent to pick up the item, and disciplinary consequences may be assigned. AHS is not responsible for lost or stolen items.

DANCE REGULATIONS

All dances are only for AHS students and their guests. All tickets are pre-sold during the school day. Ticket purchase is available only to those academically eligible (see policy on page 36), and those with a zero fine balance on their student account. Only one non-AHS student guest is allowed per student. Students may be required to show identification at the door. Guests are not permitted from middle school nor older than 20 years old. Prior to the arrival at the dance, non-students must have completed a guest form. This form should be faxed to AHS showing approval by the guest student's school. The administration reserves the right to refuse admission or dismiss early any guest. **There is no re-admission at dances.** Most dances are from 7:00-10:00. All dance participants must arrive by 8:00. Students are expected to dress appropriately for school sponsored dances and administration will dismiss students not dressed properly. All school rules and regulations are in effect at dances. Students who violate rules will be dismissed, will not receive a refund, and may face additional disciplinary action.

DISASTER PREPAREDNESS DRILLS

Each year our school is required to conduct 5 fire drills, 2 tornado drills, and 3 lockdown drills. Students should listen carefully to teacher directions for drills and actual emergencies. Fire and tornado drill evacuations routes (when applicable) are posted in all classrooms and common areas. Once a disaster drill begins, students need to follow procedures until the all-clear is announced.

DRESS CODE REGULATIONS

The following dress code represents the thinking of and efforts of students, parents and educators. The primary responsibility for teaching good grooming rests with parents. Grooming is a personal matter, and reflects the taste and habits of the individual and home environment. Clothing worn to school should be conservative in nature so as not to disrupt the learning process. Any staff member who finds student clothing to be disruptive may send the student to the office to correct the issue or possibly face disciplinary consequences.

The following dress code guidelines are not exhaustive:

1. Students should be dressed appropriately for vocational classes requiring safety precautions.
2. Bare midriffs are prohibited. Pulling on clothing to make the midriff disappear is not acceptable.
3. Cleavage should not be visible while standing or sitting. Tops should be tasteful and not distract from the learning environment. Tops that are too revealing need to be changed. Using a zip-up jacket over the offensive top will not solve this problem effectively.
4. Skirts and shorts need to be finger-tip length, non-revealing, and in good taste.
5. Undergarments are not to be visible. Boys should wear a belt to prevent sagging pants. Girls are not to have bra straps in view.
6. Tops must totally cover the shoulders. No spaghetti straps or bare shoulders.
7. Shirts are to be worn at all times, even athletic practices.
8. The display of gang related identifiers is not allowed in school or at school related activities. Identifiers include, but are not limited to: colors, symbols, all bandannas, right/left attire.
9. Hoods are not to be worn at any time in the building—staff need to be able to identify all students.
10. Clothing shall not advertise drugs, alcohol, or inappropriate conduct. In addition, clothing must be free of discriminatory slogans or offensive content—such as a rebel flag.
11. Nightwear/pajamas and slippers are only allowed on designated spirit days.
12. Mutilated clothing and clothing with holes are inappropriate for school.

The building administration has the authority to determine what is appropriate and inappropriate school attire. Effort will be made to correct the dress code problem and return the student to class.

Students who are representing the school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, senior students at graduation, and other such groups. Certain extracurricular activities or organizations may require specific reasonable dress requirements at certain times. Since participation in such organizations is voluntary, students will be required to dress in compliance with the rules established by the organization.

DRIVING AND PARKING

The charge for a new current-school-year Hang Tag is as follows:

\$30 From Tiger Days through Trimester 1

\$20 Trimester 2

\$10 Trimester 3

Lost tags can be replaced for \$5. There are no refunds for revoked Hang Tags. **Hang tags are Non-Transferable.**

Students must register their vehicle in the Main Office (or at Tiger Days) and possess a valid driver's license to apply for a Hang Tag. Hang Tags will not be issued to students having a fine balance. The Attendance Office must be informed of changes in vehicle registration. The Hang Tag must be displayed on the rear view mirror, facing out the windshield. All vehicles must have a valid license plate.

Reasons for Suspension or Revocation of Hang Tag:

- Ineligibility due to excessive absences = Hang Tag suspension for following trimester
- 9 or more Tardies to First Period of current trimester = Hang Tag suspension until end of trimester
- Drug or Alcohol possession by any vehicle occupants, or use of such narcotics = Hang Tag Revocation
- Reckless Driving = Up to Hang Tag Revocation
- Wrong Way driving (24 Hour enforcement) = Hang Tag Suspension
- Failure to report an accident = Hang Tag Suspension and police intervention, as necessary
- Unauthorized vehicle access; violation of closed campus policy (skipping/leaving by vehicle) = Hang Tag Suspension

CONTINUED on NEXT PAGE...

PARKING AND DRIVING...Continued

Parking Violations and Fines:

Improper Display/Failure to Display Hang Tag—**Warning/\$10/Towing**

Double-Parked, Not Within Lines—**\$5**

Parking in Prohibited Areas/Staff Lot—**\$10**

Parking on Grass or Sidewalk—**\$10**

Unauthorized Handicapped Parking (24 Hour Enforcement) — **\$50**

Fines Paid Within 24 Hours of Ticket Being Issued are Discounted at 50% (Friday rolls into Monday).

Fines are to be paid at the Main Office. Fines must be paid within one week of issue. Failure to pay fine in this time period will result in the hang tag being suspended until payment is received.

Vehicles Found Without a Current Year Hang Tag and those with a Suspended Hang Tag:

First Offense—**Warning Ticket**

Second Offense—**\$10 Fine**

Third Offense—**Vehicle Towed at Owner's Expense**

The Above Fine is Not Eligible for Reduction, and is not applicable toward the purchase of a Hang Tag

Vehicle information, including license plate, will be recorded of offending vehicles. **Students driving alternate vehicles must alert the Attendance Office immediately upon entering the building to avoid being ticketed.**

Students are **not allowed** in the student lot during school hours, including lunch hours, without contacting the office for approval. If any student is found leaving or returning from the high school building without permission, disciplinary action will be taken, up to and including loss of Hang Tag.

Failure to observe the following regulations will result in a hang tag suspension or revocation.

Driving and parking on school property is a privilege.

1. Parking Hang Tag must be clearly visible on the rear view mirror, facing out the windshield.
2. A student must observe all Michigan traffic laws and commonly accepted rules of courtesy while driving to and from school, while on school grounds, and while attending all school related activities. Horseplay with a vehicle is STRICTLY prohibited. Reports of dangerous driving en-route to and from school can result in loss of hang tag.
3. A student must not drive his car during lunch hour or during the regular school day without authorization from the main office and parents. Co-op students are not return to school once they have left the school parking lot.
4. Cars are to be parked in a parallel manner, in marked spaces, that enables other drivers to conveniently move their cars. Cars are not to be parked on snow banks or grass areas.
5. Students must park in their designated student lot **only**.
6. Senior reserved spaces are for those students only.
7. Students are prohibited from riding in the back of pick-ups or trailers.
8. School buses have the right-of-way at all times.
9. Students driving under the age of 16 will face suspension and possible police intervention. Driving without a license could prevent students from obtaining a license until the age of 21.
10. Reckless driving is very serious and will be handled as a zero tolerance issue. Students could face suspension and police intervention, and possible hang tag revocation.
11. AHS is not responsible for damage, theft, or unauthorized entry of vehicles.
12. A 15 MPH speed limit is in force at all times.
13. A student vehicle found containing (or occupants using) illegal items will result in Hang Tag revocation, along with police citation.
14. Vehicles parked on campus may be searched by administration.
15. ATVs, unlicensed motorbikes, tractors, snowmobiles, and other recreational vehicles are **not** allowed to be driven or parked on campus without authorization.
16. Students are not to drive to or park at the Academy building.

Failure to comply with any of the above regulations may mean loss of Hang Tag and possibly result in a ticket being issued by law enforcement personnel. **If a student's First Hour attendance is negatively affected with either excessive absences or tardies, because of driving to school, their Hang Tag may be suspended/revoked.**

DRUG DOGS

Armada Area Schools Board of Education policy (5771) authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school (campus) where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

ELECTRONIC DEVICES

Students are not to use electronic games or music devices during class time without teacher approval. The use of these devices is at teacher discretion, and some teachers may never allow such activity. *In an effort to help E2020 students focus on learning, music devices are not permitted while working on these courses.* Students will face possible disciplinary action for using these devices inappropriately. A parent or guardian may be required to retrieve the item.

HALL PASSES

Most teachers use an electronic hall pass system. Students should be sure to record their pass before leaving the room. Effort should be made to use the restroom during passing time. Students are expected to go directly to their destination on the pass and return promptly—this means the nearest restroom or water fountain must be used. Abuse of hall passes may result in restriction or elimination of passes. Teachers may deny a request to use a hall pass.

Students found loitering or spending too much time in the hallways (doing 'laps') will be escorted back to class to check the Hall Pass Log. The Hall Pass Log will be reviewed to identify students abusing hallway privileges and action taken as necessary.

INJURY AND ILLNESS

All injuries **must** be reported to the teacher or office personnel immediately. If the injury is minor, the student will be treated and may return to class. **All head injuries** will require parent/guardian contact. Students who become ill during school hours are to report to the attendance or main office. Loitering in the restrooms is not allowed. The parent/guardian will be contacted to arrange for pick up or provide permission for the student to leave campus.

INSTANT ALERT

Armada Area Schools is using the School Messenger system through Powerschool to contact students in parents in case of school closings, and other emergency and important announcements. You are recommended to update your account information so that you can receive these alerts through your home phone, cell phone, email, and text message outlets.

LOCKER USE AND SECURITY

All AHS students will be assigned a locker. Students are not to share or switch lockers without administrative approval. Students must purchase a lock for \$6.00 in the main office. All unauthorized locks will be removed and destroyed. AHS cannot be held responsible for valuables left in lockers—expensive items should be left at home. Students are responsible for any prohibited items found in their locker during a search. Students should report any damage done to their locker immediately to administration. Damage done to lockers may be charged to the student. Athletic locker-room lockers should be secured with a lock. Do not leave items unattended.

LOITERING POLICY

Students are expected to leave the campus within 15 minutes after school has been dismissed for the day. Ensuring that every student has the means to depart the campus in a timely manner after school is for the students' own safety and welfare. Those students found loitering without a purpose will be asked to leave and face disciplinary action as it warrants and for repeat offenses.

Students who are working with a teacher or actively participating in a school-sponsored activity are exempt from this policy. However, these students should have the means to leave campus as soon as the activity has concluded for the day.

LUNCH PERIOD

AHS is a closed campus for all lunch periods. You may bring your own lunch or purchase food from the food service program. Please do not ask to leave campus during the lunch period, or for friends to deliver lunch from restaurants. Parents are asked to not excuse their student to leave for lunch, as there is not enough time for this. Students are asked to assist in keeping the cafeteria and outdoor seating areas clean. Tables and floors should be clean when you leave the table. Classes are in session during lunch periods. For this reason, students are asked to not visit lockers, enter the hallway areas, or loiter in the main lobby and gym area. Students are also asked not to loiter in office areas, as these are places of business. Students found in prohibited areas during the lunch period will face disciplinary action.

MEDICATION

Students requiring medication during the school day must follow the Armada Area Schools policy on medication. Students are **NOT** to carry medication to school, nor are they to keep it in/on their person or in their locker. Students may not possess over the counter medications such as aspirin or pain killers. Students who use or possess such items will be subject to disciplinary action.

Parent/guardian should obtain a medication form from the main office. The form should be completed by the parent/guardian and prescribing physician and submitted to the office with the medication for the student. The medication must be in the original prescription bottle, with the original pharmacy label. It is the student's responsibility to come to the office for the medication at the appropriate time. Students may carry an inhaler and/or Epi Pen with prescribed medication, when the proper medication form is on file in the office. The parent/guardian should pick up any unused medication at the end of the school year.

MEDIA CENTER BOOK FINES

Students will be held accountable for items checked out from the library. A replacement cost for lost or damaged materials will be charged.

TEXTBOOK DAMAGE FEE SCHEDULE

Food/Chewing Gum stains.....	Replacement Value	Missing Pages	Replacement Value
Broken Spine.....	Rebind Fee	Missing Cover.....	Replacement Value
Minimal Water Damage	1/2 of Rebind Fee	Major Water Damage	Replacement Value
Pencil Mark	25¢ per mark	Pen Mark	\$1.00 per mark
Answers Written	Replacement Value	Obscene Words/Pictures	Replacement Value

MEDIA CENTER CONDUCT

The Media Center may be used for reference work, research, and reading on an individual basis. Students are asked to keep their conversations quiet to not disrupt others working. Proper respect for furniture and all materials is also expected. Food and beverages are not permitted in the Media Center. Personal electronics will not be permitted when they interfere with others in the Media Center.

MISCELLANEOUS MATERIALS FINES

All fines must be paid in full before students receive their schedules for the coming year. Students must return books issued to them in the same condition they were received. Students who lose or destroy any book, materials, safety glasses, tools, etc. will be liable for the replacement cost as determined by the teacher.

POSTING OF MATERIAL

All posters must be pre-approved by the administration before being posted. Unless they have been given permission, students may not use school supplies or copy machines.

POWERSCHOOL PARENT PORTAL

The Powerschool Parent Portal provides a communication link between teachers, parents, and students. Although we expect our teaching staff to be in contact with parents to alert them to student struggles, we request that parents (and students) use the Parent Portal to keep track of their son's/daughter's progress on a regular basis. As soon as student data is updated, it will be available on Parent Portal. While teachers are asked to update grading information regularly, please be advised that large projects are allowed 5 school days before being published. Parent Portal is encrypted to protect data.

To access the Powerschool Parent Portal go to: <https://ps.arm.misd.net/public/>
To create an account, visit: <http://www.armadaschools.org/high/New%20Parent%20Portal.pdf>

SKATEBOARDING & EXHIBITION BIKING

These activities are prohibited on the AHS campus at all times.

STUDENT RECORDS

Access to student records is governed by Michigan's Freedom of Information Act and Armada Area Schools Board of Education policy. Access to student records is available, in consultation with the school officials, to authorized school personnel, to the student's parents or legal guardian, and to the student. Arrangements for review may be made through the principal or counseling office.

Other than in certain exceptional circumstances described in the Armada Area Schools Board of Education Policy 8330, and procedures concerning "education records", no personally identifiable information from the education records of a student shall be released to third parties without the prior written consent of the parent, legal guardian or student over eighteen (18) years of age. Because it is unrealistic to require a release for routine information that may be used for such purposes as press articles, athletic rosters or other "directory" information, the Family Rights and Privacy Act allows the release of certain student information without prior consent. Information as to a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards achieved, the most recent previous educational agency or institution attended by the student, date of graduation and last grade completed will be disclosed without the prior written consent of the parent, legal guardian or student over eighteen (18) years of age unless and until a written objection to the designation of any or all of this information as directory information is received by the principal of the school which the student attends or last attended.

TECHNOLOGY USE

All students are required to sign an agreement to use Armada Area Schools technology. Misuse of computers, the internet, and other equipment may result in loss of all access to technology. See the Armada Area Schools Technology Policy on Page 40 for further details.

TELEPHONE USE IN OFFICE

The telephones in the offices are available for use before and after school, with permission. Calls may be made to parents during passing time, but students will not be provided a tardy pass. The phones are not to be used during class time, unless it is an emergency. Students found to be using the phones frequently will be denied access.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from AHS, the parent/guardian **must** notify the main office or counseling office. The transfer will be authorized only after the student has completed the arrangements, returned **all** school materials, paid any fees or fines that are due, and filled out a withdrawal form. School records may not be released if the transfer is not properly completed. Parents should contact the main office for specific details.

VIDEO SURVEILLANCE

Armada Area Schools uses video cameras on school property to assist in protecting the health, welfare, and safety of all staff, students, and visitors and to safeguard facilities and equipment. Video cameras may be used in locations deemed appropriate by the school administration. Please be advised that Armada Area Schools may not share camera footage, in most cases. The Family Education Rights and Privacy Act (FERPA) prohibits schools receiving federal funding from disclosing educational records to third parties without the consent of the parents, or, if the student is over 18, the student himself/herself. Because FERPA's definition of educational records includes "video or audio tape," FERPA has been used to protect student's right to privacy.

VISITORS

It will not be possible to permit students to bring guests to school. Those entering the building for legitimate business must report to the main office immediately. A pass or badge will be given to expected visitors, and they will be escorted to their appointment. Past graduates are welcome to visit the school at the end of the day.

During school hours, all access to the building is limited to Entrance 1 and requires staff interaction and buzzer entry.

Unauthorized Visitation: The administration or any staff member has the right to seek the immediate removal of any unauthorized persons from school property. Non-students and past-students are not permitted to loiter in the parking lot or building.

WORK PERMITS

Students, ages 14 years 8 mos.-18 years, should obtain a work permit form from the attendance office. The student and employer must fill out the permit and return it to the office.

GUIDANCE & COUNSELING

Guidance services are available for all students. These services include assistance with educational planning, interpretation of test scores, career information, and study help. Students who wish to see a counselor, should sign-up on the service request sheets in the Counseling Office. The counselor may be immediately available at some times.

SCHEDULING PROCESS

Students should select courses that challenge them and are useful in future academic or career pursuits. The courses selected by all students determine what courses will be offered. Once submitted on the course request system, the selections are considered final. We make every effort to meet all student course requests, but sometimes alternates will be required. Students who do not properly complete a course request process will be placed in courses deemed most appropriate to their academic needs by the counselors.

Your course requests will be honored as possible. Depending upon the number of requests for a class and hour placement of a class, you may not receive a schedule with all of your selections. Schedules will be distributed at Tiger Days in August. At that time you may request a class change with the counseling department. The counselor will determine whether the change requested is appropriate. **Requests for schedule changes will not be considered at all after the first five days of class.**

- **Changing your schedule at the trimester breaks will not be allowed.** Students who fail courses will have their schedule adjusted and lose elective courses as necessary. Only under extreme circumstances will a class change request be considered. Changing a class to improve a grade point average, to lighten up a course-load, or simply because one just doesn't want to take the class any longer – are not extreme circumstances.

The master school schedule is developed for the entire school community. Creating a new schedule for a student upsets the balance of staffing in the building and disrupts the learning opportunities for others.

ACADEMIC PROBATION

Students who have three or more failing grades in a trimester may be placed on academic probation. The counselors and/or administration will meet with the student to discuss goals to assist the student in making academic improvement. Failure to improve academic performance will result in recommendation for alternative placement.

ACADEMIC INTEGRITY

The academic environment cannot be compromised by student acts of plagiarism and cheating. These are serious offenses and jeopardize a student's academic reputation. Armada High School has adopted standards from The University of Michigan's Literature Science and Arts Community Standards of Academic Integrity, which states that "academic dishonesty may be understood as any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community."

Academic Misconduct can be broken down into four basic categories:

Cheating

Cheating is committing fraud and/or deception on a record, report, paper, computer assignment, examination, or any other course requirement. Examples of cheating include:

- ◇ Obtaining work or information from someone else and submitting it under one's own name.
- ◇ Using, or attempting to use, unauthorized notes, or study aids, or information from another student or student's paper on an examination.
- ◇ Communicating answers with another person during an exam.
- ◇ Altering graded work after it has been returned, and then submitting the work for regrading.
- ◇ Allowing another person to do one's work and submitting it under one's own name.
- ◇ Using electronic devices (e.g., phones, watches, calculators) that provide answers or other unauthorized information for exams.
- ◇ Taking an exam for another person or having someone take an exam for you.
- ◇ Fabricating data which were not gathered in accordance with the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were gathered or collected.

Plagiarism

Plagiarism is representing someone else's ideas, words, statements, or other work as one's own without proper acknowledgement or citation. Examples of plagiarism include:

- ◇ Copying word-for-word or lifting phrases, special terms, or definitions from a source or reference (whether oral, printed, or on the internet) without proper attribution. Using, or attempting to use, unauthorized notes, or study aids, or information from another student or student's paper on an examination.
- ◇ Paraphrasing, that is, using another person's written words or ideas, albeit in one's own words, as if they were one's own thought. Altering graded work after it has been returned, and then submitting the work for regrading.
- ◇ Borrowing facts, statistics, graphs, or other illustrative material without proper reference, unless the information is common knowledge, in common public use. Using electronic devices (e.g., phones, watches, calculators) that provide answers or other unauthorized information for exams.
- ◇ Submitting substantially the same paper for two or more classes (or the same class) in the same or different terms (i.e., self-plagiarism) without the expressed approval of each instructor.

Unacceptable Collaboration

Collaboration is unacceptable when a student works with another or others on a project and then submits written work which is represented explicitly or implicitly as the student's own individual work. Examples of unacceptable collaboration include:

- ◇ Using answers, solutions, or ideas that are the result of collaboration without citing the fact of collaboration.
- ◇ Discussing/providing/taking solutions or answers with/to/from other students, when instructions are for students to complete that portion of the work independently.

Aiding and Abetting Dishonesty

Providing material or information to another person which allows for these materials or information to be used improperly. This includes both deliberate and inadvertent actions.

Any violation of the Armada High School Academic Integrity Policy is subject to the following disciplinary consequences. Violations are cumulative over a student's academic career at Armada High School.

1st Violation: The student receives a zero for the assignment. The teacher meets with student and informs the student's parents. A conference occurs between the student and the administrator. A note is entered into PowerSchool indicating a 1st Violation.

2nd Violation*: The teacher meets with student and informs the student's parents. The student receives an "E" for the course. A conference occurs between the student, parent, and the administrator. Should the student wish to be readmitted to the class with an opportunity to earn course credit, he or she must complete a school monitored one-hour remediation lesson on academic integrity. Should the student successfully complete the remediation lesson, the student will be allowed to complete the course. The student receives a zero on the assignment. A note is entered into PowerSchool indicating a 2nd Violation.

For electronic learning (Edgenuity), after the 2nd Violation, the student loses credit in the class and an "E" is entered for a grade. Subsequent violations result in the student losing the opportunity for electronic learning for the remainder of their academic career at Armada High School.

3rd Violation*: The teacher meets with student and informs the student's parents. A conference occurs between the student, parent, and the administrator. The student receives an E in the course with no opportunity to recover the credit that term. The student will be removed from the class. A note is entered into PowerSchool indicating that the student has violated the policy for the third time. A letter indicating the student's repeated offenses is placed in the student's CA-60 file. This letter is attached to the student's transcripts when forwarded to prospective post-secondary educational institutions.

4th and Subsequent Violations: Students are subject to the consequences of the 3rd violation. Administration recommends the student for expulsion subject to final determination by the Armada Area School Board of Education.

Armada High School's Code of Academic Conduct is adapted from the University of Michigan's and Saline High School's Academic Integrity policies. "Honor Code" Saline High School: Saline, Michigan. 2019. "LSA Academic Integrity." LSA Academic Integrity. University of Michigan, 2011.

ADVANCED PLACEMENT COURSES

Through AP's college-level courses and exams, you can earn college credit and advanced placement, stand out in the admission process, and learn from some of the most skilled, dedicated, and inspiring teachers in the world. AP courses can help you acquire the skills and habits you'll need to be successful in college. You'll improve your writing skills, sharpen your problem-solving abilities, and develop time management skills, discipline, and study habits. *Students taking AP courses are expected to take the national exam in the spring.*

CTE COURSE OFFERINGS:

We are proud to offer a variety of Career and Technical Education programs at Armada High School to help prepare our students for careers in growth industries. All career and technical education courses follow the district's policies of nondiscrimination on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, or weight. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. Support services are available through Carl D. Perkins Education Act for students with special needs. Currently we offer CTE programs in business, culinary arts, marketing, building trades, EMT, Health Occupations, Fabrication, Small Engine Repair, and Renewable Energy. Other options will be available through our relationship with Richmond, such as Heavy Machine Operator (AIS).

DUAL ENROLLMENT

As a result of Public Acts 160 (1996) and 594 (2004), high school students in the State of Michigan have the opportunity to attend courses at local colleges or universities in addition to their own high school in an effort to meet students' needs and interests. This opportunity is referred to as "dual enrollment." Public Act 160 created the Postsecondary Enrollment Options Act which directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities.

Seniors must have taken the MME test and receive state endorsement in the subject area in which they wish to be dually enrolled. Juniors must pass all areas of the ACT Plan or PSAT. Classes eligible for dual enrollment must not be offered by Armada High School. Application for dual enrollment has a deadline of May 1 each year. Failing courses or withdrawing from them results in the student having responsibility for tuition expenses. See the counseling office for more information.

HOMEWORK

It is important for a student to develop the habit of independent study. Homework is an important means of establishing this habit. Even if there are no written assignments on a given night there is studying or other schoolwork that can be done. Written assignments should be done completely and accurately if the student expects to derive any benefit from the assignments. See Page 35 for information regarding making up missed homework.

SUMMER SCHOOL

Summer School is offered at Armada High School as a form of credit recovery. Students may earn (0.5) credit per course attended. There is no limit on the number of Summer School classes that a student applies to their graduation requirements. Smaller class sizes and more individualized attention help students bridge the learning gap that might have caused them to fail a course during the regular school year. Listen for information about Summer School during May. Keep in contact with the counseling office to determine if you should register for Summer School.

TIGER TUTORING

Students are encouraged to participate in the Tiger Tutoring program if they are encountering difficulties with their studies. This is a free program. Listen for announcements or see the counseling office for the schedule of sessions. National Honor Society students, AHS teachers, and student teachers from Oakland University are scheduled to assist with all subject areas. Participants must sign-in and are expected to disconnect from distractions—such as cell phones and electronics. Please see the Counseling Office for additional tutoring needs. Students will be dismissed and reported when exhibiting disruptive behavior.

GRADUATION POLICY

The Counseling Office will conduct senior audits in early May of the graduation year to verify that students have obtained the required number of credit hours to fulfill the graduation requirements established by the Armada Area Schools Board of Education. Only those students who have completed the appropriate credits, and have passed the senior audit, will be permitted to participate at the graduation ceremony.

Disciplinary Advisory: Seniors need to be on their best behavior as the graduation season arrives. Any serious disciplinary infraction could result in loss of participation in the commencement ceremony. Any acts of gross misconduct, possession/use of illegal substances, vandalism, or Prom misconduct will jeopardize students' graduation exercises.

Students must pass 5 of their 6 classes during the third trimester of senior year to participate in Commencement.

Graduation is an important milestone in the lives of our students, and every effort is undertaken to make this ceremony a meaningful, dignified event. Obviously, disruptive behavior cannot be tolerated. Participation in the commencement ceremony is a privilege, a privilege that can be denied, and not a right. Attendance is required at the practice session (the day prior to graduation). No practice = No participation in Commencement.

ONLINE LEARNING OPPORTUNITY

In 2013, the Michigan Legislature took action to expand student access to digital learning options through Section 21f. As a result, students in grades K-12 enrolled in a public school academy (PSA) or public local district (including students enrolled through a district on a part-time basis, such as those participating in a shared time program) are eligible to enroll in up to two online courses during an academic term. A student may be enrolled in more than two online courses if the student's primary district determines that it is in the student's best interest, the student agrees with the recommendation of the district, and the district and student have developed an education development plan that is kept on file by the district. Students wishing to elect online courses as part of their curriculum must do so by May 1 for the following school year.

PERSONAL CURRICULUM

Please note that pursuant to Section 380.1278b amended of the Revised School Code, students in need of modifications to the Michigan Merit Curriculum may consider a personal curriculum. Personal curriculums are intended to assist students wanting to go beyond the Michigan Merit Curriculum or for students who need to individualize their educational plans. Personal curriculums can be requested by parents, teachers of students, and/or students 18 years of age. For more information on personal curriculums, please visit https://www.michigan.gov/documents/mde/PC_Guide_1_2015_482101_7.pdf.

RETAKE COURSES

Students wishing to improve upon a grade earned in a course may elect to repeat the course for a better academic record. The original grade will remain on the transcript, along with the grade for the retaken course. The GPA for the student will not be modified to include the repeated course grade unless requested in the Main Office.

GRADING AND CREDIT

Student grades will be determined by accumulating points throughout the 13 weeks of the trimester and by the final exam. Examinations are comprehensive and will constitute approximately 10-20% of the trimester grade. Grades are cumulative for the trimester and the weighting of assignment-types will vary based on the subject area and instructor discretion. Many teachers now use standards-based grading and provide multiple opportunities for students to show mastery of the standards during the trimester.

Weighted Grades: Advanced Placement courses are weighted by an additional 0.5 (GPA). Designated Honors courses are also weighted by an additional 0.5 point score in the computation of Grade Point Average (GPA).

TOP SCHOLAR DETERMINATION

Armada High School celebrates the success of all students and recognizes outstanding academic achievement for seniors through a top scholar designation process. Seniors who are named top scholars will be recognized at various awards programs both locally and at the county level based on the selection criteria.

The method for selecting top scholars is based upon the cumulative grade point averages for the eleven trimesters (through the 2nd trimester of senior year). SAT scores are also factored into the selection process.

Armada Area Schools—Secondary Grading Policy

- Grades should be assigned 0-4.
- Assessments should include questions that are leveled and based on depth of knowledge rather than strict percentage.
- D's will not receive credit.
- Rubrics that clearly define what a 4, 3, 2, and 1 are should be utilized and given to students prior to assessments.
- Emphasis should be placed on the most recent learning.
- Categories are limited to formative, summative, homework, and miscellaneous. If you do not enter a score in these areas, it will only score summarize. If you enter zeroes or any other number, it will include the categories. The category weights are set 95 (summative), 0 (formative), 5 (homework), and 0 (miscellaneous).
- Departments can require students to pass all standards.
- Relearning opportunities in order to take retakes can and should be utilized.
- It is expected that all student work will be returned within 7 days of submitting and that work is returned with appropriate feedback.

Grade	Low	High
A	3.4	4
A-	3.2	3.39
B+	3.0	3.19
B	2.8	2.99
B-	2.6	2.79
C+	2.4	2.59
C	2.2	2.39
C-	2.0	2.19
F	0	1.99

Armada High School Graduation Requirements

34.0 Credits

English	6.0	Credits#
Math	6.0	Credits#
Science	4.5	Credits#
Social Studies	4.0	Credits#
World Language	3.0	Credits
Financial Literacy	0.5	Credit
Physical Education	1.0	Credit
Health	0.5	Credit
Visual/Performing/Applied Arts	1.0	Credit
Career Sequence	2.0	Credits
Electives	6.0	Credits

Specific Courses Required in These Subjects

Students on a regular 6 Period day will earn 3.0 Credits in a Trimester and 9.0 Credits per year.

Grade Point Average:

A = 4.0	C = 2.0
A- = 3.7	C- = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0	D = 1.0
B- = 2.7	D- = 0.7
C+ = 2.3	E = 0.0

ONLINE COURSE GUIDELINES

Students are not permitted to take Edgenuity courses during the school day, unless they have failed the course in a teacher-led classroom. To be successful in an online class, a student must be a self-starter, with a strong sense of direction and the ability to set goals and follow through with them. A successful online student can work independently, stay on task, and maintain a regular schedule of logging on and keeping up with expectations. The content of online courses is generally as rigorous (or as difficult) as those found in a face-to-face classroom course.

Students taking online courses are expected to focus on the program and not ignore the lectures and/or listen to music devices. An online course is different, not necessarily easier or harder, and the added factor of self-motivation and discipline may cause additional challenges. Students found to not be engaging in the learning process of online courses may be denied this opportunity.

ACT & SAT

Armada High School administers the ACT and SAT on several Saturdays during the year. Students are encouraged to take these tests at least twice in an effort to improve their score for college admissions requirements. The schedule for this year's testing is as follows. Testing held at AHS on bold dates:

ACT:	SAT:
9/9/23	8/26/23
10/28/23	10/7/23
12/9/23	11/4/23
2/10/24	12/2/23
4/13/24	3/9/24
6/8/24	4/10/24 (Michigan Merit Exam)
7/13/24	5/4/24
	6/1/24

MICHIGAN MERIT EXAM

The Michigan Merit Exam (MME) assesses students in Grade 11 based on Michigan High School Content Expectations (HSCE). It is administered each spring. The MME consists of three major components: the SAT college entrance examination; the Work Keys job skills assessment in reading and mathematics; and computerized M-STEP in social studies and science.

Students are expected to fully apply themselves toward these important assessments. This year's SAT and ACT-WorkKeys testing takes place Wednesday and Thursday, April 10 and 11. M-STEP takes place during a scheduled appointment.

NORTHWEST EVALUATION ASSOCIATION (NWEA)

Armada Area Schools has contracted with Northwest Evaluation Association to assist in identifying the strengths and weaknesses of all students. Adaptive testing will be conducted online in core subject areas during three sessions over the year. Test results will be used by teachers to adjust curriculum scope and provide specific information on student progress. Performance on NWEA testing will be used to adjust student course selections.

FINAL EXAMS

Final exams must be taken as part of the course requirements and at the regularly scheduled time. If the final exam is not taken within three days of the scheduled exam date, the final exam grade and trimester grade will be marked "I" for incomplete, which is equal to 0% / no credit. Students must remain at the exam until the period expires—leaving early and/or getting parent permission to leave may result in an Incomplete for the Exam.

TESTING OUT OF A CLASS

Public Act 335 allows students the opportunity to "Test Out" of any course offered by Armada High School by taking a comprehensive final exam. Students must demonstrate a reasonable level of mastery of the subject matter (C+ or better) in order to "Test Out" of the course. A grade of "CR" will be issued, not a letter grade. Students may request to test-out of a class during Tiger Days or the final week of a trimester. State guidelines allow only one attempt for a course and you may not test out of a class already taken. Test Out credit will not be included in the computation of grade point average or class rank.

STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. Students should behave in a manner that will be a credit to themselves, their families, and their school at all times.

Within any society there are authorities. The authorities within school society are teachers and other school personnel. They care enough about students to make sure that they will succeed to the limits of their ability. Staff members are not all alike, and neither are the many people with whom students will come in contact during his/her lifetime. Students will have to adjust to a variety of demands from a variety of personalities. This adjustment is an important step toward becoming an adult.

It is important to remember that the Code of Conduct applied to students traveling to and from school, at school, on school property, at school sponsored events, and on school transportation including any off campus events that may affect the school environment.

Administrative Right to Implement New Rules & Regulations: The administration of Armada High School reserves the right to establish rules and regulations which are not stated in this handbook but which are necessary and proper for carrying out the education programs of the school. When, in the judgment of the administration, a student's behavior adversely influences others or interferes with the educational process, the student will be subject to disciplinary action.

ZERO TOLERANCE

Michigan has adopted a law that effectively eliminates zero tolerance policies that lead to suspension or expulsion. There are some exceptions to the law, but a school is to consider several factors before considering the use of suspension and expulsion. These factors include: age of student; disciplinary history; seriousness of the offense; student disability; whether violation threatens health or safety; whether restorative practices will be sufficient; and whether a lesser intervention is appropriate.

CITIZENSHIP AND EMPLOYABILITY

The staff is in the process of converting our Citizenship grading to Employability to better match our school's move to standards-based grading. Employability standards will incorporate several elements that lead to success in the classroom. Examples include: task completion, citizenship, collaboration, and participation. The process is interactive with students provided accountability for tracking their employability status. Students and parents are welcome to meet with a teacher if they misunderstand a given Employability mark. Low employability marks can impact eligibility in extracurricular activities.

CODE OF CONDUCT—DEFINITIONS

A. Anonymity

Students must identify themselves by the correct name and grade when directed to do so by any staff member. Students must accompany any teacher, counselor, administrator, or staff member when directed to do so. Failure to fully comply with this policy will result in disciplinary action for insubordination.

B. Academic Inactivity

Students are not permitted to sit idle in a classroom during instructional time. This includes laying one's head on the desk, sleeping, disrupting classmates, or refusal to work. The teacher will determine whether a student is in violation of Academic Inactivity based upon the activity taking place.

C. Arson / Weapons / Sexual Assault

ACCORDING TO FEDERAL LAW: GUN-FREE SCHOOLS ACT OF 1994 AND MICHIGAN LAW: PUBLIC ACT 328:

A student will be expelled from school for the following reasons:

- possession of a dangerous weapon
- sexual assault in building or on school grounds
- committing arson in the school building or on the school grounds

Continued...

Arson / Weapons / Sexual Assault...Continued

“Dangerous weapon” is defined as a firearm, bomb, explosive, dagger, dirk, stiletto, knife with a blade over 3” inches in length, pocket knife opened by mechanical device, iron bar, brass knuckles, etc. (administrator discretion). Students expelled who were in grades 6 or above will not be readmitted to school for 180 school days. There is a lengthy process governing the reinstatement process in Michigan School Code, under section 1313 and Federal Law 103-227. Further details can be obtained by consulting Armada Area Schools Board of Education policy.

C1. Dangerous Objects

Objects that are not covered under the weapons policy, Swiss army knives, Boy Scout knives, pocket knives under three inches, laser lights, lighters or any other object that may be dangerous, are not permitted on school property.

D. Arson

The intentional malicious act of igniting objects on fire with the potential for damage to school property or the physical plant. Attempts at such an act are considered the same as the resulting incendiary event.

E. Assault and Battery

An assault is any willful and unlawful attempt or offer to do a bodily harm to another with force or violence. Battery is any willful and unlawful use of force or violence upon the person of another. Often the victim of such offenses is unprepared for the act. Police intervention is part of the disciplinary procedure. See Page 20 for more information.

F. Bullying and Harassment

See Page 23 for more information.

G. Cafeteria Misbehavior

Includes improper disposal of lunch materials, throwing of objects, creating a disturbance, or encouraging misbehavior by others.

H. Cheating

The breaking of rules to gain advantage in a competitive situation. In an academic setting, this includes copying a classmate’s work, group academic impropriety, and use of electronic devices to obtain assessment answers. See Academic Integrity on Page 13 for more information.

I. Defamation

Communication of a statement that makes a claim, expressly stated or implied to be factual, that may give an individual, group, or organization, a negative image.

J. Dishonesty

Knowingly providing incorrect information when questioned about an incident or matter.

K. Disruptive Objects

Any item that interrupts the learning process in the classroom or any aspect of the school community.

L. Drugs, Alcoholic Beverages, Tobacco, Synthetics

Armada High School is a Drug Free School Zone that extends 1000 feet beyond the school boundaries as well as any school activity and transportation. The sale, distribution, possession or use of drugs, alcohol, imitation drugs, steroids, tobacco products, inhalants, or look-alike drugs is not permitted at school or in any school related activity. Students are also not permitted to possess or use any over-the-counter medications, such as pain killers. A breathalyzer will be administered to students under reasonable suspicion of use of alcoholic beverages.

M. Ethnic Intimidation/Harassment

Any act of repeated or singular case of threat or belittlement based on a person’s race, gender, religion, creed, disability, sexual orientation, national origin or ancestry. Interference with the normal school operation by threat of force or violence.

N. Extortion

Unlawfully obtaining either money, property or services from a person(s), entity, or institution, through coercion.

O. False Alarm

The act of initiating a fire alarm, initiating a report / verbal warning of a fire or an impending bombing or other catastrophe.

P. Fighting

The act of involving bodily contact in or on school property, or going to or from school, including any activity under school sponsorship.

Q. Forgery

The act of fraudulently using, in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

R. Gambling

The act of playing any game of chance for money or other personal valuables.

S. Gang Behavior/Activity

Behaviors and activities that are not allowed include, but are **not** limited to: wearing of gang clothing or jewelry; gang hand signs or similar communication; “ganging” up on students to threaten them; taking part in gang activities such as vandalism, producing graffiti; and any behavior that damages property, creates a threatening environment, or harasses or endangers students and school personnel. Students may be disciplined for “gang” related activities, even if they are not actually members of a gang.

T. Indecency

The act of offending against commonly recognized standards of propriety or good taste, including excess use of ethnically offensive language.

T1. Indecent Exposure

The act of exposing one’s personal body parts in a public/private place to another person. This includes intentionally exposing undergarments.

U. Instigation

The act of encouraging another person or people to violate school policy or engage in inappropriate acts.

V. Insubordination

The failure to respond or carry out a reasonable request by authorized personnel. This would include behavior that is intended to ignore, evade, or challenge a directive. Often failure to comply with reasonable directives is accompanied by argumentative, rude, and/or sarcastic responses in defiance to a directive. Most extreme acts of insubordination would include the use of vulgar and defaming language, whether in classroom, hallways, lunch or any school function or event.

W. Loitering

The act of lingering in a part of campus without any purpose or reason. See Page 10 for more information.

X. Obscenity and Profanity

The act of using obscene or profane language by pupils, in verbal or written form or in pictures, caricatures, or obscene gestures on school property.

Y. Plagiarism

To take ideas, writings, and thoughts from another and pass them off as one’s own. This includes written and electronic data.

Z. Possessing or Using Weapons or Explosives

The act of possessing, using or threatening to use any weapon or instrument capable of inflicting bodily injury.

AA. Public Display of Affection

Physical touching, embracing, groping, and oral contact in any part of the school. Students should not embarrass themselves or others by engaging in public acts of affection.

BB. Self-Endangerment

Behavior which endangers the well-being of the student his/her self, such as self-mutilation, extreme stunts, etc.

CC. Skipping

Failure to report to an assigned class, or unreasonable and unauthorized late arrival. More serious consequences result for a student leaving campus.

DD. Truancy

The act of unauthorized absence from school for any period of time. Chronic tardiness can be considered truancy.

EE. Unauthorized Student Protest/Walkout

The act of protesting which results in the disruption of the school without the authorization of the administration.

FF. Vandalism

The act of willful destruction of property belonging to the school district or others.

BEHAVIORAL PROBATION

Students routinely involved in disciplinary situations may be placed on Behavioral Probation. A contract will be presented to the student and parent at a meeting. The contract will indicate that the student needs to follow guidelines in order to continue as a student at AHS. Failure to comply with the Behavior Probation contract will result in a request for alternative placement.

DUE PROCESS

The Armada Area Schools Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights described in Policy [5611](#) must be observed. The principal shall check to make sure the student is not classified as disabled under Section 504.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

Students subject to short-term suspension:

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity for the student to be heard and shall be responsible for making the suspension decision.

Students subject to long-term suspension and expulsion:

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Superintendent to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Superintendent, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Superintendent must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy [5610](#) and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

PHYSICAL AND VERBAL ASSAULTS

Public Act 014 mandates that any student in Grade 6 or above be expelled from all Michigan public schools (subject to reinstatement after 180 school days) who physically assaults a school employee, volunteer, or contractor on school property, at any school sponsored event, or in any school related vehicle. The statute defines physical assault as intentionally causing or attempting to cause physical harm to another through force or violence. The law further mandates expulsion for up to 180 school days for a student in Grade 6 or above who verbally assaults a school employee, volunteer or contractor. Armada Schools defines a verbal assault as 'any willful verbal or written threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury'. This state legislation includes bomb threats in this category.

ANTI-HARASSMENT

Armada Area Schools Board of Education Policy 5517 defines Harassment as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status, or disability. This policy, however, is not limited to these legal categories and includes harassment that would negatively impact students. This would include such activities as stalking, name-calling, taunting, and other disruptive behaviors.

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher, principal, or assistant principal. Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Prompt action will be taken after an investigation is conducted that proves harassing behavior has taken place.

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

Harassment through any means, including electronically transmitted methods (internet, telephone, cell phone, PDA, computer, or wireless hand-held device), may be subject to Armada Area Schools disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at a school sponsored function, or in a school vehicle—if it is considered to have a negative impact on the school environment.

Every reasonable effort will be made to maintain confidentiality during the investigative process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. These actions will also result in disciplinary action.

SEXUAL HARASSMENT

Armada Area Schools prohibits sexual harassment of, or by, any student. This policy also applies to conduct during school related or school sponsored activities. Sexual harassment is inappropriate and offensive. Sexual harassment of students by other students or employees of the Armada Area Schools is unlawful under both Michigan and Federal Law. The Armada Area Schools has a commitment to provide a stable learning environment for all students and staff.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports will result in disciplinary action.

Continued...

Definitions of Sexual Harassment:

Physical Sexual Harassment— any unwanted sexually oriented physical act:

- Grabbing or touching someone, especially his/her sexual parts
- Tearing or pulling at a person's clothing
- Purposely bumping or rubbing against a person
- Kissing or holding a person against his/her will
- Impeding a person's movements or preventing a person from moving freely

Verbal Sexual Harassment —offensive words and comments, spoken privately to a person, or in front of others:

- Written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District
- Comments about body parts or rating people's bodies
- Using sexual orientation (homosexuality or bisexuality) as an insult.

Nonverbal Sexual Harassment—includes:

- Staring or pointing at a person's body or body parts
- Making obscene gestures
- Displaying obscene sexual material or placing it in someone's locker or on someone's computer
- Writing people's names along with sexual remarks, suggestions, or drawings in public places

Students who believe they have been sexually harassed in any way should notify a teacher, counselor, or building administrator.

HAZING

Hazing shall be defined for the purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any district sponsored event.

Administrators, faculty members, and other employees of the District shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action.

BULLYING

Bullying is a willful course of conduct involving repeated or continued actions or words towards others that would cause them to feel uncomfortable, frightened, intimidated, threatened, or terrorized. The intent of Bullying is hostile and malicious with repeated oppression—physical or psychological—over a less powerful individual by a more powerful individual. Students who believe they are being bullied or harassed should ask them to stop. If they continue, notify a teacher, counselor, or building administrator. Guidelines for bullying cases are explained in the previous Harassment guidelines.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Some examples of Bullying are:

- Physical: hitting, kicking, spitting, pushing, pulling, theft, damaging other's belongings, blocking or impeding student movement, unwelcome physical contact
- Verbal: taunting, malicious teasing, insulting, name calling, threats
- Psychological: spreading rumors, manipulating social relationships, coercion, social exclusion, extortion, or intimidation

What to do if you Have Been a Bully Victim:

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Reporting the bully is the first and most important step. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials. The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior. Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Cyberbullying is being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies. It has various forms, including direct harassment and indirect activities that are intended to damage the reputation or interfere with the relationships of the student targeted, such as posting harmful material, impersonating the person, disseminating personal information or images, or activities that result in exclusion.

The legal standard enunciated by the courts governing when school officials can respond to off-campus online harmful speech is that school officials may impose formal discipline only when such speech causes, or threatens to cause, substantial and material disruption at school or interference with rights of students to be secure. Students engaging in Cyberbullying through the use of school technology are in violation of the Armada Area Schools Technology Policy and will face additional disciplinary measures as warranted. Cyberbullying taking place during school hours will be disciplined swiftly, according to the guidelines established.

Students should be aware that State of Michigan laws prohibit the use of electronic devices for the use of Bullying/Cyberbullying. Consult Michigan Compiled Laws 750.411s (MSL 750.411s) for a review of Unlawful Posting of a Message Using an Electronic Medium of Communication.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, Armada Area Schools reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property:

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

Student Person and Possessions:

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated. Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property. Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

TOBACCO POLICY

Possessing and/or using tobacco products by a student who is on school grounds, adjacent to school grounds, on school provided transportation, traveling to or from school, or attending a school-sponsored event is not permitted. Any student under the age of eighteen (18) who has violated the tobacco policy has also violated state tobacco possession law. This information will be referred to law enforcement agencies and may result in the student being ticketed and having to appear in local court. Armada High School will suspend the student and encourage counseling to discourage future tobacco use. Armada Area Schools Board Policy 7434 states that tobacco use is prohibited at all times on District property, in all buildings, vehicles, or any school sponsored events.

For the purposes of this policy, "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth. "Use" of tobacco is defined to include: the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device; the inhaling or chewing of a tobacco product; the placing of tobacco within a person's mouth; the smoking of electronic "vapor" or other substitute forms of cigarettes, clove cigarettes, or other lighted smoking devices for burning tobacco or any other substance.

DETENTION PROCEDURES

Detention is the first level of disciplinary action after warnings and other staff verbal interaction with students and/or parents. Some disciplinary infractions will result in immediate referral for a Detention. Teachers have the option of having students serve a Detention with them during lunch or after school. Otherwise, AM Detention and PM Detention are served in the Restorative Room (former Attendance Office) - or other designated location. Students are typically provided 3 school days to serve Detention, including the day of the issuance. Unserved Detentions become a Delayed Release. *See Rules of Conduct below Delayed Release...*

AM Detention: 7:00-7:30. Students arriving at 7:01 or later will not be admitted. Dismissal is at the 7:30 bell. Students serving AM detention will earn 60 minutes time as an incentive for getting to school early.

PM Detention: 2:35-3:30. Students must arrive before the bell sounds at 2:25. Dismissal at the 3:30 bell.

DELAYED RELEASE (DR)

Delayed Release is the second level of disciplinary action, above detentions. Some disciplinary infractions will directly result in assignment to Delayed Release. Unserved Detentions result in assignment to Delayed Release. Delayed Release will be held approximately every-other Wednesday from 2:35-4:30 in the Restorative Room or another designated classroom that will be posted at the Restorative Room. *Students who hold jobs or are involved in athletics and other programs will need to make arrangements with their supervisor regarding their Delayed Release obligation.*

Failure to appear at Delayed Release:

1st Offense—Student will be reassigned to the following Delayed Release

2nd Offense—Student will be assigned to In-School-Support

3rd/+ Offense—Student will be assigned to Saturday School

The following Rules of Conduct apply to Detention (D) and Delayed Release (DR):

- Students serving D/DR are encouraged to bring class assignments to work on or silently read, students may not leave to retrieve such materials after the session has started
- Students arriving late to the D/DR or those sent out for misbehavior will not receive credit for time served
- Beverages will be allowed, unless they become a distraction—No food is allowed
- No talking or communication is allowed
- Electronic devices of all types are not allowed—including phones, music devices, and games
- Students who do not stay awake or put their head down will be excused
- Removal from D/DR for not complying with rules may lead to additional disciplinary procedures
- A break will be provided during Delayed Release at the discretion of the monitor

IN-SCHOOL SUPPORT (ISS) Formerly In-School-Suspension

In-School-Support is the third level of discipline issued to students. ISS is meant to be maintained as a small program to service specific disciplinary cases at administrative discretion.

Students are required to obtain assignments for their In-School-Support (ISS) the day prior to arriving at ISS and bring them to the session. Behavior problems occurring while in ISS may result in immediate Out-of-School Suspension. Students issued an ISS who normally attend off campus programs such as the Academy, will not attend those programs.

The following rules apply to In-School Support:

- Students are not to communicate with each other or be out of seats unless given special permission.
- Students will not be allowed to put their heads down or sleep while in ISS.
- **No** music devices, cards, magazines, or other recreational articles will be allowed in the room.
- **No** food or beverages will be consumed except during the lunch period.
- Students will not be allowed to attend any class during an ISS session, regardless of the activity taking place in class.
- ISS students are not permitted visitors or any communication with the rest of the student body.
- Students not completing assignments for day in ISS will need to work with their teachers on whether they can have additional time.
- Students should bring additional reading materials to use when finished with their classroom assignments.

SATURDAY SCHOOL

Saturday School is the fourth level of discipline issued to students, and is a final opportunity for a student to avoid Out-of-School Suspension. Saturday School is assigned to those missing Delayed Release more than twice. The following policies apply to Saturday School:

- Students assigned Saturday School for disciplinary reasons that do not show up or arrive late will be assigned up to a 2-Day Out-of-School Suspension.
- Students may attend Saturday School to make-up one day of absence, One-for-One.
- Hours are 7:30 AM-10:30 AM.
- Students will be contacted via the Instant Alert system to announce a cancellation of Saturday School due to inclement weather.
- A break will be provided at 9:00 AM. Students may leave the building during break if approved by monitor.
- Conversational talking is not allowed. Violators will be asked to leave.
- **No** games, music, sleeping, eating/drinking, or cell phone use are allowed.
- Inappropriate behavior during Saturday School may result in additional disciplinary consequences.

OUT-OF-SCHOOL SUSPENSION (OSS)

Out-of-School Suspension is the fifth level of discipline issued to students. When an individual demonstrates that he/she is persistently unable or unwilling to conform to school regulations, it becomes necessary to remove them from the school setting with Out-of-School Suspension as an unfortunate option.

The Board of Education recognizes that exclusion from the educational programs of the District, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this District and one that cannot be imposed without due process since exclusion deprives a child of the right to an education. The Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct which is disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided said removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

Short-Term Suspension Guidelines:

- A student placed on a short-term suspension for a period of ten (10) days or less is not permitted to attend classes, remain on school grounds, or attend any school-related activities during the suspension.
- The authority to place students on short-term suspension rests with the building principal or his/her administrative designee.
- A student may be placed on short-term suspension for violating any provision of the Student Code of Conduct including commission of a gross misdemeanor or persistent disobedience.
- Short term suspensions cannot be appealed beyond the level of the building principal.
- Suspension days are school days.

Suspension Process:

- A student shall be fully informed in a conference with the administrator of the charges brought against him/her, including the rationale for the actions which may be taken against him/her. At this conference, the student shall have an opportunity to present information relative to his/her short term suspension. This conference is not possible if the student leaves the building without authorization or is removed abruptly for safety reasons.
- The parent/guardian shall be notified by telephone, as quickly as possible, confirming the administrator's decision to place the student on suspension.
- The parent/guardian may request a conference with the school administrator concerning the student's suspension from school and/or plan for return to school.
- Parents are requested to encourage their suspended student to keep-up with the assignments missed during the suspension.

Continued...

Long-Term Suspension Guidelines:

- No student, otherwise eligible for attendance, shall be excluded from a District program unless that student has substantially interfered with the maintenance of good order and/or the educational environment, or unless it is necessary to protect that student's or other students' physical or emotional safety and well-being.
- The Superintendent may recommend to the Board a long-term suspension exceeding sixty (60) days or that a student be expelled. The Superintendent may suspend a student for a period longer than ten (10) days (up to sixty (60) days). The Board shall act on any appeal to the decision.
- A student removed from school beyond ten (10) days will receive a due process hearing for each suspension, consistent with required due process for long-term suspensions. The Board designates the Superintendent as its representative at any hearings regarding the appeal of a suspension.

EXPULSION

In compliance with State and Federal law, the Board shall expel any student who possesses a dangerous weapon (see definitions on page 18) in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence.

The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student. The Board shall suspend or expel a student in grade six or above for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at a school building, property, or a school-related activity. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to these students.

The Superintendent shall ensure that the expulsion is duly noted in the student's record and that the student has been referred to the Family Independence Agency or Mental Health Department within three (3) school days after the expulsion and the parents have been informed of the referral. Furthermore, the Superintendent shall ensure that, if a student who is expelled is below the age of sixteen (16), then notification of the expulsion shall be given to the Juvenile Division of the Probate Court. In compliance with Federal law, the Superintendent shall also refer any student, regardless of age, expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall ensure that a copy of this policy and Policy [5610](#) is sent to the State Department of Education as well as a description of the circumstances surrounding the expulsion of a student for possessing a weapon in a weapon-free school zone together with the name of the school, the number of students so expelled, and the types of weapons that were brought into the weapon-free school zone and other reasons listed in Policy [8400](#).

Appeal of Expulsion:

- If the student is in grade 5 or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.
- If the student is in grade 5 or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.

- If the student is in grade 6 or above at the time of the expulsion, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent on District [Form 5610.01 F1](#).
- The Superintendent shall, within ten (10) school days after receiving the form, submit the request, together with any other information s/he deems pertinent to the requested reinstatement, to a Board-appointed committee consisting of two (2) Board members, a District administrator, a teacher, and a parent of a District student.
- The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of:
 - the extent to which reinstatement would create a risk of harm to students or school personnel;
 - the extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
 - the age and maturity of the student;
 - the student's school record before the expulsion incident;
 - the student's attitude concerning the expulsion incident;
 - the student's behavior since the expulsion and the prospects for remediation;
 - if the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent who filed the reinstatement request to:
 - abide by a behavior contract which may involve the student, his/her parents, and an outside agency;
 - participate in an anger management program or other counseling activities;
 - cooperate in processing and discussing periodic progress reviews;
 - meet other conditions deemed appropriate by the committee;
 - accept the consequences for not fulfilling the agreed-upon conditions.

The committee may also allow the parent, adult student, or emancipated minor to propose conditions as part of the request for reinstatement.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

In the event a student who has been permanently expelled from another school district requests admission to this District, the Board shall, in making its decision, rely upon the recommendation of the Superintendent.

The Superintendent shall ensure that Board policies and District guidelines regarding a student's rights to due process are adhered to when dealing with a possible expulsion under this policy.

GENERAL PHILOSOPHY ON DISCIPLINARY CONSEQUENCES

The Armada Area Schools Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board shall require each student to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- Conform to reasonable standards of socially-acceptable behavior;
- Respect the person and property of others;
- Preserve the degree of order necessary to the educational program in which they are engaged;
- Respect the rights of others;
- Obey constituted authority and respond to those who hold that authority

The Superintendent of Schools shall promulgate administrative guidelines for student conduct which carry out the purposes of this policy, and:

- Are not arbitrary, but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- Do not discriminate among students;
- Do not demean students;
- Do not violate any individual rights constitutionally guaranteed to students

RESTORATIVE PRACTICES

Armada High School is using restorative practices in place of traditional approaches to handling discipline. The purpose of restorative practices is to provide a more supportive method for resolving issues for the person violating a policy along with helping any recipient of wrongdoing by that person.

Restorative rather than punitive approaches to discipline deal more effectively with student misbehavior by encouraging students to be accountable for their actions and find ways to "make things right" with those they have harmed. Restorative discipline empowers students by helping them to learn from their mistakes in a school environment that is caring and responsive.

Restorative discipline focuses on relationships rather than on punishment (often isolation) for breaking rules. The accountability comes from the harmer recognizing the impact of their actions on others and agreeing to repair the harm caused. The process often includes the person or persons harmed in deciding on the consequences. Restorative consequences may be apologies, restitution, community service and other agreed-upon ways to make amends and move forward.

While traditional approaches to handling discipline, mentioned on previous pages, still exist, the philosophy of the school is to incorporate a restorative approach whenever possible. By using a more creative approach to handling disciplinary matters, the school will enhance a student-centered learning environment that promotes a positive educational community.

ATTENDANCE POLICY

Michigan School Code 15, Section 73—Compulsory Education:

“Every parent, guardian, or other person in the State of Michigan, having control and charge of any child between the ages of six and sixteen years, shall be required to send such a child to the public schools during the entire school year, and such attendance shall be continuous and consecutive for the school year fixed by the school district in which such child is enrolled.” The Armada Area Schools Board of Education believes that attendance is a cooperative effort between parents, students, and the Armada High School staff.

In a matter related to school attendance and grades, the Michigan Attorney General issued an opinion cited as 1978 OAG 5414 that states that the compulsory school attendance law recognizes an educational value in regular attendance at school. The opinion states that classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences. Based on these considerations, the Attorney General concluded that a school district may consider attendance in determining a student’s grade in a course.

All attendance policies will be applied with equity and consistency, but allowances will be made for those students with special needs. All students are expected to attend school regularly and be on time for classes in order to get maximum benefit from the instructional programs and to develop habits of punctuality and responsibility. **There is no way to fully duplicate the classroom experience after a student absence.**

Students are responsible to their parents as well as to themselves for attendance, but it is important to remember that they have the most to lose from excessive absenteeism. The school recognizes its obligation to keep parents informed as to student attendance. Phone calls will be made home to determine student whereabouts. Additionally, the counselor and assistant principal will stay in contact with students and attempt to solve attendance problems through counseling and/or disciplinary measures. Parent conferences will be requested when absences become excessive. It is in the student’s best interest to maintain accurate documentation of all absences.

Parent/Guardian Responsibility:

- Students should be in school every day possible. If a parent/guardian chooses to take their student out of school, they must also be responsible for the results. At the end of each trimester, students are evaluated. Any days missed from school have a negative impact on the education process.
- Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the administration, and the student’s teachers to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.
- Parent/guardian should provide a written note when their student returns to school, stating the reason for the absence. Students should present that note to the attendance office within two days of returning to school.
- Parent/guardian should call the 24-hour attendance line (586) 784-2401 to report their student’s absence.

Student Responsibility:

- Students should be in every class, on time, every day possible.
- Students should set good examples for others, encouraging them to have good attendance habits that are necessary for success in school and adult life.
- Teachers are not required to call out tardies to students as they record them. When the tone sounds, the student can be considered tardy if not in the classroom. It is the responsibility of the student to know the number of absences and tardies accumulated in his/her attendance record.
- Students are responsible for making up missed work. If they know of an absence in advance, they should make arrangements for missed work, tests and quizzes ahead of time.
- Any student leaving the building without prior permission from parent/guardian **and** checking out with the office personnel **will be considered unexcused absent**. This policy applies to all students, regardless of age.

School Responsibility:

AHS recognizes that there is a direct relationship between good attendance and classroom success. Students who have consistent attendance generally achieve better grades, enjoy school more, and are more employable after leaving high school.

- AHS will investigate repeated absences and tardies. The Macomb County Intermediate School District Truancy Officer will be alerted to students violating state attendance laws.
- The school will notify parent/guardian of the consequences of truancy.
- The school will recognize regular attendance as a worthy achievement.
- The school will obey all legal requirements of student’s rights, and provide due process in enforcing the attendance policy.

MAIN GUIDELINE FOR THE ATTENDANCE POLICY

A student having in excess of 5 ‘Counted’ absences in any one class at the end of the trimester will be subject to a Citizenship/Employability Reduction in that class. Excessive Absences that result in 2 or more “N” or “U” Citizenship Grades will result in the following for the next trimester:

- **Ineligibility to Participate in Athletics, Clubs, and Organizations**
- **No Participation in Dances**
- **Required Attendance at all Saturday Schools for the Upcoming Trimester**

A student may ‘earn back’ the missed hours during the current trimester, to avoid a Citizenship/Employability Reduction at trimester end, using the ‘One for One’ system detailed below. It is the student’s responsibility to make arrangements for this program, as there will be **no** official notification from the school.

Schedule of Citizenship/Employability Reduction:

A Citizenship/Employability Reduction will be applied to the trimester grade based on the following schedule:

<u>TOTAL NUMBER OF ‘COUNTED’ ABSENCES:</u>	<u>CITIZENSHIP/EMPLOYABILITY REDUCTION:</u>
0-5.....	No Reduction
6-8	1 Level/Point
9+	2 Levels/Point

Citizenship Levels: O-Outstanding; S-Satisfactory; **N-Needs Improvement; U-Unsatisfactory**

The First 5 Absences...and Beyond:

Be advised that the first 5 absences are charged to a student account whether they are excused, unexcused, vacations, or physician visits.

Physician and other documented absences beyond the fifth absence must be documented in writing within one week of the absence. Notes will not be accepted excusing a student from class over a prolonged period of time unless that time period is in advance of the current date.

Students are expected to miss the minimum amount of time necessary to complete a scheduled appointment. All effort should be made to conduct appointments during non-school hours.

Late Arrival and Early Dismissal:

Students arriving late to school for any reason must sign in at the Main Office and receive an entry pass to class. Students who need to leave early must check out with the Main Office. Contact must be made with the parent/guardian to arrange student pick-up/obtain permission for the student to leave before a student will be permitted to leave. A note from the parent/guardian may be presented to the Main Office to obtain an Early Dismissal Pass. Any student leaving the building without first checking out with office personnel will be considered unexcused absent and face possible disciplinary action.

Attendance Terms Defined:

Absence: An absence occurs whenever a student is physically absent, more than **five** minutes late to class, or misses more than **twenty** minutes of the class period. **First hour only:** students are allowed up to **ten** minutes before being marked absent.

Excused Absence: An excused absence is any absence requested by the parent/guardian **and** accepted by the school. Be advised that excused absences are 'counted' toward the first five 'allowed' absences in the attendance policy. Examples of an excused absence include, but are not limited to the following:

1. Authorized school activities that cannot be scheduled outside the normal school day and are not exempted by the Main Office.
2. Medical illness – An extended illness of two or more consecutive days, verified by a doctor, may be counted as one absence for the purpose of the attendance policy.
3. Medical Appointment
4. Family Emergency
5. Legal Requirements
6. Pre-Approved Family Vacation (not recommended)
7. Special circumstances approved by the Attendance Office.
8. School Business: Authorized activities that cannot be scheduled outside of the school day and are excused by the Main Office are exempt from the policy and do not count towards a student's attendance totals.

Documentation or other verification may be asked for to substantiate an excused absence. Parents and students have a limit of one school day to excuse an absence via phone or written note. Exceeding the one day time limit will result in an unexcused absence.

Unexcused Absence: An absence that is **not** accepted as excused will be recorded as an unexcused absence. Examples include, but are not limited to: Skipping/Truancy; oversleeping; missed bus; car trouble; or any other absence not properly excused. In addition, students who are sent to the office for disciplinary reasons may receive an unexcused absence in that class.

Voided absence: Absences beyond five that are not counted toward a Citizenship Reduction because a student participated in the One-for-One program.

MAKE-UP WORK

Request of Homework for Absent Students: In order to minimize interruptions to classroom instruction, teachers will be afforded a 24-hour notice for submitting make-up work. This 24 hours will begin at the close of school on the day the request is made (i.e., If a parent calls Monday at 11:00 a.m., make-up work should be available by 2:30 PM. on Tuesday afternoon). These homework requests apply toward absences of 2 or more days, including Out-of-School Suspensions. One-day absences will require the student to collect the work upon return the next day.

Excused Absence/Illness: It is the responsibility of the student to make up missed assignments. Teachers must require that all work be made up. The time given for make-up work must be equal to time given to classmates to complete/receive credit for an assignments. Any extensions, based upon the nature of the absence, will be at teacher discretion. Homework may be requested from the Main Office for students absent 2 or more days.

Pre-arranged Absences: Due dates for make-up work must be arranged with the individual teacher. The student will be given the same number of school days to complete the assignments as classmates. Assignments issued to the student prior to the absence must be submitted upon return to school. Missed assessments will be made up upon return to school or at the teacher's discretion.

Unexcused Absence: Assignments covered will be provided to students regardless of absence reason. The time given for make-up work must be equal to time given to classmates to complete/receive credit for an assignment. Teachers will determine whether to impose grade adjustments for late submitted work.

Absence due to Suspension:

It is the student's responsibility to arrange for homework assignments while on suspension. Students are not allowed on school grounds during their suspension—other arrangements must be made for assignment/textbook pick-up. All assignments are due upon return to school. Tests/exams will be made up at the convenience of the teacher. Penalties for the late submission of assignments caused by the suspension may be assigned by the teacher. All laboratory and participation oriented assignments are forfeited during a suspension.

TARDY POLICY

All students are expected to report to each class on time. Passing time is sufficient to get from any part of the building to another. Tardy students disrupt regular classroom activity.

Every Third Tardy = One Unexcused Absence.

Step 1: The teacher will interact with students on the first two tardies and encourage arriving to class on time. Upon earning **3** tardies, the teacher will contact parents to discuss the matter and issue a detention to the student—preferably served with the issuing teacher.

Step 2: Upon earning **6 cumulative tardies to all classes**, a Lunch Detention will be issued with Restorative discussion taking place to improve punctuality. Parents will be contacted.

Step 3: Upon earning **9 cumulative tardies to all classes**, an In-School-Support will be assigned with continued Restorative discussion taking place. A parent meeting will take place to discuss truancy proceedings.

Step 4: Upon earning **12 or more cumulative tardies to all classes**, 2 days of In-School-Support will be assigned. Parents will be contacted. Truancy filing may take place with the Macomb Intermediate School District.

Students can be disciplined at Step 2 and above even if not assigned the detentions outlined in Step 1.

It is understood that any student who enters the class after the period begins will be considered late and thus receive a tardy. It should also be understood that students may be given appropriate **additional** consequences from the teacher as outlined in their course syllabus.

AHS EXTRA-CURRICULAR ELIGIBILITY POLICY

It is the responsibility of the student to know and adhere to the eligibility code of their school. 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 the 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.

These standards must be met in order to participate in any extra-curricular activity:

1. Have satisfactory or better citizenship in five (5) of six (6) of their classes.
2. Pass six (6) out of six (6) classes.
3. Maintain a grade point average (GPA) of 2.0 from the previous trimester.
4. Student must adhere to the Armada Athletic Code of Conduct.

If a student does not meet all of these standards at progress report time:

1. Student is ineligible for a period of 1 week (including weekends).
 - The student will be allowed to sit on the bench, but not participate in games, while ineligible.
2. The student can regain eligibility if he/she submits a progress report signed by each of his/her teachers on Monday of the *following week* which indicates those standards have been met.

If a student does not meet all of these standards at the end of the trimester:

1. Student is ineligible for the following semester/trimester (can roll into the following year).
2. A student may be granted a one-time exception to the 2.0 grade point average (GPA) if the student has at least a 3.0 cumulative grade point average (GPA).

Any student who meets the MHSAA eligibility standards (passing 5 out of 6 classes for the trimester) but does not meet the eligibility requirements of Armada High School for the previous marking period can apply for provisional eligibility by meeting with the Athletic Director/Administrator and developing an Academic Improvement Plan.

*****In addition to the above standards, students are not eligible if they have a fine balance on their student account. All fines must be paid in order to participate in extracurricular activities.**

The plan must include:

1. A signed contract between the student, their parent(s) or guardian(s), and the athletic director detailing the steps the student must follow in order to work towards improving his or her academic performance.
2. A weekly report of the student's grades must be submitted to the athletic office by the student containing:
 - a. Maintenance of grades which are currently above 2.0 must be verified.
 - b. Improvement of grades, which are below 2.0, must be shown.
 - c. Mandatory Attendance at weekly study sessions or Tiger Tutoring.
3. The plan must include provision for:
 - a. Meeting with teacher(s) as appropriate.
 - b. Develop a daily schedule for time management.
 - c. Contact with school support services.

Plans will be developed by the athletic director/faculty on an individual basis. Students will be deemed provisionally eligible once a plan is signed. Failure to comply with the Academic Improvement Plan will result in the student being deemed ineligible for the remainder of the trimester.

EXTRACURRICULAR OPPORTUNITIES

Armada High School offers many opportunities for students to engage in teams and clubs outside of the regular school day. Colleges and universities expect that students are involved in their school community and active in a variety of extracurricular activities. You will find that these programs will enhance your high school experience and develop personal skills of responsibility and organization. Studies have shown a positive correlation between involvement in extracurricular activities and classroom performance.

See the coach, athletic director, or school administration for information on the following programs. Please be advised that participation is contingent upon meeting the standards of the Armada High School Extracurricular Eligibility Policy.

- **Baseball**
- **Book Club**
- **Boys' Basketball**
- **Boys' Golf**
- **Boys' Soccer**
- **Boys' Tennis**
- **Bowling**
- **Business Professionals of America (BPA)**
- **Cheerleading**
- **Civics Club**
- **Concert Band**
- **Concert Choir/Chorale**
- **Cross Country**
- **Dance Team**
- **Dungeons and Dragons Club**
- **Equestrian Team**
- **Football**
- **Gender Sexuality Alliance**
- **Girls' Basketball**
- **Girls' Golf**
- **Girls' Soccer**
- **Girls' Tennis**
- **Health Occupations Students of America (HOSA)**
- **International Thespian Society**
- **Jazz Band**
- **National Honor Society**
- **Orchestra**
- **PAL**
- **Powerlifting**
- **Quiz Bowl**
- **Softball**
- **Student Senate**
- **Theatre Production**
- **Tiger Tutoring**
- **Track**
- **Volleyball**
- **Wrestling**

Armada Area Schools

ATHLETIC CODE OF CONDUCT

Every young man and woman should have the opportunity to participate in an interscholastic sport. It is an honor and privilege to represent the Armada Area Schools in athletic competition. The eyes of the student body and the community are focused on the team and its members. It is imperative that every young man and woman makes an effort:

1. To respect the school by conducting himself/herself as a good citizen, sportsman, and student on and off school grounds.
2. To be a part of the team and play for the betterment of the school.
3. To be loyal to the school, coaching staff, and team.
4. To condition himself/herself properly so that he/she can safely and adequately meet the demands of the sport.
5. To follow all training and practice rules established by the coach for each sport.
6. To present a signed statement by a physician indicating that he/she is physically fit to participate in that sport.
7. To be responsible for all uniforms/equipment issued and wear it for all authorized activities. If items are lost or stolen you, the athlete, are responsible for the replacement cost.
8. To abide by and respect all decisions of officials.
9. To support all school activities to the best of his/her ability.
10. To provide a parental permission slip. The parental permission slip signed by the parent/guardian must be in the possession of the head coach before the athlete can participate in a practice session. These slips will be turned over to the Athletic Director and remain in his possession.
11. Athletes will comply with the athletic dress code as follows: On the day of a game, either home or away, athletes will dress up in attire that is not normally worn to school, or in attire that is worn on special occasions. If the athlete will not comply, he/she may be placed on probation for that sport. At the second occurrence, he/she may be cut from the squad.
12. All athletes must maintain a passing grade in all subjects to participate in athletics. Eligibility will be determined at each progress report/report card. Any student receiving a failing grade in any class on progress report/report card is ineligible for a period of 1 week (including weekends). Any student athlete receiving an 'E' grade at any card marking may regain eligibility by submitting a progress report signed by each teacher on Monday of the *following week* which indicates his/her grades have improved to passing status.
13. Students must maintain a grade point average (GPA) of 2.0 from the previous trimester.
14. Students must have satisfactory or better citizenship in five (5) of six (6) of their classes.
15. Students may not use any performance enhancing substances including, but not limited to: those banned by bylaw 31.21.3 of the Bylaws of the National Collegiate Athletic Association; and those that may be listed by the Michigan Department of Community Health.
16. Agree to abide by the Armada Drug and Alcohol Policy (see next page).

Armada Athletics DRUG AND ALCOHOL POLICY

It is recognized by medical professionals, health educators, and coaches that athletes perform best when they follow solid training rules which include restrictions on tobacco, alcohol, and drugs. Medical evidence is clear: tobacco, alcohol, and mood altering substances produce harmful effects on human beings. Michigan law specifically prohibits use or possession of these materials by students.

Armada Area Schools and its coaches are concerned about the health and safety of our students and our student athletes. We are convinced that athletics and the use of these harmful substances are not compatible, whether it is on or off school property.

Student athletes are faced with a decision: either they choose to be athletes, concerned about their bodies and striving to get the full athletic potential from them, or they simply go along with the crowd. They can't have both. Athletics require strength, discipline, and sacrifice. They require the courage to say "no" to tobacco, alcohol and drugs. That's the price students pay to be athletes. It's a price that will pay off in the end, but it's not always easy.

You, as an athlete have an obligation to yourself, your team, and your school. You represent Armada Area Schools. How you behave is a reflection on this school and this community. Because we care about you as a person, the use of tobacco, alcohol, and/or drugs will not be tolerated. The following procedures will be implemented for violations of this policy.

Students must refrain from the use of tobacco, alcohol, and controlled substances, look-alikes, or mood-altering substance AT ALL TIMES. Therefore, after signing the no-use contract and joining an Armada athletic team a student athlete shall not, regardless of the quantity:

Use or possess tobacco or tobacco products, including smokeless tobacco.

Use or possess alcohol or a beverage containing alcohol.

Use inappropriately any over-the-counter or prescription drug.

Use, possess, consume, buy, sell, or give away marijuana, or any controlled substances or look-alikes, including steroids. Note: (A drug specifically prescribed for the student athlete by a physician for his/her own personal use is not a violation.)

In all aforementioned instances, pictures posted on social media websites are considered validation of violation of the drug and alcohol policy and are grounds for disciplinary actions per this policy.

HIGH SCHOOL AND MIDDLE SCHOOL VIOLATIONS

FIRST OFFENSE: Suspension from athletic competition for 25% of season contest dates. Student must attend and participate in all practices and present at games in **street clothes**.

REINSTATEMENT: Meeting required between Parents, Athlete, Coach, Athletic Director and Principal.

SECOND OFFENSE: Suspension from athletic competition for 50% of season contest dates. Student must attend and participate in all practices and be present at games in **street clothes**.

REINSTATEMENT: Meeting required between Parents, Athlete, Coach, Athletic Director and Principal.

THIRD OFFENSE: Suspension from athletic competition for remainder of current season and 100% of following season contest dates. Student must attend and participate in all practices and be present at games in **street clothes**.

REINSTATEMENT: Meeting required between Parents, Athlete, Coach, Athletic Director and Principal.

FOURTH OFFENSE: Suspension from athletic competition for one calendar year.

REINSTATEMENT: Meeting required between Parents, Athlete, Coach, Athletic Director and Principal.

- **Offenses are on a per student, not per year, basis.**
- **Students may appeal one middle school offense by attending counseling and informing the Armada Athletic Department.**
- **Coaches may implement a stricter policy that the student-athlete must follow.**

Revised—April, 2011

ARMADA AREA SCHOOLS TECHNOLOGY POLICY

Armada Area Schools has adopted a Technology Policy to protect the many types of equipment, computer software, and other forms of technology available for use. It is our philosophy, that in order to enhance the learning process, technology is made available to everyone. The use of equipment and the Internet is a conditional privilege. Disciplinary action will be taken against anyone not adhering to this policy.

The Internet is for educational use only. Armada Area Schools has taken all available precautions to restrict users from accessing inappropriate materials. However, it is impossible to filter out every inappropriate Web Site. Therefore, we expect the user to take responsibility in using the Internet, and at no time shall a user intentionally look for an inappropriate Web Site or perform any of the following:

- Access the Internet with someone else's account and password.
- Give their user account/password to someone else.
- Use the Internet to send or receive messages that are not of educational value.
- Use the Internet for personal gain or business.
- Use the Internet to obtain illegal copies of software or printed materials. Users must obey all copyright laws.
- Give out personal information on the Internet, nor agree to meet people without parental consent if underage.

USER RIGHTS

Users have the right to use all authorized equipment and software and to access the Internet as long as the Agreement for "Technology Policy Agreement" has been signed.

USER RESPONSIBILITIES

- All users have the responsibility to properly utilize equipment and software in the appropriate assigned areas of the school.
- Any user intentionally destroying or tampering with equipment, software, or school files will face disciplinary action. This includes suspension, expulsion if the user is a student, or termination of employment if employed by Armada Area School District.
- Users will adhere to all rules established for the use of equipment and software in the classroom, computer labs, media centers, or office area.
- Users must never intentionally transmit computer viruses.

ARMADA AREA SCHOOLS TECHNOLOGY POLICY

(continued)

- Users must never destroy or tamper with other users' files, directories, account information, or passwords.
- Users are responsible for reporting any security problems with the equipment, software, or their own personal information to the Building Administrator.
- Users may never install illegal software on any district owned computer or illegally copy district owned software.
- Users, who are issued passwords or ID's, may never give or share this information with anyone else.
- Any technology purchased for Armada Area Schools with school funds or grant money must receive prior authorization from the school or department's chief administrator. Any technology that will be serviced by the Technology Department, must also be approved by Armada's Director of Technology for compatibility with district infrastructure, policy, and present equipment. Failure to do so could result in the denial of budget or grant funds for that purchase. It is highly recommended that authorization be received prior to the submission of budget requests or grant applications.
- At no time should any unauthorized equipment that is NOT approved by the Technology Department ever be plugged into the district's network jacks. Example: Routers, personal equipment, which includes personal computers.
- User's who bring in their own personal equipment are responsible for that equipment. Armada Area Schools will not be responsible for lost or damaged equipment purchased by a user. Personal computers **may never** be used on the district's network.
- All equipment and software is for educational use only. Any user caught running a business from district owned equipment and or software, will face disciplinary action.

USER DISCIPLINARY ACTIONS

- Any user violating the Technology Policy will face disciplinary action, which may include one or all of the following:
 - User may be banned from using any technology equipment and/or Internet.
 - User may be required to make full financial restitution for any damaged technology equipment and/or software, which would include any service call fees associated with a third party vendor who is called into the district to fix problems.
 - User may face suspension, expulsion, termination, and/or criminal charges if caught doing anything illegal or destructive with the technology equipment, software, school files and/or the Internet. The district's legal/insurance protection will not cover any person who violates this policy.

Armada Area Schools Board of Education & District Administration

The District advises the following process for handling concerns regarding instruction, discipline, learning materials, and other matters:

- 1) Teacher or Employee
- 2) Principal or Supervisor
- 3) Appropriate Central Office Administrator
- 4) Superintendent
- 5) School Board

Board of Education
Cheryl Murray, President
Shawn Wylín, Vice-President
Susan Nieman, Treasurer
Michele Meerschaert, Secretary
Andrew Blake, Trustee
Sherrie Hill, Trustee
Stacey Wolak, Trustee

Superintendent of Schools	Michael Musary	586-784-2112
Assistant Superintendent of Curriculum and Instruction	Kelly Skokna	586-784-2136
Special Services Director	Melanie Duletzke	586-784-2131
Technology Director	Jack Bostian	586-784-2140
Transportation Supervisor	Paul Sydow	586-784-2587
Bldg. & Grounds Supervisor	Matt Baker	586-784-2144
Food Services Director	Missy Elliott	586-784-2666
MA2S Director & Safety Director	Timothy Woelkers	586-784-2160
AHS Principal	Andrew Kastl	586-784-2410
AHS Associate Principal	Mark Gosciewski	586-784-2411

NON-DISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth.

As such, the Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or any other statutorily protected category (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, race, color, national origin, sex, disability, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public.

In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (also see Policy [2225](#)).

The District will endeavor to assist the student and/or his/her parents in their access to District programs by providing notices to the parents and students in a language and format that they are likely to understand.

Materials approved by the State Department of Education describing the benefits of instruction in Braille reading and writing shall be provided to each blind student's individualized planning committee. The District shall not deny a student the opportunity for instruction in Braille, reading, and writing solely because the student has some remaining vision.

GRIEVANCE PROCEDURES FOR NONDISCRIMINATION

If any person believes that the Armada Area Schools or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI, Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, and/or (4) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator:

Michael G. Musary, Superintendent
Armada Area Schools
74500 Burk
Armada MI 48005
(586) 784-2100

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1:

A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2:

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3:

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4:

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Ave., Room 750, Cleveland, OH 44114.

A ARMADA AREA SCHOOLS

Armada Area Schools— Accredited by AdvancEd

