

# ARTHURS MIDDLE SCHOOL

## Student Handbook

### 2023-2024



**Welcome to the AMS Student Handbook:** This book is a digital version of the student handbook at AMS. There will be links to additional forms, documents and tutorials, embedded within this document. We recommend using a laptop, chromebook or desktop computer to view this live document. Each title in the **Table of Contents** is clickable. For the quickest navigation back to this page click on **View** from the menu bar, then click **Show Document Outline** (opens up a button to click or list on the left). If you are using a cell phone, the formatting may not display accurately. Please rotate your phone to landscape mode for better viewing.

\*Student Handbook is subject to change based upon BOE Policy changes.

## TABLE OF CONTENTS

[Forward](#)  
[Mission/Vision Statement](#)  
[Board of Education Strategic Plan Goals](#)  
[Statement of Assurance of Compliance with Federal Law](#)  
[Grievance Procedure](#)  
[Trenton Public School Directory](#)  
[Answers to Common Problems](#)  
[School Day](#)

### Section I: General Information

[Advertisements](#)  
[Announcements](#)  
[Beverage/Food](#)  
[Emergency Closing and Delays](#)  
[Enrolling in the School](#)  
[Identification Cards](#)  
[Injury and Illness](#)  
[Lockers and Locks](#)  
[Lost and Found](#)  
[Parent Involvement](#)  
[Student Fees, Fines, and Supplies](#)  
[Student Fundraising](#)  
[Student Records](#)  
[Student Rights and Responsibilities](#)  
[Student Sales](#)  
[Student Valuables](#)  
[Student Well-Being](#)  
[Transfer Out of the District](#)  
[Visitors](#)  
[Withdrawal From School](#)

### Section II: Academics

[Course Book/Grading](#)  
[Make-Up Work](#)  
[Physical Education](#)  
[Review of Instructional Materials and Activities](#)  
[Scheduling and Assignment](#)  
[State and Benchmark Assessments](#)  
[Thumbs Up](#)

### Section III: Student Services

[Cafeteria](#)  
[Free and Reduced Breakfast/Lunch](#)  
[Counseling](#)  
[Homebound Instruction](#)  
[Individuals with Disabilities](#)  
[Library](#)  
[Copyright Compliance](#)

### Section IV: Health and Student Safety

[Accidents and Injuries](#)  
[Control of Casual-Contact Communicable Diseases and Pests](#)  
[Control of Non Casual-Contact Communicable Diseases](#)  
[Emergency Medical Authorization](#)  
[Fire Drills](#)  
[Immunizations](#)  
[Lock Down Drills](#)  
[Preparedness for Toxic and Asbestos Hazards](#)

[Use of Medication](#)  
[Tornado Watch/Warning/Drills](#)

Section V: Attendance

[Attendance](#)  
[Early Dismissal](#)  
[Hall Passes](#)  
[Student Attendance at Athletic Events](#)  
[Tardiness Policy](#)  
[Vacations During the School Year](#)

Section VI: Student Conduct

[Code of Conduct](#)  
[Aiding or Abetting Violation of School Rules](#)  
[Care of Property](#)  
[Cell Phones and Electronic Devices](#)  
[Computer Network - Acceptable Use Policy](#)  
[Criminal Acts](#)  
[Dress and Grooming](#)  
[Due Process Rights](#)  
[Knight Pride](#)  
[PBIS](#)  
[Police Investigations and Arrest](#)  
[Restitution of School Property](#)  
[Safety Concerns](#)  
[Search and Seizure](#)  
[Student Discipline Code](#)  
[Student Rights of Expression](#)  
[Student Right to Publish](#)  
[Unauthorized Use of School or Private Property](#)  
[Use of Breath-Test Instruments](#)

Section VII: Prohibited Acts

[Prohibited Acts](#)  
[Alcohol/Drugs/Tobacco](#)  
[Arson](#)  
[Bullying](#)  
[Cell Phone and Electronic Devices](#)  
[Coercion, Extortion or Blackmail](#)  
[Computer Network Misuse](#)  
[Disruption of School](#)  
[Explosives](#)  
[False Allegations](#)  
[Non-Retaliation/False Reports](#)  
[Falsification of Records](#)  
[Fighting, Assault and/or Battery on Another Person](#)  
[Gambling/Inappropriate Behavior](#)  
[Gangs](#)  
[Harassment](#)  
[Hazing](#)  
[Indecency](#)  
[Insubordination](#)  
[Littering](#)  
[Loitering](#)  
[Personal Device Misuse](#)  
[Profanity](#)  
[Refusal to Identify Self](#)  
[School Dishonesty](#)  
[Sexual Harassment](#)  
[Snowballing](#)

[Suspended/Expelled Students on Property or Attending Activities](#)  
[Theft/Possession and/or Damage of Property](#)  
[Transportation Violation](#)  
[Trespassing](#)  
[Undue Familiarity](#)  
[Vandalism](#)  
[Verbal Assault](#)  
[Weapons Free School Policy](#)

Section VIII: Student Suspension and Expulsion Policy

[Student Suspension and Expulsion Policy](#)  
[Suspensions](#)  
[Suspensions By Teachers](#)  
[Expulsion](#)  
[Implementation](#)  
[Appeals](#)  
[Hearing Officer](#)  
[Written Notices](#)

Section IX: Student Activities

[Athletics](#)  
[Extra-Curricular Events](#)  
[Extra-Curricular Athletic Competition and Athletic Contest Participation](#)  
[Field Trips](#)  
[School Sponsored Activities](#)  
[Non School Sponsored Activities](#)  
[Weekly Eligibility for Grades and Behavior](#)

Section X: Transportation

[Bicycles](#)  
[Bus](#)  
[Bus Conduct](#)  
[Bus Routes](#)  
[Distance Eligibility](#)  
[Parent Drop Off Loop](#)

Appendix

[Respectful Behavior Matrix](#)  
[School Building Map](#)

## FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 2023. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2023 the language in the most current policy or administrative guideline prevails.

## MISSION/VISION

### Our Mission: Inspire Students Today for Their Success Tomorrow

We commit to continuous growth and improvement by:

- Creating a culture for learning by working together
- Providing a curriculum that challenges and engages all students
- Implementing research based strategies to maximize student learning
- Monitoring and supporting each student's achievement

## BOARD OF EDUCATION STRATEGIC PLAN GOALS

### 1. Student Achievement

Increase student achievement in a learning environment that inspires and supports all students

### 2. Teaching and Learning Practices

Expand curricular, instructional, and assessment practices that promote student engagement

### 3. School and Community Relations

Collaborate with families and the community to support student learning

### 4. Financial Responsibilities and Operations

Maintain a sustainable budget and optimize the use of resources to enhance the quality of educational programs and facilities

## STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW

It is the policy of Trenton Public Schools that no discriminatory practices based on sex, race, religion, color, national origin, disability, height, weight, marital status, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact: The Director of Curriculum, Trenton Public Schools, 2603 Charlton Road, Trenton, MI 48183 Phone: (734) 692-4516.

## GRIEVANCE PROCEDURE

The Director of Curriculum is appointed the Civil Rights Coordinator regarding complaints of disability/handicap discrimination involving educational services, programs and activities. The Director of Curriculum is also appointed the Civil Rights Coordinator regarding discrimination complaints made by students (grades Pre-K through 12) and/or their parent(s)/guardian(s), and involving sex, race, color, national origin, religion, height, weight, age, or marital status. The Superintendent is appointed the Civil Rights Coordinator regarding all other complaints of discrimination. In the event the complaint is against the Superintendent of Schools, the Vice-President of the Board of Education is appointed the Civil Rights Coordinator.

The Director of Curriculum Trenton Public Schools 2603 Charlton Road Trenton, Michigan 48183 Phone: (734) 692-4516	Superintendent of Schools Trenton Public Schools 2603 Charlton Road Trenton, Michigan 48183 Phone: (734) 692-4510	The Vice-President of the Board of Education Trenton Public Schools 2603 Charlton Road Trenton, Michigan 48183 Phone: (734) 692-4510
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The Civil Rights Coordinators, as specified herein, are designated to receive and resolve complaints from any person who believes that he/she may have been discriminated against in violation of this policy. Any person who believes he/she has been discriminated against in violation of this policy should file a written complaint with the Civil Rights Coordinator within ten (10) calendar days of the alleged violation. The Civil Rights Coordinator will take the following action: First, cause an investigation of the complaint to be commenced. Second, arrange for a meeting to occur with the complainant, which may include School District staff who are knowledgeable of the facts and circumstances of the particular complaint or who have particular expertise that will assist in resolving the complaint. Third, complete the investigation of the complaint and provide, in writing, a reply to the complainant. If the Civil Rights Coordinator determines that a violation has occurred, he/she shall propose a fair resolution of the complaint and deliver the determination to the complainant and the Superintendent. In the event the complaint is against the Superintendent, a copy of the determination shall be delivered to the President of the Board of Education. The complainant may appeal the Civil Rights Coordinator's determination to the Superintendent, or, in the case of a complaint against the Superintendent, to the President of the Board, by so notifying the Superintendent or Board President in writing within the (10) calendar days of the Civil Rights Coordinator's determination. The Superintendent or Board President may conduct additional investigation of the facts and circumstances surrounding the complaint.

The Board Vice-President or President may elect to secure the services of an outside party to investigate the facts and circumstances surrounding any complaint against the Superintendent.

The Superintendent, or Board President in the case of a complaint against the Superintendent, shall affirm or reverse the Civil Rights Coordinator's decision and, if warranted, implement the Civil Rights Coordinator's proposed resolution or a modification thereof. The Superintendent or Board President's decision shall be final.

At any time a complainant has the right to file a complaint with the Office for Civil Rights, US Department of Education, Washington, D.C. 20201. The complainant should first be directed to the following address:

Office for Civil Rights  
 600 Superior Avenue, Suite 750  
 Cleveland, OH 44114  
 (216) 522-4970 phone  
 (216) 522-2573 fax

## TRENTON PUBLIC SCHOOLS DIRECTORY

<b>Elementary Schools</b>	<a href="#">Jesse L. Anderson</a>	<a href="#">Richard C. Hedke</a>
Office Hours 8:00 - 4:00	2600 Harrison Trenton, MI 48183 (734) 676-2177 (734) 692-6354 - FAX	3201 Marian Drive Trenton, MI 48183 (734) 692-4563 (734) 692-63545- FAX
<b>Middle School</b>	<a href="#">Boyd W Arthurs</a>	
Office Hours 7:00 - 3:45	4000 Marian Drive Trenton, MI 48183 (734) 676-8700 (734) 676-7364 - FAX	
<b>High School</b>	<a href="#">Trenton High School</a>	
Office Hours 6:45 – 3:15	2601 Charlton Trenton, MI 48183 (734) 692-4530 (734) 692-4615 - FAX	
<b>Service Building</b>	<a href="#">Facilities</a>	
	3940 Cora Street Trenton, MI 48183 (734)676-8600	
<b>Transportation</b>	<a href="#">Dean Transportation</a>	
Office Hours	2601 Veterans Parkway Trenton, MI 48183 (734) 676-0401 (734) 676-5156 - FAX .	
<b>Central Office</b>	<a href="#">Board of Education</a>	

Office Hours  
8:00 - 4:30

2603 Charlton Road  
Trenton, MI 48183  
(734) 676-8600  
(734) 676-4851 - FAX

## ANSWERS TO COMMON PROBLEMS

[W Support Guide for Parent Concerns.docx](#)

### WHEN DO I GET HELP AND SUPPORT?

Set up a time to talk to your teacher if you need help with a class. To see a Counselor, Administrator or Therapy Dog sign up with link found on Class Link. You will be called down when they are available. You should miss class only for emergencies and only after getting permission from the teacher in whose class you are enrolled during that time.

### WHERE DO I GET HELP AND SUPPORT?

- Locker problem - we will fix it if you report it. Go to the Main Office during passing time, before or after school.
- Grading problem - talk with the teacher. If you then feel a mistake has been made, make an appointment with your counselor, assistant principal, then principal.
- Conflict with a student, teacher or staff member - try talking directly with the person. If the conflict is severe, see your counselor, assistant principal or principal.
- Stolen property - notify your teacher immediately. If the theft did not take place in class, come immediately to the Main Office. Prevent theft by leaving valuables at home. If you bring a valuable item to school, you must protect it from theft. **Arthurs Middle School insurance does not cover personal property.**
- **Personal or family problems - see your counselor.**
- Lost book/property - check with the Main Office and Lost and Found.
- Scheduling Issue - complete the form on Class Link to meet with your counselor.
- Illness/injury - notify your teacher and report to the Main Office to contact a parent and obtain a pass or get help. **Do not stay out of class - report to the Main Office. There must be direct and identifiable permission from a parent or guardian before a student is released.**
- Make phone calls - emergency calls for students are only **accepted** from those individuals listed on their emergency card. **School phones are available for use in each main office. Cell phones are not to be used in the school during the school day.**

## ARTHURS MIDDLE SCHOOL DIRECTORY

Main/Attendance Office 734-676-8700  
4000 Marian Drive Fax 734-676-7364

AMS Staff Directory and Communication Structure: [AMS Parent Email Contact List](#)

## SCHOOL DAY [see Board Policy 8220](#)

### AMS DAILY CLASS SCHEDULE

The doors open at 8:00 A.M. School starts at 8:10 A.M. and ends at 3:00 P.M. Students arriving after 8:10 A.M. should report to the office. It is recommended that you bring a note from your parent/guardian.

#### Sixth Grade Schedule

8:10-9:00 Core (50 min)  
9:03-9:53 Core (50 min)  
9:56-10:46 Core (50 min)  
10:49-11:39 Core (50 min)  
11:39-12:09 Lunch (34 min)  
12:13-1:32 Focus (79 min)  
1:36-2:16 E2 (40 min)  
2:20-3:00 E2 (40 min)

#### Seventh Grade Schedule

8:10-9:20 Focus (70 min)  
9:24-10:14 Core (50 min)  
10:17-11:07 Core (50 min)  
11:10-12:07 Core (61 min)  
12:08-12:38 Lunch (34 min)  
12:42-1:32 Core (47 min)  
1:36-2:16 E2 (40 min)  
2:20-3:00 E2 (40 min)

#### Eighth Grade Schedule

8:10-9:00 Core (50 min)  
9:03-9:53 Core (50 min)  
9:57-11:07 Focus (70 min)  
11:07-11:37 Lunch (34 min)  
11:41-12:42 Core (61 min)  
12:45-1:32 Core (47 min)  
1:36-2:16 E2 (40 min)  
2:20-3:00 E2 (40 min)

## **Section I: General Information**

### **ADVERTISEMENTS** [see Board Policy 9700.01](#)

Students' solicitation of advertisements shall be limited to the Monguagan yearbook. Students shall not solicit advertisements to pay for any other school publication, printed program or any type of school souvenir or favor, either sold for a fee or provided free, for curricular or extracurricular activities of Trenton Public Schools.

### **ANNOUNCEMENTS**

- Daily announcements will be done through Schoology and shown to students daily. Parents may also view the daily announcements.
- Special P.A. announcements will be made at the beginning or end of the day or whenever possible at the end of a class period.

### **BEVERAGE/FOOD**

NO GLASS containers of any kind are permitted in the school.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notification of the closing by ParentSquare and Media.

### **ENROLLING IN THE SCHOOL** [see Board Policy 5111](#)

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document;
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate);
- C. proof of residency;
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Building Administrative Assistant will assist in obtaining the transcript if not presented at the time of enrollment. Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

### **IDENTIFICATION CARDS**

All students will be furnished an identification card at no cost at the beginning of the school year. Students are required to carry their I.D. at all times while on the school campus. The identification card is **required** for the following: cafeteria, bus transportation, and checking out materials from the Media Center. Identification cards must be presented to staff members upon request for identification purposes. Failure to present your I.D. card will result in immediate disciplinary action. You must apply for replacement cards in the Main Office (\$5.00 charge).



## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If a minor injury, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **LOCKERS AND LOCKS** [see Board Policy 5771](#)

A hallway locker is assigned to each student enrolled at AMS. Administration reserves the right to move a student's locker or a group of students' lockers as deemed necessary to maintain a safe and orderly environment. Locker combinations should be kept in strictest confidence. No one should know your locker combination! Student-owned locks must be registered with the main office. All locks that are not registered will be cut off. Do not permit others to share your locker. Damaged or defaced lockers will subject the responsible person(s) to fines and penalties. The locker must be kept neat and clean, both inside and out. If a locker or combination does not work properly, the student should report the trouble to the Main Office.

The locker is the property of the school district and school authorities may enter the locker from time to time to inspect the contents therein without notice or approval from the student. Illegal drugs, alcohol, weapons and stolen property found in the locker will be seized by school personnel and used as evidence in a suspension or expulsion hearing. These items will be turned over to the police. **Remember, you are responsible for what is found in your locker!**

## **LOST AND FOUND**

The lost and found area is in the closet by the Staff Room. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **PARENT INVOLVEMENT**

PARENT INVOLVEMENT [see Board Policy 2112](#)

## **STUDENT FEES, FINES, AND SUPPLIES** [see Board Policy 6152](#)

Arthurs Middle School charges specific fees for some non curricular activities and programs.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or the student's family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

Fees may be waived in situations where there is financial hardship.

## **STUDENT FUNDRAISING** [see Board Policy 5830](#)

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

## **STUDENT RECORDS** [see Board Policy 8330](#)

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

## **STUDENT RIGHTS AND RESPONSIBILITIES** [see Board Policy 5780](#)

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of the student's behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish the child's educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Counselor.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this may lead to disciplinary action.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

## **TRANSFER OUT OF THE DISTRICT**

Parents must notify the Main Office about plans to transfer their child to another school. If a student plans to transfer from [TPS], the parent must notify the Main Office. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Main Office for specific details.

**School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.**

## **VISITORS** [see Board Policy 9150](#)

Visitors, particularly parents, are welcome at the school. All visitors must report to the Main Office upon entering the building. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, that person should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

Former students are encouraged to meet with teachers after the regular school day. Unplanned interruptions interfere with the teacher's responsibilities and the continuity of instruction.

Unauthorized persons will be asked to leave the school and school grounds. Failure to comply with this policy will result in immediate police notification and a charge of trespassing.

## WITHDRAWAL FROM SCHOOL [see Board Policy 5130](#)

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of the student's parents/ guardians.

## Section II: Academics

### COURSE BOOK/GRADING [see Board Policy 5421](#)

#### [2023-2024 AMS Course Book](#)

- **Grading Policy**  
Arthurs Middle School follows 80% mastery and 20% learning.
- **Grading Scale**  
100%-90% **A**            89%-80% **B**            79%-70% **C**            69%-60% **D**            59% or Less **E**
- **Report Cards**  
Report cards are issued after each 10 week marking period. Report cards are either mailed home or can be found on Parent Connect.
- **Honor Roll**  
The "All A" honor roll consists of students who have achieved an "A" grade in all subjects in one ten week marking period, as well as obtaining a "1" or "2" in citizenship.  
The "All A/B" honor roll consists of students who have achieved an "A" or "B" grade in all subjects in one ten week marking period, as well as obtaining a "1" or "2" in citizenship.
- **Schedule Changes**  
Student course requests determine class sections and staffing. Schedule changes will not be honored for teacher preference or any other reason other than a repeated class that cannot be taken more than once, academic misplacement or lack of prerequisite.

### MAKE-UP WORK

You have the responsibility to contact each teacher to arrange your make-up work resulting from a school absence. **Most work can be found on Schoology.** Upon your return, you are allowed as many days as you were absent to make up the work. In cases where you are absent for an extended period of time (minimum of 3 days), parents should contact the counselor to arrange make-up work. At least a one-day notice is needed.

### PHYSICAL EDUCATION

When you are scheduled for a physical education class you must participate each day unless you have a physician's statement indicating you should not participate. In cases of short-term illness, a parental note is necessary if you are to be excused from participation. You must furnish your own lock on a daily basis. Locks that are left on overnight may be cut off. All jewelry must be removed for participation. **Students that do not participate in P.E. may not participate in after school athletic events.** Failure to dress for P.E. repeatedly will be viewed as insubordination and will receive the appropriate consequence.

### REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES [see Board Policy 5780](#)

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs, choice and available class space. Any changes in a student's schedule should be handled through the Counseling Office. Students may be denied course enrollment due to a lack of available space.

### STATE AND BENCHMARK ASSESSMENTS:

- **6th Grade:** MSTEP (ELA/Math) **AND** iReady (ELA/Math - 3 times a year)
- **7th Grade:** MSTEP (ELA/Math) **AND** iReady (ELA/Math - 3 times a year)
- **8th Grade:** MSTEP (Science/Social Studies) **AND** PSAT 8 (ELA/Math) **AND** iReady (ELA/Math - 3 times a year)
- English Learners will be required to WIDA

- MIACCESS will be given to some special education students

All students are required to take all state and benchmark assessments.

### **THUMBS UP**

The “Thumbs Up” program is a system designed to keep everyone (parents, students, teachers, counselors, and administrators) aware of each student’s academic and behavioral progress. At regularly assigned intervals throughout each marking period school staff will meet to discuss the progress of each child. At these meetings students will either earn a “Thumbs Up” indicating satisfactory progress in all classes or they will receive constructive feedback to help them in becoming more successful in the future. Students will also complete an accountability sheet that will need to be signed by a parent/guardian in the event of receiving a “Thumbs Down”. It is the hope that parents will also become active participants in this program. By checking MiStar regularly you will be able to see the comments and can help reinforce expectations for success.

## **Section III: Student Services**

### **CAFETERIA**

The following rules are to be followed:

- Food and beverages are to be kept and consumed in the cafeteria.
- Maintain personal respect and dignity. Throwing or leaving food, drinks, trash, etc., will result in immediate disciplinary action.
- Students will report to their assigned table and will be dismissed by section to go buy their lunch. Cutting in line is prohibited.
- There is a three lunch charge limit. A fourth charge would be restricted to an alternative lunch consisting of a cheese sandwich, vegetable, fruit and milk.
- When you are finished eating, clean your table and place your trash in the containers provided.
- 10 minutes before the end of lunch students will be given the choice of going outside for a break or they may stay inside at their assigned table. If the media center is available they may go there if they have a pass. Passes are on the back table in the cafeteria.

### **FREE AND REDUCED BREAKFAST / LUNCH [see Board Policy 8531](#)**

The Michigan Department of Education annually announces household income guidelines for free and reduced price meals and free milk through the National School Lunch, School Breakfast, Special Milk, and Child and Adult Care Food Programs. Trenton Public Schools provide a form for applying for free or reduced price meals. Only one application is required per household (applications are available online on our website and at the Board Office). Children who are recipients of Michigan’s Family Independence Program, Food Assistance Program, or Food Distribution Program on Indian Reservations households, or enrolled in Head Start, Even Start, an At-Risk afterschool center, or an emergency shelter automatically qualify for free meals. Households with incomes less than or equal to the guidelines qualify for free or reduced price meals or free milk. These forms must be resubmitted annually to requalify. Last years’ qualification is good for the month of September of the next year.

### **COUNSELING OFFICE**

The Counseling Office is easily accessible to students, parents, teachers and administrators. Students may see their counselor by completing the form on Class Link. Students are encouraged to see their counselors to discuss personal problems, educational plans, career information, guidance testing services, the selecting and scheduling of courses, and other school related concerns. Students are assigned to the counselors alphabetically.

The objectives of the guidance department are:

- To perform a counseling and consultative function with students, parents and other school and community personnel.
- To assist each student in understanding himself/herself in relation to the social and psychological world in which he/she lives.
- To assist each student in developing decision-making competencies.
- To assist in areas of personal and school-related concerns, such as academic difficulties.
- To provide assistance in helping parents understand the developmental progress of their child, his/her individual needs and educational opportunities.
- To assist with mandatory state testing and other types of academic testing.

### **HOMEBOUND INSTRUCTION [see Board Policy 2412](#)**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the **Building Principal and Special Education Director**. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and/or present evidence of the student's ability to participate in an educational program. Refer to Policy 2412:

<https://go.boarddocs.com/mi/trenton/Board.nsf/Public#>

## **INDIVIDUALS WITH DISABILITIES [see Board Policy 2260](#)**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Special Education Director at 692-4531 to inquire about evaluation procedures and programs.

## **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the Principal at 734-676-8600 to inquire about evaluation procedures and programs offered by the District.

## **LIBRARY MEDIA CENTER**

The library media center is a comprehensive resource facility that is the information and technology center of AMS. The library's print and digital resources, technology tools, and devices extend students' critical thinking and problem solving opportunities. The library media center specialist provides technical direction in the use of devices and digital resources, assistance in locating and utilizing research and reference information, as well as helping students find books for recreational reading.

If you have any questions about the library media center, books, or Chromebooks please see either Mrs. Fulcher, the library media specialist, or one of our media center paraprofessionals, Mrs. Ludy or Mrs. Charping. The library is open between 8:00 am and 3:00 pm, including during lunch times.

### **Checkout procedures and regulations are as follows:**

- Students may check out up to five items at a time
- Check out periods:
  - Headphones: 1 day
  - Books: 3 weeks
  - eBooks and audiobooks: 2 weeks
  - Chromebook with power cord: full school year
- Current replacement price is charged for items that are lost, damaged or destroyed. They must be paid through SchoolPay.
- Failure to return materials or pay for lost, destroyed or damaged materials will result in loss of students' checkout privileges.

### **General regulations include the following:**

- No food is allowed in the library. Water bottles with resealable lids are allowed.
- Backpacks and lunch bags are not allowed beyond the entrance to the library. An area is provided for these items to be left while students are using the library.
- Students dropping in to use the library during the school day are required to have a pass from an AMS staff member and must sign in at the circulation desk.
- Students who disturb others will return to the classroom.
- Students who vandalize materials, equipment or furniture will be referred to Administration for discipline and required to reimburse the library at the current replacement price.

## **COPYRIGHT COMPLIANCE**

Students are expected to be in full compliance with the Copyright Law (Title 17, US Code), when duplicating, reproducing, retaining or using copyrighted material. The library media specialist will present appropriate guidelines and act as a resource for copyright questions and concerns.

## **ACCIDENT AND INJURIES** [see Board Policy 5340](#)

Any injury to a student that occurs on school property, no matter how trivial, must be reported immediately to the classroom teacher or building administrator. The school has a legal responsibility to maintain accurate files. If injury makes it necessary for the student to leave the building before the end of his/her scheduled school day, the student must report to the Main Office so that the parent/guardian may be notified.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS** [see Board Policy 8450](#)

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

## **CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of non casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by the student's parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to complete the online forms will jeopardize a student's educational program.

## **FIRE DRILLS** [see Board Policy 8420](#)

We are required by State law to have a minimum of five fire drills per year. The State Fire Marshall has carefully worked out the fire escape routes as indicated on the floor plan posted in each room. The following procedures must be followed:

- At the sound of the fire alarm, students shall stop all activities and prepare to leave the room. Never assume that the alarm is a false alarm. State fire regulations require that a building must be evacuated whenever an alarm is sounded.
- The teacher will give the order to leave the room.
- Students from each classroom stay with their class through the entire drill.
- Stop for nothing - no books, clothing, etc.
- Walk; don't run. No pushing, shoving, or talking. No laxity of discipline is permitted. (Do not fool around – treat each alarm seriously!)
- The first students out of the building, if the alarm goes off, should not stop until the entire group is at least fifty yards from the exit. Teachers should have determined alternate routes of exit in advance in case the assigned route is blocked.
- It is the responsibility of each teacher to see that his or her students are out of the building. Check attendance when safely outside.
- Students and teachers will wait outside at their destination until the signal is given to return. In cold and stormy weather this signal will be given immediately after the building is clear.

## **IMMUNIZATIONS** [see Board Policy 5320](#)

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the School Nurse.



## **LOCK DOWN DRILLS** [see Board Policy 8420](#)

The State requires three lock down drills per year. One is for an internal threat and one for an external threat. No one can exit or enter the building during the drill. **ALICE DRILL:** Additional to a lockdown may be the addition of the words ALICE. This is for a threat that is deemed imminently dangerous. Staff will discuss and instruct students through class discussions, school assemblies, and instructional videos about how a lockdown and ALICE event are different.

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS** [see Board Policy 8431](#)

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

## **USE OF MEDICATIONS** [see Board Policy 5330](#)

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Nurse's Office.
- D. Medication that is brought to the office will be properly secured.
  - Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
  - Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

## **Asthma Inhalers and Epi-pens** [see Board Policy 5330.01](#)

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

## **Non Prescribed (Over-the-Counter) Medications**

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of the student's parent/guardian to the Principal or other chief administrator of the student's school.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by their child.

### **TORNADO WATCH/WARNING/DRILLS** [see Board Policy 8420](#)

Two tornado drills are conducted each year, one of which is in March. All drills are reported on the Trenton Public Schools website. For additional information please see State of Michigan website: Public Act 12, July 1, 2014 Section 29.19.

- A tornado watch or warning will be determined by the National Weather Service Alert System broadcast. As a general policy, under conditions of a tornado watch, students will be kept in school.
- A public address announcement will be used to begin a tornado warning alert or drill.
- Keep calm as you line up to move to your assigned safe area. Keep classroom windows and doors closed.
- Students walk to the safe area. Keep together. **Only use designated areas!**
- Students sit on the floor, facing the wall with their knees drawn up to their chests.
- If no space is open against the wall, students sit in a row behind one another. Leave an open walkway down the middle of the hallway.
- After an all clear is sounded, students return to your classroom.

## **Section V: Attendance**

### **ATTENDANCE**

#### **Attendance Policy** [see Board Policy 5200](#)

**State Law: MCL 380.1561** “A student may be considered truant in accordance with Michigan School Reporting guidelines after 10 unexcused absences.” At this point a warning letter may be issued from AMS Administration. A continuation of the student issue may result in Truancy being filed with the Wayne County Juvenile Court.

The administration and faculty of Arthurs Middle School believes that attendance and participation are an essential part of the learning process and are considered necessary for academic achievement. In addition, regular and punctual attendance is important for student development. Research indicates that truancy often leads to academic and behavior issues. Given that improved attendance will result in greater student classroom success, the following policies have been developed.

- **Parents of young people within the Trenton School District are required by law to see to it that their children attend school continuously and consecutively until they have reached the age of 18. Wayne County protocol for truancy will be followed.**
- Students are expected and encouraged to promptly attend all classes every day. If a student is unable to attend school for any part of the school day, it is the parent/guardian's responsibility, regardless of the student's age, to notify the school (734-676-8700 within 24 hours of the absence). This direct phone line is available 24 hours a day. A written note may be substituted for a phone call. The student needs to bring the absence note to the Main Office before school starts the day they return to school.
- **An absence will only be considered excused with notes from a doctor, dentist, orthodontist, court, funeral, or religious obligation.**
- During the school day, students will enter and exit from the Main Office.
- Students are expected to arrive at school promptly. Students that arrive more than twenty four minutes late to any class period will be considered absent.
- Students are required to stay within the building and assigned area for the entire school day unless they have received a pass from the Main Office.
- Students must report to the Main Office without exception when wanting to go home. A parent must be contacted accordingly. **There must be direct and identifiable permission from a parent or guardian before a student is released.**
- **Students must be present for at least half a day in order to participate in after school sports or activities. This means students must arrive at school by 11:30 am.**
- Students found outside the building or assigned area without permission shall be subject to disciplinary action.

#### **Attendance Codes**

- A. **DOES NOT** count against overall attendance count:
  - B – Homebound
  - F – First Day Present
  - R – School Related (Sports, Class Activities, Field Trips, Student Council Events)
  - S – Out of School Suspension
  - X – Administratively Excused (Dr./ Dentist Appointments, Court, or Funeral)



- B. **DOES** count towards total attendance:  
A – Absence (No Parent Phone Call to School)  
E – Absence Parent Phone Call  
L – Tardy Unexcused

### **EARLY DISMISSAL** [see Board Policy 5230](#)

Students cannot be dismissed during the school day without parent permission. If a student plans to leave early, bring a note to the attendance office at 8:00 am. Students must report to the office upon departing and a parent must sign the student out. When a student returns to school from an appointment they must check back into the office. The parent does not have to come in with them to check back in.

### **HALL PASSES**

Only students who have a valid hall pass signed by a teacher, counselor or administrator are permitted in the hallways while classes are in session. Students who come into class after the passing period are considered tardy and will be given an appropriate disciplinary referral unless they have a valid hall pass. Students must have a hall pass, signed by their assigned teacher to leave class or from a staff member to enter class after the passing bell. Any student in the hallway during class time without a valid hall pass will be taken to the Assistant Principal.

### **STUDENT ATTENDANCE AT ATHLETIC EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

### **TARDINESS POLICY**

If a student arrives to class late, he/she is considered tardy. When a student does not have a note verifying a legitimate reason from a faculty member or administrator the tardy is recorded as unexcused and a warning is recorded on a Disciplinary Intervention Form (DIF) in accordance with Positive Behavior Intervention and Support (PBIS).

### **VACATIONS DURING THE SCHOOL YEAR**

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 Principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

## **Section VI: Student Conduct**

### **CODE OF CONDUCT**

A major component of the educational program at Arthurs Middle School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

#### **Expected Behaviors**

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school

## **AIDING OR ABETTING VIOLATION OF SCHOOL RULES**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

## **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or the student's parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## **CELL PHONES AND ELECTRONIC DEVICES [see Board Policy 5136](#)**

Cell phone use will not be permitted during school hours. Students will turn in their phones to their 7th hour teacher each morning. Phones will be kept in a lock box until the end of the day when students pick them up. Cell phones may be left at home if families are uncomfortable with their student turning them in. If a student is caught in possession of a cell phone, the device will be taken and held for parent pickup. Multiple offenses could be subject to disciplinary action. Other types of personal electronic devices should not be used in school without permission. The school is not responsible for the loss of such valuables. (i.e. Cell phones, iPods, iPads, electronic readers, etc.) Students may not have any device that can take photographs or videos in locations that typically are seen as "private locations" (bathrooms, locker rooms, etc..)

**Penalty:** A student found in possession of such an item may be suspended from school on the first offense.

## **COMPUTER NETWORK – ACCEPTABLE USE POLICY [see Board Policy 7540.03](#)**

- All use of the network must be in support of education and research, and consistent with the purpose of Trenton Public Schools.
- Any use of the network for commercial or for profit purposes is prohibited.
- Extensive use of the network for personal and private business is prohibited.
- Any use of the network for product or political lobbying is prohibited.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- Users shall not intentionally seek information, obtain copies of, or modify files of other data or passwords belonging to other users or misrepresent other users on the network.
- All users shall adhere and comply with the copyright laws and the rules of licensing.
- No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system is prohibited. Disciplinary action and/or financial responsibility may be enforced by the school district.
- Harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network. Disciplinary action will be enforced by the school district.
- The illegal installation of copyrighted software for use on district computers is prohibited. Disciplinary action will be enforced by the school district.
- Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited. Disciplinary action will be enforced by the school district.
- From time to time, Trenton Public Schools will make determination on whether specific uses of the network are consistent with the acceptable use practices. Staff, students and parents will be notified of all Board of Education approved changes in the Acceptable Use Policy.
- Student users of the network are required to complete and submit the District's Internet and Electronic Mail Permission Form prior to use. Parents of student users are required to acknowledge and complete the Internet and Electronic Mail Identification Form prior to student use.

## **CRIMINAL ACTS**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

## **DRESS AND GROOMING [see Board Policy 5511](#)**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

- Outerwear garments are to be removed and placed in lockers upon a student's arrival into the building. A jacket that is lined, has fasteners all the way down, and is designed for warmth and/or protection from the elements is defined as an outerwear jacket (special attention will be given to students wearing trench coats and/or blankets).
- Articles of clothing which present words, phrases, or characters that are inappropriate for middle school students are not to be worn. Alcohol or tobacco products, profanity, violence and/or sexual messages may not be promoted through clothing directly or via innuendo.
- Shoes or footwear must be worn at all times.
- **No hats are to be worn inside the building during school hours, this includes hoods.**
- No midriffs, backs, chests, or cleavage may be exposed. A shirt must overlap the pants. Transparent clothing is only appropriate when worn over attire that would be considered appropriate alone. An outfit may not reveal the chest and/or sides of the student's body through the splitting or cutting of a hole in its side.
- All articles of clothing must cover the width of the shoulders (no tank tops).
- Pants worn that are not pulled to the waist and leave the student's undergarments exposed are not permissible.
- Shorts must be at least as long as the student's fingertips with the student's arms at their side. Exceptions may be made due to body proportion.
- Skirts and dresses must be at least as long as the student's fingertips with the student's arms at her side. Exceptions due to body proportion may be made by an administrator if deemed reasonable.
- Uniforms worn on team scheduled days will be acceptable under this policy.
- Pajamas or any clothing resembling pajamas is not appropriate school attire.
- Underwear may not be worn as an outer garment. Underwear and parts of a student's underwear should not be visible at any time other than in the gymnasium locker room.
- Sunglasses are not to be worn inside the building.
- Spandex and similar styles of extremely tight clothing may be deemed inappropriate.
- Clothing interpreted and/or evidenced to be related to gang affiliation will not be allowed.
- Backpacks, bags, purses, etc. (any carry-all that can conceal unacceptable items and deemed as such) will be expected to be left in a student's locker. Backpacks can only be used during gym class.

**Violations will result in administrative intervention/discipline. Expectations are to be met on a daily basis. In the event of a dress code violation a call home will be made and the student will wait in the office until acceptable clothing arrives.**

Students who are representing Arthurs Middle School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

## **DUE PROCESS RIGHTS** [see Board Policy 5611](#)

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain the student's side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, the student and their parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to \_\_\_\_\_ (another administrator). The request for an appeal must be in writing.

### **Suspension from co-curricular and extracurricular activities may not be appealed.**

During the appeal process,

- the student shall not be allowed to remain in school.
- the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, they may do make-up work while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

### **Long-term suspension or expulsion from school**

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- \*the charge and related evidence;
- \*the time and place of the Board meeting;
- \*the length of the recommended suspension or a recommendation for expulsion;
- \*a brief description of the hearing procedure;
- \*a statement that the student may bring parents, guardians, and counsel;
- \*a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- \*a statement that the student may give testimony, present evidence, and provide a defense;
- \*a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- \*the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board or a certified employee of the district during which the student may be represented by their parents, legal counsel, and/or by a person of the student's choice. Within days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Arthurs Middle School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

### **KNIGHT PRIDE**

A Tier 1 PBIS intervention where students and staff work together to create an accepting, safe, and cooperative community at Arthurs Middle School. Knight Pride meets once a month.

- Developing healthy peer interactions
- Teaching the value of collaboration
- Building strong character
- Creating a sense of belonging
- Promoting positive student/adult relationships

### **PBIS**

PBIS is a framework for organizing the staff and students to create a social culture in school that will encourage positive behavior and interactions, while discouraging problem behaviors among students. Maintaining a positive culture in our school will lead to a safer environment where students can build their self esteem, develop positive relationships with each other and adults, as well as improve their social and academic abilities. The foundation of this approach emphasizes teaching students the behaviors we expect to see from them, reminding them to use these behaviors at all times, acknowledging them when they do, and correcting them when they do not. PBIS is built on the foundation of three principles: the use of effective practices, the use of data, and the use of systems of support. The core values of Respect, Responsibility and Safety will be the focus of PBIS at Arthurs. The students will be taught the behavior expectations in all areas of our school.

**Respect**– It is the ability to show honor, esteem, and consideration for others. It is the ability to show compassion toward others. Respect for others is closely related to respect for oneself. Those who lack self-respect usually do not give respect to others. Respect is important to give and to receive. It shows that you think the other person has value and importance. It is an unspoken communication that occurs between people. It is an attitude as well as a personal quality, an important “ingredient” of life.

**Responsibility** – It is the ability to act and/or make decisions on one's own without supervision. It is an obligation/ expectation to carry forward a task to a successful end. Those practicing responsibility will think before acting, expect accountability for his/her actions, will admit mistakes and plan for correction of those mistakes.

**Safety** – Safety should be the number one concern of school staff as students cannot learn unless there is a perception of safety. When students perceive their school to be a dangerous place, they are more likely to engage in problematic behaviors that they view are necessary for their

personal safety. It is the right of all students, staff members and parents to be safe from danger, risk, or injury in the school environment. Safety does not “just happen.” It is incumbent upon each person to contribute to safety in our community and in all areas of our school. If you witness an unsafe situation, report it.

**Severe Clause Cases** of extreme behavior such as fighting, gross insubordination, using controlled substance, etc. are to be referred directly to the school administrators or their designated representative using an Office Disciplinary Referral (ODR). You will have a chance to hear the charge(s), explain your side, and listen to evidence before a final decision is made. You can make up school work missed. If a student and parent take recommended action, which may include drug tests, treatment programs, and/or counseling, the disciplinary response will be reduced. The school must be advised of treatment for the student to receive the reduction.

## **POLICE INVESTIGATIONS AND ARREST**

The District's practice is to cooperate with local police authorities in the interest of the welfare of all citizens and the school community. Parents will be notified if police arrest or wish to question students in school. The timing of parental notification will depend on the circumstances taken as a whole. Arthurs Middle School reserves the right to involve police whenever it is deemed necessary.

## **RESTITUTION OF SCHOOL PROPERTY**

If a student causes or actually damages, breaks, steals or defaces school property, accidentally or on purpose, restitution in full is expected.

## **SAFETY CONCERNS**

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

## **SEARCH AND SEIZURE [see Board Policy 5771](#)**

Search of a student and the student's possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the Principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

## **STUDENT DISCIPLINE CODE [see Board Policy 5610](#)**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two (2) types of discipline are possible, informal and formal.

#### Informal Discipline

Informal discipline takes place within the school. It includes:

- writing assignments;
- change of seating or location;
- lunch-time or after-school detention;
- in-school restriction;
- retribution.

#### Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and the student's parents one (1) day's notice. The student or the student's parents are responsible for transportation.

#### Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than a permanent expulsion, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held.

Suspension from co-curricular and extracurricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled and the parents will be given written notice of the hearing and will be expected to attend. The hearing officer then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, the student may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

#### Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

### STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent and pervasively or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

#### STUDENT'S RIGHT TO PUBLISH [see Board Policy 5722](#)

- Students are entitled to express in writing their personal opinions. The distribution of such material may not interfere with or disrupt the educational process and must be approved by a middle school administrator. All written expressions must be signed by the authors.
- Students who edit, publish or distribute handwritten, printed or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publications.



- Libel, obscenity, and personal attacks are prohibited in all publications.
- Unauthorized commercial solicitation will not be allowed on school property at any time.
- The distribution by students in school buildings or on school grounds of unlawful or political material whose content reflects the special interest of a political candidate or political organization is prohibited.

## **UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

## **USE OF BREATH-TEST INSTRUMENTS**

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever the Principal has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, the student will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

## **Section VII: Prohibited Acts**

### **PROHIBITED ACTS**

The prohibited acts listed in this handbook are not to be construed as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with other types of conduct which interfere with the good order of the building, school system, the proper functioning of the educational process, or the health and safety of students. **Prohibited acts that involve violations of public law may result in police action. Moreover, all such acts are reportable offenses under Michigan law and referral to local law enforcement.**

Each prohibited act listed sets forth the discipline which may be imposed for a violation. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion and/or referral to local law enforcement. For other Prohibited Acts, the penalty ranges from suspension to expulsion. For violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, then the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant.

A student violating any of the prohibited acts listed in this Student Handbook shall be deemed to be guilty of a gross misdemeanor and will be disciplined. Additionally, a student who engages in a prohibited act, which violates law, may be referred to the appropriate police authority.

The prohibited acts and penalties listed below are applicable when a student engages in a prohibited act:

1. on school property;
2. in a motor vehicle being used for a school-related purpose;
3. at a school-related activity, function or event;
4. en route to or from school;
5. involving another student who is en route to or from school;
6. off school premises, which act, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees and/or would endanger the proper functioning of the educational process; or
7. when the student was not enrolled in the Trenton Public Schools or was enrolled in another school district, if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Trenton Public Schools.

### **Definitions of Discipline**

1. Administrative Intervention - disciplinary action which does not result in a student being suspended from school. Administrative intervention may include the removal of a student from a class period, a reprimand, detention and/or work assignment before or after school, additional classroom assignments, revocation of the privilege of attending after school functions and activities, events, etc.
2. Suspension - Exclusion of a student from school for a specific period of time or exclusion of a student from school which exclusion terminates upon the fulfillment of a specific set of conditions. Suspension can either be in school or out of school.
3. Expulsion - The permanent exclusion of the student from the school system.

## **ALCOHOL/DRUGS/TOBACCO** [see Board Policy 5530/5112](#)

A student shall not manufacture, sell, handle, possess, use, deliver, transmit or be under any degree of influence (legal intoxication not required) of any alcoholic beverage, intoxicant, drug, narcotic drug, marijuana, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or a controlled substance analogue intended for human consumption. A student shall not sell, deliver or transfer, or attempt to sell, deliver or transfer, any prescription or non-prescription drug, medicine, vitamin or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies), nor shall a student use or possess these substances for an improper purpose. A student shall not sell or represent a legal substance as an illegal or controlled substance (e.g., selling No-Doze as "speed" or "crack") or sell, manufacture, possess, use, deliver or transfer "designer" drugs.

A student shall not use any electronic atomizing device (ENDS), inhale glue, aerosol paint, lighter fluid or any other substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required). This includes the use, possession, or being under the influence of any and all anabolic steroids (this includes any illegal performance enhancing drug).

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

"Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device). The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

**1<sup>st</sup> Offense/Penalty:** administrative intervention to suspension and/or referral to local law enforcement

**2<sup>nd</sup> & Beyond Offenses/Penalties:** suspension to expulsion and/or referral to local law enforcement

## **ARSON** [see Board Policy 5610.01](#)

A student shall not burn, attempt to burn any tangible property or intentionally set, or attempt to set a fire on school property or cause or attempt to cause an explosion on school property.

**Penalty:** suspension to expulsion and/or referral to local authorities.

## **BULLYING** [see Board Policy 5517.01](#)

It is the policy of the Trenton Public School District to provide an emotionally and physically safe educational environment for all students.

For the purposes of this policy, "bullying" is defined as:

Any **repeated**, written, verbal, physical act, gesture or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities;
- Adversely affecting participation in programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress;
- Having an actual or substantial detrimental effect on a student's physical or mental health; and/or
- Causing substantial disruption with the orderly operation of the school.

Such conduct is disruptive to the educational process and, therefore, bullying is not acceptable behavior in this District. Bullying, whether by other students, staff, or third parties, is strictly prohibited. All students are protected under this policy, and bullying is prohibited regardless of subject matter or motive.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle and those occurring off of school property if the student or employee is at any school sponsored, school approved or school related activity or function.

Any student who believes he or she has been the victim of bullying should immediately report the situation to the building Principal or Assistant Principal. The student also may report concerns to a teacher or counselor who will be responsible for notifying the Principal or Assistant Principal. Complaints against a Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged and every staff member is required to report any situation that they believe to be bullying 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 Assistant Principal shall promptly investigate and document all complaints about bullying. If the investigation finds an instance of bullying has occurred, it will result in prompt and appropriate remedial action. To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Parents/Guardians of the alleged victim(s) of bullying, as well as of the alleged aggressor(s) shall be notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements.

**Penalty:** administrative intervention to expulsion

## **CELL PHONES AND ELECTRONIC DEVICES** [see Board Policy 5136](#)

Cell phone use will not be permitted during school hours. Students will turn in their phones to their 7th hour teacher each morning. Phones will be kept in a lock box until the end of the day when students pick them up. Cell phones may be left at home if families are uncomfortable with their student turning them in. If a student is caught in possession of a cell phone, the device will be taken and held for parent pickup. Multiple offenses could be subject to disciplinary action. Other types of personal electronic devices should not be used in school without permission. The school is not responsible for the loss of such valuables. (i.e. Cell phones, iPods, iPads, electronic readers, etc.) Students may not have any device that can take photographs or videos in locations that typically are seen as "private locations" (bathrooms, locker rooms, pool area, etc..)

**Penalty:** A student found in possession of such an item may be suspended from school on the first offense.

## **COERCION, EXTORTION OR BLACKMAIL**

A student shall not commit or attempt to commit extortion, coercion or blackmail. A student shall not secure or attempt to secure money or other items of value from an unwilling person, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

**Penalty:** suspension to expulsion

## **COMPUTER NETWORK MISUSE** [see Board Policy 7540.03](#)

A student shall not violate or attempt to violate the Acceptable Use of Technology Policy. Violation of any of the rules and responsibilities may result in a loss of access privileges, technology privileges, or computer usage and may result in other disciplinary or legal actions including restitution.

**Penalty:** administrative intervention to expulsion

## **DISRUPTION OF SCHOOL** [see Board Policy 5520](#)

A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall he or she engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other student(s) to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule, but it must be remembered that any conduct which causes disruption, is likely to result in disruption, or interferes with the education process, is forbidden.

- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;
- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room without the permission of a building principal;
- Preventing, attempting to prevent, or interfering with, the convening or continued functioning of any class, activity, meeting or assembly;
- Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety and welfare of others on school property or at a school sponsored activity.
- Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

**Penalty:** administrative intervention to expulsion and/or referral to local law enforcement

## **EXPLOSIVES**

**SMOKE BOMBS, FIREWORKS AND OTHER DANGEROUS OBJECTS:** A student shall not attempt to or knowingly possess, use, transmit or sell or threaten to use an object on school grounds that is actually or reasonably appears to be a smoke bomb, firework, explosive or other dangerous object of potential harm or disruption to students at Arthurs Middle School.

**Penalty:** suspension to expulsion and/or referral to local law enforcement

## **FALSE ALLEGATIONS**

A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, or volunteers.

**Penalty:** administrative intervention to expulsion

## **NON-RETALIATION/FALSE REPORTS**

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 (as a witness or otherwise), or is the target of the bullying 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.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and false reports may result in disciplinary action.

This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions or debate that is protected by state or federal law.

**Penalty:** suspension to expulsion

## **FALSIFICATION OF RECORDS**

A student shall not use the name of another person or falsify times, dates, grades, addresses or other data on School District forms or records. A student shall not provide false, misleading or inaccurate statements or information on School District forms or records.

**Penalty:** administrative intervention to expulsion

## **FIGHTING, ASSAULT AND/OR BATTERY ON ANOTHER PERSON**

A student shall not physically assault, or cause, or behave in such a way to cause, or threaten to cause physical injury to a school employee, (including substitute and/or student teachers), student, volunteer, chaperone or other person (e.g., fighting).

**Penalty:** suspension to expulsion and/or referral to local law enforcement

## **GAMBLING/INAPPROPRIATE BEHAVIOR**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Any behavior or act that can be construed or interpreted as gambling will not be tolerated.

**Penalty:** suspension to expulsion

## **GANGS**

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

**Penalty:** suspension to expulsion and/or referral to local law enforcement

## **HARASSMENT [see Board Policy 5517](#)**

It is the policy of the Board of Education to maintain an education and work environment that 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.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, Protected Classes) that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

**Penalty:** administrative intervention to suspension

## Anti-Harassment Compliance Officers

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)");

Stephanie O'Connor  
Assistant Superintendent  
734-692-4516  
2603 Charlton Road  
Trenton, MI 48183  
oconnors@trentonschools.com

Andrea Thorn  
Special Education Director  
734-692-4571  
2601 Charlton Road  
Trenton, MI 48183  
thorna@trentonschools.com

## **HAZING** [see Board Policy 5516](#)

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.

Hazing shall be defined for 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.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

**Penalty:** administrative intervention to expulsion

## **INDECENCY**

A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety. Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.

**Penalty:** administrative intervention to expulsion

## **INSUBORDINATION**

Refusal or denial to comply with school rules or regulations, or refusal of a reasonable request issued by any school personnel. The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action.

**Penalty:** administrative intervention to suspension

## **LITTERING**

Littering, on or off-campus, will result in disciplinary action.

**Penalty:** administrative intervention to suspension

## **LOITERING**

Students on the way to or from school and during lunch periods are prohibited from loitering. This prohibition includes the off-campus areas defined by legislation as the drug-free and weapons-free zones.

**Penalty:** administrative intervention to suspension

## PERSONAL DEVICE MISUSE

A student may not possess a personal communication device, iPod, MP3 or similar electronic storage device while on school property, in school facilities, at school sponsored activities or events.

- 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.

Except as authorized under Board policy, use of PCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including a 3 day suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, the student will fail the exam and receive 3 days of Alternate Day Assignment or be suspended. The student also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

**Penalty:** suspension to expulsion and/or referral to local law enforcement

## PROFANITY

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

**Penalty:** administrative intervention to suspension

## REFUSAL TO IDENTIFY SELF

All persons must have in their possession and, upon request, show their student identification card to identify themselves to school personnel in the school building, on school grounds or at school sponsored events. School personnel includes administrators, administrative assistants, teachers, custodians, paraprofessionals, cafeteria workers, bus drivers or any other person authorized by law or by the school principal to deal with matters of a student’s behavior or discipline.

**Penalty:** administrative intervention to suspension

## SCHOOL DISHONESTY

A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one’s own original work.

**Penalty:** administrative intervention to expulsion

## SEXUAL HARASSMENT (Title IX) [see Board Policy 2266](#)

Sexual Harassment may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc.;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades, or safety;
- a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- remarks speculating about a person’s sexual activities or sexual history, or remarks about one’s own sexual activities or sexual history.

**Penalty:** administrative intervention to expulsion

Title IX Coordinator(s)

The Board of Education designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Jill Simmons  
Director of Human Resources and Operations  
734.692.4514  
2603 Charlton Road  
Trenton, MI 48183  
simmonsj@trentonschools.com

The Title IX Coordinator shall report directly to the Superintendent. Questions about this policy should be directed to the Title IX Coordinator.

The Superintendent shall notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Board of the following information:

The Board of Education of the Trenton Public Schools School District does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Jill Simmons  
Director of Human Resources and Operations  
734-692-4514  
2603 Charlton Road  
Trenton, MI 48183  
simmonsj@trentonschools.com

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The Superintendent shall also prominently display the Title IX Coordinator's(s') contact information – including name(s) and/or title(s), phone number(s), office address(es), and e-mail address(es) – and this policy on the District's website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements.

## **SNOWBALLING**

There is inherent danger involved in throwing snowballs. Unintentional injury is no less serious than an intentional assault.

**Penalty:** administrative intervention to suspension

## **SUSPENDED/EXPELLED STUDENTS ON PROPERTY OR ATTENDING ACTIVITIES**

A suspended student who enters onto school property without the permission of a building administrator shall be deemed to be trespassing and further disciplinary action may result. A suspended student shall not attend any school-related activity, function or event held off school premises without permission of the building administrator.

An expelled student who enters onto school property without the permission of a building administrator shall be deemed to be trespassing.

**Penalty:** administrative intervention to suspension and/or referral to local law enforcement

## **THEFT/POSSESSION AND/OR DAMAGE OF PROPERTY [see Board Policy 5513](#)**

A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

Possession of lost items - items found not belonging to you must promptly be returned to the Lost and Found in the Main Office. Failure to do so may be considered theft.

**Penalty:** suspension to expulsion and/or referral to local authorities

## TRANSPORTATION VIOLATION

Please refer to Section X on transportation for bus rules.

## TRESPASSING

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate.

**Penalty:** suspension to expulsion and/or referral to local authorities

## UNDUE FAMILIARITY

It is expected that all students will observe acceptable standards of behavior in school. Undue familiarity, public display of affection or amorous behavior is considered to be inappropriate in a school situation.

**Penalty:** administrative intervention to suspension

## VANDALISM [see Board Policy 5513](#)

Any student found guilty of vandalism to any student's or school personnel's personal property shall face disciplinary action and be turned over to the police authorities. If a student defaces or damages school property (by carelessness or intentionally), the student shall make restitution.

**Penalty:** administrative intervention to suspension and/or referral to local law enforcement

## VERBAL ASSAULT

A student shall not commit a verbal assault against a person employed or engaged as a volunteer or contractor by the School District. "Verbal assault" means words, writing or behavior that, in the judgment of administration, would put reasonable school personnel or students in fear of imminent injury to persons or property.

**Penalty:** administrative intervention to suspension

## WEAPONS - POSSESSION, KNOWLEDGE OF, OR USE OF AN OBJECT [see Board Policy 5772](#)

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon 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. Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01). Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal.

1. A dangerous weapon means:
  - 1.1 Any firearm (including a starter gun and BB gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or the frame or receiver of any such firearm.
  - 1.2 Any firearm muffler or firearm silencer.
  - 1.3 Any explosive, incendiary or poisonous gas device [i.e., bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having the explosive or incendiary charge of more than one-quarter (1/4) ounce, mine or device similar to any of these devices].
  - 1.4 A dangerous weapon shall also mean a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.
  - 1.5 A student shall not possess, handle or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.
2. A weapon-free school zone means school property (building, playing field, property used for school purposes, including functions and events sponsored by a school) and a vehicle used by a school to transport students to and from school.
3. A building administrator shall report any student violating this policy to the local police and shall notify the student's parent(s) or legal guardian. A building administrator shall refer any student expelled under this policy within three (3) days of expulsion, to the Wayne County Department of Social Services or the Wayne County Community Mental Health Agency.
4. Students are NOT permitted to bring any weapons/and or tools that can cause bodily harm or injury (regardless of the dimensions and/or size of said weapons and/or tools).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

**Penalty:** administrative intervention to expulsion and/or referral to local law enforcement



## Section VIII: Student Suspension and Expulsion Policy

### STUDENT SUSPENSION AND EXPULSION POLICY [see Board Policy 5610](#)

The Superintendent, building Principals, committee of certified employees, individual teachers (for up to one school day only – see Suspensions by Teachers, Class, Subject or Activity Suspensions) or a Board appointed hearing officer may suspend, either for a short-term or long-term, or may make a recommendation to the Board regarding the permanent expulsion of a student guilty of any of the following:

- Willful violation and/or persistent disobedience of any published regulation for student conduct authorized, adopted or approved by the Board,
- Willful misconduct which substantially disrupts, impedes, or interferes with the operation of any school,
- Willful misconduct which substantially impinges upon or invades the rights of others, or
- Disobedience of an order of a teacher, police officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any school or substantial and material impingement upon or invasion of the rights of others.

### SUSPENSIONS

The Board authorizes the Superintendent to suspend or expel a student for up to 180 school days without Board action or approval. A suspension may be for a short-term not exceeding ten school days, or for a longer term, exceeding ten school days. Should a suspension be imposed for a number of days exceeding the remaining days in a trimester, the days remaining on the suspension will commence with the beginning of the next trimester unless otherwise determined by the Superintendent.

A short-term suspension may be imposed immediately upon a student without first affording the student or the parent(s)/guardian(s) a hearing if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school.

A long-term suspension shall not be imposed upon a student unless the student has first been suspended for a short-term and not until an opportunity for a formal hearing on the suspension has been afforded the student.

### SUSPENSIONS BY TEACHERS

#### Class, Subject or Activity Suspensions

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the class, subject, or activity effectively, or the student's behavior interferes with the ability of the other students to learn.

Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he or she was suspended from, until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension.

Students attending separate class periods throughout the school day shall be permitted during the term of the suspension to attend other classes taught by other teachers only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with Board of Education Policy and the school's Student Code of Conduct.

Any student suspended from the same class, subject, or activity for ten accumulative days during the school year shall be given a formal procedural hearing for each additional suspension beyond the tenth day in accordance with due process requirements required by Board of Education Policy for suspensions of ten days or more.

### EXPULSION

No student may be permanently expelled from the District until an opportunity for a formal hearing before the Board has been afforded the student.

### IMPLEMENTATION

The Superintendent shall develop detailed written regulations to implement this policy in compliance with state law requirements. He/she shall ensure uniform and consistent application of the policy and shall report to the Board as required on its effectiveness.

The regulations shall include safeguards for the dismissal of students suspended for more than ten accumulative days, procedures for reporting violations of this policy to appropriate members of the District's administration, and procedures for calling an immediate conference with parent(s)/guardian(s) subsequent to the student's suspension.

### APPEALS

The student and parent(s)/guardian(s) may appeal to the Board or a Board appointed hearing officer regarding a long-term suspension ordered by the Superintendent or a building level administrator.

### HEARING OFFICER

The Board may appoint one or more hearing officers for purposes of hearing appeals made in cases of long term suspensions. The hearing officer shall be a member of the Board or a certified employee of the District. Whenever a Board appointed hearing officer hears any appeal, a written report

shall be provided to the Board. After receiving the report, the Board shall determine the appeal with or without an additional hearing. Any appeal determination by the Board in accordance with this policy and administrative procedures shall be valid to the same extent as if the matter were fully heard by the Board without a hearing officer.

## **WRITTEN NOTICES**

All required written notices may be mailed to the residence of the parent(s)/guardian(s) at the address on file in the school records of the student. In lieu of mailing the written notice, it may be personally delivered.

## **Section IX: Student Activities**

### **ATHLETICS**

AMS offers 12 different sports. **Fall:** Cross Country (Grades 6-8), Football (Grades 7-8), Sideline Cheer (Grades 6-8), and Girls Volleyball (Grades 7-8) **Winter I:** Boys Basketball (Grades 7-8), Competitive Cheer (Grades 7-8), and Swimming (Grades 6-8) **Winter II:** Girls Basketball (Grades 7-8) and Wrestling (Grades 6-8) **Spring:** Boys Baseball (Grades 7-8), Girls Softball (Grades 7-8), and Track (Grades 6-8)

**Athletic Fee** is \$80 per sport (the fourth sport is free). All athletes must have a physical on file with the school to participate. For more information go to [trentonathletics.com](http://trentonathletics.com).

### **EXTRA-CURRICULAR EVENTS**

An extra-curricular event is a school sponsored activity either on or off school property. All standards of behavior as described in the Student Handbook apply regardless of the location of the event. Loitering, disruptive behavior and refusing to take reasonable direction from those in authority will result in removal from the event and loss of the privilege of attending future events. Violation of school policies may result in additional disciplinary action.

### **EXTRACURRICULAR ATHLETIC COMPETITION AND ATHLETIC CONTEST PARTICIPATION**

All students must recognize good individual health and positive personal behavior as essential goals of a quality education. As a community, we support healthy behavior that enhances personal performance, promotes individual safety, and recognizes the student's responsibility to self, school, and community.

### **FIELD TRIPS [see Board Policy 2340](#)**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent.

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Arthurs Middle School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation. The Board authorizes many student groups that are sponsored by a staff member. Extracurricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

### **NON SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Non School-sponsored student groups organized for religious, political, or philosophical reasons may meet during non instructional hours. The applicant for permission can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

**No** non district-sponsored organization may use the name of the school or school mascot.

### **WEEKLY ELIGIBILITY FOR GRADES AND BEHAVIOR**

To be eligible to compete in interscholastic sports students are expected to maintain passing grades and proper behavior in the classroom. During the season weekly eligibility will be conducted and will be the responsibility of the individual student. Participation in physical education on days of competition is also required to participate in interscholastic sports. A student must be also present for at least half the school day to be eligible to practice or participate in a competition on any given day.



## SECTION X: TRANSPORTATION

[see Board Policy 8600](#)

### **BICYCLES**

You may ride your bicycle to school provided you obey the rules of safe bike riding. Riders must enter and exit the school building by Marian Drive. Park and lock your bicycle in the racks in the front of the building.

### **BUS**

Notes are needed by both parents if a student is to ride home with another student on the bus. Students must bring the notes to the office to be signed by an administrator then shown to the bus driver. All school rules apply to the bus.

### **BUS CONDUCT**

The right to ride the bus may be revoked in cases when students are not following the approved safety routines and protocols of the Transportation Department. These rules and routines are established for the safe and orderly operation of the buses, drivers, and students riding the bus.

Paramount in the district's formulation of a transportation policy is safety of the students. To ensure the safety of students, rules and routines have been established, printed and made public to all eligible students. Failure to observe the rules may result in a suspension or denial of all future bus riding privileges.

#### **Student Expectations:** Students...

- are to arrive no earlier than 5 minutes before estimated pick up time
- are to be at the curbside of the street, well off the roadway, while waiting for the bus to arrive
- are to enter and exit from the front of the bus except in emergency situations
- are to remain seated at all times while the bus is in motion
- are to keep all body parts or objects inside the bus at all times
- are to use school appropriate language
- are prohibited from eating, drinking, tobacco use or vaping at all times
- are prohibited from tampering with safety devices or causing damage to the bus
- are only permitted to exit at their established "regular" stop
- are expected to refrain from using grooming products at any time while on the bus
- are reminded that the bus and bus stops are an extension of the school and all school and classroom rules and expectations are still active and enforced

**Penalty:** Violation of any of the above expectations will result in a bus behavior referral "write up". Write ups will begin a chain of progressive discipline as follows:

**Note: Administration reserves the right to modify the progressive discipline based on severity of an offense and or behavioral history of a student.)**

- 1st Offense:** warning by driver write up recorded by Principal/Asst. Principal
- 2nd Offense:** referral to administration, 1-3 day suspension from the bus, home contact made
- 3rd Offense:** referral to administration, 3-5 day suspension from the bus, home contact made
- 4th Offense:** referral to administration, 1 week suspension from the bus, home contact made
- 5th Offense:** referral to administration, 10 or more days or up to the end of the year suspension from bus, home contact made
- 6th Offense:** referral to administration, remainder of the year suspension from the bus, home contact made

The bus driver may implement a seating chart. If one is made students are to only sit in their assigned seat. The Transportation Department may, at its discretion, install video and/or audio recording devices on the bus to record safety and behavior violations.

The building principal/asst. principal may approve a change in a student's regular assigned bus stop to address a special need, upon the Principal/Asst. Principal's approval of a note from the parent stating the reason for the request and the duration of the requested change.

Questions regarding the Trenton Public Schools Transportation policies can be directed to 734-363-6752.

**BUS ROUTES:** <https://drive.google.com/file/d/1jI9gCYv3QWfpfanBA-zfFEuUxqslN30Y/view?usp=sharing>

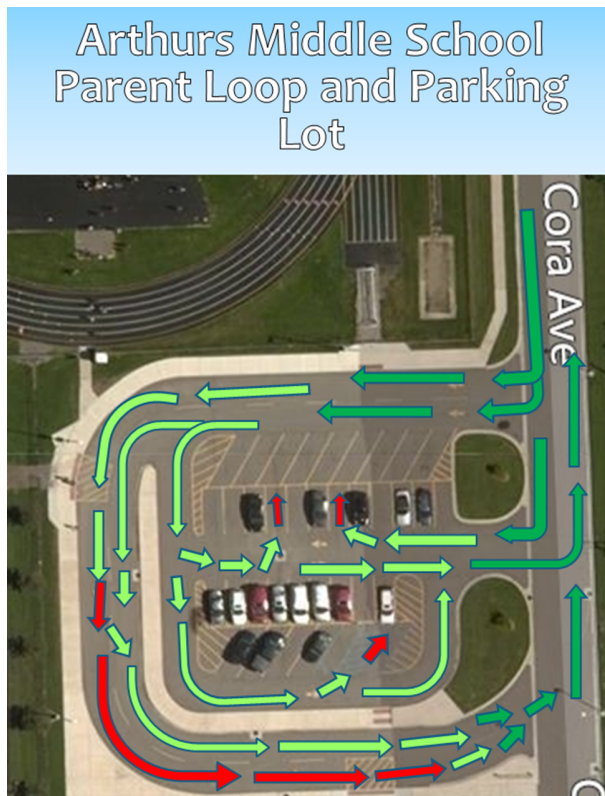
### DISTANCE ELIGIBILITY

Students who live 1.5 miles or further from the school that they attend shall be eligible to be transported to school. Under normal conditions, elementary students shall be expected to walk up to 1/2 mile and secondary students up to 1 mile to a bus stop. The Superintendent is authorized to make exceptions to these distances if safety conditions warrant.

### PARENT DROP OFF LOOP

Here are a few facts and guidelines regarding traffic patterns around the Arthurs Middle School property. We are making every effort to make this a safe and welcoming experience.

- 90% of all students arrive at school within 20 minutes of the start of the school day.
- 245 of the approximate 325 students eligible for bus transportation readily use the service.
- Bus drop-off is in the bus loop on the south side of the building accessed from Marian Drive. **This is a bus only area.**
- 240+ students are dropped off in the Parent Loop lot daily.
- The remaining 150 students either walk to school, exit a vehicle on Marian Drive, or a side street.
- The Parent Loop is located on the north side of the building and accessed from the north end of Longmeadow/Cora. It is designed with two lanes for vehicle access.
- The right lane is the Student Drop-Off lane (Red Arrows)
- Vehicles using this lane should pull up as far as possible, have the student exit the vehicle on the right-hand side, wait for them to safely reach the sidewalk and then when clear move into the left hand Pass Through Lane or follow the traffic onto Cora Avenue. Students should exit the vehicle anywhere from the tennis courts to the furthest light pole in front of the building. It is not possible to have everyone exit right at the path to the door. This should be a quick exiting of the vehicle.
- The left lane is the Pass Through lane
- Vehicles in this lane are expected to keep a slow pace towards the exit onto Cora Avenue or to access one of the parking spaces. Students may not be dropped off in this lane or in the lot. Dropping off in this lane or in the parking lot creates a safety hazard for your child, other children, and any other vehicle in the lot.



We make every effort to help students reach our buildings in a safe and orderly manner. Please help by following the guidelines and be courteous to other drivers.

## **APPENDIX**

### **Behavior Matrix**

[Boyd W. Arthurs Middle School Expectations Matrix in All Areas of the School](#)

### **Maps**

[Map of Loft A](#) (Basement - 6th Grade)

[Map of Loft B](#) (Locker Bay Level)

[Map of Loft C](#) (Main Level)

[Map of Loft D](#) (Upstairs - 7th/8th Grade)