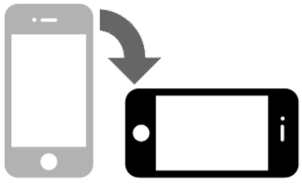
TRENTON HIGH SCHOOL

Student Handbook

2025-2026

Welcome to the THS Student Handbook: This book is a digital version of the student handbook at THS. 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
Vision/Mission Statement
Statement of Assurance of Compliance with Federal Law
Grievance Procedure
Parent Involvement
School Day
Student Rights and Responsibilities
Student Well-Being
Injury and Illness

I. General Information
- Enrolling in the School
- Transfer out of District
- Withdrawal from School
- Immunizations
- Emergency Medical Authorization
- Individuals with Disabilities
- Student Records
- Student Fees, Fines, and Supplies
- Student Fundraising
- Student Valuables
- Review of Instructional Materials and Activities
- Emergency Closings and Delays
- Preparedness for Toxic and Asbestos Hazards
- Visitors
- Lost and Found
- Student Sales
- Answers to Common Problems
- High School Directory

II. Academics
- Counseling Office
- Guidance Counseling Services, Other
  - Transcript Requests, Graduation, Credit Recovery & Student Recognition, Grading Scale, Schedule Changes, Job Shadowing, etc.
- Testing Out Option
- Student Assessment
- **Virtual Student Enrollment:** 25.26 THS Course Description Booklet
- 21F Online Course Enrollment (Individual Course Offerings)
- Full Time Virtual Student Handbook
- Trenton Core Pathway (TCP) Handbook
- Field Trips

III. Student Services
- Announcements
- Beverage/Food
- Cafeteria
- Defined Lunch Boundaries
- Identification Cards
- Lockers and Locks
- Parking
- Work Permits

IV. Health and Student Safety
- Accidents and Injuries
- Eye Safety
- Fire Drills
- Lock Down Drills
- Tornado Watch/Warning/Drills

V. Student Conduct
Attendance Policy
Attendance Codes
Hall Passes
Tardiness
Computer Network Use
Computer Network Misuse
Electronic Devices
Code of Conduct
Police Investigations and Arrest
Restitution of School Property
Student's Right to Publish
Title IX Sexual Harassment
Student Discipline Code
Due Process Rights
Search and Seizure
Student Rights of Expression
Criminal Acts
Safety Concerns
Profanity

VI. Prohibited Acts, Suspension and Regulations
Alcohol/Drugs/Tobacco
Arson
Bullying and Hazing
Non-Retaliation/False Reports
Chronic Absences
Coercion, Extortion or Blackmail
Computer Network Misuse
Discriminatory Harassment
Disrespect to Property
Disrespect to Staff/Peer
Disruption of School
Excessive Tardies
Explosives
False Allegations/Reports
Falsification of Records
Fighting, Assault and/or Battery on Another Person
Gambling/Inappropriate Behavior
Gangs
Harassment
Indecency
Insubordination
Littering
Loitering
Personal Device Misuse
Physical Assault
Refusal to Identify Self
School Dishonesty
Smoke Bombs, Fireworks and Other Dangerous Objects
Snowballing
Suspended/Expelled Students on Property or Attending Activities
Theft/Possession and/or Damage of Property
Trespassing
Undue Familiarity
Vandalism
Verbal Assault
Weapons Free School Policy

VII. Student Suspension and Expulsion Policy
Suspensions
Suspensions by Teachers
Application to Students with Disabilities
Implementation
Expulsion
Appeals
Hearing Officer
Written Notices

VIII. Library
Copyright Compliance
Career Center

IX. Student Activities
Extra-Curricular Activities
Extra-Curricular/Non-Athletic Competition Participation
Disciplinary Consequences
Extra-Curricular Events
National Honor Society (NHS)
Transportation

X. Appendix
Respectful Behavior Matrix
School Building Map
Weighted/Non-weighted Grading Scale
THS Building Schedules
Notification of FERPA

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

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

STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW

It is the policy of Trenton Public Schools that no discriminatory practices based on sex, race,sexual orientation, gender identity, 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.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are outlined in this link.

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

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, then, 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

PARENT INVOLVEMENT
See NEOLA Policy 2112 in Special Update of November 2004. Visit: https://go.boarddocs.com/mi/trenton/Board.nsf/Public#

SCHOOL DAY

TRIMESTER DAILY CLASS SCHEDULE

- ★ 73 minute classes
- ★ 30 minute lunch
- ★ 5 minute passing
- ★ 2 Lunch periods

1st Hour	7 :30 – 8 :43 am
2nd Hour	8 :48 – 10 :01 am
'A' Lunch	**10:06 – 10:36 am**
3rd Hour A	10:41 – 11:54 am
3rd Hour B	10:06 – 11:19 am
'B' Lunch	**11:24 – 11:54 am**
4th Hour	11:59 – 1:12 pm
5th Hour	1:17 – 2:30 pm

STUDENT RIGHTS AND RESPONSIBILITIES
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.

- Adult students (age eighteen (18) or older) must follow all school rules.
- If residing at home, adult students should include their parents in their educational program.

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.

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.

Homebound Instruction

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#

Section I: General Information

ENROLLING IN THE SCHOOL

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.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

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.

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.

WITHDRAWAL FROM SCHOOL
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.

IMMUNIZATIONS
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.

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 return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS
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
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
Secondary (Grades 8 to 12)
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.
Refer to Board Policy 5330

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.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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.

INDIVIDUALS WITH DISABILITIES

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.

STUDENT RECORDS

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.

Refer to District Policy 8330

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding the right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually, the Board will notify male students aged eighteen (18) or older that they are required to register for the selective service.

STUDENT FEES, FINES, AND SUPPLIES
Trenton High School charges specific fees for the following 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
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 at the following website: https://www.trentonschools.com/community/fundraising

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.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES
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.

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 Parent and Media.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS
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.

VISITORS
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.

LOST AND FOUND
The lost and found area is in the Main Office. 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.

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.

ANSWERS TO COMMON PROBLEMS
Support Guide for Parent Concerns.docx

WHEN DO I GET HELP AND SUPPORT?
During class change or before and after school are the only times for making phone calls, picking up missed assignments and setting appointments to see teachers, counselors or assistant principals. 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 Assistant Principal's Office on the second floor 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 assistant principal's office. Prevent theft by leaving valuables at home. If you bring a valuable item to school, you must protect it from theft. **Trenton High School insurance does not cover personal property.**
- **Personal or family problems - see your counselor.**
- Lost book/property - check with the Main Office where the lost and found is located.
- Class credits or scheduling problem - complete a request to see your counselor in the Counseling Office.
- Class changes will only be made for the following reasons:
  1. Class is required for graduation.
  2. Prerequisites are not met.
  3. If an Edgenuity class is necessary for graduation.
  4. A scheduling mistake was made.
- Illness/injury - notify your teacher and report to the Main Office to contact a parent and obtain a passport 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 administrative office. Cell phones are not to be used in the school during the school day except during the student's lunch period in an area designated for cell phone use**.

HIGH SCHOOL DIRECTORY

Main/Attendance Office		**734-692-4530**	**Attendance – Answering Machine**
		734-692-4539	
Principal's Office		**734-692-4531**	
Assistant Principal's Office		**734-692-4536**	
Dean of Students Office		**734-692-4530**	
Athletic Director's Office		**734-692-4555**	
2601 Charlton Road	**Fax**	**734-692-4615**	
Counseling Department		**734-692-4530**	

THS Staff Directory and Communication Structure: **THS PARENT EMAIL CONTACT LIST**

Section II: Academics

COUNSELING OFFICE

The Counseling Office is easily accessible to students, parents, teachers and administrators. Students may see their counselor by completing an appointment sheet in the office, on a drop-in basis during lunch, and before and after school. 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, and decisions regarding educational and vocational choices.
- To provide assistance in helping parents understand the developmental progress of their child, his/her individual needs and educational opportunities.
- To assist in developing a four-year, grades 9 – 12 program of study.
- To assist students with scholarship and financial aid information.
- To assist with mandatory state testing and other types of academic testing.

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 and available class space. Any changes in a student's schedule should be handled through the Counseling Office: 734-692-4531. Students may be

denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

GUIDANCE COUNSELING SERVICES, OTHER:

25.26 THS Course Description Booklet

- **Transcripts and Parchment™ Usage**
  Up-to-date and accurate transcripts must be requested through Parchment™. Parchment™ provides a secure, paperless way to send transcripts directly to colleges and programs of your choice. It is easy, available 24/7, and **free** through July 31st of graduation year. Please stop by the Counseling Office to receive direction on how to register on Parchment™ or go to www.parchment.com and follow the registration guidelines and directions.
- **Graduation, Credit Recovery and Student Recognition**
  Current information on graduation requirements is located in the Course Offering Handbook (see www.trentonschools.com). Information on credit recovery, E2020 and expectations for special recognition must be obtained from the Counseling Office.
- **Grading Scale**
  Trenton High School follows 80% classroom work , 20% weighted final exam in all classes.
- **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.
- **Job Shadowing**
  1. Explain to your counselor why you want to job shadow and set up an appointment with the Career Center Specialist.
  2. Update EDP in the Career Center with your Job Shadow Experience Information.
  3. Obtain all Job Shadow information from the Career Center Specialist.
  4. Turn in mandatory and completed Job Shadow packets to the Career Center Specialist.
  5. Mail a thank-you note to your host.
- **Withdrawal from School**
  A student who decides or is required to withdraw from school should plan to continue his/her education. Alternatives may include registration for Asher Alternative High School or a G.E.D. program. It is important that students discuss their educational future with school personnel and adults who know them before withdrawal.

TESTING OUT OPTION FOR COURSE CREDIT

As prescribed by the Michigan School Code, students requesting to "test out" are expected to demonstrate a "C+" level of mastery based on the standards of learning prescribed for students enrolled in the same high school course. These demonstrations may take a variety of forms, such as comprehensive examinations, performances, papers, etc.

Credit earned by achieving a "C+" or better grade will be credited toward graduation and counted toward the fulfilling of a requirement for a subject area and/or a course sequence. Credit earned in this manner will be indicated as a "pass" grade on the student's transcript and shall not be included in the computation of the student's grade point average. Credit earned in a course through "testing out" prohibits a student from receiving credit thereafter for a course lower in the curricular sequences in the same subject area.

Weighted/Non-weighted Grading Scale

STUDENT ASSESSMENT

The Michigan Merit Exam (MME), which will include the American College Test (ACT) for high school juniors, will replace the Michigan Educational Assessment Program assessments at the high school level. This means that all 11th graders will take this state assessment test in March of each year. It will provide students with a regular American College Test (ACT) score report that they can use to apply to a college or a university. ACT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work. The MME is made up of the national ACT and Work Keys tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies. MME testing is divided into three (3) parts. The ACT will be administered in a full day session and the Work Keys and Michigan mathematics tests will be administered on a later day. The Michigan science and social studies tests will be given in one (1) session at times scheduled by the District Testing Coordinator with make-up sessions for these tests scheduled for exactly two (2) weeks later. Parents and students should watch school newsletters and the local press for announced testing times.

Sophomores will have the opportunity to take the ACT/PLAN. A preparatory assessment primarily used to help students prepare for the ACT. Taken usually during the sophomore year, the test includes four (4) sections: a thirty (30) minute English; a forty (40) minute math; a twenty (20) minute reading; and a twenty-five (25) minute scientific reasoning section. The entire test takes approximately one (1) hour and fifty-five (55) minutes. Students interested in ACT/PLAN should contact the Principal early in their sophomore year as the test is administered in the fall of the student's sophomore year.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Trenton High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance Office.

FIELD TRIPS
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.

Section III: Student Services

ANNOUNCEMENTS
- Daily announcements will be emailed and sent via ParentSquare to staff, students and parents during the second period.
- 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.
- Announcements must be signed or emailed by the teacher/sponsor/coach requesting the announcement.
- Announcement Request Forms are available in the Main Office.

BEVERAGE/FOOD
Beverages and food may not be brought into the building before, during or after school unless in an unopened/sealed container or the students enter through the Common (cafeteria) door. Open beverage containers and other containers (i.e. fast food cups, squeeze bottles, etc.) are only permitted in school in the Commons. Inappropriate containers will be confiscated and disciplinary action may result. Students are only allowed to have open beverages in the Commons.

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.
- First come-first served is the way people are served. 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.
- You may then leave the cafeteria and go to areas designated as open to students.

DEFINED LUNCH BOUNDARIES
Students will be required to stay within the defined lunch area boundaries. The boundary begins at the main staircase and continues down the hallway in front of the cafeteria, looping around the business/language arts wing to end at the staircase by athletics. This area also includes the courtyard.
Students are expected to abide by the above rules and will face disciplinary action, including suspension from school, for inappropriate behavior. Teachers, cafeteria employees, paraprofessionals and custodians have full jurisdiction in these areas.

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, checking out materials from the Media Center, voting in school elections, and admission to extracurricular activities such as dances and athletic activities. 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).

LOCKERS AND LOCKS

A hallway locker is assigned to each student enrolled at THS. An effort will be made for students to keep the same locker throughout their high school experience. 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 are not permitted. Unauthorized padlocks will be cut off immediately.
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 second floor Assistant Principal's 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!**

PARKING
It is a student privilege to park on school grounds. The authorized student parking area is the Charlton Rd parking lot and the parking spots parallel to West Rd in the West Rd parking lot. Parking on the grass, sidewalks, or in the service drives is not permitted. Students are not to park in the Board of Education Lot without prior approval from an Administrator. Students parked on school grounds are required to obtain a parking pass from Trenton High School. Parking passes are available all year and are purchased online via SchoolPay. Consequences of parking violations include warning notices, ticketing by Trenton Police, vehicle towing, and student suspension. Trenton Public Schools assumes no responsibility for any damage or theft that might occur. Vehicles parked on school grounds may be subject to search by administration with reasonable suspicion.

WORK PERMITS
State laws governing child labor require that a student under the age of eighteen must obtain a work permit before engaging in a gainful occupation. The laws further provide that a student must be sixteen to be released during school hours to work if there is evidence that his income is needed to help support his family. Work permits are issued in the Board of Education Office.

Section IV: Health and Student Safety

ACCIDENT AND INJURIES
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.

EYE SAFETY
Every student participating in a course mentioned in this section shall wear industrial quality eye protection devices as directed by the instructor or when exposure to danger exists while participating in such course. The eye protection must comply with the requirements of the American National Standard #287.1 Safety Code for head, eye and respiratory protection. The eye protection must have side shields for peripheral protection and students who wear corrective lenses must wear protective goggles that cover the glasses. Trenton Public Schools will provide the student with eye protection.
The courses for which eye protection is required are:
- Art and CTE shops or laboratories involving the use of or working with hot molten metals, milling, sewing, turning, shaping, grinding, cutting or stamping of any solid materials; heat treatment, tempering or kiln firing of any metal or other materials; gas or electric arc welding, repair or servicing of any vehicle; or caustic or explosive materials.
- Chemical or combined chemical – physical laboratory work involving acid, caustic or explosive chemicals or hot liquids or solids.
- Other Science labs are appropriate for student eye protection.

FIRE DRILLS
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.

- Students in the pool will immediately leave the water and follow the instructions of the teacher in charge.

LOCK DOWN DRILLS

see Board Policy 8420 for reference

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.

TORNADO WATCH/WARNING/DRILLS

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: Student Conduct

ATTENDANCE POLICY

The administration and faculty of Trenton High School believes that classroom experiences and teacher-student interaction are essential components of learning. The promotion of life-long habits of self-discipline, good attendance and punctuality are important in the development of a productive student and citizen. Poor attendance may be symptomatic of other problems. Trenton High School's interest is in having parents informed and then assisting students with resolving problems before they get out of hand.

This attendance policy is based on the State Law of Michigan which requires that "every parent, guardian or other person in this state, having control and charge of any child between the ages of 6 and 18 years, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled."
(380.1561-M.S.A. 15.4156), Revised 2013

- **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 (734-692-4539) 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.
- During the school day, students will enter and exit from the Main Office.
- Students are expected to arrive to school promptly. Students that arrive more than ten 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 passport 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.**
- **A STUDENT MUST ATTEND A FULL DAY OF SCHOOL PRIOR TO PARTICIPATING IN ANY EXTRA-CURRICULAR (DANCE, ETC.,) OR ATHLETIC EVENT. IF A STUDENT MISSES SCHOOL ON A FRIDAY, HE/SHE IS INELIGIBLE TO PARTICIPATE IN ANY WEEKEND EVENT. THIS APPLIES TO BOTH EXCUSED AND UNEXCUSED ABSENCES. IF A STUDENT MISSES SCHOOL PRIOR TO OR THE FRIDAY BEFORE AN EXTRA-CURRICULAR OR ATHLETIC EVENT DUE TO AN EXTENUATING CIRCUMSTANCE, CLEARANCE MUST BE OBTAINED FROM THE HIGH SCHOOL ADMINISTRATION.**
- Students, once **signed out** from school due to illness may not return (the same day).
- Students who reach the age of majority (18 years) must continue to follow the established policies of Trenton High School.
- Students found outside the building or assigned area without permission shall be subject to disciplinary action.
- College visitation will only be excused as school related if pre-approved by administration.

The Trenton High School attendance requirement to receive academic credit for a trimester is as follows:

A student must be in attendance 90% of the time to receive class credit. The maximum number of absences allowed per class per trimester is six days.

If a student misses between 7-9 days, a grade of a C+ or better must be obtained on the final exam in order to receive credit in each respective class provided the student is passing the class. If a student has extenuating, special, or unique circumstances, an appeal may be made to the Assistant Principal's office.

- An automated calling system will alert parents when a student has five or more absences.
- Chronic first hour absences are cumulative from the start of the school year continuing to the end of the school year and will be treated as a behavior issue.
- If absences are chronic he/she may be withdrawn per administration. If the student is sixteen (16) years of age or over, he/she may be subject to truancy per the Wayne County Prosecutor.

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, Funeral & 3 College Visits)

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

HALL PASSES

Only students who have a pass in SmartPAss 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.

TARDINESS POLICY

The THS Administration and faculty expect students to be in class when the class period bell rings. If a student arrives to class after the bell has rung, he/she is considered tardy. When a student does not have a hall pass from a faculty member or an administrator during school hours, the student is considered unexcused tardy. Any unexcused tardy in excess of 10 minutes to a class will result in the admittance of the student to their class but an **absence** will be recorded for that particular period. **Every three tardies to any class during the day will count as an unexcused absence. These absences will add to your overall class attendance. Chronic first tardies/absences will result in progressive disciplinary action. Parent excuses will not exempt the student from being marked tardy or absent (See Attendance Codes on pg. 11)** . Students who do not go to class and do not have a pass will be referred to an administrator for skipping class, and are subject to disciplinary actions.

A student who is marked unexcused tardy in a particular class during a trimester faces the following action:
An automated system will call home for every tardy.
1st – 3rd tardy - Teacher notifies student verbally.
4th tardy and subsequent tardies - Teacher notifies appropriate administrator through email or phone call. Administration will assign appropriate discipline, which could range from an administrative intervention up to out of school suspension.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by ( ) the parent ( ) a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

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.

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.
The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

COMPUTER NETWORK – ACCEPTABLE USE POLICY

- 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.

COMPUTER NETWORK MISUSE

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

ELECTRONIC DEVICES

- Electronic devices, cellular phones, airpods/bluetooth headphones, smartwatches, MP3 players, I-Pods, toys, etc. are not permitted in school for use in school during school hours.
- **Cell Phone Use** : Students are not to use cell phones at any time during the school day during school hours (7:15 a.m. – 2 :30 p.m.)**.** Phones are to be **OFF** and **OUT OF SIGHT** during school hours. *Students may use their cell phone during their lunch period.* Violation of this expectation will result in confiscation of the device and administrative intervention to suspension. The device is to be turned in intact upon request. **Refusal to turn the device in, intact, will result in additional discipline**.
- Exceptions - Students with documentation supporting the need for a specific device (medical).

Students violating this policy may be subject to disciplinary action; i.e., detention, suspension and/or expulsion.

First offense: device is collected and kept in office for the remainder of the day, the following day, the device has ISS "In School Suspension" in an office for the day (or collectively up to 5 class periods between the two).

Second offense: device is collected and kept in the office for the remainder of the day and a 1 day OSS "Out of School Suspension" is administered.

Third offense: device is collected and kept in the office for the remainder of the day - student is considered insubordinate - resulting in a 3 day OSS.

New Procedure FAQ

CODE OF CONDUCT

A major component of the educational program at Trenton High 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.

Dress and Grooming
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)
- ➢ Would I interview for a job in this outfit? (yes)
- ➢ 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 high 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.
- Pants that are worn with holes are not acceptable.
- 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.
1st Offense – Call home and wait in Main Office until acceptable clothing arrives
2nd Offense – Out of School Suspension
3rd Offense – Out of School Suspension

Students who are representing Trenton High 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.

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.

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. Trenton High 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.

STUDENT'S RIGHT TO PUBLISH
- 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 high 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.

TITLE IX SEXUAL HARASSMENT
This section includes reference to the Board adopted policy on Nondiscrimination on the Basis of Sex in Education Programs or Activities (Policy 2266)]

TPS Sexual Assault and Harrassment Information Guide

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.

C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender. Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266. Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.

B. Unwanted physical and/or sexual contact.

C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

D. Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.

F. Unwelcome and inappropriate touching, patting or pinching; obscene gestures.

G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.

H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

I. Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship.

J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.

K. 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.

L. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

M. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

N. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

STUDENT DISCIPLINE CODE

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;
Saturday school.

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 _____ 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.

DUE PROCESS RIGHTS

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.

Trenton High 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.

SEARCH AND SEIZURE

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 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.

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.

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.

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.

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.

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.

VI. PROHIBITED ACTS, SUSPENSION AND REGULATIONS

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, in-school suspension, 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. Discipline Agreements – Voluntary - At any time during disciplinary proceedings, the Principal or his/her designee may enter into a written contract with the student and/or his/her parent(s) or guardian(s) setting forth the parties' agreement in settlement of the disciplinary charges. In such cases, the written agreement shall be final and binding and not be later challenged by the Principal or his/her designee or the student and/or his/her parent(s) or guardian.
3. 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.
4. Expulsion - The permanent exclusion of the student from the school system.

ALCOHOL/DRUGS/TOBACCO

A student shall not manufacture, sell, handle, process, use, deliver, transmit, or be under any degree of influence 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 manufacture, sell, handle, process, use, deliver, transmit any prescription or non-prescription drug, medicine, vitamin or chemical substance, 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 or sell, manufacture, possess, use, deliver, or transfer "designer" drugs.

A student shall not inhale glue, aerosol paint, lighter fluid, or any other substance for the purpose of becoming intoxicated or under the influence. This includes the use, possession, or being under the influence of any and all anabolic steroids.

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 product 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.

Smoking cigarettes or chewing tobacco is a serious health concern because of the nicotine and other carcinogenic chemicals found in these products. It is unlawful, under State of Michigan Statute, for any person to smoke, use an electronic nicotine delivery device (ENDS), or chew tobacco in a school building or on campus. A student shall not smoke, ENDS, chew, or otherwise use tobacco on school property or at any school function sponsored by the school. A student shall not, while on school property, have in his/her possession or under his/her control, tobacco in any form. Adult (non-student 18 years) tobacco use is prohibited unless that use is in a designated smoking area after 6:00 p.m. weekdays or during the weekend. This includes the building, campus, and sidewalks adjoining the campus. The Michigan law is quite clear on possession and use of tobacco regardless of age or parent's permission. Students may be issued a ticket by the Trenton Police Department.

Students who are found smoking, possessing or using cigarettes, chewing tobacco, ENDS ("vapor" or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance) will be subject to disciplinary action.

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

1st Offense/Penalty: administrative intervention to suspension and/or referral to local law enforcement, ticketing may occur

2nd & Beyond Offenses/Penalties: suspension to expulsion and/or referral to local law enforcement, ticketing may occur

ARSON

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

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

BULLYING AND HAZING

see Board Policy 5517.01 for reference

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.

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.

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 or hazing 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 or hazing 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/hazing. If the investigation finds an instance of bullying or hazing 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 and/or referral to local law enforcement

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 compliant of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying.
Making intentionally false reports about bullying for 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

CHRONIC ABSENCES
Students are expected to be in class when the class period bell rings. Students who violate the attendance policy repetitively may be subject to disciplinary action.
Penalty: administrative intervention to suspension

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
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

DISCRIMINATORY HARASSMENT
Discriminatory harassment of students by School District elected officials, employees, vendors, contractors or others doing business with the School District, students, parent(s)/guardian(s), invitees, volunteers or guests will not be tolerated. Similarly, student-on-student discriminatory harassment is prohibited, equally, and will not be tolerated.
Discriminatory harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individual's sex, race, color, national origin, age, sexual orientation, gender identity, religion, height, weight, marital status or handicap/disability when:

- Submission to such conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District, or,

- Submission to, or rejection of, the conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District, or
- The harassment substantially interferes with the student's education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student's educational opportunities.

Any student who believes that he or she has suffered harassment shall immediately report the incident(s) to his/her school Principal, or an Assistant Principal, or the Director of Curriculum, or to the following person:

The Superintendent of Schools Phone: (734) 676-8600
Trenton Public Schools
2603 Charlton Road
Trenton, Michigan 48183

Should the complaint be against the Superintendent, the incident shall be reported to:

Vice-President of the Board of Education Phone: (734) 676-8600
Trenton Public Schools
2603 Charlton Road
Trenton, Michigan 48183

The School District guarantees that a student reporting an incident(s) of discriminatory harassment will not suffer any form of reprisal.

In determining whether the alleged conduct constitutes discrimination or harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incident(s) occurred will be investigated. The building Civil Rights Coordinator, or his/her designee, has the responsibility of investigating the complaints of discriminatory harassment of students. In cases where the alleged harassment involves a member of the Board of Education, the School District will appoint outside legal counsel to investigate the complaint. The results of an investigation and any action taken thereon will be communicated to the complaining person.

The School District considers discriminatory harassment based on religion, race, color, national origin, age, sex, sexual orientation, gender identity, height, weight, marital status, handicap, or disability to be a major offense, which will result in disciplinary action of the offender. Disciplinary action against a School District employee may include termination of employment. Disciplinary action against a student may include expulsion. Disciplinary action against a Board of Education member may range from Board of Education public censure to removal of the Board Member from an officer position he/she may hold.

Sexual harassment may include, but is not limited to, the following:

- Verbal harassment or abuse,
- Pressure for sexual activity,
- Repeated remarks with sexual or demeaning implications,
- Unwelcome touching,
- Sexual jokes, posters, cartoons, etc., and/or
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance of public duties.

In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

Upon completion of, or at any point in the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, U. S. Department of Education, Washington, D.C. 20201. The complainant should first be directed to the following address:

Office for Civil Rights
U.S. Department of Health and Human Services
233 N. Michigan Ave., Suite 240
Chicago, IL 60601

Voice Phone (312)886-2359
FAX (312)886-1807
TDD (312)353-5693

Penalty: suspension to expulsion

DISRESPECT TO 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.

Penalty: administrative intervention to expulsion

DISRESPECT TO STAFF/PEER

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

Penalty: administrative intervention to expulsion

DISRUPTION OF SCHOOL

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.
- Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, the student is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.
- 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.
- Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.
- 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. Such behavior may result in suspension from school or possibly expulsion.

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

EXCESSIVE TARDIES

If a student arrives after the bell has rung, they are considered tardy. When a student does not have a hall pass from a faculty member or an administrator during school hours, the student is considered tardy. Students who repetitively violate the tardiness policy may be subject to disciplinary action.
Penalty: administrative intervention to suspension

EXPLOSIVES

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.
Penalty: administrative intervention to expulsion and/or referral to local law enforcement

EXTORTION

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.
Penalty: administrative intervention to expulsion and/or referral to local law enforcement

FALSE ALLEGATIONS/REPORTS

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. A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. This also includes making or implying Threats to School (posting/drawing images, social media posts, graffiti, etc.) which poses a “potential’ or “actual” Disruption to School.
Penalty: administrative intervention to expulsion and/or referral to law enforcement

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

Any behavior or act that can be construed or interpreted as gambling will not be tolerated. 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. Violations of this rule could result in suspension or expulsion.

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

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, sexual orientation, gender identity, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

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

Any student that believes they have been/or is the victim of harassment should immediately report the situation to the teacher, the Principal, or assistant principal, or may report it directly to the Chief Human Resources Officer at (734) 676-8600. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

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

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, they should report it and allow the administration to determine the appropriate course of action.

Harassment

A. submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
B. submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment may include, but is not limited to:

A. verbal harassment or abuse;
B. pressure for sexual activity;
C. repeated remarks with sexual or demeaning implications;

D. unwelcome touching;
E. sexual jokes, posters, cartoons, etc.;
F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
G. 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;
H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

[Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L. 722.621 et. seq.]

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

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.
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. School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.
Refusing to accept discipline - 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 such as suspension or expulsion.
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
See Electronic Devices for current building procedures.
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. A student may possess a personal communication devices (PCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions, provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the PCD or other ECD/ESD remains off. 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 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 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: administrative intervention to suspension and/or referral to law enforcement

PHYSICAL ASSAULT

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

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

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. Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

(**This includes unauthorized use (not having Teacher Permission) of AI "Artificial Intelligence" to complete any type of schoolwork).

AP Students: AP Central has more specific guidance for certain courses as of 24.25. New information will be updated as it becomes available. Please refer to this link for the latest from AP Central: 24.25 AP Guidance for AI

Penalty: administrative intervention to expulsion

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 Trenton High School.

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

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

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. When a student is caught stealing school or someone's property, the student will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

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

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
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 FREE SCHOOL POLICY
As provided in the Gun-Free Schools Act of 1994 and Michigan's Law being Act 328 of the Public Acts of 1994, a student shall be expelled for 180 days if it is determined that the student brought a dangerous weapon to school, possessed a dangerous weapon at school or in a weapon-free zone, committed arson in a school building or on school grounds, or raped someone in a school building or on school grounds.

1. A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without the student's knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if the student brings onto or has in their possession on school property or at a school-related activity any of the following:

A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item

B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle

C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

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).
5. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action.

Possession/Knowledge of a Firearm, Arson, and Criminal Sexual Conduct

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. A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. 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). 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. 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. Failure to report such knowledge may subject the student to discipline.

Penalty: administrative intervention to expulsion and referral to local law enforcement

VII. STUDENT SUSPENSION AND EXPULSION POLICY

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 cumulative 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.

APPLICATION TO STUDENTS WITH DISABILITIES

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

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.

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.

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 VIII: Library

The Library is a comprehensive resource facility that is the information and technology center of THS. The library print and digital resources, technology tools, and devices extend students' critical thinking and problem solving opportunities. The Librarian 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. The Library is open during the regular school day including lunch times and also before and after school.

Checkout procedures and regulations are as follows:

- Current student verification is required to check out materials.
- Students may check out up to five items at a time
- Check out periods:
    - Headphone Loner, Chromebook or power cord Loner: 1 day
    - Books: 3 weeks
    - Magazines and reference materials : 1 week
    - eReaders/Kindles: 2 weeks
    - eBooks and audiobooks: 2 weeks
    - Calculators: full school year
    - Chromebook: full school year
- Current replacement price is charged for items that are lost, damaged or destroyed.
- Failure to return materials or pay for lost, destroyed or damaged materials will result in loss of students' Library checkout privileges and the withholding of graduation tickets and/ or diplomas.

General regulations include the following:

- No food is allowed in the Library. Drinks with resealable lids are allowed but must be kept on the floor if the student is using a computer.
- Backpacks and bookbags 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 a THS staff member and must sign in at the circulation desk.
- Students who disturb others will be referred to Administration for disciplinary action.
- 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.
- Except in cases of emergency, students are to enter and exit through the Main Library Entrance.

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 Librarian will present appropriate guidelines and act as a resource for copyright questions and concerns.

CAREER CENTER
The Career Center is staffed by a full time Career Specialist. There students can find information regarding different post-secondary opportunities. The Career Center uses Xello to help students better understand how their skills, interests and personalities align with different career paths. Xello helps students connect the dots between desired careers and what it takes to be a qualified candidate for a position. The Career Center provides students information regarding trades and technical schools, 2-year and 4-year college resources, military options,apprenticeships, job shadowing, university testing preparation, scholarship information, university application and financial aid assistance, resume writing and interview skills. Opportunities for university tours, career and college fairs and university representative visits are available.

Section IX: Student Activities

EXTRA-CURRICULAR ACTIVITIES
School-Sponsored Clubs and Activities

Trenton High 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.

EXTRA-CURRICULAR/NON ATHLETIC COMPETITION AND ATHLETIC CONTEST PARTICIPATION

Please refer to the following link for information related specifically to Athletics: 2025-26 THS/AMS Athletic Student Parent Handbook.docx
For more information on THS Athletics visit: www.trentonathletics.com
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.

DISCIPLINARY CONSEQUENCES FOR ATHLETICS, CLUBS, & EXTRA-CURRICULAR ACTIVITIES

Students that are found to be in violation of the Tobacco or Drugs and Alcohol Policies will serve the following suspensions from participation, of the scheduled contests for one athletic season (if the suspension is not completed in one sport or activity it will be carried over in the next sport or activity in which the student participates) AND completion of the educational option. Completion of the educational option will result in reducing the consequence by 50%. Each subsequent occurrence will result in progressive disciplinary consequences.

Tobacco:	10%
Alcohol:	25%
Drugs:	50%

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.

- **Formal Dance Engagements (Homecoming and Prom)** – only Juniors and Seniors will be allowed to bring "guests" from another school.
- **No one over 19 years of age is permitted to be a guest at any dance**. Guest passes are available in the Assistant Principal's Office.

NATIONAL HONOR SOCIETY (NHS)

Membership in the Athenaeum Chapter is based upon scholarship, demonstrated service, leadership and character.
Candidates from the Class of 2026 are eligible for selection to this chapter if they have a 3.3 cumulative grade point average. Members must maintain a minimum 3.3 average to remain in the National Honor Society. Beginning with the Class of 2027, candidates are eligible for selection if they have a cumulative GPA of at least 3.7. Selection of members shall be in accordance with the chapter's bylaws, the NASSP National Honor Society Handbook/Constitution and Faculty Council. Qualified students will be inducted into NHS in October of every year and students must return completed candidate information packets by the end of the second week of school to be considered by our Faculty Council. For more information about NHS please contact Mr. Taylor, NHS Advisor: taylord@trentonschools.com

TRANSPORTATION

see Board Policy 8600 for reference

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students who live farther than one mile radius from school. The transportation schedule and routes are available by contacting the bus garage at (734) 363-6752. Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the

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

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone 5 minutes prior to scheduled stop;
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not tamper with the school vehicle or any of its equipment.

Leaving the bus

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

- Students under age eighteen (18) must have written parental permission prior to driving to school.
- Students shall complete the Student Vehicle Form 5514 F1 and provide evidence of:
    - driver's license;
    - insurance certificate;
    - vehicle registration.
- Parking lot speed limit is 15 mph.
- The student must obtain a permit from the Assistant Principal's office and pay a fee of $20 for the entire school year.
- If a student's parking permit is suspended, no fees will be refunded.

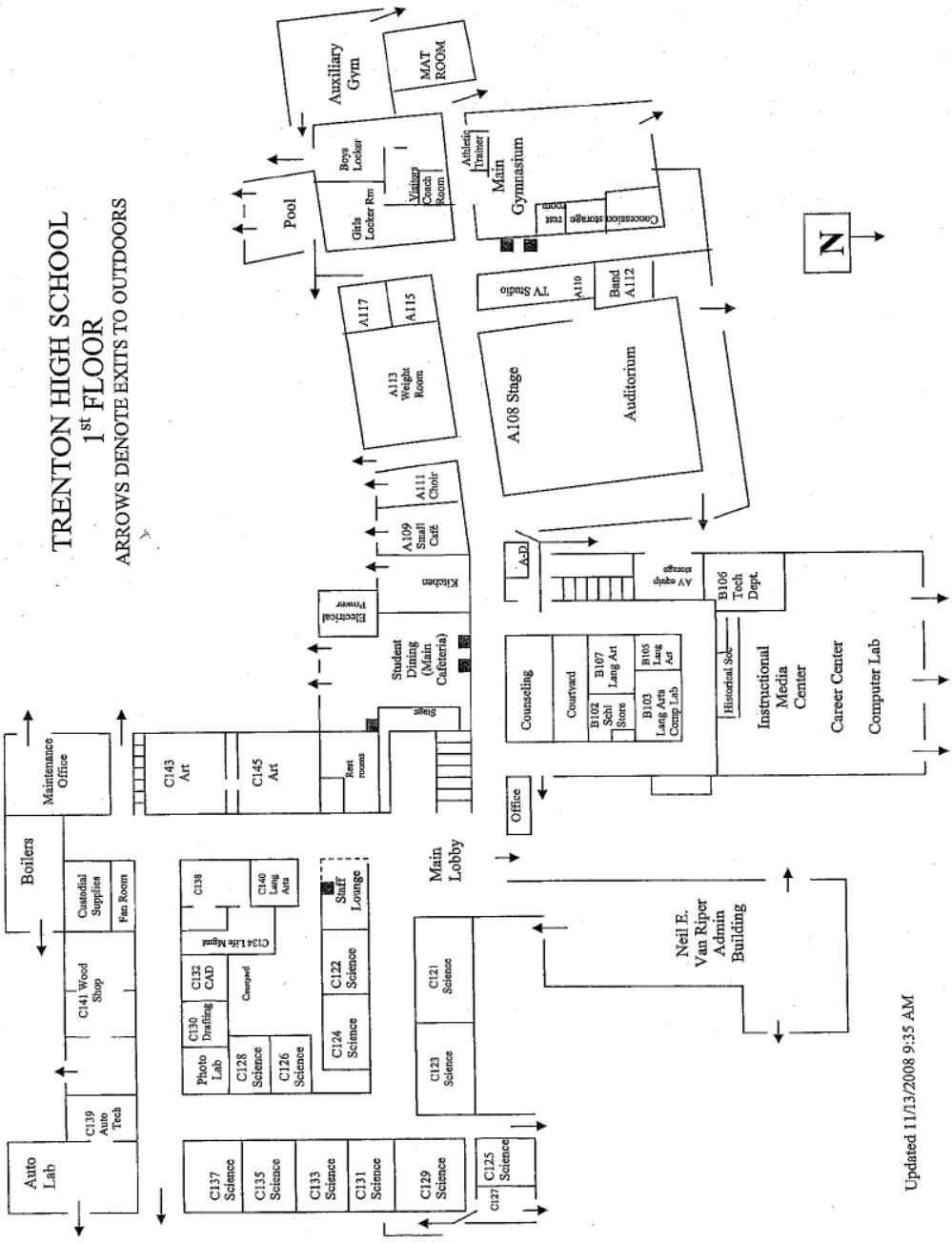
Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

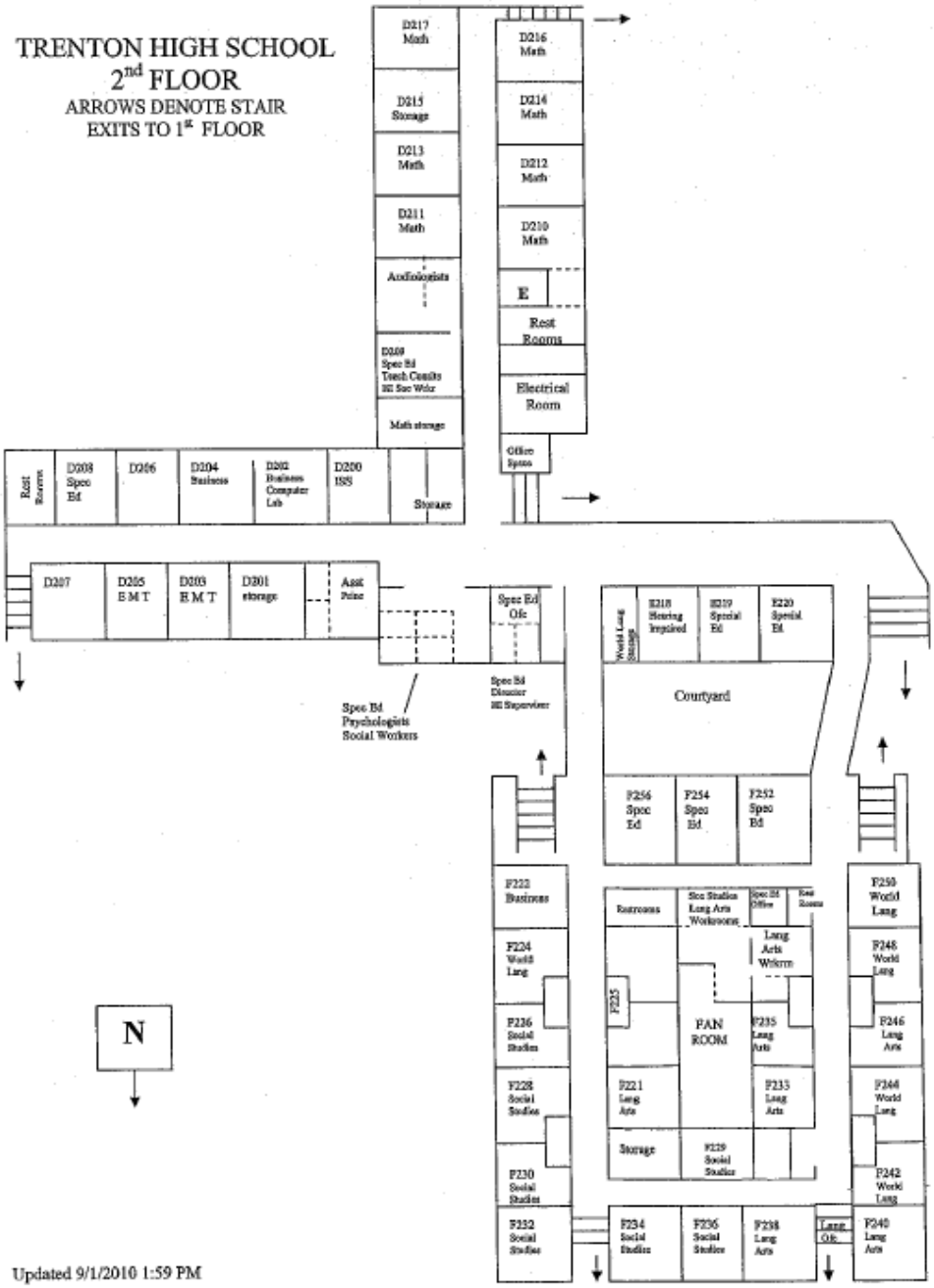
- When the school provides transportation, students shall not drive to school-sponsored activities.
- unless written permission is granted by their parents and approved by the Principal.
- Approved student drivers may not transport other students to a school-sponsored activity without written permission from the parents of passenger students and approval by the Principal.

Respectful Behavior Matrix for Trenton High School

Location ⇒ Expectations ⇓	Classroom	Stairways and Hallways	Cafeteria	Parking Lot	Bathroom	Guest Teacher/Staff Behavior	Assemblies/ Activities Behavior
Respect Yourself	Dress appropriately. Be organized and on time. Have a positive attitude. Be ready to learn and to do your best.	Use appropriate language. Walk at a safe pace. Give space to others. Manage your time wisely.	Use good manners when in the lunch line and when eating. Eat for your health. Clean up after yourself.	Be a safe and courteous driver. Park properly. Keep yourself and others safe. Dispose of litter.	Wash your hands. Place paper towel in the trash. Manage your time wisely.	Be polite. Be kind and helpful. Keep your focus on learning. Participate. Be honest.	Model school spirit. Be above the influence. Dress appropriately. Stay seated.
Respect Others	Be quiet and respectful when the teacher is talking. Be supportive and helpful to others. Understand the impact of your behavior on others.	Keep your hands to yourself. Hold the door open for others. Provide space to allow traffic to move safely. Use appropriate language.	Wait your turn in the lunch line. Respect other's space. Be friendly. Invite others to sit with you. Throw away your trash.	Respect other's property. Drive slowly. Be clam. Keep pedestrians and yourself safe. Dispose of litter.	Report to the office if materials need to be replenished. Flush the toilet. Wash your hands. Honor privacy.	Be respectful and do what is expected of you. Be helpful. Be honest and polite.	Remain quiet during the national anthem. Respect the personal space and safety of others. Show appreciation through positive cheering and clapping.
Respect this School	Lead by positive example. Demonstrate a good work ethic. Know and practice that "Learning" is your first priority.	Respect authority. Communicate without profanity. Take pride in caring for our school's property and image.	Recycle trash. Clean your table. Pick up trash even if it is not your trash.	Report problems to an adult. Dispose of litter. Obey traffic laws.	Notify custodians of maintenance problems. Keep area clean. Refrain from graffiti and vandalism.	Provide a welcoming attitude. Respect adults. Be happy and helpful.	Pay attention to the speaker. Model school spirit. Participate and have fun. Demonstrate good sportsmanship. Keep facilities clean.

Maps


TRENTON HIGH SCHOOL
1st FLOOR
ARROWS DENOTE EXITS TO OUTDOORS
Auxiliary Gym
MAT ROOM
Pool
Boys Locker
Girls Locker Rm
Visitors Coach Room
Athletic Trainer
Main Gymnasium
Concession storage
Office
TV Studio
A110
Band A112
A117
A115
A113 Weight Room
A108 Stage
Auditorium
A111 Choir
A109 Small Café
Kitchen
Electrical Prower
Student Dining (Main Cafeteria)
Stage
Rest rooms
A/D
AV equip storage
B106 Tech Dept.
Counseling
Courtyard
B107 Lang Art
B105 Lang Art
B102 Schl Store
B103 Lang Arts Comp Lab
Historical Soc
Instructional Media Center
Career Center
Computer Lab
Office
Main Lobby
Maintenance Office
Boilers
Custodial Supplies
Fan Room
C143 Art
C145 Art
C141 Wood Shop
C139 Auto Tech
Auto Lab
C138
C140 Lang Arts
C134 Life Model
C132 CAD
C130 Drafting
Courtyard
Photo Lab
C128 Science
C126 Science
Staff Lounge
C122 Science
C124 Science
C121 Science
C123 Science
C137 Science
C135 Science
C133 Science
C131 Science
C129 Science
C127
C125 Science
Neil E. Van Riper Admin Building
N
Updated 11/13/2008 9:35 AM


TRENTON HIGH SCHOOL
2nd FLOOR
ARROWS DENOTE STAIR
EXITS TO 1st FLOOR
D217 Math
D216 Math
D215 Storage
D214 Math
D213 Math
D212 Math
D211 Math
D210 Math
Audiologists
E
Rest Rooms
Electrical Room
Math storage
Office Space
Rest Rooms
D208 Spec Ed
D206
D204 Business
D202 Business Computer Lab
D200 ISS
Storage
D207
D205 B M T
D203 B M T
D201 storage
Asst Prins
Spec Ed Ofc
Spec Ed Psychologists Social Workers
Spec Ed Director Sp Supervisor
World Lang Storage
E218 Hearing Impaired
E219 Special Ed
E220 Special Ed
Courtyard
F256 Spec Ed
F254 Spec Ed
F252 Spec Ed
F222 Business
F224 World Lang
F226 Social Studies
F228 Social Studies
F230 Social Studies
F232 Social Studies
Restrooms
Soc Studies Lang Arts Workrooms
Spec Ed Office
Rest Rooms
Lang Arts Wkrm
F225
FAN ROOM
F235 Lang Arts
F221 Lang Arts
F233 Lang Arts
Storage
F229 Social Studies
F234 Social Studies
F236 Social Studies
F238 Lang Arts
Lang Ofc
F250 World Lang
F248 World Lang
F246 Lang Arts
F244 World Lang
F242 World Lang
F240 Lang Arts
N
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Weighted/Non-weighted Grading Scale

Trenton High School has used the traditional non-weighted 4.0 grading scale to convert a letter grade into a numerical value to calculate a student's grade point average (GPA). These averages are commonly used to determine class rank, entry into the National Honor Society, eligibility for scholarships, and are submitted with student's college applications. The values used by Trenton High School are listed below.

Trenton High School has adopted a weighted grading scale that allows a student to earn a higher grade point average (GPA) based on the rigor of selected classes. Students completing a trimester of an Advanced Placement (AP) course would earn an additional grade point per credit towards the calculation of their GPA. This is commonly referred to as a 5.0 scale. An "A" in an AP course would be assigned a value of 5.0 and a B- would be assigned a value of 3.67. This change in the grading scale is to have Trenton High School graduates be competitive with other districts and encourage students to reflect on the rigor of their selected class schedules.

LETTER GRADE	NUMERICAL VALUE	Non-Weighted Courses	AP Weighted Courses
A	93+	4.0	5.0
A-	90-92	3.6666	4.6666
B+	87-89	3.3333	4.3333
B	83-86	3.0000	4.0000
B-	80-82	2.6666	3.6666
C+	77-79	2.3333	3.3333
C	73-76	2.0000	3.0000
C-	70-72	1.6666	2.6666
D+	67-69	1.3333	2.3333
D	63-66	1.0000	2.0000
D-	60-62	.66666	1.6666
E	59> Failing	0	0
G	Pass	0	0
I	Incomplete	0	0
P	Pass	0	0
R	Repeat	0	0
W	Withdrew	0	0

G (Passed)**-** Took course in middle school and passed for a high school credit- no impact on GPA. Ex: Geometry, Algebra, Spanish.
I (Incomplete)**-** The student has the following trimester to complete all missing work for a grade. If the work is not completed by the end of the following trimesters, the "I" will be turned into an "E".
P (Passed)- High School course passed for credit, no impact on GPA
W (Withdrew)- As a result of exceeding the number of allowed absences, per our attendance policy a "W" has been recorded. Please see the Assistant Principal for options to earn back a letter grade (A-D-) and credit for the course.

High School Schedules

Trenton High School Daily Schedules

Regular Day (73 minutes)

1st Period	7:30 am -	8:43 am
2nd Period	8:48 am -	10:01 am
Lunch "A"	**10:06 am -**	**10:36 am**
3rd Period "A"	10:41 am -	11:54 am
3rd Period "B"	10:06 am -	11:19 am
Lunch "B"	**11:24 am -**	**11:54 am**
4th Period	11:59 pm -	1:12 pm
5th Period	1:17 pm -	2:30 pm

Late Start (55 minutes)

1st Period	9:00 am -	9:55 am
2nd Period	10:00 am -	10:55 am
Lunch "A"	**11:00 am -**	**11:30 am**
3rd Period "A"	11:35 am -	12:30 pm
3rd Period "B"	10:00 am -	11:55 am
Lunch "B"	**12:00 pm -**	**12:30 pm**
4th Period	12:35 pm -	1:30 pm
5th Period	1:35 pm -	2:30 pm

Half Day AM (32 minutes)

1st Period	7:30 am -	8:02 am
2nd Period	8:07 am -	8:39 am
3rd Period	8:44 am -	9:16 am
4th Period	9:21 am -	9:53 am
5th Period	9:58 am -	10:30 am

Half Day PM (32 minutes)

1st Period	11:30 am -	12:02 pm
2nd Period	12:07 pm -	12:39 pm
3rd Period	12:44 pm -	1:16 pm
4th Period	1:21 pm -	1:53 pm
5th Period	1:58 pm -	2:30 pm

Parent/Teacher Conferences (59 minutes)

1st Period	7:30 am -	8:29 am
2nd Period	8:34 am -	9:33 am
Lunch "A"	**9:38 am -**	**10:08 am**
3rd Period "A"	10:13 am -	11:12 am
3rd Period "B"	9:38 am -	10:37 am
Lunch "B"	**10:42 am -**	**11:12 am**
4th Period	11:17 am -	12:16 pm
5th Period	12:21 pm -	1:20 pm

Adjusted Day (60 minutes)

1st Period	7:30 am -	8:30 am
2nd Period	8:35 am -	9:35 am
3rd Period	9:40 am -	10:40 am
Lunch "A"	**10:45 am -**	**11:15 am**
4th Period "A"	11:20 am -	12:20 pm
4th Period "B"	10:45 am -	11:45 am
Lunch "B"	**11:50 am -**	**12:20 pm**
5th Period	12:25 pm -	1:25 pm
Adjusted	1:30 pm -	2:30 pm

Exam Day (54 minutes)

1st Period	7:30 am -	8:24 am
2nd Period	8:29 am -	9:23 am
3rd Period	9:28 am -	10:22 am
Lunch "A"	**10:27 am -**	**10:57 am**
4th Period "A"	11:02 am -	11:56 am
4th Period "B"	10:27 am -	11:21 am
Lunch "B"	**11:26 am -**	**11:56 am**
5th Period	12:01 pm -	12:55 pm
Exam 1	1:05 pm -	2:30 pm

Exam Days 2 & 3 (85 minutes)

2nd & 4th Exam	7:30 am -	8:55 am
3rd & 5th Exam	9:05 am -	10:30 am

Trojan Pride (66 minutes)

1st Period	7:30 am -	8:36 am
Trojan Pride	8:41 am -	9:11 am
2nd Period	9:16 am -	10:22 am
Lunch "A"	**10:27 am -**	**10:57 am**
3rd Period "A"	11:02 am -	12:08 pm
3rd Period "B"	10:27 am -	11:33 am
Lunch "B"	**11:38 am -**	**12:08 pm**
4th Period	12:13 pm -	1:19 pm
5th Period	1:24 pm -	2:30 pm

THE FOLLOWING IS THE SCHEDULE FOR THE START OF EACH TRIMESTER:

7:30 -	7:40	TROJAN PRIDE MEETING
7:45 -	8:14	1ST HOUR
8:19 -	8:48	2ND HOUR
8:53 -	9:22	3RD HOUR
9:27 -	9:56	4TH HOUR
10:01 -	10:30	5TH HOUR

10:30 SCHOOL DISMISSED FOR THE DAY

Notification Notification of Rights under FERPA for Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Trenton Public Schools receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask Trenton Public Schools to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Trenton Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

• To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

• To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

• To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs,

or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. §1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))