

Armstrong Middle School

Student Handbook



2019-2020

Armstrong Middle School Mission Statement

The staff of Armstrong Middle School will provide a flexible educational program, which meets the intellectual, physical, social and emotional needs of our students. We encourage community and family support in creating an environment in which students can reach their individual potentials. Our goal is to nurture in each student a desire for lifelong learning.



KEEP THE CODE

B READY
B RESPECTFUL
B RESPONSIBLE

What Do We Expect and Why?

The Kearsley B-Code is a set of behavior expectations – B-Ready, B-Respectful, B-Responsible - which are the foundation of Armstrong Middle School's Positive Behavioral Intervention Support system designed to promote positive behavior in the school and community. By learning and following the B-Code, Armstrong students develop life skills which prepare them for success in school and beyond. Students are recognized for keeping the Code in many ways at Armstrong. Staff often gives out B-Code cards to students for displaying behaviors which demonstrate Being Responsible, Being Respectful and Being Ready. These cards may be put into the school office B-Bucket for a chance to be selected in the weekly drawings. Or, students may save up their earned B-Code cards to spend at the Armstrong B-Code Store. Also, don't be surprised when you receive a postcard in the mail recognizing your child for a job well done! Quarterly B-Code Reward Activities are earned by Armstrong students for following the B-Code daily. Please encourage your child to KEEP THE CODE!

B-Respectful: Respect is the ability to show compassion, honor, esteem, and consideration for others and their property. Respect for others and property is closely related to respect for one's self. Respect is important to give and to receive. It shows that you think the other person has value and importance. It is an unspoken communication that occurs between people. It is an attitude as well as a personal quality, an important "ingredient" of life. Armstrong students are expected to be considerate and treat others with respect in their actions and words. A *respectful* student helps to make Armstrong a welcoming, safe and comfortable place for students to learn.

B-Ready: Being ready is the ability to be fully prepared mentally or physically for some experience, activity, action or situation. Being ready includes the ability to solve a problem. In life, we are frequently presented with challenges and problems that we need to overcome, and problem solving is an important life skill. Students are expected to be resourceful including learning who to go to for help, what they need to complete tasks, when tasks are due, and how to appropriately solve problems. Students should enter Armstrong Middle School each day *ready* to work and enjoy the challenges before them. A *ready* student is focused on learning and practicing the skills and habits for learning.

B-Responsible: Being responsible is the ability to consciously make decisions and behave in ways that seek to improve one's self and help others. A responsible person has the determination to work hard to meet obligations and accepts the consequences of his or her actions and decisions. Those practicing responsibility are reliable, think before acting or speaking, consider how their actions impact others, expect accountability, admit to their mistakes and plan for correction of those mistakes. A *responsible* Armstrong student does what is right, works hard, sets goals for improvement, learns from mistakes and gives best effort to complete tasks on time.

STUDENT RIGHTS & RESPONSIBILITIES

Students in the Kearsley Community Schools shall be extended the following rights accompanied by those responsibilities related to them.

It is the student's **right** to:

- Attend school in the district in which his/her parents or legal guardian resides.
- Express his/her opinions verbally or in writing.
- Dress in such a way as to express his/her personality.
- Expect that the school will be a safe place for all students to gain an education.
- Be afforded a fair hearing with the opportunity to call witnesses on his/her behalf, and to appeal his/her case in the event of disciplinary action brought against him/her. Further, to expect that should he/she bear witness in a disciplinary case, that his/her anonymity be honored by the school.
- Be represented by an active student government selected by free school elections.
- Expect that the school will make every effort to safeguard individual rights.

It is the student's **responsibility** to:

- Attend school daily, except when ill, and to be on time to all classes.
- Express his/her opinions and ideas in a respectful manner so as not to offend or slander others.
- Dress to meet a recognized standard of propriety, health, safety, modesty and good taste.
- Be aware of all rules and expectations regulating student behavior and conduct himself/herself in accordance with those guidelines.
- Be willing to volunteer information for the good of the school in disciplinary cases should he/she have knowledge of importance in such cases.
- Take an active part in student government by running for office, or by conscientiously voting for the best candidates, and making his/her problems known to the administration through his/her representatives.
- Have respect for the individual rights of others.

HOMEWORK

Because education is a lifelong process, which extends beyond the school, it is important that students recognize that learning occurs in the home and community. Homework is one means of teaching the necessary skills of independent study and learning outside the school. A broad definition of homework is considered here to include not only written work, but also related activities, such as viewing specific television or web-based programs, news reporting, recreational reading, and other activities which are related to classroom work, but which are assigned to be done at home.

Reasons for Homework

- To complete work started in class.
- To expand and/or enrich regular class work. To build interest in reading and learning.
- To make up work missed due to an absence.
- To encourage parents' awareness of student learning.
- To provide an opportunity to pursue special interest or ability areas. To increase learning time.
- To establish independent study skills.

Guidelines for Parents

Parents can support a child's interest in lifelong learning by encouraging study habits and providing a learning environment in the home.

- Provide a quiet, well-lighted place for the student to do homework.
- Help your child budget time so that a regular daily schedule for study is set.
- Take an active interest in what your child is doing in school. Ask for an explanation of a particular assignment and *what is being learned*.

- Compliment the quality of the work, the effort your child is making or improvement when it is shown. Make constructive suggestions, but avoid severe criticism and undue pressure. A positive attitude by parents will encourage the student to do the best work possible.
- Encourage and guide your child with assigned homework. Under no circumstances do it for your child.
- Regular school attendance is important for your child's continued learning.
- Consult your child's teacher as soon as problems arise.

Suggestions for Students

- It is important to develop good study habits at school and at home.
- Be sure you understand the assignments, and ask your teacher if you need help.
- Set aside a regular time to do homework.
- Study in a quiet place.
- Complete your work and hand it in when it is due.
- Do your best on each homework assignment.

ACADEMIC PROGRAMS

We are proud to offer a wide variety of classes to support every student at AMS. Our goal is to develop individuals with strong academic skills while providing a safe and supportive learning environment. For the 2019-2020 school year we will offer the following courses to support a range of learners' needs.

Intervention Classes (teacher recommended)	Accelerated Classes (invitation only)	High School Credit Classes (eligibility requirements)
Math Connections - (6th & 7th) Reading Connections - (6th & 7th) Success - (7th & 8th)	Accelerated Math (6th, 7th & 8th) Honors Language Arts (6th, 7th & 8th) KATS (6th, 7th & 8th)	Spanish I (8th) French I (8th) Algebra I (8th)

GRADE COMPUTATION AND CREDITS

Grading at AMS is cumulative across each marking period. First and second marking period grades are averaged to result in a semester one grade. Third and fourth marking period grades are averaged to result in a semester two grade. The semester grade determines if the student will pass the class. The grade will be reset at the beginning of the second semester. To be promoted to the next grade, students are required to earn credits for core classes in seventh and eighth grades. Students in sixth grade will be promoted to seventh grade if they have demonstrated sufficient proficiency to permit him/her to move ahead. Seventh and eighth grade students earn credits for core content classes: Language arts, writing, math, social studies and science. Seventh grade students are expected to earn at least 3.5 out of 4.5 credits. Eighth grade students are expected to earn 3.5 out of 4.5 credits. To be promoted to ninth grade, eighth grade students must earn at least 7.0 credits from passing seventh and eighth grade core content courses.

CREDIT REQUIREMENTS FOR PROMOTION TO HIGH SCHOOL

AMS students are expected to pass, with at least a D- (60%), all core content area courses including 1 semester of writing or KATS in both 7th and 8th grade. Students will receive .5 credit per semester per **core class**.

- Students have the opportunity to earn 4.5 credits during each of their 7th and 8th grade years = 9 credits total for 7th and 8th grade.
- Students must earn no fewer than 7.0 credits out of the possible 9.0 credits for core classes in their 7th and 8th grade years as follows:
 English = 2.5 (LA and Writing) Social Studies = 1.5 credits
 Math = 1.5 credits Science = 1.5 credits
- If a student has fewer than 7.0 credits for core classes at the end of 8th grade, an Individual Development Plan Team will make the decision to retain in 8th grade or lift to 9th grade with academic probation.

GRADE CLASSIFICATION

Satisfactory performance must be attained for a student to progress through Armstrong Middle School. Parents will be notified at the end of the first and second semester if a student's performance has been unsatisfactory.

WORK COMPLETION

The completion of all in-class and homework assignments is vitally important to high academic achievement at AMS. The expectation is that students will complete all work with high quality effort. If a student wants to do one thing to insure success in school, it is completion of every assignment.

PROGRESS REPORTS

Students will be given progress reports approximately halfway through each marking period. Progress reports include the current grade from each of the student's six classes. All progress reports that indicate an E in a core class will be mailed home.

REPORT CARDS

Report cards from the first marking period are distributed to parents at parent -teacher conferences in November. Second and third marking period report cards are distributed to students. All report cards that indicate an E in a core class will be mailed home.

The Fourth marking period report card is mailed home at the end of the school year. This information is also on ParentVUE except during the 1-2 week time period when grades are being calculated at the end of each marking period.

SYNERGY PARENTVUE

We encourage all parents to activate their ParentVUE account. ParentVUE allows parents to check their student's attendance, assignment completion, and grades. Student's report card grades are stored in ParentVUE, as well. Teachers will often use ParentVUE to announce assignment due dates and test dates. Parents can also have Synergy ParentVUE send an email to them when their student's grade falls below a certain level.

STUDENT ASSISTANCE FOR ACADEMICS

Tutoring - please contact the AMS counselors for tutoring options, if needed.

Academic Remediation - Academic interventions occur during math and language arts or writing classes. Students also may be enrolled in a semester long Reading Connections or Math Connections class.

AMS Positive Behavior Intervention and Support Program (PBIS) - The AMS PBIS program includes tiered supports provided by AMS PBIS interventionists, counselors, social workers, teachers and other staff members.

Students are placed in our PBIS program based on the following criteria:

1. Grades: The student fails two or more **core** classes in the previous grading period, **or**
2. Attendance: The student accumulates 18 or more unverified absences, **or**
3. Behavior: The student has three or more major referrals resulting in more than five days of OSS

Students placed into the AMS PBIS program requires parental involvement and frequent communication between home and school. A problem solving process is used to match the PBIS intervention program to the student's needs. Supports may include the following:

- PBIS daily or weekly check-ins
- mentoring
- individual or group counseling
- social work sessions
- Success Course (which replaces an elective choice for students off track for earning required credits)
- Lunch Study
- Seventh hour and / or summer school

CURRICULUM / INSTRUCTION - REQUIRED SUBJECTS AND ELECTIVES OFFERED

6TH GRADE Required Core Courses:

6TH GRADE Electives Offered:

	SEMESTERS	CREDITS
SEMESTERS		
Language Arts	2	1
Math	2	1
Science	2	1
Social Studies	2	1
*Writing	1	.5
**Health	1	.5

Physical Education	1
Art & Design	1
Beginning Band	2
Beginning Choir	1
Everyday Leadership-6	1
Computers I	1
KATS (by invitation only)	2
Reading Connections	1
Math Connections	1

*KATS replaces Writing

**Students in both KATS and band are exempted from Health

7TH GRADE Required Courses:

7TH GRADE Electives Offered:

	SEMESTERS	CREDITS
SEMESTERS		
Language Arts	2	1
Math	2	1
Science	2	1
Social Studies	2	1
*Writing	1	.5
**Everyday Leadership 7	1	.5

Physical Education	1
Art & Design	1
Advanced Band	2
Beginning Choir or Chorus	1
Computers I	1
Exploring Spanish	1
Exploring French	1
KATS (by invitation only)	2
Success (teacher recomm.)	1

*KATS replaces Writing

**Students in both KATS and band are exempted from Everyday Leadership 7

8TH GRADE Required Courses:

8TH GRADE Electives Offered:

	SEMESTERS	CREDITS
SEMESTERS		
Language Arts	2	1
Math	2	1
Science	2	1
Social Studies	2	1
*Writing	1	.5

Physical Education	1
Art & Design	1
Advanced Band	2
Chorus	1
Computers II	1
Everyday Leadership-8	1
Exploring Spanish	1
Exploring French	1
Spanish I	2
French I	2
KATS (by invitation only)	2
Success (teacher recomm.)	1-2

*KATS replaces Writing

ATTENDANCE POLICY

AMS students are expected to attend school regularly and consistently and to be on time. The Kearsley Community Schools are committed to the success of every student. The School Board encourages regular attendance at school by all students. The Kearsley School Board recognizes the value of daily instruction and believes that there are negative consequences associated with chronic absenteeism. Intermittent instruction limits the acquisition of essential skills necessary for independent life-long learning. Therefore, Kearsley students must be in attendance no less than 90 percent of all instruction days and 90 percent of instruction hours. Extenuating circumstances will be evaluated by the principal on a case-by-case basis. (Policy #5200.1) To develop and maintain a good attendance habit, a partnership between student, parent and school is crucial. Good attendance habits during middle school will promote success in high school and beyond. If an AMS student fails to meet this attendance expectation, she/he may be referred to Armstrong's Attendance Intervention Program.

Verified Absences

To verify a student's absence, the parent and/or legal guardian should notify the attendance office of the absence in person or by phone during regular school hours **ON THE DAY THE STUDENT IS ABSENT**. Parents may call the **Armstrong Attendance Line (591-9929) Option 1**. This line is available 24 hours a day. When calling, please designate the reason for the absence.

* Absences will **be excused** for the following reasons:

- A. Hospitalization/Medical
- B. Death in the family
- C. Suspension
- D. School related field trips
- E. Court appearances

*Documentation of the absence may be required if attendance falls below 90 percent.

Extended Pre-Arranged Absence Procedure:

Students who are going to be absent from school for an extended period of time, three or more days, must follow these procedures:

1. The student will pick up a pre-arranged absence form from the attendance office.
2. The student will take the form to each of his/her teachers for their recommendation, assignment and signature.
3. The parent(s) or guardian must sign the completed form and **return it to the principal's office** a minimum of two (2) days prior to the planned absence.
4. The student will be required to make up all missed class work, homework assignments, tests and quizzes during the absence as prearranged with the teacher.

Students Leaving School Early:

To provide a safe and secure environment, the adult picking up the student prior to the end of the school day is required to come into the attendance office. The adult may be required to show a **Photo ID**. Students must check out in the attendance office and will be released to their parents/guardians or individuals who are listed in their emergency information.

Truancy Policy

Armstrong Middle School has an Attendance Intervention Program designed to prevent truancy. When a student's attendance falls below 90 percent, he/she becomes a candidate for the intervention program. Once a student is in the intervention program, their rate of attendance is expected to improve. If the student's rate of attendance does not substantially improve, the school may file for truancy charges on the student with the Genesee County Court System.

Any student who falls below a 90 percent attendance rate may be placed on social probation and denied the privilege of attending school dances, non-academic assemblies, field trips, etc. Students may be denied participation in any behavioral incentives due to excessive absences.

Tardiness

Students have a responsibility to arrive at each class on time. Students who do not arrive to class on time will be marked as tardy for attendance purposes. Students may face the following consequences for **unexcused** tardiness:

- First tardy = Teacher gives student a warning and reviews consequences for future tardiness.

- Second tardy = Teacher gives student a warning, reviews consequences for future tardiness and contacts parent.
- Third tardy = Teacher arranges one lunch detention and contacts parent.
- Fourth tardy = Teacher arranges two lunch detentions and contacts parent.
- Fifth tardy = Teacher refers to the Dean of Students for a 30-minute, after-school detention and the Dean of Students contacts the parent (Code of Conduct Step 1).
- Sixth tardy = Teacher refers to the Dean of Students who arranges a parent conference; and student completes a written plan for improving promptness while serving a 30-minute, after-school detention (Code of Conduct Step 2).
- Seventh tardy and beyond = Teacher refers to Dean of Students and student serves a 60-minute, Friday after-school detention. A Code of Conduct Step 3 consequence (1 day of OSS) may also be given for chronic tardiness.

MAKE-UP WORK

It is the student's responsibility to contact his/her teachers to secure make-up work missed while absent. **A parent may call and request make-up work for the student.**

- **MAKE-UP AFTER ABSENCE:** The student is responsible for requesting make-up work immediately upon return to school. The student will be given two (2) days for each absence to complete make-up work unless otherwise arranged with the teacher. Teachers are not required to give make-up work if contact is not made within two (2) school days from the time the student returns to school.
- **MAKE-UP AFTER SUSPENSION:** The student is responsible for requesting work from his/her teachers during the suspension and for turning in the work for credit upon return to class.
- **EXAMS:** Students who miss final exams due to a medical condition or an extenuating family situation must make arrangements with individual teachers to take an exam at an earlier or later date than the regularly scheduled time.

ATTENDANCE AWARD CRITERIA

Attendance awards are given annually and are based on the following criteria:

- Perfect attendance** = Zero hours absent for the year.
- Outstanding attendance** = Four or fewer absences for the year.

ACADEMIC AWARDS

Academic awards are given annually and are based upon the following criteria:

- High Honors = All A's
- Honors = All A's & B's

EXTRACURRICULAR PROGRAMS

In addition to academic classes, middle school students are encouraged to participate in after-school activities and events. Academic-based clubs and organizations are offered as well as a full schedule of interscholastic athletic / sports programs. Please check with the school office for the list Armstrong student sports, clubs and organizations.

In order to participate in the Armstrong extracurricular activities, the student must attend school for a minimum of three hours or more on the day of the scheduled event.

INSTRUCTIONAL MATERIALS

The school district shall provide students with the use of individual textbooks, supplemental textbooks, library books, and other instructional aids free of charge to students. It is the student's responsibility to maintain these items in the best possible condition. Fines may be assessed against students for materials which are lost, or which show excessive wear or damage. Action may be taken in order to collect unpaid fines and/or fees.

FOOD SERVICE

Kearsley provides an online payment processing system called SendMoneyToSchool.com that allows parents to use e-check or a credit card to make lunch payments via the district's website (www.kearsleyschools.org). Look for the SendMoneyToSchool.com link under Parents on the Kearsley home page.

LOCKER ASSIGNMENTS

All lockers assigned to pupils are the property of the school district. The school assigns lockers to the students for the students' convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear or lunch. Lockers are to be kept locked at all times. Students and their locker partner should not share their lockers with other students nor divulge the locker combination with others. Each student is responsible for keeping his/her assigned locker clean, both inside and out. Damages caused by misuse of tape, pens, etc. will be charged to the student responsible. Any locker malfunction should be reported to the office immediately. Students should not keep money or other valuables in their lockers. The school is not responsible for theft.

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the School Board authorizes the public school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or student consent. (See policy #5771.1 in the Appendix.)

TECHNOLOGY - ACCEPTABLE USE AGREEMENT

Technology users are responsible for following the expectations of the Acceptable Use Agreement when using computer devices, hardware and software at school. See the Acceptable Use Agreement in the Code of Conduct.

CELLPHONES AND ELECTRONIC COMMUNICATION DEVICES

Students may be in possession of a cellphone or other electronic communication device, but it must be turned off in the classroom. Use of the device shall be limited to the period before classes begin in the morning, between classes and during lunch periods. Students **may not** use the picture-taking or video capabilities of any cellphone or communication devices. Cellphones and picture-taking and video capabilities may only be used during instructional time **with teacher permission**. Earbuds or headphones must be worn when the cellphone or device volume is turned on. Music may not be played through speakers in the hallway, buses or cafeteria.

Consequences: Students violating any of the cellphone or communication device guidelines may be subject to disciplinary action. Disciplinary action may include confiscation of the device. Parents may be required to pick up the confiscated device. Violations of these guidelines may also result in the loss of the privilege of possessing the cellphone or device during the school day. Other disciplinary action for violating the guidelines may include detention, suspension and/or expulsion in accordance with the Kearsley Student Code of Conduct.

DRESS AND GROOMING GUIDELINES

All students of the Kearsley School District shall be neatly and appropriately dressed and groomed at all times while in school and at all school functions, including field trips. Clothing and general appearance of all students shall be in keeping with the intent of this policy

Every middle school student shall maintain a reasonable standard of wearing apparel appropriate to the learning environment and in keeping with the standards of good health, hygiene and modesty and the following guidelines.

Appropriate Apparel for School

- Jeans or slacks
- Capris or crop pants
- Shorts (finger-tip length or longer)
- Skirts (finger-tip length including when walking)
- Dresses (finger-tip length including when walking)
- Shirts / tops that are modest in the amount of exposure, such as those with sleeves or with 2-inch straps
- Shoes must be worn

Inappropriate Apparel for School

- At NO time is it appropriate for underwear to show
- Shorts, skirts and dresses that are shorter
- Holes in pants, shorts, skirts or dresses shorter than fingertip length while standing or walking
- Shirts / tops showing midriff or back or too low cut
- See-through tops (undergarments must meet dress code)

- Halter or tube tops
- Off-the-shoulder tops
- Sleeveless shirts with less than 2-inch straps (such as spaghetti straps)
- Coats in the classroom
- Pajamas or slippers
- Sunglasses, hats, bandanas, other head coverings
- Jewelry with spikes or studs, safety pin accessories, chains
- Sag pants: Belts or similar items must be used to secure pants at waist level.
- Rollerblade shoes, bare feet (footwear must be worn)
- Excessively tight fitting pants / clothes (tight leggings, yoga pants, jeans, pencil skirts)
- Articles of clothing that have slogans or symbols which promote or make reference to substances that would be considered illegal for minors, including alcohol, tobacco and drugs. In addition, the article of clothing should not display words, symbols, or pictures that would be considered derogatory, obscene, profane, sexual in nature, vulgar, violent, racist or gang-related.
- Any dress or grooming that is distracting and / or disruptive to the educational process is prohibited.

Participation in class activities, school-wide events or special events, with approval of the principal, may allow for exceptions to these dress and grooming guidelines (ex: Hat Day, school play, Homecoming pep assembly).

Students who fail to follow appropriate dress and grooming guidelines can have a distracting and negative impact on the learning environment. Therefore, students who are referred to the student office or an administrator for a dress/grooming violation will be asked to change or cover the clothing item which does not meet the dress code guidelines and be given a warning for the first offense. If a change of clothing or covering is not available, the student will be assigned detention. Repeat offenders will be subject to Code of Conduct disciplinary action.

DISCIPLINE

Armstrong students are required to follow B Code behavior expectations along with classroom, school and district rules, policies and procedures. One of the major responsibilities of home and school is to help each student learn the art of self-discipline: an art that leads to self-respect, an ingredient essential for a successful and happy adult life. To accomplish this, it is necessary to establish and require adherence to a well-defined standard of acceptable behavior.

The school is a miniature community. Violations of school rules and regulations that are harmful to the rights and privileges of others cannot be tolerated. Because students spend most of their school time in the classroom setting, the classroom teacher is primarily responsible for control and discipline in the classroom.

The Kearsley Community Schools' Code of Conduct and discipline system is utilized when corrective measures attempted by the classroom teacher have been ineffective. A continuum of consequences may be used including detention, suspension or expulsion for inappropriate behaviors described in the Code of Conduct and which violate the rights and privileges of others. PBIS and restorative practices will also be considered when determining the consequences for violations of the Code of Conduct or school rules.

Students who are suspended are not allowed to attend any school sponsored activity or be on school property throughout the suspension.

A copy of the Code of Conduct and discipline system may be found on the Kearsley website.

General Unacceptable Behavior:

- Running, hitting, pushing, shoving, tripping, and similar physical activity
- Swearing, threatening, name calling, rudeness
- Extreme affection toward each other - kissing, hand-holding, or embracing
- Bringing certain items such as speakers, skateboards, toys, squirt guns, rubber bands, balloons, laser pens, permanent markers, trading cards, etc. which may disrupt the learning environment. (Note: These items will be confiscated, unless teacher permission is given, and may be picked up in the office at the end of the day.)
- Leaving the boundaries of school and entering restricted "off limits" areas.

CHEATING CONSEQUENCE PROCEDURE

The Kearsley Board of Education recognizes and encourages honesty. In keeping with this condition of trustworthiness, the Board expects that each student completes his/her own school work. When a student is found to be in violation of exchanging answers on a test, class work, homework or plagiarizing or copying others' written work, the student shall be awarded consequences for noncompliance. The consequences are:

FIRST OFFENSE: Loss of credit on the assignment, parent contact by teacher and a record of the problem kept by the teacher including notes, actual papers, etc. (i.e. proof).

SECOND OFFENSE: Loss of credit; verified parent contact by the teacher in writing informing them of the problem and future consequences; and a complete record of the problem kept by the teacher.

THIRD AND SUBSEQUENT OFFENSES: Office notified; "E" for the marking period; verified two-way contact in writing with Parents; and a complete record of the problem kept by the teacher.

Code of Conduct consequences will be given for subsequent violations.

DANCE ATTENDANCE POLICY

The following guidelines must be adhered to when students attend after school dances:

1. An admission fee will be charged to cover expenses.
2. Dances are held for Armstrong students *only*. NO VISITORS ALLOWED.
3. Students must attend school on the day of the dance. Suspended students are not eligible to attend the dance.
4. All school rules must be followed.
5. Students must be picked-up promptly at the conclusion of the dance.

Behavior Eligibility Requirements:

1. Students whose behavior has resulted in **more than one** detention, parent/guardian conference or bus warning in the two weeks prior to the dance are ineligible to attend.
2. Students who are/were suspended from school or removed from the bus in the four-week period prior to the dance are ineligible to attend.

ATHLETIC ELIGIBILITY

Students receiving failing grades in two or more classes will be denied participation in any athletic activity associated with Armstrong Middle School until passing grades are established in at least five (5) classes. Athletic eligibility will be monitored on a weekly basis.

- Students who receive failing grades in two or more classes will not be allowed to participate during the week following the ineligibility occurrence.
- Students who are suspended are ineligible to participate during their suspension days.
- Students assigned to after-school detention must serve their detention prior to attending a practice/competition.
- Students who attended less than three hours in a school day will not be allowed to practice the same day.
- Students who attended less than six hours in a school day will not be allowed to play in a game that same day.

OTHER IMPORTANT ITEMS

- **STUDENTS WALKING TO SCHOOL:** Students walking to and from school must observe common laws: respect private property, use sidewalks, and do not loiter in areas which might block traffic, or interfere with bus loading/unloading. Always keep safety in mind!
- **BICYCLES:** Students, with parents' permission, are allowed to ride bicycles to and from Armstrong Middle School. Bicycles are to be placed and locked in the bicycle racks. Students may not unlock their bicycles during the school day.
- **MOTORIZED VEHICLES:** Automobiles, motorcycles, mopeds and other motorized vehicles are not to be driven to school by middle school students.
- **LOST AND FOUND:** Many clothes and other personal items are turned in to the school office during the school year. If a student has misplaced a jacket, book, glasses, or other personal items, please check with the student office. At the end of each semester, all unclaimed items are donated to a charitable organization.

- **STUDENT VISITORS ARE NOT ALLOWED:** Each school year we are asked to allow students from other school districts to visit the middle school. Due to the high emphasis on academic success and focus on meeting curriculum expectations, visitors are not allowed.
- **LOST BOOKS:** Lost or damaged books are the responsibility of each middle school student. Students should contact their teacher immediately if their textbook or library books are lost or damaged. If a book cannot be found or repaired, the student will be required to pay for a replacement.
- **STUDENT IDENTIFICATION NUMBERS:** At the middle school, student ID numbers are used for purchasing food in the cafeteria. Students may not use their identification number to buy food items for friends. Students need to keep their identification numbers confidential; numbers are not to be shared with other students.
- **FOOD AND BEVERAGES:** Bottled water and nutritious snacks may be consumed before and after school or between classes.
- **COLOGNES / PERFUMES:** Due to student and staff allergies, colognes, perfumes and body sprays are to be used in locker room areas only.

MEDICATION DISTRIBUTION POLICY

Students may not transport medicine to and from school or deliver medication of any kind to another student.

The following guidelines must be adhered to whenever a student is to receive medication at school:

1. Parent or guardian submit to the school office a completed and signed permission form. This form is to be obtained in the school office. All medication must be stored in the office.
2. Over the counter drugs are not to be dispensed unless prescribed by a physician. Parent or guardian must follow the procedures noted in guideline number one.
3. Parent or guardian must deliver the medicine in person to the office. **DO NOT SEND MEDICINE TO SCHOOL WITH THE STUDENT.**

SALE OF GOODS

Sale of any goods is not permitted in school, on school grounds, or on school buses except in the case of district approved fund-raising projects.

RELIGION

The Supreme Court has ruled that the U.S. Constitution prohibits a public school from encouraging or discouraging the exercise of religion. Thus, organized group prayer in school is prohibited. Individual voluntary prayer, which does not disrupt the educational process, is permitted. An organized group "moment of silence" is optional.

BUS GUIDELINES

Students are assigned to a bus based on the student's address and bus routes. Students are not permitted to ride an alternate Kearsley bus unless prior approval is given by the transportation supervisor. Request for transportation variance forms are available in the school office.

Riding the bus is a privilege which students may enjoy as long as they behave in a reasonable, responsible and respectful manner. Bus safety is of extreme importance. Any activity that distracts the driver and/or interferes with the safety of the passengers will be dealt with as serious. Violations of bus and/or the student code of conduct rules will be considered serious and will be met with strong disciplinary measure which may include removal of bus riding privileges. Bus violations will be considered in conjunction with a student's behavioral profile in school for a progressive consequence on the step system.

Behavioral Violations

- Getting on/off wrong stop
- Inappropriately crossing street
- Standing/kneeling/changing/out of seat
- Lighting matches, lighter/incendiary devices
- Smoking
- Inappropriate language
- Bothering others
- Shouting
- Rude behavior/gestures
- Stealing
- Eating/Drinking/Littering
- Other _____

- Whistling
- Spitting
- Physical/verbal assault
- Head/hands out of window
- Hands/feet not kept to self
- Throwing objects
- Refusing to obey driver
- Vandalism
- Fighting
- Possession of inappropriate objects
- Distracting driver
- Playing with emergency exits

Corrective Efforts

- Bus violation report
- Conference with student
- Positive reinforcement
- Reassigned seat

- Conference with parent (s)
- Meeting with parent(s) and driver(s)
- Other _____

**Consequences/
Administrative Action**

- Warning
- Detention
- Suspension
- Removal of bus-riding privileges

EMERGENCY SCHOOL CLOSINGS

If weather, road conditions or other emergencies make it necessary to close Kearsley Schools, we will use several means of communication to let you know. Information will be posted on our website www.kearsleyschools.org and texted and emailed to parents who have signed up to receive text/email alerts. Parents can sign up to receive these by clicking on the Ed-Alert quick link on our website. Information may also go out via the district's Facebook and Twitter social media sites. You can follow us on Facebook at Kearsley Community Schools and on Twitter @Kearsley-CommSch. School closings also are announced on television (WJRT, Channel 12) and on the radio (WCRZ, 107.9 FM).

EMERGENCY INFORMATION

The emergency information is the school's connection to the home. It is imperative that the information be complete and accurate. There must be at least three active telephone numbers to be used in case of an illness or emergency. Those designated as contact people must also be made aware of their responsibility. In addition, it is the parents' responsibility to update information on the emergency form periodically. Note: Students will only be released to people designated on the emergency form.

VISITORS

Armstrong Middle School welcomes parents/guardians to visit our facility and observe our instructional programs in accordance with the Kearsley School Board Visitor policy. **To provide for the safety of our students, we require all visitors to report to the main office upon arrival. Visitors are required to sign in. Visitors will receive a classroom pass or visitor's badge if the visit is permitted within the guidelines of the Kearsley School Board Visitor Policy.** In addition, for safety purposes, we request that visitors refrain from loitering in or near restrooms, in the parking lot, or outside classrooms.

Family members are important to our students. However, no student is allowed to bring brothers, sisters, relatives or friends with them on any school day. These visits tend to disrupt the learning environment.

STUDENT DIRECTORY INFORMATION

Parents or students may object to inclusion of an individual student's data in directory information by giving the building principal a written statement to this effect prior to the end of the first week of each school year, in which case no information regarding the student will be released without the prior written consent of the parent or student. The district may publish this information unless parents restrict the school from doing so.

The following information is subject to release upon request for use in the form of student directories, programs and news releases:

- Student's name
- Address
- Parent or guardian
- Telephone number
- Date and place of birth
- Field of study or interest
- Participation in school activities
- Dates of school attendance
- Honors, awards, scholastic averages, class rankings
- Other similar information, such as athletics, height, weight, age, school class, honor roll members,
- Artwork and pictures...information generally found in yearbooks.

REVIEW OF THE RIGHTS AND RESPONSIBILITIES HANDBOOK

The Kearsley Board of Education encourages students, faculty, administrators, and members of the community to review this document and submit proposed modifications to the superintendent's office no later than March 1 of each school year. The superintendent will compile all such recommendations and will provide for a review of the Handbook of Student Rights and Responsibilities.

