

**ARMADA MIDDLE SCHOOL
23550 Center Road
Armada, MI 48005
(586) 784-2500**

"ARMADA MEANS SUCCESS"

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STUDENT PLANNER AND HANDBOOK

2008 - 2009

PRINCIPAL'S WELCOME

On behalf of all the faculty and staff of Armada Middle School, I would like to welcome you to the 2008-09 school year! The administration, faculty, and staff are here to help students to improve their skills and learn new information. We are also here to help students to understand and deal with the problems and concerns that are

unique to the middle school years. Please feel free to speak with any faculty member, the counselor, the assistant principal, or myself about things that concern you.

This handbook includes general information about the services available for students. The book also lists basic rules and expectations that we have for our students. The discipline code is more fully discussed in the Armada School District Uniform Code of Student Conduct and Substance Abuse Policy. Please contact my office if you require a copy of the entire Code of Conduct.

Following the district policies and individual classroom rules is important for students. A major part of the school experience is learning how to understand and follow the rules of your school and community.

It is your first duty as a student to take this handbook home and review them with your parents or guardians. Any questions can be referred back to your first hour teacher. After reviewing the handbook together, **both the student and a parent or guardian must sign.**

Understanding this handbook is very important to you. The teachers, staff, and principal will make many decisions that affect you based on the information in this handbook. Your education depends on the cooperation of the students, the parent(s)/guardian(s), and the school.

We look forward to a great year at Armada Middle School.

AMS Principal

William A. Zebelian

SCHOOL MISSION

The mission of Armada Middle School is to guide students in achieving individual learning potentials and empower students to reach responsible life decisions. A.M.S. is committed to providing students with various opportunities to visualize, explore, discover and develop in a diverse and changing world.

CURRICULUM

All 6th, 7th and 8th grade classes will have core classes consisting of Language Arts, Social Studies, Science and Mathematics. The rest of the curriculum will be determined at a later date after this publication.

RULES AND PROCEDURES

SCHOOL HOURS

School hours will be determined after this publication goes to press. Students are not allowed to be in the building before or after school unsupervised. Exceptions to this would be only when students are involved with extra studies, student activities, or obligations to teachers.

Armada Middle School office hours will be 7:30 a.m. until 3:45 p.m.

ABSENTEEISM

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

The primary purpose of the attendance policy is to develop a sense of responsibility, to promote punctuality, to develop traits of good citizenship, and to enhance the academic success. It is with these purposes in mind that the AMS attendance policy was implemented. Excused absences will usually include illness, death in the family, medical or dental appointments, and principal approved advance absence. (Verification from medical personnel, etc. regarding absence is required.)

Unexcused absences are absences where parental permission is granted but the reason for the absence does not comply with the usual definition of an excused absence.

Examples would be missing the bus, baby-sitting, illness without a doctor's note or out-of-school suspension.

Truancy is absence from school without permission of the parent or the school and is considered unexcused. Truancy will also be subject to disciplinary action.

Parents are requested to call the school on the day a student is to be absent. A record of this call will be made by the office. Also, a note with the student, stating the date and reason for absence or tardy, is requested upon his/her return for the student's file. A phone call or note will need to be on file in the middle school office upon the student's return to school.

The following **ATTENDANCE POLICY** will be followed:

1. 8-10 Absences - students are counseled regarding their attendance patterns and the importance of attending school regularly.
2. 11-14 Absences - a letter is sent to parents explaining the importance of regular attendance, the number of absences and tardies of their son/daughter. This letter will state that, if the pattern continues, a referral to the Macomb Truancy Department will be made.
3. 15-17 Absences - parents are requested to attend a conference with the student's teachers, principal and/or counselor.
4. 18-20 Absences - referral is made to the Macomb County Truancy Department.

NOTE: The 20 day limit will be extended only if considered appropriate by the administration after extenuating circumstances are presented at a parent conference. Also, due to excessive absences, the lowering of grades in the academic classes may result.

TARDINESS

Promptness is expected. It is the responsibility of the school to determine whether or not a student's tardiness will be excused. Examples of unexcused tardiness to school include: oversleeping, faulty alarm clocks, and missing your ride. Persistent tardiness will be treated as a discipline matter and corrective measures will be taken. Students arriving to school after the beginning of the school day must report to the office and sign in. Three (3) unexcused tardies to school or class per marking period will be considered excessive and will result in a point being assigned through the appropriate behavior program.

EARLY DISMISSAL

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

SICKNESS/INJURY DURING SCHOOL

If a student becomes ill or injured during the regular school day, he/she must report to the office where a member of the staff will contact the parents. If the parents cannot be contacted, the student will remain in the office until the contact can be made. Therefore, it is especially important to keep the Emergency Card on file in the office updated with accurate telephone numbers.

PASSES

No student is to leave any classroom without permission. If the student has been in the office, he/she must obtain a pass in order to enter his/her assigned classroom. Passes will be included in the student planners. When out of class, students must have a pass filled out in their planner indicating destination, time of departure, and teacher approval. **Loitering in the halls, and being in the hall without a pass, may lead to a detention.**

WITHDRAWAL FROM SCHOOL

The procedure for withdrawal from AMS is as follows:

1. Parents should furnish the office with a note authorizing the withdrawal. If possible, the note should include the name and address of the school the student will be enrolling in.

2. Students should obtain the appropriate checkout form in the office prior to 8:00 a.m. on the day of withdrawal.
3. The checkout form is to be signed by each one of the student's teachers and the librarian.
4. Return completed form to the office for final clearance.

BICYCLES

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

VISITORS

Parents are welcome in school at all times. If a parent wants to sit in a classroom for a period of time, arrangements need to be made with the principal, at least a day in advance. **Teachers are not able to have conferences with parents during the regular class session. All visitors must report to the office before proceeding to other parts of the building.** It will not be possible to permit students to bring visitors to school. Please do not ask for this privilege.

BUS TRIPS

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

1. Bus riding is your privilege and you must abide by all rules and regulations and treat your driver with respect and courtesy. Any student who defies the bus driver in any way may lose his/her bus privileges. Drivers have the responsibility of getting students to and from school safely. They must have your cooperation at all times. DRIVERS MAY ASSIGN SEATS AS NEEDED.
2. **YOU MAY NOT RIDE ANY BUS OTHER THAN YOUR OWN ASSIGNED BUS.**
3. Students must remain seated while the bus is in motion. Students cannot stand ahead of the restraining bar behind the driver's seat (STATE LAW). Students are not permitted to save seats for fellow students. You must move over and share the seat and permit room for other students. It may be necessary to have three students per seat.
4. Fighting (throwing a punch) will be considered a severe disruption and will not be tolerated.
5. You must be at your stop five minutes before the bus arrives, as drivers are told they must not wait for tardy students!
6. There shall be no running or shoving at loading or unloading zones.
7. You will board your bus from the side of the road. Do not stand in the roadway. Traffic Safety Association recommends that you wait 10 feet from your stop.
8. Students are expected to keep the bus clean. Litter should be placed in trash can on the bus.
9. Damage to seats or interior of the bus will be paid for by the student or students involved or riding privileges will be withdrawn.
10. Students must always cross in front of the bus (STATE LAW). Be sure to check both ways for oncoming vehicles, as they do not always heed the red flashers.
11. Students must not throw anything on or from the bus or extend any part of the body from open windows.
12. Emergency doors must be closed except in cases of emergency.
13. Any student who displays or possesses knives, sharp instruments of any sort, firecrackers, cigarettes/cigars/chewing tobacco (either lighted or unlighted), matches, rubber bands, water pistols, water balloons, etc., may lose his/her riding privileges. No glass bottles are allowed on the bus.
14. Any carry-ons a student brings on the bus must be small enough to be held on the student's lap.
15. When school will not be in session for any reason, the information will be on the radio. Delays for any reason affect all schools. A one hour delay means **ALL SCHOOLS WILL BE DELAYED ONE HOUR.**
16. Use of profane or vulgar language on the bus may result in loss of riding privileges.
17. **Continued disregard for rules and regulations shall result in the forfeiture of the student's bus riding privileges.** Please become familiar with the student bus discipline policy.
 - **1st written report - meeting with Dean of Students to plan change necessary (warning)
 - **2nd written report - one to three days bus suspension
 - **3rd written report - student suspended from bus for 3 or more days.

RIDING PRIVILEGES CAN BE LOST AT ANY TIME.

APPROPRIATE DRESS

Good grooming and appropriate dress are an important part of our student's lives. Our students are encouraged to take pride in their appearance. The Armada Area Schools Uniform Code of Student Conduct Dress Code lists the minimum requirements of student dress. The following are middle school expectations under this code:

Dresses, skirts with blouses, pants/slacks, and jeans are considered suitable attire. Sweatsuits are allowed in school, but they should be dress type and not be immodest, dirty, or with holes in them. **Summer wear, such as short shorts, tank tops, sleeveless or low cut tops, short skirts, muscle shirts, pajamas and overly tight or excessive oversize clothing are not allowed. All shorts and skirts are to extend longer than the fingertips of the student wearing them. All shirts or tops are to extend at to the top of the pants or longer. Clothing with holes is not acceptable. Wallet chains and sunglasses are not permitted. Pants and shorts shall be worn at the waist. Shirts or tops with suggestive sexual wording or with tobacco, alcohol or other drugs on them are not permitted.**

The above list of examples of inappropriate dress code regulations is not all inclusive of violations.

BUILDING, ASSEMBLY AND HALLWAY RULES

1. Be polite at all times.
2. Follow instructions given by an AMS staff member (principal, teachers, secretaries, cooks, custodians, librarian, and aides).
3. Use a quiet voice.
4. Respect the property and rights of other students and adults.
5. Running and mischievous behavior is not allowed.
6. Items such as CD players, cell phones, IPODS, DVD's or other electronic devices are not allowed to be used during school time without permission. Cell phones may only be used with permission in designated areas. A.M.S. is not responsible for these or other personal items that are lost or stolen. **It is highly recommended to leave these items at home.**
7. Lunches must be eaten in the cafeteria. Do not eat or drink in the hallways.

ACCEPTABLE BEHAVIOR PROGRAM

The acceptable behavior program exists to:

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

To these ends, the hallways and the classrooms of this school operate on the basis of the acceptable behavior program. This program provides rewards and recognition for

those who meet their responsibilities. The program also provides for a referral system and progressive discipline for those who do not meet their responsibilities. Students will be aware of expectations and consequences from day one and there will hopefully be a consistency between teachers from room to room regarding these expectations.

The Acceptable behavior program works on a point system. Points are given for any infraction that is above and beyond what is taken care of with normal classroom discipline.

Minor Infraction = 1 point
Office detention = 1 point
Every third tardy = 1 point
Misbehavior on field trip = 2 points
Violation of technology policy = 2 points
Misbehavior for guest teacher = 2 points
In school restriction = 2 points
Suspension = 3 points

At times, teachers need to remove a disruptive student temporarily from their class for an infraction not severe enough to warrant a point. Teachers will send these

students for a time out in the office. If a student receives three time outs in the same week, he or she will be assigned a point by the office.

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

The fifth point assigned results in the student not being allowed to attend or participate in any extra school activities. Examples of these activities include, but are not limited to, dances, field trips, and assemblies. Students may not participate in such activities until the student's point total falls below five. **One point per week may be removed with good behavior reports from all teachers**, until the total is reduced to four points. Additional penalties for excessive points are as follows:

5 th - 7 th point = Removal From Activities	26 th - 30 th point = One week Suspension
8 th - 10 th point = After School Detention	31 st - 35 th point = Two week Suspension
11 th - 14 th point = In School Restriction	36 th & up - meeting with Superintendent to look at expulsion
15 th - 20 th point = One day Suspension	
21 st - 25 th point = 3 day Suspension	

All students receive a fresh start and begin each new marking period with no points. If a point is acquired in the current marking period, all previous points return. If the student completes a full marking period with no points assigned, all previous points are permanently removed.

If the fifth point is acquired after a ticket has been purchased for a field trip or other school activity, the school will attempt to sell the ticket and return the money. If the ticket cannot be sold, the cost will be lost by the student. If the field trip is a part of the school's regular curriculum, the student may either attend the trip or be given an alternative assignment, at the teachers' discretion.

Students who violate the Armada Area Schools Technology Policy will be assigned a two week suspension from use of any school computer and assigned 2 points.

CLASSROOM RULES

1. Students will be to class on time, ready to work and with all materials necessary for class.
2. Students will follow all directions to the best of their ability.
3. Students will participate in class activities.
4. Students will exhibit respect for themselves, classmates, adults and AMS staff.

STUDENT CONDUCT

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

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

Expectations Regarding Student Behavior

They include:

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

Unacceptable Behavior

The Armada Area Schools Uniform Code of Student Conduct, Substance Abuse Policy and Dress Code lists the rights, responsibilities, and expectations for behavior during school hours, at school sponsored events, on or adjacent to school property, and while riding on school buses. This uniform code also lists the behavior corrections for the

various behaviors. The staff and administration of Armada Middle School will follow the Uniform Code in assigning penalties. Parents and students are asked to please review this code carefully.

AFTER SCHOOL DETENTION

On occasion, a student may be required to stay after school. The student will be notified in advance so that transportation arrangements may be made. Parents will be called or sent a detention acknowledgment form which must be signed and returned to the teacher or office. After school detentions are held from 2:26 p.m. until 3:00 p.m. Transportation is the student and parent's responsibility. Students who do not report to detention will be assigned an additional detention. Students who do not report to this detention will be assigned in-school restriction.

IN-SCHOOL RESTRICTION

The In-School Restriction (ISR) program is designed as an option to the exclusion of students from the classroom for infraction of the Student Conduct Code or Acceptable Behavior Program. A student may be assigned to the ISR area at the discretion of the principal, the assistant principal, or the principal's designee. Students assigned to the ISR program will be excluded from the regular school program for the entire day. During the regular school day, the student will remain in the ISR area under adult supervision. The student will be given regular class work assignments and counseled regarding their attitude and the expected standards of behavior. Work completed during ISR will be forwarded to the teacher. Teachers may choose to give full credit or partial credit for the completed work.

SUSPENSION

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

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

DISCIPLINARY HEARING

Student will be referred for a disciplinary hearing if extreme misbehavior persists. This hearing shall consist of the principal, parents, student, and superintendent.

REQUEST FOR EXPULSION

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

DRUGS/ALCOHOL/TOBACCO USE

Armada Area School's Board of Education prohibits the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance, including alcohol, tobacco or tobacco products, or look alike substances by any student on school premises or as part of any District-related activity or event. Any student dispensing or abusing over-the-counter or prescription drugs shall be subject to the Drugs/Alcohol Tobacco Use code of conduct.

Disciplinary sanctions (consistent with due process, applicable laws, and Armada Area School's Board of Education Policy on Student Conduct Code #5017), up to and including expulsion and referral for criminal prosecution, shall be imposed on any student who violates the standards of conduct described in this policy. A disciplinary sanction may include the completion of an appropriate rehabilitation/counseling program. Confidential substance abuse counseling and rehabilitation services/referrals are available to students through their local schools.

The use of illicit drugs and the unlawful possession and use of alcohol, tobacco, tobacco products, or look alike substances is wrong and harmful. Compliance with this policy is mandatory.

WEAPON FREE SCHOOLS

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

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

BULLYING AND HARASSMENT

Bullying and harassment is a willful course of conduct involving repeated or continued actions or words towards others that would cause them to feel uncomfortable, frightened, intimidated, threatened or terrorized. Consequences will be determined by the severity of the offense according to the Armada Area School's Code of Conduct as authorized by Armada School Board policy. If you feel that someone is bullying or harassing you ask them to stop and if they continue be sure to tell an adult such as your parent, teacher, counselor or principal.

SEXUAL HARASSMENT AND INTIMIDATION

Armada Middle School will maintain an environment that is free from discriminatory insult, intimidation or harassment due to sex. Any incident of sexual insult, intimidation or harassment in any form shall be promptly reported to the administration. Any student who engaged in such behavior shall be reprimanded and counseled to refrain from such conduct. If such conduct continues after a warning or is of a serious nature, he/she shall be subject to discipline according to the Armada Area School's Code of Conduct as authorized by Armada School Board policy.

ACTIVITIES

ASSEMBLIES

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

Students are expected to behave in an appropriate manner. Students that violate the acceptable behavior program will be excluded from these activities (please see "Acceptable Behavior Program").

Awards Assemblies are scheduled to honor 6th, 7th, and 8th grade students in academic achievement.

DANCES/ACTIVITIES DAY

Monthly dances or activities days are scheduled throughout the school year. They may be scheduled immediately after school until 4:00 p.m. or in the evenings from 6:00-8:00 p.m. Parents are asked to pick up their son/daughter promptly at the end of the activity. Students who are left beyond the activity's ending time without explanation may be restricted from later dances/activities. All AMS rules regarding dress and proper behavior are in effect. Students will be admitted the first thirty minutes and will not be allowed to leave and return. AMS dances/activities are for **AMS students only** and are not open to visitors from other buildings or school districts.

Parents are not only welcomed, but encouraged to attend these functions. Student attendance at AMS sponsored social events is considered a privilege. **This privilege may be denied a student if his/her behavior in school or at a related school activity warrants such action.** Since these events are special occasions, students will be expected to dress accordingly.

No student will be allowed to attend a special school activities, school social events, or participate in extracurricular activities if he/she has not been in school

that day or owes money to the middle school office or media center. Students who have violated the Acceptable Behavior Program will be excluded.

YEARBOOK

A yearbook is published annually. Yearbook efforts start in the fall and continue throughout the year. Orders for the yearbook are sold during the winter months and distribution of pre-ordered yearbooks are in late May or early June.

STUDENT GOVERNMENT

The student council is the representative student government of the AMS. The school administration delegates as much responsibility to the council as it can carry out successfully. The council, with the guidance of its advisor and the school principal, will select and promote worthwhile school and community projects. Suggestions for changes in school rules or policies should be funneled through this governing body.

FUND RAISING SALES

Each year Armada Middle School and the Armada Middle School Parents Group sponsor various fund raising sales. The proceeds from these events help offset various student activities, the purchase of equipment for student use, end-of-year honors assemblies, etc. No personal fundraisers or unauthorized sales are allowed.

COMMUNICATION

REPORT CARDS

Report Cards will be issued at the end of each marking period (every 12 weeks) during the school year. The report card will indicate the student's present academic standing as well as a behavior and effort rating. Year end report cards will be mailed to all parents one week after school is dismissed, except for students who owe fines. Those parents will be notified of the fine and may pick-up the report card in the middle school office.

Report cards will be sent home with the students the Friday following the end of each marking period. All report cards must be signed by a parent or guardian and returned to school within three (3) days. If it is not returned after the third day a point may be assigned by the homebase teacher.

HOMEWORK PLANNER BOOKLETS AND PROGRESS REPORTS

All students will be given the official AMS Daily Homework and Planner Book. Each teacher will post the assignments in his/her classroom for each day and students are to copy that assignment in the booklet. Parents or guardians are to sign the booklet when requested and the first hour teacher will check the booklet. The purpose of the booklet is to place more responsibility upon the student and encourage cooperation with the parent.

Parents who request weekly or daily progress reports are to contact their child's teachers or the counselor. Parents, students and teachers can communicate through the planners to request grades, assignments, due date for projects, etc. This program is called, "The Effective Use of the Student Planner" or "THE PLAN." Students fill out the planner each day, get it signed by their teacher then show their parent/guardian. The parent/guardian then signs the planner. Please call the school counselor for more complete details.

HOMEWORK HOTLINE

The AMS Homework Hotline is available to keep parents informed about class work. Work accomplished in class, homework assignments and upcoming due dates for tests and projects are recorded by each teacher. The Hotline number is 784-2502.

The Blackboard website is also available for some classes. Visit www.bb.misd.net.

Students have their login name and password.

PARENT-TEACHER CONFERENCES

AMS Parent-Teacher Conferences may be scheduled twice a year in November and March. In addition to this, parents are encouraged to call the AMS office to schedule appointments with teachers regarding educational concerns. Scheduling appointments may be done anytime throughout the year. AMS teachers recognize the importance of keeping parents advised of their child's progress. For this reason, AMS teachers may from time to time initiate a parent-teacher conference, either in person or by telephone. AMS teachers are available for appointments or telephone calls during their preparation periods and between 2:26 p.m. and 2:41 p.m., Monday through Thursday. Messages can be left on any staff member's voice mail during regular office hours by calling 784-2500.

HONOR ROLL

Guidelines for students to achieve Honor Roll status will be each final grade given for each subject taken during each marking period will be no less than a "B-" and a "U or an N" in behavior. No "C's", "D's" or "E's" will be allowed. The student must also have a credit (CR) grade in Home Base. If a student received a credit (CR) or no credit (NC) in a subject area he/she will not have obtained Honor Roll status.

VIP

Guidelines for students to achieve VIP status will be all "A's" in all subjects taken during the marking period with nothing less than a "U or N" in behavior. VIP status is the top segment of the Honor Roll. Students must be enrolled in the Armada Area Schools on the day of the VIP trip in order to participate.

MICHIGAN EDUCATION ASSESSMENT PROGRAM (MEAP)

The MEAP was initiated in 1970 by the Michigan State Legislature and the State Board of Education and is part of a regular evaluation program in all public schools in the State of Michigan.

The math, science, social studies, reading and writing tests will be administered in October.

MAKE-UP WORK AND TESTS

Often when students miss school, they miss valuable instructional time. In addition, they miss homework assignments, a quiz or a test. It is the policy of AMS to allow one (1) day in which to make up the work for every day the student is absent (i.e. 3 days absent - 3 days in which to have the work returned to the teacher.) Additional make-up time may be allowed by the teacher. Parents of children who are out of school and wish to have homework assignments may call the homework hotline. Parents are responsible for getting the books from the lockers. Please ask your son/daughter for the combination and sign in at the main office before going to the locker.

EMERGENCY CLOSING OF SCHOOL

Weather conditions that create a hazardous driving situation may necessitate an emergency closing or delay of school. In the event this occurs, plans of action will be announced on the radio stations (WJR, WSMA, CKLW, WWBK, WWJ, WWWW, WPHM). Students and parents are asked NOT to call the school at a time they suspect the school may be closed since lines are needed to communicate with school personnel during these emergency situations. All necessary information will be forwarded to the above radio stations at the appropriate time.

During severe weather conditions, parents are asked NOT to call the school since lines are needed to communicate with organizations regarding weather update. Also, during severe weather conditions, students are not allowed to be released from the school building; therefore, we ask parents to cooperate and not come to the school to pick up their son/daughter.

LOCKDOWN DRILLS

A minimum of two lockdown drills will be conducted each year. These drills are to be coordinated with local police and fire officials and conducted in compliance to federal, state, and local emergency operations plans.

TELEPHONES

Teachers and students CANNOT be called to the telephone from the classroom except in case of an extreme emergency. Messages for teachers can be left on the teacher's voice mail by calling the middle school office. Teachers will return calls during

their preparation time. Messages may be left for students in the middle school office, and they will be delivered at the first convenient opportunity.

If a student becomes ill or injured during the school day, the office will contact parents or one of the emergency contacts listed on your Emergency Card. **THEREFORE, IT IS EXTREMELY IMPORTANT TO HAVE YOUR EMERGENCY CARD UPDATED IF CHANGES OCCUR.**

SCHOOL SERVICES

HOT LUNCH PROGRAM

Hot lunches are served daily to students at a cost \$2.75 per day. A monthly menu will be sent with the students informing families of menu selections. Students carrying cold lunches may also eat in the cafeteria. Milk may be purchased in the cafeteria for fifty (.50) cents. Students are expected to eat lunch. Good nutrition is a very important part of physical and mental development. **Please do not send pop to school for lunch. Students are not allowed to have pop in school. Please do not send glass bottles to school.**

CAFETERIA RULES:

1. Form a single line for hot lunch outside the cafeteria doors.
2. Cutting in line will not be allowed.
3. After eating, place all left over items and trash in waste containers.
4. Proper manners are expected in the cafeteria at all times.
5. No food may be taken out of the cafeteria.
6. Use only the restrooms near the cafeteria, after receiving permission from the teacher or aide on duty.
7. Students are only allowed in the cafeteria and the designated lunchtime outdoor area.
8. All other school rules are in effect.
9. Students are required to sit at their table the first 10 minutes of lunch.
10. No contact sports should be played while outside during lunch.
11. Students are not to go to lockers during lunch.

SCHOOL LOCKERS

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

1. For reasons of security and responsibility, no student is to share, loan or hold mutual ownership in his locker with another individual in or out of school membership, unless the locker assignment has been approved by the office.
2. No items may be kept in lockers that would endanger the health, safety, or welfare of individuals, or would be in violation of the law. This includes possession of valuables not related to school activities and that may be stolen. Do not bring games, cards, cell phones, pagers, Compact Disk players and CDs, or other valuables to school. Bottles, cans, and other drink containers are not allowed in lockers.
3. The administration of the school building shall have the authority to conduct a search of any student, student locker, or student's possessions, whenever he/she has reason to believe that said items may be in violation of a school rule or policy or any other law. The building administration is authorized to conduct a search when deemed necessary to do so for the safety or well-being of the student body because of clear and immediate danger. Any such search may be made personally by the principal or by members of the staff authorized by him/her to make such a search.
4. In the event the Administration deems any item found in the search to be in violation of a school rule or policy, or of any law; it will be removed from the locker, and it shall be carefully marked and a record thereof made for the purpose of preserving the identity of the item, together with the name of the student having the use of the locker. The disposition of any item removed from a locker shall be determined after a conference between the student and the Administration. The Administration shall determine whether the parents of the student or any law enforcement agency should be advised of the proposed disposition of any item. Although lockers are the property of the school, most materials in the lockers are the personal property of students. Every effort must be made to maintain respect for the personal property of the students.
5. The student assigned an individual locker shall be responsible for all materials found in such locker and any penalties pertaining to such items.
6. No student may have or use a master key or other device for gaining entry into

another student's locker. Suspension and/or expulsion may result from violation of the above.

7. The school is NOT responsible for any losses from lockers. Locker difficulties usually result when too many students are familiar with a specific combination. Students should NOT give their combination to other students. It is strongly suggested that all valuables be left at home or turned into the office for safe keeping. Besides keeping your locker combination a secret, lockers should be kept locked at all times when not in use.

You will be assigned a locker. Any changes will be made through the office.

STUDENT MEDICATION

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

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

Medication contracts must be on file in the office before medication may be administered. The contracts must be renewed each year. Medication must be in the original pharmaceutical container and labeled with student name, medication name, amount of dosage, time of administration, and physician's name. The possibility of pills being lost or taken by another child is always a concern, since what is good for one child could possibly be harmful to another. Therefore, NO pills, tablets, or other forms of medication, including aspirin, should be in a student's possession while he/she is in school. **Any student dispensing or abusing over-the-counter or prescription drugs/medications shall be subject to the Drugs/Alcohol/Tobacco Use code of conduct.**

LOST AND FOUND

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

TEXTBOOKS AND MATERIALS

Books are provided by AMS for use in the classroom. The books are loaned to the students and it is understood that students are responsible for their care. When textbooks are issued to students, students should check the textbook over and report any damage immediately to the teacher. During the year if a book is lost, missing, or stolen, **THE STUDENT MUST PAY THE PRICE OF A NEW BOOK TO REPLACE IT.** This policy includes the issuance of the student planner books, which are a mandatory school book. The money paid for a lost book will be refunded if the book is found at a later date. If the book is damaged, the student must pay for the damage. AMS will periodically supply paper and pencils to the students through their teachers.

MEDIA CENTER

Learn to use the Media Center intelligently, and when in doubt, please ask the librarian for help. Guidelines in using the Media Center follow:

1. No material may be taken from the Media Center unless checked out by the librarian or assistant.
2. Books are checked out for a period of two weeks and may be renewed. Ten cents a day fine, excluding weekends, will be charged on over-due books.
3. Reference books, those marked "R" on the spine, may be checked out after school for overnight if they have a card in them. They are due before school begins the following day. A fine of twenty-five cents will be charged for overdue-reference books.
4. A book may be renewed one time unless it is on reserve for another student.
5. Unreasonable damage to books or other materials must be paid for by the student to whom the material is charged. Lost books must be paid for in full by the student.
6. The Media Center is to be used for research, study browsing, and checking materials in and out. Loud talking will result in loss of Media Center privileges.
7. All fines must be paid and books returned by the due date. Students who do not comply with these rules will not be allowed to attend after-school dances and may lose their Media Center privileges.
8. Students with library fines or overdue books may not check out materials or library equipment.
9. Students will not be allowed to check out books without a library card. Each

student will be issued a card at the beginning of the year. Replacement cards are \$5.00 each.

10. Library computers are to be used for research purposes ONLY! Students may not access games, Internet sites that are not school-related, or play music. Failure to comply will result in suspension of computer privileges. When in doubt, it is the student's responsibility to ASK!

A.M.S. 5 STEPS TO PROBLEM SOLVING

1. State the Problem
2. Why is this a Problem
3. Brainstorm Solutions and Possible Outcomes
(Consequences)
4. Choose the Best Solution
5. Justify your Solution

If your solution does not work, review steps 3, 4 and 5.

AMS EXPECTATIONS

TAKE CARE OF YOURSELF, TAKE CARE OF
EACH OTHER,
TAKE CARE OF THIS PLACE.

ARMADA MEANS SUCCESS