

CARMAN-AINSWORTH HIGH SCHOOL

# Student Handbook

2021-2022



Carman-Ainsworth High School  
1300 North Linden Road  
Flint, Michigan 48532

Main Office - 810.591.3240  
Attendance Office - 810.591.3243  
Counseling Office - 810.591.3244  
Athletic Office - 810.591.3242

# Carman-Ainsworth High School



## Vision Statement

Carman-Ainsworth High School is a place where all stakeholders understand the opportunity and accept the responsibility for student learning and ensure that all students reach their full academic and social potential in our global society.

## Goals

- All stakeholders will report a culture of learning exists at CAHS.
- All students will improve their proficiency in the core academic areas of mathematics, reading, writing, science, and social studies.

*“Creating Opportunities to Ensure Success”*

# CARMAN-AINSWORTH HIGH SCHOOL

## Student Handbook

2021-2022

### INTRODUCTION

It is our pleasure to welcome you to Carman-Ainsworth High School, your high school, as you start a new school year. The days you spend here will be ones you will always remember, so use them in ways that will benefit you and your school.

This *Student Handbook* does not propose to cover all phases of school life, but it is hoped that the information herein will increase your knowledge of the policies and procedures, school services and facilities, and extracurricular activities in which you may participate. Some school practices and operations may not be *specifically* spelled out but are referred to in general terms in this document.

You are expected to be familiar with the material contained in this *Student Handbook*. It is important to understand that these policies and procedures may change, or be modified at any time. The student handbook is not intended to be all encompassing, it does not create a contract between the school and parents or students. School officials are responsible for interpreting the handbook, if a situation is not specifically addressed; the school will make decisions based upon staff discretion, applicable board policies, and state and federal statutes and regulations, consistent with the school's best interests. Actions implemented in regards to combating the COVID-19 pandemic, may cause revisions to the student handbook and school calendar. Handbook expectations and updates can be found on our website. In no case does information in this *Handbook* contradict or supersede the *Student Code of Conduct*, which appears in Section III of this *Handbook*.

Carman-Ainsworth High School is a place of pride. The faculty and administrators encourage all students to avail themselves of the many opportunities our school has to offer. The vision Carman-Ainsworth High School has established is that it is a place where all stakeholders understand the opportunity and accept the responsibility for student earning and ensure that all students reach their full academic and social potential in our global society. Remember, you are a very important part of our school and what you do and what you say will be the tradition by which our school is remembered. Let's be proud of Carman-Ainsworth together.

We offer our best wishes for a successful and happy year.



## PARENT INVOLVEMENT PLAN

It is a mission of the Carman-Ainsworth Community Schools and Carman-Ainsworth High School to provide an environment for student academic, physical, emotional, and social growth. Establishing effective family partnerships is critical to enable all students to meet the district's high standards of achievement.

To achieve this goal and to ensure family involvement in all aspects of the school's program, Carman-Ainsworth High School will establish a Parent Involvement Council. The Parent Involvement Council will develop a Parent Involvement Plan which encourages the need and opportunities for parents to participate in the education of their children. A written copy of the Parent Involvement Plan shall be provided to all parents in the district.

Responsibilities of the **Carman-Ainsworth High School Parent Involvement Council** and components of the plan shall include but may not be limited to:

- Encouraging strong parent involvement by offering activities, workshops, and other programs in such areas as:
  - maintaining regular two-way communication with school staff via administrative newsletters, telephone and email lists of all staff members, and a web-based syllabus for each course
  - conflict resolution through meetings with teachers, administrators, and School Resource Officers
  - updates on federal and state laws pertaining to education through administrative newsletters
  - regular Parent Advisory Council (PAC) meetings
- Providing assistance to parents in understanding topics such as:
  - National education goals via administrative newsletters and informative sessions at PAC meetings
  - The state's student academic achievement standards via the school and district Education YES!, Adequate Yearly Progress (AYP), and Annual Reports
  - State and local academic standards, curriculum, and assessments through the Annual Report, Course Scheduling Book, and Student Handbook
  - How to monitor a child's progress through general progress reporting, email updates from teachers, and the option of weekly progress forms (Green Cards)
  - How to work with educators to improve performance of their children through Parent Teacher Conferences
- Providing full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. These opportunities will include the communication of information and school reports in an understandable and uniform format, and, to the extent practical, a language parents understand.

- Providing support to parents in the areas of:
  - regular reporting on their children’s progress through report cards (six per year)
  - structured parent/teacher conferences twice during the school year
  - reasonable access to staff via email and telephone
- Providing parents with the opportunity to volunteer for district and school decision-making committees such as:
  - Strategic Planning Action Teams
  - Administrative Selection Committees
  - District Curriculum Committee
  - Parent Advisory Council
  - Helping with schedule distribution/pick-up as well as the planning of parent/teacher conferences
- Informing parents about involvement opportunities through a variety of communication methods including, web-page notices, marquee messages, newsletters, flyers, mailings, personal contact, phone calls, email list-serves, and newspaper releases.
- Creating ways to value and support the many ways parents can be involved in supporting their children’s education, including activities which occur in the home, at school, and in the community.
- Surveys are provided each year with report cards allowing parents the opportunity to share their perception of Carman-Ainsworth High School’s curriculum instruction, facilities, safety, food service, and transportation, in an effort to guide continuous improvement of the school,

Carman-Ainsworth High School Twitter and Instagram: @CarmAinsHS

Carman-Ainsworth High School Athletics Twitter: @C\_AAthletics

Carman-Ainsworth High School Athletics Instagram: @c\_aathletics

Carman-Ainsworth High School Athletics Band: <https://band.us/n/aaa95dA9m3uds>

Class of 2022 Band: <https://band.us/n/aeaa32eas3t8i>

Class of 2023 Band: <https://band.us/n/a3a93ae8s7u2J>

Class of 2024 Band: <https://band.us/n/a2a93de6scZce>

Class of 2025 Band: <https://band.us/n/a5a25c09N2Ae4>

### **NOTICE OF NONDISCRIMINATION**

The Carman-Ainsworth Community Schools does not discriminate on the basis of race, color, national origin, gender, age, disability, height, weight, religion, or marital status in any of its programs, activities, or employment. Inquiries regarding this policy should be directed to Carman-Ainsworth Community Schools, Office of Human Resources, G-3475 West Court Street, Flint, MI 48532, Phone 810-591-8241. Inquiries regarding Section 504 Policy should be directed to Director of Student Support Services, 1300 N. Linden Road, Flint, MI 48532, Phone 810-591-6251.

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## **Section I: SCHOOL SERVICES & FACILITIES**

### **Board of Education**

The Board of Education is responsible for setting policies that deal with organization, management, and control of the school district. The goal of the Board is to provide an educational program of the highest possible quality that will consider the wishes and needs of the community and district residents.

#### **Board of Education Members**

Gary Cousins, President  
Lonney Jarnigin, Vice President  
Gloria Nealy, Treasurer  
Lisa Koegel, Secretary  
Waymond Beavers, Trustee  
James Johnson, Trustee  
Crystal Dahl, Trustee  
Leen Kachlan, Student Representative  
Ainsley Vanderhyde, Student Representative

### **Administration – Central**

Central Administration is responsible for the direction, coordination and implementation of School Board policies and guidelines established to reach district educational goals. It is the responsibility of the central administration to provide leadership both internally and externally to enhance relations with the community.

#### **Central Administrators**

Superintendent of Schools ..... Cathy McGilvery  
Assistant Superintendent ..... Russell Parks  
Assistant Superintendent ..... Gina Ryan  
Director of Student Support Services ..... Robert Hetherton  
Supervisor of Food Services ..... Jennifer Yee  
Supervisor of Transportation and Facilities ..... Dale Covert

### **Administration – Building**

The high school principal is responsible for organizing, directing and supervising the total school program, both instructional and extracurricular. In addition, the principal is an educational consultant for parents, students and teachers and is a resource person for the entire community.

The assistant principals will carry out responsibilities delegated by the principal and act for the principal when necessary. The assistant principals will primarily supervise the staff and student body in the areas of instruction, attendance, discipline, and extracurricular activities.

#### **High School Administrators**

Principal ..... Charles LaClear  
Assistant Principal ..... Jeff Dompree  
Assistant Principal ..... Karri Forrest  
Athletic Director/Assistant Principal ..... Mary Haslinger

## **Accreditation**

The Carman-Ainsworth Community Schools have earned the distinction of District Accreditation from AdvancED. As such, all school buildings within the District are fully accredited and have met the AdvancEd requirements. This accreditation status is for five years, but requires the District to engage in continuous improvement and report progress towards goals every two years. For more information on District Accreditation, please visit our website at [www.carman.k12.mi.us](http://www.carman.k12.mi.us) "accreditation" can be found under the parent tab.

## **Advanced Placement**

Carman-Ainsworth Community Schools participates in The College Board Advanced Placement program. We offer the following AP courses: AP Biology, AP Calculus, AP Chemistry, AP English, AP Physics, AP Psychology, AP U.S. History, and AP World History. This program allows students to pursue college-level studies with the opportunity to earn college credit through the AP Assessments offered in the spring. Students are encouraged to explore AP courses and take the AP tests. If a student is interested in the program, he/she should check with a counselor. For more information go to: <https://apstudent.collegeboard.org/exploreap>

**AP Test Dates for 2022:** We expect that 2022 AP Exams will be administered during the first two full weeks of May 2022, with late testing occurring during the 3rd week of May.

## **Bus Transportation**

It is the policy of the Carman-Ainsworth Community Schools to provide safe, courteous and regular transportation services to eligible students.

Students deserve a safe and pleasant bus trip to and from school. Generally, the same rules apply on the bus and at the bus stop as are stated in the *Student Code of Conduct*. Bus drivers must have the opportunity to concentrate and focus on the road and driving conditions. To assist drivers in focusing and concentrating, the following rules have been formulated.

### **I. Student Responsibility:**

- A. Be aware and respect that the driver is in charge of the bus at all times.
- B. To maintain regular schedules, pupils must be at their pick-up location, **on time, five (5) minutes before pick-up time.**
- C. Students must stay off the roadway while waiting for the bus. They must form a line to get on the bus. While waiting for the bus, students must behave in a well-mannered, orderly fashion with no physical or verbal abuse to other individuals or abuse of other's property. Students must wait until the bus has come to a complete stop and the door is opened before attempting to get on the bus. When leaving the bus, students must remain seated until the bus has come to a complete stop and the door is opened.
- D. All students who cross the street or road when leaving the bus must cross ten (10) feet in front of the bus. Students are not to linger, but cross promptly.
- E. Students are expected to remain in the seat designated by the driver. Students must keep their feet out of the aisles, off seats, off the backs of

seats, and refrain at all times from moving around while the bus is in motion.

- F. There is absolutely no talking or other noise when approaching and crossing railroad tracks.
- G. Side windows may be lowered halfway only. No part of the body and no objects should be extended outside the window.
- H. There shall be no loud talking, shouting, whistling, or profanity on the bus at any time. Students are not to shout, spit, or make obscene gestures at passing persons or vehicles.
- I. Fighting, wrestling, or horseplay will not be tolerated. Students must refrain from taking other students' property, such as hats, coats, pencils, books, and lunches. Throwing of articles of any kind on the bus is dangerous and will not be tolerated.
- J. Animals, reptiles, amphibians, and birds are not permitted on the bus. Large items not able to fit on a student's lap are not to be brought on the bus. Radios are not allowed on the bus. No skateboards are permitted on the bus. The aisles shall be kept clear at all times. Litter should be placed in waste containers.
- K. Eating on buses is prohibited.
- L. Anyone apprehended for deliberately damaging a bus (cutting seats, poking holes, and writing on the seats or breaking windows) will be suspended from riding the bus and held financially responsible for repair or replacement.
- M. No glass containers are allowed on the bus.
- N. The rear door of the bus is to be used only in case of emergencies.
- O. A written request from a parent, approved by the principal, will be necessary before a student may be admitted or discharged at a stop other than his/her regular stop, or be allowed to ride a bus other than his/her assigned route.
- P. Transportation will be denied to any unauthorized persons.
- Q. Students may be suspended from riding a school bus for failure to obey the rules or when their actions in any way are considered detrimental to the rights, safety, property of others, or control of the bus.

## **II. Procedures for Infraction of the Bus Rules:**

- A. First Offense
  - 1. Student/Principal conference and/or enforcement of the *Student Code of Conduct*.
  - 2. Parents may be notified by phone or letter depending on the seriousness of the infraction. Recurring problems will result in exclusion from the bus service.
- B. Second Offense
  - 1. Student/Principal conference.
  - 2. A second offense will result in an automatic 5-day exclusion from the bus and/or enforcement of the *Student Code of Conduct*.
  - 3. Parents will be informed in writing when a bus suspension begins and ends.
- C. Third Offense
  - 1. Student/Principal conference.

2. A third offense will result in an automatic 10-day exclusion from the bus and/or enforcement of the *Student Code of Conduct*.
  3. Parents will be informed in writing when a bus suspension begins and ends.
- D. Fourth Offense
1. The principal will meet with the student's parents to determine when the student will be allowed to ride the bus.

Where the above outlines the general procedure to be followed, the principal has the final authority to determine the punishment to be delivered. Punishment may be altered because of the severity of the offense or special considerations or needs of the student.

**NOTE:** If a student loses bus service because of a discipline problem, it is the parents' responsibility to transport the child to and from school. Failure to do so during withdrawal of bus service will be considered an unexcused absence. The intention is not to deny anyone transportation service, the intention is to provide the safest and most pleasant service possible. Everyone's support in this endeavor is encouraged.

### **Cafeteria**

The student cafeteria is open each day for students to use during their breakfast and lunch. Students must stay in the cafeteria during lunchtime and are required to dispose of their papers, garbage, etc. in the containers provided. Food and beverages are NOT permitted out of the cafeteria, unless the student has received a pass from a staff member. Vending machines are available only after 2:30 p.m. There is no reimbursement for money lost in the vending machines.

Students need healthy meals to learn. Carman-Ainsworth offers healthy meals every school day and participates in the Community Eligibility Provision (CEP) as part of the National School Lunch Program. Under this initiative, one free breakfast and one free lunch will be provided to all enrolled Carman-Ainsworth students at no cost.

A parent household survey **must** be completed for all students. A survey can be obtained in the main office at your child's building. Please return all surveys to the main office.

You can find the breakfast and lunch menus on our website at [www.carman.k12.mi.us](http://www.carman.k12.mi.us) and in your child's school main office.

A parent or student will have the option to put money on the student's account for a student to purchase a second lunch or ala carte items. Students **will not be allowed to charge** any secondary lunches or ala carte items.

If you have any questions, please contact the Food Service Department at 810-591-3220 or email [jyee@carmanainsworth.org](mailto:jyee@carmanainsworth.org)

## CARMAN-AINSWORTH COMMUNITY SCHOOLS SCHEDULE F DISTRICT CALENDAR FOR 2021-2022

Teachers (Full Day)	Tue. – Thur.	August 24-August 26, 2021
Students Report (Full Day)	Monday	August 30, 2021
Labor Day Recess (No School)	Fri. – Mon.	September 3 – September 6, 2021
Late Start Wednesdays Begin	Wednesday	September 29, 2021
End of First Marking Period H.S. & M.S.	Friday	October 8, 2021
Middle School Records Day (Students half day)	Friday	October 8, 2021
Elementary Records Day (Students half day)	Friday	November 5, 2021
End of 1 <sup>st</sup> Marking Period Elementary	Friday	November 5, 2021
Elementary Conferences (Students half days)	Thur. – Fri.	November 18-November 19, 2021
Elementary Teachers Half Day	Friday	November 19, 2021
End of 2nd Marking Period H.S. & M.S.	Friday	November 19, 2021
Fall Recess (No School)	Wed. – Sun.	November 24 – November 28, 2021
Winter Recess (No School)	Thur. – Mon.	December 23, 2021-January 3, 2022
Martin Luther King Day (No School)	Monday	January 17, 2022
High School Exams (Student half days)	Wed. – Fri.	January 19 – January 21, 2022
End of 2 <sup>nd</sup> Marking Period / 1 <sup>st</sup> Semester Elem.	Friday	January 21, 2022
End of 3 <sup>rd</sup> Marking Period/First Semester for M.S & H.S.	Friday	January 21, 2022
M.S. & H.S. Teachers Half Day	Friday	January 21, 2022
Elementary Records Day (Students half day)	Friday	January 21, 2022
Middle School Records Day (Students half day)	Friday	February 18, 2022
Student (Half Day)/Teachers (Half Day)	Friday	February 18, 2022
February Recess (No School)	Monday	February 21, 2022
Elementary Conferences (Student half days)	Thur. – Fri.	March 3-March 4, 2022
Elementary Teacher Half Day	Friday	March 4, 2022
End of 4 <sup>th</sup> Marking Period for H.S. & M.S.	Friday	March 4, 2022
Middle School Record Day (Students half day)	Friday	March 4, 2022
Students (Half Day)/Teachers (Full Day)	Tuesday	March 8, 2022
Last Late Start Wednesday	Wednesday	March 23, 2022
End of Third Marking Period – Elementary	Friday	March 25, 2022
Spring Recess (No School)	Sat. – Sun.	March 26 – April 3, 2022
April Recess (No School)	Fri. – Mon.	April 15-April 18, 2022
End of 5 <sup>th</sup> Marking Period for H.S. & M.S.	Friday	April 22, 2022
Memorial Day (No School)	Monday	May 30, 2022
Middle & High School Exams (Students 1/2 day)	Mon. – Wed.	June 6 – June 8, 2022
Elementary Records Days (Students 1/2 day)	Tue. – Wed.	June 7 – June 8, 2022

**Athletics Calendar** available at [www.carman.k12.mi.us](http://www.carman.k12.mi.us) go to Carman-Ainsworth High School – Athletics - Schedules

**Fine Arts Calendar** available at [www.carman.k12.mi.us](http://www.carman.k12.mi.us) go to Carman-Ainsworth Community Schools – Departments – Fine Arts

•Please check our website for updates and specific information throughout the year on the high school calendar.

## **Calendar - Late Start Wednesdays**

All Carman-Ainsworth schools will begin one hour later on Wednesdays beginning September 29, 2021 through March 23, 2022. During this time, teacher teams may develop or analyze student assessments, examine student work, study standardized test results, or develop and refine curriculum to meet student-learning needs.

## **Career Center**

The career center will provide the opportunity for students to research numerous occupations through Career Cruising at [www.careercruising.com](http://www.careercruising.com), as well as through other resources. Students will have the opportunity to maintain and update their Educational Development Plan (EDP). Information is available in the center to assist you in job placement skills, i.e., writing a resume, cover letter, preparing for a job interview, etc. Day-on-the-Job placement information is also available in the center.

The Career Center is open from 7:00 a.m. to 3:00 p.m. You are welcome to use the facilities before and after classes. You will need a pass from your classroom teacher during school hours; you must also have your I.D. with signed Acceptable Use Practices Form (AUP) on file to access computers at any time.

## **Clinic/Medications/Immunizations**

A clinic is maintained in the Attendance Office for the convenience of students in need of minor medical attention and for students who are not feeling well.

During class time, a student must receive a pass from his/her teacher before reporting to the Attendance Office.

- ◆ Students are not to leave school at any time because of illness unless he/she has permission of the attendance office or school administration and has complied with the proper “check-out” procedures.
- ◆ Parents are asked to notify the school as soon as possible regarding any serious health problems or concerns that might affect the student’s performance or behavior.

**Immunizations:** Students enrolling in the Carman-Ainsworth Community Schools are required to meet the immunizations, vision, and hearing, or their exemptions, as set forth in *Michigan School Code, Michigan Public Health Code, or Michigan State Law*. If you have questions, please contact your school office or the district nurse. *If you wish your child to be exempt from receiving immunizations, you need to contact the Genesee County Health Department.*

**Medication Rules Revision and Standards:** To remain in compliance with Michigan State Law and the Michigan Department of Education recommendations, please note the following two important policies:

1. **Authorization to Administer Medication at School:** Medications are no longer accepted for administration at school without written physician instructions for **both prescription and non-prescription drugs**. This is pursuant to Public Acts 9 and 10 of 2000 and Sections 380.1178 and 380.1179 of the *Michigan Revised School Code*. *Authorization to Administer Medication at School* forms may be obtained in the Main Office

or on-line at [www.carman.k12.mi.us](http://www.carman.k12.mi.us) on the district webpage and “Health/Safety” tab.

2. **Notice of Epi-Pen Injection Policy:** Pursuant to MCL 380.1179(a) and Board Policy 530.01 a licensed, registered, professional nurse or trained and authorized employee may administer Epi-Pen injections to 1) any student who has a prescription on file with the District, in accordance with the directives in such prescription, and 2) any individual on school grounds who is believed to be having an anaphylactic reaction.
3. **Store Medications in Designated School Office:** All medications, both non-prescription and prescription are to be kept in the office and administered to students by office personnel. The only exception to this is for students that have a physician’s order, written parent authorization, administrator approval, and are both capable and responsible for carrying and self-administering emergency medications such as epi-pens, inhalers, insulin, Glucotrol tabs, etc.

**Medication will only be administered by school personnel at school:**

1. An *Authorization to Administer Medication at School* form has been completed by both the physician and the parent and submitted or on-file in the main office.
2. Instructions from the physician are on file (i.e. a copy of the prescription).
3. The medication is in an appropriately labeled container from the pharmacy or physician.
4. No aspirin/ibuprofen/Midol/etc., ointments, cold tablets, etc. will be administered to students without written consent of a physician and parent/guardian.
5. Parents/guardians must bring medication to school. Students are not allowed to transport medication to school.
6. All medications must be picked up by the parent/guardian at the end of the school year. Medication not picked up will be discarded.

*Authorization to Administer Medication at School* forms may be obtained in the Main Office or on-line at [www.carman.k12.mi.us](http://www.carman.k12.mi.us) on the district page and “Health/Safety” tab.

Questions regarding medications may be directed to the Student Support Services Office at 591-6687.

## **Community Education**

The Community Education Program offers lifelong learning and enrichment opportunities in education, recreation and related cultural services, with programs and activities coordinated and developed for citizens of all ages and socioeconomic backgrounds. The Community Education Office can be reached at 591-3208 if you need more information.



## **Concussion Awareness**

A concussion is a type of traumatic brain injury, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a fall or a blow to the body that causes the head and brain to move quickly back and forth. Health care professionals may describe a concussion as a “mild” brain injury because concussions are usually not life-threatening. Even so, their effects can be serious.

Carman-Ainsworth Community Schools requires parents and students to review, sign and return the **Concussion Awareness Educational Material Acknowledgement Form** before participating in physical education class or an athletic sport. The form must be kept on file for the duration of participation or until the student turns 18 years old. Forms may be obtained in the Main Office or on-line at [www.carman.k12.mi.us](http://www.carman.k12.mi.us) on the high school page and “forms” tab.

## **Co-op**

Students must be enrolled in four classes and two hours of work experience for a total of six credits for a full co-op. Students may be enrolled in five classes and one hour of work experience for pre-co-op. Co-op classes include Trade and Industry, Marketing Education, Business Management and Administration, and Medicine and Health Care.

## **Counseling Services**

Guidance counselors have offices located in the Guidance and Counseling Center. Every Carman-Ainsworth High School student is assigned to a counselor. Counselors are available to talk with students concerning scheduling, personal issues, teacher and student conflicts, careers, job placement, and preparations for further schooling. Students are encouraged to see a counselor whenever situations arise where help is needed. Appointments may be scheduled with the secretary in the Counseling Center or as walk-in as needed when counselors are available.

## **Deliveries**

Due to the excessive volume of floral and balloon deliveries, the high school will no longer accept any special occasion deliveries for students. This includes, but is not limited to: flowers, balloons, gift packages, and food. If these items are delivered to the school, they will be sent back to the place of business. We will not take responsibility for items that the businesses will not take back. Students will not be permitted to carry delivery items out of the office. **Students serving lunch detention may not receive food deliveries during their lunch period.**

## **Display Cases, Bulletin Boards, Posters**

Before display cases and bulletin boards may be used, posters placed in the building and other printed matter distributed, permission must be obtained from the school administration. Outside businesses and/or events may not be advertised in the school building. Hallway poster strips should be utilized instead of tape.

## **Dual Enrollment**

Dual enrollment credit is credit earned for both high school credit and college credit and is generally at low cost to families. Students wishing to earn dual enrollment credit must maintain a 3.0 cumulative grade point average for most programs. There are programs offered on-site and on-campus through The University of Michigan-Flint, Baker College

of Flint, and Mott Community College, as well as a number of courses/programs at local colleges. Students generally enroll for these courses in the year prior to the courses. See the Course Schedule book for more information on dual enrollment.

### **Field Trips**

Any student going on a field trip must have an authorization signed by their parent/guardian. If a teacher does not have such authorization by the deadline the student may not be permitted to go. It is the student's responsibility to secure permission from their teachers and parent/guardian. Students are also responsible for securing and completing all make-up work.

### **Genesee Career Institute** *(formerly Genesee Area Skill Center)*

Carman-Ainsworth students may elect to enroll in a course of study at the Genesee Career Institute (GCI) as part of the regular school program generally during their junior and senior years. Students must carry a minimum of six credits in combination with their GCI credits. Permission from the principal is required to combine GCI credits and on-site credits to exceed six and may only be granted to seniors who are in need of credit replacement. Any student interested in the Genesee Career Institute should speak with his/her counselor.

### **Lockers**

A hall locker is assigned to students on a loan basis for the purpose of housing clothing and school materials such as textbooks and notebooks. Students will retain the same locker for the duration of their high school career with the exception of "A" lockers which are assigned on the basis of GPA. Hall lockers are printed on the student schedule for current students and through the Attendance Office for new enrollments or issues with current lockers. The Attendance Office will be the contact for locker combinations. **The school is not responsible for any items stored in a locker.** If a student damages the locker or lock, they may be issued discipline and charged a fine for defacement of school property.

Physical education lockers are available during class hours. Students must provide their own locks, and it is imperative that lockers are locked at all times. **The school is not responsible for items stored in lockers.** The school has the responsibility and authority to check lockers if there is suspicion that something of an improper or illegal nature may be in the locker. The rules, from the *Carman-Ainsworth Community Schools Student Code of Conduct* - Student Rights, Responsibilities, and Limitations – VIII Search and Seizure - shall apply to the search of a locker and the seizure of items within the locker.

### **Lost and Found**

Lost and found articles such as clothing, books, and backpacks will be located in the hallway across from the athletic training area. Lost items of value such as glasses, keys, and cell phones, will be kept in the main office. Please check as soon as possible after you have lost something.

### **Media and Technology Center**

The Media/Technology Center is available to students throughout the school day for use for coursework, studying, and computer usage and after school for tutoring. Each student must have a school picture taken to get a student photo ID card. One card is

provided free of charge. This ID card is used for checking materials out of the Media Center and for access to all computer resources after an AUP (Acceptable Use Policy language is shown below) is signed by the student and parent. If the ID card is lost, it should be reported to the media staff and must be replaced at a charge of three dollars (\$3.00). The center will be open from 7:00 a.m. until 2:30 p.m. for student and staff use. Individual students are welcome to work in the center provided that they have a pass from the classroom teacher and there is adequate supervision and seating for students.

### **Carman-Ainsworth Community Schools Acceptable Use Practices for Technology Resources**

The Carman-Ainsworth Community Schools provides technology resources to its students for educational purposes. This includes access to the district computer network and Internet. The smooth operation of the network is dependent upon the proper conduct of the users who must adhere to Board of Education policies and acceptable use practices. These policies and practices are provided so that parents/guardians and students are aware of the responsibilities they are about to accept.

**Acceptable Use:** Acceptable use means that the student uses the Internet and other technology resources in a legal, ethical, and appropriate manner and abides by the rules as described in the agreement. **ONLY STUDENTS WHO HAVE A SIGNED AGREEMENT (BY A PARENT/GUARDIAN AND STUDENT) ON FILE WILL BE PERMITTED ACCESS TO DISTRICT TECHNOLOGY RESOURCES.** This document will only need to be submitted one time and will remain in the student's file for their entire educational career at the high school.

**Privileges:** The use of technology resources, including the Internet, is a privilege and not a right. Any violation of district policies and/or regulations may result in disciplinary action including but not limited to loss of access to technology resources and/or expulsion from school.

**Unacceptable Use:** As outlined in district policies and/or regulations, the following are not permitted:

- ◆ Using equipment for personal entertainment/use
- ◆ Sending or displaying offensive messages or pictures
- ◆ Using inappropriate language, harassing, insulting, or attacking others
- ◆ Damaging technology resources; e.g., computers, computer systems, networks, and/or any configuration of hardware and software
- ◆ Bypassing internet filters
- ◆ Violating copyright laws
- ◆ Sharing log-in information or using another's password and/or User I.D.
- ◆ Trespassing in another's folder, work, or files
- ◆ Intentionally wasting limited resources; e.g., excessive printing
- ◆ Employing the network for commercial, profit, or political purposes.

**Service Disclaimer:** The district makes no warranties of any kind, whether expressed or implied, for the services it provides. The district does not guarantee that materials stored on the system will be private.

The district cannot be responsible for any damages the student may suffer while on this system. These damages may include but are not limited to loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or by student error or omission. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. It may be necessary for Network Administrators to review the information stored on the system. **(PLEASE COMPLETE AND SIGN AN ACCEPTABLE USE PRACTICES AGREEMENT AND RETURN IT AS DIRECTED TO THE MEDIA CENTER.)**

## **Parking and Use of Cars**

Visitors may park in the front parking lot.

### **Student Use of Cars: (See *Student Code of Conduct* “Search and Seizure”, Section VIII on automobile searches.)**

Students are permitted to drive cars to school under the following conditions:

1. Students must pay an annual parking fee of \$40.00, payable by cash or credit card in order to park on school grounds, regardless of how often they drive to school. The fee for a parking permit for only second semester is \$20.00. Registration and parking decals are available from the bookkeeper in the main office. There are no refunds issued for parking permits.
2. Students must park in the student parking lot, which is located on the south side of the building. Student vehicles are not permitted in the front or back parking lots.
3. Students will be issued a parking decal which must be displayed in the rear window – driver’s side, bottom corner.
4. If a student who is registered must drive a different car for the day, she/he must check in with the Greeter Station upon arrival to school.
5. If a student changes vehicles during the school year, a new decal must be obtained at a cost of \$1.00.
6. **Any car found parked on school property during the school day not registered may be towed at the owner’s expense.**
7. **Violation of this policy may result in the suspension of driving privileges.**
8. Students are to exhibit safety at all times including driving at a speed of less than 15 miles per hour on school property. No wheel squealing, drag racing, etc. is permitted. Parking must be within the lines of a parking space. Vehicles cannot block driveways nor be parked on sidewalks adjacent to the building. This applies to after school hours as well as during school hours.
9. After parking, students or anyone riding with them must leave the vehicle and the parking lot. Students are not allowed to return to their vehicle until they have been dismissed from school for the day or have permission from the attendance office. No one is permitted to sit in cars around the school building. We have a closed campus.

**Any violation of these parking regulations may result in the suspension of your driving privileges for a period of time or permanently.**

Campus Security will be on duty from 7:00 a.m. to 2:20 p.m. to monitor the parking lot.

## **School Closings**

Severe inclement weather or other emergency can cause an unexpected closing or dismissal of school. If such a situation occurs, an announcement will be made on local TV stations WEYI TV 25 and WJRT TV 12, and an automated phone call will be made to primary phones.

## **Service Programs (Teacher Apprentice)**

**Service programs are available to seniors only.** They include, but are not limited to, the following: media center apprentice; laboratory apprentice; and teacher apprentice. Teachers may only accept one student apprentice per year. Students may count a maximum of **one (1)** credit for service programs toward the credits required for graduation. See your counselor for more information regarding service credits.

## **Telephone**

Office telephones are for school business only and should not be requested to be used by students except in emergencies. Students needing to make school related calls should use the Attendance Office phone with permission from the Attendance Office Secretary. Students are permitted to use classroom telephones with the permission of the classroom teacher.

## **Textbooks & Other Assets**

Textbooks, workbooks, and other assets, etc... are provided for student use by Carman-Ainsworth Community Schools, with the exception of dual-enrollment courses. Students are responsible for the proper care and return of school provided assets issued to them.

Assets will be distributed by the classroom teacher or the media center and will be checked out to the student in the Media Center using a bar code scanner. Students must return any checked out asset **to the Media Center**, or they will be charged a fine. A charge will also be made for unnecessary damage to any asset issued to a student. All unpaid fines will accumulate from year to year.

## **Work Permits**

The following procedure must be followed to obtain a work permit:

1. Students are to pick up a request for a work permit from the Career Center. This request is to be completed by the student and workplace and returned to the center with proof of birth date.
2. Authorized personnel in the Career Center will fill out the school's section of the work permit. The student will take the work permit to his/her employer.
3. An additional work permit must be processed for each new job taken.

## Section II: SCHOOL DAY POLICIES AND PROCEDURES

### **Academic Assistance**

We have a number of programs in place to assist students academically.

**In-Class and After-school Tutoring:** Tutors are available during the day in select classrooms and the Learning Center. They are available after school Monday through Thursday in the Media Center from 2:30-3:30.

**English Language Learner** facilitators are available on-site through Genesee Intermediate School District.

**Teachers:** Many teachers provide before/after school assistance for their students on an individual basis.

### **Academic Integrity**

Academic Integrity requires high standards of personal achievement, ethical conduct, and academic honesty. It creates an academic environment in which a student's search for knowledge is a true and honest reflection of that effort.

Violation of the Academic Integrity policy would consist of but not be limited to the following:

#### **Level I - Violation**

- a. Submitting another's assignment as one's own.
- b. Knowingly allowing another student to use an assignment or test to submit as his/her own.
- c. Looking at another's test or essay and submitting the work as one's own.
- d. Knowingly assisting another student to misrepresent the content or authorship of his/her school work.
- e. Using any type of notes or technology without teacher approval.
- f. Plagiarism.

**All Level I Academic Integrity violations will be addressed by the classroom teacher as outlined in their course syllabus.**

#### **Level II – Violation**

Unauthorized possession, use and/or theft of test materials, answer sheets, teacher materials, computer files, grading programs, and/or altering teacher records.

**Level II violations of the Academic Integrity Policy will be addressed by the teacher and administrator possibly resulting in a suspension and/or failure of that class for the semester.**

### **Announcements**

Announcements will be delivered to students and staff via the public address system, closed-circuit TV, and/or the Band app, and may be posted on the high school website. Announcements must be reviewed and signed by the faculty sponsor of the organization involved and submitted by 8:30 a.m. each day to be published on the same day. No announcements will be published without administrative approval.

## **Application to College**

It is important that students begin considering college application early in their school career. The Guidance and Career Center will be your resource for college information. Be sure to be informed of the admission policies of the college of your choice, and get the application filed promptly. Many colleges require that applications be filed early in the fall of the senior year. It is recommended that any education beyond high school be discussed with a counselor. **(See NCAA Eligibility Center requirements for student athletes in the “Participation in Athletics” section of this handbook.)**

## **Attendance and Tardiness - Attendance Office 810-591-3243**

**Parents must call the Attendance Office to verify/authorize every ABSENCE from school.**

### **Attendance Policy:**

Carman-Ainsworth High School Attendance Rules are based upon the *State of Michigan General School Law on Compulsory School Attendance*. The purpose of meeting attendance requirements is to maintain academic standards for maximizing student learning opportunities and earning credit. Students learn best when they are present and on time to class. The school recognizes that a student may have circumstances (doctor appointments, illness, personal vacations, etc.) that cause him/her to miss school.

### **Closed Campus:**

Carman-Ainsworth High School operates on a closed campus policy. **Students will not be permitted to leave for lunch unless accompanied by a parent/guardian.** Students will not be permitted to leave school grounds at any other time during the day except, in emergencies or if requested by their parents. Penalties for violation of closed campus are listed in the *Student Code of Conduct*.

### **Definitions and Codes:**

**There are three types of absences:**

<b><u>Type of Absence</u></b>	<b><u>Absence Counts toward Truancy</u></b>	<b><u>Absence Counts toward Excessive Attendance Contract and Risk of Losing Letter Grade &amp; GPA Points</u></b>
Absent/Parent Permitted	No	Yes
Excused/Exempt	No	No
Unexcused	Yes	Yes

1. **Absent/Parent Permitted (PAB)** – Permitted absence refers to an absence verified by the parent/guardian by a phone call to the Attendance Office. Examples of this type of absence would include short illnesses that did not require a doctor visit, family trips, college visits, and other absences that do qualify as excused/exempt. **Absent/Parent Permitted Absences do not count toward truancy but do count toward consequences for the Attendance Policy.**
2. **Excused/Exempt Absence (EXA, FLD, HBD, HBS, KIO, MED, RHO, UMC, ISS, OSS)** – Excused absence refers to any absence documented and verified by the parent/guardian by a phone call and/or submission of documentation/verification to the Attendance Office of the exempt absences listed below. **Excused/Exempt**

**absences do not count toward truancy or toward consequences for the Attendance Policy.**

**Exempt Absence** - An exempt absence includes:

- ♦ Medical/Sick/Dr./Hospital or Home based non-medical (MED or HBS)
- ♦ Michigan Medical Clinic visit (on-site) (UMC)
- ♦ Homebound Services (HBD)
- ♦ Observance of a religious holiday (RHO)
- ♦ Death of an immediate family member (EXA)
- ♦ Mandated court appearances (EXA)
- ♦ Field Trip/School-Related Absence/ Extraordinary educational opportunities pre-approved by  
♦ administration (FLD)
- ♦ Absences related to a parent or guardian's military service (EXA)
- ♦ Documented/verified homelessness (EXA)
- ♦ A student kept in the office by school staff (KIO)
- ♦ In-school suspension (ISS) or Out-of-school Suspension (OSS)

3. **Unexcused Absence (ABS)** – Unexcused absence refers to **any absence not verified/authorized by the parent/guardian** or arrival to class after the first 15 minutes of the class period or failure to remain in class for at least 15 minutes unless approved by a pass from a staff member. A student should make up missed work due to an unexcused absence. He/she will earn credit for this work at the discretion of the teacher. **Skipping class**, which includes intentionally missing all or part of a class, is considered an unexcused absence and may result in disciplinary measures, as well as receiving no credit for classroom activities, work assigned and due the day of the skip, or assessments at the discretion of the teacher.

**Early Dismissal:**

Every student must report to the Attendance Office if he/she intends to go home during the school day. If leaving the building due to illness, appointments, or other valid reasons, the student must stop in the attendance office, where parents will be contacted to verify the absence and arrange transportation home, and the student/parent will sign-out.

**Extracurricular Activities:**

Students must attend at least three hours in order to attend any extracurricular activity on the same day unless; prior approval is given by a principal. If the event falls on a weekend, the student must have attended at least three hours on the Friday before to be eligible for participation.

**Makeup Work:**

It is the responsibility of each student whenever absent to contact his/her teachers to determine if make-up work will be required. For excused/exempt or school-related absences only, students are allowed the number of school days equivalent to the number of days absent plus one to complete makeup work. No extended time will be allowed for large assignments/projects with pre-established due dates without approval of the teacher. If a grade of "incomplete" is received on a report card, the student is



expected to complete the work missed and have the “incomplete” removed within two weeks after report cards are issued.

### **Extended Absences:**

- Students who are absent during religious holidays will be marked Excused Absent during the actual holiday period. Students are required to return to school once the holiday has ended and will be marked Unexcused Absent for days missed afterward. Students will be responsible for schoolwork assigned during these days. The parent/guardian must arrange with the school office to pick up assignments on a weekly basis and turn in their completed work for a grade. Any exams scheduled during the student’s absence must be scheduled and taken before the end of the current school year.
- Students who leave the country before the end of the school year will be marked Excused Absent up to five days prior to the last day of school. The student will be marked Unexcused Absent for days missed beyond five days. Students must complete all assignments and any tests/exams prior to leaving.
- Currently enrolled students who are out of the country at the beginning of the school year will remain enrolled through Friday of the first week of school and will be marked Excused Absent. Students will be responsible for schoolwork assigned during missed days. Students who have not returned to school by Monday of the second week of school will be transferred out and the parent/guardian will need to complete an abbreviated enrollment packet and provide new residency upon their return to school.

**Notification** – Parents and students should login to ParentVUE and StudentVUE to monitor attendance on a regular basis. In addition, the following communications will provide parents/guardians and students with progressive warning of a student’s failure to attend any single class (per semester) on a regular basis:

<b>Absence</b>	<b>Notification</b>	<b>Conference</b>
All Absences	Automated phone call	n/a
6 <sup>th</sup> Absence (PAB or ABS)	E-mail or mail notification	n/a
9 <sup>th</sup> Absence (PAB or ABS)	E-mail or mail notification	Meet and work with School Staff toward meeting attendance expectations.
10 <sup>th</sup> Unexcused Absence		Truancy may be filed at any time after the 10 <sup>th</sup> Unexcused Absence with the Genesee County Attendance Court
12 <sup>th</sup> Absence	E-mail or mail notification.	Student and School Staff Meet to discuss Compulsory School Attendance
Beyond 12 <sup>th</sup> Absence	E-mail or mail notification.	Student and School Staff meet to discuss Attendance Appeal.

### **Tardies:**

Each tardy after three tardies to each class will result in lunch detention and additional consequences as outlined in the *Student Code of Conduct* located in this handbook.

### **Tardiness to School:**

All students are expected to enter the building before 7:10 a.m. in order to be **on time** for their first hour class, which starts at 7:20 a.m. Students who enter the building after 7:20 a.m., are considered late to school and will sign in at the greeter station for administrative review. Tardiness to school is generally not excusable by the parent with the exception of documented doctor appointments. Students with driving privileges and excessive tardiness to school, may have their driving privileges suspended or may lose their driving privileges indefinitely.

### **Truancy:**

**Truancy may be filed by Carman-Ainsworth High School for students who have ten or more unexcused absences for the entire year.**

*Daily attendance of all who are enrolled in the Michigan Public Schools is required in accordance with state law. Section 380.1561 of the revised Michigan School Code states, "...the child's parent, guardian, or other person in this state having control and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child's eighteenth birthday. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled..." Students are expected to adhere to the specific attendance rules of their buildings. Violation of attendance rules resulting in excessive or patterned absence will be referred to the Genesee County Prosecutor's office for the purpose of criminal prosecution (Michigan Compiled Law 380.1599).*

### **Attendance Contract for Excessive Absences/Appeal**

A student who accumulates more than 12 absences in a course (parent permitted or unexcused) will risk losing a letter grade, and GPA points for that course.

***To earn a letter grade and GPA points back in the course, you must:***

- a) Show a marked improvement in attendance and tardies*
- b) Complete class work and pass the course*
- c) Upon completion of the above requirements, submit a written appeal to the principal or designee to reinstate a letter grade and GPA points at the end of the semester.*

The appeal request must be in writing on the appropriate form and submitted to the building principal or his/her designee, no later than two weeks prior to the end of the semester (the deadline for seniors second semester is 2 weeks before their last day). The appeal will be reviewed and if approved, the student will receive the letter grade and GPA points that were earned. If the appeal is denied, a score of 78% on the end of semester exam constitutes a qualifying score to earn credit in the course, which will be marked as CR on the transcript and count as zero GPA points. If conditionally approved, the student will earn credit for the course if he/she has passed the course, which will be marked as CR on the transcript and count as zero GPA points. Otherwise, the student will earn an E (no credit) for the course.

<b>Attendance Appeal Status</b>	<b>Letter Grade</b>	<b>GPA Points</b>	<b>Credit</b>
Approved	Y	Y	Y
Conditionally Approved	N	N	Credit based on student's final Semester Grade (60%+)
Denied/No Appeal Filed	N	N	Credit based on student's Final Exam Grade (78%+)

## **Building Security**

Carman-Ainsworth High School has a security system and security cameras throughout the building. The police will be notified upon unauthorized entry. Students must never enter the building on non-school time unless accompanied by a member of the school faculty.

## **Cell Phones and Electronic Devices**

Students may be in possession of electronic devices such as cell phones, iPods, MP3s, gaming devices, etc., at school with the understanding that the school district will not be responsible for damage, theft, or loss of such devices. **Cell phones/electronic devices should be silenced and not used under any circumstances while classes are in session, (including zero or 7<sup>th</sup> hour) without approval from the supervising teacher or an administrator. Teachers may include other restrictions during their class periods, as they deem necessary.** Penalties for violation of the cell phone policy are listed in the *Student Code of Conduct*.

## **Class Standing/Grade Computation**

- ◆ **A student must earn twenty-four (24) credits to graduate and courses must meet the graduation requirements.**
- ◆ A student must have sixteen (16) credits by the beginning of the senior year to be eligible for graduation at the end of the school year.
- ◆ All students must take at least six credits per year.
- ◆ Students of junior and senior status that have fallen behind in credits (juniors below 12 credits and seniors below 18 credits) may take courses beyond the six classes per semester. Students choosing to take advantage of this opportunity will be responsible for any additional costs that are incurred with these courses.
- ◆ Seniors must turn in all work and meet all classroom obligations to graduate by the **Senior Credit Deadline Date**. This date is announced earlier in the school year.

## **Credit Status and Grading Point Scale**

Please see the following table to determine number of credits needed to progress to each grade level:

<b><u>Total Credits to Graduate</u></b>	<b><u>Total Credits necessary to walk in Commencement Ceremony</u></b>	<b><u>Actual Credits Needed at Beginning of School Year To Be On-Track to Graduate the same year</u></b>	<b><u>Actual Credits Needed at Beginning of School Year To Be On-Track as a Junior</u></b>	<b><u>Actual Credits Needed at Beginning of School Year To Be On-Track as a sophomore</u></b>
<b>24</b>	<b>23.5</b>	<b>18</b>	<b>12</b>	<b>6</b>
Graduation requirements must also be met as a condition of the 24 credits.			Minimum Credits needed at beginning of school year to be considered a Junior	Minimum Credits needed at beginning of school year to be considered a Sophomore
			<b>10</b>	<b>4.5</b>

## Grading Point Scale:

A 4-point scale is used to compute grades. The honor points awarded for each grade appear in the table that follows:

4-POINT SCALE			
A	4.0	C	2.0
A-	3.8	C-	1.8
B+	3.5	D+	1.5
B	3.0	D	1.0
B-	2.8	D-	0.8
C+	2.5	E	0.0

The Honors categories for graduation are as follows:

**3.8 – With High Honors**

**3.5 – With Honors**

**3.0 – Honor Roll**

*(This determination is based upon **eight** semesters.)*

Students who have repeated a class in the regular day school and wish to have the original grade removed from their record must notify the counselor.

## **Display of Affection (Inappropriate)**

It is expected that all students will observe acceptable standards of behavior in school. Displays of undue familiarity, such as kissing, embracing, fondling, or acts of a sexual nature are considered to be inappropriate for the school atmosphere, and will not be condoned. Additional information is located in the *Student Code of Conduct*.

## **Distance Learning (“GenNET” Courses, Online Courses, etc.)**

A number of courses are offered each year via “GenNET,” the Genesee countywide distance learning system. These may be via interactive TV and/or online services. (More detailed information regarding Distance Learning can be obtained from the *Course Description Booklet* or from your counselor.) At the time when students register for interactive television courses for the following year, the specific times at which these classes will meet daily may not yet be known. Students who register for GenNET (TV or online) courses, however, sign a contract, along with their parents, at the time of registration that serves as a binding decision for and commitment to the course. Please be aware that registration for a GenNET (TV or online) course is a binding contractual decision that cannot be rescinded.

## **Electronic Communication – E-mail, ParentVUE/StudentVUE and Social Media**

Please keep parent/guardian and student e-mails up to date in ParentVUE and StudentVUE. We will be providing an increasing number of communications directly through e-mail and keeping your e-mail address current is very important. In addition, please join our Facebook, Twitter, and Band accounts (listed in the parent involvement section of this Handbook) to receive news about our school.

## **Fees/Fines**

Generally, fees are not levied for the use of equipment, workbooks, or other materials used in the classroom, based upon Michigan law. There are classes, such as Industrial Arts/Tech class, where fees can be levied at the discretion of the teacher. Fines will be assessed for, loss of, damage to, or misuse of equipment or materials furnished by the school. Students will be required to clear all fines prior to issuance of report card or transfer to a new school and seniors must clear fines prior to receiving cap and gown for commencement and receiving their diploma.

## **Fire/Tornado/Disaster/Lockdown Drills**

Fire drill, tornado drill, disaster drill, and lockdown drill instructions vary for each room in the building. Teachers will review with students the procedures for specific classrooms at the beginning of the year, and these procedures will be posted in each classroom.

## **Fund Raising**

- ◆ No school organization may raise funds without permission of a principal.
- ◆ Students are not to sell items from fund raising activities in their classrooms. All fund raising activities by students are to be under the supervision and direction of school personnel. All door-to-door fundraisers, must be approved by the Superintendent.
- ◆ Students are prohibited from selling any and all items for personal gain, without the written consent of a building principal. This includes food items, drinks, clothing, shoes, jewelry, etc.

## **Grading/Marking System/Progress Reports**

Carman-Ainsworth High School employs a grading system with progress reports issued to students four (4) times during the course of the school year. Each marking period will be approximately six (6) weeks in length. Final semester grades are calculated at the end of each semester and are the only grades that appear on official student transcripts. **If a grade of “incomplete” is received on a report card, the student is expected to complete the work missed and have the “incomplete” removed within two weeks after report cards are issued.**

Grades represent the teacher’s evaluation of a student’s progress in a given period of time. Most of the high school teachers use cumulative grading which means that the grades continue throughout the three marking periods for each semester. With cumulative grading, all work for the semester accrues to 80% of the student grade and the exam counts for 20% of their final semester grade. Please contact individual teachers if you have questions about their grading policies. Administrators cannot change grades. Any grade appeal must be made through the Office of Instruction.

A grade point average (GPA) will be computed beginning with high school coursework, and any courses earning high school credit including those offered at Carman-Ainsworth Middle School, which will ultimately determine a student’s class rank at the end of his/her senior year.

## **Graduation Requirements and Scheduling**

Students attending Carman-Ainsworth High School must earn **twenty-four (24) credits to graduate**. Requirements for graduation may be determined by studying the chart that follows.

### **GRADUATION REQUIREMENTS**

<b>REQUIREMENT</b>	<b>CREDITS REQUIRED</b>	<b>COURSES WHICH MEET THE REQUIREMENT</b>
English	<b>4.0</b>	English 9, English 10, English 11, and English 12 or any equivalent accelerated or AP course.
Mathematics	<b>4.0</b>	Algebra I, Geometry, and Algebra II are the first three credits of courses as determined by the Michigan Merit Curriculum. The fourth credit of math may be Introductory Calculus, Probability & Statistics, AP Calculus, or a math-related course.
Science	<b>3.0</b>	Physical Science, Biology, Chemistry or Physics meet the requirements of the Michigan Merit Curriculum. For students who have strong math and science skills Accelerated Biology, Accelerated Chemistry, and Accelerated Physics also meet the requirements of the Michigan Merit Curriculum.
Social Studies	<b>3.0</b>	World History, U.S. History, Civics, and Economics
Physical Education	<b>0.5</b>	Essential Physical Education
Visual, Performing and Applied Arts	<b>1.0</b>	All students are required to take one credit from the following: Art, Music, Theatre, Woodworking, Design/Build, Computer Science, Drafting/Pre-Engineering courses, Yearbook, Broadcasting, Creative Writing, Interior Design, Web Design
Health	<b>0.5</b>	One semester of Health
Computer Applications/Technology	<b>0.5</b>	Computer Essentials (1 semester) or BMA I (full year)
World Language	<b>2.0</b>	Alternative: One credit of World Language and one of the following: *completion of a department approved Career Technical program *one additional credit of Visual, Performing and Applied Arts
Electives	<b>5.5</b>	Additional credits beyond the required minimum from above or any other elective courses.
Total Credits Required to Graduate	<b>24</b>	

1. **Student Load:** All students are required to take six (6) credits per year. Freshman and sophomores must take all of their credits on site. Juniors and seniors who are taking an approved, school-related, credit-bearing course of study such as Genesee Career Institute, Dual Enrollment, internship, Co-op, community-based learning, or online classes, may combine that experience with on-site classes for a total of six (6) credits. We expect our students to be full-time. In rare circumstances, with permission of the building principal, juniors and seniors may be permitted to carry seven (7) credits.

2. **Dropping and Adding Classes:** From the beginning of the semester through the first **two** weeks, the following guidelines will govern the dropping and adding of classes:
  - ♦ Classes cannot be added or dropped, beyond the **first two weeks** of the 1st semester. **On-line, GenNET, and AP courses may not be dropped at any time after official enrollment.**
  - ♦ When a class is added during the **first two weeks of the 1st semester**, the student will receive a grade for all three marking periods as well as a semester grade for that class.
  - ♦ Prior to the dropping and/or adding of classes, a student must meet with his or her assigned guidance counselor and obtain official permission to add or drop by completing the **Carman-Ainsworth High School Course Drop/Add Form**. This form is available in the Guidance and Counseling Center.
  - ♦ Schedule changes for 2<sup>nd</sup> semester are discouraged and are made only with the permission of the Principal or designee.
  - ♦ Anytime a student drops a class or drops out of school after the **first two weeks**, the student will automatically receive a grade of “E”. This grade will appear on the permanent record of the student as the semester grade for that class. Any deviations from these guidelines will be made only with approval of the Principal. This provision does not apply to students transferring from another school.
3. **Credit:** Most courses carry a value of 0.5 credit per semester. Exceptions are outlined in the *Course Offerings Booklet*.
4. **College:** To receive recommendation for college, it is highly recommended that a student earn a “B” average (3.0), with a minimum “C” average (2.0).
5. **Transfer Students:** Determination of transfer credits and placement, after a careful evaluation of all records, is the prerogative of the building principal. Transfer students, including home-schooled students, will be subject to assessment and placement by school officials. A senior who transfers in after the senior year begins will be held to the graduation credit requirement of the sending school or Carman-Ainsworth, whichever is higher. Students may not use transfer to circumvent graduation requirements or disciplinary action by a sending school. In order to receive a Carman-Ainsworth High School diploma, a student must attend Carman-Ainsworth High School throughout the senior year.

### **Hall Passes**

To pass through the halls during class time, a student must have a hall pass that is signed and authorized by a staff member. Students are expected to obtain their classroom materials and utilize the drinking fountains and lavatories during the passing time between classes. From time to time, school officials may conduct hall sweeps. Students in the hall without a pass are subject to being caught in a hall sweep, and experience disciplinary consequences.

### **HIV/AIDS and Sex Education Instruction**

Students participating in Health class will address the current issues in the field of health education. The class includes topics on nutrition, fitness and exercise, substance abuse, disease prevention, reproductive health and AIDS awareness. Parents or guardians with a student enrolled in Health may request an opportunity to

review materials, observe instruction and/or to excuse their child without penalty from the class in accordance with the *Revised School Code, Section 380.1507*.

### **In-School Suspension**

The In-School Suspension (ISS) classroom is used primarily for minor classroom disruptions and infractions of the handbook. Students may be assigned for lunch detention, one class period, multiple class periods, or full days. **Students are required to work on course work or read while in the ISS classroom and should plan accordingly.** Students assigned to ISS during lunch will be provided a sack lunch from the school cafeteria or may bring their lunch. Failure to follow ISS rules will result in immediate Out-of-School Suspension (OSS).

### **Online Courses**

A student can recover credits through online courses during Zero hour, 7<sup>th</sup> hour, and during the regular school day for the purpose of meeting high school graduation requirements when enrolled in grades 9-12. Priority will be given to senior students. Online credit recovery courses are taken on-line under the direction of a teacher. Online credit recovery classes are taken for credit only. "MET" will be recorded for students who successfully earn credit. "NG" will be recorded for students who are not successful. No GPA points will be awarded and the new grade will not replace the original grade earned in a failed course. Enrollment in Online courses requires counselor approval.

### **ParentVUE/StudentVUE**

Carman-Ainsworth High School provides access to grade book and attendance information through ParentVUE and StudentVUE. This system is designed to allow parents and students the opportunity to monitor their progress throughout the course of the school year including access to the teacher's grade book to check daily assignments, quiz/test scores, and overall grade to date, as well as tardy and attendance information. ParentVUE can be accessed by logging onto the school website at [www.carman.k12.mi.us](http://www.carman.k12.mi.us) under the Parent tab. StudentVUE is accessible under the Student tab on the high school website. For those who need access codes for ParentVUE or StudentVUE, please call or stop by the main office of the high school. **Please make sure that you keep e-mail and phone information up-to-date in this system to receive important communication.**

## **School Day Schedule 2021-2022**

### **Regular Full Day**

<b>Start</b>	<b>End</b>	<b>Event</b>
6:20 AM	7:15 AM	0 Hour
7:20 AM	8:15 AM	1 <sup>st</sup> Hour
8:20 AM	9:15 AM	2 <sup>nd</sup> Hour
9:20 AM	9:45 AM	Advisory
9:50 AM	10:45 AM	3 <sup>rd</sup> Hour
10:45 AM	11:10 AM	A Lunch
11:15 AM	12:15 PM	4-A Class
10:50 AM	11:15 AM	4-B Class



11:15 AM	11:40 AM	B Lunch
11:45 AM	12:15 PM	4-B Class
10:50 AM	11:45 AM	4-C Class
11:45 AM	12:15 PM	4-C Lunch
12:20 PM	1:15 PM	5 <sup>th</sup> Hour
1:20 PM	2:15 PM	6 <sup>th</sup> Hour
2:25 PM	3:40 PM	7 <sup>th</sup> Hour

### Half-day Exams

Start	End	Event
7:20 AM	8:57 AM	1 <sup>st</sup> Exam
9:02 AM	10:42 AM	2 <sup>nd</sup> Exam

### GenNET ITV (Interactive T.V.) Schedule

Start	End	Event
6:45 AM	7:40 AM	0 Period
7:45 AM	8:40 AM	1 <sup>st</sup> Period
8:45 AM	9:40 AM	2 <sup>nd</sup> Period
9:45 AM	10:40 AM	3 <sup>rd</sup> Period
10:45 AM	11:40 AM	4 <sup>th</sup> Period
12:20 PM	1:15 PM	5 <sup>th</sup> Period
1:20 PM	2:15 PM	6 <sup>th</sup> Period
2:20 PM	3:15 PM	7 <sup>th</sup> Period

### Genesee Career Institute Bus Schedule

Session	Pickup at CAHS	Return to CAHS
Session I	6:35 AM / 6:45 AM (CAMS)	9:10 AM
Session II	8:20 AM	10:55 AM
Session III	11:35 AM	2:10 PM

## **Student Dress**

Students should follow habits of good grooming and personal hygiene at all times. Students are encouraged to wear comfortable clothes, however, any clothing, head or face covering that is disruptive to the educational process, presents a distraction to the teacher or class, interferes with classroom activities, or presents a safety hazard to students will be prohibited. Shoes are required at all times in the school building.

### **Some examples of prohibited clothing are:**

- mesh or “see-through” shirts
- shirts/blouses that expose excessive cleavage or are midriff-baring
- thin-strapped tank tops
- undershirts or the like
- backless or shoulder-less tops
- pajamas or slippers
- cut-off shirts
- wrist bands
- sunglasses
- gloves
- clothing or accessories that advocate the use of illegal substances or that advertise beer/alcohol/tobacco
- clothing or accessories that contain offensive language/material or inferences

- clothing or insignia deemed to be gang-related or considered to be an outward display of gang-associated behavior
- form fitting clothes such as spandex, leggings, jeggings, yoga pants, tights, etc.; unless worn with an outer garment covering buttocks and private area
- pants or trousers that “sag” exposing any type of undergarment, including athletic shorts, are not allowed; undergarments must be covered at all times
- items covering the face and/or eyes of any student, including a student’s hair or excessive face makeup that disguises the student
- Hoods

**Students not wearing appropriate clothing will be asked to change at school, if not possible; sent home from school to change; or excluded from classes until a parent/guardian can be reached. The appropriateness of student dress will be determined by a school official, consistent with these guidelines and the *Student Code of Conduct*.**

### **Student Behavior: Expectations Regarding Behavior at School**

Carman-Ainsworth High School students should strive to adhere to the following individual expectations while at school. A student should:

1. Respect the inherent human dignity and worth of each individual.
2. Be informed of and adhere to reasonable rules and regulations established by the Board of Education and implemented by school administrators and teachers for the welfare and safety of students.
3. Study diligently and maintain the best possible level of academic achievement.
4. Be punctual and present in the regular school program to the best of one’s ability.
5. Refrain from libel, slanderous remarks and obscenity in verbal and written expression and observe fair rules in conversation and responsible journalism.
6. Dress and appear in a manner that meets standards of health, cleanliness and safety.
7. Help maintain and improve the school environment, preserve school property and exercise the utmost care while using school facilities.
8. Conduct oneself in an appropriate manner while in attendance at all school or school-related functions held on or off school grounds.
9. Continue to be, or become, actively involved in one’s education, understanding of people and preparation for adult life.

### **Student Records**

Cumulative records shall be maintained for all students from their entrance into school through the twelfth grade. Eighteen-year-old students and parents of students under eighteen have the right to examine and contest entries in their records according to the procedures established by the district in compliance with state and federal law. A natural parent of a student, whether the parent is the custodial parent or not, is entitled to review the student’s records unless there is a specific court order revoking such right.

### **Notice of Right to Access and Privacy of Student Records**

(As printed in the *Carman-Ainsworth Courier*) According to the Family Rights and Privacy Act, parents and guardians of each student under 18 years of age and each student who is 18 years of age or older have certain records kept on the student by the Carman-Ainsworth Community Schools. These include:

- ◆ The right to examine the student's record. Requests for inspections shall be made at the respective school buildings or the Carman-Ainsworth Administration Building.
- ◆ The right to have administration hear evidence that any part of the record is inaccurate, misleading, or violates a student's privacy or other rights, to have the record changed if the administration agrees with the applicant's evidence and to insert an explanation in the record if the administration disagrees.
- ◆ The right to have records which personally refer to a student kept confidential except either by consent of the parent/student, or when being used by school personnel for school business. Certain official agencies may also request records. These are listed in the Board of Education Policy on privacy of Student Records.
- ◆ The following information will be available for publication in directories, sport programs and so forth. Directory information includes the following information relative to a student: the student's name; the parent's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent previous educational agency or institution the student attended, and similar information generally found in yearbooks.
- ◆ If the parent of a student does not wish this information to be available for publication, a written notice must be signed by the parent/student and given to the building principal by September 16, 2016.
- ◆ The right to obtain a copy of the Board of Education Policy on Student Records from Carman-Ainsworth Administration Building.
- ◆ The right to protest to The Family Educational Policy on Privacy Act Office, Department of Health, Education, and Welfare, 330 Independence Avenue SW, Washington, D.C., 20201, if the school district is not complying with the Family Rights and Privacy Act or the Department of Health, Education, and Welfare rules.

Occasionally, reporters request access to students for news and feature stories and for photos or videos that accompany them. If you do NOT wish to be interviewed or photographed for media publication or broadcast, a written notice must be signed by the parent/ guardian and submitted to the building principal by the end of the second week of school or upon enrollment if after school begins. The form is available at [www.carman.k12.mi.us](http://www.carman.k12.mi.us) at the high school page under the "forms" tab - Notice of Right to Access and Privacy of Student Records.

### **Summer School**

A student can earn credits for failed classes from summer school for the purpose of meeting high school graduation requirements when enrolled in grades 9-12. All summer school classes are taken for credit only. "MET" will be recorded for students who successfully earn credit. "NG" will be recorded for students who are not successful. No GPA points will be awarded and the new grade will not replace the original grade earned in a failed course. Enrollment in summer school requires counselor approval.

A student can take courses in summer school not previously taken during the regular academic year, for the purpose of meeting high school graduation requirements when

enrolled in grades 9-12. Summer school classes are taken for credit only. No GPA points will be awarded. A fee may be applied for courses not taken for credit recovery purposes. “MET” will be recorded for students who successfully earn credit. “NG” will be recorded for students who are not successful. Enrollment in summer school requires counselor approval.

Credit will not be awarded to students for participation in any other summer or credit recovery experiences, including but not limited to: summer school programs run by other school districts, foreign study during the summer, or college classes taken during the summer that are not approved in advance by the administration.

### **Testing:**

Students will take a variety of district and state mandated assessments throughout the year. Depending on the grade level these may include the NWEA Reading and Math screener in the fall and spring, PSAT, MME (Michigan Merit Exam) –which includes the SAT, ACT, WorkKeys, and M-STEP, WIDA for English Language Learners, or MI-Access. Please watch the website for additional information regarding test dates and altered schedules.

Students may also want to take additional college admission tests such as the SAT or ACT. Ask your counselor for an ACT and/or SAT registration packet and test preparation booklets as well as on-line practice sites. More than 2,700 colleges, universities, and scholarship agencies require or recommend the ACT or SAT. The State of Michigan provides the SAT as part of the Michigan Merit Exam, so ACT tests will be limited at Carman-Ainsworth High School.

<b>2021-22 SAT Test Dates and Deadlines</b>	
<b>Test Date</b>	<b>Registration Deadline - Registration will open early. Check here for updates.</b>
Saturday, August 28, 2021	<a href="https://collegereadiness.collegeboard.org/sat/register/dates-deadlines">https://collegereadiness.collegeboard.org/sat/register/dates-deadlines</a>
Saturday, October 2, 2021	<a href="https://collegereadiness.collegeboard.org/sat/register/dates-deadlines">https://collegereadiness.collegeboard.org/sat/register/dates-deadlines</a>
Saturday, November 6, 2021	<a href="https://collegereadiness.collegeboard.org/sat/register/dates-deadlines">https://collegereadiness.collegeboard.org/sat/register/dates-deadlines</a>
Saturday, December 4, 2021	<a href="https://collegereadiness.collegeboard.org/sat/register/dates-deadlines">https://collegereadiness.collegeboard.org/sat/register/dates-deadlines</a>
Saturday, March 12, 2022	<a href="https://collegereadiness.collegeboard.org/sat/register/dates-deadlines">https://collegereadiness.collegeboard.org/sat/register/dates-deadlines</a>
Saturday, May 7, 2022	<a href="https://collegereadiness.collegeboard.org/sat/register/dates-deadlines">https://collegereadiness.collegeboard.org/sat/register/dates-deadlines</a>
Saturday, June 4, 2022	<a href="https://collegereadiness.collegeboard.org/sat/register/dates-deadlines">https://collegereadiness.collegeboard.org/sat/register/dates-deadlines</a>

**PSAT Test Date:** Juniors will take the PSAT/NMSQT test on Wednesday, October 13, 2021 as part of the district assessments.

### **Testing Out**

A student has the option of testing out of most courses offered at the high school. A student will be responsible to pass a comprehensive semester examination with a C+ (or 78%) or better; in addition, written papers, projects, portfolios, and term papers may be required. Successful completion of the exam will count toward graduation credits; however, no grade will be factored into the cumulative GPA. Student transcripts will show that the student passed the test with a MET. Yearlong classes require both 1<sup>st</sup> and 2<sup>nd</sup> semester exams with a combined score of C+ (78%) or better. The tests will be administered two times per year, in January and in June. The application must be submitted to the counseling office, and students will be notified where/when the testing will occur. A course outline will be provided upon request, but a review sheet is not provided. Students are expected to check out a textbook if they are available and study/prepare for the test-out exam. Students shall not be charged any fees for extra costs incurred for the testing process.

#### **APPLICATION DEADLINE**

4 Weeks prior to the test

#### **TEST OUT DATE**

Wednesday Prior to final exams

### **Transferring or Withdrawing From School**

If a student plans to transfer to another school or withdraw from school, he/she must notify the Main Office. The student's parent(s) or guardian(s) should also notify the school prior to the student leaving. The student must follow the checkout procedure before leaving school:

#### **Check-out Procedure**

1. Report to the Main Office to obtain a checkout form.
2. A Youth Safety Advocate will escort the student to his/her locker to clean out books, other school property, and personal belongings.
3. A Youth Safety Advocate will escort the student to the Media Center to turn in books and to his/her classes to obtain grades if necessary.

### **Visitors**

Students may not bring visitors to school unless they are part of a planned instructional activity, and prior approval for the visit has been given by the principal at least two days in advance. Under no circumstances, will younger children be permitted to spend the school day with students. Visitors will not be permitted on the days immediately before holidays, or testing days, or the final days of a marking period or semester. Lack of prior arrangement will result in the visitor leaving school premises immediately. All visitors, including parents who enter the building during the school day for any reason must first sign in at the greeter's desk.

#### **Additional Parent/Guardian Visitation Guidelines**

1. Parents/Guardians may sit quietly in classrooms without engaging in conversations with students and/or teachers during class time, unless a teacher initiates the conversation.

2. Parents/Guardians will follow classroom rules in regards to eating or drinking during class time.
3. Parents/Guardians are expected to stay awake and alert while observing their child's classes.
4. Parents/Guardians are to make scheduled appointments with teachers to discuss their child's progress/behavior, or wait until after school.
5. Parents/Guardians are to report any problems they may encounter with other students to the teacher or administration.
6. Parents/Guardians must have proof of identification.
7. Parents/Guardians may purchase a school lunch and enjoy the cafeteria environment with his/her child.
8. In order to maintain the learning environment in each classroom, cell phone use is prohibited.
9. Parent/Guardian visitations will be limited to two days per week.
10. Parents must request to visit at least 24 hours in advance.
11. Parents must meet with a principal prior to classroom visits to review expectations.

## Section III: EXTRACURRICULAR POLICIES AND PROCEDURES

### Procedures for After-School Activities

Participation in extracurricular activities, including athletics, is a *privilege* and not a *right* of students. The school sponsors many excellent social functions and urges student participation in them because of their overall value. All school activities must be sponsored by a class or school organization. The following regulations pertain to after-school activities and parties:

1. The various classes and organizations are to prepare all details for their respective activities and submit the requests to the administration for approval.
2. Students are **not** permitted to take part in after-school activities without a staff member being present and in charge. This applies to all after-school activities such as play practices, club or class meetings, dances, school parties, athletic and cheerleader practice, athletic contests, etc.
3. School personnel are responsible for seeing that high standards of student conduct are maintained, and, therefore, the faculty members in charge will have final authority.
4. For the benefit of the majority of students and parents, all dances and parties shall be open to only Carman-Ainsworth students and their guests.
5. Once students and guests enter the building to attend any school function, they are not permitted to leave and re-enter. In emergencies, sponsors can give approval.
6. All school rules apply at any school-related event, home or away.
7. Any student who does not conduct himself/herself in a manner which does credit to his/her class and school may lose the privilege of attending future activities.
8. All groups shall be responsible to see that the area(s) of the building and/or the room(s) used are clean after an activity.
9. Students are **not** to be in the building unless they are participating in a sponsored activity or working with a staff member. Students are to remain in a designated area until the activity begins.
10. A student will not be allowed to attend an extracurricular activity if he/she is not in school at least three (3) hours on the day of the activity. (This includes absence or suspension.) If the activity occurs on Saturday or Sunday, the student must have attended school for at least three (3) hours on the Friday prior to the activity.

### Participation in Athletics

#### **Assumption of Risk**

Participation in all sports requires an acceptance of risk of possible injury. Injuries are an inherent part of any sport and are generally accepted as such by athletes and their parents. Athletes and their parents must understand that no matter what precautions are taken; injuries in sports cannot be completely avoided.

Carman-Ainsworth Community Schools is requiring parents and students to review, sign and return the **Concussion Awareness Educational Material Acknowledgement Form** before participating in physical education class or an athletic sport. The form must be kept on file for the duration of participation or until the student turns 18 years old. Forms may be obtained in the Main Office.

## Athletic Conference

Carman-Ainsworth is a member of the Saginaw Valley Conference. Members of the conference are Carman-Ainsworth, Davison, Grand Blanc, Powers Catholic, Lapeer, Saginaw, Saginaw Arthur Hill, Saginaw Heritage, Bay City Central, Bay City Western, Midland, Midland Dow, and Mt. Pleasant.

**Athletic College Eligibility** – *If you are a student who intends to participate in athletics at a Division I or II School, it is your responsibility to check with your counselor to see if you are meeting the initial qualifications of core classes and/or ACT or SAT scores as mandated by the NCAA.*

(From the NCAA Initial-Eligibility Center)

### To be certified by the Eligibility Center, you must:

1. Graduate from high school. You should apply for certification after your junior year in high school if you are sure you wish to participate in intercollegiate athletics as a freshman at a Division I or II institution. **IF** your eligibility status is requested by a member institution, the Eligibility Center will issue a preliminary certification report after you have had all your materials submitted (official six-semester transcript, ACT or SAT scores, student release form and fee). After you graduate, **IF** your eligibility status is requested by a member institution, the Clearinghouse will review your final transcript and proof of graduation to make a final certification decision according to NCAA standards. Note, however, that if you fail to submit all the documents required or if no member institution requests your eligibility status, your incomplete file will be discarded after three years, requiring you to pay a new fee if certification is requested after that time.
2. Earn a grade-point average of at least 2.30 (on a 4.00 scale) in a core curriculum of at least 16 academic courses which were successfully completed during grades 9 through 12 to be a full qualifier. Ten (10) of sixteen (16) cores must be taken prior to the seventh semester of high school (senior year). Only courses listed as approved on Carman-Ainsworth High School's "List of NCAA Approved Core Courses" (formerly 48-H) can be used to calculate your NCAA G.P.A. A "MET" or "PASS" on the transcript equates to a 1.0 (D).

No special values are allowed for "+" or "-" grades. The chart below shows what your core courses must include at a minimum.

**Core Units Required for NCAA Certification**

English Core	4 years	3 years
Math Core (Algebra I or higher)	3 years	2 years
Natural / Physical Science Core (including at least one year of lab science, if offered)	2 years	2 years
Social Science Core	2 years	2 years
Additional year of English, Math, or Natural/Physical Science	1 year	3 years
Additional Core (English, Math, Natural/Physical Science, Social Science, Foreign Language, Philosophy, or Comparative Religion)	4 years	4 years
<b>TOTAL CORE UNITS REQUIRED</b>	<b>16</b>	<b>16</b>



\* **IMPORTANT NOTES:** Division 1 certification requires 3 years of math, including at least 1 year of algebra and 1 year of geometry (or a course for which geometry is a prerequisite).

3. Earn a sum of scores of at least 68 on the ACT or a combined score of at least 820 on the re-centered SAT on a national test date.

For Division I: The minimum grade-point average in the 16 core courses and required ACT or SAT score vary according to the *Initial-Eligibility Index* below. The index applies to students enrolling as college freshmen who wish to participate in Division I athletics.

Core GPA	ACT	SAT	Core GPA	ACT	SAT
Above 2.500	67	810	2.250	77	920
2.500	68	820	2.225	78	930
2.475	69	830	2.200	79	940
2.450	70	840	2.175	80	950
2.425	70	850	2.150	81	960
2.400	71	860	2.125	82	970
2.375	72	870	2.100	83	980
2.350	73	880	2.075	84	990
2.325	74	890	2.050	85	1000
2.300	75	900	2.025	86	1010
2.275	76	910	2.000	86	1020

For more information regarding the rules, please go to [www.ncaa.org](http://www.ncaa.org). Click on “Academics and Athletics” then “Eligibility and Recruiting”. Or, visit the NCAA web site <https://web3.ncaa.org/ecwr3/>

### **Athletic Discipline Code**

The *Carman-Ainsworth Athletic Discipline Code* for student athletes has been developed and implemented to provide a common set of rules for all students participating in high school athletics. The code combines the rules and regulations of the Michigan High School Athletic Association (MHSAA) pertaining to the student athlete as well as specific Carman-Ainsworth district rules governing athletic participation. Student athletes are to comply with all aspects of the code if they desire continued eligibility status.

The Carman-Ainsworth Community Schools *Student Code of Conduct* applies to all athletics as well as other school activities. **School rules apply at all athletic competitions.**

### **Previous Misconduct in another School District**

In order to maintain a safe and orderly learning environment, the district reserves the right to review incidents of misbehavior that occur either at a previous district and/or criminal misconduct. See *Student Code of Conduct*, Student Rights, Responsibilities and Limitations, Sections VII and XII.

## **Parents and Spectators - Supporting our Athletic Teams**

Parents and spectators must also maintain sportsmanship at athletic events. Teams, and schools may be penalized by officials for the behavior of their fans. Therefore, spectators who conduct themselves in a un-sportsman like manner will be removed from the event.

***Do not mention or refer to an opponent in a negative way.*** Cheering implies positive vocal support for our team. We do not cheer against another team or its fans. We will not include rude or negative remarks about the other side in our comments.

***Be positive for our team.*** Cheer when our team scores, cheer when they take the floor after a time out or at natural breaks in the contest, cheer when our team makes a good play. Good sports cheer when the other team makes a good play too!

***Applaud our good fortune – not the other team's misfortune.*** Cheer when our players make good things happen. Do not cheer the misfortune of the other side when they have missed plays, penalties, or violations.

***Spectators and players from BOTH sides need to applaud the recovery of an injured player.*** Wait patiently until an injured player seems to be okay and then applaud.

***Do not boo, shout at, or harass the game officials.*** Game officials will make mistakes. It is part of the game. While no one likes that fact, it is a fact. It is not proper to show contempt at times like this. Good sportsmanship demands a controlled, restrained response in these situations. The coaches will deal with misplays made by the officials.

***At the start of a contest we cheer all players from both sides as the teams are introduced.*** These are student athletes. This is a school event, it is part of the curriculum and one of the lessons is learning to compete within the rules and to accept and overcome the adversity that is sure to come as part of the competition.

***Cheer acts of good sportsmanship from an opponent.*** Good sports acknowledge the proper acts of sportsmanship by the other team. It is appropriate to cheer such displays.

***Do not go on the playing field or floor before, during, or after a contest.*** The athletic playing field is the players' place. Fans have no place on the playing field.

## **Use of Alcohol, Narcotics, Drug Substances**

The use, possession, distribution or sale or intent to distribute or sell, of all alcoholic beverages, narcotics, drug substances, illegal drugs, including steroids and substances purported to be illegal or abusive, i.e., look-alike drugs, constitutes a violation of the athletic rules and subjects the athlete to penalty.

Athletes will be disciplined whenever referral is made to the coach and/or Athletic Director based on 1) self-admission or 2) discovery of such action by school personnel or authorities.

### ***Failure to Comply***

In addition to the school penalty of out-of school suspension, the following applies:

- a. First Offense - The athlete will be suspended for 10% of the games in the sport in which she/he is participating at the time of the infraction. An athlete will not be permitted to practice during the time she/he is suspended.
- b. Second Offense - Suspensions from all athletics for the remainder of the year.
- c. Third Offense - Suspension from all athletics for one calendar year, starting at the time of the offense.

### **Use of Tobacco**

The use, possession, distribution or sale of all tobacco products constitutes a violation of the athletic rules and subjects the athlete to penalty.

### ***Failure to Comply***

In addition to the school penalty of out-of-school suspension:

- a. First Offense - The athlete will be suspended for 10% of the games in the sport in which she/he is participating at the time of the infraction. An athlete will not be permitted to practice during the time she/he is suspended.
- b. Second Offense - Suspension from all athletics for the remainder of the year.
- c. Third Offense - Suspension from all athletics for one calendar year, starting at the time of the offense.

### **Fighting**

Fighting is never justified and will not be tolerated. Players on the field or court involved in a fight are subject to penalty. Players from the bench involved in a fight will also be subject to penalty.

### ***Failure to Comply***

In addition to the school penalty of out-of-school suspension:

- a. First Offense - The athlete will be suspended from the next **two** contests. The MHSAA next-game disqualification rule will suspend the athlete from **one** contest (total of two-contest suspension).
- b. Second Offense - The athlete will be suspended from the next **three** contests. The MHSAA will suspend from the next contest (total of three-contest suspension).
- c. Third Offense - The athlete will be suspended from competition for the remainder of the year.

### **Profanity and/or Racial Remarks, Taunting, Hazing**

Profanity and/or racial remarks will not be tolerated. Student athletes are expected to conduct themselves as good sports.

Taunting includes any actions or comments by coaches, players or spectators which are intended to bait, anger, embarrass, ridicule or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters. Examples of taunting that would lead to ejection include but are not limited to, "trash talk"; physical intimidation outside the spirit of the game; reference to sexual orientation; "in the face" confrontation by one player to another; or standing over/straddling a tackled or fallen player.

Hazing or “initiating” in a manner that ridicules, demeans, or intimidates will not be tolerated.

### ***Failure to Comply***

Any athlete or bench personnel violating this rule will be suspended from that contest or day of competition and the **next** contest. The athlete is also subject to additional school penalties.

### **Supplemental Rules and Regulations**

- A. Players’ Dress – Players are to be neat and clean at all times since they are representing their school and community.
- B. Players’ conduct and behavior toward opponents, game officials, coaches or any other supervisory staff shall be of the highest caliber in keeping with the standards of good sportsmanship.
- C. Athletes will be responsible for all school equipment issued to them during a sport season. This responsibility will be based upon the following guidelines:
  - 1. All equipment will be issued by the coach, and a record will be kept listing the equipment issued to each athlete.
  - 2. Athletes must maintain their equipment in a reasonable and clean condition. The coach will be responsible for establishing a procedure for the cleaning of uniforms. Any student, who fails to return equipment at the prescribed time, unless excused by the coach, will be reported to the Athletic Director.
  - 3. All equipment must be returned to the coach at the end of the sport season. Athletes are required to pay for all lost equipment and are restricted from participating in any other athletic or practice season until this obligation has been cleared by the coach or Athletic Director.
- D. Athletes who quit a team or who are dismissed from a team for disciplinary reasons may not engage in any athletic team conditioning or practice until their current season is over. Exceptions may be made by the Athletic Director.
- E. Athletes may not participate in more than one sport at any given time without prior consent of the Athletic Director and both coaches. An athlete may, under certain circumstances, elect to withdraw from a team in preference for another sport. The student is required to receive permission from both coaches as well as from the Athletic Director.

### **Appeal Procedure**

Appeals of disciplinary actions relating to the *Athletic Code of Conduct* must be initiated by the student or parents of the minor student. Appeals must first be directed to the High School Principal.

- A. A request for an appeal shall be made within three (3) days of the date disciplinary action was taken and must be made in writing stating the adjustments being requested and the reasons thereof.
- B. The student and/or the student’s parents and affected teachers or coaches have a right to be present at all review hearings and must be notified in advance of the time and place. Both the affected student and the school administration have a right to present witnesses at all review hearings.
- C. Based on the review of the appeal, the High School Principal will adjust, revoke or sustain the disciplinary action.

- D. In cases in which a disciplinary action was taken directly to the High School Principal, and/or in cases in which there is dissatisfaction with the results of a review hearing by the High School Principal, an appeal may be made within three (3) days in writing to the Assistant Superintendent.
- E. Students and/or parents will be notified in writing of the results of a review hearing.
- F. In all cases of disciplinary action (short term – ten days or less), decisions cannot be appealed beyond the level of Assistant Superintendent.

### **Athletic Rules and Procedures**

The Carman-Ainsworth Community Schools offer a balanced interscholastic program for both girls and boys. To insure that the maximum number of each gender has the opportunity to participate, the district has chosen to operate separate girls' and boys' teams in certain non-contact sports. Membership on these teams is based on competitive skill in the sport involved. Therefore, boys will not be permitted to try out for girls' teams nor will girls be permitted to try out for boys' teams where comparable athletic opportunities are provided by the district.

A student may not join an athletic team after the fourth contest of the season without the approval of the Athletic Director.

All school uniforms are to be worn only for practice or games and not for personal use. The only exception will be the possible authorization by the coach allowing a jersey to be worn on a game day.

### **Eligibility for Participation**

The following applies for a student to be eligible to participate in the interscholastic athletic program:

- A. Enrollment  
The student must be enrolled in the school for which he/she competes by the Monday of the fourth week of the semester in which he/she competes or must move into the school district of the parent or guardian with whom he/she last lived during the current school year. The student must reside in the school service area in which he/she attends school unless he/she has received prior district and MHSAA approval to compete in a different school.
- B. Physical Examination  
Each athlete must have a physical examination card filled out and signed by a registered physician. A physical exam given on or after April 15<sup>th</sup> is good for the next school year.
- C. Insurance  
The parent must sign the Proof of Hospitalization/Insurance form. All student athletes must have insurance to participate.
- D. Academic Eligibility
  - ♦ The athlete must successfully complete five classes during the previous semester of enrollment. Failure to do so will result in ineligibility for the first sixty days of the following semester.
  - ♦ The athlete must maintain a passing grade for the semester in all classes. Eligibility will also be checked on a weekly basis. Athletes must pass all classes on a weekly basis. Athletes failing any classes during their sport

season will not be allowed to leave school early for a competition without approval from administration.

- ◆ Summer school will be accepted to regain eligibility.

E. Age

A student who competes in any interscholastic athletic contests must be under nineteen (19) years of age, except that a student whose nineteenth (19th) birthday occurs on or after September 1 of a current school year is eligible for the balance of that school year.

**Awards**

- A. A student may accept, for participation in athletics, a symbolic or merchandise award which does not have a value or cost in excess of \$40.
- B. Awards for athletic participation in the form of cash, merchandise certificates, or any other type of negotiable documents are never allowed.
- C. Banquets, luncheons, dinners, non-competitive trips, and fees or admissions to be a spectator at events, if accepted in kind, are permitted under this regulation.
- D. No one, such as a parent, friend, or other person, may accept an award on behalf of the athlete at any time prior to graduation from high school.

***Failure to Comply***

Any student violating any area of this regulation would be ineligible for interscholastic competition for a period of at least one semester from the date of the violation. If a violation occurs after Monday of the fourth week of a semester, a student is ineligible for the balance of that semester and the succeeding semester.

**Maintaining Amateur Status**

- A. Students participating in athletics or planning to do so in their career will not 1) accept money for participating in athletics, sports or games; 2) receive any money or other valuable considerations for officiating an interscholastic athletic contest; or 3) sign a contract with a professional team.
- B. The above rule applies to the following sports: baseball, basketball, boxing, cross-country, football, golf, gymnastics, ice hockey, skiing, soccer, softball, swimming, tennis, track, volleyball, and wrestling.

***Failure to Comply***

A student violating the above rule may not apply for reinstatement until the equivalent of one full school year has elapsed from the date of the last violation. After that date, the student may request reinstatement.

**Outside of School Competition**

A student, after participating in any athletic contest as a member of his/her school team, will not participate in the same sport in any athletic competition outside of school not sponsored by his/her school during the same sport season. A student may not as much as even practice with another team during the season. During the high school season in bowling, cross country, golf, swimming and diving, tennis, track and field or wrestling, a member of the school team in that sport may participate in a maximum of two non-school meets or contests in that sport while not representing his or her school. An event held on not more than three consecutive calendar days is considered a single meet (for these purposes only).

***Failure to Comply***

A student violating this section will be ineligible for athletic participation for a minimum of three games up to one school year.

**School Attendance on Day of Athletic Contests**

School attendance for at least three consecutive hours on the day of a contest, or on the Friday before if the contest occurs on the weekend, is mandatory. It is the coach's responsibility to check attendance. In the event of an emergency, a student who is absent from school on the day of the contest may be allowed to participate upon the approval of the Athletic Director and/or principal.

***Failure to Comply***

A student who does not attend school for at least three consecutive hours on the day of an athletic contest and does not receive approval from the Athletic Director and/or principal will not participate in that day's athletic contest and/or practice.

**Attendance at Practice Sessions/Athletic Contests**

- A. Attendance at practice sessions is necessary to prepare athletes physically and mentally for athletic contest. All team members shall be at all practice sessions and athletic contests at times designated by the coach. It is realized there are situations when it is impossible for a participant to attend due to illness, injury and other required school or family commitments. The participant shall make prior arrangements with the coach or an excused absence.
- B. Participants will not be dismissed from the team for missed practice during a school-sponsored or parent approved trip during regular school vacations.
- C. Students are not permitted to attend practice or an athletic contest on a school day if they have not been in school for at least three consecutive hours on that day.

***Failure to Comply***

A participant who fails to attend a regularly scheduled practice session during a season and receives an unexcused absence may be withheld from the next scheduled event. Upon reinstatement, the participant will be considered a regular member of the team.

**Traveling To and From Away Athletic Contests**

Students must travel to all away athletic contests on school owned or chartered mode of transportation or other such approved vehicles and shall return home on the same vehicle after the contest is over. In emergency situations, if a parent obtains prior approval of the coach, the student may return home after the contest with the student's parents or guardian.

***Failure to Comply***

Any student not returning with a team shall be excluded from the next two athletic contests for which the student is eligible. A second violation will result in exclusion from the team.

**Summer and Off-Season Athletic Programs**

A wide variety of sports schools, clinics, and training programs are offered to athletes during the summer months and off-season by the individual coaches. These programs provide an excellent opportunity for the aspiring athlete to improve his/her skills in a chosen sport.

Since these programs are held in the summer and off-season and are voluntary, in no way shall athletes be required to enroll in these programs as a condition for membership or placement on an athletic team the succeeding sport season. In no way shall failure to participate in these programs result in discrimination against the athlete.

### **Athletic Teams**

The primary purpose of athletics at Carman-Ainsworth is to provide a forum for healthy growth and natural development of each boy and girl. Participation is not limited and every student is encouraged to take part in some form of athletics. Carman-Ainsworth fields teams in the following interscholastic sports:

#### **Fall**

**Boys:** Cross Country, Football, Soccer,

**Girls:** Cross Country, Golf, Sideline Cheer, Volleyball

#### **Winter**

**Boys:** Basketball, Wrestling, Swim and Dive

**Girls:** Basketball, Competitive Cheer, Swim and Dive

#### **Spring**

**Boys:** Baseball, Golf, Track and Field

**Girls:** Softball, Track and Field, Soccer, Tennis

### **Dances**

Any group or organization wishing to sponsor a dance must obtain permission from the principal at least three weeks in advance. **If a dance is held, it is open only to Carman-Ainsworth students and their guests.** All dances will end no later than 11:00 p.m. Carman-Ainsworth High School has a policy that if a student leaves the dance he/she cannot return to the dance and must leave the property. No one will be admitted after the halfway point of the dance.

Carman-Ainsworth High School is proud of all our students who accept responsibility for maintaining appropriate and respectful decorum at school dances. Together, students, parents and high school staff resolve to support behavior (including dance "style") which promotes Carman-Ainsworth High School dances as events that are welcoming and comfortable for all students.

This environment will be achieved by adherence to the following provisions:

- ◆ Dance style will not include "grinding," "freak dancing" or other overtly sexually suggestive actions.
- ◆ For the safety of everyone, dancers will maintain sufficient space on the dance floor for chaperones to circulate.

Every attempt will be made by the dance sponsors, the school administration, and chaperones to structure the dance in a way that encourages compliance with the provisions. If a student does not comply with the provisions, a verbal warning may be issued. If noncompliance continues after the warning, the student will be excluded from the dance and may be subject to additional discipline as appropriate.



**Guest passes** are available for students to bring a guest. **All students who do not attend Carman-Ainsworth High School, in order to be considered for a guest pass to a school dance, are required to have an administrator from their school complete the guest pass application and fax it to our school office.** A guest who is currently not enrolled in high school will still need to fill out the application and may be required to meet with a high school administrator. Middle/junior high students are not permitted to attend, nor adults over 20 years old. Students may only bring one guest and guest students must bring photo ID. Guest passes are due 1 week before the date of the dance. The deadline for prom guest passes will be announced prior to prom.

Guest Passes from other schools will be approved at the administrator's discretion. Administration will consider attendance, grades, and behavior.

### **Dress Code Regulations for Carman-Ainsworth High School formal dances:**

- |                           |                            |                          |
|---------------------------|----------------------------|--------------------------|
| ◆ Evening dress or        | with sheer material        | ◆ Sports coat, dress     |
| ◆ Dressy skirt and        | over the cut out           | shirt, dress slacks (tie |
| blouse or                 | ◆ No see through           | recommended)             |
| ◆ Dressy slacks and       | clothing                   | ◆ Shirts must be kept on |
| blouse                    | ◆ No low backs cut         | at all times             |
| ◆ Dress shoes (no gym     | below the waist            | ◆ No excessive           |
| shoes, beach sandals,     | ◆ No slits 5 inches above  | exposure                 |
| or the like)              | the knee                   | ◆ No Jeans               |
| ◆ No bare midriff or side | ◆ No skirts shorter than 5 |                          |
| ◆ No cut out areas        | inches above the knee      |                          |
| between the bust line     | ◆ Tuxedo or                |                          |
| and the thigh, even       | ◆ Suit (with dress pants,  |                          |
|                           | dress shirt, and tie) or   |                          |

Students not properly attired will be asked to make an adjustment to their attire and may be excluded from the dance.

### **National Honor Society**

Membership in the National Honor Society (N.H.S.) is both an honor and responsibility. Students selected to membership must continue to maintain the standards by which they were selected. The four classes of membership are active, transfer, graduate and honorary. Foreign and handicapped students who do not meet all the requirements may also be eligible for honorary membership.

Eligibility, as provided by the N.H.S. Constitution, is open to sophomores, juniors and seniors. Selections are made upon completion of the sophomore and/or junior year, and selected students will become active following initiation in the spring of the succeeding year. Selections are made by a faculty committee, according to guidelines set by the National Charter and the local chapter. The selections of the committee are binding.

Selection is based on four criteria: scholarship, leadership, service and character. Students must have a cumulative scholastic average of 3.5 on a 4.0 scale. A faculty committee may weight courses or require a certain number of prerequisite academic courses. Qualified students are selected for N.H.S. membership by a majority vote of the committee on the basis of scholarship, leadership, service and character. The committee establishes, implements and reviews selection and dismissal procedures.

## **School Pictures**

Students in grades 9-11 will have their pictures taken at school in the fall by a studio under contract by the school. Seniors will be advised of procedures regarding senior pictures at an appropriate time. Seniors will, however, have a picture taken in the fall for the student identification card, library/media center registration and other such purposes.

## **School Class Rings**

School class rings are ordered during the fall through a company under contract by the school with delivery being made by the end of the school year. The purchase of a school ring is not required.

## **Social Probation**

Students who commit serious or repeated disciplinary infractions including but not limited to verbal confrontations, physical altercations, possession, distribution, and/or use of alcohol and narcotics, gross misconduct, etc. will be placed on Social Probation for a period of 12 consecutive calendar months.

Social probation will prohibit students from attending any Carman-Ainsworth High School related extracurricular and athletic event including, but not limited to home and away athletic contests, home and away dances, fashion shows, talent shows, prom, graduation, etc.

After a period of three months of school attendance has passed, a student on Social Probation may file an appeal with High School administration. Whether the appeal is denied or granted will primarily be based on the student's attendance, behavior, and grades since being placed on probation.

Students who violate the terms of Social Probation may face additional consequences up to and including long-term suspension or expulsion.

## **Spectator Buses**

When spectator buses are provided, the following rules must be followed:

1. Chaperones will take roll as students board the bus both ways.
2. All students must return on the bus, unless arrangements are made in advance for students to return with their parents.
3. Only Carman-Ainsworth students in grade 9-12 and chaperones may ride the bus.
4. All school rules and safety regulations apply while riding the spectator bus.

## **Student Government**

Student Council offices shall be president, vice-president, secretary, treasurer and representatives elected from each class. This student governing organization will be responsible for representing the student body, promoting good school citizenship and organizing meaningful school activities. Each grade will be governed by a class Board of Directors. Class offices shall be president, vice-president, secretary, treasurer and representatives. Class officers will be responsible for providing leadership and coordinating class activities.

## **Student Council 2021-2022**

**Student Council Administrator:** Jeffery Dompheh

### **Student Council Executive Board**

**Advisors:** Angela Middleton & Letitica Stinson

President: Ainsley Vanderhyde

Vice President: Waymond Beavers

Secretary: Kennedy Moore

Treasurer: Chavonte' Boyd

Junior Rep: Paige Pangerl

### **Class of 2022 Officers and Representatives**

**Advisors:** Candy Thomas & Matthew Young

President: Alayla Milow

Vice President: Kylan Davis

Secretary: Marwa Hammami

Treasurer: Geodrena King

Class Representatives: Kendall Brown, Angel Cotton, Kameron Motley, Ja'Karra Nelson, Tashala Taylor

### **Class of 2023 Officers and Representatives**

**Advisors:** Jeff Nagy & Sarah Ricketts

President: Leen Kachlan

Vice President: Zahra Kamal

Secretary: Brooklyn Neurohr

Treasurer: Jamelia Walker

Class Representatives: Kinana Abdalla, Zion Clingman, Ashely Frederique,

### **Class of 2024 Officers and Representatives**

**Advisors:** Phil Dupuis & Amanda Sauvie

President: Chase Pelky

Vice President: Aditya Kumar

Secretary: Jenna Forster

Treasurer: Safia Kachlan

Class Representatives: TBA

### **Class of 2025 Officers and Representatives**

**Advisors:** Colette Majestic & Janet Smith

President: TBA

Vice President:

Secretary: TBA

Treasurer: TBA

Class Representatives: TBA

### **Board of Education Student Representatives**

Leen Kachlan

Ainsley Vanderhyde

# **CARMAN-AINSWORTH COMMUNITY SCHOOLS** **STUDENT CODE OF CONDUCT** **2021-2022**

## **Preamble**

The Board of Education of Carman-Ainsworth Community Schools (the “Board”) believes that appropriate behavior and discipline in school is imperative for providing an environment conducive to learning. The primary objective of our District is to create an educational climate in which complete attention can be devoted to the teaching-learning process.

To this end, Carman-Ainsworth Community Schools have implemented positive behavior support plans through which students are taught specific behavior expectations in each building. The ultimate objective is to establish a school environment that enhances student growth in abilities, attitudes, and habits essential to acceptable and self-controlled behavior. An important aspect of the growth process is to gain a respect and appreciation for the rules and regulations of conduct in the school community. Students will be fully informed of the established rules, regulations and consequences. Violations of these rules and regulations that are harmful to the educational process cannot be condoned or tolerated. While it is necessary to establish and enforce reasonable regulations in the school setting, students will be provided due process in accordance with state and federal laws. By implementing a policy of consistent enforcement of rules, it is hoped that disciplinary issues will be at a minimum and the focus will be on education and learning.

<b>Positive Behavior Interventions and Support (PBIS)</b>	
<b>R Respect</b>	<ul style="list-style-type: none"> <li>• Students are respectful in all areas of the building (classroom, hallway, restroom, etc.)</li> <li>• Students show adults and peers respect through your actions and words</li> <li>• Students are able to work with others through pair work and instructional groups</li> </ul>
<b>O Own Your Behavior</b>	<ul style="list-style-type: none"> <li>• Students accept redirections and support from staff</li> <li>• Students admit wrongdoing, reflect, and work with staff to make improvements</li> <li>• Students use self-regulatory strategies to manage emotions</li> </ul>
<b>C Come Prepared</b>	<ul style="list-style-type: none"> <li>• Students independently take care of personal belongings</li> <li>• Students arrive to school/each hour on time</li> <li>• Students enter class ready to learn</li> </ul>
<b>K Knowledge is Power</b>	<ul style="list-style-type: none"> <li>• Students put forth their best effort and complete tasks</li> <li>• Students challenge themselves to improve</li> <li>• Students seek out support on tasks they are struggling with</li> </ul>
<b>S Safety First</b>	<ul style="list-style-type: none"> <li>• Students are safe with materials and their bodies at all times</li> <li>• Students remain in designated areas</li> </ul>

## **Student Rights, Responsibilities, and Limitations**

### **I. Freedom of Speech and Assembly**

Within the school program, students are provided the opportunity for free expression of ideas. Responsible criticism and reasonable dissent are basic to the education process. No idea should be suppressed simply because it is unpopular. However, personal attacks, hate speech, and the use of obscenities are prohibited. All student meetings in school buildings or on school grounds shall function only as a part of the formal educational process or as authorized by the principal. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinion and beliefs. Conducting a demonstration that interferes with the operation of the school or classroom is prohibited. Participation in a demonstration that interferes with the operation of the school or classroom or that is disruptive to the educational process is prohibited.

### **II. Distribution of Non-School Sponsored Written Material on School Premises**

Students of the Carman-Ainsworth Community Schools have the right to distribute, at reasonable times and places, unofficial written materials, leaflets, brochures, fliers, petitions, buttons, badges, or other insignia, except those which contain expression which:

- A. Is obscene to minors.
- B. Is libelous.
- C. Is pervasively indecent or vulgar (for secondary schools) or contains any indecent or vulgar language (for elementary schools).
- D. Advertises any product or service not permitted to minors by law.
- E. Invades the rights of another person and could result in tort liability.
- F. Constitutes fighting words, the very expression of which injures or harasses other people or tends to incite immediate breach of the peace (including, but not limited to, threats of violence, defamation of character of a person's race, religion, or ethnic origin).
- G. Presents a clear and present likelihood that, either because of its content or manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution of unofficial written material not in the categories listed above will be permitted provided that the students distributing the written material are not engaged in, or supposed to be engaged in, classes, study periods, or other school duties, and provided that the written material has been approved by the building principal for distribution through the procedures established by the district. Those interested may obtain the established procedures through the building principals.

### **School-Sponsored Publications/Productions**

Carman-Ainsworth Community Schools sponsors student publications and productions as a means by which students learn under adult direction and/or supervision. School-sponsored publications include but are not limited to the following: written materials, electronic or online material, video or audio clips, newsletters, newspapers, or announcements, vocal and theatrical performances, impromptu dramatic presentations, student broadcasts.

While students have the right to express their views and attitudes on all issues, all material to be printed or produced is subject to prior review by the advisors and building principal.

### **III. Dress and Appearance**

In school, we attempt to establish an environment that is conducive to learning. We believe that school is a place where children should come prepared to focus on learning and acquiring the skills necessary to compete in a changing global society. A part of our attempt to provide a suitable environment for learning is the establishment of a dress code for students. See your student's building handbook for specific guidelines regarding dress and appearance in his or her building. Dress, grooming and appearance (including, but not limited to, excessive make-up, costume masks, sunglasses, medically unnecessary eye patches, hair covering eyes and/or face) may not be disruptive to the educational process, damaging to property, or violate reasonable standards of safety, health, hygiene or decency. The expectation is that all students be identifiable to staff within the school setting.

### **IV. Attendance**

The Carman-Ainsworth Board of Education expects regular attendance by all students. Regular attendance contributes not only to the probability of scholastic success but also to the development of attitudes of consistent performance that will carry over into adult life.

In addition, state law requires daily attendance for all students enrolled in a Michigan public school. Section 380.1561 of *The Revised School Code* states every "parent, guardian or other person in this state, having control and charge of a child, shall send the child to a public school during the entire school year from the age of six to the child's eighteenth birthday." **Students are expected to adhere to the specific attendance rules of their building.** Violation of attendance rules resulting in excessive or patterned absence will be referred to the Genesee County Prosecutor's Office for the purpose of criminal prosecution (*Michigan Compiled Law* 380.1599).

Please see each school building's handbook for the building's specific attendance policy.

For the purposes of pupil count period attendance, students enrolling on pupil count days who are unable to attend one or more classes during the pupil count period are considered to have an excused absence(s). Students pending suspension or expulsion or on suspension or expulsion during a pupil count period are considered to have an excused absence(s).

### **V. Disruptive Conduct**

Conduct that deliberately interferes with the educational process or violates accepted and ordinary standards of conduct is prohibited even though not specifically set forth herein. Violating any school rule or performing any act that is disruptive or detrimental to the health, welfare or educational process of other individuals or damaging to school property is prohibited. The degree of severity of the misconduct will determine whether any offense warrants disciplinary action, up to and including suspension or expulsion from school. Conduct interfering with the educational process or infringing on the rights of others will not be tolerated or condoned.

## **VI. Identification**

All persons must, upon request, identify themselves to school district personnel in the school building, on school property or at school-sponsored events. Refusal to identify oneself upon request may result in disciplinary action up to and including suspension, expulsion, and/or referral to the appropriate police agency.

All students, who attend school buildings that require displayed identification badges, are to either have their personal identification badge visible on their person or readily accessible upon request by any staff member while on school property and at all school related events (including, but not limited to, dances, sporting events, fashion and talent shows, theater performances, AUP identification, Media Center book check-out, cafeteria). The school will issue one identification badge per year to each student at no cost. Replacement cost of lost, stolen, or damaged identification badges is the student's responsibility. Students refusing to produce and display their identification badge will be considered insubordinate and subject to consequences outlined in the *Student Code of Conduct*.

## **VII. Off-Campus Events**

Students at school-sponsored, off-campus events shall be governed by their school rules and regulations and are subject to the authority of school district officials. School rules and regulations apply not only during regular school hours, but also at any school-sponsored event held on campus as well as any school-sponsored event held off campus and at all times on any school property whether during school hours or not. Offenses committed off school property during non-school hours but which have a sufficient connection with the Carman-Ainsworth Community Schools may result in disciplinary sanctions.

## **VIII. Search and Seizure**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student driven automobiles parked on campus under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive to any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student or items in violation of state or federal laws.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

- A. Personal Searches: A student's personal effects (including, but not limited to, purse, pockets, book bag, cell phones, including other electronic devices) may be searched whenever a school authority has reasonable suspicion to believe the item being searched contains, or the student (if the student is subject to search) is in possession of illegal or unauthorized materials.

If a pat down search of a student's person is conducted, it will be conducted in private by a school administrator of the same sex and with an adult witness of the same sex present unless the health or safety of the students will be endangered by the delay, which might be caused by following these procedures.

If the school authority has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school authority of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the Superintendent (or designee) unless the health or safety of the students will be endangered by the delay which might be caused by following these procedures.

- B. Locker Searches: Student lockers are school property and remain at all times under the control of the school; however, students will assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.
- C. Automobile Searches: Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal and unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
- D. Seizure of Illegal Materials: If a search yields illegal or unauthorized materials, such findings shall be turned over to proper legal authorities for ultimate disposition.
- E. School Resource Officers: School Resource Officers assist students, staff and administration in the effective operation of the school. The primary function of the School Resource Officer is to serve as a go-between the school and law enforcement agencies and to provide the following services to the district: building security, referral agency information, juvenile and adult court referrals, problem solving assistance, juvenile diversion referrals, support in investigating criminal activity and school rule violations, assistance in verifying residency of district students, and in truancy matters. The School Resource Officer and the district will coordinate information obtained by either the district or law enforcement agencies to better assess and meet the needs of students. Students and parents should understand that information will be exchanged between the school district and the law enforcement agency.



## **IX. Age of Majority**

The Board of Education recognizes that when a student reaches the age of majority, she/he is afforded all of the rights and privileges of adulthood. However, a student attending school, regardless of age, is covered by Board Policies, which have been officially adopted and published. An 18-year-old student's responsibility to the school does not change upon reaching the age of majority.

## **X. Student Records**

Cumulative records shall be maintained for all students from their entrance into school through the twelfth grade. Eighteen-year-old students and parents of students under eighteen have the right to examine and contest entries in their records according to the procedures established by the district in compliance with state and federal law. A natural parent of a student, whether the parent is the custodial parent or not, is entitled to review the student's records unless there is a specific court order revoking such right. (See more detailed information in "Notice of Right to Access and Privacy of Student Records".)

## **XI. FERPA**

Pursuant to the Family Educational Rights and Privacy ACT (FERPA), a school district, with some exceptions, must obtain parental consent before disclosing a student's personally identifiable information to a third party. FERPA defines personally identifiable information as information that can be used to distinguish or trace an individual's identity either directly or indirectly through linkages with other information.

One exception to the general requirement of parental consent is that Carman-Ainsworth Community Schools may disclose student information it has designated as "directory information" to third parties, unless the student's parents has advised the district it does not want this information to be released to third parties.

Each year Carman-Ainsworth Community Schools' Superintendent shall provide public notice to students and their parents of what has been designated as directory information for the year. Parents and eligible students (students age 18 and older) may refuse to allow the District to disclose any or all of such "directory information " upon written notification to the District within ten (10) days after receipt of the District's public notice.

Currently, the following information has been designated as directory information:

- A. a student's name;
- B. address;
- C. telephone number;
- D. date and place of birth;
- E. major field of study;
- F. participation in officially recognized activities and sports;
- G. height and weight, if member of an athletic team;
- H. dates of attendance;
- I. date of graduation;
- J. degrees, honors and awards received;
- K. honor rolls,
- L. scholarships;
- M. telephone numbers for inclusion in school or PTO directories;

- N. school photographs or videos of students participating in school activities, events or programs;
- O. grade level

By designating this information as directory information, the district can include athletic team rosters on its school websites and in its yearbooks, publish the names of students in school newspapers and theater programs include student names and photographs in school newsletters, etc.

In addition, the Elementary and Secondary Education Act of 1965 and the 2001 National Defense Authorization Act require the district to provide military recruiters, upon request, with access to names, addresses, and telephone listings of secondary school students unless the student's parent or guardian has provided written notice they do not want this information disclosed.

**Because of FERPA, district officials cannot discuss a student, including his or her discipline record, with another student's parent or guardian. District officials also cannot release a student's records or documentation related to a student to another student's parent or guardian.**

## **XII. Sexual Harassment**

Carman-Ainsworth Community Schools prohibits all forms of sexual harassment. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditions the provision of an aid, benefit, or service of the school or District on participation in unwelcome sexual conduct;
2. An individual is subjected to unwelcome conduct that is so severe, pervasive (ongoing or systemic), and objectively offensive that it has the purpose or effect of interfering with the individual's ability to access the educational program or school activities; or
3. An individual is subjected to sexual assault, dating violence, domestic violence, or stalking, as defined by federal law.

Unwelcome sexual conduct may include touching, gestures, comments, requests for sexual favors, inappropriate displays, electronic communications (including text messages and messages sent via social media), and/or physical conduct of a sexual nature.

Students should notify a teacher, counselor, administrator, or any other District employee if they witness or are subject to any incidents of sexual harassment so they can be appropriately investigated and addressed. Students who engage in sexual harassment may be subject to suspension or expulsion, and/or a referral to the police and notification of their parent/guardian, following a determination of responsibility made pursuant to the investigation procedures found in Board Policy 2266.

## **XIII. Title IX**

The Board of Education of the Carman-Ainsworth Community School District does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The

requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinators are:

Russ Parks  
Assistant Superintendent  
Carman-Ainsworth Community Schools  
G3475 W. Court Street  
Flint, MI 48532  
Tel. 810-591-3206  
[rparks@carmanainsworth.org](mailto:rparks@carmanainsworth.org)

Gina Ryan  
Assistant Superintendent  
Carman-Ainsworth Community Schools  
G3475 W. Court Street  
Flint, MI 48532  
Tel. 810-591-8246  
[gryan@carmanainsworth.org](mailto:gryan@carmanainsworth.org)

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

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

## **Bullying Policy**

### **I. Definitions**

**Bullying** is a form of harassment. For the purposes of this policy, bullying is defined as any written, verbal, or physical acts, including cyber bullying (any electronic communication, including, but not limited to, electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivation, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly. Bullying can be physical, verbal, psychological, or a combination of all three.

**Hazing** shall be defined for the purposes of this policy as performing an act, or coercing another, including the victim, to perform any act of initiation into any class, group, team or organization that causes or creates a risk of causing physical or emotional harm.

The Board believes that bullying and 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. Students are expected to report bullying and hazing to a school adult.

### **II. Reporting**

Any student who believes he or she has been or is currently the victim of bullying or hazing, or has witnessed bullying or hazing, should immediately report the situation to the school principal or assistant principal. The student may also report concerns to a teacher, counselor, or adult staff member who will be responsible for notifying the appropriate school administrator.

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

### **III. Investigation**

All complaints about bullying or hazing behavior that may violate this policy shall be promptly investigated. The Board delegates to the Superintendent the responsibility of establishing and implementing a procedure for the prompt investigation of a report of bullying or hazing complaints to be followed by a school principal or assistant principal who receives a report of violation of this policy.

The Board delegates to the Superintendent the function of establishing and implementing administrative procedures which provide for notification to the parents or legal guardians of both victims and perpetrators of bullying or hazing.

If the investigation finds an instance of bullying or hazing behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include consideration of all disciplinary options, up to and including expulsion. Individuals may also be referred to law enforcement officials.

**The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.**

## **Student Discipline**

### **I. Legal Basis for Suspension/Expulsion**

Pursuant to the Revised School Code, Carman-Ainsworth Community Schools has the right and the duty to educate students and provide for their safety and welfare while at school or a school sponsored activity. This authority and obligation requires the District to sometimes discipline students in order to maintain a controlled school environment that allows students to learn and thrive. Further, sections 1310, 1311, and 1311a, of the Revised School Code expressly provide the District may or must suspend or expel a student for engaging in certain misconduct, discussed further below.

The Board of Education and Administration recognize the value in providing alternative schooling options for students when deemed appropriate. As such, some students may be approved to attend Atlantis Alternative High School. As a Carman-Ainsworth Community Schools program, students enrolled in Atlantis Alternative High School are bound by all Board of Education Policies, Guidelines, Rules and Regulations, including the following *Student Code of Conduct*. However, as an alternative school, disciplinary decisions may differ from those of Carman-Ainsworth High School based on the student's prior disciplinary record.

## II. Types of Disciplinary Consequences

- A. Detention: Requiring a student to miss recess, receive an alternate lunch placement or after school detention under the supervision of school authorities. After School Detention will be assigned with prior parental permission. Physical duties may be assigned during detention periods. During detention, transportation will be the responsibility of the parent or guardian.
- B. In-School Suspension: The removal of a student from all regular school activities, hourly, or for a period of one to ten days by confining the student to a separate location in school and placing the student under the supervision of school authorities or their designee.
- C. Short-Term Suspension: To exclude a pupil from school and school sponsored activities for disciplinary reasons for a period of one (1) to ten (10) school days. A school principal or other school administrator has the authority to suspend a student for ten (10) or fewer school days.
- D. Long-Term Suspension: To exclude a pupil from school and school sponsored activities for disciplinary reasons for more than ten (10) but less than 60 school days.
- E. Expulsion: To exclude a pupil from school and school sponsored activities for disciplinary reasons for a period of 60 or more school days by action of the Board Sub-committee on Student Discipline.
- F. Bus/Transportation Suspension or Expulsion: suspension or expulsion of student from bus based on student's conduct on bus.
- G. Administrative Removal: removal of student from school based on safety risk student presents to himself and/or others, with return permitted pending confirmation by mental health provider.

The precise discipline to be imposed may vary in type or length depending upon the seriousness of the misconduct, consideration of the restorative practices, and the cumulative effect of the misconduct.

## III. Restorative Practices

Carman-Ainsworth Community Schools utilizes Restorative Practices. Restorative Practices means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct. Before suspending long-term or expelling any student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student's misconduct, recognizing the Board's commitment to minimize out-of-school suspensions and expulsions. Likewise, when suspending long-term or expelling a student, teachers, administrators, and the Board must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, and damage to property, class disruption, and harassment and cyberbullying.

Before suspending or expelling a student, except as provided below, the Board of Education or its designee shall consider each of the following factors:

1. The student's age
2. The student's disciplinary history
3. Whether the student is a student with a disability
4. The seriousness of the violation or behavior committed by the student
5. Whether the violation or behavior committed by the student threatened the safety of any student or staff member
6. Whether restorative practices will be used to address the violation or behavior committed by the student
7. Whether a lesser intervention would properly address the violation or behavior committed by the student (See MCL 380.1310d(1))

These factors shall not be considered by the Board of Education or its designee to a student being expelled under the Revised School Code for possessing a firearm in a weapon free school zone. MCL 380.1310d(3)

#### **IV. Short-Term Suspension Procedures (1-10 School Days)**

When a building principal or his/her designee has determined that a student should be suspended for ten (10) or fewer school days as a result of the student's misconduct, the following steps will be taken:

- A. The student will be informed of the specific charges which are the basis for disciplinary action (i.e., the relevant Revised School Code provisions, Board Policies or Administrative Guidelines, and /or Student code of Conduct offenses), as well as the facts upon which the charges are based.
- B. The student may present evidence or relevant information in support of her defense.
- C. The building principal or his/her designee shall notify the parent/guardian of the suspension as soon as possible, the reasons for it, and the steps necessary for the student's return; and
- D. The building principal or his/her designee meet with the parent or guardian and the student to plan the satisfactory return of the student to the school setting.

A suspension from school involves exclusion from all school activities (on campus and/or at other locations) during the entire period of the suspension. This includes athletic practices, contests, and other curricular and extracurricular activities. A student may not be on school premises at any time during the course of a suspension. Students violating another school district's code of conduct while attending their school event(s) are subject to disciplinary action by Carman-Ainsworth Community Schools Administration. (All students will receive credit for make-up work done during a suspension or expulsion but all work must be submitted in accordance with the building's guidelines for makeup work.)

Public Act 103 of 1999, Section 1309, A teacher may suspend a student from any class, subject, or activity for up to one day pursuant to Board of Education policy describing the types of behavior that would warrant such action. The teacher is required to conduct

a conference with the parent or guardian of the student after the suspension takes place.

### **Appeal of Short-Term Suspensions**

A student's parent or guardian may appeal a short-term suspension of five (5) to ten (10) days to the Superintendent or his/her designee. An appeal must be submitted in writing to the Superintendent within three (3) school days of the disciplinary action. A suspension of ten (10) school days or less cannot be appealed beyond the level of the Superintendent or their designee. \*A suspension of one (1) to four (4) days cannot be appealed.

## **V. Long-Term Suspension and Expulsion Procedures**

When a building principal or his/her designee has determined that a student should be suspended for more than ten (10) school days or expelled as a result of the student's misconduct, the following steps will be taken:

- A. The student and his/her parent or guardian will be provided with written notice of the charges against him/her which are the basis for the disciplinary action (i.e., the relevant Revised School Code provisions, Board Policies or Administrative Guidelines, and /or Student Code of Conduct offenses), and the factual basis for the charges. The notice shall also include:
  1. The procedure to request a hearing before the Board Subcommittee on Student Discipline.\*  
***\*At the Superintendent's or Board's discretion, a district hearing officer may be appointed to assess the merits of the discipline appeal. The recommendation of the hearing officer will be acted on by the Superintendent and/or Board Subcommittee on Student Discipline.***
  2. The right of the student and his/her parent/guardian to request an open or closed hearing.
  3. The right of the student and his/her parent/guardian to be present at the hearing.
  4. The right of the student and his/her parent/guardian to be represented by legal counsel, at their own expense.
  5. A description of the hearing process, including that the student will have the opportunity to give his/her version of the facts, offer the testimony of and present evidence.
  6. The recommended discipline.
- B. At the hearing, conducted by the Board Subcommittee on Student Discipline:
  1. The student shall be advised of the evidence offered against him/her.
  2. The Board Subcommittee on Student Discipline may limit disclosure of the identity of students providing information relative to the charges.

3. The student will be given the opportunity to present his/her evidence.
  4. Although the student may request the hearing occur in an open or closed session, the decision of the Board Subcommittee on Student Discipline shall be by formal motion and a vote. The action shall appear in the minutes of the Board Subcommittee on Student Discipline and be part of the public records. The student's name will not be reflected in the minutes or Board resolution.
  5. The hearing shall be conducted by the Board Sub-committee on Student Discipline, which shall make its determination solely upon the evidence presented at the hearing. The hearing is not a court proceeding but the rules of evidence used in administrative proceedings will generally be followed.
  6. A record may be kept of the hearing.
  7. The Board Sub-committee on Student Discipline shall state within a reasonable time after the hearing its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion or other discipline.
- C. An expulsion from school involves exclusion from all school activities for the entire length of the expulsion. This includes athletic practices, contests, and all other curricular and extracurricular activities. An expelled student may not be on school premises at any time during the course of the expulsion.

## **VI. Due Process**

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

In exercising its disciplinary authority, the district will be guided by a reasonable and fair approach to the law and to district policy. Every effort shall be made by principals, other administrators and faculty members to resolve problems through effective use of school district personnel in cooperation with the student and his/her parent or guardian.

A student recommended for suspension of more than 10 days or expulsion will be given an opportunity for a hearing with the Board Sub-committee on Student Discipline if he/she or his/her parent or guardian indicates the desire for one. A hearing will be conducted to provide the student and his/her parent with an opportunity to present evidence and/or contest the facts, which led to the disciplinary action, or to contest the appropriateness of the imposed sanction. A student may be represented by counsel at the hearing at his/her own expense.

## **VII. Grounds for Suspension and Expulsion**

Teachers will initiate and maintain communication with their students to establish acceptable rules of behavior to provide a classroom climate conducive to learning. Violations of these classroom rules are, in most cases, handled by the individual classroom teacher.



The following types of behavior are never appropriate at school and are considered to be violations of the *Student Code of Conduct*.

This list should not be considered all inclusive and other types of misconduct or disruptive behavior may also result in exclusion from school, including expulsion. Attempts to commit prohibited conduct or engage in misconduct are also subject to disciplinary consequences. Offenses committed off school property but having sufficient connection with school may result in disciplinary consequences.

Students who commit a major violation of the Student Code of Conduct, Board Policy, or the Revised School Code while already on probation may be recommended for expulsion/long term suspension.

#### **A. CRIMINAL ACTS**

The following activities are among those defined as criminal under laws of the state of Michigan and may not be all-inclusive:

1. Arson
2. Assault
3. Battery
4. Burglary
5. Explosives to include fireworks, smoke bombs, or other incendiary devices
6. Extortion, blackmail or coercion
7. Possession or use of firearms or weapons, including look a-likes
8. Larceny
9. Malicious mischief, destruction of property, vandalism, and/or pranks
10. Robbery
11. Sale, use, or possession of alcoholic beverages or controlled substances including look-a-likes
12. Breaking and entering
13. Trespassing
14. Criminal sexual conduct
15. Possession or use of noxious gases

The commission of or participation in any criminal acts in school buildings, on school property, or at school-sponsored events is prohibited and may result in disciplinary action up to and including expulsion. Disciplinary action will be taken by the school regardless of whether or not a criminal charge results. The preceding list is not all-inclusive. In addition, a student may be disciplined for commission of or participation in a criminal act that does not occur on school property or at a school-sponsored event, if the student's conduct impacts the normal function of the school or the safe learning environment of students or staff.

## **B. PROHIBITED SUBSTANCES/MATERIALS**

### **1. Possession/Use of Cigarettes, E-Cigarettes, Chewing Tobacco/Vaping:**

Faculty and administration will strictly enforce the District's policy prohibiting smoking, vaping, and the possession of tobacco products and e-cigarettes on district property or at school functions. (Any and all electronic cigarettes, vapors, lighters, spittoons and/or other smoking paraphernalia for tobacco and/or smokeless tobacco).

#### **Penalty:**

- a. First Offense - Three (3) day out-of-school suspension and notification to parent/guardian.
- b. Second Offense - Three (3) to five (5) day out-of-school suspension and notification to parent/guardian.
- c. Third Offense - Five (5) to ten (10) day out-of-school suspension and notification to parent/guardian.  
Fourth Offense - Ten (10) to forty-five (45) day out-of-school suspension and notification to parent/guardian.

### **2. Possession/Use of Over-The-Counter Medication:** The possession/use of over-the-counter medication is strictly regulated to help ensure student safety. All medication of any kind, including but not limited to aspirin, CBD products, herbal medications, and supplements must be dispensed from and stored in the school office in accordance with state law and Board policy. Parents must complete a medication authorization form which provides the school with written permission to administer over-the-counter, non-prescription drugs to the student.

#### **Penalty:**

1. First Offense - Suspension of up to two (2) days and notification to parent/guardian.
2. Second Offense - Ten (10) day out-of-school suspension and notification to parent/guardian.
3. Third Offense - Ten (10) to forty-five (45) day out-of-school suspension and/or long-term suspension and/or expulsion and notification to parent/guardian.

### **3. Sale/Distribution of Over-The-Counter Medication:** The sale/distribution on school property and/or at school functions of over-the-counter medication is prohibited.

#### **Penalty:**

Long-term suspension for balance of the semester and the following semester or expulsion and notification to parent/guardian and/or report to police.

### **4. Possession, Use and/or Under the Influence of Alcoholic Beverages, Narcotics, Drugs, Intoxicants, Inhalants:** Possession, use and/or under the influence, on school property and/or at a school function, of alcoholic beverages (including no or low alcoholic look-a-likes, malt beverages),

narcotics, drugs, intoxicants or other controlled substances, including look-a-likes, is prohibited.

**Penalty:**

- a. First Offense – Ten (10) day out-of-school suspension and notification to parent/guardian and/or report to police.
- b. Second Offense (in the same school year) – Long-term suspension for the balance of the semester and the following semester or expulsion and notification of parent/guardian and/or report to police.

5. **Possession of Paraphernalia used with Alcohol or Drugs:** Possession of paraphernalia used with alcohol or drugs is prohibited. Such paraphernalia includes, but is not limited to, marijuana pipes, “bongs,” paper for rolling marijuana cigarettes, and the like.

**Penalty:**

Suspension or expulsion and/or report to police and notification to parent/guardian.

6. **Sale/Distribution/Possession with Intent to Sell/Distribute Alcoholic Beverages, Narcotics, or Drugs:** Sale/distribution and/or possession with intent to sell/distribute on school property and/or at school functions of alcoholic beverages, (including non or low alcoholic look-a-likes, malt beverages), narcotics, drugs or other controlled substances, including look-a-likes, which have not been medically prescribed for that individual and which modify normal behavior, is prohibited.

**Penalty:**

Long-term suspension for the balance of the semester and the following semester or expulsion and notification to parent/guardian and/or report to police.

7. **Possession/Distribution of Counterfeit Money:** Possession, use, selling, giving away, bartering, receiving or exchanging any counterfeit money on school property and/or at a school function is prohibited.

**Penalty:**

Detention, suspension or expulsion and report to police and notification to parent/guardian.

**C. PHYSICAL/VERBAL ASSAULTS AND CONFRONTATIONS**

1. **Physical Assault Against a School Employee, Volunteer, or Contractor:** Intentionally causing or attempting to cause physical harm to another through force or violence while on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

**Penalty:**

**This behavior is a violation of state law.**

- a. For students in grades 6 and above: subject to consideration of the seven (7) factors listed in MCL 380.131d(1), permanent expulsion with possible reinstatement after 180 days, report to police, notification of parent/guardian, and notification of public agencies as required by law.
  - b. For grades 5 and below: minimum of suspension/long-term suspension or expulsion, notification of parent/guardian and/or report to the police.
- 2. **Physical Assault against Another Student:** - Behavior aimed at intentionally causing or attempting to cause physical harm to another student through force or violence that occurs on school property, at any school sponsored activity, or on any school related vehicle.

**Penalty:**

- a. For students in grades 6 and above: subject to consideration of the seven (7) factors listed in MCL 380.1310d(1), suspension or expulsion up to 180 days (the length of which will be determined by circumstances) report to police, notification to parent/guardian, and notification of public agencies as required by law. Administrator must forward reports of assault to the Board Sub-committee on Student Discipline.
  - b. For students in grades 5 and below: minimum of suspension/long-term suspension or expulsion, notification of parent/guardian, and/or report to the police.
- 3. **Verbal Assault or Threats:** Statement or act, oral, written, or electronically transmitted, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm. Verbal assaults include any threat to do harm to another through force or violence. Bomb threats and similar threats directed at a school building, school property, or at school related events, are included in this definition of verbal assault.

**Penalty:**

- a. For students in grades 6 and above: suspension or expulsion for a period of time as determined by the discretion of the Board Sub-committee on Student Discipline or its designee (the length of which will be determined by circumstances) report to police, notification of parent/guardian, and notification of public agencies as required by law.
  - b. For students in grades 5 and below: suspension/long-term suspension or expulsion, notification of parent/guardian, and/or report to police.
- 4. **Fighting/Hostile Confrontation:** Physical attacks/confrontations, mutual fighting (regardless of which combatant initiated the physical fight) and hostile verbal confrontations. Based on

administrative discretion in reviewing the facts and circumstances, the penalties may be extended.

**Elementary Penalty:**

Suspension/long-term suspension (the length to be determined by the facts and circumstances) or expulsion, report to police, notification to parent/guardian and notification to public agencies as required by law.

**Middle School Penalty:**

Suspension/long-term suspension or expulsion as noted below, report to police, notification to parent/guardian and notification to public agencies as required by law.

- a. First Offense – Five (5) day out-of-school suspension
- b. Second Offense - Ten (10) day out-of school suspension
- c. Third Offense – Recommendation for long-term suspension/expulsion.

**High School Penalty:**

Suspension/long-term suspension or expulsion as noted below, report to police, notification to parent/guardian and notification to public agencies as required by law.

- a. First Offense - Ten (10) day out-of-school suspension
- b. Second Offense - Forty-five (45) day out-of school suspension
- c. Third Offense – Expulsion

In addition to out-of-school suspensions, students involved in a fight/hostile confrontation must meet with their Counselor, Behavior Interventionist, along with their parent/guardian prior to returning to school. Students will also be placed on a one (1) year school probation status, which will prohibit them from attending special school events including, but not limited to, all dances, talent and fashion shows (determined by the administration) for one calendar year. **The one-year probation will carry over into the following school year.**

Students who are **not directly** involved in the actual physical altercation, **but who help instigate** it through words, actions, gathering around to witness the dispute, taking video footage, or any action that contributes to the disruption of the school climate, may also be subject to discipline for their contribution to the altercation. Such discipline may include detention, suspension, or expulsion, and/or report to police and/or notification to parent/guardian.

Students are encouraged to move away from any area where a conflict is occurring (unless attempting to help break up) and notify the nearest staff member immediately.

**D. INAPPROPRIATE BEHAVIOR:**

- 1. **Theft/Abuse of Property/Vandalism:** Students endangering or abusing the property of students, school employees, or the school, including but not exclusive to the following: theft, misuse of books, materials and equip-

ment, including technology resources, defacing property; and unauthorized presence in a school building (trespassing).

**Penalty:** Suspension or expulsion and/or referral to police and notification to parent/guardian. Restitution must be made for all damages or loss of property. The student may be removed from the related class.

2. **Insubordination:** Refusal to obey established and well-defined rules and school regulations or refusal to obey reasonable directions or instructions of school personnel. This includes being in an unauthorized area, refusal to leave school grounds at the request of school personnel, horseplay and/or littering.

**Penalty:** Detention, suspension or expulsion and/or report to police and notification to parent/guardian.

3. **Profanity/Obscene Language, Gestures, or Behavior:** Use of profane or obscene language, gestures, drawings, writings, electronic or the like.

**Penalty:** Detention, suspension, or expulsion and/or report to police and/or notification to parent/guardian.

4. **Gross Misconduct:** Conduct detrimental to the normal functioning of the school or school activities including gross or repeated disobedience of school rules, violation of state laws, local ordinances and laws pertaining to civil disobedience. Gross misconduct also includes behavior that impacts the normal functioning of the school or the safe learning environment by students during non-school times/hours (including, but not limited to, summer recess, holiday recess) where a student is arrested, charged or convicted of a crime. This behavior may result in disciplinary action or loss of participation in extracurricular activities to be determined by administration.

**Penalty:** Suspension or expulsion and/or report to police and notification to parent/guardian.

5. **Persistent Disobedience:** Consistent violations of school rules and regulations; repeated involvement in behavior that disrupts the educational process of other students.

**Penalty:** Suspension or expulsion and notification to the parent/guardian.

6. **Bullying/Harassment/Hazing/Cyberbullying:** Any behavior, physical or verbal, or use of technology that ridicules, demeans, or intimidates is prohibited. This will include any form of defamation of character, intimidation, threats, or stalking of students or school employees of any kind or to the person or property of others whether transmitted verbally, in writing, or electronically (often referred to as "cyber bullying") either in or outside of school. This includes retaliation and/or making false reports.

**Penalty:** Detention/suspension/expulsion and/or report to police and notification to parent/guardian.

- 7. Criminal Sexual Conduct:** Violation of the Michigan Penal Code, MCL 750.520b, 520c, 520d, 520e, or 520g, which includes engaging in sexual penetration or sexual contact with a person under 13 years of age, while armed with a weapon, using force or coercion to accomplish that act, during the commission of another felony, and/or when the victim is mentally incapacitated or physically helpless. A student who believes he/she has been the victim of such conduct should report this immediately to an administrator or other school official. An investigation will follow, as well as appropriate disciplinary action and notification of parents, police and other related agencies.

**Penalty:**

Subject to consideration of the seven (7) factors listed in MCL 380.131d(1), permanent expulsion with possible reinstatement after 180 days, report to police, notification to parent/guardian, and notification of public agencies as required by state and federal law.

- 8. Sexting** – “Sexting” is the act of electronically sending to another person or receiving sexually explicit text messages, photographs, graphic images and/or videos. “Sexting” is not only an inappropriate behavior that violates the Student Code of Code; it also violates many state and local laws.

Students and their parents should be aware of the possible criminal consequences and penalties for possessing, producing, and disseminating pornographic and/or sexually explicit material. Violations may result in felony charges and require the student to register as a sex offender. Parents and students should understand that once a picture or video is on the internet, it is generally there forever.

**Penalty:**

Discipline up to and including recommendation for expulsion and referral to law enforcement and/or other agencies.

- 9. Inappropriate Display of Affection:** displays of unacceptable or undue familiarity such as kissing, embracing, fondling, or other conduct of a sexual nature are inappropriate at school or school related activities. Based on administrative discretion in reviewing the circumstances, penalties may be extended.

**Penalty:**

Detention, suspension or expulsion and/or report to police and/or notification to parent/guardian.

- 10. Improper Use of a Motor Vehicle:** Conduct in the operation or occupancy of a motor vehicle, which may endanger the security of people or property while on school grounds. Students are not permitted to

transport other students away from school grounds during the school day. Please be advised that dangerous driving and/or driving in a manner that puts others at risk may result in discipline up to and including recommendation for expulsion from school.

Parents and/or other adults are required to follow the directions of school officials when picking up and dropping off students.

**Penalty:**

Withdrawal of student's driving privilege on school property, detention, suspension or expulsion and/or report to police and notification to parent/guardian. Restitution will be made for all damages or losses.

- 11. Forgery:** The unauthorized using or writing of the name of another person on school forms, passes or other school related correspondence.

**Penalty:**

Detention, suspension or expulsion and/or report to police and/or notification to parent/guardian.

- 12. Possession/Sale of Fireworks or Making False Fire Alarms:**

Possession and/or sale of fireworks on school property or at a school function or making a false fire report/alarm or inappropriately pulling a fire alarm. **This behavior is a violation of state law.**

**Penalty:**

Suspension or expulsion and/or report to police, notification to parent/guardian and notification of public agencies as required by state and federal law. Restitution will be made for all damages or loss of property.

- 13. Possession of a Dangerous Weapon:** The act of possessing, using or threatening to use a dangerous weapon. For purposes of possessing a dangerous weapon in violation of the Revised School Code, a dangerous weapon is defined as a dagger, dirk, stiletto, and knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles. A student may also be charged with possessing a dangerous weapon in violation of the Student Code of Conduct if he/she possess other dangerous weapons and look-a-like weapons, including martial arts instruments, noxious gases ( including but not limited to, pepper gas, tear gas, self-defense sprays), and other devices used to inflict harm.

**Penalty:**

**This behavior is a violation of state law.**

- a. For students in grades 6 and above, subject to consideration of the seven factors listed in MCL 380.131d(1), permanent expulsion with



possible reinstatement after 180 days, report to police, and notification to parent/guardian.

- b. For students in grades 5 and below who have been expelled for threatening another person with a dangerous weapon: permanent expulsion subject to possible reinstatement after 90 days, report to police, and notification to parent/guardian. Notification of expulsion to public agencies as required by state and federal law.

NOTE: The seven (7) factors listed in MCL, 380.1310d(1) will not be considered when a student is charged with possessing a firearm in a weapon free school zone. A student who possesses a firearm in a weapon free school zone is subject to permanent expulsion under the Revised School Code, MCL 380.1311(2).

- 14. Arson:** in a school building or on school grounds - Intentionally burning, damaging, or destroying by fire or explosive

**Penalty:**

Subject to consideration of the seven factors listed in MCL 380.1310d(1), permanent expulsion with possible reinstatement after 180 days, report to police, and notification to parent/guardian and notification of public agencies as required by state and federal law.

**15. Use of Cellular Phones and Other Electronic Devices:**

**Elementary and Middle School Policy:**

Cell phones may not be used, seen, or heard during school hours or during bus time, and may only be used at the end of the school day. Students who have cellular phones, tablets (when not provided or permitted by the school for educational purposes), laptops, smart watches, MP3 players, I-Pods, and/or other electronic devices at school do so at their own risk. The school is not be responsible for the theft or loss of any electronic devices. **In addition, cell phones may not be used to take inappropriate photos or videos, for posting on social media, or for anything that would be considered unacceptable during school hours, as determined by school officials.**

**Penalty:**

- a. First Offense – Student will receive a behavior referral for possession of electronic device. The device will be confiscated by a school official and returned upon **parent/guardian pickup** before or after school.
- b. Second Offense – Student will receive a second behavior referral. The device will be confiscated by a school official and returned upon parent meeting.
- c. Third Offense – Student will receive a third referral. The device will be confiscated by a school official and progressive discipline will be determined by school administrator.

Law enforcement may be contacted if a student takes inappropriate photos or videos or posts inappropriate content to social media using an electronic device while at school, on school transportation, or at a school-

sponsored event. In addition, student conduct using electronic devices (such as texts, emails, and/or posts to social media) that violates the Code of Conduct or Board Policy, even when occurring outside of school, may be subject to discipline if there is a sufficient nexus between the conduct and school or if the conduct causes a material and substantial disruption to the school environment.

### **High School Policy:**

Carman-Ainsworth High School students may be in possession of electronic devices such as cell phones, tablets, laptops, iPads/iPods, MP3 players, and gaming devices, at school with the understanding that the school district will not be responsible for damage, theft, or loss of such devices. **Cell phones/electronic devices should be silenced and not used without approval from the supervising teacher or an administrator. Teachers may include restrictions during their class periods as they deem necessary. In addition, cell phones are not to be used to take inappropriate photos or videos, for posting on social media, or for anything that would be considered unacceptable during school hours, as determined by school officials.**

-Cell Phones/Electronic Devices are permissible for use:

- in the morning before the start of school
- during passing time throughout the school day
- during a student's lunch period

Cell phones and electronic devices may not be used in any school office or area of business within the high school building (including, but not limited to, the Main Office, Guidance/Counseling Office, Student Services Office, Athletic Office, and Attendance Office).

### **Penalty:**

- a. First Offense – The electronic device will be confiscated and returned upon parent/guardian pick-up or picked-up by the student on the following Monday of each week.
- b. Second Offense – The electronic device will be confiscated and returned upon parent-administrator meeting.
- c. Third Offense – The electronic device will be confiscated and the student subject to detention or suspension.

Law enforcement may be contacted if a student takes inappropriate photos or videos or posts inappropriate content to social media using an electronic device while at school, on school transportation, or at a school-sponsored event. In addition, student conduct using electronic devices (such as texts, emails, and/or posts to social media) that violates the Code of Conduct or Board Policy, even when occurring outside of school, may be subject to discipline if there is a sufficient nexus between the conduct and school or if the conduct causes a material and substantial disruption to the school environment.

Failure to surrender a cell phone or electronic device to a staff member will be considered insubordination and will result in a one (1) day in-school-suspension if the device is surrendered to an administrator. Failure to surrender to an administrator will result in a two (2) day out-of-school suspension.

**16. Possession or Use of Laser Pointers or other Laser Projection**

**Devices:** The possession or use of laser pointers or other laser projection devices is prohibited on school property and at school functions.

**Penalty:**

- a. First Offense - Detention and parent/guardian contact. Device will be returned to parent/guardian only, and parent/guardian must pick up the device from the school.
- b. Second Offense - Three-day (3) out-of-school suspension and permanent confiscation of device.
- c. Third Offense – Five (5) day to ten (10) day out-of-school suspension and permanent confiscation of device.

**17. Closed Campus Violation:** Leaving the building and/or school grounds during the school day without prior permission from the attendance office to do so.

**Penalty:**

Detention, suspension and notification of parent/guardian.

**18. Gambling:** Participation in a game of chance involving the exchange of money or property is strictly prohibited on school property during school events.

**Penalty:**

Detention/suspension/expulsion and/or report to police and/or notification to parent/guardian.

**VIII. Discipline of Students with Disabilities**

State and federal law contain procedural requirements that govern the discipline of all students with or without disabilities. Students with disabilities have additional procedural protections under both the Individuals with Disabilities Education Act of 2004 (IDEIA) and Section 504 of the Rehabilitation Act of 1973.

**Re-Evaluation of Code**

A committee shall be appointed to re-evaluate the Student Code of Conduct every four years. It is recommended that, along with parents, teachers, and administration, students from the high school and the middle school be included in the reevaluation process. *Last revised July 2019.*

## **English as a Second Language (ESL) or English Learners (EL)**

ESL/ELL families may request handbooks in their language (if available) by calling Student Support Services at 810-591-6251.

## **Complaint Procedures – Unlawful Harassment/Discrimination**

Carman-Ainsworth Community Schools is committed to treating all students, staff, and parents fairly. Any person who believes they have been subject to unlawful harassment or discrimination, including on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by federal civil rights laws (hereinafter referred to as unlawful harassment), may bring forward a complaint. This section describes the complaint procedures and investigation process for claims of unlawful harassment and discrimination on the basis of race, color, national origin, disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (all Protected Classes except sex, including sexual orientation and gender identity). The complaint procedures for allegations of sex discrimination/harassment (including sexual orientation and gender identity) are investigated pursuant to the process described in the section below, titled **"Complaint Procedures – Sex Discrimination/Harassment"**.

### **1. Reporting Unlawful Discrimination/Harassment**

Students who believe they have been a victim of unlawful discrimination and/or harassment or who have knowledge of unlawful discrimination and/or harassment should report it to a teacher, administrator, other school employee, or to one of the District's Compliance Officers.

#### **District Compliance Officers:**

Russ Parks  
Assistant Superintendent  
Carman-Ainsworth Community Schools  
G3475 W. Court Street  
Flint, MI 48532  
Tel. 810-591-3206  
[rparks@carmanainsworth.org](mailto:rparks@carmanainsworth.org)

Bob Hetherton  
Director of Student Support Services  
Carman-Ainsworth Community Schools  
1300 N. Linden Road  
Flint, MI 48532  
Tel. 810-591-6251  
[bhethert@carmanainsworth.org](mailto:bhethert@carmanainsworth.org)

Gina Ryan  
Assistant Superintendent  
Carman-Ainsworth Community Schools  
G3475 W. Court Street  
Flint, MI 48532  
Tel. 810-591-8246  
[gryan@carmanainsworth.org](mailto:gryan@carmanainsworth.org)

A student may also report incidents of unlawful discrimination and/or harassment to the U.S. Department of Education's Office for Civil Rights, the police, or other outside

agencies as applicable. There is no requirement that a student exhaust the District's complaint procedures before filing a report or complaint with an outside party.

Complaints may be made orally or in writing. If in writing, the complaint can be made using the **Report of Harassment form** included below. To the extent possible, complaint should include this information:

- The alleged victim(s);
- The identity of the perpetrator(s);
- The identity of any potential witnesses; and
- A detailed description of what occurred, including dates, times, and locations.

## **2. What Happens Next**

After a student makes a complaint of unlawful discrimination and/or harassment, the complaint will be forwarded to one of the District's Compliance Officers, listed above. A teacher, administrator, or other school employee must forward the student's written complaint, or file a report detailing the student's oral complaint, with one of the District Compliance Officers within two (2) school days.

The District Compliance Officer will then contact the student to determine if the student would like to engage in the informal or formal complaint process. In certain situations, the informal complaint process cannot be used. For example, any allegation of harassment involving adult member of the District community will be formally investigated.

## **3. Informal Complaint Process**

The student making the complaint (the "complainant") must agree to participate in the informal complaint process before this process will be used. The complainant may choose at any time to switch from the informal to the formal complaint process.

The informal complaint process involves an informal investigation, in which the Compliance Officer speaks with the complainant and the alleged perpetrator to determine what steps should be taken to resolve the complaint. The Compliance Officer may counsel the complainant on speaking with the harasser and informing him/her that the conduct is unwelcome and must stop. The Compliance Officer may also intervene on the complainant's behalf. If the parties both agree, they may both meet with the Compliance Officer to work out a resolution together.

While there is no time requirement, a Compliance Officer will attempt to resolve all informal complaints within 15 business days of receiving the complaint.

## **4. Formal Complaint Process**

A complainant may opt to use the formal complaint process instead of the informal process. In addition, the formal complaint process will be used when a student asserts he/she is the victim of unlawful discrimination or harassment by a school employee or other adult.

The formal complaint process includes a formal investigation, in which the complainant, alleged perpetrator, and any witnesses are interviewed by the Compliance Officer. The Compliance Officer will also consider any relevant information or evidence provided by the complainant, respondent, or witnesses. The alleged perpetrator (the “respondent”) is informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board’s Anti-Harassment policy. The Compliance Officer will advise the respondent of the opportunity to submit a written response to the complaint.

The Compliance Officer will attempt to complete the investigation within 15 business days of receiving the formal complaint, and will provide periodic updates to the parties involved. During the investigation, steps may be taken to protect the complainant from retaliation or further harassment.

After completing the investigation, the Compliance Officer will prepare and submit a written report to the Superintendent. The report will summarize the evidence and include his/her conclusion as to whether discrimination or harassment occurred. Absent extenuating circumstances, the Superintendent will issue a final decision within ten school days. The final decision will include whether the unlawful discrimination or harassment was substantiated, or if further investigation is needed.

## **5. Additional Information**

Additional information regarding the Carman-Ainsworth’s discrimination and harassment policies and procedures is available in its Board Policies and Administrative Guidelines. See, e.g., Board Policy and Administrative Guideline 5517.

## **Complaint Procedures – Sex Discrimination/Harassment**

The full investigation and grievance procedure can be found in the District’s sex discrimination and harassment policy, Board Policy 2266. The following is an overview, intended to provide general information on student rights and duties concerning sex-based discrimination and harassment, including sexual orientation and gender identity, which fall under Title IX of the Education Amendments of 1972. Title IX is a federal statute that prohibits discrimination on the basis of sex in educational programs or activities that receive federal funding, including public schools.

When the District receives a complaint of sexual harassment, the District will conduct an investigation to determine (1) if sexual harassment occurred, (2) in a District program or activity, (3) in the United States. The accused is not responsible for the harassment until a determination of responsibility has been made at the end of this procedure.

### **1. Reporting Unlawful Discrimination/Harassment**

Any student may submit a report of sexual harassment or discrimination, including individuals wishing to remain anonymous, by mail, telephone, email, or any other means, to the District’s Title IX Coordinators:

Russ Parks  
Assistant Superintendent  
Carman-Ainsworth Community Schools  
G3475 W. Court Street  
Flint, MI 48532  
Tel. 810-591-3206  
[rparks@carmanainsworth.org](mailto:rparks@carmanainsworth.org)

Gina Ryan  
Assistant Superintendent  
Carman-Ainsworth Community Schools  
G3475 W. Court Street  
Flint, MI 48532  
Tel. 810-591-8246  
[gryan@carmanainsworth.org](mailto:gryan@carmanainsworth.org)

If the allegations are against a District Title IX Coordinator, then the complaint may be made to the Superintendent or another District employee. The complaint can be made using the **Report of Harassment Form** included in the handbook.

Reports may be verbal or in writing, and should include, to the extent known, the identity of the alleged victims(s), perpetrator(s), and witness(es), and a description of what occurred, including date(s), time(s), and location(s).

Allegations that do not involve sexual harassment will be addressed through procedures in the section titled “**Complaint Procedures – Unlawful Harassment/Discrimination**” and Board of Education Policy 5517.

It is a violation of this policy and the Student Code of Conduct to knowingly make false statements or submit false information, including making a false report of sexual harassment.

## **2. What Happens Next**

Once a complaint alleging sexual harassment is filed, both the individuals involved will be contacted by one of the Title IX Coordinators, who will explain the process for investigation a formal complaint, provide a copy of Board Policy 2266, and discuss the need for any supportive measures. Supportive measures are non-disciplinary, individualized services offered to ensure the individuals continue to have equal access to the District’s educational program and opportunities. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of school property, and other similar measures.

Students that pose an immediate risk to the physical health or safety of another student arising from the allegations of sexual harassment may be removed during the investigation of the formal complaint. The student will be provided notice and given an opportunity to challenge the decision immediately following the removal.

## **3. Informal Resolution Process**

The Title IX Coordinator may offer the parties an informal resolution process to resolve a formal complaint. The District cannot require anyone to participate in an informal resolution process or waive their right to a formal investigation and determination. Either participant may withdraw from the informal process and resume the formal process at any time.

#### **4. Formal Investigation and Adjudication**

In general, the District will seek to complete the entire formal investigation, including the determination and any appeals, within 60 days but may be extended.

During the investigation, the parties involved may have the assistance of an advisor, which may, but does not need to be, an attorney.

The District is responsible for investigating and gathering evidence, but the parties may present witnesses and other evidence on their behalf. Both parties will have an equal opportunity to inspect and review the evidence the District has gathered that directly relates to the allegations in the complaint and submit a written response to the evidence. The District investigator will prepare a report that fairly summarizes the evidence that will be sent to the parties to provide a written response.

Before a determination of responsibility is made, the party may submit relevant questions to the other party and witnesses. Irrelevant questions, including about a student's sexual predisposition or prior sexual behavior, will be excluded unless offered to prove consent or the conduct was committed by someone else.

If the student is found responsible for the alleged conduct, possible sanctions include informal discipline (e.g., writing assignments, in-school discipline, etc.) or formal discipline (suspension of transportation privileges, exclusion from extra curricular activities, suspension or expulsion, etc.)

#### **5. Appeal Process**

Both parties have the right to file an appeal from a determination of responsibility; however, the student that made the complaint may not challenge the ultimate disciplinary sanction or consequence imposed.



## Formal Complaint

Student's Name: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Date of Alleged Harassment: \_\_\_\_\_

Location of Alleged Harassment: \_\_\_\_\_

Name of Alleged Harasser: \_\_\_\_\_

Detailed description of the Incident(s):

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Names of Witness(es), if any: \_\_\_\_\_

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\_\_\_\_\_  
Signature of Person Making the Report

\_\_\_\_\_  
Signature of Person Taking the Report

(over)

Resolution

5517 F1/page 2 of 2

Date of Investigative Action Taken: \_\_\_\_\_

Investigative Action Taken: \_\_\_\_\_

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# **School Traditions**

## **School Colors**

*Blue and Gray*

## **School Mascot**

*Cavalier*



## **Fight Song**

*“Charge on Cavaliers!”*

*Charge on, Cavaliers!  
Until the battle has been won.*

*Ring out, loud and clear,  
That we're united, we are one.*

*Fight on, Cavaliers!  
And when our schools days are all gone,  
We'll be true to Carman-Ainsworth.  
The Cavaliers, Charge on!*

