

**CARMAN-AINSWORTH HIGH SCHOOL**

# **Student Handbook 2016-17**



**Carman-Ainsworth High School  
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Flint, Michigan 48532**

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Facebook: <https://www.facebook.com/CarmanAinsworthCS>  
Current CA News: <http://www.carmanainsworthhappenings.com>  
Twitter: <http://twitter.com/CarmanAinsworth>**

# 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 Carman-Ainsworth High School.
- 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

2016-17

### 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 which 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 may be necessary to alter the contents of this *Handbook* during the school year. Students will be notified of such changes. 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 learning 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,

### **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.

# TABLE OF CONTENTS

Inside Front Cover – Carman-Ainsworth High School Vision Statement and Goals

Introduction .....	Page i
Parent Involvement Plan .....	Page ii-iii
Notice of Nondiscrimination.....	Page iii

## **Section I: School Services and Facilities**

Board of Education.....	Page 1
Administration - Central.....	Page 1
Administration - Building.....	Page 1
Accreditation .....	Page 2
Advanced Placement .....	Page 2
Bus Transportation.....	Page 2-4
Cafeteria.....	Page 4
Calendar - District.....	Page 5-6
Career Center .....	Page 6
Clinic/Medications/Immunizations .....	Page 6-7
Community Education .....	Page 7
Concussion Awareness.....	Page 7-8
Co-op .....	Page 8
Counseling Services.....	Page 8
Deliveries .....	Page 8
Display Cases, Bulletin Boards, Posters .....	Page 8
Dual Enrollment.....	Page 8
Field Trips .....	Page 9
Genesee Career Institute .....	Page 9
Lockers.....	Page 9
Lost and Found .....	Page 9
Media and Technology Center .....	Page 9-10
Acceptable Use Practices for Technology Resources .....	Page 10-11
Parking and Use of Cars .....	Page 11
School Closing .....	Page 11
Service Programs (Teacher Apprentice.) .....	Page 12
Telephone .....	Page 12
Textbooks.....	Page 12
Work Permits.....	Page 12

## **Section II: School Day Policies and Procedures**

Academic Assistance .....	Page 13
Academic Integrity.....	Page 13
Announcements .....	Page 13-14
Application to College.....	Page 14
Attendance and Tardiness .....	Page 14-17
Building Security .....	Page 17
Cell Phones and Electronic Devices.....	Page 17

Class Standing/Grade Computation .....	Page 17-18
Credit Status and Grading Point Scale.....	Page 18
Credit Recovery: Summer School and Zero or 7 <sup>th</sup> Hour .....	Page 18-19
Display of Affection (Inappropriate) .....	Page 19
Distance Learning (“GenNET” Courses, Online Courses, etc.) .....	Page 19
Electronic Communication – Email, ParentVUE/StudentVUE and Social Media .....	Page 19
Fees/Fines .....	Page 19
Fire/Tornado/Disaster/Lockdown Drills.....	Page 20
Fund Raising .....	Page 20
Grading/Marking System/Report Cards.....	Page 20
Graduation Requirements and Scheduling.....	Page 20-22
Hall Passes .....	Page 22
HIV/AIDS and Sex Education Instruction .....	Page 22
In-School Suspension .....	Page 23
ParentVUE/StudentVUE.....	Page 23
School Day Schedule .....	Page 24
Exams .....	Page 24
GenNET .....	Page 24
Genesee Career Center/Skill Center Bus Schedule .....	Page 24
Student Dress .....	Page 25
Student Behavior: Expectations Regarding Behavior at School.....	Page 25-26
Student Records (and “Right to Access”) .....	Page 26-27
Testing: ACT, SAT, PSAT and Testing Out.....	Page 27-28
Transferring or Withdrawing From School.....	Page 28
Visitors .....	Page 28-29

### **Section III: Extracurricular Policies and Procedures**

Procedures for After-School Activities .....	Page 30
Participation in Athletics .....	Page 30
Assumption of Risk.....	Page 30
Athletic Conference .....	Page 31
Athletic College Eligibility.....	Page 31-32
Athletic Discipline Code.....	Page 32-36
Athletic Rules and Procedures .....	Page 36-38
Athletic Teams .....	Page 39
Dances .....	Page 39-40
National Honor Society.....	Page 40
School Pictures .....	Page 40
School Class Rings .....	Page 41
Spectator Buses .....	Page 41
Student Government .....	Page 41
Student Officers and Representatives.....	Page 42

## Carman-Ainsworth Community Schools Student Code of Conduct

Preamble.....	Page 43
Student Rights, Responsibilities, and Limitations.....	Page 44
Freedom of Speech and Assembly.....	Page 44
Distribution of Non-School Sponsored Written Material.....	Page 44
Dress and Appearance.....	Page 44
Attendance .....	Page 45
Disruptive Conduct .....	Page 45
Identification .....	Page 45
Off-Campus Events .....	Page 46
Search and Seizure .....	Page 46-47
Age of Majority.....	Page 47
Student Records.....	Page 47
Bullying Policy .....	Page 47-49
Criminal Acts .....	Page 49
Due Process – Procedural Rules and Regulations.....	Page 49-50
Detention, Suspension, and Expulsion – Definitions .....	Page 50
Types of Out-of-School Disciplinary Consequences.....	Page 50
Types of Suspensions.....	Page 50
Suspension Procedures .....	Page 51
Appeal of Suspensions.....	Page 51
Expulsion Procedures .....	Page 51-52
Legal Basis for Suspension and Expulsion .....	Page 52-53
Grounds for Suspension and Expulsion .....	Page 53-63
Discipline of Students with Disabilities .....	Page 64
Sexual Harassment.....	Page 64
Re-evaluation of Code.....	Page 64
English as a Second Language (ESL) or English Language Learners (ELL) ....	Page 64
Grievance Procedures.....	Page 65-66
Grievance Form .....	Page 67

Inside Back Cover – School Traditions and Dress Code Reference Card





## **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**

Patrice Hatcher, President  
Joy Crane, Vice President  
James Johnson, Treasurer  
Ann Saunders, Secretary  
Gloria Nealy, Trustee  
Lonney Jarnigin, Trustee  
Gary Cousins, Trustee  
Isabelle Hynan, Student Representative  
Karla Bell, 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 ..... Eddie Kindle  
Assistant Superintendent ..... Russell Parks  
Assistant Superintendent ..... Cathy McGilvery  
Director of Community Services ..... David Swierpel  
Director of Student Support Services ..... Maribeth Goodheart  
Supervisor of Food Services ..... Jennifer Yee  
Supervisor of Transportation and Facilities ..... Dave Klinck

### **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 ..... Deborah Davis  
Assistant Principal ..... Suzanne Bobalik  
Assistant Principal ..... Jeff Dompereh  
Athletic Director/Assistant Principal ..... Kevin Foltz

## **Accreditation**

The Carman-Ainsworth Community Schools have earned the distinction of District Accreditation from AdvancED (parent organization of the North Central Accreditation Association). As such, all school buildings within the District are fully accredited and have met the Five Standards of a Quality School and System. 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) under the heading of "Academics".

## **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 2017:**

Monday-Friday, May 2-6, 2017

Monday-Friday, May 9-13, 2017

## **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, 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.

Menus are posted in the cafeteria and on our website. Students may pay weekly, monthly, or yearly if so desired; money is put into the student's account. Each student uses their student ID number to access their lunch account. Students eligible for free or reduced lunch are programmed into the computer also. Students who qualify for free lunch are not charged. Students who qualify for reduced lunch prices are charged at the reduced rate.

*Applications for **free or reduced meals** are available in the school office and on the website and must be filled out every year. Please complete and return applications to your school office promptly (unless you have been notified by mail that your child has been pre-approved) as it can take up to two weeks to process an application. It is your responsibility to pay for the meals until the application has been approved. We cannot back date the application or make adjustments.*

Meal costs are as follows:

**BREAKFAST:** Universal Breakfast is free for all students.

**LUNCH:** Secondary **\$2.55**/Reduced cost **40¢**

Those who bring a sack lunch (including those approved for free and reduced meals) are not eligible for free milk. Anyone may purchase milk for **40¢**. Adult lunches are **\$3.30**, which does not include a beverage. If you have any questions, please contact the **Child Nutrition Department at 810-591-3220**.

## Calendar – District

### Carman-Ainsworth Community Schools 2016-17 Calendar

Teachers Report Full Day	Tuesday	August 30, 2016
Labor Day Recess	Wed. – Mon.	August 31 – September 5, 2016
Students Report Half Day	Tuesday	September 6, 2016
Late Start Wednesdays Begin	Wednesday	October 12, 2016
End of 1 <sup>st</sup> Marking Period H.S. & M.S.	Friday	October 21, 2016
Middle School Records Half Day	Friday	October 21, 2016
End of 1 <sup>st</sup> Marking Period Elementary	Friday	November 4, 2016
Elementary Records Day Half Day	Friday	November 4, 2016
Elementary Conferences Half Days	Thur. – Fri.	November 17 – 18, 2016
Fall Recess	Thur. – Sun.	November 24 – 27, 2016
End of 2 <sup>nd</sup> Marking Period H.S. & M.S.	Friday	December 2, 2016
Winter Recess	Thur. – Mon.	December 22, 2016 – January 2, 2017
Martin Luther King, Jr. Day	Monday	January 16, 2017
High School Exams Half Days	Wed. – Fri.	January 25 – 27, 2017
End of 2 <sup>nd</sup> Marking Period / 1 <sup>st</sup> Semester Elementary Buildings	Friday	January 27, 2017
End of 3 <sup>rd</sup> Marking Period/1 <sup>st</sup> Semester H.S & M.S.	Friday	January 27, 2017
Middle School Records Half Day	Friday	January 27, 2017
Elementary Records Half Day	Friday	January 27, 2017
February Recess	Monday	February 20, 2017
Elementary Conferences Half Days	Thur. – Fri.	March 9 – 10, 2017
End of 4 <sup>th</sup> Marking Period H.S. & M.S.	Friday	March 10, 2017
Middle School Records Half Day	Friday	March 10, 2017
Students (Half Day) Teachers (Full Day)	Tuesday	March 21, 2017
Last Late Start Wednesday	Wednesday	March 29, 2017
End of 3 <sup>rd</sup> Marking Period Elementary	Friday	March 31, 2017
Spring Recess	Mon. – Sun.	April 3 – April 9, 2017
April Recess	Friday – Sun.	April 14 – April 16, 2017
End of 5 <sup>th</sup> Marking Period H.S. & M.S.	Friday	April 28, 2017
Memorial Day	Monday	May 29, 2017
Middle & High School Exams Half Days	Wed. – Fri.	June 7 – 9, 2017
Elementary Records Half Days	Thur. – Fri.	June 8 – 9, 2017
End of 2 <sup>nd</sup> Semester – LAST Day of School	Friday	June 9, 2017

**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](#)

## **Calendar - Late Start Wednesdays**

All Carman-Ainsworth schools will begin one hour later on Wednesdays beginning October 12, 2016 through March 29, 2017. 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 page 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 Main Office:** All medications, both non-prescription and prescription are to be kept in the school 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.

### **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 through The University of Michigan-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 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 Skill Center should see a counselor sometime during his/her sophomore year.

## **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 locker. 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 will be located in the custodial receiving room. 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. The 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**

Parent 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 \$30.00, payable by cash or credit card, in order to park on school grounds. The fee for registration after the last day of first semester is \$15.00. Registration and parking decal are available at the greeter station prior to the end of the second week of school. There are no refunds issued after registration.
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 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 emergency situations. 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**

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

Textbooks 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 the book that was checked out to them **to the Media Center**, or they will be charged a fine. A charge will also be made for unnecessary damage to any book 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 birthdate.
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.

**UM-Flint AP and Accelerated Tutoring:** Through a partnership with The University of Michigan-Flint, college tutors are available on-site after school to provide tutoring specific to AP and Accelerated courses. AP and Accelerated teachers will provide students with information.

### **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 daily via the public address system or closed-circuit TV and will 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 Clearinghouse 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** and will not be permitted to leave school grounds 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 Credit</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, 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 of the exempt absences listed below to the Attendance Office. **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)
- ♦ 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. **Skippping 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.

**Notification** – Parents and students should log-in 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><u>Absence</u></b>	<b><u>Notification</u></b>	<b><u>Conference</u></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	Student and School Staff Meet to discuss Compulsory School Attendance
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 create Attendance Contract
Beyond 12 <sup>th</sup> Absence	E-mail or mail notification.	Work with School Staff toward meeting the conditions of the Attendance Contract

### **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 extensive 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 academic credit for that course and will enter into an attendance contract with the school which will detail the criteria for regaining the lost credit.

***To earn credit 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 credit 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 (Deadlines for 2016-2017 are January 13, 2017 (9<sup>th</sup>-12<sup>th</sup>); May 3, 2017 (seniors) and May 19, 2017 (9<sup>th</sup>-11<sup>th</sup>)). A committee will review the appeal and if the appeal for credit reinstatement is accepted, the student will receive the letter grade that was earned. If the appeal is denied, a score of 78% on the end of semester exam will be considered the equivalent of earning a passing grade and constitutes a qualifying score to earn credit in the course which will be marked as MET on the transcript. Otherwise the student will earn an E (no credit) for the course.

### **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 6 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 6 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 <u>On-Track to Graduate the same year</u></u></b>	<b><u>Actual Credits Needed at Beginning of School Year To Be <u>On-Track as a Junior</u></u></b>	<b><u>Actual Credits Needed at Beginning of School Year To Be <u>On-Track as a sophomore</u></u></b>
<b>24</b>	<b>23.5</b>	<b>18</b>	<b>12</b>	<b>6</b>
<b>Graduation requirements must also be met as a condition of the 24 credits.</b>		<b><u>Minimum Credits needed at beginning of school year to graduate the same year</u></b>	<b>Minimum Credits needed at beginning of school year to be considered a Junior</b>	<b>Minimum Credits needed at beginning of school year to be considered a Sophomore</b>
		<b>16</b>	<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:

<b>4-POINT SCALE</b>			
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.

### **Credit Recovery: Summer School and Zero or 7<sup>th</sup> Hour**

- ◆ A student can earn and transfer, for the purpose of making up a class he/she has failed, a maximum of one (1) credit per summer (2 classes) for a total of four (4) credits from summer school to his/her high school record for the purpose of meeting high school graduation requirements when enrolled in grades 9-12. All required classes must first be taken in the regular Carman-Ainsworth High

School program. All summer classes must be taken in the Carman-Ainsworth Community Schools summer program. Enrollment in summer school requires counselor approval.

- ◆ Zero and 7<sup>th</sup> hour courses are available to students with priority given to senior level students. Zero hour includes Web Design and Woodworking; 7<sup>th</sup> hour includes a variety of courses taken on-line under the direction of a teacher.
- ◆ On-line classes make up the credit previously lost, but do not replace failing grade on the transcript for GPA calculation.
- ◆ 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.

### **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 county-wide 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 through log-in to ParentVUE and StudentVUE. We will be providing an increasing number of communications directly through e-mail so keeping your e-mail address current is very important. In addition, please add our Facebook and Twitter accounts (listed on the front cover of this Handbook) to your feed to receive news about our schools.

### **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 fund raisers 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/Report Cards**

Carman-Ainsworth High School employs a grading system with report cards issued to students six (6) 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. There may be changes in the grade between the time grades are posted in the TeacherVUE Grade Book and when the report card is posted. 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 ninth grade 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 or 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 both 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 of “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 are directed to report to the ISS room for discipline.

### **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 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 for the entire school day will be provided an opportunity to purchase 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).

### **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 2016-2017

### Regular Full Day

Start	End	Event
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/Skill Center 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 are disruptive to the educational process, present a distraction to the teacher or class, interfere with classroom activities, or present a safety hazard to students will be prohibited. Shoes are required at all times in the school building. There is a quick reference card on the back cover of this handbook. This card can be used as a measuring tool to gauge and ensure that your clothing choices meet Carman-Ainsworth Community Schools' expectations and are not a distraction to the learning environment.

### **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
- masks
- 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
- hats may be worn to and from school; but they may not be worn during class or in the school during the school day
- head covering bandanas and scarves, except those with documented religious or medical reason
- items covering the face and/or eyes of any student, including a student's hair or excessive face makeup that disguises the student

**Students not wearing appropriate clothing will be asked to change at school, if 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.

### **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 will be transitioning to providing the SAT as part of the Michigan Merit Exam, so National ACT tests will be limited at Carman-Ainsworth High School.

**2016-17 ACT Test Dates & Registration Deadlines**

Test Date	Registration Deadline	Late Registration Deadline
September 10, 2016	August 7, 2016	August 8-19, 2016
October 22, 2016	September 16, 2016	September 17-30, 2016
December 10, 2016	November 4, 2016	November 5-18, 2016
February 11, 2017	January 13, 2107	January 14-20, 2017
April 8, 2017	March 3, 2017	March 4-17, 2017
June 10,2017	May 5, 2017	May 6-19, 2017

**2016-17 SAT Test Dates and Deadlines**

Test Date	Normal Deadline	Late Registration
October 1, 2016	September 1, 2016	September 20, 2016
November 5, 2016	October 7, 2016	October 25, 2016
December 3, 2016	November 3, 2016	November 22, 2016
January 21, 2017	December 21, 2016	January 10, 2017
March 11, 2017	February 10, 2017	February 28, 2017
May 6, 2017	April 7, 2017	April 25, 2017
June 3, 2017	May 9, 2017	May 24, 2017

**PSAT Test Date:** Juniors will take the PSAT/NMSQT test on Wednesday, October 19, 2016 as part of the district assessments. Freshmen and sophomores will take the PSAT only on Wednesday, October 19, 2016.

## **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. Year-long 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 text book 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**

Friday, December 16, 2016  
Friday, May 12, 2017

### **TEST OUT DATE**

Wednesday, January 11, 2017 (2:30 pm)  
Monday, June 12, 2017 (8:30 am)

## **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 check-out procedure before leaving school:

### **Check-out Procedure**

1. Report to the Main Office to obtain a check-out form.
2. A hall monitor will escort the student to his/her locker to clean out books, other school property, and personal belongings.
3. A hall monitor will escort the student to his/her classes to turn in books and 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 report to the Main Office.

### **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.

## 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.
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, Powers, Lapeer, Flint Northwestern, Flint Southwestern, 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 Clearinghouse*)

### To be certified by the Clearinghouse, 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 Clearinghouse 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**

	<b>Division I</b>	<b>Division II</b>
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>

3. Earn an SAT combined score or ACT sum score that matches your core-course GPA (minimum 2.30) on the Division I sliding scale. SAT scores earned on or after March 2016 will be evaluated based on concordance tables established by the College Board.
4. 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 beginning August 1, 2016.

Core GPA	ACT	SAT	Core GPA	ACT	SAT
Above 2.300	74	890	2.150	81	960
2.300	75	900	2.125	82	970
2.299	76	910	2.100	83	980
2.275	76	910	2.075	84	990
2.250	77	920	2.050	85	1000
2.225	78	930	2.025	86	1010
2.200	79	940	2.000	86	1020
2.175	80	950			

For more information regarding the rules, please go to [www.ncaa.org](http://www.ncaa.org). Click on “About Us” then “Academics” and “Student Athlete Eligibility”. Or visit the Eligibility Center Web Site as [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

### **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 an unsportsman-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.

***Stand; face the flag with hats off and hands on hearts during the National Anthem.***

***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 Athletic Director and/or 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 Athletic Director and/or principal will adjust, revoke or sustain the disciplinary action.

- D. In cases in which a disciplinary action was taken directly to the Athletic Director and/or principal, and/or in cases in which there is dissatisfaction with the results of a review hearing by the Athletic Director and/or 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 sex 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 or principal.

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 after May 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 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. A like course must be taken to replace the failed course.

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 \$15.
- 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.

***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 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 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 on a school day if they have not been in school for at least three 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, Tennis

**Girls:** Cross Country, Cheerleading, Golf, Swimming, Volleyball,

### **Winter**

**Boys:** Basketball, Hockey, Wrestling, Swimming, Ski Racing

**Girls:** Basketball, Ski Racing, Cheerleading

### **Spring**

**Boys:** Baseball, Golf, Track

**Girls:** Softball, Track, 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 will 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 20 years old or older. Students may only bring one guest and guest students must bring photo ID.

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

#### **For ladies:**

- ◆ Evening dress or
- ◆ Dressy skirt and blouse or
- ◆ Dressy slacks and blouse
- ◆ Dress shoes (no gym shoes, beach sandals, or the like)
- ◆ No bare midriff or side
- ◆ No cut out areas between the bust line and the thigh, even

with sheer material over the cut out

- ◆ No see through clothing
- ◆ No low backs cut below the waist
- ◆ No slits 5 inches above the knee
- ◆ No skirts shorter than 5 inches above the knee
- ◆ No excessive exposure
- ◆ No jeans

#### **For gentlemen:**

- ◆ Tuxedo or
- ◆ Suit (with dress pants, dress shirt, and tie) or
- ◆ Sports coat, dress shirt, dress slacks (tie recommended)
- ◆ Dress shoes (no gym shoes, beach sandals, or the like)
- ◆ Shirts must be kept on at all times
- ◆ No jeans

Students not properly attired will not be allowed access to the dance or will be asked to cover up if applicable. Those students asked to cover up will not be included in dance photography books if they are published by the photographer.

### **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.

### **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 Officers and Representatives 2016-17**

### **Executive Board**

**President:** Christian Williams

**Secretary:** Alexis Lowe

**Junior Representative:** Tiara Jefferies

**Staff Sponsors** – Angela Middleton & Letitica Stinson

**Vice President:** Charis Bly

**Treasurer:** Jonathan Powell

### **Class Officers and Representatives**

#### **Senior Class Council (2017)**

President – Alexia Thompson

Vice President – Mi'Toya Scott

Secretary – En'Dea Haygood

Treasurer – Kendall Bragg

Staff Sponsor – Mrs. Kris Canning

Staff Sponsor – Mrs. Janet Smith

#### **Senior Class Representatives (2017)**

Isabelle Hynan

Natalie Minzey

Chelsea Pearson

Deja Pittman

Bre'lane Richard

Olivia VanDuyne

#### **Junior Class Council (2018)**

President – Karla Bell

Vice President – Kaitlyn Bowie

Secretary – Evangelina Dang

Treasurer – Mykala Brooks

Staff Sponsor – Mr. Matt Young

Staff Sponsor – Mrs. Candy Thomas

#### **Junior Class Representatives (2018):**

Jada Black

Brittney Young

Chante' Boyd

Natalie Cook

Carson Koegel

Morgan Sherrer

#### **Sophomore Class Council (2019)**

President – Kelly Bowie

Vice President - Karyn King

Secretary – Tyne Smith

Treasurer – Colin Smith

Staff Sponsor – Mrs. Sara Standen

Staff Sponsor – Mrs. Anna Hunt

#### **Sophomore Class Council (2019)**

Andre Williams

Audra Auston

Myron Henderson

#### **Freshmen Class Council (2020)**

President – Nikki Jones

Vice President – Jasmine Keyes

Secretary – Mikayla Holbrook

Treasurer – Mikaiah Holbrook

Staff Sponsor – Mrs. Vera Hazlett

Staff Sponsor – Mrs. Amanda Sauvie

### **2016-2017 Board of Education Student Representatives**

Isabelle Hynan and Karla Bell

# CARMAN-AINSWORTH COMMUNITY SCHOOLS

## STUDENT CODE OF CONDUCT

### 2016-17

#### 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 atmosphere favorable for learning. The primary objective of student discipline and **management** is to create an educational climate in which complete attention can be devoted to the teaching-learning process. The discipline and **management** of students must be treated as an **individual** matter. The most effective approach to discipline is preventive in nature rather than regulatory and restrictive, although the latter cannot always be ignored.

Clearly, parents and guardians are the primary influence in the education of their children. Other institutions such as schools have a special role in assisting homes with the formation of their children. Consequently, parents, teachers, and students must work cooperatively to direct students toward positive attitudes and behavior in school.

The school environment is a **learning** community requiring the establishment of rules and regulations for the protection of the rights of all of its members. 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. Violations of these rules and regulations that are harmful to the rights and privileges of others will not be tolerated. Michigan’s *Revised School Code, 380.11a (3) (b)* gives the district the authority to provide “for the safety and welfare of pupils while at school or a school sponsored activity or while en route to or from school or a school sponsored activity.”

The immediate objective of these rules and regulations is to maintain a school climate of exemplary learning conditions. The ultimate objective is to establish school discipline that enhances student growth in abilities, attitudes, and habits essential to acceptable and self-controlled behavior.

While it is necessary to establish and enforce reasonable regulations in the school setting in order to maintain an environment conducive to learning, students will be provided due process in accordance with state and federal laws.

Administrators and teachers also have rights and duties. Teachers, administrators, and school staff are responsible for providing an environment suitable for learning, and for maintaining and facilitating the educational program.

The principal is authorized by Board Policy to suspend students from school for just cause. The following rules, regulations, and due process procedure statements are designed to protect all members of the educational community in the exercise of their rights and duties.

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

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

Within the school program students should be 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. The use of obscenities or personal attacks is 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. Advertising 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 (e.g., 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 for distribution through the procedures established by the district. Those interested may obtain the established procedures through the building principals.

## **III. Dress and Appearance**

The district expects students to dress and groom themselves in an appropriate manner. Dress, grooming and appearance (including excessive make-up, masks, sunglasses, medically unnecessary eye patches, hair covering eyes and/or face, etc.) may not be disruptive to the educational process, damaging to property, or violate reasonable standards of safety, health, hygiene or decency.

#### **IV. Attendance**

Daily attendance of all who are enrolled in the Michigan Public Schools is required in accordance with the state law. Section 380.1561 of *The Revised School Code* states "...for a child who turned age 11 before December 1, 2009 or who entered grade 6 before 2009, the child's parent, guardian, or other person in this state having control and charge of the child shall send that child to a public school during the entire school year from the age of 6 to the child's sixteenth birthday." "... a child who turns age 11 on or after December 1, 2009 or a child who was age 11 before that date and enters grade 6 in 2009 or later, 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." **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*).

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, in 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 (i.e. dances, sporting events, fashion and talent shows, theater performances, AUP identification, Media Center book check-out, cafeteria, etc). 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 (e.g., purse, pockets, book bag, cell phones, including other electronic devices, etc.) may be searched whenever a school authority has reasonable suspicion 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 authority 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 are expected to 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 contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.
- E. Police Liaison Officers: Police Liaison Officers assist students, staff and administration in the effective operation of the school. The primary function of the Police Liaison 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 Police Liaison 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. Bullying Policy**

### **1. Definitions**

#### Bullying/Hazing/Cyber Bullying And Threats

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 (i.e. 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.

## 2. Prohibition

The Board prohibits all bullying and hazing, without regard to its subject matter or motivation. The Board also prohibits any forms of retaliation or false accusation against a target of bullying or hazing, a witness or another person with reliable information about an act of bullying or hazing.

## 3. Reporting

Any student who believes he or she has been or is currently the victim of 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.

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.

## 4. 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.

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.

## **XII. Criminal Acts**

- I. The following activities are among those defined as criminal under laws of the state of Michigan and may not be all inclusive:
  - A. Arson
  - B. Assault
  - C. Battery
  - D. Burglary
  - E. Explosives to include fireworks, smoke bombs, or other incendiary devices
  - F. Extortion, blackmail or coercion
  - G. Possession or use of firearms or weapons, including look a-likes
  - H. Larceny
  - I. Malicious mischief, destruction of property, vandalism, and/or pranks
  - J. Robbery
  - K. Sale, use, or possession of alcoholic beverages or controlled substances including look-a-likes
  - L. Breaking and entering
  - M. Trespassing
  - N. Criminal sexual conduct
  - O. Possession or use of noxious gases
- II. The commission of or participation in any criminal acts in school buildings, on school property, or at school-sponsored events is prohibited. Disciplinary action will be taken by the school regardless of whether or not a criminal charge results. The preceding list is not deemed to be all-inclusive. The commission of any criminal act on school property or at a school event may result in disciplinary action up to and including expulsion. Disciplinary action may be taken by the school if the administration determines the criminal act, which may have occurred during non-school times/hours (e.g. summer recess, holiday recess), impacts the normal function of the school or the safe learning environment of students or staff.

## **XIII. Due Process - Procedural Rules and Regulations**

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 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.

#### **XIV. Detention, Suspension, and Expulsion - Definitions**

- 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 an isolated location in school and placing the student under the supervision of school authorities or their designee.
- C. Suspension: A temporary exclusion from school and school sponsored activities until stipulated conditions are met. Under this definition, a suspension by a building administrator may not exceed ten (10) school days; however, the Superintendent or their designee may suspend for a period not to exceed forty-five (45) school days.
- D. Long-Term Suspension: A temporary exclusion by the Board Sub-committee on Student Discipline from school and school sponsored activities that exceeds forty-five (45) school days.
- E. Expulsion: A permanent exclusion from school and school sponsored activities by action of the Board Sub-committee on Student Discipline.

#### **XV. Types of Out-of-School Disciplinary Consequences**

On the basis of the status of present school law, a building principal of any of the district schools is delegated the authority by the Board to suspend a student from school. The precise discipline to be imposed (suspension up to and including expulsion) may vary in type or length depending upon the seriousness of the misconduct and the cumulative effect of the misconduct.

#### **Types of Suspensions**

- 1. Removal of a student from all regular school activities for a period of one to ten days by confining the student to an isolated location in school and placing the student under the supervision of school authorities or their designee.
- 2. Suspension of a student from school property for the remainder of the school day.
- 3. Suspension of a student from attendance at or participation in a school district sponsored activity.
- 4. Suspension of a student from school property pending a conference with the parents or guardians.
- 5. Suspension of a student for an extended (up to forty-five [45] days) period of time.
- 6. Suspension of driving rights and/or bus transportation.

## **Suspension Procedures**

- A. The student shall be informed of the specific charges which could be the basis for disciplinary action against him or her as well as the facts upon which the charges are based.
- B. The student may present evidence or relevant information that will support his or her defense.
- C. If the student is suspended by the principal or their designee, that administrator will:
  1. Notify the parent/guardian of the suspension as soon as possible, the reasons for it, and the steps necessary for the student's return.
  2. Meet with the parent or guardian and the student to plan satisfactory return of the student to the school setting.
- D. A suspension from school involves exclusion from all school activities (on campus and/or at other locations) for the entire day(s) 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 including suspension. (High school students will receive credit for make-up work done during a suspension or expulsion but all work must be submitted within twenty-four [24] hours of a student's return date.)

## **Appeal of Suspensions**

If the parent or guardian is dissatisfied with the decision regarding a student's suspension they may appeal to the Building Level Administrator and then to the Superintendent or their designee to review the decision. Said appeal must be presented to the Superintendent in writing within three (3) school days of the disciplinary action. A suspension of ten (10) days or less cannot be appealed beyond the level of the Superintendent or their designee.\*

## **Expulsion Procedures**

The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be supplied to the student and his/her parent or guardian, and included within this notice shall be a procedure to request a hearing before the Board Sub-committee on Student Discipline.\*
2. The student and his/her parent/guardian shall be informed of the right to an open or closed hearing at their request. The action of the Board Sub-committee on Student Discipline shall be by formal motion and a vote of a majority of Board Sub-committee on Student Discipline members elected

***\*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 Sub-committee on Student Discipline.***

- to, and serving on, the Board Sub-committee on Student Discipline in open session. The action shall appear in the minutes of the Board Sub-committee on Student Discipline and be part of the public records.
3. The student and parent/guardian may be present at the hearing.
  4. The student and his or her parent/guardian may be represented by legal counsel at their own expense.
  5. The student shall be advised of evidence offered against him/her. The Board Sub-committee on Student Discipline may limit disclosure of the identity of students providing information relative to the charges consistent with case precedent concerning the confidentiality accorded student witnesses.
  6. The student shall be given an opportunity to give his/her version of the facts and their implications. The student shall be allowed to offer the testimony of other witnesses and other evidence.
  7. 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.
  8. A record may be kept of the hearing.
  9. 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.
  10. 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.

### **Legal Basis for Suspension and Expulsion**

The authority of the Board to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in Section 380.1311 of *The Revised School Code*.

#### **Section 380.1311, Suspension or Expulsion of Pupils**

Section 1311(1) "...the school board, or the school district superintendent, a school building principal, or another school district official if designated by the school board, may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience if, in the judgment of the school board or its designee, as applicable, the interest of the school is served by the authorization or order. If there is reasonable cause to believe that the pupil is a student with a disability, and the school district has not evaluated the pupil in accordance with rules of the superintendent of public instruction if the pupil is a student with a disability, the pupil shall be evaluated immediately by the intermediate school district of which the school district is constituent in accordance with Section 1711.

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.

## **Grounds for Suspension and Expulsion**

Assuming the responsibility granted to it by law, the Board Sub-committee on Student Discipline establishes the following categories of misconduct to be considered a gross misdemeanor or type of persistent disobedience while a student is under the jurisdiction of the school.

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*. Any of the violations indicated below, when considered in the context of circumstances surrounding their occurrence, along with age, developmental maturity of student, and/or student's past behavior records, may lead to a recommendation for exclusion from school by way of out-of-school suspension or expulsion.

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 sanctions.

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.

### **PROHIBITED SUBSTANCES:**

1. **POSSESSION/USE OF CIGARETTES OR CHEWING TOBACCO** - The no-smoking or chewing tobacco policy on district property or at school functions will be strictly and consistently enforced by the faculty and administration. (Electronic cigarettes, lighters, spittoons and/or other smoking paraphernalia for tobacco and/or smokeless tobacco are included in this policy.)

#### **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.
- d. 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 must be dispensed from and stored in the school office in accordance with state law and Board policy.

**Penalty:**

- a. First Offense - Suspension of up to two (2) days and notification to parent/guardian.
- b. Second Offense - Ten (10) day out-of-school suspension and notification to parent/guardian.
- c. 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.

Possession of paraphernalia used with alcohol or drugs is prohibited also, i.e. 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.

5. **SALE/DISTRIBUTION AND/OR INTENT TO SELL/DISTRIBUTE ALCOHOLIC BEVERAGES, NARCOTICS, DRUGS** - Sale/distribution and/or 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.

**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.

**PHYSICAL/VERBAL ASSAULTS AND CONFRONTATIONS:**

6. **PHYSICAL ASSAULT UPON SCHOOL EMPLOYEES, VOLUNTEERS OR CONTRACTORS** - Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.

**Penalty:**

**This behavior is a violation of state law and as such there is a requirement for** grades 6 and above: permanent expulsion subject to possible reinstatement after 180 days, report to police, notification of parent/guardian, and notification of public agencies as required by law. For grades 5 and below: minimum of suspension/long-term suspension or expulsion, notification of parent/guardian and/or report to the police.

7. **PHYSICAL ASSAULT UPON ANOTHER STUDENT** - This would refer to behavior aimed at intentionally causing or attempting to cause physical harm through force or violence that occurs on school property, at any school sponsored activity, or on any school related vehicle.

**Penalty:**

For grades 6 and above: 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. For grades 5 and below: minimum of suspension/long-term suspension or expulsion, notification of parent/guardian, and/or report to the police.

8. **VERBAL ASSAULT/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:**

For 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. For grades 5 and below: suspension/long-term suspension or expulsion, notification of parent/guardian, and/or report to police.

9. **FIGHTING/HOSTILE CONFRONTATION** - Physical attacks/confrontations, mutual fighting (regardless of which combatant initiated the physical fight). Hostile verbal confrontations are included here. 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 – Long-term recommendation

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 suspended for their contribution to the altercation. 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.

**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 will 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, such as all dances, talent and fashion shows, etc (determined by the administration), for one calendar year. **The one year probation will carry over into the following school year.** Students on probation with any major violations in school policies may be recommended for expulsion/long term suspension.



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 suspended for their contribution to the altercation. 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.

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

### **INAPPROPRIATE BEHAVIOR:**

#### **10. THEFT/ABUSE OF PUBLIC AND PRIVATE 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 equipment, 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 will be made for all damages or loss of property. The student may be removed from the related class.

#### **11. 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.

#### **12. 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.

#### **13. 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 (e.g. summer, 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.

14. **REPEAT OFFENDERS OF THE STUDENT CODE OF CONDUCT** - Continued class and school disruptions. Repeatedly involved in behavior which disrupts the educational process of other students. Parent/guardian will be notified prior to student being identified as a Repeat Offender.

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

15. **BULLYING** (Also “**HARASSMENT**,” “**HAZING**” and “**CYBER BULLYING**”) – Any behavior, physical or verbal, 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. This includes retaliation and/or making false reports. This will pertain to inappropriate acts whether transmitted verbally, in writing, or electronically (often referred to as “cyber bullying”) **either in or outside of school.**

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

16. **CRIMINAL SEXUAL CONDUCT** - Violation of state law regarding criminal sexual conduct. 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:**

**This behavior is a violation of state law and as such there is a requirement for permanent expulsion subject to 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.**

17. **SEXUAL HARASSMENT** - Any unwelcome sexual advances, such as or including touching, gestures, comments, or requests for sexual favors. **Inappropriate displays, verbal conduct, electronic transmission or physical conduct of a sexual nature shall be considered sexual harassment when:**
- Submission to or rejection of such conduct or communication has either the purpose or effect of interfering with an individual's scholastic performance or the creation of an intimidating, hostile or offensive learning environment;
  - Submission to or rejection of such conduct or communication by an individual serves as the basis for decisions affecting that individual; or
  - Submission to such conduct or communication is implicitly or explicitly made a term of condition of education.

**Penalty:**

Suspension/expulsion, referral to police and notification to parent/guardian.

18. **INAPPROPRIATE DISPLAY OF AFFECTION** – Displays of unacceptable undue familiarity such as kissing, embracing, fondling, or other conduct of a sexual

nature are inappropriate. 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.

### **HANDBOOK INFRACTIONS:**

- 19. IMPROPER USE OF MOTOR VEHICLES** - 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.

**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.

- 20. FORGERY** - The unauthorized using or writing of the name of another person on school forms or other school related correspondence.

**Penalty:**

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

- 21. POSSESSION OR SALE OF FIREWORKS/MAKING FALSE FIRE ALARMS** - Possession and/or sale of fireworks on school property or at a school function or making false fire report/alarm or inappropriately pulling a fire alarm.

**Penalty:**

**This behavior is a violation of state law and as such there is a requirement for** 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.

- 22. POSSESSION OR USING WEAPONS OR LOOK A-LIKES** - The act of possessing, using or threatening to use a weapon, look a-like or instrument capable of inflicting bodily injury. This would include, but may not be limited to, firearms, knives, iron bars, stilettos, dirks, daggers, martial arts instruments, self-defense instruments, noxious gases (e.g., pepper gas, tear gas, self defense sprays, etc.).

A student who possesses a dangerous weapon in a weapons free school zone will be expelled permanently subject to possible reinstatement after 180 days if he/she is in grades 6 or above. For grades 5 and below: minimum of suspension/long-term suspension or expulsion, notification of parent/guardian and/or report to the police.

**Penalty:**

**This behavior is a violation of state law and as such there is a requirement for** grades 6 and above: permanent expulsion subject to possible reinstatement

after 180 days, report to police, and notification to parent/guardian. For grades 5 and below: permanent expulsion subject to possible reinstatement after 90 days, report to police, and notification to parent/guardian. Notification of public agencies as required by state and federal law.

23. **ARSON** - Intentional setting afire district property or setting a fire on district property.

**Penalty:**

**This behavior is a violation of state law and as such there is a requirement for** permanent expulsion subject to 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.

24. **THE USE OF CELLULAR PHONES AND OTHER ELECTRONIC DEVICES –**

**Elementary and Middle School Policy:**

Cell phones are not to 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, MP3 players, I-Pods, CD players and other electronic devices at school do so at their own risk. The school will not be responsible for the theft or loss of any electronic devices. **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.**

**Penalty:**

- a. First Offense – Student will receive a behavior referral for possession of electronic device. Confiscation by school official and return upon **parent/guardian pickup** before or after school.
- b. Second Offense – Student will receive a 2<sup>nd</sup> behavior referral. Confiscation by school official and return upon parent meeting.
- c. Third Offense – Student will receive a 3<sup>rd</sup> referral. Confiscation by school official and progressive discipline as determined by school administrator.

**High School Policy:**

Carman-Ainsworth High School students may be in possession of electronic devices such as cell phones, iPads/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 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 shall not be used in any school office or area of business within the high school building (e.g. Main Office, Guidance/Counseling Office, Student Services Office, Athletic Office, Attendance Office, etc.).

**Penalty:**

- First Offense – Confiscation and returned upon parent/guardian pick-up or picked-up by the student on the following Monday of each week.
- Second Offense – Confiscation and returned upon parent-administrator meeting.
- Third Offense – Confiscation and detention, suspension, etc.

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.

- 25. TARDINESS** – A student will be considered tardy if he/she is not inside the classroom door when class begins.

**Penalty:**

The consequences for tardiness will vary by grade level. In general, we would like all students to develop the understanding that in order to achieve the status of a “quality producer,” punctuality and a commitment to effort and hard work is necessary. Students who are tardy will be subject to disciplinary sanctions.

**Elementary School Penalty:**

If tardiness begins to impact student learning/success, a conversation shall be held with the parent or guardian, student and the appropriate school staff member to develop a plan to ensure the student gets to school on time every day. If the parent cannot be reached for a conversation, then a message will be left or a letter will be sent making the parent aware of the tardiness problem and formally inviting them to discuss the matter with the school. If your child is more than one hour late or leaves school more than one hour early, it is considered a half day absence. Children who arrive after instruction begins or leave before instruction ends will be marked tardy or left early.

**Middle School Penalty:**

If your child is going to be late to school, you, as a parent/guardian, must do one of three things:

1. Call the Attendance Office and let them know when your child will be arriving.
2. Send your child to the Attendance Office with a note.
3. Bring your child to the Attendance Office for an excuse.

Excessive tardiness will fall under the truancy policy as determined by a principal.

All students must check in at the Attendance Office before going to class. Taking one of these three steps can prevent your child from being sent to the Responsibility Room for unexcused tardiness. Excessive tardiness for any reason will result in the student being placed on the truancy intervention list as outlined in the student handbook. **Chronic offenders will be subject to principal review.**

Tardy Definition: A student is considered tardy if not in the classroom when the bell rings. Individual teachers may require students to be in their seats when the bell rings.

#### Tardiness Policy (Cumulative Per Hour)

- First, Second and Third Tardy – Teachers and Attendance Clerk intervene with student to eliminate tardiness pattern. Parent may be contacted.
- Fourth Tardy – Referral to Responsibility Room, warning and parent phone contact.
- Fifth Tardy - Referral to Responsibility Room and lunch detention assigned.
- Sixth Tardy - Referral to Responsibility Room and two after school detentions will be assigned.
- Seventh Tardy - Referral to Responsibility Room, classes will be closed pending parent-conference with Principal.
- Eighth Tardy and all subsequent tardies - Referral to Responsibility Room and out of school suspension will be assigned.

#### High School Penalty:

- During each semester, **the first three tardies will be handled by the teacher in the affected class.** Teachers will indicate to students and parents in their course overview their policy on the first three tardies.
- Any student that reaches **four (4) tardies in a class will serve lunch detention for the 4<sup>th</sup> and each additional tardy.**
- In addition to serving lunch detention, students will serve the following:
  - Seven (7) tardies: Student will meet with a Behavior Interventionist to create an action plan for reducing tardies to class and parents will be contacted. Behavior Interventionist will work with the student to monitor tardies.
  - Ten (10) tardies: Behavior Interventionist will set up a parent conference.
  - Eleven (11) tardies: Further discipline may be issued including additional lunch detentions, in-school suspension, out-of-school suspension, and/or parent conferences.
- Failure to serve any assigned detentions within the assigned range of time will result in out-of-school suspension for the number of days not served.
- Parents may contact or meet with a school official to work on an improvement and disciplinary plan at any time in this process.

In cases of chronic tardiness, regardless of where the student is in the referral process, an administrator may intervene and impose disciplinary measures. When administrators periodically perform hallway sweeps, students found to be tardy from their assigned class may be subject to discipline regardless of where they are in the referral process.

- 26. 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.
- c. Third Offense - Five-day to ten-day (5-10) out-of-school suspension and permanent confiscation.

- 27. 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.

- 28. GAMBLING** - A game of chance involving the exchange of money or property that is strictly prohibited on school property or during school events.

**Penalty:**

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

## **Discipline of Students with Disabilities**

State and federal law contain procedural requirements that govern the discipline of all students with and without disabilities. Students with disabilities have additional procedural protections under both the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA) and the Rehabilitation Act of 1973. Suspension or expulsion of a student with disabilities will be determined by the administration/Board Sub-committee on Student Discipline in conjunction with a Manifestation Determination and an individualized educational planning team consistent with the requirements of the Individuals with Disabilities Education Improvement Act and the IDEIA regulations.

## **Sexual Harassment**

Carman-Ainsworth Community Schools has policies prohibiting sexual harassment. Students are encouraged to bring any incidents of sexual harassment to the administration so that it can be appropriately investigated and addressed.

## **Re-Evaluation of Code**

A committee shall be appointed to re-evaluate the code every four years. It is recommended that, along with parents, teachers, and administration, students from the high school and the middle school be included. *Last revised July 2015.*

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

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



## **Grievance Procedures**

GRIEVANCE PROCEDURES FOR TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972, TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990, SECTION 504 OF THE REHABILITATION ACT OF 1973, AND AGE DISCRIMINATION ACT OF 1975.

### **Section I**

Any person believing that the Carman-Ainsworth Community School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint. Such complaint which shall be herein after referred to as a grievance. Any person with a grievance shall bring it to the attention of the local Section 504 Coordinator if it involves a grievance concerning section 504 of the 1973 Rehabilitation Act or to the Civil Rights Coordinator if it involves any other type of grievance. The coordinators for both types of grievances are:

#### **Section 504 & Civil Rights Coordinators:**

Russ Parks  
Assistant Superintendent  
Carman-Ainsworth Community Schools  
G-3475 W. Court Street  
Flint, MI 48532  
Tel. 810-591-3206  
[rparks@carmanainsworth.org](mailto:rparks@carmanainsworth.org)

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

### **Section II**

- A. For a grievance to be valid it must be initiated at step 1 within the time limits set forth in the statute or within 30 calendar days whichever is later.
- B. The complainant may be represented by an advocate at any level of this procedure. The complainant shall select the advocate and pay all expenses of the advocate.
- C. The term "business day" shall mean the days students are in session during the school year from September through June. "Business days" after the school year (June through August) shall mean Monday through Friday excluding holidays.
- D. Any grievance not appealed from a decision at any level of this procedure within the timelines shall be considered settled. No further appeal shall be made unless by mutual agreement where extenuating circumstances merit such consideration. A grievance any be withdrawn at any level.
- E. Time limits may be extended by mutual agreement in writing.

### **Section III**

#### **Step 1**

The person who believes a valid basis for grievance exists shall informally discuss the grievance with a coordinator listed above, who shall in turn investigate the complaint and reply with an answer to the complainant within ten (10) business days. If the answer is not satisfactory the complainant shall initiate the formal procedure.

#### **Step 2**

A written statement of the grievance signed by the complainant shall be submitted to the appropriate coordinator within five (5) business days of receipt of an answer to the informal complaint. The written grievance shall list the facts that give rise to the grievance including the names of the people involved, the date(s) of violation, the law allegedly violated, and how the law was violated. The grievance shall be on the form included with this procedure. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within ten (10) days or if there has not been a response at step 1 within fifteen (15) business days of the oral initiation of the grievance at step 1.

#### **Step 3**

A complainant wishing to appeal the decision of a coordinator shall submit a signed statement of appeal to the superintendent of schools within five (5) business days after receipt of the coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within fifteen (15) business days.

#### **Step 4**

The parties may mutually agree to mediation at any point in this procedure. The results of mediation are non-binding.

#### **Step 5**

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20202.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20202.

The local coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the appropriate coordinator's office. A grievance form is found on the following page.

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## GRIEVANCE FORM

☐ Title VI   ☐ Title IX   ☐ Section 504   ☐ Age Discrimination Act   ☐ Title II

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

(Street)

(City)

(Zip)

Phone \_\_\_\_\_

(Home)

(School or work location)

Status of person filing complaint      \_\_\_\_\_ Student      \_\_\_\_\_ Employee  
   \_\_\_\_\_ Parent/Guardian      \_\_\_\_\_ Other

Statement of Complaint (include type of discrimination charged and the specific incident(s) in which it occurred, include date(s) and name(s))

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Signature of complainant \_\_\_\_\_

Date complaint filed \_\_\_\_\_

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Signature of person receiving complaint \_\_\_\_\_

Date received \_\_\_\_\_ Grievance No. \_\_\_\_\_

Complaint authority (statute) \_\_\_\_\_

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Submit all copies to the appropriate coordinator. The person receiving the complaint will sign receipt, date and number the complaint. One copy will be returned to the complainant, one copy will be sent to the school or department affected by the complaint, and one copy will be retained by the coordinator.

Distribution:      1<sup>st</sup> copy – Coordinator  
                             2<sup>nd</sup> copy – School / Department  
                             3<sup>rd</sup> copy – Complainant

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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!*

### Dress Code Reference Card

**Use this card as your quick reference to ensure your clothing choice meets the CA expectations.**

- All tops must be as wide at the shoulder as the 3" side of this card
- All shorts and skirts should fall no shorter than the 5" side from the top of a student's knee.
- Shirt necklines should be no lower than the 3" side of this card from the indent at a student's neck.

3"

5"

**Any clothing 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 the students will be prohibited.**

#### Acceptable Items:

- slacks, jeans and appropriate length shorts, skirts, and dresses
- shoes at all times
- shirts/blouses/tops with appropriate coverage

#### Prohibited Items:

- mesh or "see-through" shirts
- undershirts or the like
- backless/shoulder-less tops
- pajamas/slippers

#### Prohibited Items:

- cut-off shirts
- midriff-baring tops
- wrist bands, sunglasses or gloves
- clothing that advocates the use of illegal substances (beer/alcohol/tobacco)
- clothing that contains offensive language/material or inferences
- spandex shorts/pants
- hats
- coats w/o permission
- hoods/bandanas/scarves
- pants that sag