

CARMAN-AINSWORTH BAKER CAREER ACADEMY

Student Handbook 2018-2019



**Carman-Ainsworth Baker Career Academy
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Flint, Michigan 48507**

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www.carman.k12.mi.us

Carman-Ainsworth Baker Career Academy

Mission Statement

Carman-Ainsworth Baker Career Academy is a unique high school designed for students who are highly motivated to complete the Michigan Merit Curriculum through an exceptional program that emphasizes academics and career preparation.



Goals

- Address the individual needs of all committed students: academic, emotional, social, and career.
- Reinforce students' motivation to become productive and responsible members of society
- Provide career path opportunities that enable graduates to become successful and self-supporting in this area or beyond.
- Provide students with high quality, career readiness skills and training that meet employer's needs.
- Provide opportunities throughout the program to experience team studies, cooperative teaching, group projects, and experiential learning.
- Enable students to learn through discovery, how to:
 - ✓ Learn
 - ✓ Engage in higher order thinking
 - ✓ Promote substantive conversation
 - ✓ Develop connections to the world

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CARMAN-AINSWORTH BAKER CAREER ACADEMY

Student Handbook

INTRODUCTION

It is our pleasure to welcome you to Carman-Ainsworth Baker Career Academy. Carman-Ainsworth Baker Career Academy is a high school designed for students who are highly motivated to complete the Michigan Merit Curriculum (MMC) through a unique program that emphasizes academics and career preparation. Students will earn credit required for high school graduation and will receive a high school diploma, as well as a Baker College transcript for collegiate level courses completed successfully. The Academy will provide students with high quality, career readiness skills and training that meet employers' needs.

Every student who applies, and is accepted, must commit to adhering to all Academy goals, policies, procedures and MMC standards as well as collegiate level outcomes for post-secondary level studies. Students must commit to regular attendance in all classes, maintain an exemplary behavior in the class room, exceed adequate yearly progress and participate in a relevant work experience.

This Handbook does not propose to cover all phases of school life, but it is hoped the information herein will increase your knowledge of the policies and procedures and school services and facilities. 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 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 Baker Career Academy is a place of pride. Students are encouraged to avail themselves of the many opportunities our school has to offer. 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 Baker Career Academy together!

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.

Section I: SCHOOL SERVICES & FACILITIES

Board of Education

The Carman-Ainsworth 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

James Johnson, President
Gary Cousins, Vice-President
Lonney Jarnigin, Treasurer
Lisa Koegel, Secretary
Keri Crane, Trustee
Crystal Dahl, Trustee
Gloria Nealy, Trustee

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 Robert Hetheron
Supervisor of Food Services Jennifer Yee
Supervisor of Maintenance/Operations/Transportation Dale Covert

Administration – Building

The Academy 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.

Principal Chris Christensen
Building Secretary Michelle Holmes

Academic Probation

Any student failing two or more classes in a single marking period will be placed on academic probation. Any student placed on academic probation will meet once per week with our principal to review their course grades and progress. If the student fails two or more classes the following marking period, a review of the student's record will take place and the student may be unable to continue in the program.

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.

**CARMAN-AINSWORTH COMMUNITY SCHOOLS
CALENDAR FOR 2018-2019**

Students Report (Half Day)/Teachers (Full Day)	Tuesday	September 4, 2018
Late Start Wednesdays Begin	Wednesday	September 26, 2018
Student (Half Day)/Teachers (Half Day)	Friday	October 5, 2018
End of First Marking Period H.S. & M.S.	Friday	October 19, 2018
Middle School Records Day (Students half day)	Friday	October 19, 2018
Elementary Records Day (Students half day)	Friday	November 2, 2018
End of 1st Marking Period Elementary	Friday	November 2, 2018
Elementary Conferences (Students half day)	Thur. – Fri.	November 15 – November 16, 2018
Fall Recess (No School)	Thur. – Sun.	November 22 – November 25, 2018
End of 2nd Marking Period H.S. & M.S.	Friday	November 30, 2018
Winter Recess (No School)	Sat. – Sun.	December 22, 2018 – January 6, 2019
Martin Luther King Day (No School)	Monday	January 21, 2019
High School Exams (Students half day)	Wed. – Fri.	January 23 – January 25, 2019
End of 2nd Marking Period / 1st Semester Elementary Buildings	Friday	January 25, 2019
End of 3rd Marking Period/First Semester for High School and Middle School	Friday	January 25, 2019
Elementary Records Day (Students half day)	Friday	January 25, 2019
Middle School Records Day (Students half day)	Friday	January 25, 2019
Elementary Conferences (Students half day)	Thur. – Fri.	February 28 – March 1, 2019
Student (Half Day)/Teachers (Half Day)	Friday	February 15, 2019
February Recess (No School)	Monday	February 18, 2019
End of 4th Marking Period for H.S. & M.S.	Friday	March 8, 2019
Middle School Records Day (Students half day)	Friday	March 8, 2019
Last Late Start Wednesday	Wednesday	March 20, 2019
Spring Recess (No School)	Sat. – Sun.	March 23 – March 31, 2019
End of Third Marking Period – Elementary	Friday	April 5, 2019
April Recess (No School)	Fri. – Mon.	April 19 – April 22, 2019
End of 5th Marking Period for H.S. & M.S.	Friday	April 26, 2019
Memorial Day (No School)	Monday	May 27, 2019
Middle & High School Exams (Students half day)	Mon. – Wed.	June 10 – June 12, 2019
Elementary Records Days (Students half day)	Tue. – Wed.	June 11 – June 12, 2019

Athletics Calendar available at www.carman.k12.mi.us go to [Carman –Ainsworth High School>Athletics>*Schedules](#)
Fine Arts Calendar available at www.carman.k12.mi.us go to [Carman-Ainsworth High School>Departments>Fine Arts](#)

Clinic/Medications/Immunizations

A clinic is maintained in the Main 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 Main Office.

- ◆ Students are not to leave school at any time because of illness unless he/she has permission of the main 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.

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 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 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 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.

Deliveries

Due to the excessive volume of floral and balloon deliveries, Carman-Ainsworth Baker Career Academy 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, we will send them 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.

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.

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 day of the trip, the student will 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 Baker Career Academy students may elect to enroll in a course of study at the Genesee Career Institute as part of the regular school program during their junior and senior years. Students must carry a minimum of 9 credits in combination with their Genesee Career Institute credits. Permission from the principal is required to combine Genesee Career Institute credits and on-site credits to exceed nine (9) and may only be granted to seniors who are in need of credit replacement. Any student interested in the Genesee Career Institute should see the principal sometime during the 1st semester of his/her sophomore or junior year.

Lockers

A hall locker may be assigned to students on a loan basis for the purpose of housing clothing and school materials such as textbooks and notebooks. Items unrelated for use in school are not authorized to be stored in school lockers. Students will also be assigned a lock. Lockers will be expected to be locked when not in use or the student may lose their locker privilege.

Lockers are issued through the Main Office. **The school is not responsible for any items stored in a locker.** If a student's locker or lock is damaged and she/he is found responsible, the student will be charged by the school. Students are reminded that they are NOT to give out their combination to others or share their locker with others. Students must have a picture ID to obtain their combination from the main office and have access only to the combination of the locker they are assigned. Students are responsible for everything that is in the locker that they are assigned to.

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 following rules, from the *Carman-Ainsworth Community Schools Student Code of Conduct*, shall apply to the search of a locker and the seizure of items within the locker:

"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."

"To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search . . . student lockers . . . 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."

Lost and Found

Lost and found articles will be located in the Main Office. Please check as soon as possible after you have lost something.

Media and Technology Center

The Carman-Ainsworth Baker Career Academy's students have the pleasure of using the facilities and resources at the Baker College of Flint. The Media Center has become, in recent years, more than a collection of books and other printed material. A variety of print and non-print materials are provided for students' use.

Each student must have a school picture taken to get a student photo ID card. You do not need to buy a picture packet to get this ID card. The card is provided free of charge. Each student will also be required to attain a Baker College ID card. This ID card is used for checking materials out of the Media Center and for access to all computer resources at the Learning Community. If the card is lost, it should be reported to the media staff and must be replaced at a charge of five dollars (\$5.00). Baker College Library hours are 8:00 a.m. until 9:00 p.m. Monday – Thursday, 8:00 a.m. until 5:00 p.m. Friday, 9:00 until 4:00 p.m. on Saturdays and closed on Sundays. Contact the Baker College Library at 810.766-4237 for more information. All students are required to follow the policies set by the Baker College Administration when using the Library and all other facilities and resources on the Baker College of Flint campus.

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
- ◆ 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.

Virtual Courses:

Virtual courses may be selected from the local, board-approved, course catalog, or pupils may select courses from the statewide virtual course catalog.

The board approved course name is reflected on the pupil's schedule and transcript.

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 can not 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 Lot

The student parking lot is located on the west side of the building. Student vehicles are not permitted in the east parking lot. Students may park on the premises for free as long as they register their vehicles in the Main Office showing proof of insurance and valid driver's licenses. Students that register their vehicles will attain a Parking Permit from the Main Office. Parking Permits must be visible at all times while the student's vehicle is on school premises.

Restrooms

Restrooms are located near the main office. Students are not allowed to loiter in the restrooms at any time. If a student is not using a restroom facility, she/he will be escorted out.

Telephone

Classroom 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 Main Office phone with permission from the Main Office Secretary. Students are not permitted to use classroom telephones.

Textbooks

Textbooks and workbooks are provided free for student use by the Carman-Ainsworth Community Schools. Students are responsible for the proper care and return of the books issued to them.

Textbooks will be distributed by the classroom teacher. Book numbers will be recorded. Students must return the same books, or they will be charged for lost books. 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. They must be paid prior to pick-up of cap and gown in the senior 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 Main Office. This request is to be completed and returned to the Main Office with proof of birthdate.
2. Authorized personnel in the Main Office 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 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.

Application to College

It is important that students begin considering college application early in their school career. 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 the principal. **(See Clearinghouse requirements for college athletes in the “Participation in Athletics” section of this handbook.)**

Attendance and Tardiness

Student Code: “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 *Michigan School Code* states, ‘...every parent, guardian or other person in this state, having control and charge of a child between the ages of 6 to the child's sixteenth birthday, shall send that child to a public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled...A child becoming 6 years of age before December 1st shall be enrolled on the first day of the year in which the child's sixth birthday occurs.’” 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).

Carman-Ainsworth Baker Career Academy Attendance Rules

Academy Attendance rules are based upon the State of Michigan General School Law on compulsory school attendance quoted above in this *Student Handbook*. The purpose of meeting attendance requirements is to maintain academic standards for earning credit.

It is researched and documented that attendance and participation are an essential part of the learning process and are a vital component for academic achievement. In addition, regular and punctual attendance are important traits of responsibility and self-discipline for students to develop. Daily attendance will result in greater student success and more efficient use of the teacher's time. **Our goal is to maximize student performance and achievement.** School and home have a shared responsibility in assisting students to develop desirable habits of punctuality and attendance.

Definitions and Codes:

There are three types of absences:

<u>Types of Absence</u>	<u>Absence Counts toward Truancy</u>	<u>Absence Counts toward Excessive Attendance Contract and Risk of Losing Credit</u>
Absent/Parent Permitted	No	Yes
Excused/Exempt	No	No
Unexcused	Yes	Yes

Definitions

1. **Absent/Parent Permitted (PAB)** – Permitted absence refers to an absence verified by the parent/guardian by a phone call to the Main Office. Examples of this type of absence would include short illnesses that did not require a doctor visit, family trips, college visits, and other absences that do qualify as excused/exempt. **Absent/Parent Permitted Absences do not count toward truancy but do count toward consequences for the Attendance Policy.**
2. **Excused/Exempt Absence (EXA, FLD, HBD, HBS, KIO, MED, RHO, UMC, ISS, OSS)** – Excused absence refers to any absence documented and verified by the parent/guardian by a phone call and/or submission of documentation/verification 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)
- ◆ Michigan Medical Clinic visit (on-site) (UMC)
- ◆ Homebound Services (HBD)
- ◆ Observance of a religious holiday (RHO)
- ◆ Death of an immediate family member (EXA)
- ◆ Mandated court appearances (EXA)

- ◆ Field Trip/School-Related Absence/ Extraordinary educational opportunities pre-approved by
 - ◆ administration (FLD)
 - ◆ Absences related to a parent or guardian's military service (EXA)
 - ◆ Documented/verified homelessness (EXA)
 - ◆ A student kept in the office by school staff (KIO)
 - ◆ In-school suspension (ISS) or Out-of-school Suspension (OSS)
3. **Unexcused Absence (ABS)** – Unexcused absence refers to **any absence not verified/authorized by the parent/guardian** or arrival to class after the first 15 minutes of the class period or failure to remain in class for at least 15 minutes unless approved by a pass from a staff member. A student should make up missed work due to an unexcused absence. He/she will earn credit for this work at the discretion of the teacher. **Skipping class**, which includes intentionally missing all or part of a class, is considered an unexcused absence and may result in disciplinary measures, as well as receiving no credit for classroom activities, work assigned and due the day of the skip, or assessments at the discretion of the teacher.
4. **Tardiness**
A student is considered tardy if she/he is not inside the classroom door when the tardy bell rings.
5. **School-Related**
A school-related absence is one which results from school-related activities, such as field trips, athletic events, performances and special projects, and approved conferences or meetings with school personnel.
6. **Suspension**
A suspension is an exclusion from school or class, imposed by an administrator, for disciplinary reasons. The administrator will attempt to contact the parent by phone. A written notification will be sent in the mail.
7. **Attendance Policy**
Carman-Ainsworth Baker Career Academy strongly believes that regular school attendance is imperative for academic success. Our data shows that, on the average, students who miss a large number of class periods are much more likely to fail a class than those with normal attendance. Regular school attendance is not only required by law for students under 16 years of age, but is also important for all students as they prepare to become productive citizens. All students will be held to this same standard, regardless of their class status.
- Students under 16 years of age who obtain 15 or more absences from the beginning of the school year are subject to truancy penalties under the Compulsory School Attendance Act and may have a petition filed with Genesee County Attendance Court.
 - Attendance will be tracked on a course basis (thus a full day absence will be considered as one absence in each of a student's four courses).
 - Students must not miss more than 7 class periods for any one course for the marking period.
 - Students who reach their 8th absence in any class will have violated the attendance policy for that class. The student will remain in the class, will only be allowed to earn credit for the class by meeting the course test out

requirements, and must attend school. Students who continue to violate the attendance policy in excess and/or create a disruptive environment will be removed from class and placed in In-School Suspension for the remainder of the semester.

- Both parent permitted and unexcused absences will count towards the total number of 7 absences.
- Students have the opportunity to appeal the withdrawal of a class based on “extenuating circumstances.” Said appeals will be heard by a committee comprised of two teachers and one administrator. The decision of this three-member committee will be final.

The following communications will provide students and parents/guardians with progressive warning of a student’s failure to attend any single class on a regular basis:

- 4th Absence - The student will meet with their classroom teacher and the student will sign a letter stating the compulsory school attendance act and his/her understanding of the school attendance act, the Carman-Ainsworth Baker Career Academy attendance policy, and his/her presence at this meeting. A copy of this letter will be sent to the student’s home.
- 7th Absence - The student will meet with an administrator or his/her designee, and will be informed that missing the class period beyond a 7th absence will result in potential loss of credit in the class. An attempt will be made to contact the parent/guardian during this meeting. The student will sign a letter, and a copy of this letter will be sent to the student’s home.
- 8th Absence - The student will meet with an administrator or his/her designee, and will be offered to make up one absence after-school. Students acquiring more than 7 absences and failing to make-up their 8th absence will be REQUIRED to achieve at least a 78% on the final exam and complete any test-out requirements for the class in order to receive credit for that class. If successful, the student will have MET the requirements for credit in the class. Students not meeting the 78% threshold will not receive credit for the course. Transcripts will read “P” or “E”. There will be no letter grade given in either case.

Attendance Contract for Excessive Absences/Appeal

A student who accumulates more than 9 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 marking period. 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 a “P” on the transcript. Otherwise the student will earn an E (no credit) for the course.

- Attendance criteria will be in effect for all students including those who receive Special Education Services with a personalized Individual Education Plan (IEP). Due to the variance of student’s IEPs, each student violating the attendance policy will be addressed on an individual basis.

As educators, we firmly believe that among our responsibilities to our students and our community is that of teaching students the skills necessary to be a productive worker and citizen. We know that one of the most important traits to employers is dependability and regular attendance. Therefore, it is our responsibility to instill the importance of daily attendance in our students, not just for the sake of gaining an education, but also to prepare them for success in the 21st Century.

Makeup Work

When a student is absent from school, it is his/her responsibility to request makeup work from teachers. This applies to all absences, including school-related activities such as field trips, athletic events, performances, and special school projects. A suspended student may make up work missed due to suspension, **but all work must be submitted within twenty-four (24) hours of student’s return date.** (Refer to “Makeup Work” and “Suspension Procedures” in the Table of Contents.)

Truancy (Skipping)

Carman-Ainsworth Baker Career Academy Attendance Rules stress student responsibility for attendance and also recognize that blatant disregard for these rules is unacceptable. Truancy (skip) is defined as an absence from one or more classes without the permission of the school or parent. A daily effort will be made by the attendance office and administrators to identify students who have skipped one or more classes. If a student is truant (skipping), he/she will be referred to a building principal for discipline. Students found to have been truant (skipped), will be assigned in-school suspension after the first such incident and the parent(s) will be informed. Subsequent skipping incidents may result in suspension (the length of which will be determined by the individual circumstances of the skipping behavior). The student receives a zero (no credit) for all classroom activity and work done on the day of the truancy/skip, and the student receives NO CREDIT for any make-up work done for the skipped class(es).

An ongoing pattern of truancy may result in the student being dropped for the remainder of the semester if the student is 16 years old or older. Parents of those students under the age of 16 will be referred to the proper agencies in compliance with state law.

Early Dismissal

If a student needs to leave school during the school day, he/she must follow the school’s checkout procedure fully, or the student will be considered truant (skipping). If a student becomes ill at school, the parent will be contacted, and arrangements will be attempted for car or transportation home. **Each student must report to the Main Office if he/she intends to go home during the school day.**

Closed Campus

Carman-Ainsworth Baker Career Academy operates on a closed campus policy. **Students will not be permitted to leave for lunch unless accompanied by a parent/guardian.** Students will not be permitted to leave school grounds any other time during the day except in emergencies or if requested by their parents. Permission to leave school grounds during school time must be granted by the administration; students must check out through the Main Office. Students are not permitted to loiter in cars or the parking lot at any time.

Consequences for closed campus violations are as follows:

- 1st Offense – One day ISS and parents contacted.
- 2nd Offense – Loss of driving privileges for two weeks/one day ISS/parents contacted.
- 3rd Offense – Loss of driving privileges/detention and/or suspension and parents contacted.

Tardiness to First Hour

Students with driving privileges and extensive tardiness to 1st hour may have their driving privileges suspended or may lose their driving privileges altogether.

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.

Building Security

The Academy has a security system. 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 without approval from the supervising teacher or an administrator. Teachers may include other restrictions during their class periods as they deem necessary.**

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

Out of respect and as a common courtesy electronic devices shall not be used in any school office or area of business within the building (i.e. Main Office, Guidance/Counseling Office, etc.). **Penalties for violation of the cell phone policy are listed in the *Student Code of Conduct*.**

Class Standing

- **A student must earn twenty-four (24) credits to graduate.**
- A student must have eighteen (18) credits by the beginning of the school year to be eligible for graduation at the end of the school year or obtain administrator permission.
- All students must take at least 8 credits per year.
- 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. No work will be accepted after the deadline.

Credit Status

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

Total Credits to Graduate	Total Credits to Walk in Commencement Ceremony	Credits Needed at Beginning of School Year To Be Considered a Senior	Credits Needed at Beginning of School Year to be Considered a Junior	Credits Needed at Beginning of School Year to be Considered a Sophomore
24	23.5	18	11.5	5.5

A student must be within one-half (1/2) credit of meeting graduation requirements in order to participate in graduation exercises.

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

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

The Honors categories for graduation are as follows:

4.0 - 3.8 – With High Honors

3.799 - 3.5 – With Honors

3.499 - 3.0 – Honor Roll

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

Students who have repeated a class in the regular day school or Carman-Ainsworth High School summer school for a better grade and wish to have the original grade removed from their record must notify the principal.

Daily Announcements

Announcements will be delivered to students and staff regularly via the public address system. Announcements must be reviewed by the faculty sponsor of the organization involved and submitted to the high school office by 8:30 a.m. each day to be published on the same day. No announcements will be published without administrative approval.

In order to minimize interruptions of the teaching/learning process, public address announcements will be kept to a minimum and the P.A. system will be used only with explicit approval of the administration.

Display of Affection (Inappropriate)

It is expected that all students will observe acceptable standards of behavior in school. Displays of inappropriate, undue familiarity, such as kissing, embracing, fondling, or the like, in a school situation is considered to be inappropriate and will not be condoned.

Dropping/Adding Classes

All students must carry four (4) classes. (See “Student Load” section on p. 23.) 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 each semester.
- When a class is added during the **first two weeks of the semester**, the student will receive a grade for both marking periods for that class.

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.

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, however, 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. Seniors will be required to clear all fines for their four years of high school prior to picking up cap and gown for commencement.

Fire/Tornado/Disaster Drills

Fire drill, tornado drill and disaster drill instructions are different for each room in the building. Teachers will review with students the procedures for specific classrooms at the beginning of the year, and, in addition, 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

The Academy employs a grading system with report cards issued to students four (4) times during the course of the school year. A marking period will be approximately nine (9) weeks in length. Final grades are given at the end of each marking period. Only final/marketing period grades appear on student transcripts.

Marks or grades should not be goals in themselves, but rather an indication or measure of one's personal achievement. Each student should strive to do his/her very best on every assignment. It is not the grade but the knowledge and work experience gained that prepares a student for adult jobs and responsibilities.

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 the interim report or report card is marked by the teacher and the time the report reaches home. Please contact individual teachers if you have questions. Comments from each teacher may accompany the letter grade to denote effort, attitude, or citizenship. "Plus" or "minus" signs may be used after a grade to indicate a student's nearness to a change in grade. When a common semester final is given, it will count as twenty (20%) percent of the semester grade.

Carman-Ainsworth Baker Career Academy uses an on-line grading system called ParentVue. This system is designed to allow parents the opportunity to monitor their child's academic progress via the internet, throughout the course of the school year. Parents can access a teacher's grade book to check daily assignments, quiz/test scores, and overall grade to date of their child. ParentVue can be accessed by logging onto the school website at www.carman.k12.mi.us.

Administrators cannot change grades. Any grade appeal must be made through the Office of Instruction.

A grade point average (G.P.A.) will be computed from ninth grade, and Algebra I, Geometry, Spanish, French and Computer Essentials taken at Carman-Ainsworth Middle School, to determine a student's class rank at the end of his/her senior year.

Graduation Requirements

Students attending Carman-Ainsworth Baker Career Academy must earn **twenty-four (24) credits to graduate.**

Requirements for graduation may be determined by studying the chart that follows.

GRADUATION REQUIREMENTS

REQUIREMENT	CREDITS REQUIRED	COURSES WHICH MEET THE REQUIREMENT
English	4.0	English 9, English 10, English 11, and English 12 are required of all students.
Mathematics	4.0	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	3.0	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 meet the requirements of the Michigan Merit Curriculum.
Social Studies	3.0	World History, U.S. History, Civics, and Economics are required of all students.
Physical Education	0.5	Essential Physical Education is recommended in either 9 th or 10 th grade.
Fine Arts and Applied Arts	1.0	All students are required to take one credit from the following: Art, Music, or Theatre.
Health	0.5	One semester of Health is recommended for all students in either 9 th or 10 th grade.
Computer Applications/Technology	0.5	Computer Essentials (1 semester) or BMA I (full year)
Foreign Language	2.0	Two credits of any foreign language. The second credit may be replaced by the successful completion of a Career and Technical Education class.
Electives	5.5	
Total Credits Required to Graduate	24	

1. **Student Load:** All students are required to take eight (8) credits per year. Freshman and sophomores must take all their credits on site. Most juniors and seniors will also take all of their credits on site. In some cases, juniors who are taking an approved, school-related, credit-bearing course of study such as Skill Center, Dual Enrollment, internship, Co-op, or online classes, may combine that experience with on-site classes for a total of eight (8) credits.
2. **Credit:** Most courses carry a value of 0.5 credit per marking period. Exceptions are outlined in the *Course Offerings Booklet*.
3. **In order to attend Baker College classes, a student must have a cumulative GPA of at least 2.50 or have a qualifying score of the PSAT 10.**

4. **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 or Carman-Ainsworth Baker Career Academy 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.

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 tardies and small classroom disruptions. Students may be assigned for as little as one class period or entire days. Students are required to work on course work while in the ISS classroom. Students assigned to ISS for the entire school day will be provided a lunch from the school cafeteria or may bring their lunch. Failure to follow ISS rules will result in immediate Out-of-School Suspension (OSS).

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 or parent-permitted 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.

School Citizenship

The good school citizen may be described as a person who participates actively and cooperates fully in creating an atmosphere conducive to learning and efficient school operation. In other words, the good school citizen is a well-adjusted individual who seeks to conduct himself/herself in a way that results in the enrichment of all people who come into contact with him/her. The following are attributes of a "good school

citizen”:

1. The good school citizen has the ability to organize his life around worthwhile and productive projects, ruling out negative and questionable activities.
2. He/she is able to face up to his/her daily life situations and make wise choices on how he/she will meet each of them intelligently.
3. Daily temptations, particularly those of an anti-social nature, are avoided because he/she has the ability to practice self-control.
4. A good school citizen requires a decreasing amount of supervision and possesses a high degree of self-initiative.
5. Finally, the good citizen cooperates effectively with others, and in doing so displays a deep and abiding respect for the personality and opinions of those with whom he/she associates.

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. **We request that you do not call the school.**

School Day Schedule 2018-19

Monday-Thursday	Late Start Wednesdays	Half Day Classes
1 st block 7:30 a.m. – 9:09 a.m.	1 st block 8:30 a.m. – 9:54 a.m.	1 st block 7:30 a.m. – 8:30 a.m.
2 nd block 9:13 a.m. – 10:53 a.m.	2 nd block 9:58 a.m. – 11:22 a.m.	2 nd block 8:35 a.m. – 9:35 a.m.
Lunch 10:53 a.m. – 11:18 a.m.	Lunch 11:22 a.m. – 11:47 p.m.	3 rd block 9:40 a.m. – 10:40 a.m.
3 rd block 11:23 a.m. – 1:02 p.m.	3 rd block 11:52 p.m. – 1:16 p.m.	4 th block 10:45 a.m. – 11:45 a.m.
4 th block 1:06 p.m. – 2:45 p.m.	4 th block 1:20 p.m. – 2:45 p.m.	

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 the students will be prohibited. Shoes are required at all times in the school building.

Some examples of prohibited clothing are:

- mesh or “see-through” shirts
- shirts/blouses that expose excessive cleavage or are midriff-baring
- thin-strapped tank tops
- undershirts or the like
- backless or shoulder-less tops
- pajamas or slippers
- cut-off shirts
- wrist bands
- sunglasses
- 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
- All tops must be at least 3 inches wide at the shoulder
- All shorts and skirts must fall no shorter than 5 inches from the top of the student’s knee
- Shirt necklines should be no lower than 3 inches from the indent at the student’s neck

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*.

Students: Expectations Regarding Student Behavior at School

Carman-Ainsworth 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 the 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 a parent of 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 15, 2017.
- ◆ 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 September 15, 2017.

Testing Out

A student has the option of testing out of all courses offered at the high school. A student will be responsible to pass a comprehensive 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. If the course fulfills a graduation requirement, the requirement is waived, but the number of credits required for graduation is not reduced. Year-long classes require both 1st and 2nd semester exams with a combined score of C+ (78%) or better. No grade will be factored into the cumulative GPA.

The tests will be administered prior to the end of the first week of each semester. The deadline for application to test out is December 14, 2018 and May 10, 2019. No applications will be accepted after these dates. The application must be submitted to the principal, and appointment times will be scheduled for those who have applied. 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.

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.

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. Student cars must be registered by Friday of the second week of school.
2. Students must register cars with the Main Office.
3. If a student who is registered must drive a different car for the day, she/he must check in with Campus Security upon arrival to school.
4. **Any car found parked on school property during the school day not registered will be towed at the owner's expense.**
5. **Violation of this policy will result in the suspension of driving privileges for a period of time or permanently.**

Students are to drive their vehicles at a speed of less than 15 miles per hour on school property. No wheel squealing, etc. is permitted. When you arrive at school, you are to park in the **student parking lot only** and park between the yellow lines. Do not block the driveways. Also, students are not permitted to park their vehicles on the sidewalks adjacent to the building. This applies to after school hours as well as during school hours. Any vehicle not properly parked could result in suspension of the student's driving privilege.

After parking, you or anyone riding with you must leave the vehicle and the parking lot. You cannot go back to your vehicle until you 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 do have a closed campus.

You may exercise the privilege to drive as long as you use your vehicle properly. **Violation will result in the suspension of your driving privileges for a period of time or permanently.**

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 such.
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

(From the NCAA *Initial-Eligibility Clearinghouse*; copyright 2004)

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 2.00 (on a 4.00 scale) in a core curriculum of at least 16 academic courses which were successfully completed during grades 9 through 12. Only courses listed as approved on C-AHS's "List of NCAA Approved Core Courses" (formerly 48-H) can be used to calculate your NCAA G.P.A.

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

	Division I	Division II
English Core	4 years	3 years
Math Core*	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
From English, Math, or Science (additional core)	1 year	2 years
Additional Core (English, Math, Science, Social Science, Foreign Language, Philosophy, Non-doctrinal Religion)	4 years	3 years
TOTAL CORE UNITS REQUIRED	16	14

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

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

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

Core GPA	ACT	SAT	Core GPA	ACT	SAT
Above 2.500	67	810	2.250	77	920
2.500	68	820	2.225	78	930
2.475	69	830	2.200	79	940
2.450	70	840-850	2.175	80	950
2.425	70	860	2.150	80	960

2.400	71	860	2.125	81	960
2.375	72	870	2.100	82	970
2.350	73	880	2.075	83	980
2.325	74	890	2.050	84	990
2.300	75	900	2.025	85	1000
2.275	76	910	2.000	86	1010

For more information regarding the rules, please go to www.ncaa.org. Click on “Academics and Athletics” then “Eligibility and Recruiting.” Or visit the Eligibility Center Web Site as 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, Drug Substances

The use, possession, distribution or sale of all alcoholic beverages, 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. Successful completion of a substance-abuse/counseling program may be recommended. The athlete can return to participation while she/he is completing the program. If the athlete fails to attend the counseling, participation will be suspended until she/he re-enters the program.
- b. Second Offense - Suspensions from all athletics for the remainder of the year. Successful completion of a substance-abuse/counseling program may be recommended.
- 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 15th 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, Wrestling, Swimming,

Girls: Basketball, 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 C-AHS 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. However, 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.

CARMAN-AINSWORTH COMMUNITY SCHOOLS STUDENT CODE OF CONDUCT 2018-19

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 (including, but not limited to, threats of violence, defamation of character of a person's race, religion, or ethnic origin).
- G. Presents a clear and present likelihood that, either because of its content or manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution of unofficial written material not in the categories listed above will be permitted provided that the students distributing the written material are not engaged in, or supposed to be engaged in, classes, study periods, or other school duties, and provided that the written material has been approved 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, but not limited to, excessive make-up,

masks, sunglasses, medically unnecessary eye patches, hair covering eyes and/or face) may not be disruptive to the educational process, damaging to property, or violate reasonable standards of safety, health, hygiene or decency.

IV.Attendance

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

In addition, 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 “every parent, guardian or other person in this state, having control and charge of a child between the ages of six to the child’s sixteenth birthday, shall send that child to a public school during the entire school year.” **Students are expected to adhere to the specific attendance rules of their building.** Violation of attendance rules resulting in excessive or patterned absence will be referred to the Genesee County Prosecutor’s Office for the purpose of criminal prosecution (*Michigan Compiled Law 380.1599*).

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 (including, but not limited to, dances, sporting events, fashion and talent shows, theater performances, AUP identification, Media Center book check-out, cafeteria). The school will issue one identification badge per year to each student at no cost. Replacement

cost of lost, stolen, or damaged identification badges is the student's responsibility. Students refusing to produce and display their identification badge will be considered insubordinate and subject to consequences outlined in the *Student Code of Conduct*.

VII. Off-Campus Events

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

VIII. Search and Seizure

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

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

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

- A. Personal Searches: A student's personal effects (including, but not limited to, purse, pockets, book bag, cell phones, including other electronic devices) may be searched whenever a school authority has reasonable suspicion 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 (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 (including, but not limited to, summer recess and 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: To exclude a pupil from school and school sponsored activities for disciplinary reasons for a period of fewer than 60 school days. 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: To exclude a pupil from school and school sponsored activities for disciplinary reasons for a period of 60 or more school days by action of the Board Sub-committee on Student Discipline.

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.*

****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.***

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 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, vaping or vapors, 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, including, but not limited to, marijuana pipes, "bongs," paper for rolling marijuana cigarettes, and the like.

Penalty:

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

- 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, is prohibited.

Penalty:

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

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 including, but not limited to, all dances, talent and fashion shows (determined by the administration) for one calendar year. **The one year probation will carry over into the following school year.** Students 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 (including, but not limited to, summer recess, holiday recess) where a student is arrested, charged or convicted of a crime. This behavior may result in disciplinary action or loss of participation in extracurricular activities to be determined by administration.

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

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:**

- a. 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;
- b. Submission to or rejection of such conduct or communication by an individual serves as the basis for decisions affecting that individual; or
- c. 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 (including, but not limited to, pepper gas, tear gas, self-defense sprays).

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 expulsion to 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 2nd behavior referral. Confiscation by school official and return upon parent meeting.
- c. Third Offense – Student will receive a 3rd 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, 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 (including, but not limited to, the Main Office, Guidance/Counseling Office, Student Services Office, Athletic Office, and Attendance Office).

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 – Including, but not limited to, confiscation and detention or suspension.

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 4th 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 Review 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 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 Bob Hetherton
Assistant Superintendent Director of Student Support Services
Carman-Ainsworth Community Schools Carman-Ainsworth Community Schools
G-3475 W. Court Street 1300 N. Linden Road
Flint, MI 48532 Flint, MI 48532
Tel. 810-591-3206 Tel. 810-591-6251
rparks@carmanainsworth.org bhethert@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 may 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.

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))

Signature of complainant _____

Date complaint filed _____

Signature of person receiving complaint _____

Date received _____ Grievance No. _____

Complaint authority (statute) _____

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: 1st copy – Coordinator
2nd copy – School / Department
3rd copy – Complainant