

# **CARMAN-AINSWORTH**

## **MIDDLE SCHOOL STUDENT HANDBOOK 2023-2024**



**Carman-Ainsworth Middle School  
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**[www.carman.k12.mi.us](http://www.carman.k12.mi.us)**

# School Traditions

School Colors:

Blue and Gray

School Mascot:

Cavalier 

Fight song:

*Charge on, Cavaliers!  
until the battle has been won.  
Ring out, loud and clear,  
That we're united; we are one.  
Fight on, Cavaliers,  
And when our school days are all gone,  
We'll be true to Carman-Ainsworth,  
The Cavaliers charge on!*

## PERFORMANCE EXIT BEHAVIORS

As a result of a quality education, Carman-Ainsworth students will be lifelong learners, prepared to effectively participate as adults in a democratic society.

- Communicators
- Problem solvers
- Responsible citizens
- Quality producers
- Collaborators

## Mission Statement

It is our purpose to educate all students to high levels of academic achievement, as determined by state and national standards, while fostering positive growth in behaviors and attitudes. We commit to a comprehensive system of support to assure this outcome.

## **Vision**

A Collaborative Community Working Together to Guarantee Learning  
for Every Student.

## **Mission**

To ensure that students achieve at their highest academic capacity  
and become productive citizens.

## **Beliefs**

We believe that our students:

- Have unlimited potential.
- Have a right to be safe and to be respected.
- Are empowered learners.
- Need to be proficient in 21st Century skills.
- Will communicate effectively.
- Will treat others as they would want to be treated.
- Will embrace diversity.
- Will be career, college, and life ready upon graduation.
- Will benefit from family and community involvement.



# Table of Contents

## Inside Front Cover:

### School Traditions, Performance and Exit Behaviors, Mission Statement

	<u>Page</u>
Carman-Ainsworth Community Schools Vision/Mission/Beliefs.....	i
Table of Contents .....	ii-iv
Welcome Carman-Ainsworth Middle School Students and Families .....	1
Philosophy.....	1
Carman-Ainsworth Middle School Parent Involvement Policy & Plan .....	2-8
Notice of Non-Discrimination .....	9
Board of Education .....	10
Central Administration.....	10
Calendar .....	11

### ATTENDANCE AND TRUANCY POLICY

Student Attendance - General Procedure.....	12
Student Attendance Policy .....	12
Student Attendance/Make-up Work .....	12
Attendance Policy for Extended Absences.....	12-13
Truancy .....	13
Leaving During the School Day .....	13
Tardiness Policy.....	13-14

### SCHOOL POLICIES AND PROCEDURES

Behavior Expectations .....	14
C-A R.O.C.K.S. ....	15
Carman-Ainsworth Middle School Behavior Expectations.....	16

### POSITIVE BEHAVIOR SUPPORT SYSTEM.....17

### SPECIFIC MIDDLE SCHOOL BEHAVIOR GUIDELINES

Aerosol Cans/Perfumes/Scented Lotions.....	17
Bicycles.....	17
Book Bags.....	17
Building Security .....	18
Bullying/Hazing/Cyber Bullying and Threats .....	18
Candy, Food, Beverages .....	18
Cell Phones .....	18
Checks.....	18
Concussion Awareness .....	18-19
Dance Regulations .....	19
Dispute Resolution.....	19
Distribution and Display of Printed Material.....	19
District Web Page .....	19
Dress Code.....	19-21
Electronic Devices .....	21
End of the Year Celebrations.....	21
Fire Drills.....	21
Flower/Balloon Bouquets .....	21

	<u>Page</u>
Fundraising Activities .....	21
Gambling.....	22
Giving False Information.....	22
Grade Classification.....	22
Grade Computation.....	22
Guidance and Counseling .....	22
Hall Passes .....	22
Inappropriate Touching.....	23
Instigating/Inciting Disobedience .....	23
Lockers.....	23
Lost and Found .....	23
Lunch and Breakfast Program .....	23
Marking Periods.....	24
Media Center.....	24-25
Medication .....	25
Newsletters/School Messenger .....	25
Out of Bounds Areas.....	25
Parents and Visitors at Carman-Ainsworth Middle School.....	25
ParentVUE .....	25-26
Physical Education.....	26
Preparation for Class.....	26
Principals and Deans.....	26
Purses .....	26
Restrooms .....	26
School Closing.....	26
Spirit Day Guidelines.....	27
Student Assemblies.....	27
Student Council.....	27
Telephone.....	27
Textbooks and Other Supplemental Materials.....	27
Toys, Trading Cards, and Games.....	27-28
Transfer to Another School.....	28
Vacations.....	28
Volunteers .....	28
Waiting for a Ride after School .....	28

## **EXTRA CURRICULAR ACTIVITIES**

Athletics .....	28
Interscholastic and Intramural Athletics - Seventh and Eighth Grade Only.....	29
Athletic Eligibility Guidelines – Seventh and Eighth Grade Only .....	29-31
How to Support Our Teams .....	32-33
Activities and Clubs.....	33

## **STUDENT CHOICE APPROACH**

### **POSITIVE BEHAVIOR INTERVENTION SUPPORT**

Student Choice Approach .....	33
Referral to Behavior Interventionist .....	34
Referral Forms .....	34
Referral to After School Detention .....	34

	<u>Page</u>
Out of School Suspension .....	34
Expulsion .....	34
Police Charges .....	34
Behavior Contract .....	34-35

## **SCHOOL BUSES**

Bus Rules .....	35-36
Bus Behavior Consequence Procedure .....	36

# CARMAN-AINSWORTH COMMUNITY SCHOOLS

## STUDENT CODE OF CONDUCT

### 2023-2024

	<u>Page</u>
Preamble .....	1
Positive Behavior Interventions and Support (PBIS) .....	1
Student Rights, Responsibilities, and Limitations .....	2
Freedom of Speech and Assembly.....	2
Distribution of Non-School Sponsored Written Material on School Premises ...	2
School-Sponsored Publications/Productions .....	2-3
Dress and Appearance.....	3
Attendance .....	3
Disruptive Conduct .....	3
Identification .....	4
Off-Campus Events.....	4
Search and Seizure .....	4-6
Age of Majority.....	6
Student Records .....	6
FERPA .....	6-7
Sexual Harassment.....	7
Title IX.....	8
Bullying Policy .....	8-9
Student Discipline.....	9
Legal Basis for Suspension and Expulsion.....	9-10
Types of Disciplinary Consequences.....	10
Restorative Practices .....	10-11
Short-Term Suspension Procedures .....	11-12
Appeal of Short-Term Suspensions .....	12
Long-Term Suspension and Expulsing Procedures .....	12-13
Due Process.....	13
Grounds for Suspension and Expulsion.....	14
Criminal Acts .....	14-15
Prohibited Substances/Materials.....	15
Possession/Use of Cigarettes, E-Cigarettes, Chewing Tobacco/Vaping .....	15
Possession/Use of Over the Counter Medication.....	15
Sale/Distribution of Over-The-Counter Medication .....	15
Possession, Use and/or Under the Influence of Alcoholic Beverages, Narcotics, Drugs, Intoxicants, Inhalants .....	15-16
Possession of Paraphernalia used with Alcohol or Drugs .....	16
Sale/Distribution/Possession with Intent to Sell/Distribute Alcoholic Beverages, Narcotics, or Drugs .....	16
Possession/Distribution of Counterfeit Money .....	16
Physical/Verbal Assaults and Confrontations.....	16
Physical Assault Against a School Employee, Volunteer, or Contractor .....	16-17
Physical Assault Against Another Student .....	17
Verbal Assault or Threats .....	17

Fighting/Hostile Confrontations .....	17-18
Inappropriate Behavior .....	18
Theft/Abuse of Property/Vandalism .....	18-19
Insubordination .....	19
Profanity/Obscene Language, Gestures, or Behavior .....	19
Gross Misconduct .....	19
Persistent Disobedience .....	19
Bully/Harassment/Hazing/Cyberbullying.....	19
Criminal Sexual Conduct.....	19-20
Sexting .....	20
Inappropriate Display of Affection.....	20
Improper Use of a Motor Vehicle.....	20-21
Forgery.....	21
Possession/Sale of Fireworks or Making False Fire Alarms .....	21
Possession of a Dangerous Weapon .....	21-22
Arson.....	22
Use of Cellular Phones and Other Electronic Devices .....	22-24
Possession or use of Laser Pointers or Other Laser Projection Devices.....	23
Closed Campus Violation .....	23
Gambling.....	23-24
Discipline of Students with Disabilities.....	24
Re-evaluation of Code .....	24
English as a Second Language (ESL) or English Learners (EL).....	24
Complaint Procedures-Unlawful Harassment/Discrimination .....	25
Reporting Unlawful Discrimination/Harassment .....	25-26
The Informal Complaint Process .....	26
Formal Complaint Process.....	26-27
Additional Information .....	27
Complaint Procedures-Sex Discrimination/Harassment.....	27
Reporting Unlawful Discrimination/Harassment .....	27-28
Informal Resolution Process .....	28
Formal Investigation and Adjudication .....	28-29
Appeal Process.....	29
Forman Complaint Form.....	30
Resolution Form.....	31





# Welcome Middle School Students and Families!

## INTRODUCTION

Greetings, Carman-Ainsworth Middle School Students, Parents/Guardians, and Community Members, we are eager to get the 2023-2024 school year started.

Parent/Guardian(s) are strongly encouraged to get involved in the many activities that we have here at the Middle School.

In our continued efforts to develop academically sound-productive citizens, our students are expected to work to the best of their ability and take advantage of the academic and extra-curricular activities that our educational institution offers.

Please review this document with your child. It is expected that every Carman-Ainsworth Middle School student and parent understands the school's policies and procedures.

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

Mr. Chapman, Principal

Mrs. Schaaf, Assistant Principal

Mrs. Detra Fields, Director of Teaching and Learning

Steven Banks, Dean of Students (6)

Napoleon Demps, Dean of Students (8)

## PHILOSOPHY

The Carman-Ainsworth Middle School is committed to aiding the intellectual, emotional, social, and physical development of our students. We recognize that during this transitional time in their lives, our students need a positive learning environment to help them develop appropriate attitudes toward education and the school. We are committed to instilling pride and a sense of self-worth in our students as they pursue excellence in all their achievements. While we recognize that among our students there is a wide range of experience, maturity, motivation, ability, readiness, and rate of learning, we believe that all students must be exposed to a basic body of knowledge. We also believe that we must provide a variety of activities to fulfill the exploratory needs of our students.

We share with the home the responsibility to help our students become productive, responsible citizens. We want our students to recognize their rights and responsibilities to themselves and others.

**Carman-Ainsworth Middle School  
Parent Involvement Policy & Plan  
2023-2024**

**Vision:** The Carman-Ainsworth Middle School faculty and staff are committed to the involvement of the parents and community in the success of our school. We understand the importance of the parental connection between home and school. The Middle School is committed to providing the tools and training needed for teachers to communicate effectively with parents. This plan was created with a strong parent component to assure the educational growth of our students.

**Mission Statement:** It is our purpose to educate all students to high levels of academic achievement, as determined by state and national standards, while fostering growth in behaviors and attitudes. We commit to a comprehensive system of support to ensure this outcome.

**Part I: Policy Involvement**

**The Carman-Ainsworth Middle School Title I School-Wide Parent Involvement Policy was created through a partnership, which included parents and staff. Through parent meetings and feedback from surveys, parents played an important role in the development of the policy. Through consistent use of parent feedback and suggestions, we will continue to update and improve our School-Wide Title I program. 1118 (b)**

**Annual Meeting: 1118 (c) (1)**

- An annual meeting open to the community will be held during our Open House at the beginning of the school year that all parents are invited to attend.
- Current curriculum and assessment information will be disseminated and discussed. Title 1 rights will be presented, along with the School Wide Improvement Plan, the Title 1 Plan, the Parent Involvement Policy, CAMS Compact and Interventions.
- Parents will have an opportunity to make suggestions. Parent suggestions will be used in revising the plans and policies. Any parents unable to attend the Annual Meeting may also give input and suggestions at any time throughout the school year.

**Provide various activities specifically designed to encourage the involvement of all parents at a variety of scheduled times: 1118 (c) (2)**

- **Parent-Teacher Conferences/Report Card Pickup:** Parent-Teacher Conferences/Report Card Pickups are scheduled two times a year. Report cards are available through PartentVUE. Twice a year NWEA assessment data in math and reading is given at Conferences, the third set of data is mailed home at the end of the year along with
- M-STEP, PSAT 8, and ELPA scores.
- **Flexible IEP times:** IEP meetings will be scheduled flexibly to accommodate the parent's schedule needs.
- **Dinner & Conversation Nights:** The Middle School holds Dinner & Conversation Nights each year. Staff will invite parents to dinner and will discuss issues relevant to the school and their children. Topics may include but are not limited to, increasing home and school communication, addressing student academic needs, and school climate.

- **Open House:** An Open House is held in September at CAMS. All parents are invited to tour the school, meet their child's teachers, and obtain information regarding the Houses, classes, and ways to support their child during the school year.
- **Meet the Team/NCAA Curriculum Nights:** Parents and students are invited to these nights each sports season to get a better understanding of the academic side of collegiate sports.
- **Title 1/NWEA Assessment Meetings:** Where the NWEA test is explained, as well as the CAMS academic interventions and how parents can support the academic progress of their child and monitor growth with the NWEA scores.
- **High School and Beyond:** Where 8<sup>th</sup> grade parents learn about Educational Development Plans (EDPs), the importance of the SAT testing and the High School curriculum.
- **Art Show Night:** The Middle School currently hosts an Art Show. This night has fun activities and information/ideas for parents.
- **Student Schedule Pick-up/Orientation:** Three days of Student Orientation will be held. On these days, parents and students are encouraged to attend. Parents/guardians share information with the school. Students receive their schedules, locker and get their pictures taken. Principals and staff are available to answer questions as the parents & students tour the building.
- **Volunteering/Visiting:** The Middle School encourages and welcomes parent volunteers. There are a variety of opportunities to volunteer from assisting with Honor Roll Celebrations to presenting at our annual Career Fair. Parent visitors are also welcome within the building.
- **Parent Requests:** Parents may request assistance from the school in working to address their child's needs at any time.

**Involve parents in planning, reviewing, and making improvements to the School-Wide Title 1 program, which will include the School and District Parent Involvement Policy: 1118 (c) (3)**

- Review the CAMS Parent Involvement Policy at the Annual Open House meeting.
- Publish the CAMS Parent Involvement Policy in the CAMS Student Handbook, which is distributed to all families.
- Conduct an annual parent survey.
- Participate in the Title 1/School Improvement Committee
- Continue to communicate with parents using school newsletters, district publication, website, email, Student and Parent Handbooks and School Messenger to increase parent involvement in the School-Wide Title 1 program

**Provide timely information about the School-Wide Title 1 Program, the academic curriculum, assessments used to measure progress, and grade level expectations: 1118 (c) (4) (A) (B)**

- Fall Open House night (Annual Title 1 Meeting)
- Two Student Orientation days in August
- Twice a year Parent-Teacher Conferences/Report Card Pickup Nights
- School/House/District Newsletters
- Report Cards
- ParentVUE (Parent Access to grades, assignments, and attendance)

- CAMS Website (Parent Involvement Policy and Compact available)
- Transition programs (Elementary to Middle School; Middle School to High School)
- Student Handbook
- Parent Handbook
- Telephone calls and emails
- School Calendar
- Course Syllabi (course information, expectations, and standards)

**Provide parents the opportunity to interact with teachers regarding the education of their children. Include parents in the decision-making process and utilize their suggestions for improvement. Revise the School-Wide plan to meet student and parent needs and share revisions with LEA: 1118 (c) (4) (C) & 1118 (c) (5)**

Carman-Ainsworth Middle School will provide parents an opportunity to interact with their children's school by:

- Review the Title 1 Program, Parent Involvement Policy, and ask for suggestions for improvement.
- Title 1/School Improvement Committee
- Conduct an annual parent survey.
- Hold Parent-Teacher Conferences/Report Card Pick Up twice a year.
- Telephone calls/email correspondence between parents, teachers, and school
- Hold meetings as requested by parents.
- Incorporate parent comments on the School-Wide program plan in the plan evaluation process

## **Part II: Share Responsibilities for High Student Academic Achievement**

**Develop jointly with parents and teachers a School/Parent/Student Compact. The compact will outline ways in which the parents, school staff, and students will work together to ensure high student academic achievement. 1118 (d) (1) & 1118 (d) (2) (A)**

### **CAMS Compact:**

The Student/Parent/Teacher compact is an agreement between the parties to uphold their responsibilities in building an effective school community. Each family is given a new compact at the beginning of the school year as part of the Orientation packet. Compacts are signed, returned, and kept on file at school. The CAMS Compact is reviewed at the Annual meeting. All teachers review the compact with students during Advisory in September. It will be revised each year by the School Improvement/Title 1 Committee with input from staff, parents, and students.

### **Provide frequent reports to parents on their children's progress: 1118 (d) (2) (B)**

Carman-Ainsworth Middle School will provide various academic reports to parents:

- Report Cards (6 times a year)
- ParentVUE (Parent Access to grades, assignments, and attendance)
- Parent-Teacher Conferences/Report Card Pick Up (two times a year)
- Regular Progress Monitoring reports for students receiving academic interventions.
- Bi-weekly progress reports available

**Afford parents reasonable access to staff. Provide opportunities for parents to volunteer, participate and observe their child's classroom: 1118 (d) (2) (C)**

Carman-Ainsworth Middle School has an "open door" policy for parents. Parents may visit the school during the school day. Parents may schedule an appointment with the principals and/or teachers concerning the progress and welfare of their child. Phone conferences are also encouraged by both parents and teachers to keep the home/school communication lines open for the benefit of the student. Email is another tool that can be used by parents and teachers to keep in regular contact. In addition, parents are encouraged to participate in the following activities:

- Positive Behavior Support Activity Volunteers
- Honor Roll Breakfast Volunteers
- Classroom observations as requested by parents.
- Family Night Events
- Present at Career Fair
- Dinner & Conversation Nights
- Curriculum Nights
- Grade Level Orientation Nights
- Sporting Events
- Musical/Theatrical/Art Events

**Part III: Building Capacity for Involvement**

**Provide information and assistance to parents regarding the state and local academic standards and assessments: 1118 (e) (1)**

To ensure that parents are informed about academic standards and assessments, Carman-Ainsworth Middle School will provide the following:

- Report Cards
- ParentVUE (Parent Access to grades, assignments, and attendance)
- Parent-Teacher Conferences/Report Card Pick Up (two times a year)
- Course Syllabi (course information, expectations, and standards)
- Bi-weekly progress reports available
- NWEA Assessment results provided/discussed during two Parent-Teacher Conferences/Report Card Pick Up Nights
- M-STEP results provided/discussed during the last Parent-Teacher Conferences/Report Card Pick Up Night
- Local assessment information (Common Assessments) shared with parents.
- Students receiving additional assistance will be progress monitored regularly. Information will be shared with parents when appropriate.
- Title 1 staff will be available to interpret results and provide information about assessments.
- Grade Level Orientations in August will introduce students and parents to the building, and the expectations.
- During Open House night, all staff will share expectations and provide parents with examples of resources to help their child reach their highest potential.

**Provide materials and Training to parents: 1118 (e) (2)**

Carman-Ainsworth Middle School offers training and materials to parents through the following events and activities:

- Grade Level Orientation Nights
- Open House Night
- NCAA Curriculum/Meet the Team Nights
- ELA Family Night
- Monthly school newsletters/House newsletters/District Publications
- District website, Parent web-provides parents with materials and resources to help their child achieve success.
- High School and Beyond Night
- Title 1/NWEA Assessment Nights
- Provide list of community resources to individual parents and assistance in accessing these resources, as needed.

**Educate teachers, Title 1 staff and principals regarding the value of parent involvement, ways to communicate effectively with parents, and implementation of parent programs: 1118 (e) (3)**

Carman-Ainsworth Middle School values and respects parent involvement in the school community. Parent involvement will be part of the professional development plan. Staff will participate in PLCs to implement new ideas for effective parent communication. Further, parents are a part of the Positive Behavior Intervention Support program. When situations occur that involve students or the welfare of the entire school community, parents are always the first point of contact. The district will in-service teachers on how to utilize the district website to post classroom newsletters and add materials and resources to the Parent Web. Title 1 staff will attend parent involvement workshops.

**Coordinate parent involvement activities with other programs: 1118 (e) (4)**

Carman-Ainsworth Middle School will work to coordinate programs to ensure success for all:

- Transition to the Middle School activities coordinated with elementary schools.
- Transition to the High School activities for our 8<sup>th</sup> graders
- School wide family nights (ELA, NCAA Curriculum/Meet the Team, Art Show)
- Positive Behavior Intervention Support volunteers
- Community Liaison

**Inform parents of school and parent programs in a timely and practical format in a language they can understand: 1118 (e) (5)**

To ensure that all parents are informed in a timely and user-friendly manner, Carman-Ainsworth Middle School will provide the following parent communications:

**Carman-Ainsworth Middle School Student Handbook:** The student handbook is available online for you to review or download. Please visit the Carman-Ainsworth District Website (<https://www.carman.k12.mi.us/>) under student tab. Help us save valuable resources by reviewing the handbook electronically. If you're looking for a specific section or topic, please contact your student's Building Secretary for assistance.

If necessary, a printed Parent-Student Handbook can be provided through your student's school office upon request. This handbook is reviewed with the to the students during Advisory time. Students are required to sign a written consent form indicating they have reviewed the handbook. Students/Parents should review the handbook online. The handbook provides parents with vital information concerning their rights and responsibilities, informs parents of NCLB requirements, student code of conduct, volunteer information, etc. **District/School Website:** An internet website has been created for parents, students, and staff. This website highlights events and activities taking place at school. It also includes web resources for parents, a school calendar, and contact information for all the staff members. These websites help to maintain the school connection.

- **School/House/District Newsletters:** The Middle School periodically releases newsletters. Newsletters include upcoming events, parent tips on how to support their student's education, general information about what's happening in school, and contact numbers for questions. Volunteer opportunities will be highlighted. Houses (teams of teachers who share students) also use newsletters and web pages to communicate more specific information to parents. The district also sends out a newsletter to the community regularly. These are all written in a language parents can understand.
- **An automated calling system:** The Middle School frequently uses an automated calling system (School Messenger) to keep parents informed of upcoming events. It is also used to quickly contact parents in the case of changes to any scheduled event.
- **ParentVUE Web Portal Access:** There is a link on our website that gives parents continuous online access to their students' grades and attendance. This allows parents to monitor their child's progress.
- **Parent Email Contact List:** The Middle School has a parent email address book that is used to send electronic copies of school newsletters, updates on events happening at the school and give easy access to the link for the parent survey.
- **Parent Survey:** Every year, a parent survey is done to gather input from parents about the school and our programs. This information assists in creating our goals for the school improvement plan.
- **Interpreters:** Interpreters as needed, through GISD for all parent contacts

**Provide support for parental involvement at their request: 1118 (e) (14)**

Carman-Ainsworth Middle School will make every effort to support our parents and make sure their needs are met:

- Make every effort to accommodate parent requests to ensure that students and parents individual needs are met in order to foster more positive parent involvement.
- School Volunteer
- School Improvement/Title 1 Committee

**Provide Title 1 funds for parent involvement activities: 1118 (e) (14)**

Carman-Ainsworth Middle School will use Title 1 Parental Involvement funds to provide the following activities:

- Annual Title 1 Meeting
- Parent-Teacher Conference Resource materials
- Family Learning Night Events
- Dinner & Conversation Nights
- NCAA curriculum/Meet the Team Nights & Materials
- Title 1/NWEA Assessment Nights & Materials

**Part IV: Accessibility****Parent involvement activities accessible to all parents, including those with disabilities, parents who use English as their second language and parents of migratory children. 1118 (f)**

Carman-Ainsworth Middle School will provide:

- Flexible meeting times
- Handicapped Accessible Facilities
- Home visits
- Phone conferences (interpreters, as needed, through GISD for all parent contacts)
- School/House/District newsletters written in a language parents can understand.
- Accommodations with parents with disabilities
- Collaboration with community agencies
- Transportation assistance
- Introductory materials provided for new students & parents throughout the year (student handbook, DVD of school expectations)
- Academic/social interventions provided as needed.
- Counselor referrals



### **NOTICE OF NON-DISCRIMINATION**

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, Michigan 48532, Phone (810) 591-8241. Inquiries regarding Section 504 policy should be directed to: Carman-Ainsworth Community Schools, Director of Student Support Services, 1300 N Linden Rd., Flint, Michigan 48532, Phone (810) 591-6251.

## **Board of Education**

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

President.....Lisa Koegel

Vice President.....Gloria Nealy

Secretary.....Gary Cousins

Treasurer.....James Johnson

Trustee.....Crystal Dahl

Trustee..... La Cracha Handy

Trustee.....Katina Wilborn

Student Representatives: Chase Pelky  
Anastasia Livingston

## **Central Administration**

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.

Superintendent

Assistant Superintendent

Assistant Superintendent

Director of Special Services

Director of Teaching and Learning

Supervisor of Maintenance and Operations

Supervisor of Transportation

Supervisor of Food Service

Cathy McGilvery

Russ Parks

Gina Ryan

Robert Hetherton

Detra Fields

Jeff Thornton

Dale Covert

Jennifer Yee



# CARMAN-AINSWORTH COMMUNITY SCHOOLS – CALENDAR FOR 2023-2024

Teachers (Full Day)	Mon. – Thur.	August 21-August 24, 2023
Students Report (Full Day)	Monday	August 28, 2023
Labor Day Recess (No School)	Fri. – Mon.	September 1 – September 4, 2023
Late Start Wednesdays Begin	Wednesday	September 20, 2023
End of First Marking Period H.S. & M.S.	Friday	October 6, 2023
Middle School Records Day (Students half day)	Friday	October 6, 2023
October Recess (No School)	Monday	October 16, 2023
Students (Half Day)/Teachers (Full Day)	Monday	October 23, 2023
Elementary Records Day (Students half day)	Friday	November 3, 2023
End of 1 <sup>st</sup> Marking Period Elementary	Friday	November 3, 2023
Elementary Conferences (Students half days)	Thur. – Fri.	November 16-November 17, 2023
Elementary Teachers Half Day	Friday	November 17, 2023
End of 2nd Marking Period H.S. & M.S.	Friday	November 17, 2023
Fall Recess (No School)	Wed. – Sun.	November 22 – November 26, 2023
Winter Recess (No School)	Wed. – Tue.	December 20, 2023 - January 2, 2024
Martin Luther King Day (No School)	Monday	January 15, 2024
High School Exams (Student half days)	Wed. – Fri.	January 17 – January 19, 2024
End of 2 <sup>nd</sup> Marking Period / 1 <sup>st</sup> Semester Elem.	Friday	January 19, 2024
End of 3 <sup>rd</sup> Marking Period/First Semester for M.S & H.S.	Friday	January 19, 2024
M.S. & H.S. Teachers Half Day	Friday	January 19, 2024
Elementary Records Day (Students half day)	Friday	January 19, 2024
Middle School Records Day (Students half day)	Friday	January 19, 2024
February Recess (No School)	Monday	February 19, 2024
Elementary Conferences (Student half days)	Thur. – Fri.	February 29 – March 1, 2024
Elementary Teacher Half Day	Friday	March 1, 2024
End of 4 <sup>th</sup> Marking Period for H.S. & M.S.	Friday	March 1, 2024
Middle School Record Day (Students/Teachers Half Day)	Friday	March 1, 2024
Last Late Start Wednesday	Wednesday	March 20, 2024
End of Third Marking Period – Elementary	Friday	March 22, 2024
Spring Recess (No School)	Sat. – Sun.	March 23, 2024 – March 31, 2024
Students (Half Day)/Teachers (Full Day)	Wednesday	April 3, 2024
End of 5 <sup>th</sup> Marking Period for H.S. & M.S.	Friday	April 19, 2024
Students (Half Day)/Teachers (Full Day)	Monday	May 20, 2024
May Recess (No School)	Friday	May 24, 2024
Memorial Day (No School)	Monday	May 27, 2024
Middle & High School Exams (Students 1/2 day)	Wed. – Fri.	June 5 – June 7, 2024
Elementary Records Days (Students 1/2 day)	Thur. – Fri.	June 6 – June 7, 2024
Total Student days – 180		
Total Teacher days – 184		

## ATTENDANCE AND TRUANCY POLICY

### STUDENT ATTENDANCE-GENERAL PROCEDURE

Daily attendance is important if the student is to receive the full benefit of his/her educational opportunities.

### STUDENT ATTENDANCE POLICY

**Absence Definition:** Absence is 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.

**Excused Absence Definition:** An excused absence is one that is authorized by the parent/guardian via a note or a phone call to the Attendance Office the same day as the absence. Examples of absences that may be excused are those for illness, doctor's appointments, funerals, family emergencies, or court appearances.

**Unexcused Absence Definition:** An unexcused absence is any absence not authorized by the parent/guardian via a note or phone call. A student may make up work if an absence is unexcused providing the student communicates with the teacher in a timely manner.

### STUDENT ATTENDANCE/MAKE-UP WORK

Attendance in school is mandated by Michigan School Code. Poor attendance and failure to complete make-up work often results in low grades. Any student who has an absence may have the opportunity to make-up work missed providing he/she makes arrangements with their classroom teachers. The student will be responsible for approaching the teacher regarding make-up work. A student will be allowed the number of days absent plus one to complete make-up work unless special arrangements are made with the specific teacher. Teachers will determine conditions for successful make-up.

### ATTENDANCE POLICY FOR EXTENDED ABSENCES

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

abbreviated enrollment packet and provide new residency upon their return to school.

## **TRUANCY**

Attendance at the Middle School is recorded for each class period. When an absence is recorded, the Attendance Office checks for verification. Truancy is an unexplained absence from a school class or classes or a pattern of excessive absences. This also includes a history of poor attendance from one academic year to another. Excessive tardiness at the beginning of the school day will fall under the truancy policy. Approved Homebound students not completing work assignments or cooperating with the homebound teacher will be considered truant.

When a pattern of truancy is seen, the following steps are taken:

- Level I:** The Attendance office and teacher will work with the student to improve attendance.
- Level II:** The Attendance office informs the appropriate counselor of an attendance problem. The counselor meets with the students once they have reached 10 absences and an attendance letter is mailed home. A referral to an outside agency may be made.
- Level III:** Should a student continue to have attendance problems; the Attendance Office may make a referral to the appropriate principal. A principal letter will be mailed home asking the family to contact the school to set up an appointment.
- Level IV:** If the attendance pattern continues, the family will be referred to Probate Court with a truancy petition.

**NOTE:** Students who “skip” school may be assigned Saturday school detention for school missed. In extreme cases, a suspension will be issued. If truancy continues, further disciplinary action will be issued.

## **LEAVING DURING THE SCHOOL DAY**

For a student to be dismissed from the Middle School during the school day a parent/guardian or person who has been designated by the parent/guardian must come to the attendance office and request the student. All persons taking a student out of the building must show a picture I.D. The student will then be brought to the attendance office. If this procedure is not followed, then the absence will be considered skipping. If the student returns to school before the end of the school day, he/she must report to the attendance office for an admit slip.

## **TARDINESS POLICY**

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.

**Tardiness Policy (Cumulative Per Hour)**

First, Second and Third Tardy – Teachers and Attendance secretary intervene with student to eliminate tardiness pattern. Parent may be contacted.

Fourth Tardy – Referral to Behavior Interventionist, warning and parent phone contact.

Fifth Tardy - Referral to Behavior Interventionist and lunch detention assigned.

Sixth Tardy- Referral to Behavior Interventionist and 3 days of lunch detention will be assigned.

7<sup>th</sup> Tardy - Referral to Behavior Interventionist, and Saturday School will be assigned.

8<sup>th</sup> Tardy - Referral to Behavior Interventionist and Saturday School will be assigned, parent-conferencing with administration.

10+ Tardy – Week of Lunch detention and Saturday School

## **SCHOOL POLICIES AND PROCEDURES**

### **BEHAVIOR EXPECTATIONS**

Positive student behavior is an important element of a quality school. The typical student at CAMS makes excellent behavior choices. However, when students make inappropriate choices we have a system of interventions designed to help teach positive behavior. We have high expectations for positive student choices. Additionally, we work with parents and students to offer support that will lead to better choices and a great learning environment at CAMS. We need parents and guardians as supportive partners in the support of students. Collectively, we will work together to create an environment that is safe, orderly, and conducive to learning. This section outlines our behavior expectations. It also describes the positive behavior intervention support efforts at CAMS. Not every possible behavior choice is listed below. The staff and administration will make decisions on how to appropriately handle off-task behavior. The handbook ends with the Carman-Ainsworth Student Code of Conduct which is part of School Board Policy. The offenses and consequences listed in the Code of Conduct are the definitive guide to a discipline approach at CAMS. Students and parents will need to review the Code of Conduct and discuss the behavior guidelines described therein.

**C-A ROCKS** is a teaching approach to assist students in understanding and meeting the basic expectations of the school. The acronym ROCKS stands for:

<b>R</b> = Respect	<i>Students show respect for all students, adults, and themselves. We are respectful of the school building and the learning environment.</i>
<b>O</b> = Own Responsible Behavior	<i>Students will show that they are responsible for their own learning and behavior choices.</i>
<b>C</b> = Come Prepared	<i>Students will complete work on time and come to class, on time, with homework, materials, books, etc, and be ready to learn.</i>
<b>K</b> = Knowledge is Power	<i>The purpose of school is learning. When students gain knowledge they are empowered for positive choices now and for a positive future in life.</i>
<b>S</b> = Safety First	<i>All students avoid angry and aggressive verbal and physical behavior. Hallways, cafeteria, classrooms, buses, and the entire building are safe and orderly places for learning and having enjoyable interactions with students and adults.</i>

This program describes a school where students respect themselves, their surroundings, and other students and adults. Students own their responsible behavior and come prepared, ready to learn. Students understand that knowledge is power and that teachers have a right to teach and students have a right to learn. Students realize that a safe and orderly learning environment is a place where problems are solved in peaceful ways. As the students of CAMS internalize the concepts of **C-A ROCKS** the quality learning environment of the school will lead to successful academic achievement.



# CAMS BEHAVIOR EXPECTATIONS

	Arrival/ Departure	Bus	Hallways	Cafeteria
<b>R</b>  <b>Respect</b>	<ul style="list-style-type: none"> <li>• Use inside voices once in the building</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the bus driver</li> <li>• Talk quietly</li> <li>• Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Use inside voices; be polite</li> <li>• Use appropriate language</li> <li>• Be a good locker neighbor</li> <li>• Keep hands/objects off walls/lockers</li> </ul>	<ul style="list-style-type: none"> <li>• Respect cafeteria staff (please/thank you)</li> <li>• Wait your turn in line</li> <li>• Eat/touch your own food</li> <li>• Choose appropriate language and topics of conversation</li> </ul>
<b>O</b>  <b>Own Responsible Behavior</b>	<ul style="list-style-type: none"> <li>• Remain in the designated area</li> <li>• Manage time – listen for warning bells and be on time</li> </ul>	<ul style="list-style-type: none"> <li>• Single file while entering the bus/be patient</li> <li>• Carry book bag on the bus</li> <li>• Leave the building immediately after the last bell</li> </ul>	<ul style="list-style-type: none"> <li>• Keep arms, legs, and all objects to yourself</li> <li>• Carry book bags</li> <li>• Allow others to pass (move aside)</li> <li>• All food and drink remains in the cafeteria</li> <li>• Place litter in wastebaskets</li> </ul>	<ul style="list-style-type: none"> <li>• Buy only your lunch</li> <li>• Seat yourself only</li> <li>• Unattended food is not safe</li> <li>• Food stays in cafeteria</li> <li>• Visit quietly</li> <li>• Pick up after yourself</li> </ul>
<b>C</b>  <b>Come Prepared</b>	<ul style="list-style-type: none"> <li>• Have all necessary items for class and/or homework</li> <li>• Get pass if needed when leaving breakfast</li> <li>• Put all electronics away once in building</li> </ul>	<ul style="list-style-type: none"> <li>• Know your route number</li> <li>• Have written permission prior to boarding alternate bus</li> <li>• Check personal belongings before exiting the bus</li> </ul>	<ul style="list-style-type: none"> <li>• Have a pass during class time</li> <li>• Arrive with all necessary materials</li> <li>• Manage time – listen for warning bells and be on time</li> </ul>	<ul style="list-style-type: none"> <li>• Have your order, money or I.D. number ready</li> </ul>
<b>K</b>  <b>Knowledge Is Power</b>	<ul style="list-style-type: none"> <li>• Enter and exit the correct doors</li> <li>• Know behavior expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Make yourself aware of all the rules involving buses to avoid any disciplinary action</li> </ul>	<ul style="list-style-type: none"> <li>• Make yourself aware of all the rules involving the hallway to avoid any disciplinary action</li> </ul>	<ul style="list-style-type: none"> <li>• Make yourself aware of all the rules involving the cafeteria to avoid any disciplinary action</li> </ul>
<b>S</b>  <b>Safety First</b>	<ul style="list-style-type: none"> <li>• Walk to the right at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self</li> <li>• Sit in seats appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Keep to the right/keep moving/walk</li> <li>• Be patient/pushing is unsafe</li> <li>• Chase games are best played at home</li> <li>• Congregating in the halls and intersections is unsafe</li> </ul>	<ul style="list-style-type: none"> <li>• Food is for eating only</li> <li>• Stay in your seat unless you are throwing away your trash</li> <li>• Walk at all times</li> </ul>

## POSITIVE BEHAVIOR INTERVENTION SUPPORT SYSTEM

Students at CAMS are expected to exhibit positive behavior choices. In order to support our students, the staff is continually developing interventions that support students. One of the major interventions is the effect of parents and staff working together and communicating for the benefit of students.

Other interventions and positive support include the relationship between the teaching staff and the students. This relationship encourages quality behavior choices. The effective teaching offered by our staff allows the classroom focus to be on learning and not on poor choices. Additionally, the support staff is an important part of this positive relationship between students and adults. Our counselors are involved in supporting positive student behaviors. Any of our over 80 teaching and support staff can be a positive connection for students at CAMS.

When students have become seriously involved in frequent behavior violations a more intensive support is offered by staff and administration in order to work with the student and parent for a reduction in these inappropriate choices. Student assistance teams are designed to offer the support of a variety of staff interested in helping students learn positive approaches. These teams of teachers, counselors, administrators, and support staff develop behavior plans that can support our students who have made frequent inappropriate choices.

## SPECIFIC MIDDLE SCHOOL BEHAVIOR GUIDELINES

### **AEROSOL CANS/PERFUMES/SCENTED LOTIONS**

These items are to be used **ONLY** in the gym locker room area. Please be considerate when using one of these items due to the possibility of causing an allergic reaction. These items are strictly prohibited on the bus or any part of the building outside of the locker room.

### **BICYCLES**

Students riding bicycles to school will park them in the bike rack. Bicycles will not be ridden during school hours. No student is to ride any other bicycle except his/her own. Bicycles should be locked as protection against theft.

### **BOOK BAGS**

Book bags are not permitted during the school day. Book bags are to be stored in lockers in the morning. Book bags are permitted on the buses. Students must keep their book bag under control at all times. Do not leave valuable items in book bags. **The school will not be responsible for lost items or those taken out of book bags.** Students are not allowed book bags that have wheels as they present a hazard in crowds of students.

### **BUILDING SECURITY**

Carman-Ainsworth Middle School has a security system. Anyone entering the building after school hours could activate the alarm system. The police will be notified of all unauthorized entries. Students must not enter the building on non-school time unless accompanied by a member of the school faculty.

### **BULLYING/HAZING/CYBER BULLYING AND THREATS**

Bullying is a form of harassment. For the purposes of this policy, bullying shall be defined as a pattern of abuse over time and involves a student being “picked on.” Bullying includes but may not be limited to physical intimidation or assault; extortion; oral or written threats; teasing; put-downs; name-calling; threatening gestures or actions; cruel rumors; false accusations; and social isolation.

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 to a school adult.**

### **CANDY, FOOD, AND BEVERAGES**

Food is only to be eaten in the cafeteria at breakfast or lunch time with the exception of a water bottle in a clear plastic container during class passing time. Food and beverages may not be consumed in the classrooms. These food and beverage guidelines are in force in school and on the bus. All students must eat and drink what they purchase before leaving the cafeteria. No food, opened or unopened may leave the cafeteria. Energy drinks are not permitted at any time on school grounds. **Food brought in from an outside source (i.e. McDonalds, Subway, DoorDash) is prohibited.** Violation of any of these food/beverage policies will result in confiscation and possible discipline.

### **CELL PHONES**

Cell phones are not to be used, seen, or heard during school hours (this also includes text messaging, taking photos or video recording), or during bus time. Cell phones are disruptive to the school and the bus environment. Cell phones may only be used with approval from CAMS administration. Any student who violates this rule will be in violation of this policy and subjected to a referral and possible consequence for insubordination. Teachers also may confiscate a cell phone for the duration of their class period. Failure to hand over a cellular device when asked is considered insubordination and will result in further disciplinary action. If personal property is confiscated the school will not be held liable for items not picked up in a reasonable time.

### **CHECKS**

C-A Middle School no longer accepts personal checks for payment, please use cash or money orders only.

### **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 non-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.

### **DANCE REGULATIONS**

All school dances must be sponsored by regular school organizations and approved by sponsors and the principal. Staff sponsors and parent chaperones are also required at every school dance. Students will be held accountable for their behavior based on all school rules. **Students not in school on the day of a dance may not attend unless a principal has specifically excused the absence in advance.**

STUDENTS FROM OTHER SCHOOLS MAY NOT ATTEND OUR DANCES.

Students once inside the building during a dance may not leave the building without one of the chaperones calling a parent. Students who are on suspension are **not** to attend school dances. Students must have parents sign their dance tickets and provide a telephone number where the parent can be reached. Students who purchase dance tickets at the door must be accompanied by a parent/guardian

### **DISPUTE RESOLUTION**

Any student who cannot resolve a dispute with another student **must seek the help of a counselor or principal** who may set up a conference between the students so they may end their disagreement. **Students may not confront other students in the building over any issue.** Individuals who gather around students who are having a dispute, to either witness the dispute or to encourage it may be subject to a disciplinary consequence. Students are advised to move away from any area where a conflict is occurring.

### **DISTRIBUTION AND DISPLAY OF PRINTED MATERIAL**

A building principal must approve any display of posters and signs other than school sponsored activities. The sponsor of the activity must approve posters and signs for school-sponsored activities. It is also the responsibility of the organization to see that the posters, signs, etc. have been taken down. The distribution of printed material must also have the approval of the building principal. Under no circumstances may students be in possession of pornographic materials.

### **DISTRICT WEB PAGE**

You can access the district web page by going to [www.carman.k12.mi.us](http://www.carman.k12.mi.us). By accessing this page, you will find valuable information regarding school information. You may access the Middle School by going to Our Schools. On the Middle School page, you can access the calendar, parent newsletters and student/teacher information.

### **DRESS CODE**

Every student shall maintain a reasonable standard of dress, which is appropriate to the role of the student, reflective of the age level and conducive to a wholesome climate for learning. Dress and grooming which distracts from or disrupts the educational process is prohibited.

Dress and grooming in the Carman-Ainsworth Middle School will be based on appropriateness, common sense, and good judgement. Unusual or exaggerated modes of dress and/or conspicuous departures from accepted norms in dress and grooming are prohibited. Clothing that advocates the use of illegal substances or activities, or that advertises alcohol or tobacco, or that contains offensive language/material or inference is prohibited.

The following dress (including jewelry) and grooming guidelines will be applied:

- Pants must be secured so that undergarments are not visible. Pants or trousers that “sag” exposing any type of undergarment, including athletic shorts, are not allowed. Undergarments must be covered at all times.
- Skin must not show higher than above the tip of the thumb when arms are placed at students’ side. Shirts shall be long enough to cover the top of pants, shorts, or skirts.
- Clothing that is too tight or revealing will not be allowed. Form fitting clothes such as spandex, leggings, jeggings, and yoga pants are not permitted **unless** worn with an outer garment covering buttocks and private area. Mesh or “see-through” shirts are not permitted.
- Items containing material deemed “obscene to minors” in the form of inappropriate messages or pictures deemed obscene to minors are prohibited.
- Items displaying illegal substances or activities or those that are prohibited for minors are not allowed.
- Items containing messages that are defamatory or discriminating toward another group or individual are unacceptable.
- Any clothing or insignia deemed to be gang related is prohibited. In addition, any outward display of gang associated behavior will not be allowed; includes bandanas and “colors”.
- Clothing with hate messages, or pictures/messages that represent groups or individuals that promote hate messages, are unacceptable. Suicide related messages are also unacceptable.
- Jewelry or clothing that contains any type of sharp object is not allowed.
- Hats/Hoods are not permitted at any time anywhere outside of the classroom. Exceptions to the policy include durags, wave caps, head scarves and bonnets. Hats/Hoods are permitted only in the classrooms.
- Shorts, skirts, and holes in jeans need to be appropriate for minors within the school setting. (If there are excessive holes in jeans and shorts above the knee, leggings or tights must be worn so skin is not shown.)
- Winter coats are not permitted at any time anywhere during the school day. Exceptions to the policy include lightweight jackets (i.e., jean, track suit, wind breaker, fleece, etc.)

Students not wearing appropriate clothing will be asked to change at school if possible or sent home from school to change; or excluded from classes until a parent/guardian can be reached. To increase instructional time, if your child comes dressed inappropriately, they will be given clothing to wear for the remainder of the day if available. The appropriateness of student dress will be determined by a school official, consistent with these guidelines and the Student Code

of Conduct.

If your students' attire is not considered appropriate and is disruptive to the educational environment, the student may be subject to disciplinary action as determined by a principal or his/her designee.

### **ELECTRONIC DEVICES**

Radios, CD players, tape recorders, MP3 players, iPods, electronic games, digital cameras, headphones and other electronic devices are **prohibited** in the school at any time. The school **WILL NOT** be responsible for items, which are lost, stolen or damaged. The school will not conduct an investigation of any sort for lost or stolen items. **Laser pens are a particular danger as they have caused blindness in school settings. Laser pens are strictly prohibited. Students who are in possession of a Laser Pen in school are subject to a disciplinary consequence, which may include suspension from school.** These guidelines are in effect for busses. Any student who violates this rule will have the electronic device confiscated and a parent will have to pick up the device in the main office.

### **END OF THE YEAR CELEBRATIONS**

The middle school invites eighth graders on an annual trip. The trip will be determined by the principal during the school year. Students must pay their own way on the trip and they must qualify for the trip by meeting academic, attendance, and behavioral expectations. **Before a student can join the school on the trip all fines for books, uniforms, etc. must be paid.** In order to qualify for the trip a student must have spent at least one semester as an eighth grader at Carman-Ainsworth Middle School. These rules will apply to all end of the year celebrations for all grades.

### **FIRE DRILLS**

**DURING A FIRE DRILL, EVERYONE IS TO LEAVE THE BUILDING.** This should be done in a quiet, orderly manner. There should be no loud noise or talking either during a fire drill or upon returning to class after the all clear bell has rung. **Everyone must move at least 50 feet away from the building.**

### **FLOWER/BALLOON BOUQUETS**

We cannot accept delivery of any floral/balloon arrangements for students. They are disruptive to the classroom setting and are not allowed on school busses. Please do not send these arrangements to your student at school. If you wish to have your student celebrate their birthday or a special occasion, please make arrangements with your student's teacher ahead of time.

### **FUNDRAISING ACTIVITIES AND PERSONAL GAIN SALES**

**All fundraising activities must first have principal approval.** All door-to-door sales must have Board of Education approval. Students are not to sell items from fundraising activities in the school with the exception of **pre-arranged** lunch period sales. All fundraising activities by students are to be under the supervision and direction of their sponsor, coach, or teacher. **No student has permission to sell items for personal gain. Those in violation will have their product confiscated as well as any monies raised for personal gain. These will NOT be returned.**

## **GAMBLING**

Students are not to engage in games of chance, with or without financial consequence.

## **GIVING FALSE INFORMATION**

Students are expected to answer questions with honest and complete statements. Students who give false information either by fabrication or omission will be subject to a disciplinary consequence, which may include removal from school.

## **GRADE CLASSIFICATION**

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

## **Work Completion**

The completion of all in class and homework assignments is vitally important to high academic achievement at CAMS. The expectation is that all work is complete with high quality and good effort. If a student wanted to do one thing to insure success in school, it would be the completion of every assignment.

## **GRADE COMPUTATION**

Grading at Carman-Ainsworth Middle School is based on a 4-point scales, which appears below:

A = 4.0; A- = 3.8; B+ = 3.5; B = 3.0; B- = 2.8; C+ = 2.5; C = 2.0; C- = 1.8; D+ = 1.5; D = 1.0; D- = 0.8; E = 0

Final semester grades will be a running average throughout the semesters, making that running average the final grade at the end of the semester (cumulative grading).

The minimum number of semester credits that a student has to earn to be promoted to the next grade is: 6<sup>th</sup> Grade – 4 credits 7<sup>th</sup> Grade – 4.5 credit 8<sup>th</sup> Grade – 5 credits  
A half credit is received for each passing semester grade.

Note: Honor Roll celebrations are based on the current marking period grades only.

## **GUIDANCE AND COUNSELING**

Counselors are each assigned a specific grade. Guidance counselors have offices located in the main office area. They are available to talk with students concerning scheduling, personal problems, teacher and student conflicts, career/job placement, and preparation for further schooling. Students are encouraged to see a counselor whenever situations arise where help is needed. **Appointments** may be scheduled with the secretary in the guidance office.

## **HALL PASSES**

Any student who is in the hall at any time during class periods must have a written pass from the staff person who excused him/her. At no time should a student be sent out of a classroom where it would cause a disruption to their instructional period.

## **INAPPROPRIATE TOUCHING**

Students are expected to observe proper and appropriate conduct toward one another. Inappropriate physical touching, sexually suggestive remarks and comments, demeaning name-calling, and open displays of physical affection are unacceptable in the school setting and will not be tolerated. Keep your hands, feet, and objects to yourself.

## **INSTIGATING/INCITING DISOBEDIENCE**

Students who target, or subject other students to verbal or physical abuse, either individually or as part of a group, will be subject to disciplinary action.

## **LOCKERS**

It is expected that the students will cooperate in keeping their locker neat and clean. Lockers are assigned at the beginning of the school year and are not to be changed during the school year. **Lockers are property of the school and may be checked at any time.** The school is not responsible for materials taken from lockers. Students are not to give their locker combination to anyone. Coats, hats and book bags are to be kept in the locker during the school day. In special circumstances, teachers may give students permission to wear a coat to the classroom. **It is against school policy to share lockers.**

From time to time students may have a problem with their locker such as a broken combination. To get a locker repaired, students must go to the attendance office before school or during their lunch hour and speak with the secretary. The secretary will then check to make sure the student is using the correct locker combination and locker. After this has been determined the secretary will fill out a "locker repair request" form. The completed form will be given to a custodian who will then repair the locker.

## **LOST AND FOUND**

Lost and Found items will be located in the Attendance Office and the gym area. Please check as soon as possible after something is lost. **Your name must be placed on any item that you value.** Write your name in an inconspicuous place.

## **LUNCH AND BREAKFAST PROGRAM**

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

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

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

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

We are excited about this program for our families. If you have any questions, please contact the Food Service Department at 810-591-3220 or email [jyee@carmanainsworth.org](mailto:jyee@carmanainsworth.org)



## **MARKING PERIODS**

The school year is divided into two semesters and six marking periods. A semester will consist of 3 marking period grades and a semester grade. Examination grades will be factored into the final marking period grade. Semester grades will be the final grade for promotion and used as a recommendation for summer school placement.

## **MEDIA CENTER**

The Media Center is an important educational service and provides a variety of print and non-print resources for student use. We use the Follett Destiny automated system for the library catalog and for both library and textbook circulation purposes. This catalog allows users to search for books and educational websites. It is available from home at <http://libmed.carman.k12.mi.us/>. Students are advised to create an account in “Destiny” to allow them to review books, save searches and view the status of his or her account.

Up to four books may be checked out for two weeks at a time. Should a student require a longer period of time for a particular item, a renewal will extend the checkout period. Any books or magazines that become lost or damaged will require payment at the replacement cost.

All students are issued an ID card containing a photo and student barcode number. If this card is lost, a replacement may be purchased for \$4.00. This ID card should remain in school at all times during the school year. Students are responsible for all items checked out in his or her name and therefore students should never loan their ID card or book to another student. Up to TWO library books may be checked out for two weeks at a time. All textbooks must be renewed at semester time. If a book is not returned at, the semester students will be assessed a fine for the unreturned book.

All students are assigned a unique username and password that are required to access any school computer. **To obtain their passwords, students must return the Acceptable Use Policy signed by both the student and a parent.** It is the student’s responsibility to obtain, memorize and properly record the secure password. As with any username and password, they should be written in an accessible, but secure location- preferably apart from each other. Computers are used for schoolwork only.

Electronic or printed textbooks and workbooks are provided free for student use by the Carman-Ainsworth School District. Students are responsible for the proper care and return of the books. We use the Follett Destiny automated system for both library and textbook circulation purposes. As soon as a book is checked out from the media center, each student should record the book number in his planner or another safe place. Students are also advised to create an account in “Destiny” to allow them to view the status of his or her account. The system can be accessed from home at <http://libmed.carman.k12.mi.us/>. It is a good idea for parents to review these accounts on a regular basis. **Fines are assessed for items that become damaged or lost and therefore should always remain with the student or in the locker. It is very important that parents and students verify the condition of books upon receipt. Any damages should be reported to the media center within one week of receiving the book.** Otherwise, the student will assume responsibility for the damage. Books must NEVER be left in the hallway, in a classroom, in the cafeteria, on top of a display case or heat duct. Textbooks are extremely expensive. In order to avoid steep fines, students are strongly advised to cover

his or her books and keep them in a very safe place. "Found" books are all returned to the Media Center and checked back IN through the Destiny system. As soon as a student notices that a book is missing, she/he should login to Destiny or go to the Media Center to see if it has been returned.

### **MEDICATION**

**Medications will no longer be accepted for administration at school without written physician instruction for both prescription and nonprescription drugs.**

We recognize that your child may need over-the-counter medication relief without having to see a doctor. There are longer acting (6 and 12 hours) over-the-counter medication available for allergies, colds, and minor pain relief. By using the longer acting medications for minor illnesses, the medication can be given at home before and after school. Some of these medications may not be appropriate for the age and/or condition of your child so you need to talk to your child's physician before giving them any over-the-counter medication.

### **Self-administration of Emergency medication**

Students requiring asthma inhalers, Epi-pens for bee sting allergies, and insulin injections will be allowed to self-administer with physician and parent written permission.

### **Authorization to administer medication**

There is a revised *Authorization to Administer Medication* forms for the physician and parent to complete. These forms will be available in the attendance office or online at [www.carmanainsworth.org](http://www.carmanainsworth.org) under Health/Safety.

### **NEWSLETTERS/SCHOOL MESSENGER**

Newsletters/School Messenger will be utilized on a regular basis. Newsletters and School Messenger messages are intended to keep parents informed. A school calendar will be sent to families on a periodic basis. Newsletters can also be viewed on line at **[www.carman.k12.mi.us](http://www.carman.k12.mi.us)**

### **OUT OF BOUNDS AREAS**

There are areas where students are not allowed in the building. This includes unauthorized areas outside of their hallway and/or house. Students who enter these areas may be subject to a disciplinary consequence. Students are not allowed outside of the school during the school day. Students found outside of the building may also be subject to a disciplinary action.

### **PARENTS AND VISITORS AT CARMAN-AINSWORTH MIDDLE SCHOOL**

We welcome parents and guardians to school. Be involved in your student's education and enjoy the school as your community school. Parents who wish to visit classrooms would be asked to contact the teacher 24 hours before coming for a visit.

**All parents, guardians, and visitors are required to check in at the main office and obtain a Visitors Pass before entering the general building and classroom areas. This is a practice designed to control the school environment and promote student safety.**

## **PARENTVUE**

Carman-Ainsworth Middle School uses an on-line system called ParentVUE. Parent VUE is a great tool that allows parents and guardians to stay informed about their child's progress throughout the year. ParentVUE accessible with a Username and Password that can be obtained at the Middle School Main Office. You can get to ParentVUE by going to the district website at [www.carman.12.mi.us](http://www.carman.12.mi.us), click on "Select a School" click on Parents tab and in the drop-down menu bar and you will see ParentVUE. If you are in need of your activation key, please contact the main office.

## **PHYSICAL EDUCATION**

Uniforms are not required. Shorts, cut-off shorts and t-shirts may be worn. Students must provide their own towels and soap for showers. Students will be issued a school lock at the start of their PE class. All locks must be turned in at the end of the PE session or a fine will be assessed. **The school cannot be responsible for lost or stolen items.**

## **PREPARATION FOR CLASS**

Each student is to have a pencil or pen, proper textbooks, paper, and other essential equipment for each class. Homework is assigned for the student's benefit, and it is to be completed on time. It is the expectation of the school that students will complete their assignments. Students who are having a difficult time completing schoolwork must meet with their counselor to seek academic assistance.

## **PRINCIPALS and DEANS**

If the need arises to meet with a principal or dean, please set up an appointment ahead of time. This will allow sufficient time to help address your concerns. Please feel free to contact a principal or dean at any time.

## **PURSES**

All styles of purses or purse backpacks must be secured in a locker while school is in session. This includes fanny packs. Purses are **NOT** permitted throughout the building, including the **cafeteria**. If a student needs some personal items that are contained in their purse the student may retrieve those items from their locker with a pass from their teacher or administration. Lockers are usually in reasonable proximity to their classes.

## **RESTROOMS**

Restrooms are located throughout the building. Students are **NOT** allowed to loiter in the restrooms at any time. Students are to use restrooms located in their house area except during lunch or when their class is held in another grade level area. During lunch, all students are expected to use the restrooms across from the band rooms. The number of students allowed into restrooms is monitored regularly.

## **SCHOOL CLOSING**

In the event that school would be called off due to weather or any other extenuating circumstances, the following sources will make the announcement to the public:

**TV stations:** WNEM (5), WJRT (12), and WEYI (25)

**F.M. stations:** WDZZ (92.7), WWCK (105.5), WHNN (96.1), WCRZ (108), and WKCQ (98.1)

**A.M. stations:** WFDF (910)

## **SPIRIT DAY GUIDELINES**

The following guidelines are an approved modification of the dress code as outlined in the student's handbook: The theme for homecoming special dress days will be announced in advance.

1. **NO** profane or sexually suggestive types of clothing or dress.
2. **NO** facial covering such as masks or full-face paint.
3. Students may come to school with colored hair, but may not color their hair in school. Nor may they have hair-coloring agents in school.
4. Hats/bandannas or other head coverings are allowed only on designated "Hat Days."

## **STUDENT ASSEMBLIES**

Assembly programs are presented at various times throughout the school year. Through these programs, a genuine effort is to provide an enjoyable and worthwhile activity for all students who in turn are expected to be attentive and demonstrate proper behavior.

## **STUDENT COUNCIL**

The purpose of the Student Council is not to govern students, but to serve as a meeting place between the student body and the administration, where the students can assume much of the responsibility of organizing their school activities. It is the place where problems or questions arising from either students or the staff can be presented for discussion and consideration. Officers of the Student Council are elected in school-wide balloting.

## **TELEPHONE**

The student phone in the Attendance Office may only be used by students **in case of an emergency to call a parent/guardian.**

## **TEXTBOOKS AND OTHER SUPPLEMENTAL MATERIALS**

Textbooks, workbooks, and other assets, etc... are provided for student use by the Carman-Ainsworth School District. Students are responsible for the proper care and return of school provided assets to them. **It is important that the student's name is in the textbook that is assigned to them. Fines will be assessed for books that are lost or damaged.** Books must not be left in the halls, on top of display cases, or on top of heat ducts. **Books belong with the student or in their locker.** Students are responsible for the textbooks issued to them. If a book is lost, the student should check for it as soon as possible in the Attendance Office.

Assets will be distributed by the classroom teacher and/or the media center all assets will be checked out to the student in the Media Center using a bar code scanner. Students must return any checked-out asset **to the Media Center**, or they will be charged a fine. A charge will

also be made for unnecessary damage to any asset issued to a student. All unpaid fines will accumulate from year to year.

### **TOYS, TRADING CARDS AND GAMES**

Leave trading cards, games, toys, and other distractions to the educational environment at home. The school **will not be responsible** for items lost, traded or stolen. Sports cards, collector cards, playing cards and similar items have no place in the school. Squirr guns are not allowed. Skateboards are to be kept off school property including school buses. Basketballs and other sport balls must be secured in lockers and are to only be used during designated times. Failure to comply will result in confiscation.

### **TRANSFER TO ANOTHER SCHOOL**

Students who plan to transfer to another school district must checkout through the Main Office. All students must follow the checkout procedure.

Checkout procedure:

1. Report to the Main Office and get a checkout form before first hour.
2. Student is to return all books and school property and/or pay for outstanding bills.
3. A parent/guardian must verify where the student will be attending school.

### **VACATIONS**

Students who take an extended family vacation must have a vacation form filled out prior to leaving, indicating the days of absences and reason for missing school. A principal and all affected teachers must sign the form. The form is to be returned to the Attendance Office at the end of the day. **Arrangements for make-up work should be made in advance and returned to teachers on the day the student returns to school.** Attendance is the key to student success. Vacation absences must be infrequent.

### **VOLUNTEERS**

All buildings have an organized volunteer program. Parents, students, and other community members are invited to volunteer their services in a variety of ways. If you would like to volunteer or want to know more about the volunteer program, please contact the Main Office at Carman-Ainsworth Middle School. All volunteers are required to undergo a background check prior to volunteering. All volunteers are required to sign in at the Main Office.

### **WAITING FOR A RIDE AFTER SCHOOL**

Students who are waiting for a ride home or to some activities are to wait in the main foyer next to the office complex. Students are expected to be picked up immediately after school has been dismissed. Students participating in athletics must wait by the gym entrance. Students wishing to attend an after-school scholastic or athletic event at the middle school are not allowed to stay after. Students must go home and come back to the building during the designated activity time. Students are not to wander the building. Students not in compliance with this request may be subject to disciplinary action.

## EXTRA CURRICULAR ACTIVITIES

### ATHLETICS

Carman-Ainsworth Community Schools offers a balanced interscholastic program for both girls and boys. To ensure that the maximum number of each gender have 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 the girls' teams nor will girls be permitted to try out for the boys' teams where comparable athletic opportunities are provided by the district. All contact sports such as football and basketball will be limited to members of a single sex.

### INTERSCHOLASTIC AND INTRAMURAL ATHLETICS SEVENTH AND EIGHTH GRADE ONLY

The following sports will be offered either on an interscholastic or intramural basis:

**FALL**    Boys: Football, Cross Country, Cheerleading

Girls: Basketball, Cross Country, Cheerleading

**WINTER** Boys: Wrestling, Basketball, Swimming, Cheerleading

Girls: Wrestling, Volleyball, Swimming, Cheerleading

**SPRING** Boys: Baseball, Track

Girls: Softball, Track

Sixth grade students are not permitted by State School Code to participate in interscholastic competition. Their sports are intramural and community education.

Participation on a school athletic team is a privilege. Students must follow all school expectations as expressed in the Student Handbook, the Athletic Code of Conduct, and the team rules. Students must also maintain academic eligibility. Students must follow any extra team rules as required by their coach.

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 no matter what precautions are taken, injuries in sports cannot be completely avoided.

### ATHLETIC ELIGIBILITY GUIDELINES – SEVENTH / EIGHTH GRADE ONLY

The following is a summary of the athletic discipline code. See the Athletic Coordinator for specific board policy. All school rules for conduct and behavior apply to athletes. Student athletes representing our school are expected to have excellent behavior.

A. **Academic requirement**

Students must have passed five (5) credit courses during the previous semester. Students must currently be passing all classes (Carman-Ainsworth Board of Education rule).

B. **Age**

Eighth grade students must be under 15 and seventh grade student must be under 14, unless the student's birthday occurs on or after September 1<sup>st</sup>.

C. **Attendance at practice and games**

All team members shall be at all practice sessions and athletic contests at the times designated by the coach. We realize there are situations when it is impossible for a participant to attend due to illness, injury, and other required school or family commitments. The participants shall make prior arrangements with the coach for an excused absence.

D. **Awards**

Students cannot receive money for participating in MHSAA sponsored sports. Students may accept for participation in athletics a symbolic or merchandise award, which does not have a value over \$15.00. Banquets, luncheons, dinners, trips, and fees or admissions to camps or events are permitted if accepted "in kind."

E. **Enrollment**

Students must be enrolled in the school for which they compete.

F. **Limited team membership**

After practicing or participating with the middle school teams, students cannot participate on non-school teams in the same sport during the same season. Students in the individual sports of cross-country, swimming, and track and field may participate in two meets outside of school during the season.

G. **Physical examination**

Students must have physical on file in the Attendance Office, a physician's statement for the current school year certifying that they are physically able to compete in athletics. A physical after April 15<sup>th</sup> is good for the following school year.

H. **Proof of insurance**

All student athletes must have proof of health insurance (Carman-Ainsworth Board of Education rule).

I. **School attendance**

School attendance on the day of a contest is required. In the event of an emergency, a student who is absent from school on the day of the contest may be allowed to participate with the approval of the principal or athletic coordinator. If you are suspended in or out of school, you may not practice or play in a contest until the suspension is over. Students must attend at least three hours of school.

J. **Sportsmanship**

Players conduct and behavior towards opponents, game officials, coaches, or any other supervisory staff shall be of the highest caliber in keeping with the standards of good sportsmanship. Fighting is never justified. Players on the team bench who leave the bench during a fight will be considered involved in the fight. Taunting, profanity, and/or racial remarks will not be tolerated. Players who are removed from a game for unsportsmanlike behavior will sit out the next game (MHSAA rule).

K. **Travel to and from games**

Students must travel to all away athletic contests on school owned or chartered busses or other such approved vehicles and shall return home on the same vehicle after the contest is over. A seventh or eighth grade student may return home after the contest with the student's parent/guardian if a parent/guardian signs them out with the coach. Players' behavior on the team bus will be safe and will conform to the Carman-Ainsworth School district bus policy.

L. **Uniforms and equipment**

Athletes will be responsible for all school equipment, which is issued to them during a sport season. 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 practice session or athletic contest until this obligation has been cleared.

M. **Use of alcohol and/or drug substances**

The use, possession, distribution, or sale of alcoholic beverages, illegal drugs, including steroids and substances advertised as illegal drugs, i.e. look alike drugs, is a violation of the athletic rules and subjects the athlete to penalty and suspension for ten (10) days or more.

N. **Use of tobacco**

The use, possession, distribution, or sale of all tobacco products is a violation of the athletic rules and subjects the athlete to penalty and suspension for three (3) days or more.

The possession or use of alcoholic beverages, drugs, chewing tobacco, or smoking products in addition to the provisions of the Discipline Code shall fall under the following regulations, which pertain to students involved on an athletic team:



1. Athletes will be disciplined whenever a referral is made to an administrator, the coach, and/or athletic coordinator based on (1) self-admittance or (2) caught in the act by school personnel or authorities or (3) conclusive evidence.
2. Any discipline measures taken will be for the current school year only, unless otherwise specified in the Student Code of Conduct.

### **AN ATHLETE WILL NOT BE PERMITTED TO PRACTICE OR PARTICIPATE IN AN ATHLETIC CONTEST DURING THE TIME OF AN IN-SCHOOL SUSPENSION OR OUT OF SCHOOL SUSPENSION**

State athletic eligibility rules are posted in the physical education office. All athletes should read them; any questions pertaining to these rules should be directed to the Athletic Director. Please call the Athletic Director's Office at 591-6208 regarding athletic eligibility or related questions.

Teachers may notify the Athletic Director of any athletes having citizenship problems in a class. The Athletic Director will in turn contact the student and his/her coach for corrective measures.

Any athlete dropped from team membership for disciplinary reasons will not be eligible to receive a letter, certificate, or other recognition and awards established for members of the team by the school.

Each coach has the authority to develop additional rules for his/her sport consistent with school-wide rules and procedures. The rules will be subject to approval of the Principal and the Athletic Director. These rules must be presented in writing to all team members at the beginning of the season.

### **HOW TO SUPPORT OUR TEAM**

**We will 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 a natural break 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.

**Both the spectators and players from BOTH sides need to applaud the recovery of an injured player.**

Wait patiently until an injured player seems to be OK 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. Do not show our students that it is 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 in learning to compete within the rules and to accept and overcome the adversity that is sure to come as part of the competition.

**You have the opportunity to stand for the National Anthem.**

This is another learning experience for middle school students and a choice that they are entitled to make. All are expected to remain respectful regardless of decision.

**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.

## **ACTIVITIES AND CLUBS**

Get involved! One of the best aspects of going to school is the involvement you can have with a variety of activities and clubs. It is a great way to meet people with similar interests and make new friends. We offer a number of athletic opportunities of which many are "no cut" for students. Eligibility requirements must be met and students must commit to practice and contest schedules but if you keep your grades up and want to play you can. We have a number of non-athletic activities and clubs for students. Student Council, Student Leadership groups, Book Bowl, Robotics, Drama, Science Fair, Spelling Bee, numerous Art and Essay contests and many special events are just a few of the programs that students can choose to get involved with. It does not matter what activity or club you choose to do, just as long as you **GET INVOLVED!**

## **STUDENT CHOICE APPROACH POSITIVE BEHAVIOR INTERVENTION SUPPORT**

The Student Choice approach is a way to emphasize the importance of making appropriate behavior choices. As students realize the good results of good choices, the success by all students is enhanced.

Positive choices by students will lead to a quality experience at CAMS for the individual student and the school in general. CAMS students are expected to exhibit positive choices every day.

When an expectation is not met, an intervention may be used to re-teach expected behavior. Based on the seriousness of an infraction a consequence may be issued.

Parents are a key part in the teaching of positive behavior in school. Parental support and the connection with the school staff-administration is very much needed and appreciated. The goal is for all students to exhibit high behavior expectation in which to foster an environment of optimal learning.

### **Examples of Interventions that may be used to re-direct off task student behavior:**

Teacher or support staff warning or reprimand of student.

Parent contact by teacher or support staff.

Administrative warning or reprimand.

Parent contact by administration.

### **Process to be followed and consequences issued if intervention used to improve student behavior is unsuccessful (Please refer to appropriate behavior continuum)**

#### **Referral to Behavior Interventionist.**

The students complete a restorative reflection form. The parent is contacted by the behavior interventionist and or teacher. Any teaching and support staff may refer a student. Students are to report directly to the behavior interventionist upon receipt of a referral. Students will follow the rules assigned by the interventionists.

#### **Referral Forms**

Students are responsible for sharing referral forms with their parent/guardians. All referral forms must be signed by parent/guardian and returned the next school day.

#### **Referral to Saturday School Detention**

Students will attend school for three hours and complete schoolwork. Saturday School Detention will start at 8:00 a.m. Students must have all their own supplies to complete their assignments. Talking, eating, and drinking are prohibited. Students will be dismissed from Saturday School Detention at 11:00 a.m. Parents please pick your student up at 11:00 a.m. Saturday school detentions will not be re-scheduled. If your student misses their assigned Saturday school detention, further discipline will be determined by an administrator. If your student misses another Saturday school detention that is assigned, they will then be given a one day out of school suspension. Student will follow rules assigned by the supervisors.

#### **Lunch Detention**

In-School lunch detentions will run daily for 30 min/session. Students will report to the designated area upon receiving their lunch. Students will remain in the designated area for the duration of the detention period. Any horseplay and/or disruptions during lunch detention may result in additional consequences.

### **Out of School Suspension**

Students are suspended from school. Length of suspension is dependent upon seriousness or frequency of violation. Administrative discretion used to determine length of suspension, up to 10 days. The Superintendent has the authority to increase the suspension up to 45 days. Students are expected to make up work missed during a suspension. Make up work is due upon return to school. The student is granted the same number of days of the suspension, plus one day to complete make up work.

### **Expulsion**

Students will lose all rights to attend school in any district. Long-term suspensions in excess of 45 days and expulsions are determined by the Board of Education.

### **Police Charges**

The Student Code of Conduct and Michigan School code requires police notification in serious violations of the code. Charges may be filed.

### **Behavior Contract**

Students who have a serious pattern of behavior violations will be placed on a Behavior Contract. These contracts require behavior improvement. Students who violate the Behavior Contract will be subject to the suspension up to 45 days or expulsion from school.

More serious behavior offenses will be guided by School Board Policy as described in the Student Code of Conduct. If necessary, police involvement may be necessary. Administration will use their discretion in responding to violations of school policies and procedures.

## **SCHOOL BUSES**

The bus driver will be in charge at all times. If a student conducts him/herself in a manner that endangers the welfare of others, he/she may be refused the privilege of riding the bus. To leave school on a different bus or to disembark at a stop other than the student's own place of residence requires a note from a parent/guardian which is signed in the Guidance office granting permission. The school may act to enforce school rules at the bus stop, and movement from the bus stop to and from home.

### **BUS RULES**

1. The driver is in charge of the bus at all times.
2. Misbehavior at the bus stop will be considered a school related offense, which may result in discipline action.
3. To maintain regular schedules, pupils must be at their pick-up location on time, which is five minutes before pick up time. Bus drivers cannot wait for tardy students.
4. 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, student must behave in a well-mannered orderly fashion with no physical or verbal abuse to others. Students must wait until the bus has come to a complete stop and the door is open 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 open.

5. All students who cross the street or road when leaving the bus must cross 10 feet in front of the bus. Students are not to linger but cross promptly.
6. Students are expected to remain in the seat designated by the driver.
7. Students must keep their feet out of the aisles, off seats, and off the backs of seats and refrain at all times from moving around while the bus is in motion.
8. There is to be absolutely no talking or other noise when approaching and crossing railroad tracks.
9. Side windows may be lowered halfway only. No part of the body and no objects should be extended outside the window.
10. There shall be no loud talking, shouting, whistling, or profanity on the bus at any time. Students must avoid unnecessary, disturbing noises. The driver should not be distracted while the bus is in motion. Students are not to shout at passing persons or vehicles.
11. Fighting, wrestling, or horseplay will not be tolerated. Students must refrain from taking other students' property such as hats, coats, backpacks, pencils, books, and lunches. Throwing of articles of any kind on the bus is dangerous and will not be tolerated.
12. Animals, reptiles, amphibians, and birds are not permitted on the bus. Large items not able to fit on the student's lap are not permitted. Weapons, knives, fireworks, and dangerous objects are prohibited on the bus. Radios, iPods and CD players are not allowed on the bus. The aisles shall be kept clear at all times. Litter should be placed in waste containers.
13. Eating, smoking, chewing tobacco or possession of intoxicants or illegal substances on busses is prohibited. Students are not to play with matches or fire on the bus.
14. Anyone apprehended for deliberately damaging a bus (tearing seats, breaking windows, etc) will be suspended from riding the bus and held financially responsible for repair or replacement.
15. Students are to keep any approved articles, which are brought on the bus, in a bag or case. These articles include musical instruments, athletic equipment, toys, etc.
16. Students are not permitted to eat or drink on the bus. No gum is allowed. No glass containers are allowed on the bus.
17. The rear door of the bus is to be used only in case of emergencies.
18. Transportation will be denied to any unauthorized persons.
19. 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, and property of others or control of the bus.

## **BUS BEHAVIOR CONSEQUENCE PROCEDURE**

### **Bus Behavior Consequence Procedure**

Students who violate bus expectations will be disciplined in the following manner:

- **First Bus Referral** – Warning
- **Second Bus Referral** – Suspension of bus privilege for three days.
- **Third Bus Referral** – Suspension of bus privilege for five days.
- **Fourth and Subsequent Bus Referrals** – Long term bus privilege suspension, to be determined by CAMS administration.

The behavior procedure may be adjusted in the case of a more serious offense as determined by the principals. Serious Student Code of Conduct bus offenses may result in school suspension as well as loss of bus privilege.

Students who are suspended off the bus must still attend school. They will need to arrange their own transportation to and from school for those days.

# CARMAN-AINSWORTH COMMUNITY SCHOOLS

## STUDENT CODE OF CONDUCT

### 2023-2024

#### Preamble

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

### **IV. Attendance**

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

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

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

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

### **V. Disruptive Conduct**

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

## **VI. Identification**

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

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

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

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

## **VIII. Search and Seizure**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student driven automobiles parked on campus under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Items seized and not claimed by the end of the current school year will be forfeited.

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

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

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

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

- B. Locker Searches: Student lockers are school property and remain at all times under the control of the school; however, students will assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.
- C. Electronic Device Searches: Chromebook network drives are school property and remain at all times under the control of the school; however, students will assume full responsibility for the security of their Chromebook. Periodic general inspections of Chromebooks may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.
- D. 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.
- E. Seizure of Illegal Materials: If a search yields illegal or unauthorized materials, such findings shall be turned over to proper legal authorities for ultimate disposition.
- F. School Resource Officers: School Resource Officers assist students, staff, and administration in the effective operation of the school. The primary function of the School Resource Officer is to serve as a go-between the school and law enforcement agencies and to provide the following services to the district: building security, referral agency information, juvenile and adult court referrals, problem solving assistance, juvenile diversion referrals, support in investigating criminal activity and school rule violations, assistance in verifying residency of district students, and in truancy matters. The School Resource Officer and the district will coordinate information obtained by either the district or law enforcement

agencies to better assess and meet the needs of students. Students and parents should understand that information will be exchanged between the school district and the law enforcement agency.

#### **IX. Age of Majority**

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

#### **X. Student Records**

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

#### **XI. FERPA**

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

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

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

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

- A. Student's name
- B. Address
- C. Telephone number
- D. Date and place of birth
- E. Major field of study
- F. Participation in officially recognized activities and sports
- G. Height and weight if member of an athletic team
- H. Dates of attendance

- I. Date of graduation
- J. Degrees, honors, and awards received
- K. Honor rolls
- L. Scholarships
- M. Telephone numbers for inclusion in school or PTO directories
- N. School photographs or videos of students participating in school activities, events, or programs
- O. Grade level

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

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

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

## **XII. Sexual Harassment**

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

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

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

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

### **XIII. Title IX**

The Board of Education of the Carman-Ainsworth Community School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinators are:

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

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

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

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

### **Bullying Policy**

#### **I. Definitions**

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

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

The Board believes that bullying and hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any district-sponsored event. Students are expected to report bullying and hazing to a school adult.

## **II. Reporting**

Any student who believes they have been or are currently the victim of bullying or hazing, or has witnessed bullying or hazing, should immediately report the situation to the school principal or assistant principal. The student may also report concerns to a teacher, counselor, or adult staff member who will be responsible for notifying the appropriate school administrator. When possible, reporters/witnesses will be kept confidential.

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

## **III. Investigation**

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

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

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

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

## **Student Discipline**

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

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

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

## **II. Types of Disciplinary Consequences**

- A. Detention: Requiring a student to miss recess, receive an alternate lunch placement or after school detention under the supervision of school authorities. After School Detention and Saturday School will be assigned with prior parental permission. Physical duties may be assigned during detention periods. During detention, transportation will be the responsibility of the parent or guardian.
- B. In-School Suspension: The removal of a student from all regular school activities, hourly, or for a period of one to ten days by confining the student to a separate location in school and placing the student under the supervision of school authorities or their designee.
- C. Short-Term Suspension: To exclude a student from school and school sponsored activities for disciplinary reasons for a period of one (1) to ten (10) school days. A school principal or other school administrator has the authority to suspend a student for ten (10) or fewer school days.
- D. Long-Term Suspension: To exclude a student from school and school sponsored activities for disciplinary reasons for more than ten (10) but less than 45 school days.
- E. Expulsion: To exclude a student from school and school sponsored activities for disciplinary reasons for a period of 45 or more school days by action of the Board Sub-committee on Student Discipline.
- F. Bus/Transportation Suspension or Expulsion: Suspension or expulsion from bus transportation based on the student's conduct on the bus.
- G. Administrative Removal: Removal of a student from school based on the safety risk the student presents to themselves and/or others, with return permitted pending confirmation by a mental health provider.

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

## **III. Restorative Practices**

Carman-Ainsworth Community Schools utilizes Restorative Practices. Restorative Practices means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct. Before suspending long-term or expelling any student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student's misconduct, recognizing the



Board's commitment to minimize out-of-school suspensions and expulsions. Likewise, when suspending long-term or expelling a student, teachers, administrators, and the Board must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, and damage to property, class disruption, and harassment and cyberbullying.

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

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

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

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

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

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

A suspension from school involves exclusion from all school activities (on campus and/or at other locations) during the entire period of the suspension. This includes athletic practices, contests, and other curricular and extracurricular activities. A student may not be on school premises at any time during the course of a suspension. Students violating another school district's code of conduct while attending their school event(s)

are subject to disciplinary action by Carman-Ainsworth Community Schools Administration. (All students will receive credit for make-up work done during a suspension or expulsion, but all work must be submitted in accordance with the building's guidelines for makeup work.)

Public Act 103 of 1999, Section 1309, states 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. As soon as reasonably possible after the suspension, the teacher is required to conduct a conference with the parent or guardian of the student regarding the suspension.

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

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

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

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

A. The student and their parent or guardian will be provided with written notice of the charges against them which are the basis for the disciplinary action (i.e., the relevant *Revised School Code* provisions, Board Policies or Administrative Guidelines, and/or *Student Code of Conduct* offenses), and the factual basis for the charges. The notice shall also include:

1. The procedure to request a hearing before the Board Subcommittee on Student Discipline. \*  
***\*At the Superintendent's or Board's discretion, a district hearing officer may be appointed to assess the merits of the discipline appeal. The recommendation of the hearing officer will be acted on by the Superintendent and/or Board Subcommittee on Student Discipline.***
2. The right of the student and their parent/guardian to request an open or closed hearing.
3. The right of the student and their parent/guardian to be present at the hearing.
4. The right of the student and their parent/guardian to be represented by legal counsel, at their own expense.
5. A description of the hearing process, including that the student will have the opportunity to give their version of the facts, offer the testimony of and present evidence.
6. The recommended discipline.

B. At the hearing, conducted by the Board Subcommittee on Student Discipline:

1. The student shall be advised of the evidence offered against them.
2. The Board Subcommittee on Student Discipline may limit disclosure of the identity of students providing information relative to the charges.
3. The student will be given the opportunity to present their evidence.
4. Although the student may request the hearing occur in an open or closed session, the decision of the Board Subcommittee on Student Discipline shall be by formal motion and a vote. The action shall appear in the minutes of the Board Subcommittee on Student Discipline and be part of the public records. The student's name will not be reflected in the minutes or Board resolution.
5. The hearing shall be conducted by the Board Sub-committee on Student Discipline, which shall make its determination solely upon the evidence presented at the hearing. The hearing is not a court proceeding but the rules of evidence used in administrative proceedings will generally be followed.
6. A record may be kept of the hearing.
7. The Board Sub-committee on Student Discipline shall state within a reasonable time after hearing its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion or other discipline.

C. An expulsion from school involves exclusion from all school activities for the entire length of the expulsion. This includes athletic practices, contests, and all other curricular and extracurricular activities. An expelled student may not be on school premises at any time during the course of the expulsion.

## **VI. Due Process**

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

In exercising its disciplinary authority, the district will be guided by a reasonable and fair approach to the law and to district policy. Every effort shall be made by principals, other administrators, and faculty members to resolve problems through effective use of school district personnel in cooperation with the student and their parent or guardian. Investigation will take place as soon as possible, notwithstanding the presence of parents/guardians.

A student recommended for suspension of more than 10 days or expulsion will be given an opportunity for a hearing with the Board Sub-committee on Student Discipline if they or their parent or guardian indicates the desire for one. A hearing will be conducted to provide the student and their parent/guardian 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 their own expense.

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

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

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

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

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

### **A. CRIMINAL ACTS**

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

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

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

the student's conduct impacts the normal function of the school or the safe learning environment of students or staff.

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

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

### **Penalty:**

Notification to parent/guardian and detention, suspension, and/or report to police based on administrative discretion in reviewing the facts and circumstances.

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

### **Penalty:**

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

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

### **Penalty:**

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

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

**Penalty:**

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

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

**Penalty:**

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

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

**Penalty:**

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

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

**Penalty:**

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

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

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

**Penalty:**

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

- a. For students in grades 6 and above: subject to consideration of the seven (7) factors listed in MCL 380.131d(1), permanent expulsion with possible reinstatement after 180 days, report to police, notification of parent/guardian, and notification of public agencies as required by law.

- b. For grades 5 and below: minimum of suspension/long-term suspension or expulsion, notification of parent/guardian and/or report to the police.
- 2. **Physical Assault against Another Student:** - Behavior aimed at intentionally causing or attempting to cause physical harm to another student through force or violence that occurs on school property, at any school sponsored activity, or on any school related vehicle.

**Penalty:**

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

**Penalty:**

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

**Restorative Practices** may be utilized in attempt to resolve/address situations that led to fighting/hostile confrontations.

**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.

**High/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. Penalty based on administrative discretion in reviewing the facts and circumstances.

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

In addition to out-of-school suspensions, students involved in a fight/hostile confrontation must meet with their Counselor, Behavior Interventionist, along with their parent/guardian prior to returning to school. Students will also be placed on a one (1) year social probation, 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 are eligible to file an appeal after three (3) calendar months from date of incident.

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

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

**D. INAPPROPRIATE BEHAVIOR:**

1. **Theft/Abuse of Property/Vandalism:** Students endangering or abusing the property of students, school employees, or the school, including but not exclusive to the following: theft, misuse of books, materials and 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 must be made for all damage or loss of property. The student may be removed from the related class.

2. **Insubordination:** Refusal to obey established and well-defined rules and school regulations or refusal to obey reasonable directions or instructions of school



personnel. This includes being in an unauthorized area, refusal to leave school grounds at the request of school personnel, horseplay and/or littering.

**Penalty:**

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

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

**Penalty:**

Discussion of policy, detention, suspension, or expulsion and/or report to police and/or notification to parent/guardian.

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

**Penalty:**

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

5. **Persistent Disobedience:** Consistent violations of school rules and regulations; repeated involvement in behavior that disrupts the educational process of other students. Penalty based on administrative discretion in reviewing the facts and circumstances.

**Penalty:**

Suspension or expulsion and notification to the parent/guardian.

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

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

7. **Criminal Sexual Conduct:** Violation of the Michigan Penal Code, MCL 750.520b, 520c, 520d, 520e, or 520g, which includes engaging in sexual penetration or sexual contact with a person under 13 years of age, while armed

with a weapon, using force or coercion to accomplish that act, during the commission of another felony, and/or when the victim is mentally incapacitated or physically helpless. A student who believes they have been the victim of such conduct should report this immediately to an administrator or other school official. An investigation will follow, as well as appropriate disciplinary action and notification of parents, police, and other related agencies.

**Penalty:**

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

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

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

**Penalty:**

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

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

**Penalty:**

Discussion of policy, detention, suspension, or expulsion and/or report to police and/or notification to parent/guardian.

10. **Improper Use of a Motor Vehicle:** Conduct in the operation or occupancy of a motor vehicle, which may endanger the security of people or property while on school grounds. Students are not permitted to transport other students away from school grounds during the school day. Please be advised that dangerous driving and/or driving in a manner that puts others at risk may result in discipline up to and including recommendation for expulsion from school.

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

**Penalty:**

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

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

**Penalty:**

Discussion of policy, detention, suspension, or expulsion and/or report to police and/or notification to parent/guardian.

12. **Possession/Sale of Fireworks or Making False Fire Alarms:** Possession and/or sale of fireworks on school property or at a school function or making a false fire report/alarm or inappropriately pulling a fire alarm. **This behavior is a violation of state law.**

**Penalty:**

Discussion of policy, 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 damage or loss of property.

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

**Penalty:**

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

- a. For students in grades 6 and above, subject to consideration of the seven factors listed in MCL 380.131d(1), permanent expulsion with possible reinstatement after 180 days, report to police, and notification to parent\guardian.
- b. For students in grades 5 and below who have been expelled for threatening another person with a dangerous weapon: permanent expulsion subject to possible reinstatement after 90 days, report to police, and notification to parent/guardian. Notification of expulsion to public agencies as required by state and federal law.

NOTE: The seven (7) factors listed in MCL, 380.1310d(1) will not be considered when a student is charged with possessing a firearm in a weapon free school zone. A student who possesses a firearm in a weapon free school zone is

subject to permanent expulsion under the *Revised School Code*, MCL 380.1311(2).

14. **Arson:** In a school building or on school grounds; intentionally burning, damaging, or destroying by fire or explosive.

**Penalty:**

Subject to consideration of the seven factors listed in MCL380.1310d (1), permanent expulsion with possible reinstatement after 180 days, report to police, and notification to parent/guardian and notification of public agencies as required by state and federal law.

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

**Elementary and Middle School Policy:**

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

**Penalty:**

Students will receive a referral and progressive discipline may be determined by the school administrator.

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

**High School Policy:**

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

Cell Phones/Electronic Devices are permissible for use:

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

When a student is directed to put a cell phone away, not use it, surrender it, etc. by a school employee or contractor and fails to do so, the student will be considered insubordinate and defiant.

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

**Penalty:**

Notification to parent/guardian and detention, suspension, and/or report to police based on administrative discretion in reviewing the facts and circumstances.

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

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

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

**Penalty:**

Notification to parent/guardian, discussion of policy and detention, suspension, and/or report to police based on administrative discretion in reviewing the facts and circumstances.

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

**Penalty:**

Detention, suspension, and notification of parent/guardian.

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

**Penalty:**

Based on administrative discretion in reviewing the facts and circumstances, discussion of policy, detention/suspension/expulsion and/or report to police and/or notification to parent/guardian.

**VIII. Discipline of Students with Disabilities**

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

**Re-Evaluation of Code**

A committee shall be appointed to re-evaluate the *Student Code of Conduct* every four years. It is recommended that, along with parents, teachers, and administration, students from the high school and the middle school be included in the reevaluation process. *Last revised July 2023.*

**English as a Second or Other Language (ESOL) or English Language Learners (ELL)**

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

## Complaint Procedures – Unlawful Harassment/Discrimination

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

### 1. Reporting Unlawful Discrimination/Harassment

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

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

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

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

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

A student may also report incidents of unlawful discrimination and/or harassment to the U.S. Department of Education's Office for Civil Rights, the police, or other outside agencies as applicable. There is no requirement that a student exhaust the District's complaint procedures before filing a report or complaint with an outside party.

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

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

## **2. What Happens Next**

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

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

## **3. Informal Complaint Process**

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

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

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

## **4. Formal Complaint Process**

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

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



Compliance Officer will advise the respondent of the opportunity to submit a written response to the complaint.

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

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

## **5. Additional Information**

Additional information regarding Carman-Ainsworth's discrimination and harassment policies and procedures is available in its Board Policies and Administrative Guidelines; Board Policy and Administrative Guideline 5517.

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

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

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

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

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

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

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

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

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

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

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

## **2. What Happens Next**

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

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

## **3. Informal Resolution Process**

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

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

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

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

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

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

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

## **5. Appeal Process**

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

## Formal Complaint

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

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

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

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

Detailed description of the Incident(s):

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

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Signature of Person Making the Report

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

(over)

Resolution

5517 F1/page 2 of 2

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

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

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Resolution: \_\_\_\_\_

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