

# **CARMAN-AINSWORTH**

## **MIDDLE SCHOOL STUDENT HANDBOOK 2026-2027**



**Carman-Ainsworth Middle School  
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Flint, Michigan 48507  
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**[www.carman.k12.mi.us](http://www.carman.k12.mi.us)**

## **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.



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## **Welcome Middle School Students and Families!**

Dear Families,

Welcome to Carman-Ainsworth Middle School! We are excited to begin the 2026–2027 school year, and we are looking forward to partnering with our students, families, and community members to make it a successful year of learning and growth.

We strongly encourage parents and guardians to become involved in the many opportunities and activities available at our school. Family engagement plays a vital role in student success, and we value the partnership between home and school.

As we continue our mission of developing academically successful, responsible, and productive citizens, we encourage all students to strive for excellence and engage in meaningful learning experiences, school activities, and enrichment opportunities that foster academic success and personal growth at Carman-Ainsworth Middle School.

Please take time to review this handbook with your child. It is important that all students and parents/guardians understand the school's expectations, policies, and procedures. Please note and understand that these policies and procedures may change or be modified at any time. This handbook is intended to provide general information and guidance. It is not all-inclusive and does not create a contractual agreement between the school, students, or families. School administrators and staff are responsible for interpreting and applying handbook provisions in situations that may not be specifically addressed. Decisions will be made in accordance with Board of Education policies, state and federal laws, and the best interests of the school community.

The most current handbook information, expectations, and updates can be found on the district website. In all cases, the information contained in this handbook does not supersede or contradict the Student Code of Conduct, which is outlined in Section III of this handbook. We look forward to a wonderful school year and to supporting every student as they learn, grow, and achieve success.

Sincerely,

Mrs. Sara Strouse, Principal  
Mr. Faculak, Assistant Principal  
Mr. Foster, Assistant Principal/Athletic Director  
Mr. Hawkins, Assistant Principal

## 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 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 fulfil the exploratory needs of our students.

We share with the home the responsibility of helping 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 2026-2027**

**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 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 ensure 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 I rights will be presented, along with the School Wide Improvement Plan, the Title I Plan, the Parent Involvement Policy, CAMS Compact and Interventions.
- Parents/Guardians 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 ParentVUE. 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 scheduling needs of the parent/guardian.
- **Dinner & Conversation Nights:** The Middle School holds Dinner & Conversation Nights each year. Staff will invite parents to dinner and will discuss relevant topics 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, etc.
- **Open House:** An Open House is being held in September at CAMS. All parents/guardians are invited to tour the school, meet their child's teachers, and obtain information regarding classes and ways to support their child during the school year.
- **Meet the Team/NCAA Curriculum Nights:** Parents/Guardians and students are invited to these nights each sports season to get a better understanding of the academic side of collegiate sports.
- **Title I/NWEA Assessment Meetings:** Parents/Guardians will learn about the NWEA assessment, academic support and interventions offered at CAMS, and ways to help their child succeed while tracking academic growth using NWEA results.
- **High School and Beyond:** Eighth-grade parents will gain an understanding of Educational Development Plans (EDPs), SAT testing, and the high school curriculum as their child prepares for the transition to high school.
- **Art Show Night:** The Middle School Art Show highlights the talents of our students and provides families with a fun and engaging experience featuring displays and information about student learning.
- **Student Schedule Pick-up/Orientation:** Student Orientation will take place over three days before the start of the school year. We encourage all students and their families to attend. During orientation, students will receive their schedules and locker assignments, families can share important information with school staff, and administrators and teachers will be available to answer questions. Families will also have the opportunity to tour the building and become familiar with the school community as they prepare for a successful school year.
- **Volunteering/Visiting:** Carman-Ainsworth Middle School encourages and values parent and guardian involvement. Volunteer opportunities are available throughout the school year, including support for events such as Honor Roll Celebrations and other school programs. Parent visitors are also welcome and are encouraged to remain engaged in their child's educational experience. Please contact the main office to complete a volunteer application.
- **Parent Requests:** CAMS values a strong partnership with families and encourages parents and guardians to contact school staff at any time to discuss concerns and access support for their child's academic, social, or emotional needs.

**Involve parents in planning, reviewing, and making improvements to the School-Wide Title I 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 I/Continuous 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 I Program.

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

- Fall Open House Night (Annual Title I Meeting)
- Three 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/guardians with an opportunity to interact with their children's school by:

- Review the Title I Program, Parent Involvement Policy, and ask for suggestions for improvement.
- Title I/Continuous 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 I 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 (4 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 are 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 schedule to 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 progressed monitored regularly. Information will be shared with parents when appropriate.
- Title I 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 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 Orientations
- Open House Night
- Dinner and Conversation Night
- Meet the Team Nights
- Monthly School Newsletters/District Publications
- District Website, Parent Web will provide parents with materials and resources to help their child achieve success.
- High School and Beyond Night
- Title I/NWEA Assessment Nights
- Provide a list of community resources to individual parents and assistance in accessing these resources, as needed.

**Educate teachers, Title I 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 (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 the 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 students during Advisory (Student Resource Time). Students are required to sign a written compact form indicating they have reviewed the handbook. Students and Parents/Guardians should review the handbook online. The handbook provides parents/guardians with vital information concerning their rights and responsibilities, informs parents/guardians of NCLB requirements, student code of conduct, volunteer information, etc.

**District/School Website:** An internet website has been created for parents/guardians, 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/ District Newsletters:** The Middle School periodically releases newsletters. Newsletters include upcoming events, parent/guardian 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. The district also sends newsletters 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/guardians continuous online access to their students' grades and attendance. This allows parents/guardians 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:** Interpreter services are available through GISD, as needed, to ensure effective communication and meaningful engagement with all parents and guardians.

#### **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'/guardians' individual needs are met in order to foster more positive parent involvement.
- School Volunteer
- School Improvement/Title I Committee

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

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

- Annual Title I Meeting
- Parent-Teacher Conference Resource materials
- Family Learning Night Events
- Dinner & Conversation Nights
- NCAA Curriculum Nights & Materials
- Title I/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/guardian contacts)
- School/District newsletters written in a language parents can understand
- Accommodations for Parents with Disabilities
- Collaboration with Community Agencies
- Transportation Assistance
- Introductory Materials Provided for New Students & Parents/Guardians Throughout the Year (Informational Sheet)
- 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: Gloria Nealy

Vice President: James Johnson

Secretary: Lisa Koegel

Treasurer: La Cracha Handy

Trustee: Gary Cousins

Trustee: Mary Margaret Gleason-Gidcumb

Trustee: Katina Wilborn

Student Representatives: SaNiya Wells  
Semaj' Horton

#### **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: Gina Ryan

Assistant Superintendent: Russell Parks

Assistant Superintendent: Dr. Adrienne Nathan

Director of Special Services: Robert Hetheron

Director of Teaching and Learning: Detra Fields

Supervisor of Maintenance and Operations: Jeff Thornton

Supervisor of Transportation: Dale Covert

Supervisor of Food Service: Jennifer Yee

**SCHEDULE F - CARMAN-AINSWORTH COMMUNITY SCHOOLS**  
**CALENDAR FOR 2026-2027**

|                                                                  |              |                                     |
|------------------------------------------------------------------|--------------|-------------------------------------|
| Educators (Full Day)*                                            | Mon. – Fri.  | August 24-August 28, 2026           |
| Students Report (Full Day)                                       | Monday       | August 31, 2026                     |
| Labor Day Recess (No School)                                     | Fri. – Mon.  | September 4 – September 7, 2026     |
| Late Start Wednesdays Begin                                      | Wednesday    | September 23, 2026                  |
| October Recess (No School)                                       | Monday       | October 12, 2026                    |
| Students (Half Day)/Educators (Full Day)                         | Monday       | October 19, 2026                    |
| Elementary Records Day (Students half day)                       | Friday       | November 6, 2026                    |
| End of 1 <sup>st</sup> Marking Period                            | Friday       | November 6, 2026                    |
| Elementary Conferences (Students half days)                      | Thur. – Fri. | November 19-November 20, 2026       |
| Elementary Educators Half Day                                    | Friday       | November 20, 2026                   |
| Fall Recess (No School)                                          | Wed. – Sun.  | November 25 – November 29, 2026     |
| Winter Recess (No School)                                        | Sat. – Sun.  | December 19, 2026 - January 3, 2027 |
| Martin Luther King Day (No School)                               | Monday       | January 18, 2027                    |
| Middle School & High School Exams (Student half days)            | Wed. – Fri.  | January 20 – January 22, 2027       |
| End of 2 <sup>nd</sup> Marking Period / 1 <sup>st</sup> Semester | Friday       | January 22, 2027                    |
| M.S. & H.S. Educators Half Day                                   | Friday       | January 22, 2027                    |
| Elementary Records Day (Students half day)                       | Friday       | January 22, 2027                    |
| February Recess (No School)                                      | Monday       | February 15, 2027                   |
| Elementary Conferences (Student half days)                       | Thur. – Fri. | March 4 – March 5, 2027             |
| Elementary Educator Half Day                                     | Friday       | March 5, 2027                       |
| Last Late Start Wednesday                                        | Wednesday    | March 24, 2027                      |
| End of Third Marking Period                                      | Thursday     | March 25, 2027                      |
| Spring Recess (No School)                                        | Fri. – Sun.  | March 26, 2027 – April 4, 2027      |
| Students (Half Day)/Educators (Full Day)                         | Wednesday    | April 7, 2027                       |
| Students (Half Day)/Educators (Full Day)                         | Monday       | May 17, 2027                        |
| Memorial Day (No School)                                         | Monday       | May 31, 2027                        |
| Middle & High School Exams (Students 1/2 day)                    | Wed. – Fri.  | June 9 – June 11, 2027              |
| Elementary Records Days (Students 1/2 day)                       | Thur. – Fri. | June 10 – June 11, 2027             |

## ATTENDANCE AND TRUANCY POLICY

### Student Attendance -General Procedure

Consistent daily attendance is critical to student success and ensures that students have access to the full range of instructional opportunities provided by the school.

### 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 missed work. Arrangements need to be made with the 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 day to complete make-up work unless special arrangements are made with the specific teacher. Teachers will determine conditions for successful make-up work.

### 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 the 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. This includes Advisory (Student Resource Time). 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 falls under the truancy policy. Approved homebound students who do not complete assignments or cooperate with the homebound teacher will be considered truant.

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

**Level I:** The Attendance Office and teacher will work with the students to improve attendance.

**Level II:** The Attendance Office notifies the appropriate counselor when attendance concerns arise. 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 at this time.

**Level III:** If attendance concerns persist, the Attendance Office may refer the matter to the appropriate administrator for further review. The school will contact the family and may send a letter requesting that a parent or guardian schedule a meeting to discuss the attendance concerns and develop a plan to support improved attendance.

**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 for missed instruction. 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. Anyone taking a student out of the building must show a picture ID. The student will be sent 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, the student must report to the Attendance Office before being able to attend class.

## **Tardy Policy**

If your child is going to be late for school a parent/guardian, must do one of the following:

1. Call the attendance office and let the attendant know when your child will be arriving at school.
2. Send your child to the Attendance Office with a note.
3. Bring your child to the Attendance Office with a note or approved 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 marked as an unexcused tardy. 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.

*At CAMS, we believe being on time is an important life skill that supports academic success and demonstrates respect for learning. Our goal is to support every student in building positive habits through consistent expectations, supportive interventions, and meaningful accountability so that every student is present, engaged, and ready to learn.*

#### Tardy Policy and Procedure

Students must check in at their hallway station and receive a digital pass. Then, students will go directly to their classroom to begin learning. Administration reserves the right to add additional interventions including suspension if students do not fulfill the expectations associated with the assigned guidance(s).

| <b>Cumulative Per Hour</b> | <b>Guidance/Support</b>                                                                                                                                                                                                                              |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1st-3rd Tardy              | Teacher & Student Awareness Discussion<br><i>Parent/Guardian may be contacted.</i>                                                                                                                                                                   |
| 4th Tardy                  | Assigned Lunch Reflection - 30 minutes<br>Discussion with Behavior Interventionist or other staff member.                                                                                                                                            |
| 5th Tardy                  | Assigned After School Reflection - 1 hour<br>Parent/Guardian will be contacted.                                                                                                                                                                      |
| 6th Tardy                  | Assigned Lunch Reflection - 30 minutes<br>Discussion with Behavior Interventionist or other staff member.                                                                                                                                            |
| 7th Tardy                  | Assigned Lunch Reflection - 30 minutes                                                                                                                                                                                                               |
| 8th Tardy                  | Assigned Lunch Reflection - 30 minutes                                                                                                                                                                                                               |
| 9th Tardy                  | Assigned Lunch Reflection - 30 minutes<br>Parent/Guardian conference (Phone or In-Person) with the Behavior Interventionist.<br>The student will develop and sign a Tardy Improvement Plan with a Behavior Interventionist.                          |
| 10th Tardy                 | Assigned After School Reflection - 1 hour<br>Parent/Guardian conference (Phone or In-Person) with the Behavior Interventionist.<br>The student will review and discuss the Tardy Improvement Plan with adult support.                                |
| 11th Tardy                 | Assigned Lunch Reflection - 30 minutes & After School Reflection - 1 hour<br>Parent/Guardian will be contacted.<br>The administrator will meet with the parent/guardian and the student.<br>The administrator may assign an additional intervention. |
| 12th-14th Tardy            | Assigned Lunch Reflection - 2-30 minutes & After School Reflection - 1 hour<br>Parent/Guardian will be contacted.                                                                                                                                    |
| 15th Tardy                 | Assigned After School Reflection (3-1 hour) or Saturday School<br>Parent/Guardian will be contacted.<br>A team will develop a BIP (Behavior Intervention Plan) to address the student's tardiness.                                                   |

#### **Please Note:**

- Excessive tardiness may affect eligibility for school activities, incentives, celebrations, or field trips.
- Medical appointments verified school business, and other excused circumstances will be handled according to district attendance procedures.

# **SCHOOL POLICIES AND PROCEDURES**

## **BEHAVIOR EXPECTATIONS**

At Carman-Ainsworth Middle School, we believe that positive behavior is the foundation of a successful learning environment. Students are able make responsible choices each day and contribute to a school culture that is safe, respectful, and focused on learning. We are proud of our students and the positive impact they have on our school community.

When students make choices that do not align with school expectations, we view these moments as opportunities for learning and growth. Through our CAMS ROCKS expectations and support system, we work with students to develop the skills needed to make positive choices and become responsible members of our school community. Our goal is to provide guidance, support, and interventions that help students learn from their experiences while maintaining high expectations for behavior.

We recognize that strong partnerships between school and home are essential to student success. Families play a critical role in supporting positive behavior, and we value the collaboration of parents and guardians as we work together to help every student thrive. By partnering with students and families, we can create an environment where every student feels known, valued, safe, and empowered to succeed.

This section outlines our schoolwide behavior expectations and the supports available to help students be successful. While it is not possible to address every situation that may arise, school staff and administrators will use professional judgment, district policies, and the best interests of students when responding to behavioral concerns.

The handbook concludes with the Carman-Ainsworth Student Code of Conduct, which is part of Board of Education policy. Students and parents/guardians will need to review the Code of Conduct and discuss the behavior guidelines described therein. By reviewing the Code of Conduct together, everyone will gain a clear understanding of the expectations that help make CAMS a positive and productive place to learn and grow.

**CAMS ROCKS** is our schoolwide framework for promoting positive behavior, responsibility, and student success. It helps students understand and demonstrate the core expectations that contribute to a safe, respectful, and productive learning environment. The acronym ROCKS stands for:

**R = Respect**

At CAMS, we treat ourselves, others, and our school community with kindness, courtesy, and respect. Students demonstrate respect through their words, actions, and attitudes while helping create a positive and welcoming learning environment for everyone.

**O = Own Your Behavior**

We take responsibility for our choices, actions, and learning. Students are encouraged to make positive decisions, learn from their experiences, and demonstrate accountability both in and out of the classroom.

**C = Come Prepared**

Success starts with being ready to learn. Students arrive on time, bring necessary materials, complete assignments, and actively participate in learning opportunities each day.

**K = Knowledge is Power**

Learning opens doors to future opportunities. Students are encouraged to be curious, work hard, ask questions, and embrace challenges as they build the knowledge and skills needed for success in school and beyond.

**S = Safety First**

A safe school is a successful school. Students contribute to a positive and secure environment by making responsible choices, treating others with respect, and helping ensure that classrooms, hallways, buses, and common areas remain safe, orderly, and welcoming to all.

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. 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**

### **R = Respect**

#### **Arrival & Departure**

- Use appropriate voice levels while in the building.
- Demonstrate kindness and respect toward students, staff, and visitors.

#### **Bus**

- Follow the bus driver's directions promptly and respectfully.
- Use kind and appropriate language.
- Maintain a calm voice level to help create a safe and positive ride.

#### **Hallways**

- Use appropriate voice levels.
- Treat others with kindness and respect.
- Use respectful language and actions.
- Be considerate of neighboring lockers and shared spaces.
- Help keep the building clean and well-maintained by respecting school property.

#### **Cafeteria**

- Show appreciation and respect to cafeteria staff and fellow students.
- Wait patiently and respectfully in line.
- Respect personal space and belongings.
- Engage in positive conversations and use appropriate language.
- Help create a welcoming and enjoyable lunch environment for everyone.

### **O = Own Your Behavior**

#### **Arrival & Departure**

- Remain in your designated area and follow arrival and dismissal procedures.
- Manage your time responsibly by listening for bells and arriving at class on time.

#### **Bus**

- Board the bus in an orderly manner and demonstrate patience and respect for others.
- Keep personal belongings with you and organized.
- Follow dismissal expectations and travel directly to your bus/pick-up area after school.

#### **Hallways**

- Respect personal space by keeping hands, feet, and belongings to yourself.
- Carry your Chromebook and materials responsibly.
- Be considerate of others by allowing space for students and staff to move through the hallways.
- Help maintain a clean and welcoming school environment by placing trash in designated areas.
- Follow school-wide expectations regarding food and beverages in common areas.

#### **Cafeteria**

- Sit in your assigned area and follow cafeteria procedures.
- Focus on enjoying your meal and making positive choices during lunch.
- Help keep the cafeteria clean by disposing of trash properly and cleaning up after yourself.
- Engage in respectful conversations and contribute to a positive lunch environment.

## **C = Come Prepared**

### **Arrival & Departure**

- Bring all necessary materials and supplies needed for a successful day of learning.
- Follow breakfast procedures and obtain a pass when needed.
- Store electronic devices appropriately upon entering the building and be ready to focus on learning.

### **Bus**

- Know your bus route and transportation plan.
- Take responsibility for your belongings by checking for personal items before exiting the bus.

### **Hallways**

- Obtain permission and a pass before leaving class.
- Arrive at each class with the materials needed for learning.
- Manage your time effectively by listening for bells and transitioning promptly to your next destination.

### **Cafeteria**

- Be prepared with your student ID number or lunch information when moving through the lunch line.
- Follow cafeteria procedures to help ensure an efficient and positive lunch experience for everyone.

## **K = Knowledge is Power**

### **Arrival & Departure**

- Know and follow arrival and dismissal procedures, including using designated entrances and exits.
- Understand and demonstrate school expectations to help create a positive start and end to each day.

### **Bus**

- Learn and follow bus expectations to promote a safe, respectful, and successful transportation experience for all students.

### **Hallways**

- Understand hallway expectations and procedures to help maintain a safe, orderly, and productive learning environment.

### **Cafeteria**

- Know and follow cafeteria expectations to contribute to a positive, respectful, and enjoyable lunchtime experience for everyone.

## **S = Safety First**

### **Arrival & Departure**

- Walk on the right side of hallways and walkways to help ensure a safe and orderly flow of traffic.

### **Bus**

- Keep hands, feet, and personal belongings to yourself.
- Remain seated appropriately to help create a safe and comfortable ride for everyone.

### **Hallways**

- Walk on the right side and move purposefully to your destination.
- Demonstrate patience and respect for others in shared spaces.
- Demonstrate self-control and make choices that promote safety for yourself and others.
- Help keep hallways clear so everyone can move safely throughout the school.

### **Cafeteria**

- Enjoy food responsibly and help keep the cafeteria clean.
- Remain seated during lunch except when disposing of trash or given permission by a staff member.
- Walk at all times to help maintain a safe and positive environment for everyone.

## **POSITIVE BEHAVIOR INTERVENTION SUPPORT SYSTEM**

At Carman-Ainsworth Middle School, we believe that all students can learn, grow, and make positive choices when provided with clear expectations, strong relationships, and meaningful support. Our goal is to create a school environment where every student feels known, valued, and empowered to succeed. To achieve this, we work proactively to teach, reinforce, and recognize positive behaviors that contribute to a safe, respectful, and productive learning community.

A key component of student success is the partnership between school and home. We value open communication and collaboration with parents and guardians as we work together to support each student's academic, social, emotional, and behavioral growth. Strong relationships between families and school staff help students develop the skills and habits needed for long-term success.

Positive relationships with teachers, counselors, administrators, and support staff are at the heart of our approach. Through engaging instruction, consistent expectations, and caring connections, our staff members help students make positive choices and remain focused on learning. Every member of the CAMS team is committed to supporting students and helping them reach their full potential.

When students demonstrate behaviors that require additional support, we provide targeted interventions designed to help them build positive behaviors and overcome challenges. Student assistance teams consist of teachers, counselors, administrators, and support staff who work collaboratively with students and families to develop individualized plans and strategies that promote success. Through these partnerships and support, we help students learn from their experiences, strengthen decision-making skills, and continue growing as successful members of the CAMS community.

## 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. Students should ride their own bicycle. Bicycles should be locked for safety. There is a bicycle rack located at the main entrance.

### Book Bags

Book bags are *not permitted in the hallways during school hours*. 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 items taken out of book bags.** Students are not allowed book bags with wheels as they present a hazard.

### 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 outside of the school day unless accompanied by a staff member.

### 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 & 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 enforced in school and on the bus. All students must eat and drink what they purchase before leaving the cafeteria. Opened or unopened food may not leave the cafeteria. **Energy drinks are not permitted at any time on school grounds. Food brought in from an outside source, such as McDonalds, Subway, DoorDash, etc., is prohibited.** Students are expected to follow all food and beverage expectations. Items not permitted under school guidelines may be collected and additional support or consequences may be provided as needed.

### **Cell Phones**

To support a focused, safe, and productive learning environment, students are expected to keep cell phones and other personal electronic devices stored away and silenced during the school day and while riding the bus. This includes texting, taking photos, recording video, and other forms of device use. Students are to follow the electronic device expectations determined by school board policy.

If a device is visible, heard, or used without permission, staff may redirect the student and collect the device for the remainder of the class period or as outlined in school procedures. Students are expected to follow staff directions promptly and respectfully.

Our goal is to minimize distractions and maximize learning opportunities for all students. Repeated violations of the electronic device expectations may result in additional interventions or consequences in accordance with school and district policies. Families are encouraged to work with the school in supporting these expectations so that students can remain engaged in their learning throughout the day.

The school is not responsible for personal items that are lost, stolen, damaged, or left unclaimed.

### **Checks**

Personal checks for payment are no longer accepted at CAMS. Please use cash or money orders.

### **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 staff chaperones are also required at every school dance. Students will be held accountable for their behavior based on all school expectations. *Students who miss a full day of school on the day of the dance may not attend.*

### **PLEASE NOTE: STUDENTS FROM OTHER SCHOOLS MAY NOT ATTEND DANCES at CAMS.**

Students may not leave the building without one of the chaperones calling a parent once inside the building during a dance. Students who are on suspension are **not** to attend school dances. Students can purchase tickets during school hours.

### **Dispute Resolution**

At CAMS, we encourage students to resolve conflicts respectfully and seek support when needed. If a student is unable to resolve a disagreement independently, they should reach out to a counselor, behavior interventionist, teacher, or administrator for assistance. School staff are available to help students work through concerns, strengthen communication skills, and develop positive solutions. Staff may facilitate a meeting between students to promote understanding, problem-solving, and conflict resolution.

Students can also contribute to a positive school climate by avoiding involvement in conflicts between others. If a disagreement occurs, students should move away from the area and notify a staff member if assistance is needed. By making responsible choices and supporting one another, students help maintain a safe, respectful, and welcoming learning environment for everyone.

### **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 at the appropriate time. The distribution of printed material must also have the approval of the building principal. Students may not be in possession of pornographic materials at any time.

### **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 clicking on *Schools* on the top-right corner. Select *Carman-Ainsworth Middle School*. Select *Our School*, and you can access the calendar, student/teacher information, and more.

## 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 should 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.
- Hoods are not permitted during passing time or instructional time. Exceptions to the policy include durags, wave caps, head scarves, and bonnets.
- A school appropriate hat is allowed as long as learning is not impacted. Hats and head coverings are **not** permitted during testing, such as NWEA, PSAT, M-STEP, etc. *Head coverings for religious or medical purposes are allowed.*
- 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 (Jean, Track Suit, Windbreaker, Fleece, etc.)*

Students who are not wearing appropriate clothing will be asked to change at school if possible or sent home from school to change. To increase instructional time, if your student's clothing is not appropriate, he/she 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 student's attire is not considered appropriate, and it is impacting the educational environment, the student may be subject to disciplinary action as determined by a principal or the designee.

### **Electronic Devices**

Radios, CD players, tape recorders, MP3 players, iPod, 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 investigate 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 disciplinary action, which may include suspension from school. These guidelines are in effect for buses as well. Any student who violates this expectation will have the electronic device held in the Main Office for a parent/guardian.

### **End-of-Year Celebrations**

The middle school invites 8th 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 8th 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 needs to leave the building. This should be done in a quiet, orderly manner. There should be no loud noise or talking 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 during a drill.

### **Flower/Balloon Bouquets**

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

### **Fundraising Activities and Personal Gain Sales**

All fundraising activities must 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. Students do **not** have permission to sell items for personal gain. Those in violation of expectations will have their product confiscated as well as any monies raised for personal gain. These items will **not** be returned.

### **Gambling**

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

### **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**

Completing assignments is an important part of academic success. Students are encouraged to complete both classwork and homework with their best effort and attention to quality. Consistently completing assignments help students build strong learning habits, deepen their understanding of concepts, and stay on track toward achieving their academic goals.

One of the most effective ways students can support their success in school is by completing assignments on time and actively engaging in their learning. Through consistent effort, students develop the skills and confidence needed to reach their full potential.

### **Grade Computation**

Grading at Carman-Ainsworth Middle School is based on a 4-point scale.

Grading Scale:

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

Note: Final semester grades are based on a cumulative average of all grades earned throughout the semester.

Minimum Number of Semester Credits Needed for Promotion  
*A half credit is received for each passing semester grade.*

6th Grade = 4 credits

7th Grade = 4.5 credits

8th Grade = 5 credits

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 permission and a pass from a staff member. At no time should a student be sent out of a classroom without permission, a pass, or a destination.

### **Inappropriate Touching**

Students are expected to observe proper and appropriate conduct toward one another. Inappropriate physical touch, sexually suggestive remarks and comments, demeaning name calling, and open displays of physical affection are unacceptable in the school setting and will not be permitted. Always 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, bookbags, purses, and personal items are to be kept in the locker during the school day. *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 verify the student is using the correct locker combination and locker. After this has been determined, the secretary will enter a maintenance request to repair the locker.

### **Lost and Found**

Lost and Found items will be in the Attendance Office and the gym area. Please check as soon as possible after something is lost. Your name should be placed on any item that you value.

### **Lunch and Breakfast Program**

Students need healthy meals to learn. Carman-Ainsworth offers healthy meals every school day, and we 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 student'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).

A parent/guardian 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 four marking periods. A semester will consist of two 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 for both library and textbook circulation purposes. This catalog allows users to search for books and educational websites. It is available from home at <https://library.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 their account.

Up to two library 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 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 their name and therefore students should never loan their ID card or book to another student.

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/guardian. 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/Chromebooks are to be 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. As soon as a book is checked out from the media center, each student should record the book number in a 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 <https://library.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 their 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 expensive. To avoid fines, students are strongly advised to keep them in a 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, they 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 student may need over-the-counter medication relief without having to see a doctor. There are longer acting, 6-hour and 12-hour, over-the-counter medications 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 student, so you need to talk to your student’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/guardian written permission. Students must receive a self-care label from the Attendance Office.

### **Authorization to Administer Medication**

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

### **School Messenger**

Newsletters/School Messenger will be utilized on a regular basis. The School Messenger messages are intended to keep parents/guardians informed. A school calendar and newsletters can also be viewed online 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 grade level. 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 disciplinary action.

### **Parents and Visitors at Carman-Ainsworth Middle School**

We welcome parents/guardians to the school. We also welcome their involvement in the educational journey, and we enjoy being their community school. Parents who wish to visit classrooms will be asked to contact the teacher 24 hours before the visit as well as filling out a volunteer application form in the Main Office prior to the classroom 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 promote student safety.

### **ParentVUE**

Carman-Ainsworth Middle School uses an on-line system called ParentVUE. Parent VUE is a great tool that allows parents/guardians to stay informed about their student's progress throughout the year. ParentVUE is accessible with a username and password that can be obtained at the 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*. Next, click on the *Parents* tab and in the drop-down menu bar and you will see ParentVUE. If you need 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 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**

Students are expected to come to each class prepared with the materials needed for learning, including a pencil or pen, paper, textbooks, Chromebook, Chromebook charger, and any other required supplies. Being prepared each day helps students stay engaged and ready to succeed.

Classwork and homework are valuable opportunities to practice and strengthen learning. Students are expected to complete assignments on time and to the best of their ability. If a student needs additional support, teachers, counselors, and school staff are available to provide guidance and academic assistance to help every student be successful.

### **Principals**

If the need arises to meet with a principal, please call to set up an appointment ahead of time. This will allow sufficient time to help address your concerns. Please feel free to contact the principal 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 students need personal items that are contained in purses, students may retrieve those items from the lockers with a pass from their teacher or administration. Lockers are usually in reasonable proximity to their classes.

### **Restrooms**

Restrooms are conveniently located throughout the building for student use. To help maintain a safe, respectful, and clean environment, students are expected to use the restroom nearest to their classroom or designated hallway. During lunch, students will use the restrooms located across from the band rooms. If students need to use the restroom during class, they will ask for a pass from the teacher.

Students are encouraged to use the restroom promptly and return to class or their assigned area as quickly as possible. To ensure the safety and comfort of all students, staff regularly monitor restroom use and may limit the number of students using the restroom at one time.

### **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 Handbook.

The theme for homecoming and/or special dress days will be announced in advance.

1. Clothing should be school-appropriate and free of profanity, sexually suggestive images or messages, or content that is disruptive to the learning environment.
2. For the safety and security of all students and staff, facial coverings such as masks or full-face paint are not permitted.
3. Students may come to school with colored hair. However, hair coloring should be completed before or after school. Hair-coloring products and applications of hair color are not permitted at school.

### **Student Assemblies**

Throughout the school year, students will have opportunities to participate in assemblies that celebrate learning, recognize achievements, and enrich the school experience. Students are expected to be respectful, attentive, and actively engaged so that everyone can enjoy and benefit from these events.

### **Student Council**

Student Council is a leadership club that empowers students to develop leadership skills, participate in school activities and make a positive impact on our school community. Representatives from each grade level work together to plan events, promote school spirit, represent student voices and serve others. Through service projects, school-wide initiatives and community outreach efforts, members learn the value of teamwork, responsibility and civic engagement while making a meaningful difference both in and out of school.

### **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, Chromebooks, 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. **Fines will be assessed for books/Chromebooks that are lost or damaged.** Chromebooks and books must not be left in the halls, on top of display cases, or on top of heat ducts. Chromebooks belong with students or in lockers. Students are responsible for the Chromebook issued to them. If the Chromebook is lost, a student should check for it as soon as possible in the Attendance Office and/or Media Center.

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 assets 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, Game & Other Personal Items**

Please 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/or similar items do not have a purpose in school. Squirt 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.

Please note that if a student chooses to trade any other personal items with another student the school **will not be responsible** for those traded items.

### **Transfer to Another School**

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

Checkout Procedure:

1. The student needs to report to the Main Office and obtain a checkout form before first hour.
2. The student is to return all books and school property and/or pay for outstanding fines or 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. The form will indicate the days of absence and reasons 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.

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### **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 an After-School Ride**

Students who are waiting for a ride home are to wait in the designated pick-up/drop-off area. Students are expected to be picked up immediately after school has been dismissed. Students participating in athletics must wait with their coach/coaches in the designated area. Students wishing to attend an after-school scholastic or athletic event at the middle school are not allowed to stay after school. Students must go home and come back to the building during the designated activity time. Students are not permitted to wander the building. Students who are 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 has the opportunity to participate, the district has chosen to operate separate girls' and boys' teams in certain non-contact sports. Membership on these teams is based on competitive skill in the sport involved. Therefore, boys will not be permitted to try out for 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:

|               |                                                             |
|---------------|-------------------------------------------------------------|
| <b>Fall</b>   | <b><u>Boys</u></b> Football, Cross Country                  |
|               | <b><u>Girls</u></b> Basketball, Cross Country, Cheerleading |
| <b>Winter</b> | <b><u>Boys</u></b> Wrestling, Basketball                    |
|               | <b><u>Girls</u></b> Wrestling, Volleyball, Cheerleading     |
| <b>Spring</b> | <b><u>Boys</u></b> Baseball, Track                          |
|               | <b><u>Girls</u></b> 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 Director 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 (6) 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 students 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 in 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 a 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 a school owned bus, chartered buses 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 sign 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 591-5510 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 for 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 Club, Robotics, Drama, 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 results of good choices, the success of all students is enhanced.

Positive choices by students will lead to 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 and administration are needed and appreciated. The goal is for all students to exhibit high behavior expectations in which to foster an environment of optimal learning.

### **Examples of Interventions that May be Used to Re-Direct Student Behavior:**

Teachers or support staff will redirect student behavior.

Parent/Guardian contact provided by teacher or support staff.

Administrative redirection and/or intervention support provided.

Parent/Guardian contact provided by administration.

### **Process to be followed and consequences issued if intervention used to improve student behavior is unsuccessful. Please refer to the 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 Behavior Interventionist.

#### **Referral Forms**

Students are responsible for discussing the referral with their parents/guardians.

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

Students will attend school for three hours and complete schoolwork. Saturday School will start at 9:00 AM. Students must have all their own supplies to complete their assignments. Talking, eating, and drinking are prohibited. Students will be dismissed from Saturday School at 12:00 PM. Parents please pick your student up promptly at 12:00 PM. If your student misses their assigned Saturday School, further discipline will be determined by an administrator. If your student misses another Saturday School that is assigned, further discipline will be determined by an administrator. Students will follow expectations assigned by the supervisors.

#### **Lunch Reflection**

Lunch reflection will run daily for 30 minutes. Students will report to the designated area upon receiving their lunch. Students will remain in the designated area for the duration of the reflection period. Any horseplay and/or disruptions during lunch reflection 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 will be 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 the work missed during the 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 improvement in behavior. Students who violate the Behavior Contract will be subject to 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. 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, students must behave in a well-mannered orderly fashion with no physical or verbal abuse of 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 people 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 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 buses 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 have 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 person.
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**

### **2026-2027**

#### **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.

Carman-Ainsworth Community Schools have created positive behavior support plans that teach clear behavior expectations in each school 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 with 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.

#### **Positive Behavioral Interventions and Supports (PBIS)**

*(Each building will define specifics)*

##### **R – RESPECT**

- Students are respectful in all areas of the building (classroom, hallway, restroom, etc.).
- Students will show adults and peers respect through actions and words.
- Students are able to work with others through pair work and instructional groups.

##### **O – OWN YOUR BEHAVIOR**

- Students accept redirections and support from staff.
- Students admit wrongdoing, reflect, and work with staff to make improvements.
- Students use self-regulatory strategies to manage emotions.

##### **C – COME PREPARED**

- Students independently take care of personal belongings.
- Students arrive to school/each hour on time.
- Students enter class ready to learn.

##### **K – KNOWLEDGE IS POWER**

- Students put forth their best effort and complete tasks.
- Students challenge themselves to improve.
- Students seek out support on tasks they are struggling with.

##### **S – SAFETY FIRST**

- Students are safe with materials and their bodies at all times.
- Students remain in designated areas.

## **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.

## **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 (aged 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**

#### **Statement of Nondiscrimination**

- ❖ The Board of Education of the Carman-Ainsworth School District prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The full notice of nondiscrimination is located at [www.carman.k12.mi.us](http://www.carman.k12.mi.us)

#### **Notice of Nondiscrimination**

- ❖ The Board of Education of the Carman-Ainsworth School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinators, the U.S. Department of Education's Office for Civil Rights, or both.

#### **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)

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

Mr. Robert Hetherton  
Executive Director of Student Support Services  
Carman-Ainsworth High School  
1300 N. Linden Road  
Flint, MI 48532  
Tel. 810-591-6687  
[rhethert@carmanainsworth.org](mailto:rhethert@carmanainsworth.org)

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, [www.carman.k12.mi.us](http://www.carman.k12.mi.us). 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 i.e. any electronic communication, including, but not limited to, electronically transmitted acts, such as internet, telephone/cell phone, computer, or wireless handheld device, currently in use or later developed and used by students that is perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying or harassment also includes forms of retaliation against individuals who report or cooperate in an investigation. 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 state that the District may or must suspend or expel a student for engaging in certain misconduct, discussed further below.

The Board of Education and Administration recognizes 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 (1) to ten (10) 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 fewer than sixty (60) school days.
- E. Expulsion: To exclude a student from school and school sponsored activities for disciplinary reasons for a period of sixty (60) or more school days by action of the Board Subcommittee 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 designee shall notify the parent or 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 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 (1) 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 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 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 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/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 to 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 Subcommittee 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 Subcommittee 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 ten (10) days or expulsion will be given an opportunity for a hearing with the Board Subcommittee 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 result. 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 Subcommittee 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 Subcommittee 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. **This behavior is a violation of state law.**

**Penalty:**

- 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 ninety (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 Wireless Communication Devices - WCDs**  
(Cellular Phones and Other Electronic Devices):

**Elementary and Middle School Policy:**

Wireless Communication Devices (WCDs) 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 Wireless Communication Devices at school (when not provided or permitted by the school for educational purposes), do so at their own risk. The school is not responsible for the theft or loss of any electronic device. **In addition, Wireless Communication Devices, 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.** Please refer to Board Policy po5136 for clarification of a Wireless Communication Device.

**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 possess electronic devices, including but not limited to cell phones, tablets, laptops, iPads/iPods, MP3 players, smartwatches, and gaming devices, while at school; with the understanding that the District is not responsible for the loss, theft, or damage of any personal electronic device.

**Electronic devices shall not be used to take inappropriate photographs or videos, post to social media, communicate with others during prohibited times, or engage in any activity that would be considered unacceptable during school hours, as determined by school administrators.**

**Prohibited Use**

- Students are prohibited from using a wireless communication device on school grounds during instructional time.
- In any school office or business area 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; or
- At any other time or location where use is prohibited by a staff member or administrator.

**Permitted Use**

- Before the start of the school day;
- During their assigned lunch period;
- After the end of the school day;
- As determined by the building administrator.

**Students are expected to keep electronic devices silenced and out of sight during instructional time and while conducting business in school offices.**

A student who refuses a directive from a school employee or authorized contractor to stop using, put away, or surrender a cell phone or other electronic device will be considered insubordinate and/or defiant and may be subject to disciplinary action in accordance with the Student Code of Conduct.

**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.

The District's Compliance Officers 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)

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

Mr. Robert Hetherton  
Executive Director of Student Support Services  
Carman-Ainsworth High School  
1300 N. Linden Road  
Flint, MI 48532  
Tel. 810-591-6687  
[rhethert@carmanainsworth.org](mailto:rhethert@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 **Formal Complaint** 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 inform them that the conduct is unwelcome and must stop. The Compliance Officer may also intervene on the complainant’s behalf. If both parties agree, they may both meet with the Compliance Officer to work out a resolution together.

### **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 thirty (30) 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.

### **5. Additional Information**

Additional information regarding Carman-Ainsworth’s discrimination and harassment policies and procedures is available in its Board Policies and Administrative Guidelines.

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

The full investigation and grievance procedure can be found in the District’s sex discrimination and harassment policies; 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. 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)

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

Mr. Robert Hetherton  
Executive Director of Student Support Services  
Carman-Ainsworth High School  
1300 N. Linden Road  
Flint, MI 48532  
Tel. 810-591-6687  
[rhethert@carmanainsworth.org](mailto:rhethert@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 **Formal Complaint** 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 with 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 sixty (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

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

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

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

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