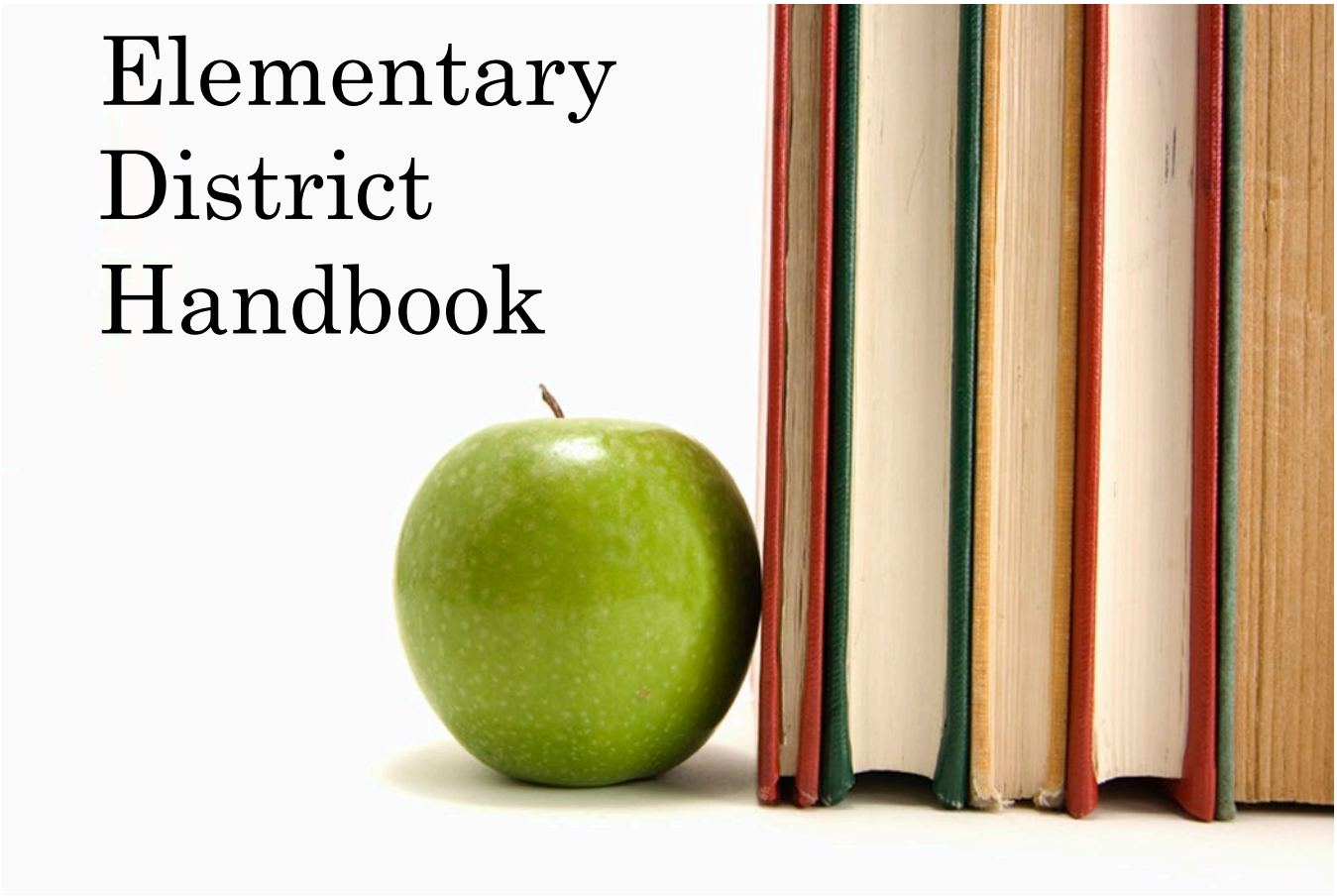
Carman-Ainsworth Community Schools



An Informational Guide for Families
2026-2027

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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CARMAN-AINSWORTH ELEMENTARY
Student Handbook

2026-2027

INTRODUCTION

It is our pleasure to welcome you to Carman-Ainsworth Community Schools. The days you spend here will be ones you will always remember, so use them in ways that will benefit you and your school.

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

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

Carman-Ainsworth Community Schools is a place of pride. The faculty and administrators encourage all students to avail themselves of the many opportunities our school has to offer. Remember, you are a very important part of our school and what you do and what you say will be the tradition by which our school is remembered. Let us be proud of Carman-Ainsworth together.

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

NOTICE OF NONDISCRIMINATION

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

ACCREDITATION

The Carman-Ainsworth Community Schools have earned the distinction of District Accreditation from AdvancED (parent organization of the North Central Accreditation Association). As such, all school buildings within the district are fully accredited and have met the Five Standards of a Quality School and System. This accreditation status is for five years but requires the district to engage in continuous improvement and report progress towards goals every two years. For more information on District Accreditation please visit our website at www.carman.k12.mi.us "Accreditation" can be found under the parent tab.

ATTENDANCE

"It is the expectation that students are at school, on time, every day. If a student will not be at school or on time, then the parent or guardian MUST notify the school as to the reason for the tardy or absences (**Parents are expected to sign in all late students in the office**). Upon returning to school documentation for the absences should be turned into the office. The district's elementary policy for the absences and late arrivals is below."

- **Late arrivals**
  If late arrivals begin to impact student learning/success, a conversation shall be held with the parent or guardian, student, and the appropriate school staff member to develop a plan to ensure the student gets to school on time every day. If the parent cannot be reached for a conversation, then a message will be left, or a letter will be sent making the parent aware of the tardiness problem and formally inviting them to discuss the matter with the school. If your child is more than 60 minutes late or leaves school more than 60 minutes early, it is considered a half-day absence. Children who arrive after instruction begins or leave before instruction ends will be marked tardy or left early.
- **Absences**
  - When a student reaches 3-4 absences, the student's teacher will call home.
  - At 5-7 absences, a conversation will be held with the parent/guardian, student, and the appropriate school staff member to discuss the importance of attendance and develop a plan to ensure consistent attendance. If the parent cannot be reached for a conversation, then a message will be left. A letter will be sent making the parent aware of the attendance problem.
  - At 8-9 absences, a second letter will be sent home making the parent aware of the continued attendance issues.
  - At 10 absences, a third letter will be sent home requesting a mediation meeting. This meeting may include the Genesee Intermediate School District (GISD) Attendance Liaison and the parent will be made aware of the possible consequences for continued absences/ tardiness.
  - If the student's attendance reaches 15 or more absences, a final letter will be sent home stating that an Educational Neglect court petition has been filed with the Genesee County Circuit Court.

***Note:** If the student reaches 15 or more absences for the school year or a pattern of absences has been established, the school officials will review the documentation to determine whether a court petition will be filed. The school must have documentation of all absences. All absences, excused, parent permitted, or unexcused, are considered absences from school.

****Also Please Note:** You may track your child's attendance and academic progress using the district's on-line system called ParentVUE. ParentVUE can be accessed by logging onto the school website at www.carman.k12.mi.us.

ATTENDANCE POLICIES FOR EXTENDED ABSENCES

- Students who are absent during religious holidays will be marked Excused Absent during the actual holiday period. Students are required to return to school once the holiday has ended and will be marked Unexcused Absent for days missed afterward. Students will be responsible for schoolwork assigned during these days. The parent/guardian must make arrangements with the school office to pick up assignments on a weekly basis and turn in their completed work for a grade. Any exams scheduled during the student's absence must be scheduled and taken before the end of the current School year.

- Students who leave the country before the end of the school year must provide written documentation including timeline of absences to be marked parent permitted. If we do not receive written documentation the student will be marked unexcused for the entire time of absence. 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 parent permitted if we have documentation. 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.

BAND/ORCHESTRA

The band/orchestra is open to all fifth graders who are interested in learning to play a string, woodwind, or brass instrument. Students who use district owned instruments are responsible for their care and return, according to the terms of the District Loan Agreement.

BOARD OF EDUCATION

Gloria Nealy, *President*
James Johnson, *Vice President*
La Cracha Handy, *Secretary*
Gary Cousins, *Treasurer*
Lisa Koegel, *Trustee*
Katina Wilborn, *Trustee*
Mary Margaret Gleason-Gidcumb, Trustee

Riley Dawson, Student Representative
SaNiya Wells, Student Representative

Regular meetings, unless otherwise noted, are held the first and third Tuesday of each month beginning at 6:30 p.m., in the Board Conference Room at the Administration Building located at G-3475 West Court Street.

BUS RULES AND DISCIPLINE

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

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

I. STUDENT BEHAVIOR EXPECTATIONS:

A. Be aware and respect that the driver is in charge of the bus at all times.

B. To maintain regular schedules, pupils must be at their pick-up location, **on time, five (5) minutes before pick-up time.**

C. Students must stay off the roadway while waiting for the bus. They must form a line to get on the bus. While waiting for the bus, students must behave in a well-mannered, orderly fashion with no physical or verbal abuse to other individuals or abuse of other's property. Students must wait until the bus has come to a complete stop and the door is opened before attempting to get on the bus. When leaving the bus, students must remain seated until the bus has come to a complete stop and the door is opened.

D. All students who cross the street or road when leaving the bus must cross ten (10) feet in front of the bus. Students are not to linger, but cross promptly.

E. Students are expected to remain in the seat designated by the driver. Students must keep their feet out of the aisles, off seats, off the backs of seats, and refrain at all times from moving around while the bus is in motion.

F. There is absolutely no talking or other noise when approaching and crossing railroad tracks.

G. Side windows may be lowered halfway only. No part of the body and no objects should be extended outside the window.

H. There shall be no loud talking, shouting, whistling, or profanity on the bus at any time. Students are not to shout, spit, and make obscene gestures at passing persons or vehicles.

I. Fighting, wrestling, or horseplay will not be tolerated. Students must refrain from taking other students' property, such as hats, coats, pencils, books, and lunches. Throwing articles of any kind on the bus is dangerous and will not be tolerated.

J. Animals, reptiles, amphibians, and birds are not permitted on the bus. Large items not able to fit on a student's lap are not to be brought on the bus. Radios are not allowed on the bus. No skateboards are permitted on the bus. The aisles shall be kept clear at all times. Litter should be placed in waste containers.

K. Eating on buses is prohibited.

L. Anyone apprehended for deliberately damaging a bus (e.g., cutting, poking holes, or writing on the seats or breaking windows) will be suspended from riding the bus and held financially responsible for repair or replacement.

M. No glass containers are allowed on the bus.

N. The rear door of the bus is to be used only in case of emergencies.

O. A written request from a parent, approved by the principal, will be necessary before a student may be admitted or discharged at a stop other than his/her regular stop, or be allowed to ride a bus other than his/her assigned route.

P. Transportation will be denied to any unauthorized persons.

Q. Students may be suspended from riding a school bus for failure to obey the rules or when their actions in any way are considered detrimental to the rights, safety, property of others, or control of the bus.

II. PARENT RESPONSIBILITY:

A. To ensure safety and protection for their children going to, from, and at the stops.
B. To read and discuss the bus policy with their children to ensure student knowledge of such.
C. To accept responsibility in cooperation with the school for insuring proper conduct of their children.
D. To cooperate with those responsible for students' transportation in maintaining and carrying out discipline procedures.
E. To ensure students arrive at the bus stop on time.
F. Kindergarten parents/guardians **MUST** meet the bus on time. Students whose parents/guardians are not at the bus stop at the time of drop off will be taken to the nearest Latchkey program within the Carman-Ainsworth schools. All fees incurred will be the responsibility of the parent/guardian. Transportation services may be suspended for continued failure to meet the bus.

III. PROCEDURES FOR INFRACTION OF THE BUS RULES:

Students receiving a behavioral referral from transportation will be subject to all behavior expectations and discipline up to and including removal of bus privileges. The principal has the final authority to determine the consequence for bus disciplinary measures. The consequences may be altered due to the severity of the offense or special considerations will be made for the needs of the student.

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

CENTRAL ADMINISTRATION

Superintendent ..... Gina Ryan
Assistant Superintendent ..... Russell Parks
Assistant Superintendent ..... Dr. Adrienne Nathan
Director of Student Support Services ..... Robert Hetherton
Director of Teaching and Learning ..... Detra Fields

CLASS PARTIES

To protect instructional time, it has been customary but not certain to have four (4) classroom parties each year. Parties are arranged by the classroom teacher with help from parents. In acknowledgement of a student's birthday, treats may be sent in at the discretion of the teacher. Please contact the teacher in advance to make arrangements.

CLOSED CAMPUS

All elementary buildings operate under a "closed campus" policy. STUDENTS ARE NOT PERMITTED TO LEAVE THE SCHOOL GROUNDS unless they have been checked out by an authorized adult through the school office.

CONCUSSION AWARENESS

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

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

DELIVERIES

Due to the excessive volume of floral and balloon deliveries, elementary buildings will no longer accept any special occasion deliveries for students. This includes, but is not limited to flowers, balloons, gift packages, and food. If these items are delivered to the school, we will send them back to the place of business. We will not take responsibility for items that the businesses will not take back. Students will not be permitted to carry delivery items out of the office.

DISCIPLINE

Each elementary is implementing the use of Restorative Practices. Restorative Practices is a process centered on promoting respect, taking responsibility, and strengthening relationships. Additionally, all students of Carman-Ainsworth Community Schools are required to abide by the *Student Code of Conduct*.

DISTRICT BUILDING TIMES

Carman-Ainsworth High School	**7:20 a.m. – 2:16 p.m.**
District wide ½ day	7:20 a.m. – 10:42 a.m.
Late Start Wednesdays	8:20 a.m. – 2:16 p.m.
Carman-Ainsworth Middle School	**7:55 a.m. – 2:50 p.m.**
District wide ½ day	7:55 a.m. – 11:17 a.m.
Late Start Wednesdays	8:55 a.m. – 2:50 p.m.
Elementary Buildings – Dillon and Dye	**8:35 a.m. – 3:33 p.m.**
District wide ½ day	8:35 a.m. – 11:58 a.m.
Late Start Wednesdays	9:35 a.m. – 3:33 p.m.
Elementary Buildings – Randels and Rankin	**9:10 a.m. – 4:08 p.m.**
District wide ½ day	9:10 a.m. – 12:33 p.m.
Late Start Wednesdays	10:10 a.m. – 4:08 p.m.

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 1st 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 2nd Marking Period / 1st 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

Total Student days – 180 Total Educator days - 185

***One full day will be designated as work in the educator's classroom.**

DRESS CODE

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. Children will learn to respect the school atmosphere we are trying to form if parents will cooperate and see to it that children are dressed properly for their school day. Therefore, we will enforce the following dress code at each elementary school:

1. Shorts of an appropriate length may be worn. NO SHORT SHORTS are permitted. Any questions regarding the length will be answered by the principals.
2. No halter tops, spaghetti strap tank tops, cut-off shorts, or spandex-type clothing.
3. No bare midriffs – boys or girls.
4. No hats or other head coverings are to be worn in school.
5. No see-through shirts or blouses.
6. No suggestive or offensive clothing.
7. No bare feet. For safety reasons, no flip-flops, or backless shoes. Shoes with wheels built into them are not to be worn in school.
8. No gang signs, colors, or clothing.

We ask parents to see that their children are properly dressed when they leave home. If a student's attire or appearance is disruptive to the educational setting, parents may be contacted and asked to bring appropriate clothing to school for their children.

Parents' cooperation in this matter will do a great deal to help the learning environment at school.

ELECTRONIC DEVICES

Electronic devices are NOT ALLOWED in school. The school WILL NOT be responsible for items which are damaged or stolen. These guidelines are also in effect for buses.

Cell phones and electronic devices are not to be used, seen, or heard during bus time, school hours, or during after school activities. Cell phones are disruptive to the school and the bus environment. Cell phones and electronic devices may not be used on school property for recording and/or video recording. Cell phones and electronic devices may only be used outside the school building at the end of the school day or at the conclusion of an after-school activity in the designated parent pickup areas. Any student who violates this rule will have the phone or electronic device confiscated and a parent will need to come to the school to pick up the item. **If personal property is confiscated the school will not be held liable for items not picked up in a reasonable time**. Continued violations of this rule shall result in disciplinary action.

EMERGENCY SCHOOL CLOSING

Emergency closing of school may be necessary on rare occasions. Parents will be notified of an unscheduled school closing by announcement on local radio TV stations and/or by an automated calling system. Please watch TV channels WEYI TV 25 and WJRT TV 12. It is important that you watch these stations during bad weather before you send or bring your child to school. Please **DO NOT** call the school on days in question, this ties up the phone lines so

that we cannot be updated with information concerning possible problems. Again, PLEASE watch the TV. Families should arrange for a childcare plan in the event that school is closed, or students are released early.

EMERGENCY RESPONSE PLAN

Our school district has the highest concern for our students' safety. Thus, we have developed a thorough Emergency Response Plan covering most natural and other emergencies. If you wish to discuss specific concerns or to ask questions, please call your school principal.

As parents, you play an essential role in keeping students safe during an emergency. Please consider the following guidelines that are of particular importance to parents in emergencies so that you may help our staff respond effectively to an emergency.

1. **Be prepared for early dismissals.** In some emergencies, such as in a snowstorm, school officials will deem it prudent to send students home early. Your child's school will contact you whenever possible if there will be an early dismissal. Please make sure you have completed and returned your child's ***"Student Emergency Dismissal Plan"*** to school.
2. **If no early dismissal, do not pick up children in school or during an area emergency.** If you do not learn about an early dismissal but learn of a school or an area emergency; please do not rush to school to pick up your child. Traffic will block any needed emergency vehicles, and your presence in the school building during, say, an evacuation, may delay the process. Keep in mind that police will bar parents from school grounds in some emergencies. The safety of our students is paramount to us, and we will reunite students and parents as soon as possible.
3. **Get information from local media in an emergency.** In an emergency, stay tuned to local television and radio stations for current information, including how parents will be safely reunited with their children.

Thank you for your cooperation. Please remember that you play an essential role in our efforts to keep students safe.

FAMILY VACATIONS

If parents desire that their children are assigned work during the vacation period, they must make this request of the teachers five (5) school days in advance of the absence on the form provided. It should be understood that it will not always be appropriate to assign work prior to instruction. If such work is requested, it is due on the first day back to school.
Please be advised that if a student is absent due to a family vacation, it is documented as a verified absence.

FIELD TRIPS

Any student going on a field trip must have an authorization signed by their parent/guardian. If a teacher does not have such authorization by the day of the trip, the student will not be permitted to go. The privilege of attending field trips is earned and conditional on students conducting themselves in a respectful and responsible way. If a parent/guardian would like to chaperone a field trip, a background check will be conducted.

FIRE/TORNADO/DISASTER DRILLS

Fire drill and disaster drill instructions will be different for each room in the building. Teachers will review with students the evacuation routes for classrooms at the beginning of the year and these procedures will be posted in the classroom.

IN CASE OF A FIRE DRILL:

1. Prepare to leave **IMMEDIATELY**.
2. Follow the evacuation route for the room in which you are present.
3. Move quickly out and well away from the building.
4. Do not re-enter the building until one of the building administrators gives the all clear sign.

FIRE ALARMS:

1. When the fire alarm sounds, **EXIT THE BUILDING IMMEDIATELY**. Continue to exit the building even if the alarm should stop. **DO NOT RETURN UNTIL THE BELLS ARE RUNG REPEATEDLY.**

IN CASE OF A DISASTER:

1. Follow directions given by the teacher and the instructions posted in the room.

GUIDANCE AND COUNSELING SERVICES – ELEMENTARY

The general purpose of the counseling program is to help our students reach their potential. To reach this goal, counselors and/or student parent advocates will be working with students, parents, and school staff members. We welcome your involvement in this program.

Did you know that…

- The counselor is a support person whose main focus of attention is prevention of serious student difficulties.
- The counselor is especially concerned with identification of student needs, achievement, and peer relationships.
- The counselor is equally concerned with development of self-concept, self-awareness, awareness of others, decision-making ability, and the general physical and emotional status of students.
- The elementary counselor serves as a friend to students.

The Elementary School Counselor Frequently…

- Promotes healthy child activities with the teaching staff.
- Plans parent discussion groups on a variety of child development topics.
- Consults with teachers about students on a scheduled basis.
- Meets with students about personal, educational, or social concerns.
- Helps students achieve a better understanding of self and others.
- Sponsors classroom activities and discussions on various topics.
- Assists with student referrals to outside agencies.

Students Often See the Elementary Counselor…

- In the classroom…in the counselor's office…in the gymnasium…and on the playground.
- At the student's request…teacher's request…parent's request…administrator's request and by counselor's invitation.
- Parents may contact the counselor by visiting or calling their school.

HONOR ROLL

Each marking period elementary schools denote an Honor Roll for students in the 3rd through 5th grades. Students earning all A's are recognized on the "All A" Honor Roll. Students earning all A's and B's are recognized on the "A - B" Honor Roll. Students earning a "0" or "1" in any elective subjects will not be eligible for the Honor Roll.

ILLNESS, INJURY AND MEDICATIONS

If a child is injured or is ill, an effort will be made to contact the parents. **Please be sure that emergency information is kept up to date so that the office may contact you when necessary.** (See also MEDICAL NEEDS/ALLERGIES)

Parents are asked to closely monitor the health of their children. If a child has major symptoms of illness, parents are requested to keep the student home for the day. Parents should send a note or call to confirm absences due to illness. Please confer with your doctor to determine when children are non-communicable. Health Department regulations require students with communicable diseases be kept at home until danger of transmission is past. Head lice must be eliminated by treatment before a child can return to school. All lice and their nits should be treated and removed before a student is permitted to return to class.

IMMUNIZATIONS

Students enrolling in any elementary building in Carman-Ainsworth Community Schools are required to meet the immunization, vision, and hearing, or their exemptions, as set forth in the *Michigan School Code, Michigan Public Health Code, or Michigan State Law*. The state of Michigan requires two M.M.R.'s, four D.P.T.'s, three oral polio's, two varicella (or the date of the disease), and three Hepatitis B immunizations, or their exemptions, before entering kindergarten. Our office personnel will assist you in identifying these immunizations. *If you wish your child to be exempt from immunization, vision or hearing screenings, you need to contact the Genesee County Health Department.*

INTERVENTIONIST PROGRAM

The district has developed an interventionist program in each building for students who are identified as at risk of not succeeding in school. Each school has a program in place where interventionists work directly in the classrooms with these identified students, providing instruction and assistance. Interventionists also serve as child advocates and provide positive interactions and regular communication with the home.

LOST AND FOUND

It is helpful for parents to mark items such as coats, gloves, hats, boots, and lunch boxes. Those articles found in the school will be put in the lost and found box. Students who have lost an article may look for it in this box. Any article not claimed will be sent to Goodwill Industries at the end of the school year.

LUNCH AND BREAKFAST PROGRAM

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

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

You can find the breakfast and lunch menus on our website at www.carman.k12.mi.us and in your child's school main office.

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

MEDIA CENTER

The Media Center has books, magazines, and other media available for student checkouts. Students in grades K-5 come to the Media Center on an individual basis to check out books as often as their schedule allows. Students are invited to participate in various activities to encourage recreational reading. They also receive instruction in the use of the Media Center and its materials. Services are provided to all students and staff. Parents may also utilize the resources in the Media Center.

MEDICAL NEEDS/ALLERGIES

SCHOOL PERSONNEL WILL ADMINISTER MEDICATION TO CHILDREN ONLY IF:

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

ALL MEDICATION, BOTH PRESCRIPTION AND NON-PRESCRIPTION, IS TO BE KEPT IN THE SCHOOL OFFICE AND ADMINISTERED TO STUDENTS BY OFFICE PERSONNEL. THE ONLY EXCEPTION TO THIS IS FOR THE STUDENT THAT HAS A PHYSICIAN'S ORDER, WRITTEN PARENT AUTHORIZATION, ADMINISTRATOR APPROVAL, AND ARE BOTH CAPABLE AND RESPONSIBLE FOR CARRYING AND SELF-ADMINISTERING EMERGENCY MEDICATIONS SUCH AS EPIPENS, INHALERS, INSULIN, GLUCOTROL TABS, ETC.

Notice of EpiPen Injection Policy: Pursuant to MCL 380.1179(a) and Board Policy 530.01 a licensed, registered, professional nurse or trained and authorized employee may administer EpiPen injections to:

1. Any student who has a prescription on file with the district, in accordance with the directives in such prescription.
2. Any individual on school grounds who is believed to be having an anaphylactic reaction.

Parents may be required to complete a Medical Care Plan or Chronic Illness form with the assistance of their physician to ensure school personnel can meet the medical needs of students.

PARENT CLUB – COMMUNITY COUNCIL

We encourage your participation in our parent clubs and community councils. Please watch your school newsletters and bulletins for meeting times and dates.

PLAYGROUND RULES

1. Respect others and enjoy your recess time.
2. Follow directions of noon-hour supervisors and patrols.
3. Play only in designated areas.
4. Fighting is prohibited.
5. Rough play is not allowed, including but not limited to:

Jumping on	Kicking	Horseback Riding
Tripping	Biting	Throwing things
Pushing	Tackling	

6. Use playground equipment in a safe and courteous manner:
   - No playing tag on equipment and bleachers
   - No standing on swings
   - No twisting swings
   - No connecting swings
   - One person per swing
   - Slides are one way—**DOWN**—and on seats only
   - No jumping on swinging bridge, slides, and other equipment
   - No climbing on picnic tables.
7. Throwing snowballs, sticks, stones, or other similar objects is not permitted.
8. Games, equipment, toys, and other items which may be hazardous to the safety of children are not allowed (e.g., skateboards, roller skates, hockey sticks, etc.).
9. Report problems and injuries to the supervisors on duty.
10. Pavilion rules: appropriate behavior, including sitting at benches and keeping area litter free.
11. Food is to be finished in the lunchroom. Food is not to be taken to the classroom, playground, or in the halls.

REPORT CARDS AND PARENT/TEACHER CONFERENCES

Please check individual school calendars and newsletters for report card distribution dates and parent/teacher conference schedules. Parents' attendance is crucial to a child's success in school. Our goal is that 100% of parents attend these important meetings. Report cards may be held in the office at the end of the year if a student has an outstanding debt (library fine, lunch charges, book fine, etc.).

STUDENT COUNCIL

All elementary buildings have active student councils. Watch your newsletters and bulletins for student council sponsored activities.

STUDENTS – EARLY RELEASE OF

Leaving school early during school hours is discouraged. If it is necessary for a student to be released from school early, he/she should bring a note from home explaining the reasons. Students leaving the building early must be picked up by the parents or those listed on the child's emergency card and **signed out in the office**. Exceptions to this will be made only on written authorization from the parent or guardian. Teachers are instructed not to release a child unless authorized to do so by the office. Please cooperate with these rules which are for the safety of your child.

TELEPHONE CALLS

As a matter of policy, we discourage children from telephoning parents to bring books, gym shoes, lunch, etc., to school during the day. We think students have a responsibility to take care of these concerns prior to leaving for school. Because of the large volume of incoming calls, we would encourage you to communicate with us by notes and written messages whenever possible and save the telephone lines for matters of an immediate nature.

TITLE I

The Title I program is designed to help children meet high academic standards by participating in either a school-wide or a targeted assistance program. Targeted assistance programs provide supplementary instruction to children who are failing or most at risk of failing to meet the district's core academic curriculum standards. School-based decision-making, professional development and parent involvement are important components of each district's Title I program.

TEXTBOOKS AND LIBRARY BOOKS - CARE OF

Students are responsible for all textbooks and library books issued to them during the school year. Students will be expected to pay for any books, school materials or workbooks lost or damaged by their actions.

VISITATION POLICY

All visitors to an elementary school must report to the main office. Any contact with a student or teacher should be made through the office. Teachers may not excuse students directly from the classroom. Students leaving early must be picked up at the office and signed out.

While we are very proud of the children and staff, we must limit visitations because of their disruptive nature. Our policy is:

1. Parents of students are always welcome to visit their child's classroom. Arrangements for such visits should be made through the principal to assure a mutually agreeable time.
2. Other adults wishing information about our school programs should contact the principal for information.
3. Cousins, brothers, sisters, friends, etc., are not permitted to visit classrooms.
4. Parents are welcome to eat lunch with their child. Adult lunches are $3.75, which does not include a beverage.

5. To ensure everyone's safety, the playground is restricted to students and staff only during school hours.

VOLUNTEERS

All elementary buildings have opportunities for volunteering. Parents and other community members are invited to volunteer their services. If you would like to volunteer or want to know more about the volunteering, please contact the main office at your child's school. All volunteers are required to undergo a background check prior to volunteering. All volunteers are required to sign in at the main office.

WEATHER CONDITIONS

Children must be dressed appropriately for the weather, as they will be expected to go outside when the wind chill or feels like temperature is above 0º F (degrees) and when it is not raining in other seasons. (When the wind chill or feels like temperature is 10° or lower, the building will determine if conditions are appropriate for outside recess.) Please see that your child comes dressed for the many drastic changes we can see in our Michigan weather. Students are expected to go outside unless a note is sent from a parent. Indoor recess beyond two days will require a doctor's statement.

WEBSITE

Please visit our district website at www.carman.k12.mi.us

CARMAN-AINSWORTH COMMUNITY SCHOOLS
STUDENT CODE OF CONDUCT
2026-2027

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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 <u>sufficient connection with the Carman-Ainsworth Community Schools may result in disciplinary sanctions.</u>

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

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

Dr. Adrienne Nathan
Assistant Superintendent
Carman-Ainsworth Community Schools
G3475 W. Court Street
Flint, MI 48532
Tel. 810-591-8246
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

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. 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 themself 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, martial 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

Dr. Adrienne Nathan
Assistant Superintendent
Carman-Ainsworth Community Schools
G3475 W. Court Street
Flint, MI 48532
Tel. 810-591-8246
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

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

Dr. Adrienne Nathan
Assistant Superintendent
Carman-Ainsworth Community Schools
G3475 W. Court Street
Flint, MI 48532
Tel. 810-591-8246
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

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):

_____

_____

_____

_____

_____

_____

_____

_____

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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CARMAN-AINSWORTH DISTRICT CONTACT INFORMATION

www.carman.k12.mi.us

Dillon Elementary
1197 Schumacher Avenue
Burton, MI 48529-3617
Telephone: 810-591-3590
Fax: 810-591-3835
Grades K-3rd

Dye Elementary
1174 Graham Road
Flint, MI 48532-3562
Telephone: 810-591-3229
Fax: 810-591-3310
Grades K-5th

Randels Elementary
6022 Brobeck Street
Flint, MI 48532-4057
Telephone: 810-591-3250
Fax: 810-591-3225
Grades K-5th

Rankin Elementary
3459 Mundy Avenue
Swartz Creek, MI 48473-8866
Telephone: 810-591-4605
Fax: 810-591-8440
Grades K-5th

The Learning Community
1181 Scottwood Avenue
Flint, MI 48507-3699
Telephone: 810-591-3600
Fax: 810-591-3650

Food Services
G-3475 West Court Street
Flint, MI 48532-4700
Telephone: 810-591-3220
Fax: 810-591-591-3209

Student Support Services
1300 N. Linden Road
Flint, MI 48532-2366
Telephone: 810-591-6251
Fax: 810-591-6681

Transportation
1409 West Maple Avenue
Flint, MI 48507-5699
Telephone: 810-591-3470
Fax: 810-591-3626

Administration Building
G-3475 West Court Street
Flint, MI 48532-4700
Telephone: 810-591-3700
Fax: 810-591-3323