

**CONSTANTINE ALTERNATIVE EDUCATION
PROGRAM
664 CANARIS STREET
CONSTANTINE, MI 49042**

**STUDENT HANDBOOK
2009-2010**

Student Name

CONSTANTINE ALTERNATIVE EDUCATION PROGRAM

Program Philosophy/Guidelines

2009-2010

The philosophy of alternative education is to advocate quality choices in education and to provide a network of support for at-risk students. The mission of the Constantine Alternative Education Program is to provide a more workable setting for those students who have not functioned successfully in a traditional educational environment. Our goals are to ensure that all students are valued, have a safe and secure place in which to learn, and have opportunities to experience kindness and cooperation. Alternative Education works to provide students the opportunity to complete a number of goals and provide for graduation from high school, to expand knowledge of everyday living skills, and to become an independent, self-functioning adult.*

Specific program guidelines are as follows:

1. NovaNET learning will supply the course content which consists of a comprehensive high school curriculum. Most units of study consist of a pre-test, NovaNET lessons, and a post-test. Additionally, there will be off-line assignments that complement the NovaNET instruction.
2. Students will participate in all community service activities.
3. Student entry into the program will involve completion of an application and an interview with the student, parent, and school staff.
4. Classroom (lab) time will be provided in three sessions (8:00-12:00 a.m., 12:00-4:00 p.m., and 4:00-8:00 p.m. Monday – Friday).
5. Students will be assigned to one of the three sessions based upon available lab space and student need/choice.
6. Student course selection will be based on graduation requirements, vocational need, and personal interest and will be done as part of an orientation conference involving the student, parent, and school staff.
7. Students will progress through each course at his/her own pace; consequently, upon successful completion of any course, the student may immediately move ahead to the next progressive course.
8. Student progress through course requirements is retained in the network's memory. If a student doesn't participate/advance for a period of time, the completed material will be held and the student may resume participation and continue with no penalty. However, if no participation has occurred within one calendar year, the unfinished course material will be destroyed.

9. Student progress is monitored weekly; individual student progress reports will be shared with students and parents periodically.
10. The greatest focus of alternative education is to provide positive learning opportunities for students and to help students become successful both academically and socially. To that end, each student will commit to a contract that outlines such issues as behavior, attendance and performance.
11. Grading will be determined in each course by the results of the NovaNET evaluation of materials completed by the student. Grades awarded will be Credit (CR) or Incomplete/No Credit (NC). Any course participation that has not resulted in successful completion within 18 months will be cancelled without the possibility of continuation or completion.
12. For some students, alternative education may be the last chance for success in a high school program. Positive parental/guardian involvement can be extremely important and helpful in monitoring student progress. Therefore, progress reports will be a regular occurrence and student/parent conferences may be required and scheduled as needed by school staff.

**Source: Michigan Alternative Education Study Project

GRADUATION REQUIREMENTS

1. Core classes must be completed
2. Student meets graduation credit requirement of the year they would have graduated from a traditional high school. Students in the class of 2008 and beyond will meet the requirement of 27 credits.

DISTRICT ENDORSED DIPLOMAS

The Alternative Education Program offers the following diplomas:

1. 16 Credit-Core Credit Diploma
2. 20 Credit-Alternative Ed Diploma
3. 27 Credit-Constantine High School Diploma

CONSTANTINE ALTERNATIVE EDUCATION PROGRAM

General Student Guidelines

The purpose of these guidelines is to provide our students with a clear explanation of the school's expectations regarding their actions and behavior while enrolled here. The guidelines are as follows:

1. A student's success through NovaNET will be dependent upon completion of all of the specific course materials. That can only happen as a result of regular and on-time attendance. The NovaNET network will automatically record your participation on a daily basis and will record both start and stop times. As a result, the level of your participation will be constantly clear to school staff and parents.
2. It is the Constantine Alternative Education student's responsibility to:
 - Attend class when school is in session
 - Stay on task for the scheduled time periods
 - Take notes in the classes enrolled
 - Ask for help from the appropriate personnel
 - Be receptive to constructive criticism
 - Communicate with school staff on appropriate issues
 - Have proper respect for: program, facility, personnel, district school, and community members and concerns
3. While in the computer lab, lab rules as published will be in effect.
4. Students that attend the program are eligible to attend CHS dances/event. The student must be in good standing in the program to be eligible and have the approval of the Alternative Education Coordinator. The final decision will rest with the High School Principal.
5. Constantine Schools are in a designated Tobacco/Drug Free Zone. Students proven to be involved with either could face suspension and/or expulsion.
6. Appropriate clothing will be worn at all times while on campus.
7. Cell phones or pager usage is forbidden in the lab area. Devices must be set on silent or vibrate during session time. Only emergency calls are allowed during this time and must be taken in the break area. All other personal calls may be made or accepted during set break times.
8. Insubordination toward school staff will result in discipline determined by school staff.
9. Major suspendable bus offenses such as fighting, defiance of authority, profanity toward driver, possession of a weapon, etc., will result in suspension/expulsion from school.

10. Students are expected to demonstrate respect to others. A student can show respect by presenting him/her self positively and by not engaging in negative behavior such as use of profanity, name calling, or other types of demeaning behavior.
11. Any physical confrontation on campus will result in the student(s) suspension. The length of the suspension will be determined by the Program Director. A second offense will result in expulsion for the remainder of the school year or deactivation from the program.
12. Bullying is not tolerated on campus. Our definition of bullying is as follows. Bullying is a form of violence that is intentional, repeated, and involves an imbalance of power between the people involved. Bullying can take the form of a mean look, gesture, word or action that hurts a person's body, feelings, friendships, reputation or property.
13. No visitors allowed in the building without permission from the program coordinator. A 24hr. notice must be presented to the program coordinator for requesting a visitor to sit in on a student's session. It will be at the coordinator's discretion whether visitor is allowed. If the program coordinator is not available it will be up to the site director or facilitator's discretion.
14. Alternative Education "Rules of the Road" provide more specific information regarding daily processes and behavior. A copy is adjacent to this sheet.
15. Use of School Transportation is to be determined on a case by case situation.
16. Students are not to leave campus unless an "Off Campus" permission slip is signed by the student and parent/guardian. Students 18 years of age, with a signed "Age of Majority" form, may sign their permission slip without a parent/guardian signature. Permission to leave campus can be revoked by the Program Director.
17. Students have the right to appeal Alternative Education staff decisions to the high school principal. If the student is not satisfied, they may appeal to the Superintendent of Schools. If the student does not agree with the Superintendent's decision, they may appeal to the Constantine School Board.

CONSTANTINE ALTERNATIVE EDUCATION PROGRAM

NovaNET Lab-Rules of the Road

1. The lab is our “Quiet Zone”. Conversations are saved for breaks or group activities.
2. Students are allowed three 10 minute rest breaks during a 4 hour session. Breaks are scheduled on the hour and times are posted. No break will be given to a student without a full hour of completed work. The afternoon session is not allowed outside on break from 2:40-3:00. Students must sign out and back in from their breaks. Outside breaks are granted to those students with a signed permission form from a parent or legal guardian.
3. Profanity is absolutely not allowed.
4. Workstations may not be used for purposes other than NovaNET curriculum content, internet use for off-line writing research, or word processing assignments. Personal computer use may be done on a student’s break with permission from the facilitator. This may be monitored on an individual basis. Instant Messaging is forbidden. Inappropriate online talk during said time will result in loss of the privilege.
5. Only drink containers with screw caps are allowed in the lab. Food and drinks may be consumed in designated areas only. No food allowed in the lab.
6. Any misuse/abuse/vandalism/destruction of the facility and equipment causing damage will result in dismissal from Alternative Education and financial liability for repair/replacement.

Consequences

Our consequences need to be simple to understand and administer. Failure to “play fair” relative to the above will result in one of the following consequences:

1. Verbal reprimand
2. Student/Teacher conference
3. Suspension
 - Short term
 - Long term
4. Expulsion
5. Legal action

CONSTANTINE SCHOOL DISTRICT
Data and Internet Acceptable Use Procedures
For All Users
Last revised 05-15-02

Introduction:

This document outlines the Constantine School District's "Acceptable Use Policy" (hereafter referred to as AUP) for Internet and computer use. This document supersedes all previous policies whether written or verbal.

The purpose of this AUP is to provide guidelines for proper use of computer equipment, computer data, Internet access, and school information. The policies set forth here should be applied in the broadest sense possible.

The term "user(s)" in this document is defined as anyone using District data resources: students, employees, volunteers, School Board Members, parents, community members, or outside vendors.

Security of Accounts and Passwords:

Users may be assigned user ID's (logon names), passwords, Internet access, Internet accounts, and confidential information from time to time. These accounts, ID's and information, are not to be disclosed to anyone without consent from the Technology Department. Furthermore, users shall not make attempts to learn or use other user's ID's (logon names) and passwords. (Exceptions to this are for Technology and Administrative personnel who are required to keep databases of such information or need to know for repair purposes).

Data Access and Computer Use:

The Constantine School District makes no warranties of any kind, whether expressed or implied, for the service(s) provided. The District is not responsible for any damages the user incurs, including loss of data, delays, non-deliveries, or service interruptions, or any other damages caused by District negligence, or users' errors or omissions.

The Constantine School District will provide users with District computer programs, and data, by way of computers, data collection devices, and other devices supplied by the District. Use of these devices is restricted to school, or school related use. All such equipment, programs, and data, belong solely to Constantine Public Schools and are considered proprietary assets of the District.

Computers will be installed with the software that Constantine Schools' authorizes. Adding additional software is prohibited without authorization from the Technology Department, or the Administrative Office. This includes screensavers, games, music utilities, and "relay chat programs". Use of these programs can cause severe conflicts with District software and will not be tolerated.

From time to time failures will occur in the use of the District's data systems. Reasonable efforts may be made by the users to "fix" these problems including system reboots, program shutdowns and restarts, and similar acts. However, users should not attempt any hardware repair, file rebuilds, data restores, and program reinstallations, or any other act that is beyond the scope of the acts previously listed. **IF IN DOUBT DO NOT ATTEMPT TO REPAIR OR FIX PROBLEMS** without discussing this with authorized personnel. Technology Personnel and proper procedures will be utilized to repair and fix problems as they arise.

Users will have access to third-party data and information over which the District has no control. Even though the District may attempt to filter out or block inappropriate materials, users may be exposed to materials considered offensive or inappropriate, and may contain inaccurate information. Users understand that use of District equipment is at the "users" own risk.

Use of Internet:

Users agree to use the Internet for school, or school related business specifically. Other use may be tolerated on a case-by-case basis. However, under no circumstances will users use the Internet for illegal acts such as violating copyright or other intellectual property rights, for downloading or uploading commercial software in violation of software license agreements, or be in violation of any applicable laws whether they be local, state, or federal.

Computer Misuse:

The following activities are specifically forbidden: using electronic mail to harass others; posting, displaying, copying, downloading, or uploading, sexually explicit or graphically disturbing images or files; posting, displaying, copying, downloading, or uploading, libelous, slanderous, or harassing images, files, or messages; intentionally using a system with the intent of disrupting service, or damaging files; downloading, or uploading, files that are not "school business" related; posting, displaying, copying, downloading, or uploading, files that are discriminatory towards any gender, race, color, national origin, age, or disability; any use of any system(s) designed to specifically disrupt system use or integrity. It should be noted that this list may not be totally inclusive. If access to sites that are otherwise "forbidden" is required in an educational pursuit, authorization from your school's principal must be obtained. Additionally, the Constantine School District does not accept, expect, nor condone, the illegal use of copyrighted software. Only authorized, legally licensed software will be used on any District computer.

Account Monitoring:

The Constantine School District reserves the right to monitor all computer accounts and Internet usage as the Administrative Staff and School Board deem necessary. Users understand that appropriate personnel may access their transactions, files, and Internet usage/access logs.

E-Mail and Usenet:

Use of e-mail and newsgroups is permitted provided these activities have a school purpose. Authorized personnel may monitor e-mail accounts. Under no circumstances shall school e-mail or Internet accounts be used to participate in “making money schemes” (i.e. pyramid schemes), chain letters, or the like.

Discovering and Reporting Abuse:

Violations of the above policies are prohibited, and may include illegal acts. Users aware of violations should report such abuse to their school principal, the Technology Department, or to the Administration Office.

Failure to comply with these procedures and/or the District Internet Use Policy 2540 may result in disciplinary action including loss of privileges, and/or suspension, and/or termination from school employment.

Signature

Date