

Constantine High School

2009-2010 Student Handbook



MISSION STATEMENT

We Believe . . .

It is the mission of Constantine High School, through the cooperative efforts of its staff, the community, and the State of Michigan, to provide for all students quality instruction designed to foster learning and the achievement of maximum academic potential, the nurturing of positive growth and personal development, and a safe and orderly school environment.

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Constantine High School

One Falcon Drive
Constantine, Michigan 49042
(269) 435-8920

Principal:
Mr. Michael Mulligan

Athletic Director: Mr. Michael Messner
Administrative Assistant: Mrs. Shelly Miller
Guidance Counselor: Mr. Doug Hunter
High School Receptionist: Mrs. Brooke Dombrowski
Athletic Secretary: Mrs. Nancy Moore

Code of Conduct

Constantine High School students are expected to:

- ♥ Abide by national, State, and local laws as well as the rules of the school;
- ♥ Respect the civil rights of others;
- ♥ Be prompt to school and attentive in class;
- ♥ Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, or ethnic background;
- ♥ Complete assigned tasks on time and as directed;
- ♥ Help maintain a school environment that is safe, friendly, and productive;
- ♥ Act at all times in a manner that reflects pride in self, family, and in the school

YOU the STUDENTS make Constantine High School special! Keep the tradition of excellence alive at CHS, be active, be responsible, and make CHS a better place!

This handbook provides guidelines to general principles, and the District has the authority to interpret, apply principles, and amend where appropriate. This includes issuing consequences for infractions greater than what is listed in the handbook as the severity of the infraction warrant.

Mission Statement ~ Constantine High School

It is the expressed mission of Constantine High School to undertake a cooperative effort involving individual students, their parents, the teachers and administrators of the school, and the State of Michigan, designed to maximize the preparedness of students as they enter the world of work or seek further vocational and/or academic training.

Students graduating from Constantine High School will be granted diplomas on the basis of the successful completion of a required number of units of high school work and satisfactory attendance as prescribed by this policy.

Academic Information

Constantine High School Diploma ~ Requirements

The requirements for graduation from CHS are listed below. Foreign exchange students will receive certificates of attendance, not a diploma from CHS.

Academic Requirements

Requirement	Class of	Class of 2011 and
English Credits	4	4
Social Studies Credits	3.5	3
Mathematics Credits	3	4
Science Credits	3	3
Physical Education & Health Education Credit	.5 Each	.5 each
Senior Seminar Credit	.5	.5
Computers Credit	.5	.5
Fine Arts or Performing Arts/Foreign Language/Vocational Classes or any combination	1	1
Elective Class Credits	10.5	10
Total Credits	27	27

Requirements ~ Other

1. Students must maintain full and regular attendance for a minimum of 12 Trimesters (grades 9-12). Students must complete, in full, either their eleventh or twelfth Trimester in Constantine High School.
2. Students must have taken all of the Michigan Merit Exam (MME) tests or the designated appropriate assessments prior to graduation.
3. During their senior year, students must earn five (5) units of credit to be eligible for graduation and maintain satisfactory attendance.
4. Students will be enrolled in an approved program for five classes daily.
5. A maximum of one credit of approved correspondence courses may be accepted and a maximum of 2 credits from Alternative Education are allowed subject to approval by the principal/counselor.
6. Individual students **must respond in a satisfactory** manner to the normal and regular disciplines, policies, and regulations of the school
7. One-half unit of credit is earned by completing successfully one Trimester of a given course.
8. Virtual High School coursework and dual enrollment/college coursework may be taken with Administrative approval.

Grades and the Grading System

The grade recorded on a student's report card represents the teacher's evaluation of the progress the student has made during the marking period. The evaluation is not only of the academic growth, but also includes social and work habits. Attendance and tardiness may have an effect on the final grade.

Grading System

The following grading system will be utilized during the 2008-2009 school year:

Letter Grade	Percentage	Credit Points
A+	98-100	4.100
A	93-97	4.000
A-	90-92	3.667
B+	88-89	3.333
B	83-87	3.000
B-	80-82	2.667
C+	78-79	2.333
C	73-77	2.000
C-	70-72	1.667
D+	68-69	1.333
D	63-67	1.000
D-	60-62	0.667
E	50-59	0.333
F	49-0	0
I	Incomplete	0
NC	No Credit	0

Trimester Grades

- Each Trimester grade will be calculated by taking the work done during the Trimester at 80% and the final exam averaged at 20% of the final grade.

Example:

Grades earned during Trimester	(80%) =	78%
Final Exam	(20%) =	64%
Trimester Grade	100%	$78 \times 4 + 64 = 376 / 5 = 75.2 = C$

- When averaging trimester grades, the teacher has the discretion with any average ending with a .5 or above to round it to the next highest whole percentage or truncate the decimal.
- In order to receive a trimester credit in any class, a student must pass with an average of at least 60%.

A student must complete all of the requirements for a course in order to be granted credit for that course. Requirements include, but are not limited to:

- Taking a final exam
- Turning in major assignments
- Attending class on a regular basis (see attendance regulations)

Grade Point Average

A student's grade point average (GPA) will be calculated by averaging the student's trimester final grades. (These are the grades that have been determined in item 3). In most cases a student completing their 9th grade year will have 3 trimester final grades to average; a student completing their 10th grade year will have 6 trimester final grades to average and so on. Student grade point averages are used to determine class rank and eligibility for National Honor Society. In calculating GPA's trimester letter grades will be given credit point values as Indicated in the chart in item 1 and therefore grade point averages will range from a low of 0.00 to a high of 4.333 with a possible exception as explained here:

Constantine High School offers some classes that are clearly more academically challenging and require a student to perform at a level of commitment that far exceeds the average class. These classes have been designated as honors classes and students taking these classes will receive weighted averages for determining a student's Grade Point:

Weighted Trimester Credit Points

A+	4.9200
A	4.8000
A-	4.4004
B+	3.9996
B	3.6000
B-	3.2004
C+	2.7996
C	2.4000
C-	2.0004

Any class taken outside of CHS course offerings will receive weighted credit points on a class by class basis pending administrative approval.

The following courses are weighted courses:

Weighted Classes

Pre-Calculus
Calculus
Physics
College English 11
Spanish III
AP English
Adv. Biology
Core Area College Level Courses as determined by HS Principal

Weighted classes if offered as a class not Ind. Study

Advanced Chemistry
Advanced Physics
Spanish IV

Incompletes

A student who has not completed all the requirements in a class within the Trimester may receive an incomplete. This indicates the reason for not completing work was justified. **Students receiving an incomplete will have 2 weeks following the end of the Trimester to make up the necessary work**, unless special arrangements have been made with the teacher and the HS Principal. Any incomplete not made up in the required time will be recorded as a failure.

Progress Reports ~ Six Week

Approximately, at the end of the Sixth week of each marking period, interim progress reports will be distributed to all students. Students will need to accept the responsibility to make these reports available to parents. A duplicate copy will be kept on file in the high school office.

Report Cards ~ Twelve Weeks

Report cards will be available on the Friday following the end of each Trimester. If you have not received a report card by the end of the following week, please contact CHS at 435-8920. Note: All questions over grades must be resolved within 30 days of the end of the trimester.

Dual Enrollment

Eligible students may wish to enroll in a postsecondary opportunity while still in high school. In order to be eligible, students must meet the following requirements:

1. A student in the 11th or 12th grade
2. Enrolled in at least one high school course
3. Meet the qualifying scores for either the PLAN or PSAT
4. Administrative approval
5. Meet other guidelines as established by the Michigan Department of Education

Academic Awards

Academic Awards System

Students who are named to honor roll at the end of every term of each year of their 4-year high school career will qualify for an academic award and will be honored with a special recognition plaque.

Honor Roll

An honor roll will be announced and published following each term. To be on the Honor Roll, a student must have a 3.0 grade point average for the marking period and have no D's or E's on the report card.

Diploma

Students who have earned a 3.7 GPA or above will receive an indication of academic superiority on their diplomas.

Graduation Exercises

Students with a 3.7 GPA or above will wear honor cords during graduation ceremonies. Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. **A student may be denied participation in the ceremony or graduation, however, when personal conduct so warrants.**

Perfect Attendance

Students maintaining perfect attendance for 4 years will be honored with a special recognition plaque.

Academic Dishonesty

Cheating

The act or an instance of fraudulently deceiving

1st offense - Detention and loss of credit for the specific assignments involved

2nd offense - Saturday School and loss of credit for the specific assignments involved

3rd offense - 3 days of Suspension and loss of credit for the specific assignments involved

Collusion

Collusion occurs when a student knowingly allows his/her work to be submitted for assessment/credit by another student.

1st offense - Detention and loss of credit for the specific assignments involved

2nd offense - Saturday School Detention and loss of credit for the specific assignments involved

3rd offense - 3 days of Suspension and loss of credit for the specific assignments involved

Lying

Marked by or containing falsehoods

Detention or suspension 1-10 days

Plagiarism

The intentional use of another's ideas, facts, photos, art, chart, graphic, design or words without giving proper credit; an attempt to present the ideas or words of another as one's own; presenting as new/original an idea or product derived from an existing source. In writing and in speech, the use of the words of another (whether quoted or paraphrased) without telling the reader/listener that those words are not one's own is Plagiarism. **Parent or guardian will be notified by the teacher upon each occurrence.**

1st offense – 2 Saturday School and possible loss of credit for the specific assignments involved. May be reduced to 1 Saturday School with the satisfactory completion of the assignment

2nd offense – 2 Saturday Schools and loss of credit for the specific assignments involved

3rd offense - 5 days of Suspension and loss of credit for the specific assignments involved

Athletics

Students interested in participating in athletics must do the following:

- A. Take a physical examination
- B. Read and sign an athletic code of conduct
- C. Secure a parent's or guardian's signature on the athletic code of conduct
- D. Comply with all eligibility requirements as explained in The Athletic Code of Conduct. In order to be eligible academically, a high school student must be passing a minimum of four (4) classes during a trimester.

Athletic programs offered during the school year will include: girls' basketball, cheerleading, football, cross country, golf, boys' basketball, wrestling, volleyball, baseball, softball, track, and tennis.

Athletic Passes

All adult and student athletic passes are intended for the use of the purchaser only and will not be accepted if given to other event spectators.

Student Passes

Student athletic passes are on sale in the high school office. This pass will allow a student to attend all home athletic events and represents a considerable savings over purchasing tickets at each event.

Adult Athletic Passes

Adult athletic passes are on sale in the high school office. This pass will allow any adult to attend all home athletic events and represents a considerable savings over purchasing tickets at each event. The price of the pass is subject to change pending action by the Board of Education.

Golden Passes

Golden passes are available free of charge to all Senior Citizens in the school district. These passes, which may be obtained from the Athletic Director or in the high school office, allow the individual the opportunity to attend all Constantine home athletic events at no cost

Attendance Policy

It is our belief at Constantine High School that regular student attendance represents a significant cornerstone for learning and is based upon a partnership between the school and home in promoting and teaching responsible attendance habits. Students are expected to attend class regularly and be on time. Responsibility for student attendance is shared amongst the student, parent(s)/guardian, and the school. An excessively absent student misses valuable aspects of the learning process, which negatively impacts his/her ability to continually learn. Being on time, maintaining regular attendance, using self-discipline, and being responsible are all important goals which are directly related to employability and future academic success. Research shows that students who exhibit good attendance generally achieve higher grades and have more academic success. For these reasons, Constantine High School adopted the Attendance Policy found in this handbook.

General Attendance Information

The state law governing school attendance indicates that school is to be in session a minimum of 1098 hours each school year. Likewise, students are expected to be in attendance 1098 hours unless they are excused by the principal or his designee. Students who have a good attendance record generally earn higher grades, enjoy school more, and are more employable after leaving high school. In an attempt to encourage students to maintain good attendance patterns and experience the indicated benefits, the Constantine Board of Education has directed Constantine High School to include as a learning outcome for each of its courses, certain "workplace behaviors" including regularity and punctuality as they relate to attendance and following the appropriate procedures regarding absenteeism.

Absence Reporting Procedures

1. When absences are necessary, a parental phone contact on the day of the absence is required. Parents need to contact the school office, **435-8920**, between the hours of 7:15 a.m. and 3:30 p.m., and leave the student's name and the reason for the absence. If a parent calls outside of the time frame above, **they may leave a message at any time day or night on the CHS Voicemail system outlining the student's name and reason for the absence** along with the name and relationship of the person calling. If it is not possible to call on the day of an absence, a note explaining the circumstances must be presented by 8:30 a.m. to the office on the date of the student's return. It is not necessary to call if a pre-excused absence has been arranged.
2. The principal or his/her designee shall determine whether the given excuse warrants an excused or unexcused absence.
3. If a phone **call is not received** on the day of the absence or a call **or note is not presented in the office by 8:30 a.m. on the day of the student's return**, that absence will be considered **unexcused**.
4. It is to your advantage to provide proof of your visit to the doctor, dentist, court, or probation officer.
5. Ask all teachers for make-up assignments. Assignments not made-up will negatively affect your grade. (Each student is personally responsible for assuring make-up work is completed in a timely manner.)

See "Make-up Work."

Signing In/Signing Out Procedures

Students who enter the high school after 7:50 a.m. are to immediately report to the High School Office. Students who must leave the building have to sign out in the office and can only leave with permission from both the office and the parents. Failure to sign out before departure may result in an unexcused absence, a skipping consequence, or other possible disciplinary action. **Never leave the building without first reporting to the office and obtaining permission.**

Absences

An absence occurs when a student misses more than 10 minutes of the first class of the day or 5 minutes of each class thereafter -or- is unexcused for any portion of any class period after the first 5 minutes of class. (The teacher may use discretion in the final determination.)

Attendance Procedure, Constantine High School

1. Students will only be allowed **6 absences in each class period per trimester**. Parents shall be notified by letter or phone on the student's 5th and 6th absences. Certain absences such as verified medical appointments, funerals, family deaths, etc. may not count as part of the 6 absences.
2. On a 7th absence and beyond, the student will be required to attend Saturday School Detention to make-up time missed in school. One Saturday School Detention will be equivalent to a day of school. If make-up time is just for one class, the student must attend the whole Saturday School Detention.
3. We would like to take the same approach to attendance one would find at the workplace. If absent from work, the employee calls before work begins. So, in essence, we expect to be notified before school begins on the day a student is absent. Obviously, this cannot happen every time, so an excuse must be given to the high school office within 48 hours of an absence, or the absence will be considered **unexcused**.
4. Any student returning to school following an absence **must report to the high school office prior to going to first hour**, regardless of whether a call has already been made to excuse the absence. A pass will be given to each student which denotes whether the absence was excused or unexcused. An unexcused absence must be excused within the next 24 hours or it will remain unexcused.
5. Students that fail to meet the attendance requirements **shall appeal to the Dean of Students** to discuss options to bring student attendance into compliance. Examples may include, but are not limited to, **make-up time at Saturday School Detentions**, after school make-up time, make-up at an arranged time, alternate assignments on top of work missed, etc. Some absences, such as extended medical leaves, may not be added to a student's maximum absences allowed. The final decision will rest with the principal and/or his/her designee.

Excused Absences

An excused absence is one which was approved by both the parent and the high school office. The student has a right to make-up work that was missed with full credit being given.

Excused Absences fall within one of the following categories:

1. Personal illness or illness in the family.
2. Death in the family or of a close friend.
3. Medical appointments. (Individual appointments will count as absences in the attendance policy.)
4. Family emergencies of unforeseen circumstances which cannot be avoided.
5. Pre-excused absences that have been appropriately arranged.
6. Approved family vacation.

7. Approved college visitation (limit 4).
8. Required court appearances.

Make-up Work

Upon return to school, a student with an excused absence will be given the same number of days of the absence to complete work. This make-up work applies to work assigned or tests announced and given after the student's period of absence started. Assignments given or tests announced prior to the commencement of the absence will be expected to be completed or taken immediately upon the student's return. In the case of an absence extending beyond two days, parents or the student should contact the school or teachers so appropriate arrangements can be made for the student to receive his/her work.

Unexcused Absences

When a student is:

1. Absent for any unauthorized reason.
2. Absent and no parental communication takes place within 48 hours (phone call or note).
3. Absent due to skipping class or classes.
4. Absent due to a suspension from school.
5. More than 5 minutes late for class without permission.
6. Parental failure to excuse a student's absence.
7. Leaving class early without permission of the teacher.
8. Missing a class due to illness without reporting to the office.

The absence will be considered unexcused with the following action being taken:

1. The student has to make-up work that has been or will be missed, provided the work is completed upon the student's return to class. It will be the **responsibility of the suspended student to contact the school** regarding assignments that are going to be missed during the suspension period.
2. Tests, papers, reports, etc. due while a student is suspended may be completed for credit upon return to class. No additional times will be provided to prepare the assignments.
3. In 3 (Skipping) the consequences are outlined under Skipping and in 4 the disciplinary action has already been imposed.
4. Students with age of majority will be required to act responsibly with this policy. The school district reserves the right to count any unexcused absence as skipping with all of the consequences associated with such a charge.
5. Make-up time will be equivalent to the length of absence; however, the teacher may grant extended time under special circumstances.

Unexcused Absences ~ Other Examples

1. No note or phone call within 48 hours.
2. Personal business without being previously excused.
3. Taking an extra day before or after a vacation period without being previously excused.
4. Skipping any part of a class or day of school.
5. Leaving a school without making arrangements with the office. If you are ill, parents will be contacted in the high school office.
6. Driving difficulties with non-school vehicles.
7. Providing transportation for other students.
8. A student who is absent or leaves school due to illness and subsequently attends a school activity or event.
9. Missing the bus.

10. Oversleeping.
11. Kicked off the bus.

Pre-Excused Absences

Any absence, other than illness or family emergencies, must be planned for in advance. A parent or guardian request for a pupil's absence must be presented to the principal's office for approval if an advance excused slip is to be issued. This advance excuse must be signed by all the student's teachers and **returned to the principal's office before the date of the proposed absence.** Students, who do not pre-arrange absences known in advance, will be considered unexcused. Students are expected to make-up work as with any other excused absences. *Students are expected to have pre-arranged work completed when they return to school unless other arrangements are made in advance.*

Pre-excused Absences ~ Absences that must be Pre-excused

1. 4-H fair attendance
2. Hunting
3. Family trips
4. Visiting colleges
5. Working at home. On occasion, it may be necessary for a student to work at home and it is not possible to get a pre-excused absence. If this occurs, the school must be contacted sometime during the day of the absence.

*Pre-excused absences are considered to be chargeable absences at the end of the trimester, thus time may have to be made-up in Saturday School Detention. The school district reserves the right to require students with academic or attendance difficulties to remain in school during Release Bible Time.

Family Vacations

All vacation days will count toward the school attendance policy and will be considered excused absences. A prearranged absence form can be obtained in the office and given to each teacher, who will list work assigned for that absence period. Class work should be completed before the absence unless other arrangements have been made with the teacher.

Absence Make-up Time

All students who have time to make-up because 7+ absences have occurred, will be notified by the Dean of Students and Saturday School Detention(s) will be assigned where appropriate. A student can sign up for Make-up Saturday School by adding his/her name on a list with the Dean of Students. Teachers will be provided with a list of students who have completed make-up time.

School Related Absences

Students who are absent due to school related activities are expected to make-up work as with other excused absences. School related absences do not count toward time that must be made-up,

Skipping

Skipping school and/or classes is considered to be a **serious offense**. Disciplinary action will include:

1st offense -

- A. Parental Contact.
- B. Detention assigned for each period missed.

2nd offense -

- A. Parental Contact.
- B. Three Saturday School Detentions.

3rd offense –

- A. Five-day suspension from school.

Tardiness

A student is considered tardy to school if he/she is not in his/her assigned room when the bell rings. Students tardy to first hour are to be sent to the principal's office for an excuse.

The daily schedule allows ample time to get from one class to another. Tardiness to class without an excuse from the office or another teacher will result in the following action:

- 1st tardy in the trimester. Warning
- 2nd – 4th tardies in the trimester. 1-hour Detention
- 5th tardy and above in the trimester Saturday School Detention per occurrence

- A. A student who is more than 10 minutes late for class will be considered absent from that class.
- B. A student arriving on a late bus or with a valid pass from the office or another teacher will be considered neither tardy nor absent.
- C. A student wishing to see a counselor or the principal should leave a message in the office between classes and then report to class **on time**. In turn, students will be contacted as soon as a counselor or the principal is available.

Bus Rules for Students

1. Students should be waiting at the bus stop when the school bus arrives, unless other arrangements have been made. In case of severe weather or mechanical problems with the bus, and the driver is several minutes late on his/her regular stops, the driver must stop and give adequate time for pupil to board bus. Driver is responsible for the maintenance of his schedule and cannot wait for tardy pupils.
2. Each pupil shall be seated immediately upon entering the bus in the place assigned by the driver. No pupil shall stand or move from place to place during the trip. The bus driver is in complete charge of the bus and the riders at all times. Student behavior must be excellent: the driver must not be distracted from the job of driving the bus.
3. No pupil shall stand or leave the bus until it has come to a complete stop and the door has been opened by the driver. Students are not to enter or exit from the bus by means of the emergency door (emergency only). When crossing the road, students are to take from 8 to 10 steps ahead of the bus so that the driver can see them and wait for the driver's signal before crossing the road.

4. If you wish to get off at a stop other than your own, you must bring the driver a written request signed by your parent/guardian. Students wanting to ride a bus other than their regular bus must bring a written request to ride to the principal or secretary of the school that they attend, and they will be issued a special pass for that day or days. If you are not going to ride the bus to school, please notify your driver. Permission to alter your ride is only given by the transportation supervisor or his/her designee.
5. Students shall not be allowed to eat, drink, or chew gum on the bus. Keep your bus clean.
6. Riding the bus is a privilege. Unacceptable conduct, such as loud talking, fighting, disobeying the bus driver, smoking, or using bad language will make it necessary to take your riding privileges away.
7. No windows or doors will be opened or closed except by permission of the driver. Keep arms, hands, and head inside the bus.
8. Students shall not be permitted to check mail boxes. (No bus driver shall tie up traffic for this purpose.) Do not stand or play in the road while waiting for your bus. Keep away from all sides of the bus so as not to fall beneath the bus. Report any damage to the bus driver immediately.
9. Students shall respect a substitute driver the same as they would their regular driver. You shall not bring water devices of any kind on the bus. This means squirt guns, plastic bottles, or any other device. No live animals, reptiles, birds, or insects will be transported on the bus. Check with the transportation supervisor if you have questions.
10. Bus violation notices shall be used and will be enforced. When a child is given a bus ticket, it must be signed by a parent/guardian and presented to the driver when returning to their bus.
11. Extra trips and spectator buses. Students will be allowed to leave the bus only at the school where the trip originated. All bus rules apply to extra trips also.
12. Absolutely nothing shall be thrown while riding any school bus.
13. Inappropriate or vulgar language will not be allowed on any school bus.
14. Students shall keep their voices to a level that will permit the bus driver to hear other students in distress throughout the bus and allow the bus driver to concentrate on driving the bus safely.
15. A student may be removed from their bus immediately if he/she demonstrates inappropriate conduct that could jeopardize the safety of other students or the driver's ability to operate the bus safely.
16. Those students in special programs that rely on transportation, such as CTE, who are suspended from the bus, will also be suspended from the special program. Programs such as CTE begin when the student steps onto the bus, not when they arrive at the program's location.

General Policies

Contacting Students

As we all know, there will undoubtedly be a time when an unforeseen occurrence or a personal emergency arises. So, parents or guardians can call the CHS office at **269-435-8920** to get their student a message.

Classroom Rules

Teachers may establish individual rules and guidelines that apply to their classroom. These additional rules may be more stringent than what is listed in this handbook, provided they are reasonable and are not in conflict with school policy. Students are required to observe these rules as well as those listed in this handbook. **Students who fail to follow classroom rules, have not completed homework assignments, and are not passing classes may be excluded from extracurricular activities and events.**

Closed Campus

Constantine High School is a closed campus. Students are not allowed to leave the school grounds or the building for the purpose of returning to vehicles without approval from the principal's office. This includes during the student's lunch period, between classes, and as a student returns from CTE programs. This will also include the bringing of food and/or other items into the school setting without permission from the HS office. Closed campus offenses will result in disciplinary action.

Computer User Information

The Network Services at Constantine High School is a privilege and should only be used for educational purposes. The school computers should be used for such things as research, typing reports, creating class presentations, etc.

Inappropriate Use of District Technology ~ Examples

- Accessing Blogs or Instant Messaging services
- Going into obscene and or other inappropriate sites.
- Printing any materials for personal use.
- Downloading any software, music or playing games.
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
- Misrepresenting other users on the Network or interfering with other's use of the Network.
- Any other inappropriate use of computers that is not deemed educational in nature.

Students who violate the technology use guidelines may have their access restricted or suspended by the principal or designee with possible detentions or suspensions from school depending upon the severity of the violation. Consequences for misuse of Network protocol can include complete loss of Network privileges. This policy also applies to the use of students personal computers while at school. Use of a computer whether it is personal or school owned is subject to teacher permission.

Counseling Services

Counseling: We have counselors who are qualified to give vocational, personal, and educational counseling.

Guidance: The counselors are available to assist in the selection of classes, planning a high school

program, informing students of the number of earned credits and their needs for graduation, as well as in making post-high school plans.

Students are urged to make appointments to be certain a counselor is available. **Students may not sit in the counselor's outer office during a scheduled class period without a pass.**

Dances and Extra Curricular Events

High school dances are held for Constantine High School students and their guests. Middle school students will not be allowed to attend high school dances. All non-current CHS students must obtain a guest pass issued by the high school office to attend dances sponsored by Constantine High School (including alumni and alternative education students). All school rules and regulations will apply at dances for all people in attendance. Chaperones have the authority to ask students or their guests to leave when deemed appropriate. **Students not in good standing may be denied participation in or attendance at extracurricular activities, including dances. Students suspended out of school may neither participate nor attend any Constantine Public Schools event while under disciplinary action. A student is considered suspended from the time punishment is given until the date his/her return to school has arrived.**

Displays of Affection

There is a proper time and place for expressing affection. The school day and the school are not considered proper. Students are asked to avoid embarrassing themselves and others by avoiding displays of affection in and around the school. Violations will be handled as follows:

1st offense - Both students will be issued a detention, but excessive or continuous display will result in notification of parents and/or suspension from school.

2nd offense - One Saturday School Detention.

3rd offense – One day out of school suspension.

Dress Guidelines

It is important that it is understood that these Dress Guidelines were developed jointly by high school students and high school faculty members. Their cooperative efforts were designed to assure that the productive learning environment at Constantine High School is not compromised by attire that is inappropriate, distracting, or offensive. Basic guidelines to follow are:

1. Students should be clean and well groomed.
2. No sleepwear, pajamas, or slippers
3. Hats, headbands, visors, bandannas, and sunglasses are not to be worn in the building between regular starting time and regular dismissal time.
4. Footwear is to be worn at all times.
5. Tops are to meet the tops of pants in both front and back when standing with no midriff or back being exposed. Tank, tube, spaghetti, and string tops are not acceptable (2 ½" rule). The front of tops can only be cut as low as the width of your hand (place hand across chest, index finger should be on both bones just below the neck) anything below the hand is inappropriate. This guideline applies to the back of a student's shirt as well.
6. No clothing with inscriptions that are obscene or in poor taste, or draws undue attention to the wearer is considered appropriate. Examples are shirts that promote sex, drugs, alcohol, tobacco products, or are profane, obscene, overtly suggestive, or have double meaning. This includes shirts from businesses or restaurants.
7. The length of shorts or skirts will be determined in one of two ways:
 - a. Fingertip length when standing in a normal relaxed position.

- b. The 'out-seam' must measure 13" in length, use a ruler and add one inch. This includes the "kick-pleat" or "slit" on a skirt.
 - c. No spandex, biker shorts, running tights, boxer shorts, or ragged cut-offs are to be worn.
8. Buttons, signs, or patches which are indecent or in bad taste are not to be worn.
9. Undergarments are at no time to be showing or displayed, while sitting or standing.

Final interpretation of the dress code will be at the discretion of the principal or his/her designee. We at CHS believe that students should dress to meet the dress code, not to challenge the policy. Should we be faced with this obstacle to learning the following consequences will be enforced:

1st offense -

Student will receive a warning and be required to wear attire provided by CHS for the day.

2nd offense -

Student will receive a detention and be required to wear attire provided by CHS for the day and contact with the parent will be made.

3rd offense and beyond -

Student will be issued a Saturday School detention and required to wear attire provided by CHS for the day and parents will be contacted.

Note: Should CHS exhaust its inventory of replacement clothing, the student will be required to make contact with a parent and appropriate clothing will need to be supplied by the parent. No students will be allowed to leave campus to go and retrieve appropriate clothing. Students will be withheld from class until appropriate clothing is obtained.

Driving Privileges

School administrators have the authority to regulate parking, driving, and the use of vehicles in the general vicinity of school property and the surrounding pedestrian crossing points, including the authority to restrict use and/or punish for violations.

For the safety of our students, staff, and visitors, all student drivers must have their parking tags hanging from the rearview mirror of their vehicles. If a student wishes to use CHS's student parking lot, his/her vehicles should be registered in the high school office and a \$5.00 deposit is required to receive a parking tag. Every vehicle in the student lot should have a parking tag visible. Failure to have a parking tag could result in detention, suspension, and or loss of driving privileges. When a student has graduated from CHS or severed their attendance at CHS the \$5.00 deposit will be returned if the tag is returned to the high school office in satisfactory condition.

Students using the parking lot are directed to park **within the clearly marked parking spots**. Vehicles cannot be parked in an angle, sideways, or block other vehicles in any way. Students should not be in the parking lot once their car is parked for any reason other than written administrative permission. *Vehicles are never to be driven on the grass or over grass medians.*

Any student that violates the parking procedure is subject to the following penalties:

1st offense - 1 hour detention.

2nd offense - 2 hours detention.

3rd offense - Elimination of parking privileges for 30 days.

4th offense - Elimination of parking privileges for remainder of school year.

Reckless Driving

Students that exhibit unsafe driving habits that include, but are not limited to: peeling out, driving at excessive speed through the parking lot, running the stop signs, etc. will be subject to the following penalties:

1st Offense – A warning and up to a 30 day suspension of driving privileges depending on each offense.

2nd offense - 30 day suspension of driving privileges.

3rd offense - Elimination of driving privileges for the remainder of the school year.

Students are not to drive onto any Constantine Public School property for the duration of their driving suspension. Those individuals that do so can expect to be disciplined up to and including suspension from school.

Driving privileges may be revoked as a consequence for other Student Code of Conduct violations.

Parking lot behavior

Students who are in the parking lot and engage in any kind of mischief **will be subject to discipline up to and including suspension.** This behavior includes but is not limited to sitting or riding on a vehicle and swearing

Detention

Students may be required to remain after school hours for disciplinary purposes. A 24-hour notice is given to the student and **necessary transportation must be arranged by the student and his/her parents.** When absent from school on the same day of an assigned detention, students must serve the detention on the next available day, which might be the day they return to classes. A Detention slip will be given to the student stating the requirements of the detention and some are listed as follows:

1. It is your responsibility to get your detention slip signed by your parent/guardian and present it to the teacher you are serving it with. Failure to provide parent/guardian signature or (if detention form is lost) will result in an additional detention for **failure to follow a reasonable request.**
2. It is your responsibility to arrive on time, bring study materials, homework or something to read to the Detention Room.
3. **NO TALKING** – If you fail to comply with this, you will be scheduled for an additional detention.
4. If you fail to serve your detention, you will be assigned a Saturday School Detention. Failure to serve a second time may result in a suspension.
5. Detention will be served in Room 105 from 3:00 pm to 3:45 pm on Tuesday, Wednesday, and Thursday of each week.
6. **If you are absent or school is dismissed early on the day you are scheduled for detention, you must serve it on the next available day. It is your responsibility to be present at that time.**
7. As a rule of thumb, if a scheduling conflict arises, you should see the Principal before your scheduled detention time.

Failure to serve a detention will result in the following consequences:

1st offense - Saturday School

2nd offense - 2 Saturday Schools

3rd offense - 3 days of Suspension.

4th offense – 5 days of Suspension

5th offense – 10 days of Suspension and referral for possible long-term suspension

Final Exam - Senior Exemptions

A senior may be exempt from taking the Trimester Final Exam during their senior year if he/she meets the following criteria:

- a. **Enrolled in a trimester course, or in the last trimester of any other course.**
- b. Currently earning a B+ or better in the class.
- c. Total absences of 3 or less with no unexcused absences.
- d. Teacher approval.
- e. **If a student qualifies for the Senior Exemption; he/she may elect to take the final examination. When this happens the final examination can only be use in calculating the final Trimester grade if it will increase his/her Trimester grade.**

Fire Drills

Students must follow the directions posted in each classroom and move quickly out of the building and away from danger. Teachers will follow their classes out and are responsible for their classes during the drill. Students must not return to the building until the all-clear bell is rung, even though the buzzer may be turned off.

Food and Beverages

The eating of food and drinking beverages is to be restricted to the cafeteria area and during student lunch periods. **Only plastic bottles with screw on caps will be allowed in the hallway.** Students cannot have open beverage containers, **coffee mugs and cups, aluminum cans, energy drinks, glass bottles, fast-food cups,** etc. in the hallways at any time. Consequences for beverage violations are as follows:

1st offense - Confiscation of beverage and a warning

2nd offense - Confiscation of beverage and a detention

3rd offense - Confiscation of beverage and a Saturday school detention.

4th offense - Confiscation of beverage and 2 Saturday school detentions

5th offense - Confiscation of beverage and a 5 day out of school suspension

Hall Passes

If it is necessary to be in the halls while classes are in session, the student must possess a hall pass that has been issued by a teacher. Hall passes are located in the handbook. Failure to have a hall pass may result in a disciplinary action.

Hallway Conduct

Normal school rules apply to student hallway behavior. It is important that students represent themselves positively during hall passing time, before school, and after school hours. Students can expect to be held to high standards of conduct while in the hall. Students must respond respectfully to teachers who verbally warn students or send them to the office. Failure to comply with a teacher's reasonable request will never be tolerated and will result in disciplinary action for being disrespectful and insubordinate.

Homework/In-Class Work Policy

Completing and handing-in assigned work is vital to the success of any student. Homework reinforces and enriches classroom activity and may be used to prepare students for in-class discussions. All students should do a normal amount of homework to increase their efficiency.

Lockers and Locks

At the beginning of the school year, each student will be offered the use of a locker. Students should not let others know their combination and should always be certain their lockers are closed and locked. Periodic locker inspections will be announced and made. By accepting a locker, the student agrees that the locker may be inspected by the principal or his/her designee. Any student preferring to not have a locker should notify the office. All rules regarding locker assignments apply to gym lockers assigned to students for PE classes and extra-curricular activities.

It is expected that a student will:

1. All items hung on outside of lockers must be from a school-sponsored club or team and have administrative approval.
2. Not write or mark on the exterior or interior of his or her locker.
3. Be responsible for cleaning and/or removing any marks or writing that appears on or in his or her locker.
4. Not place stickers or use any adhesive tape or glue to attach items to the exterior or interior of his or her locker.
5. Refrain from placing any poster, signs, etc. in his or her locker, that
 - a. depict or promotes alcoholic beverages, illegal substances, etc. or
 - b. contain pictures of individuals who are in violation of the school dress code.
6. Refrain from placing any glass containers or opened food, pop, juice, or other liquid in his or her locker.
7. Perform a general locker clean-up if requested.
8. Thoroughly clean his or her assigned locker at the end of the school year.
9. Not remove the lock from the locker or in any way alter the locking mechanism.
10. To the extent possible the student's privacy rights shall be respected regarding items that are not illegal or against school policy.

Any student found altering the locking mechanism is subject to disciplinary action and possible fines for locker abuse. Furthermore, any student found to have damage consistent with that beyond normal use will be subject to discipline and expected to make restitution.

Consequences for violating the locker policy are as follows:

- 1st offense** - Warning up to a detention and possible restitution for damages
- 2nd offense** - Detention and possible restitution for damages
- 3rd offense** – 2 Detentions and possible restitution for damages.
- 4th offense** – Saturday School Detention and possible restitution for damages
- 5th offense** – 5 day out of school suspension and possible restitution for damages

Media Center

The purpose of the media center is to offer students necessary research information, reading material to supplement course work, leisure-time reading material, and a location that is conducive to study.

The media center is open for study each day 7:45 a.m. to 3:00 p.m. Materials may be checked out for 1 to 3 weeks. If not returned on time, a fine of 25¢ per item will be assessed at the end of each grading period. To be certain the necessary information is available to all students, students are asked not to take material without signing them out and to return the material on time.

With the exception of student media center aides, no student is to be behind the main media center circulation desk, nor are students allowed access to the copy machine.

*All students in the Media Center must be supervised by a teacher, an administrator, or a school staff member at all times. There are no exceptions to this rule. Violators could face discipline ranging from a warning to suspension depending on each particular case.

Medication

Sometimes it becomes necessary to take prescribed medication at school. Parents should first determine, through doctor's counsel, whether the medication schedule can be adjusted to avoid administering medication during school hours. In circumstances where medication needs to be administered at school the following guidelines are observed:

1. All medications must be registered with the principal's office. For prescription medication and/or non-prescription medication to be administered and "Authorization to Administer" form must be completed and signed by the student's doctor and/or parent.
2. Prescription medications are to be brought to the office in the original labeled prescription container with specific instructions: student name, doctor's name, name of the medication, dosage, and specific time of taking. Non-prescription medication must be sent to the school in the original commercial packaging and marked with student's name, purpose for taking medication, dosage, and time of taking. **The school will not accept medication that is not in original packaging or prescription containers.**
3. For daily medications, please provide the office with a 2-4 week supply.
4. Parents have sole responsibility to instruct their child to take the medication at the scheduled time. The child has the responsibility to come to the office at the appropriate time to take the prescribed medication.
5. A log for each prescribed medication shall be maintained that notes the personnel giving the medication and the date and time of administering.
6. With the exception of office personnel or designee, no staff member is permitted to dispense non-prescribed, over-the-counter medicine to any student. This includes aspirin, Tylenol, Advil, etc.
7. Any unused medicine unclaimed by the parent will be thrown away when a prescription is no longer to be administered, or at the end of the school year.
8. Students in possession of, or using, prescription, or over-the-counter, medication without authorization are subject to disciplinary procedures. Except for asthmatic inhalers, no student is ever to keep medication of any type in his/her locker, personal belongings, or on his/her person.

Money and Valuables

It is recommended that students not bring money or valuables to school. During physical education classes, students should be careful to lock all valuables in their lockers or give them to the teacher to be locked in the office. Do not leave valuables and expensive items such as purses, wallets, calculators, etc. in your lockers. Constantine Public Schools are not responsible for lost or stolen personal items.

National Honor Society

Membership in this organization is gained through faculty appointment. Students must demonstrate clearly superior achievement or attributes in the areas of citizenship, leadership, service, and scholarship. It is important to understand that candidates must qualify in all four areas, and no one is considered to be of greater significance than another.

Pictures

Individual pictures will be taken in the Fall. Prices and all other information will be announced early in the school year. All students should have their pictures taken for use in the yearbook whether they wish to purchase copies for themselves or not. Seniors who choose to use a photographer other than the one provided by the school should obtain a copy of the yearbook requirements from the Publications staff.

Police Questioning

If it is necessary for a student to be questioned by the police during school hours, it must be in the presence of the school superintendent, building principal, or his/her designee.

Reasonable Request

Any time an administrator, a teacher, or any other school employee makes a reasonable request of a student, the student must comply. A request for a student to report to the principal's office will always be interpreted as "reasonable". Violation of this regulation almost always results in strict disciplinary action. Students that receive discipline may be required to return a detention slip or disciplinary referral form with a parent or guardian's signature. This is deemed as "reasonable" and failure to comply may warrant further disciplinary action.

Failing to follow a reasonable request jeopardizes a student's good standing and is grounds for a student to be excluded from extracurricular activities and/or face detention to suspension.

Prohibited Items

In the past some items appearing at school have severely disrupted the educational environment as well as jeopardizing the safety and well-being of students. Therefore, it has been necessary to prohibit these items: skateboards, roller blades, laser pointers, weapons, ammunition of any kind, lighters, pepper spray, mace, or similar items, and electronic receiving or transmitting devices including but not limited to cell phones, pagers, etc. Some additional prohibited items are identified in other portions of this handbook.

Electronic items such as **cell phones** and entertainment devices (i.e., iPods, MP3 or MP4 players, **handheld games**, digital cameras, etc.) **should be stored in students' lockers and may be used before and after school only**. These items in a student's possession during school hours will be confiscated and a parent or guardian must come to school to pick them up. **Students will not be allowed to carry them at all during the school day, including lunchtime**. It does not matter if the electronic device is on or off, it shall be confiscated and normal consequences will be given. "I

wasn't using it." will not be an acceptable excuse. Keep these items off and in your locker during regular school hours and lunch.

Failure to follow these guidelines will result in the following consequences:

First Offense – 1 Saturday School and Parent or Guardian pick-up required.

Second Offense – 2 Saturday Schools and Parent or Guardian pick-up required.

Third Offense – 3-Day Suspension and Parent or Guardian pick-up required.

Scholarship Opportunities

During their senior year, students will have an opportunity to work with the school's student program coordinator who is knowledgeable and ware of multitudes of scholarship opportunities as well as financial aid considerations. It is also significant to point out that there are over 20 local scholarships that are awarded annually to graduation seniors. These scholarships are sponsored by local families as memorials, or by local organizations and clubs.

School Closing

If it is necessary for school to be closed due to inclement weather, please listen to WKZO (590), WLKM (1510), WSTR (1230), WLKM-FM (96), or WNDU-FM (U-93) for all information.

School Records

Each student has a folder which contains a record of his/her activity and performance in every area of school life. This record may include:

1. Grade in all subjects
2. Results of specialized tests
3. Health records
4. Attendance records

This file is confidential. Non-school agencies do not have access to the student's file without written permission from the parents or legal guardian or by the students themselves if they are 18.

Saturday School Detention

High School students may be assigned to attend Saturday School Detention sessions for disciplinary purposes or to make-up time for excessive absences. A Saturday School Detention letter will be given to the student stating the requirements of the Saturday School Detention and **it is the student's responsibility to notify parents/guardians and have transportation provided**. Parent questions about Saturday School Detentions should be referred to the CHS Principal. Failure to serve a Saturday School Detention will result in a 3-day suspension from classes or if indicated may result in a suspension from school until a Saturday School has been served. To view the requirements for signing up or being assigned Saturday School Attendance Make-up time, please go to the section where attendance is discussed on page 10. *A sample Saturday School Detention letter follows:

***Constantine Middle & High School**
Saturday School Detention: for 5/31/08

Constantine Public School students are expected to display appropriate behaviors and demonstrate a commitment to learning by completing assigned work, school attendance, and participate in class activities. When students have a breakdown in their responsibilities they face consequences for their actions. Saturday detention attendance is one method used to encourage students to modify their behaviors and learn to accept responsibility for inappropriate behaviors.

FAILURE OR REFUSAL TO ATTEND AN ASSIGNED SATURDAY SCHOOL DETENTION WILL RESULT IN A 3 DAY SUSPENSION FROM CLASSES.

Saturday School Detention Rules and Regulations:

1. Students who are unable to attend Saturday School Detention must call Saturday morning and leave a message indicating the reason for the absence. This will not mean that students will be excused from disciplinary actions for missing a Saturday School.
-Middle School students or parents should call 435-8940
-High School students or parents should call 435-8920 to leave a message.
2. **Report to the Front entrance of the Middle School by the office between 7:45 a.m. and 7:55 a.m.** The outside doors will be locked at 7:59 a.m. and the cafeteria doors locked at 8:00 a.m. Failure to arrive on time will result in no admittance and mean 3 days of suspension from classes.
3. All students will remain in attendance at Saturday School Detentions from 8:00 a.m. until Noon.
4. Students must have enough work to keep themselves busy the entire time. Homework, doing extra credit, or reading a book are all acceptable. Your school work and reading material are to be in your possession when you report to the room.
5. Failure to bring material, sleeping, sitting and doing nothing or “faking it” will result in immediate dismissal from Saturday School Detention and a 3 day suspension from classes.
6. **No** iPods, radios, walkmans, magazines, games, cards, etc. will be allowed.
7. Students will not be allowed to visit their locker. Students must bring all material with them when they report.
8. No talking is allowed during the entire Saturday School Detention. If students need to ask the teacher in charge a question, they must raise their hand and wait.
9. Students must remain in the seat to which they are assigned.
10. No student may leave the building during Saturday School Detention.
11. Visitors are not allowed in the building or room.
12. No food or drink will be permitted in the room.

Your student received a Saturday School Detention for a first offense of cell phone use during school hours. The Saturday School Detention is scheduled for 5/31/08. Thank you!

Searches

To ensure the safety and welfare of students and staff school authorities may search a student, student locker, or automobile under the circumstances below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

Student lockers and desks are considered school property and at all times under the control of Constantine Public Schools. However, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property. Periodic general inspections of lockers or desks may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action of ten (10) days out of school suspension up to and including expulsion. A student's person and/or personal effects may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a search yields such materials, the findings may be turned over to the proper authorities for ultimate disposition.

Substitute Teachers

As we all know, there may be a time when the regular teacher is absent and a substitute teacher will be leading the class. Students are to treat substitute teachers with respect by adhering to classroom rules and responding favorably to the substitute teacher's requests. In recent times we have experienced increased behavior referrals when substitute teachers are guests in our classrooms. This is unacceptable and makes Constantine High School an unfriendly place for our "guest" teachers. Students who misbehave while the teacher is absent can expect strict consequences for their actions..

Telephone

Student use of the office telephone is restricted to emergencies only.

Testing Out

As required by law, Constantine High School has a testing out program. Students should contact the principal to receive additional information. Credits earned by testing out shall be based on a "pass" grade and shall not be included in a computation of grade point average for any purpose and may not be counted toward graduation.

Teacher Workroom

Students are not to be in the teacher's workroom at any time without permission.

Visitors

In order to maintain the appropriate educational atmosphere, during normal school operational hours, visitors (students) and/or infants of enrolled students are not allowed. Parents are encouraged to visit if they wish and may make arrangements to do so by contacting the school office. Copies of the district visitor policy can be obtained at the High School receptionist's desk.

Weather Warnings and Drills

The report of severe weather, including tornadoes, is issued by the local police agencies. The announcement of a tornado drill will be by intercom. Each teacher will inform students as to the procedure they will follow from his or her room. During a tornado watch (meaning weather conditions are right for a tornado); students will remain in school as normal. During a tornado warning (meaning a tornado has been sighted in the area), emergency procedures will be followed to help insure the safety of students. No student will be allowed out of his or her designated "safe area" unless a parent or guardian comes to the school and requests a student to be released. A student will be released only to the student's legal parent or guardian. **Parents are encouraged to establish and review procedures for their home for when their child is home alone.**

Work Permits

Minors may not be employed by anyone other than his/her parents without obtaining a work permit. Application for work permits may be obtained in the high school office. The application must be completed by the prospective employer and the employee, and then returned to the office before the actual permit is issued.

Age of Majority Policy

Constantine Public School recognizes that when a student reaches the age of majority, he or she is afforded the rights and privileges of adulthood.

The adult, as a student, is a part of the school society and participates as all other students in shaping the school environment. Therefore, in order to preserve the common good of the school community,

it is necessary that he or she accepts the responsibility of adhering to the rules and regulations that have been established by the Board of Education for all students so that the school may continue to function in an educationally sound manner.

1. Adult students, willing to assume full responsibility for their report cards, attendance, and other school-related procedures and activities, must notify the high school principal in writing of their desires.
2. All students, regardless of age, are covered by all school board policies and administrative rules and regulations.
3. A person of majority age may elect to attend school in a district other than the residence of his parents. The establishment of his or her residence shall be subject to the rules and regulations and laws established by the state and local school district.

Disciplinary Action

Due Process

It is recognized that the constitutional rights of individuals assure the protection of due process of law. Therefore, in dealing with disciplinary matters, the following guidelines will be used:

1. The exercise of disciplinary authority shall be characterized by reasonableness and fairness.
2. Effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his or her parent or guardian.
3. A student must be given an opportunity for a hearing with the appropriate school administrator if he or she or his or her parent or guardian indicates the desire for one in writing within 48 hours of the disciplinary action. A hearing shall be held to allow the student and his parent or guardian to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority.

Suspension

In accordance with Revised School Code - State Law, Constantine High School will suspend from school students who are found to be guilty of persistent disobedience or a gross misdemeanor. The following procedure will be followed:

1. The students shall be informed of the specific charges which could be a basis for disciplinary action to be taken against him or her.
2. The student will have the opportunity to respond to the allegation with school administration.
3. If the student is suspended by the school administrator, the administrator will:
 - a. Notify the parents as soon as possible of the suspension, the reasons for it, and the steps necessary to effectuate the student's return.
 - b. Contact is to be made with the parents or guardian and the student to plan the satisfactory return of the student to the school setting.
4. If the parents or guardian are dissatisfied with this action, they may appeal to the superintendent or his designate to review the decision. (Continued on next page)
5. If the suspension is for a period of more than ten days, and if, after the first three steps have been taken, the suspended student's parents or guardian are dissatisfied with the administrative action, they may request a review of the action of the superintendent in writing to the Board of Education 48 hours after the superintendent's decision.

Expulsion Procedures

The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be supplied to the student and his parent or guardian and, included within this notice, shall be a statement of the time and place for the hearing, which time, therefore, shall be reasonable for the parties involved.
2. Parent or guardian shall be present at the hearing.
3. The student, parent, or guardian may be represented by legal counsel at their own expense.
4. The student shall be given an opportunity to give his/her version of the facts and their implication. He/she shall be allowed to offer the testimony of other witnesses and other evidence.
5. The student shall be given the opportunity to observe all evidence offered against him. In addition, he shall be allowed to question witnesses present at the hearing.
6. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
7. Minutes shall be kept of the hearing.
8. The Board of Education shall state, within a reasonable time after the hearing, its finding as to whether or not the student is guilty of the conduct charged and its decision as to expulsion.

Specific Disciplinary Action

Position Statement - Tobacco, Alcohol, and Illicit Drugs

The use of tobacco, alcohol, illegal drugs, non-prescription drugs, abuse of prescription drugs, inhalants, or mind altering substances, look-alike drugs or substances represented to be drugs is detrimental to the health and well being of a student, Constantine Schools supports the principle that all its students deserve the opportunity to succeed academically and maintain a healthy lifestyle. Therefore, it is the intention of Constantine Schools to:

1. Take an aggressive stand in assuring that the overall school environment is void of their presence and influence.
2. Take an aggressive stand in prosecution and other punitive action if student involvement within the school environment is detected.
3. Provide comprehensive information and instruction at each grade level within the curriculum that is designed as a preventive effort in terms of student involvement with illicit drugs and alcohol.
4. Provide comprehensive information pertaining to any available drug and alcohol counseling, rehabilitation, and re-entry programs.
5. Notify parents and students of the following standards of conduct and disciplinary sanctions and alert them that compliance with these stands is absolutely mandatory.

Standards of Conduct - Tobacco, Alcohol and Illicit Drugs

Tobacco

Students are not permitted to have tobacco products while on Constantine Public School property. This regulation applies during the school day, immediately before or after school on school property, and at school activities (home or away). The student will be in violation when he or she is in possession of or uses any tobacco product. Students caught in possession of or using any tobacco product are liable under the laws of the State of Michigan, specifically Public Act 315, known as the "Youth Tobacco Act".

Besides confiscation of tobacco products and notification to parent(s), students will receive the following disciplinary action:

1st Offense - 3 day suspension. Also, notification sent to Juvenile Court, or recommendation to local police for placement in local diversion program

Each Succeeding Offense - 10 days of out-of-school suspension and notification sent to juvenile court.

Students congregating on private or public property in the vicinity of the school while on their way to school, on their way home from school, or at a school-sponsored activity, for the purpose of smoking, have, in some cases, constituted a public nuisance and safety hazard to the community. Therefore, the school may discipline students who insist in engaging in this activity.

Alcohol

Possession of, or any sort of use of, alcohol by people under the age of 21 is an illegal activity based on the laws of the State of Michigan. Any person in possession of, consuming, distributing, or under the influence of alcohol while on school property whether it be during the school day, immediately before or after school on school property, and or at school activities (**home or away**) is in violation of school policy. Students in violation will be subject to the following disciplinary action:

First Offense

1. Parental notification and confiscation of any substance.
2. Notification of police authorities and juvenile court.
3. 10-day suspension from school.

Second Offense

1. Parental notification and confiscation of any substance.
2. Notification to police authorities and juvenile court.
3. 10-day suspension from school and a recommendation to the Superintendent for long-term suspension for the remainder of the trimester or for the entire next trimester if less than 20 days remain in the current trimester.

If the Principal or his/her designee believe that a student has consumed alcohol, and the student denies consumption, the student can be offered the opportunity to take a breath test for checking blood-alcohol level to disprove the Principal or his/her designee.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

One-Time Option - A student found in violation of a first offense possession or use of drug violation or **second offense alcohol violation** may elect to have his/her punishment reduced to the initial 10-day suspension by participating in an assessment, and then complying with all recommendations or requirements of a self-help program or drug/ alcohol counseling. The program entered must be approved by the principal's office.

Expenses for the program are the responsibility of the student or his/her parent(s) or guardian. The student must continue with the self-help program until released by the counseling facility. Failure to comply will result in continuation of the initial long-term suspension penalty.

Illicit Drugs

Knowingly possessing, using, and abusing prescription drugs, transmitting, or being under the influence of illicit drugs is an illegal activity based on the laws of the State of Michigan. These include any narcotic drug, inhalant, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicant of any kind (this includes look-alike drugs). Any person in possession of, consuming, misusing, distributing, or under the influence of illegal drugs while on school property whether it be during the school day, immediately before or after school on school property, and or at school activities (home or away) is in violation of school policy. Students in violation will be subject to the following disciplinary action:

First Offense (possession or use)

2. Parental notification and confiscation of any substance.
3. Notification to police authorities and juvenile court.
4. 10-day suspension from school and a recommendation to the Superintendent for long-term suspension for the remainder of the trimester or for the entire next trimester if less than 20 days remain in the current trimester.

Second Offense (possession or use)

1. Parental notification and confiscation of any substance.
2. Notification to police authorities and juvenile court.
3. 10-day suspension from school and a recommendation to the Superintendent for expulsion from school.

First Offense (distributing of drugs)

1. Parental notification and confiscation of any substance.
2. Notification to police authorities and juvenile court.
1. 10-day suspension from school and a recommendation to the Superintendent for expulsion from school.

One-Time Option - A student found in violation of a **first offense of possession or use of drug violation** or **second offense alcohol violation** may elect to have his/her punishment reduced to the initial 10-day suspension by participating in an assessment, and then complying with all recommendations or requirements of a self-help program or drug/ alcohol counseling. The program entered must be approved by the principal's office.

Expenses for the program are the responsibility of the student or his/her parent(s) or guardian. The student must continue with the self-help program until released by the counseling facility. Failure to comply will result in continuation of the initial long-term suspension penalty.

Criminal Acts - Weapons, Arson, Criminal Sexual Conduct and other illegal activity

The commission of, or participation in a criminal act in the school building, on school property, or at school-sponsored events is prohibited. Complaints may be sworn out by a school official for prosecution. Disciplinary action will be taken by the school regardless of whether or not criminal charges result, with expulsion as a maximum penalty.

Secondly, in compliance with State Law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation or at a school related event.

For the purpose of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife, opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns, explosive devices, ammunition, BB guns, propellants (Mace, pepper spray, etc.), and possibly lighter..

Arson is defined as the crime of maliciously, voluntarily, and willfully setting fire to the building, buildings, or other property of another or of burning one's own property for an improper purpose.

Criminal Sexual Conduct (CSC) is defined as any criminal sexual offense, including rape, found in Michigan Penal Code 750.520a.-j. First through fourth degree CSC violations are in this section.

Disabled students under IDEA of Section 504 shall be expelled only in accordance with Board policy 2461 and Federal due process rights appropriate to disabled students.

A student who has been expelled under this policy may only apply for reinstatement 150 days following the date of expulsion.

Extortion

Taking money or items of value through force, illegal activity, or ingenuity will result in all of the following:

1. Referral to police;
2. Suspension 1-10 days;
3. and Restitution to the victim by the offender.

*A second act of extortion may result in a recommendation of expulsion to the Board of Education.

Theft/Larceny or Unauthorized Possession of Property Belonging to Others

Stealing of school property or personal effects of others, or stealing from an individual is prohibited. Finding and keeping personal property constitutes theft. Students are expected to immediately turn in items found that do not belong to them to the office. For all violations full restitution with possible police notification and

First offense - 3 Day suspension

Second offense - 5 day suspension

Third offense - 10 day suspension with recommendation for long-term suspension

False Fire Alarm

1st offense – 10 day out of school suspension

2nd offense – 10 day out of school suspension with recommendation for long-term suspension

3rd offense – 10 day out of school suspension and recommendation for expulsion

Fighting and/or Volatile Disputes, and Assaults

CHS insists that a safe, peaceful, calm environment conducive to learning be maintained at all times. Therefore, fighting will not be tolerated at Constantine High School as fights are extremely disruptive to the educational process. **Students involved will be immediately sent home and receive a minimum suspension of 5 days or expulsion of up to 180 days.** The “normal” consequences for fighting follow, but each case is up to the judgment of the Principal or his/her designee.

1st offense - 5 days out of school suspension

2nd offense -10 days out of school suspension

3rd offense - 10 days out of school suspension and possible recommendation for expulsion

Secondly, we have recently experienced students who by nature are quarrel-some and have not developed the maturity level or the appropriate social skills to successfully be a part of the high school environment at Constantine High School. Typical problems include threats, petty bickering, name calling, bringing outside of school hostilities into school, and non-stop turmoil at school. Initially parental contact will take place. If problems persist, students will immediately be separated from the school setting and an alternative placement considered.

Assault of a school employee will result in a 10 day suspension with a recommendation for long-term suspension or expulsion.

Correcting Misbehavior

It is assumed that students attending Constantine High School are interested in gaining the benefits and results that are parts of a quality education. Students demonstrating inappropriate or unacceptable behavior at school will be confronted and asked to change. Students not willing or not able to make the necessary changes will be considered to be persistent problems and parental conference to discuss alternatives will become necessary.

The Use of Foul or Obscene Language

The verbal or written use of foul or obscene language should not and will not be condoned on school grounds or during school activities. Recently, the use of the “f-word” has been a problem at CHS. Please refer to the following consequences for use of this particularly obscene word and when it is directed at a staff member:

Use

1st offense – 1 day suspension

2nd offense – 3 day suspension

3rd offense – 5 day suspension.

Directed at a Staff member

1st Offense – 3 day suspension

2nd offense – 5 days suspension

3rd offense – 10 day suspension

Consequences for swearing and vulgarity are as follows:

1st offense – 1 Saturday School Detention

2nd offense – 2 Saturday School Detentions

3rd offense – 3 day suspension

4th Offense –5 day suspension

Other Inappropriate Conduct

Students can expect to be confronted and/or disciplined by school officials if, in the judgment of the official, the student's conduct is inappropriate. Such inappropriate conduct includes, but is not limited to:

- a. Impolite or disrespectful behavior.
- b. Yelling or boisterous conduct in the hallway or classroom.
- c. Cheating on school work, assignments, or tests.
- d. Submission of plagiarized material.
- e. Littering or throwing items.
- f. Dishonesty/lying to school staff.
- g. Sexual, ethnic, racial, and other insensitive comments.
- h. Using a teacher's computer without permission.
- i. Destruction or defacing other students property

Destruction of School Property/Vandalism

We all should feel fortunate we have such wonderful facilities here at Constantine High School. Therefore, we will strictly adhere to the following consequences for destruction of school property:

1st offense – 5-10 day out of school suspension and restitution

2nd offense – 10 day out of school suspension and restitution

3rd offense – 10 day suspension, restitution, and recommendation for long-term suspension

Harassment, Hazing and Bullying

CHS believes that every individual deserves to be able to come to school without fear of demeaning remarks or action. The harassment of other student or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school staff's ability to educate students in a safe environment. Harassment or bullying is any gesture or written, verbal, graphic or physical act (including electronically transmitted acts – i.e. Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

Penalties may range from warnings and parental notification to filing expulsion proceedings.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever harassment allegations or charges are presented.

Some forms of sexual harassment of a student by another student may be considered a form of Criminal Sexual Conduct, which will require that the student-abuser be reported to proper authorities.

Vocational Programs

Each year, the Constantine Public Schools offer vocational education programs at Glen Oaks Community College and other county high Schools. These programs are designed to prepare youth for a broad range of employment and training services and are offered under the guidance of certified teachers, counselors and cooperative education coordinators.

Vocational Programs and Discipline

In general, students from CHS that are in programs in other schools will adhere to the rules, regulations and consequences at that specific site. Any discipline that a student receives will incorporate the entire school day should the offense occur at CHS or the student's program

Programs:	Agriculture Science and Natural Resources	Computer Information Technologies
	Automotive Technologies	Early Childhood Education
	Building Trades	Manufacturing Technology
	Computer Aided Design (CAD)	Marketing Education
	Computer Applications for Business	Medical Occupations

For general information about these programs, contact:

Casey Putnam
Vocational Education Director
St. Joseph County Intermediate School District
PO Box 219, Shimmel Road
Centreville, Michigan 49032
(616) 467-5400

Inquiries concerning equal opportunity on the basis of sex should be directed to:

High School Principal
One Falcon Drive
Constantine, Michigan 49042
(616) 435-8920

Inquiries concerning equal opportunity for the handicapped should be directed to:

Victoria Wentela
One Falcon Drive
Constantine, Michigan 49042
(616) 435-8920

Notice of Nondiscrimination Policy

It is the policy of Constantine Public Schools that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.

Any questions concerning Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex should be directed to:

High School Principal
One Falcon Drive
Constantine, Michigan 49042
(269) 435-8920

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination of the basis of handicap, should be directed to:

Victoria Wentela
One Falcon Drive
Constantine, Michigan 49042
(269) 435-8920

GRIEVANCE PROCEDURES FOR TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972 SECTION 504 OF THE REHABILITATION ACT OF 1973

Section I

If any person believes that the Constantine Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Coordinators.

Title VI and IX

High School Principal
One Falcon Drive
Constantine, MI 49042
(269) 435-8920

Section 504

Victoria Wentela
One Falcon Drive
Constantine, MI 49042
(269) 435-8920

Section II

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. He/she may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Coordinator within five (5) business day of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days, or as soon as possible thereafter.

Step 2

If the complainant wishes to appeal the decision of the coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his receipt of the Superintendent's response in step tow. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition or the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20201.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, and Washington, D.C. 20201.

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with the procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Superintendent's office.

**Handbook Acceptance, Dual-Enrollment Notification, and
Acceptable Computer Use Agreement**

"I understand that using the Network Services within the Constantine Public Schools is a privilege and not a right. My use of this privilege may be suspended or revoked by the school at any time if I do not follow the appropriate policies and procedures as established by the Constantine Public Schools and Constantine High School. If I am issued a password for either use of the network services for either word processing of Internet/Intranet services I agree to keep my password confidential. I agree to properly log off the computer before leaving my workstation. I will never let anyone else use my account."

"As a condition of my use of the Network Services, I have read and will comply with the terms and conditions stated in the Acceptable Computer Use Agreement. I understand disciplinary action will be taken if I violate this agreement."

Students who violate the technology use guidelines may have their access restricted or suspended by the principal or designee with possible detentions or suspensions from school depending upon the severity of the violation. Consequences for misuse of Network protocol can include complete loss of Network privileges.

"I have received a copy of the Constantine High School Student Handbook for the 2009-2010 school year. I understand that this handbook does not contain every rule or policy of the district or high school. Rules, policies, procedures and/or activities are subject to change during the school year, with sufficient notification to the students. Students should notify their parents of these changes. I also acknowledge that I have reviewed the guidelines for dual enrollment options should my student qualify for the program."

Student Signature: _____

Student Name: _____ Date: _____

PARENT ACKNOWLEDGEMENT:

"As the parent or guardian of this student I have read the terms and conditions of this agreement. I understand access to the Network Services is a privilege and not right. I understand that use of the computer is provided for educational purposes. I recognize it is impossible for Constantine Public Schools to restrict access to ALL controversial materials. Therefore, I will not hold the school, the school district, or any member of the school district responsible for inappropriate communication on the Network Services or for any objectionable material viewed or used by my student."

"I hereby give my permission for my student whose name and signature appear above to use the Network Services in the Constantine Public Schools, and where appropriate, to be issued a password and/or an account that will give him/her access."

"I have received a copy of the Constantine High School Student Handbook for the 2009-2010 school year. I understand that this handbook does not contain every rule or policy of the district or high school. Rules, policies, procedures and/or activities are subject to change during the school year, with sufficient notification to the students. Students should notify their parents of these changes. I also acknowledge that I have reviewed the guidelines for dual enrollment options should my student qualify for the program."

Students may also be surveyed by the Constantine Area Community Foundation as to areas of concern that then have including regarding attitudes on teen sexuality and illegal activity. I understand that I must contact the high school office if I wish to review this survey.

*Parent Signature: _____ Date: _____

*Student users of the Network Services in the Constantine Public Schools must have permission from a parent or guardian.

Dear Parents/Guardian of High School Students,

Douglas Hunter and Shelly Miller are the Custodians of Records and are responsible for the supervision of student records at the school. Their office is located at Constantine High School, One Falcon Drive, Constantine, Michigan 49042 or they can be reached at 269-435-8920.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (18 years of age or older), and those authorized by Federal law and District regulations. Parents, legal guardians, or adult students can request to review their student's records by filing a formal request in writing in the Superintendent's office.

A parent or adult student has the right to:

- A. Inspect and review the student's education records within forty-five (45) days after the receipt of the request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- B. Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the records the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- C. Consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.
- D. Challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- E. File a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.
- F. Obtain a copy of the District's policy and administrative guidelines on student records (#8330).

The District has established the following information about each student as "directory information":

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as the student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athlete team; dates of attendance; date of graduation; awards received: honor rolls; scholarships; telephone numbers only for inclusion in school or PTO directories. This includes information which is published in a school yearbook and/or memory book.

The district will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within 10 days (refer to policy 8330) from the date of this notification that s/he will not permit distribution of any or all such information.

Falcons' Page

CONSTANTINE FIGHT SONG

On the banks of the St. Joseph
There's a high school known to all.
Their specialty is winning
As the Falcons play football.
Falcon teams are never beaten
All through the games they fight.
Fight for the only colors
RED & WHITE.

Smash right through that line of blue.
Watch the points keep growing.
Falcon teams are bound to win.
They're fighting with the vim.
RAH RAH RAH
See their lines are weakening,
We're going to win this game.
FIGHT, FIGHT,
RAH, TEAM, FIGHT
Victory for Constantine!

Larry Gersey, Principal and Meridith 'Spud' Huston, Varsity Football Coach composed our current 'fight song' in 1961.

Our Mascot:

Falcon

School Colors:

Red and White

Kalamazoo Valley Association:

Constantine Falcons –Constantine (Red and White)
Delton Kellogg Panthers – Delton (Maroon, White, and Silver)
Galesburg-Augusta Rams – Galesburg (Maroon and Gold)
Hackett Catholic Central Fighting Irish – Kalamazoo (Green and White)
Kalamazoo Christian Comets – Kalamazoo (Purple and Gold)
Maple Valley Lions – Vermontville (Blue and White)
Olivet Eagles – Olivet (Green and White)
Parchment Panthers – Parchment (Maroon and White)
Pennfield Panthers - Battle Creek (Green and White)
Schoolcraft Eagles – Schoolcraft (Purple and Gold)

Go Falcons!