

# Constantine Middle School

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## We aRe CMS.

**R**ESPONSIBLE - **R**ESPECTFUL - **R**EADY

**C**HARACTER **M**OTIVATES **S**UCCESS.

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## **Constantine Middle School**

Office Hours: 7:30 a.m. – 3:30 p.m.

Period 1 – 7:50 – 8:47  
Period 2 – 8:51 – 9:48  
Period 3 – 9:52 - 10:49  
Period 4 – 10:53 – 11:50  
Period 5 – 11:54 – 12:54  
Period 6 – 12:58 – 1:55  
Period 7 – 1:59 – 2:55

**First Lunch:**

**Second Lunch:**

**Our Mascot:**

Falcon

**School Colors:**

Red and White

### **CONSTANTINE FIGHT SONG**

On the banks of the St. Joseph  
there's a high school known to all.  
Its specialty is winning  
and the Falcons play good ball.

Falcons team are never beaten.  
All through the games they fight.  
Fight for the only colors  
RED and WHITE.

Go right through for CHS  
Watch the points keep growing.  
Falcon teams are bound to win.  
They're fighting with a vim.  
RAH RAH RAH

See their team is weakening,  
we're going to win this game.  
FIGHT, FIGHT,  
RAH TEAM, FIGHT  
Victory for Constantine!

Revised 6/2010 by CHS SI Team

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

Handbook revised June 2010

## Academic Information

*This handbook provides guidelines to general principles, and the District has the authority to interpret, apply principles, and amend where appropriate.*

### 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.

### Access to Grades

Parents may access student grades, daily attendance, calendar, and special announcements through use of our website: [www.constps.org](http://www.constps.org). Once in the website click on the link for resources and parents; then click on the link for the PowerSchool website. This requires a username and password which will be provided upon request.

### Grading System

The following grading system will be utilized during the 2011-2012 school year:

A+ = 97-100	A = 93-96	A- = 90-92
B+ = 88-89	B = 83-87	B- = 80-82
C+ = 78-79	C = 73-77	C- = 70-72
D+ = 68-69	D = 63-67	D- = 60-62
E = 50-59	F = 49 or below	

### Incompletes

A student who has not completed all the requirements in a class within the Semester 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 Semester to make up the necessary work**, unless special arrangements have been made with the teacher and the MS Principal. Any incomplete not made up in the required time will be recorded as a failure.

### Progress Reports

Approximately, at the end of the fourth 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.

### Promotion-Retention Policy

It is our sincere hope that each year all students are promoted to the next grade level. Students who have not been able to demonstrate that they have met the academic objectives established for individual courses will be considered for either Summer School or retention.

**The Constantine Middle School has adopted a “Points Promotion System” for determining placement of students for the following school year. Students will earn points toward promotion to the next grade level as follows:**

- Each Core Class is worth 2 points **per semester**. The following are Core Classes:
  - English/Language Arts
  - Mathematics
  - Science
  - Social Studies
- All other classes are worth 1 point **per semester**.

- Students acquire the assigned points for each class by earning a 60 percent or higher for a **semester** grade.
- There will be the possibility of attaining a maximum of 11 points per semester; a total of 22 points for the school year.
- Any student earning fewer than 17 points for the school year will be automatically placed on the retention list.
- Students who fail to achieve 17 points but earn at least 13 points will be eligible to recover enough points to be promoted by attending Summer School for a per class fee. A student may take a maximum of (2) two classes in Summer School with the possibility of recovering 4 points.
- A letter will be sent home to the parents of any student who fails to gain all 11 points for any given semester.
- The principal and students' grade level teaching teams will meet to discuss retention candidates.
- Letters will be sent to the parents of any student who fails to achieve enough points for promotion to the next grade level. All appeals may be made to the Constantine Middle School Principal. The principal's decision is final.

### **Report Cards**

Report cards will be available the week following the end of each marking period. If you have not received a report card by the end of the following week, please contact CMS at 435-8940. Note: All questions over grades must be resolved within 30 days of the end of the semester.

### **Attendance Policy**

It is our belief at Constantine Middle 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 Middle 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 Middle 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, **435-8940**, 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 CMS 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 the start of 2<sup>nd</sup> hour. 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 within 48 hours 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 may 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 middle school after 7:50 a.m. are to immediately report to the Middle 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 class.

## Attendance Procedure, Constantine Middle School

1. Students will only be allowed **8 absences in each class period per semester**. Parents shall be notified by letter or phone on the student's 4<sup>th</sup> and 5<sup>th</sup> absences. Excused absences such as verified medical appointments, funerals, family deaths, etc. may not count as part of the 8 absences.
2. On a 9<sup>th</sup> 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 middle school office within 48 hours of an absence, or the absence will be considered **unexcused**.
4. Students that fail to meet the attendance requirements **shall appeal to the MS principal** 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 middle 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. Religious holidays.
6. Pre-excused absences that have been appropriately arranged.
7. Approved family vacation.
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 Middle School office before 8:30 a.m. 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. More than 10 minutes late for class without permission.
5. Parental failure to excuse a student's absence.
6. Leaving class early without permission of the teacher.
7. 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 a 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. 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 middle school office.
6. Driving difficulties with non-school vehicles.
7. A student who is absent or leaves school due to illness and subsequently attends a school activity or event.
8. Missing the bus.
9. Oversleeping.
10. 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. *See "Make-up Work"*

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

1. 4-H fair attendance
2. Hunting
3. Family trips

\*Pre-excused absences are considered to be chargeable absences at the end of the semester, 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 9+ absences have occurred will be notified by the Principal 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 Principal.** Teachers will be provided with a list of students who have completed make-up time.

## Skipping

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

### 1<sup>st</sup> offense -

- A. Parental Contact.
- B. 1 hour after school detention for each period missed.

### 2<sup>nd</sup> offense -

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

### 3<sup>rd</sup> 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.

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:

- 1<sup>st</sup> -3<sup>rd</sup> tardies in the semester. . . . . Warning
- 4<sup>th</sup> – 6<sup>th</sup> tardies in the semester. . . . . 1 hour after school detention
- 7<sup>th</sup> and above tardy in the semester . . . . . 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.

## 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.

## 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.

## 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 Middle School an unfriendly place for our "guest" teachers. Students who misbehave while the teacher is absent can expect strict consequences for their actions.

## General Information

### Academic Awards

#### Academic Awards System

Students are recognized throughout the year and at the end of the year for their accomplishments. These awards may include department awards, the Deller Award, the Principal's Award, Outstanding Citizenship Awards, Attendance Awards, Student of the Month Awards, Honor Roll Awards, Staff Awards, and others.

### Academic Dishonesty

#### Cheating

The act or an instance of fraudulently deceiving

**1<sup>st</sup> offense** – 1 hour after school detention and loss of credit for the specific assignments involved

**2<sup>nd</sup> offense** - Saturday School and loss of credit for the specific assignments involved

**3<sup>rd</sup> offense** - 3 days of Suspension and loss of credit for the specific assignments involved

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

**1<sup>st</sup> offense** – 1 hour after school detention and loss of credit for the specific assignments involved

**2<sup>nd</sup> offense** - Saturday School and loss of credit for the specific assignments involved

**3<sup>rd</sup> offense** - 3 days of Suspension and loss of credit for the specific assignments involved

**Lying** occurs when a student is involved in communication marked by or containing falsehoods

**1 hour after school detention, Saturday School or suspension 1-10 days**

**Plagiarism** is 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.**

**1<sup>st</sup> offense** – Saturday School and possible loss of credit for the specific assignments involved

**2<sup>nd</sup> offense** – 2 Saturday Schools and loss of credit for the specific assignments involved

**3<sup>rd</sup> 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, secure a parent's or guardian's signature on the athletic code of conduct.
- C. Information/Consent and Emergency Information form completed and signed by parent or guardian.

- D. Comply with all eligibility requirements as explained in The Athletic Code of Conduct. In order to be eligible academically, a middle school student must be passing a minimum of four (4) classes during a semester.

Athletic programs offered during the school year will include: basketball, football, cross country, wrestling, volleyball, and track.

## **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.\* NO Passes are accepted at MHSAA events.**

### **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.

## **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.

## Chain of Command

Specific issues concerning classroom discipline should always be discussed with the classroom teacher first. Consequences that a student or parent feels are too harsh may be appealed to the Principal and then the Superintendent. Both people will verify that due process was handled appropriately and determine if Board policy was followed. School Board members do not involve themselves with the day-to-day operation of the building. The Board establishes policy and procedures. The building administrators are to enforce policy and handle the daily educational and disciplinary tasks.

## 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 Middle School is a closed campus. Students are not allowed to leave the school grounds or the building without approval from the principal's office. This includes during the student's lunch period and between classes. This will also include the bringing of food and/or other items into the school setting without permission from the MS office. Closed campus offenses will result in disciplinary action.*

## Computer User Information

The Network Services at Constantine Middle 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. Acceptable Computer Use Agreement must be signed and turned into the office.

### **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 detention, Saturday School or suspensions from school depending upon the severity of the violation. Consequences for misuse of Network protocol can include complete loss of Network privileges.**

## 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 an educational 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 office during a scheduled class period without a pass.**

## Dances and Extra Curricular Events

Middle school dances are held for Constantine Middle School students. Middle school students will not be allowed to attend high school dances. All school rules and regulations will apply at dances for all people in attendance. Chaperones have the authority to ask students 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.**

### **Other Extra Curricular Events**

Constantine Middle School has several competitive academic teams for students to participate. They include students from sixth, seventh, and/or eighth grades. The current teams include Clue-Me-In, Math Meet, Quiz Bowl, and Science Olympiad. Other activities may include Free For All, Pep Club, Yearbook, and Student Council.

## Displays of Affection

The school day and school grounds are not considered a proper place for affection between students. Students are asked to avoid embarrassing themselves and others by avoiding displays of affection in and around the school. Some examples of affection: kissing, hugging, sitting on each others laps etc. Violations will be handled as follows:

**1<sup>st</sup> offense – Warning**

**2<sup>nd</sup> offense -- Both students will be issued a 1 hour after school detention, but excessive or continuous display will result in notification of parents and/or suspension from school.**

**3<sup>rd</sup> offense - One Saturday School**

**4<sup>th</sup> offense – One day out of school suspension**

## **Dress Guidelines**

It is important that it is understood that these Dress Guidelines were developed to assure that the productive learning environment at Constantine Middle 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, 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. 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. Clothing with inscriptions that are obscene or in poor taste, or draws undue attention to the wearer is considered inappropriate. Examples are shirts that promote sex, drugs, alcohol, tobacco products, or are profane, obscene, overtly suggestive, or have double meaning.
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 CMS 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:

**1<sup>st</sup> offense** - Student will receive a warning and be required to wear attire provided by CMS for the day.

**2<sup>nd</sup> offense** - Student will receive a detention and be required to wear attire provided by CMS for the day and contact with the parent will be made.

**3<sup>rd</sup> offense and beyond** - Student will be issued a Saturday School detention and required to wear attire provided by CMS for the day and parents will be contacted.

**Note:** Should CMS 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.

## **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. Detentions will be served in Room 11 from 3:00 pm to 4:00 pm on Tuesday 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:**

- 1<sup>st</sup> offense** – Warning and make up detention on next available date
- 2<sup>nd</sup> offense** - 1 Saturday School
- 3<sup>rd</sup> offense** - 2 days of Suspension
- 4<sup>th</sup> offense** – 3 days of Suspension
- 5<sup>th</sup> offense** – 5 days of Out of School Suspension

## **Saturday School Detention**

Students may be required to report to Saturday School 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**. A Saturday School slip will be given to the student stating the requirements of the hours to be served and some are listed as follows:

1. It is the student's responsibility to have the slip signed by a parent/guardian and present it to the teacher supervising Saturday School. Failure to provide parent/guardian signature or (if Saturday School form is lost) may result in an additional hours being assigned for **failure to follow a reasonable request**.
2. It is the student's responsibility to arrive on time, bring study materials, homework or something to read.
3. NO TALKING – If students fail to comply with this, they will be scheduled for additional hours.
4. If students fail to serve assigned hours, additional hours will be assigned. Failure to serve a second time may result in a suspension.
5. As a rule of thumb, if a scheduling conflict arises, students should see the Principal or before the scheduled Saturday School time.

**Failure to serve Saturday School hours will result in the following consequences:**

- 1<sup>st</sup> offense** – Additional Saturday School hours
- 2<sup>nd</sup> offense** - 2 Saturday Schools
- 3<sup>rd</sup> offense** - 3 days of Suspension

## 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 during student lunch periods.

## 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 or the office. Hall passes are located in the handbook. Failure to have a hall pass may result in a disciplinary action.

## 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 made. By accepting a locker, the student agrees that the locker may be inspected by the principal or his/her designee. All rules regarding locker assignments apply to gym lockers assigned to students for PE classes and extra-curricular activities.

**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 altering or jamming the locker mechanism are as follows:

- 1<sup>st</sup> offense** - Warning up to a 1 hour after school detention and possible restitution for damages
- 2<sup>nd</sup> offense** - Saturday School and possible restitution for damages
- 3<sup>rd</sup> offense** – 2 Saturday Schools and possible restitution for damages
- 4<sup>th</sup> offense** – 3 day out of school suspension and possible restitution for damages
- 5<sup>th</sup> offense** – 5 day out of school suspension and possible restitution for damages

It is expected that a student will:

1. Not write or mark on the exterior or interior of his or her locker.
2. Be responsible for cleaning and/or removing any marks or writing that appears on or in his or her locker.
3. Not place stickers or use any adhesive tape or glue to attach items to the exterior or interior of his or her locker.
4. Refrain from placing any poster, signs, etc. on or 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.
5. Refrain from placing any glass containers or opened food, pop, juice, or other liquid in his or her locker.
6. Perform a general locker clean-up if requested.
7. Thoroughly clean his or her assigned locker at the end of the school year.
8. Not remove the lock from the locker or in any way alter the locking mechanism.
9. To the extent possible the student's privacy rights shall be respected regarding items that are not illegal or against school policy.

## 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 7:50 a.m. to 2:55 p.m. Materials may be checked out for 1 to 3 weeks. If not returned on time, a fine 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.

\*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.

## Pictures

Individual pictures will be taken in the Fall and Spring. 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.

## 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 Saturday School 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 Saturday School 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. We understand that some lockers may not work properly. In these instances, electronic devices may be turned in to the office before school begins for safekeeping. At times, staff may allow students to use these devices as incentives or for instructional purposes. This will be the exception rather than the rule.** These items in a student's possession during school hours, when not given express permission by staff to use or carry them, will be confiscated and a parent or guardian may have to come to school to pick them up. 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.

Usage of "entertainment" devices at lunch time will be left to the lunch room supervisor's discretion.

No cell phones/camera's are allowed in the locker rooms.

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

<b>First Offense</b> –	1 hour after school detention
<b>Second Offense</b> –	One Saturday School
<b>Third Offense</b> –	Two Saturday Schools

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 CMS office at **269-435-8940** to get their student a message.

## School Closing

If it is necessary for school to be closed due to inclement weather, please listen to WFRN 104.7, WQLR - Kazoo, WBET 99.3, WKMI, WRBR B100, Sunny 101.5, Oldies 94.3, Cat Country 99.9, WNWN 98.5, WVFM 106.5, WFAT 95.6, and ESPN 1660 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.

## 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.

## Telephone

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

## Teacher Workroom

Students and parents are not to be in the teacher's workroom at any time.

## Visitors

In order to maintain the appropriate educational atmosphere, during normal school operational hours, visitors (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 Middle 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.**

## **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 Middle 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.
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

### Behavior Violations – Level I

**First Offense: Warning**

**Second Offense: 1 hour after school detention**

**Third Offense: Saturday School**

- Failure to report to class with appropriate items: Agenda Planner, textbook, or homework.
- Horseplay and noise or other activities that are disruptive to the educational process: Including, but not limited to Running, pushing, and other disruptive behavior that creates a safety hazard in the hallways or in the classroom; throwing or shooting spit wads or other items; throwing snowballs or squirting squirt guns. Weapon use of any type is considered a major violation that results in expulsion.
- Insubordinate or disrespectful behavior toward any adult (including failure to follow reasonable request).
- Inappropriate displays of affection.
- Selling merchandise on school property without permission.
- Throwing trash in hallways or classrooms; depositing gum on floor, under desks, on walls, etc. (Use proper waste containers)
- Electronic items such as cell phones and entertainment devices (i.e. iPods, MP3 or MP4 players, handheld games, etc.) may be stored in students' lockers and may be used before and after school only. These items 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.

### Behavior Violations – Level II

**First Offense: 1 hour after school detention**

**Second Offense: Saturday School/Parent contact**

**Third Offense: Up to 3 days suspension/Parent contact**

- Leaving class without permission.
- Gambling on school property.
- Engaging in any act of forgery. Examples include, but are not limited to, signing someone else's name, impersonating a parent/school employee on the phone, adding your name to someone else's pass, etc.
- Minor incidences of vandalism such writing on lockers or desks.
- Verbal disagreements / fights with other students.
- **Plagiarism** is the practice of claiming, or implying, original authorship or incorporating material from someone else's written or creative work, in whole or in part, into ones own without adequate acknowledgment. Cheating on homework and/or tests – This includes **Plagiarism**.  
**The student will receive an automatic zero on all related work.**

**Severe Behavioral Violations – Level III – may result in immediate suspension (up to 10 days) or expulsion (depending upon the offense).**

1. Severe incidences of **insubordinate or disrespectful behavior** toward any teacher or other adult.
2. **Leaving class without permission.**
3. **Defacing / vandalizing school property** or others' personal property.
4. **Threatening or intimidating students or school personnel** by use of verbal abuse or insult. Typical problems include threats, petty bickering, name calling, outside of school hostilities, 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.
5. **Possession of knives of any style** (For knives with blades of 3+ inches refer to "Major Disciplinary Actions" section of handbook.)
6. **Possession of matches, lighters, drug paraphernalia, and/or other items of a similar nature.**
7. **Displays of and/or use of profanity / inappropriate language / sexual comments / pornographic material.**

8. **Theft of school and/or private property.**
9. **False reporting of fire or other emergency** that could result in panic and jeopardize the safety of students and school personnel.
10. **Extortion**, or the taking money or other items of value under false pretensions, or by use of threat or intimidation.
11. **Possession or use of irritants such as pepper gas, mace, and other dangerous irritants.**
12. **Displaying or using a toy or other object as a weapon.**

## **VIOLATIONS OF STATE AND FEDERAL LAW**

Any person involved with violations of State and Federal laws will receive immediate disciplinary action. Penalties may range from warnings to expulsion depending on the severity of the offense. Examples of violations include, but not limited to, destruction of property, vandalism, theft, assault, extortion, false notification of an emergency, pulling fire alarm, indecent exposure, possession of or use of weapons or items which can be construed as weapons, etc. In addition, the 1999 School Safety Legislation provides provision for or requires:

### **A. Snap Suspensions:**

Teachers may ‘with good reason’ suspend a student from class for up to one day. When applied the teacher is to notify the student’s parent.

### **B. Bomb Threat:**

Law requires the expulsion, or suspension, of up to 180 days, for any student grade 6 or above.

### **C. Verbal Assault:**

Requires the suspension, or expulsion, up to 180 days, of any student grade 6 or above, who verbally assaults a school employee, volunteer, or contractor. Verbal assault means any threat to do harm.

### **D. Physical Assault:**

#### **1. Student-to-student:**

Requires the suspension, or expulsion, up to 180 days, of any student grade 6 or above who physically assaults another student on school property, at a school activity whether home or away, or on a school owned vehicle.

#### **2. Student-to-employee:**

Requires the *permanent* expulsion of any student grade 6 or above who physically assaults a school employee, volunteer, or contractor. Physically assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

## **MAJOR DISCIPLINARY ACTIONS – LEVEL IV**

### **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:

**1<sup>st</sup> 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 semester or for the entire next semester if less than 20 days remain in the current semester.

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)**

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 semester or for the entire next semester if less than 20 day remain in the current semester.

### **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.
3. 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**

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.

### **Fighting and/or Volatile Disputes, and Assaults**

CMS insists that a safe, peaceful, calm environment conducive to learning be maintained at all times. Therefore, fighting will not be tolerated at Constantine Middle School as fights are extremely disruptive to the educational process. **Students involved will be immediately sent home and receive a minimum suspension of 3 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.

**1<sup>st</sup> offense** - 3 days out of school suspension

**2<sup>nd</sup> offense** - 5 days out of school suspension

**3<sup>rd</sup> offense** - 10 days out of school suspension and possible recommendation for expulsion

Secondly, we have recently experienced students who by nature are quarrelsome and have not developed the maturity level or the appropriate social skills to successfully be a part of the environment at Constantine Middle 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.

### **Correcting Misbehavior**

It is assumed that students attending Constantine Middle 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 CMS. Please refer to the following consequences for use of this particularly obscene word and when it is directed at a staff member:

### Use

**1<sup>st</sup> offense** – 1 day suspension  
**2<sup>nd</sup> offense** – 3 day suspension  
**3<sup>rd</sup> offense** – 5 day suspension.

### Directed at a Staff member

**1<sup>st</sup> Offense** – 3 day suspension  
**2<sup>nd</sup> offense** – 5 days suspension  
**3<sup>rd</sup> offense** – 10 day suspension

**Consequences for swearing and vulgarity are as follows:**

**1<sup>st</sup> offense** – 1 Saturday School Detention  
**2<sup>nd</sup> offense** – 2 Saturday School Detentions  
**3<sup>rd</sup> offense** – 3 day suspension  
**4<sup>th</sup> Offense** – 5 day suspension

## **Harassment and Bullying**

### **Statement of Intent**

CMS believes that every individual deserves to be able to come to school without fear of demeaning remarks or action. The harassment of other students 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. Bullying of any kind is unacceptable at our school. If bullying does occur, incidents will be dealt with promptly and consistently. *Anyone* who knows that bullying is happening is expected to report it to the staff. This is a serious type of harassment and creates an unsafe and hostile learning environment.

### **Definition of Bullying/Harassment**

A wide range of physical or verbal behaviors of an aggressive or antisocial nature are encompassed by the term bullying. Bullying is the use of aggression with the intention of hurting or intimidating another person. Bullying results in pain and distress to the victim.

Bullying/Harassment can be:

- Emotional being hostile, excluding, intimidating, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact, sexually abusive comments, comments about sexual orientation or preference
- Verbal name-calling, sarcasm, spreading rumors, teasing

Students who are targeted by bullies often have difficulty concentrating on their school work, and their academic performance is negatively affected. Typically, bullied students feel anxious, and this anxiety may in turn produce a variety of physical or emotional ailments. Bullying hurts everyone. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect and feel safe at school.

**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.

## **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:

Christine Barnes, Constantine High School Principal  
One Falcon Drive  
Constantine, Michigan 49042  
(269) 435-8940

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

Charles Frisbie, Superintendent of Constantine Public Schools  
One Falcon Drive  
Constantine, Michigan 49042  
(269) 435-8940

## **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**

Christine Barnes, HS Principal  
One Falcon Drive  
Constantine, MI 49042  
(269) 435-8940

#### **Section 504**

Charles Frisbie, Superintendent Constantine Public Schools  
One Falcon Drive  
Constantine, MI 49042  
(269) 435-8940

### **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 days 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 two. 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.

## **FAMILY RIGHTS AND PRIVACY (FERPA)**

Student records are kept in a confidential file located in the school office. The information in a student's record file is available for review only by the parents (both custodial and non-custodial) unless stipulated otherwise by court order) or legal guardian of a student and those authorized by Federal and District regulations. Parents and guardians may request to review their child's records by filing a formal request in writing at the Superintendent's office.

The parent, guardian, or adult student (18 years of age or older) 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 may 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 that may be used to identify any information in the records that the parent or adult student believes is inaccurate or misleading and to specify why the record should be amended.
- C. Consent to disclosures of personally identifiable information contained in the student's education record, except for those disclosures allowed by law. The school's administrative guideline, section 8330, describes those exceptions and is available upon request.
- D. Challenge District noncompliance with a parent's request to amend the record through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be notified and provided with the opportunity for a hearing, file a complaint with the US Department of Education, 600 Independence Avenue, Washington DC 20202.
- E. Obtain a copy of the District's policy and administrative guidelines on student records (#8330).

### **Guidelines for Release of Directory Information**

Directory information regarding each student enrolled may be released to newspapers, colleges, civic organizations, or similar parties; as well as be published in programs for athletic, music, and other presentations being offered and presented by Constantine Public Schools. Directory information includes the student's name, address, date and place of birth, major field of study, photograph, participation in officially recognized activities and sports, height,

and weight of athletic team members. It also includes the student's dates of attendance, degrees, and awards received such as honor rolls, scholarships, etc. and telephone numbers for inclusion in school or PTO directories.

Parents, guardians, or adult students may deny the school permission to release directory information. Notification to the school that such 'directory information' is not to be released must be in writing and provided to the school each year the student is enrolled. The Family Rights and Privacy Act of 1974 requires that parents and students be provided with this notification of their rights under such Act.

## Handbook Acceptance, MiPHY Agreement, 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 Middle 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 Middle School Student Handbook for the 2011-2012 school year. I understand that this handbook does not contain every rule or policy of the district or middle 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: \_\_\_\_\_

### Michigan Profile for Healthy Youth

Our school may be taking part in the 2011 Michigan Profile for Healthy Youth Survey supported by the Michigan Departments of Education and Community Health. The research survey will ask about the health behaviors of 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> grade students. The survey will ask about behavior and attitude related to nutrition, physical activity, injuries, tobacco, alcohol, and other drug use. It will also ask about sexual behaviors that cause AIDS, other sexually transmitted diseases, and pregnancy.

Students will be asked to complete an online survey at a private computer terminal. Participation in the survey will cause little or no risk to any student. The only potential risk is that some students might find certain questions to be sensitive. The survey has been designed to protect each student's privacy. **Students will not be asked to provide their name or any other identifying information.** Also, no school or student will ever be mentioned by name in any reported results. The results of this survey will help students in the future. We would like all selected students to take part in the survey, **but the survey is voluntary.** No action will be taken against the school, you, or the student if the student does not participate. Students can skip any question that they do not wish to answer. In addition, students may stop participating in the survey at any point without penalty. The survey will be administered Fall 2011. The surveys are available at the school for your review. If you have questions please contact Mr. Raymond Bohm, CMS principal at (269) 435-8940.

Please return this form to give your child permission to take the survey. Thank you.

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Students' Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I have read and understand this form concerning the MiPHY Project.

( ) My child has my permission to participate.

Parent's Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

## Acceptable Computer Use Agreement

### 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 Middle School Student Handbook for the 2011-2012 school year. I understand that this handbook does not contain every rule or policy of the district or middle 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."

\*Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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