

# SCHOOL INFORMATION

**Address:** Crestwood High School  
1501 N. Beech Daly Road  
Dearborn Heights, MI 48127

**Web Address:** [www.csdm.k12.mi.us](http://www.csdm.k12.mi.us)

**Email Address:** first initial plus last name @csdm.k12.mi.us

**Phones:** 278-0900 (Main Office)  
278-0424  
792-0205 (Fax)  
274-3709 (Athletic Office)  
278-0902 (Counseling Office)

**Enrollment:** Approx. 1250 students (Class A)

**Colors:** Blue and Gold

**Mascot:** Charger

## DAILY SCHEDULES

### Normal Daily Schedule

First Hour: 7:41 - 8:55  
Second Hour: 9:00 - 10:10  
Third Hour: 10:15 - 11:55  
1<sup>st</sup> Lunch: 10:15 - 10:40  
2<sup>nd</sup> Lunch: 10:45 - 11:15  
3<sup>rd</sup> Lunch: 11:25 - 11:55  
Fourth Hour: 12:00 - 1:10  
Fifth Hour: 1:15 - 2:25

### Adjusted Schedules:

#### Extended 1<sup>st</sup> Hour

First Hour: 7:41 - 8:45  
Extended: 8:45 - 9:25  
Second Hour: 9:30 - 10:30  
Third Hour: 10:35 - 11:15  
1<sup>st</sup> Lunch: 10:35 - 11:00  
2<sup>nd</sup> Lunch: 11:05 - 11:35  
3<sup>rd</sup> Lunch: 11:45 - 12:15  
Fourth Hour: 12:20 - 1:20  
Fifth Hour: 1:25 - 2:25

#### Extended 2<sup>nd</sup> Hour

First Hour: 7:41 - 8:45  
Second Hour: 8:50 - 9:50  
Extended: 9:50 - 10:30  
Third Hour: 10:35 - 11:15  
1<sup>st</sup> Lunch: 10:35 - 11:00  
2<sup>nd</sup> Lunch: 11:05 - 11:35  
3<sup>rd</sup> Lunch: 11:45 - 12:15  
Fourth Hour: 12:20 - 1:20  
Fifth Hour: 1:25 - 2:25

#### Extended 4<sup>th</sup> Hour

First Hour: 7:41 - 8:45

#### Extended 5<sup>th</sup> Hour

First Hour: 7:41 - 8:45

Second Hour: 8:50 – 9:50

Third Hour: 9:55 – 11:35

1<sup>st</sup> Lunch: 9:55 – 10:20

2<sup>nd</sup> Lunch: 10:30 – 10:55

3<sup>rd</sup> Lunch: 11:05 – 11:35

Fourth Hour: 11:40 – 12:40

Extended: 12:40 – 1:20

Fifth Hour: 1:25 – 2:25

Second Hour: 8:50 – 9:50

Third Hour: 9:55 – 11:35

1<sup>st</sup> Lunch: 9:55 – 10:20

2<sup>nd</sup> Lunch: 10:30 – 10:55

3<sup>rd</sup> Lunch: 11:05 – 11:35

Fourth Hour: 11:40 – 12:40

Fifth Hour: 12:45 – 1:45

Extended: 1:45 – 2:25

Dear Students and Parents:

Welcome to the 2009-10 school year at Crestwood High School. This year promises to be an exciting year for all high school students. In keeping with the CHS philosophy, we will continue to strive to provide students everyday with a rigorous educational experience designed to build a love of knowledge, scholarship, and good character. This means that in the end, what students take from this educational opportunity will be a direct result of the effort they put in to it. While high school years contain many challenges, they also provide many opportunities for success.

This handbook will highlight school policies and procedures, which are based on the concept of “choices and consequences” in which students are helped to understand their individual power of choice and the individual societal consequences of those choices. Students who are disciplined for making poor choices that violate our behavioral expectations will be required to review their choices and its consequence, and then look at some alternative choices they could of made with more positive impact. Our students will have to accept personal responsibility for their own actions and the results of those actions throughout their lives. The “choice and consequences” approach helps students understand accountability and empowers them to achieve more desirable results by encouraging them to think about the likely consequences before choosing to engage in any action. The teachers, counselors, and administrators are all available to support students in making wise choices that have desirable consequences.

This school year we will continue to set our academic standards high. Inherent in our choices are “guiding principles” that help us build strong values. These are challenging times for our students. Our society’s values are declining in many parts of our country. We must not let the following principles disappear from our lives. Together we must continue to teach: responsibility, courage, trustworthiness, contemplation, perseverance, adaptability, respect, initiative, optimism, comparison, honesty, and loyalty. Together we all make a difference. We can, and will continue to focus our attention at Crestwood High School on developing intelligent and happy children with strong values.

With Charger pride,  
CHS Administration

# CRESTWOOD HIGH SCHOOL

## 2007-2008 FACULTY

Principal.....	Delores L. Elswick
Assistant Principal .....	Chad Scaling
Assistant Principal .....	Jan Speck
Athletic Director.....	Shelley Vollmar
J. Kohler .....	Counselor (A-Gn)
B. Ebbitt.....	Counselor (Go-N)
H. Brinjikji .....	Counselor (O-Z)
J. Moitozo.....	Counselor
A. Lukaszek.....	Transition Counselor
C. Abojamra .....	Social Studies
J. Bates .....	Spanish (World Language)
M. Bright.....	Physical Education
J. Bobis .....	English Language Arts
A. Casebere .....	Social Studies
S. Cash .....	Science
T. Cashero .....	Mathematics
D. DeSantis.....	English Language Arts
S. Dickie.....	Special Education
D. Gardner .....	Art
G. Garrity.....	Mathematics
S. Gregg.....	Special Education
M. Haider.....	Mathematics
S. Hill.....	Special Education
G. Houghton.....	Special Education
L. Jenks .....	Art
D. Johns .....	Science
A. Johnson .....	Mathematics
S. Johnson .....	Spanish (World Language)
R. Kellman.....	Student Assistance Coordinator
M. Keilman .....	Physical Education
T. Kowlaski.....	School Psychologist
A. Kuneman .....	Life Management/Day Care
J. Lamarand .....	Social Studies
G. Lickey .....	Applied Technology/Auto
C. Macintosh .....	School Social Worker
H. Markey.....	English Language Arts/Social Studies
Staff .....	English Language Arts
L. Machleit.....	Social Studies

E. Menna .....	English Language Arts/Spanish (World Language)
G. Meyer .....	Applied Technology/Metals
T. Miah .....	English Language Arts
M. Mikulonis .....	Life Management
M. Milewski.....	Social Studies
J. Moitozo.....	Mathematics
D. Mydlowski.....	Applied Technology/Woods
M. Pampu.....	Spanish (World Language)
E. Parent .....	Business Education/Computers
S. Popeney.....	Special Education
M. Price .....	Physical Education
C. Ray .....	Science
J. Ray.....	Science
A. Richards.....	English Language Arts
M. Ridenour.....	Band
K. Rogers .....	Special Education
E. Schabo.....	Social Studies
S. Sellen .....	Mathematics
J. Shearer.....	Physical Education
W. Stewart.....	Special Education
J. Studard.....	Social Studies
J. Styles.....	Science
C. Sultana .....	Mathematics
J. Sweetland.....	English Language Arts
A. Tasich .....	French (World Language)
T. Tunich .....	Special Education
D. Velting.....	Science
G. Wisman .....	Science
T. Woodruff .....	Mathematics

## CENTRAL ADMINISTRATION

Superintendent.....	Dr. Laurie VanValkenburg
Director of Curriculum and Instruction .....	Dr. Richard Klee
Director of Finance and Operations .....	Brian Aprill
Director of Special Services.....	Ron Misiak

## BOARD OF EDUCATION

Donna Ancinec .....	President
Ron Panetta .....	Vice President
Tony DeMarco.....	Treasurer
Colleen Krizanic .....	Secretary
Janey Golani .....	Trustee
Ed Garcia .....	Trustee
Lynne Senia .....	Trustee

## ACADEMIC INFORMATION

### GRADUATION REQUIREMENTS

With the new graduation requirements and increased rigor mandated by the state of Michigan, and our move to trimesters beginning the fall of 2008-2009, the high school graduation requirements will be specific to each class for the next three years. The class of 2012 and beyond will have the same graduation requirements and grade level classification.

Furthermore, all high school students must participate in one of the state required assessment processes, ACT/MME, ACT/MME with accommodations, MI Assess Phase I or Phase II. By the end of their junior year, students are required to complete the appropriate test for which they qualify based upon academic performance and/or special education needs and/or requirements.

Department or Course	Class of 2010	Class of 2011	Class of 2012
English	4	4	4
Mathematics	3	4	4
Science	3	3	3
Social Studies	3	3	3
Physical Education	1		
Health	.5		
P.E. and Health (2011)		1	1
Computer Education	.5		
Visual/Performing/Applied Arts		1	1
REQUIRED:	15	16	16
ELECTIVES:	9	10.5	12
TOTAL:	24	26.5	28

**Student Classification: Changes in status will only be done after 1<sup>st</sup> trimester and end of the school year**

	Class of 2010	Class of 2011	Class of 2012
Sophomore	5	5	6.5
Junior	10	12.5	14
Senior	16.5	19	20.5

### PARTICIPATION IN COMMENCEMENT

A senior may participate in graduation exercises only if he/she has completed all requirements for graduation. Remember participation in the graduation ceremony is a privilege extended to our graduating seniors.

### INCOMPLETES

Students who receive an incomplete (I) grade on a report card should make up the work and get the grade changed as soon as possible. If make up work is incomplete, the grade will be changed to the grade earned based upon work completed unless other arrangements have been made with the administration. Incomplete grades due to fine and/or obligations will remain as incomplete until such fines/obligations have been satisfied.

### COUNSELING

The Guidance Department exists to assist the students with the many facets of their educational

opportunities and their vocational choice. The counselors make available, to each student, services in testing for college, help in finding areas of vocational interest, and guidance with matters of a personal nature. Please refer to Course Offering booklet for in-depth description of counseling services.

1. Students should sign up to see the counselors. This should be done before, after school, or between classes. The counselors will send for the student. Except in emergency situations, students are not to go to the guidance office during class time without first receiving permission from their classroom teacher.
2. Students who miss a class without arranging to do so in advance may be considered skipping.
3. Counselor assignments by last names are:
  - A-E all grades – Ms. Kohler
  - F-Mg all grades - Mr. Ebbitt
  - Mi-Z all grades – Ms. Brinjikji
  - At-Risk all grades – Ms. Moitozo
  - Transition all grades – Ms. Lukaszek

### **Top Charger AWARD**

Each staff member will be given a limited number of “Charger” awards each month. Teachers may award these to any student who demonstrates excellent performance or behavior at school in any of the behaviors we strive to foster at school. While the awards may be given for academic or extra-curricular achievement, they are primarily aimed at rewarding excellent effort, behavior, citizenship, service, consideration of others, and an all-around positive impact upon the school community. Charger awards can be redeemed for a discounted lunch or athletic admission.

### **ATTENDANCE POLICY**

It is our expectation that all Crestwood High School students will attend school every day school is in session. Remember this is a credit base school. We expect parents to support us in reaching this goal. We urge students to make full use of the opportunities afforded them by the school schedule and to achieve to their potential. Regular uninterrupted attendance is an essential ingredient in the learning process. Credit will be awarded based upon attendance and academic performance.

Furthermore, the State of Michigan also recognizes the value of regular attendance, in that the General School Law reads, “Every parent... shall send that child to the public schools during the entire school year. The child’s attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.”

The purposes of the following policy are to establish guidelines for attendance, to clarify terms used in the process, to identify who is to assume the necessary responsibilities for attendance and, primarily, to foster regular attendance for all students.

### **THE POLICY**

#### **Procedures For Absences**

Parents are to notify the school using the number designated below when a student is absent. Please include your name, your child’s name, his/her grade, the nature of the absence, and how long you expect your student to be out.

Crestwood High School (313) 278-0901 (Retain your confirmation #)  
Failure to report an absence by 3:30 p.m. the school day following the absence will result in an unexcused absence

It is the student’s responsibility to make up missed school work. For excused absences, the student will be given one day for each day absent to make up work.

### Unexcused Absences

1. Parents and guardians must call the phone number designated above (obtain a confirmation number). All calls must be made prior to 3:30 p.m. the school day following the absence. If a student's parent or guardian does not call or write a note within the specified time, or if the absence is not due to participation in a school-related activity, then the absence will be unexcused.
2. An unexcused absence will be considered a skip and parent(s) or guardian(s) will be notified by Parent Connect, mailings, and attendance updates. If a student continues to skip, a parent/administrator conference may be required and disciplinary action will be taken.
3. Unexcused absences will result in a 0 recorded for all assignments due or completed on the day in which the unexcused absence is reported.

### Make-Up Work Due to Absences

All missed work, due to an excused absence must be completed to the satisfaction of the teacher. It is the student's responsibility to contact each teacher to arrange for the make-up of all work missed the day the student returns. Work must be made up upon return to class after making arrangements with the teacher.

### Pre-Arranged Absences of Extended Length

Although pre-arranged absences are discouraged by staff and administration because they can detract from the educational process, parents may arrange for their child to accompany them on a family trip. Parents and students must be aware that these absences count as part of the eight (8) absences permitted during the semester. Students who will miss school for the purpose of traveling are responsible for all schoolwork as per teacher instruction.

### Signing Out During the School Day

Once the student has arrived at school, he/she is not allowed to leave the school premises without permission from the main office. Any violation of this rule will be treated the same as skipping school and will result in an unexcused absence. If you find it necessary to leave school during the school day, the procedure is as follows:

- a. Report to your teacher and ask for a pass to the main office.
- b. Talk with the secretary in the main office and have your parents contacted.
- c. Student must be signed out by parent.
- d. If you return before the school day is over, report back to the main office to sign in.

Permission to leave school during the school day may be granted under the following conditions:

- a. Personal illness of the student
- b. Prearranged appointments authorized by the parents
- c. Emergency requests by the parents
- d. Other situations of conditions approved by the administration

### ADDITIONAL ATTENDANCE INFORMATION: CRESTWOOD HIGH SCHOOL STUDENTS

It is the student's responsibility to keep track of their attendance. Parents / Guardians will be notified after their student has accumulated excessive absences. Staff and administration recommend students use their planner to document their absences. In addition, parents are also encouraged to monitor their student's attendance by contacting the main office and by reviewing attendance information via Parent-Connect.

## **Loss of High School Credit Due to Excessive Absences**

No more than a total of eight (8) excused/unexcused absences will be allowed in any one class per semester. Approved school activities are not counted as part of the eight (8) total absences. At the ninth (9) absence, the student's credit. If "Loss of Credit" is enacted, the student is expected to continue attending class for his/her educational benefit.

Any student who loses credit due to this policy may appeal to the assistant principal who may consult with the counselors, teachers, or others prior to making a decision. The appeal form must be completed by the designated due date for each marking period. Students with multiple skips, unverified and/or unexcused absences should not expect to be granted an appeal. Grated appeals may require students to make up time. If the student is not satisfied with the decision, he or she may appeal to the principal. Generally, the only appeal that will be granted is for long-term medically related absences or extenuating circumstances.

## **Tardiness**

Being on time to school and classes is very important. It is the student's responsibility to arrive to school on time. Regular, punctual attendance is a prerequisite for success in school. Students who exhibit habitual tardiness will be referred to the office for further disciplinary action. Students tardy more than 10 minutes will be considered an unexcused absence and subject to disciplinary.

A student is tardy if he/she enters the class anytime after the bell.

Three (3) tardies (of less than 10 minutes) will equal an unexcused absence.

A tardy of ten (10) minutes or more will be considered an unexcused absence.

### Disciplinary Action/Intervention for Tardiness:

1st Tardy - Warning

2nd - 3rd Tardies: Teacher imposed disciplinary action

4th - 6th Tardies: 1 hour after school detention (Tuesdays and Thursdays) assigned by teachers

7th Tardy: Administrative intervention by teacher referral

## **ATTENDANCE RESPONSIBILITIES**

The major responsibility for attendance lies with the individual student and parent. To insure the success of Crestwood High School students, we all have a vital role:

### **STUDENT RESPONSIBILITY:**

#### Attend all classes as scheduled.

- Arrange to make up work with individual teachers the day you return from an absence.
- Understand that work not completed according to the Make-Up Assignment Form signed with the teacher will not earn credit.
- Obtain and complete all assigned class work while on suspension of 3 or more days. Submit completed work upon return to class.
- Remember that work missed due to an absence that remains unexcused will not earn credit.
- Check out through the main office whenever leaving the building (excluding group field trips).

### **PARENT RESPONSIBILITY:**

- Excuse an absence by calling the attendance office at 278-0901 the day of the absence.
- An answering machine is available to take messages before and after school hours.

- All absences not excused within 24 hours will be considered unexcused.
- Contact the student's counselor (278-0902) either prior to or at the beginning of a long-term absence.
- Maintain accurate, personal records for all of your son's/daughter's absences.
- Insist your son/daughter make up assignments missed per signed Make-Up Assignment Form.
- Understand that your child will not earn credit for missed assignments or for those submitted after the due date on the Make Up Assignment Form.
- Note: An absence stands as unexcused if the parent cannot account for or will not excuse an absence.

#### **TEACHER RESPONSIBILITY:**

- Encourage good attendance through graded classroom procedures.
- Maintain accurate excused/unexcused attendance and tardy records.
- Provide assignments to be completed during student suspension when requested.
- Record a zero (0) for all assignments not requested or not completed by agreed-upon due date
- Communicate via progress reports, report cards, counselors, and parent phone calls when attendance or lack of make-up work becomes a concern.
- Notify administration and/or counselors of suspected skipping or other attendance irregularities including three (3) or more consecutive unexcused absences.
- Provide main office with field trip permission slips and accurate list of students attending school-related activities prior to departure.

#### **COUNSELOR RESPONSIBILITY**

- Stress importance of attendance.
- Contact parent/guardian regarding excessive absences.
- Contact parent/guardian regarding student not making up absence work upon receiving Counselor Referral Form from the teacher.

#### **ADMINISTRATOR RESPONSIBILITY:**

- Insure that attendance policy is clearly defined and communicated.
- Support the 24 hour deadline for excusing absences.
- Insist that all personnel consistently adhere to the attendance policy.
- Develop discipline policies that do not necessarily remove students from class.
- Contact parent/guardian periodically reporting number of absences.

### **MISCELLANEOUS RULES AND REGULATIONS**

#### **HALL AND LAVATORY USE**

Students are not permitted in the hall while classes are in session. Authorized hall passes are issued only when a special need exists.

All hall areas should be free of student traffic during lunch periods. All students are to remain in the cafeteria during their lunch periods.

#### **ASSEMBLIES**

Students are to report directly to the gym or auditorium and sit in their assigned area. There is to be no loitering. When excused, students are to proceed directly back to the assigned class following the assembly. Students are to remain quiet during all assembly programs and/or while speaker is speaking.

## DANCE RULES

Dances are open only to currently enrolled Crestwood High School students and their approved guests. Middle School students are not permitted. Students may have a maximum of 1 guest per dance. **All guests must be pre-approved through the quest pass application process.**

The following dress code policy has been established for high school dances:

Formal (Prom)	young men - tuxedo or suit and tie; young women - formal or dress
Semi-Formal (Homecoming and Snowcoming)	young men - dress slacks, dress shirt and tie, sweater or sports coat young women - dress suit or skirt ensemble (No Jeans, No T-Shirts, Gym Shoes, Cargo Shorts, Dickie shorts, etc)

School rules and regulations apply to all dances. If a student leaves the building during a dance, he or she **MAY NOT RETURN**. Loitering in the lobby, outside the building, or in the parking lot is not permitted. Inappropriate dancing that is sexually suggestive in nature is not allowed and may lead to the student being removed from the dance. If a student is removed from a dance, he or she may be prohibited from attendance at future dances.

Current Student ID cards are needed for entry into dances.

## EMERGENCY SCHOOL CLOSING

In the event of inclement weather, school closing is announced on local radio and TV stations:

The best place to check if school is closed is the District web site: [www.csdm.k12.mi.us](http://www.csdm.k12.mi.us)

## FOOD AND BEVERAGES

The consumption of any food or beverage is restricted to the cafeteria area. Water will be allowed in halls, provided the water is in a clear, spill-proof container. Teachers may occasionally have in-class activities with food or beverages, but only with administrative approval. Students should expect to have any open or visible food or beverage confiscated except in the designated cafeteria area.

**No outside food is to be brought to school or delivered by anyone during school hours.**

## IDENTIFICATION CARDS

All students will be issued a Crestwood High School Student Identification Card. These cards are the responsibility of the student. There will be a \$5 replacement fee for students who lose their cards.

Student ID's must be used for media center use.

Students must have their student identification on person at all times they are on school property or at school events. may be asked to show their student identification as a condition of admittance to school events (for example, dances) and may be denied admittance if they do not have it. Students shall identify themselves and show identification to staff members upon request.

## LOCKERS

Each student will be issued a locker so he/she will have a secure place to store school supplies and personal items needed at school. Only the student and office staff will have access to the combination. For the students' own security the following suggestions are made:

1. Never reveal your combination to another student.
2. Do not store valuables/money in your locker.
3. If your locker is not working properly or you feel someone has tampered with it, inform the

office.

The following rules apply to lockers:

1. Do not deface or damage any part of your locker (only stick items inside doors that are easily removed).
2. Do not switch lockers with another student.
3. Do not place more persons' belongings in one locker than those that are assigned to the locker.
4. Do not leave food, etc. in lockers overnight
5. The administration retains the right to periodically inspect lockers for cleanliness.
6. The student assigned a locker will be held responsible for all contents of that locker.

Students are reminded that lockers are the property of the school. Student lockers may be searched if there exists a "reasonable suspicion" that the locker contains any item that is either illegal or inappropriate to be in the locker.

## **LOST AND FOUND**

Books, keys, and other articles, which are found on school grounds, are turned in to the high school office. When you lose items on school property, check with the high school office.

## **MEDICATION**

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program. For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. Before any medication may be administered to any student during school hours, a written prescription from the child's physician accompanied by the written authorization of the parent, is required. Self-medication by the student requires physician and parent authorization. Only medication in its original container, labeled with the date, the student's name, and exact dosage will be administered.

## **STUDENT PARKING REGULATIONS**

1. Seniors only are permitted to park in the immediate north lot.
2. Senior parking permits (sold in the main office) must be displayed on the lower left portion of the front windshield.
3. Juniors are permitted to park in the Canfield Center lot. Designated areas are the fenced area and the west area adjacent to the hockey rink. (We are not permitted to park in the lots north of the center.)
4. All vehicles must park between parking lines.
5. Students are to park north of the school only. Staff only areas are south of the building and on the south and west sides of the gym. Visitors and administration members are directly east of the building.

## **REGULATIONS FOR STUDENTS ON BUSES**

Prior to loading:

1. Be at your designated bus stop on time.
2. Be conscious of your personal safety. Stay off the road while waiting for the bus to arrive.

3. Wait until the bus makes a complete stop before attempting to enter the school bus.
4. Be considerate of the personal property of others by staying off lawns and shrubs.
5. Be considerate of your fellow riders while waiting for the bus and upon boarding the bus. Rowdy behavior causes accidents.
6. Bus riders are to remain in their seats while the bus is in motion.
7. Smoking is not permitted at any time.
8. Horseplay is not permitted around or in the bus.

### **TEXTBOOKS AND MATERIALS**

Students are provided with the necessary books for their courses. Textbooks and other reusable materials are the property of the school. Students are responsible for the care of the books and other materials assigned to them. Replacement costs, rebinding costs, or other fines will be charged to students for lost, destroyed, or damaged books or materials. Students should record their name in each of their books.

### **VISITORS**

All visitors to the building on official school business must report directly to the main office. Students may not bring visitors to school.

### **WORK PERMIT**

By Michigan law, all students under 18 must file a work permit prior to actually working. The work permit may be picked up in the guidance office.