

# Constantine High School

2026-27 Student Handbook



## **We Believe . . .**

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

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## **Constantine High School**

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

Principal: Mr. Darrin VandenBerg

Administrative Assistant: Mrs. Rachel Bacheller

Guidance Counselor: Ms. Sara Russell

Assistant Principal Mr. Shad Fish

Athletic Director: Mr. Gabe Frisbie

Athletic Secretary:

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

### **Code of Conduct**

Constantine High School students are expected to:

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

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

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

## Academic Information

### Credit Requirements for a Constantine High School Diploma

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

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

|                                               | Class of 2020 & Beyond |
|-----------------------------------------------|------------------------|
| English Credits                               | 4                      |
| Social Studies Credits                        | 3                      |
| Mathematics Credits                           | 4                      |
| Science Credits                               | 3                      |
| Physical Education & Health                   | .5 each                |
| Education Credit<br>Foreign Language          | 2                      |
| Fine/Performing Arts or<br>Vocational Classes | 1                      |
| Senior Seminar                                | 0.5                    |
| Elective Class Credits                        | 6.5                    |
|                                               |                        |

**Total Credits Required 25**

### Requirements ~ Other

1. Students must maintain full and regular attendance for a minimum of 8 Semesters (grades 9-12). Students must complete, in full, either their 7<sup>th</sup> or 8th Semester in Constantine High School.
2. Students must have taken all of the Michigan Merit Exam (MME) tests or the designated appropriate assessments prior to graduation.
3. During their senior year, students must earn six (6) units of credit to be eligible for graduation and maintain satisfactory attendance.
4. Students will be enrolled in an approved program for seven classes daily.
5. Individual students **must respond in a satisfactory** manner to the normal and regular disciplines, policies, and regulations of the school.
6. One-half unit of credit is earned by successfully completing one Semester of a given course.
7. Virtual High School coursework and dual enrollment/college coursework may be taken with Administrative approval.

## Grades and the Grading System

The grade recorded on a student's report card represents the teacher's evaluation of the progress the student made during the marking period. The evaluation is not only of the academic growth, but also includes work habits. Attendance and tardiness may have an effect on the final grade. The table Below indicates how letter grades are converted to credit points:

| Letter Grade | Percentage      | Credit Points | Weight Credit Points |
|--------------|-----------------|---------------|----------------------|
| A            | 93-100          | 4.000         | 4.800                |
| A-           | 90-92           | 3.667         | 4.400                |
| B+           | 87-89           | 3.333         | 4.000                |
| B            | 83-86           | 3.000         | 3.600                |
| B-           | 80-82           | 2.667         | 3.200                |
| C+           | 77-79           | 2.333         | 2.800                |
| C            | 73-76           | 2.000         | 2.400                |
| C-           | 70-72           | 1.667         | 2.000                |
| D+           | 67-69           | 1.333         | 1.333                |
| D            | 63-66           | 1.000         | 1.000                |
| D-           | 60-62           | 0.667         | 0.667                |
| E            | 50-59           | 0.000         | 0.000                |
| F            | 0-49            | 0.000         | 0.000                |
| I            | Incomplete      | 0.000         | 0.000                |
| NC           | No Credit       | 0.000         | 0.000                |
| CR           | Credit          | 0.000         | 0.000                |
| CRF          | Credit/Fail     | 0.000         | 0.000                |
| MCR          | MI Merit Credit | 0.000         | 0.000                |

### Semester Grades

1. Each Semester is split into two grading periods. The semester is worth 80% and the final exam is worth 20%, which combined together equal the final grade for the semester and recorded on the transcript.
2. When averaging Semester grades, the teacher has the discretion with any average ending with a .5 or above to round it to the next highest whole percentage or truncate the decimal.
3. In order to receive a Semester credit in any class, a student must pass with an average of at least 60%. The exception to this is when a student receives Merit Credit (MCR) by earning a 70% or better on their semester exam. The only way students with 12-15 absences can earn credit in a given class is to earn 70% on their semester exam. Those students will earn Merit Credit (MCR). Students that have 16 absences or more, in any single class but not all classes, will need to earn 80% on their semester exam in order to receive Merit Credit (MCR).
4. A student must complete all of the requirements for a course in order to be granted credit for that course. The exception to this is when a student receives Merit Credit (MCR) on their semester exam. Requirements may include, but are not limited to:
  - a. Taking a final exam
  - b. Turning in major assignments
  - c. Attending class on a regular basis (see attendance regulations)

## Grade Point Average

A student's grade point average (GPA) will be calculated by averaging the student's semester final grades. These are the grades that have been determined in item 3 above. In most cases a student completing their 9<sup>th</sup> grade year will have two semester final grades to average; a student completing their 10<sup>th</sup> grade year will have four semester final grades to average and so on. Student grade point averages are used to determine class rank and eligibility for National Honor Society. GPAs are calculated by averaging all of a student's credit points as shown in the grading system table above. Grade point averages may range from 0.00 to 4.0 and above. In order to earn above a 4.0 students are expected to take higher level classes. Constantine High School offers some classes that are clearly more academically challenging and require a student to perform at a level of commitment that far exceeds the average class. These classes have been designated as honors classes and students taking these classes will receive weighted averages for determining a student's Grade Point. Any class taken outside of CHS course offerings will receive weighted credit points on a class by class basis pending administrative approval. The following courses are weighted courses:

### Weighted Classes Weighted classes if offered as a class not Ind. Study

Pre-Calculus  
Calculus  
Some Dual Enrollment  
All AP classes  
Spanish III or IV  
Physics  
Early Middle College Courses associated with the 5th Year Program (Glen Oaks)

## 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 HS Principal. Any incomplete not made up in the required time will be recorded with the grade that has been earned without the assignments / assessments that should have been completed..

## Merit Credit

Students attempting to receive Michigan Merit Credit (MCR) for any class must pass the final exam with a score of at least 70% or 80%. Students that have 16 absences or more, in any single class but not all classes, will need to earn 80% on their semester exam in order to receive Merit Credit (MCR)

## Report Cards

If you have not received a report card by the end of the following week, please contact CHS at 435-8920. Note: All questions over grades must be resolved within 30 days of the end of the Semester.

## Academic Awards

### Academic Awards System

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

## **Honor Roll**

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

## **Diploma**

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

## **Commencement Exercises**

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

**Additionally, students failing to meet attendance requirements (more than 15 absences per semester) may not be allowed to participate in extracurricular activities (which include prom, graduation ceremonies, senior bash, etc.). Students with extenuating circumstances may appeal to the attendance committee.**

**Graduation ceremonies will be planned in coordination with the high honors students, senior class advisor and principal. All commencement ceremony speakers and participants will be at the discretion of the principal and class advisor.**

## **Perfect Attendance**

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

## **Academic Policies**

### **Academic Dishonesty**

Academic dishonesty, including cheating, collusion, lying, and plagiarism, will receive a consequence up to and including in-school suspension or out-of-school suspension depending on the case. The student(s) involved will be required to either re-submit the assignment/assessment or perform an alternative assignment that measures the desired standards/skills as determined by the teacher. All cases of academic dishonesty must be reported in a student's powerschool log entry page. Any student found cheating in an online or course or any course that is offered by any educational organization outside of Constantine High School's offerings shall fall under the rules of that outside organization. However, Constantine High School does reserve the right to take additional disciplinary action.

### **Extra Credit**

Extra credit will not be accepted. The academic grade must be a true reflection of a student's proficiency on the reported standards. However, extra opportunities to show proficiency may be given as long as it is in the form of an alternative assignment, activity, assessment, or project that shows progress toward proficiency of a required standard. It should be used to provide evidence in addition to what has been done in class to support the rationale for a certain proficiency level.

## **Late Work**

Late work, missing work and work completion policy - Late work deductions in credit will only be marked in the academic practices category. Teachers are expected to inform students of cut off dates for missing work, i.e. when they will no longer accept the assessment or assignment for credit. This deadline should correspond with a point where genuine learning of that standard has passed. This is to be determined by the teacher but consideration should be given to the timing of the final assessment for each respective standard(s). Any assignments turned in late will be deducted up to 50% up until the time late work is no longer accepted. Depending on the situation, this may or may not apply for students with documented extended time accommodations.

## **Zeros/No Credit**

### ***Assessments:***

Students that are missing assessments will have their missing assessment marked as “Incomplete”. When listed as “Incomplete” the default score for that assessment becomes a zero. Once the assessment has been completed and scored the “Incomplete” will be replaced with the student’s actual score and the zero will be removed along with the “Incomplete.”

### ***Assignments:***

Missing assignments may be given a zero if the assignment is not completed. Grades for non assessment style assignments will count in the academic practices category.

## **Redos/Retakes (Assessments)**

Students may redo/retake any formative or summative assessment one time after the initial attempt. This must be done within a two week time period after receiving feedback from the initial assessment. In order to be eligible for a retake, students must complete all necessary intervention tasks assigned by the teacher.

## **Personal Curriculum**

In accordance with state laws, students may request a personal curriculum based on individual learning needs and goals. Acceptance of a personal curriculum is solely at the district’s discretion.

## **Testing Out**

As required by law, Constantine High School has a testing out program. Students should contact the principal to receive additional information. Credits earned by testing out shall be based on a “pass” 80% or higher grade on one or both semester exams and shall not be included in a computation of grade point average for any purpose and may not be counted toward graduation.

## **Dual Enrollment and Early/Middle College**

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

1. Students must have qualifying test qualifications set forth by the State of Michigan Department of Education.
2. Enrolled in at least one high school course
3. Administrative approval
4. Meet other guidelines as established by the Michigan Department of Education

## Vocational Programs - CTE

Each year, the Constantine Public Schools offer vocational education programs at Glen Oaks Community College and other county high Schools. These programs are designed to prepare youth for a broad range of employment and training services and are offered under the guidance of certified teachers, counselors and cooperative education coordinators. In general, students from CHS that are in programs that meet in other schools will adhere to the rules, regulations and consequences at that specific site. Any discipline that a student receives will incorporate the entire school day should the offense occur at CHS or the student's program.

### Programs:

|                 |                               |                        |
|-----------------|-------------------------------|------------------------|
| AgriScience     | Automotive                    | Aviation               |
| Coding & Gaming | Computer Science & Technology | Construction: Res Bldg |
| Culinary        | Engineering, Design & Mfg     | Graphic Design         |
| Health Science  | HVAC/Elec/Plumbing            | Marketing              |
| Public Safety   | Teacher Academy               | Welding                |

For general information about CTE Programs, contact:

Jim Berry—Vocational Education Director  
St. Joseph County Intermediate School District  
PO Box 219, Shimmel Road  
Centreville, Michigan 49032  
(269) 467-5400

## Edmentum (Plato) online courses and program options

- A. Tech Alternative** - Students in this educational pathway are placed in our Tech Alternative program as a result of credit deficiency and/or excessive behavior concerns associated with the traditional High School setting.
  - a.** Credit requirement for graduation - Students must earn a minimum of 18 credits but these 18 must include all state requirements as designated by the State of Michigan. For this reason, students are often required to earn more than the 18 credit minimum. These situations are handled on a case-by-case basis.
  - b.** Course expectations
    - i.** A guide of expectations will be provided upon enrollment with Constantine Tech Alternative
- B. Constantine Online Virtual Education (COVE)** - Students in this educational program have chosen this pathway as their desired mode of education.
  - a.** Credit requirement for graduation - Students must earn a minimum of 25 credits
  - b.** Course expectations
    - i.** A guide of expectations will be provided upon enrollment with Constantine Online Virtual Education (COVE)
- C. Summer School** - Summer school is an online program ran through the same platform as online learning/credit recovery lab
  - a.** These are credit recovery classes for students that previously failed the in-person version of the course.
  - b.** Students are limited to retaking 2 credit recovery courses during summer school
  - c.** The score you received in the in-person course will determine how much of the online course a student needs to complete

- i. 50% to 59% - The online course will be modified to accommodate only the portion of curriculum the student needs to complete. This is the only time Spanish may be completed on Plato for credit recovery.
  - ii. 49% and below - The student will take the entire course online except for the offline activities. Spanish must be retaken in person.
- d. Course expectations
  - i. A guide of expectations will be provided upon summer school enrollment
- *Tech Alternative, COVE, and Summer School are run out of the Constantine Tech Alternative Location at 300 Peachtree Street.*

#### **D. Edmentum/Plato Online Classes offered at Constantine High School**

- a. **As credit recovery** - These classes are offered to students in the traditional High School setting in situations where the student has previously failed the in-person class.
  - i. Online credit recovery lab is only available to Juniors and Seniors
  - ii. Plato Spanish will not be permitted to be taken in the online credit recovery lab. This is due to the unique nature of the Plato Spanish classes and in particular the lack of guided notes.
  - iii. Course expectations
    - 1. During the first week of lab students will have an opportunity to pass the End of Semester Test for MCR. A student must score a 70% or higher to get MCR. These tests will be taken in the lab and on paper.
      - a. If MCR is earned, students will be moved to the classroom for another class.
      - b. These tests must be completed within the first week of the semester. If this deadline is not met, the student will not have the option to take the assessment for MCR
    - 2. All Mastery tests must be passed with a 60% or better. These may be done at home or in the lab.
    - 3. All guided notes must be completed before Post Tests will be unlocked.
    - 4. Guided notes and Mastery tests will be done one tutorial at a time.
      - a. If students do not complete 1 set of guided notes and one mastery test in a week, a call will be made to the student's parent(s).
    - 5. Post Tests will be taken in the lab. If you do not complete the test in time during the lab, it will be locked and resumed the next time you are in the lab. Post tests must also be passed with a 60% or better
- b. **As an in-class alternative** - This option is only used in rare and select circumstances and must have administrative approval. Decisions to approve/deny will be based on several factors, including but not limited to the specific need, course type, time of year, and prior academic progress.
  - i. Science classes may not be offered in this manner due to the unique nature of the offline activities
  - ii. Course expectations
    - 1. Must complete everything in the course. This includes offline activities
    - 2. Must pass all post tests with a 60% or better
    - 3. Must complete the end of course test with a 60% or better. This should be done on hard copy. They may use guided notes but should not have access to any online resources.

## Attendance Information

### Attendance Policy

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

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

### Absences

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

### *Excused Absences*

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

#### **Excused Absences fall within one of the following categories:**

1. Documented personal illness or illness in the family.
2. Death in the family or of a close friend.
3. Documented medical or mental health appointments.
4. Family emergencies of unforeseen circumstances which cannot be avoided. Documentation in a form relative to the emergency will be required.
5. Approved college visitation (limit 4 per year during junior and senior years).
6. Documented required court appearances.

\*Note - A parent call, email, or note without professional documentation of a medical event is NOT considered an Excused Absence. Parent contact suffices to inform the school that the parent is aware that their student is not at school, which does serve to prevent disciplinary action for skipping but is not considered excused.

## ***Unexcused Absences***

When a student is:

1. Absent for any unauthorized - official undocumented reason.
2. Absent and no parental communication takes place within 48 hours (phone call, email or note).
3. Absent due to skipping class or classes.
4. More than 10 minutes late to first hour or more than 5 minutes late for later classes without permission.
5. Leaving class early or at any time without permission of the teacher.
6. Missing a class due to illness without medical or mental health documentation.
7. Suspension day(s)

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 any 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 the student's return to class. No additional time will be provided to prepare the assignments.
3. Skipping consequences are outlined under "Skipping".
4. Students with age of majority will be required to act responsibly with this policy. The school district reserves the right to count any unexcused absence as skipping with all of the consequences associated with such a charge.
5. Make-up time will be equivalent to the length of absence; however, the teacher may grant extended time under special circumstances.

## ***Unexcused Absences ~ Other Examples***

1. No note, email, or phone call from a parent.
2. Undocumented personal business without being previously excused.
3. Absence due to any illness without an official doctor's note.
4. Taking an extra day before or after a vacation period without being previously excused.
5. Skipping any part of a class or day of school.
6. Leaving school without making arrangements with the office. If you are ill, parents will be contacted in the high school office. Students are required to sign out in the high school office.
7. Driving difficulties with non-school vehicles.
8. Providing transportation for other students.
9. Missing the bus.
10. Oversleeping.
11. Absence due to Suspension from school
12. Bus/School provided transportation suspension resulting in the student being unable to attend school

## ***School Related Absences***

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

### ***Excessive Absences***

1. If a student reaches 12 absences in a semester they will lose credit for that class. Students that reach this level will have the opportunity to qualify for Michigan merit credit by getting a 70% or better on their semester exam. Parents will be notified by letter or phone on the student's 5th, 9th, and 12th absence. On the 12th absence, building administration will contact parents to notify them of the loss of credit, discuss the truancy process, and create an attendance agreement.
2. Absences not counting towards absence totals include doctor or mental health provider approved absences, funerals, or court appointments.
3. We take the same approach to attendance one would find at the workplace. If absent from work, the employee is expected to call before work begins. So, in essence, we expect to be notified before school begins on the day a student is absent. Obviously, this cannot happen every time, so an excuse must be given to the high school office within 48 hours of an emergency absence, or the absence will be considered **unexcused**.
4. Students with excessive absences (more than 12 per semester) in one or more of their classes, will lose the privilege of extra curricular activities and special school events including but not limited to prom, dances, and walking at commencement exercises. Extenuating circumstances may be appealed to the building principal.
5. If a student has more than 10 consecutive unexcused absences without contact with a parent the student will be administratively withdrawn and proceedings to transfer to Constantine Tech will be initiated.
6. Any student reaching the 16 absent threshold in any individual class(es) will be expected to earn an 80% or better on their semester exam to earn Merit Credit (MCR). This is assuming they do not have 16 or more absences in all 7 class periods.
7. Students who reach 16 absences in each of their 7 class periods will be administratively withdrawn and proceedings to transfer to Constantine Tech will be initiated.

### **Absence Reporting Procedures**

1. When absences are necessary, a parental phone contact before or on the day of the absence is required so that the school knows that the parent is aware of the absence. However, parent calls do NOT make an absence excused. This just confirms with the school that the parent is aware the child is not in school. Acceptable reasons for any absence to be an excused absence are outlined above. Parents should contact the school office, **435-8920**, either before the student's absence day or by 8:30am the day of the absence. If a parent calls outside of school hours, **they may leave a message at any time day or night on the CHS Voicemail system outlining the student's name and reason for the absence** along with the name and relationship of the person calling. If it is not possible to call on the day of an absence, a note explaining the circumstances must be presented to the office no later than the end of first hour on the day of the student's return. It is not necessary to call if a pre-excused absence has been arranged.
2. In some cases, 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 to the office by 8:30am on the day of the student's return, that absence will remain unexcused.**
4. Students must always provide proof of your pre-arranged family vacation, visit to the doctor, dentist, institution of higher learning, court, or probation officer in order for the absence to be excused.
5. Students are responsible for asking all teachers for make-up assignments. Assignments not made-up will negatively affect your grade. (Each student is personally responsible for assuring make-up work is completed in a timely manner.) See *"Make-up Work*.

### ***Pre-planned 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 and an advance pre-planned excuse slip is to be issued. This pre-planned excuse slip must be signed by all the student's teachers and **returned to the principal's office before the date of the proposed absence**. Students are expected to make-up work as with any other unexcused absence but doing this gives the student the opportunity to get their work finished upon returning in order to avoid falling behind.

#### **Pre-planned Absences ~ Absences that should be Pre-planned**

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

\*Pre-planned absences are considered to be chargeable absences at the end of the Semester.

### ***Family Vacations***

All vacation days will count toward the school attendance policy and will be considered unexcused. A Pre-planned absence form may be obtained in the office and given to each teacher, who will list work assigned for that absence period.

### ***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 absence will be expected to be completed or taken immediately upon the student's return.

In the case of an absence extending beyond two days, parents or the student should contact the school or teachers so appropriate arrangements can be made for the student to receive his/her work.

### **Signing In/Signing Out Procedures**

Students who enter the high school after the school's official start time are to immediately report to the High School Office. Students who must leave the building (including students classified as Age of Majority) are required 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 will result in an unexcused absence, a skipping consequence, or other possible disciplinary action. Anyone who is not a Constantine High School student must sign in upon entry into the building.

### **Skipping**

Skipping school and/or classes, lunch, FLI, etc. is considered to be a **serious offense**. Any absence without a parent contacting the school is considered skipping. Disciplinary action may include a detention for each period missed or one or more days of in-school suspension. Additional violations will result in escalated discipline.

### **Tardiness**

A student is considered tardy if a student is not in his/her assigned room when class time officially begins.

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 on an individual class basis.

**1st through 3rd offense** - Verbal or email warning by the teacher

**4th and 6th offense** - Possible detentions for each occurrence

**8th offense and beyond** - Detention or in-school suspension

**Tardy to absent conversion** - Every 6 tardies converts to 1 unexcused absence, counting against the 12 day per class absent limit.

- A student who is more than 10 minutes late for 1st hour or more than 5 minutes late for any following hour class will be considered absent from that class.
- Students arriving at school after the start of 1st hour are expected to check into the office. This helps assure proper attendance management.
- 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.
- A student wishing to see a counselor or the principal should leave a message in the office between classes and then report to class **on time**. In turn, students will be contacted as soon as a counselor or the principal is available.

### **Bus/School Provided Transportation Rules for Students**

\*\*Since riding a school bus or any other school provided transportation is an extension of the school day, the basic behavior guidelines and expectations are in effect. Riding the bus is a privilege. To safely transport students to and from school, proper behavior must be observed at all times. The safety of the riders cannot be jeopardized by the misbehavior of any individual.

For more in depth information please refer to the Transportation Handbook.

1. Students should be waiting at the bus stop 5 mins before the school bus arrives, unless other arrangements have been made.
2. Each student shall be seated immediately upon entering the bus in the place assigned by the driver.
3. No student shall stand or move from place to place during the trip.
4. 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.
5. No student 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).
6. 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.
7. 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 and HS office.
8. Students shall not be allowed to eat, drink, or chew gum on the bus. Keep your bus clean. Water is okay.
9. 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 (bus suspension).
10. Students receiving a bus suspension shall have parents contacted. It will be the responsibility of the parents to arrange transportation to/from school for the duration of the bus suspension. Absences from school as a result of a bus suspension are not considered excused.
11. No windows or doors will be opened or closed except by permission of the driver. **Keep arms, hands, and head inside the bus at all times.**
12. 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.
13. Report any damage to the bus driver immediately.

14. Students shall respect a substitute driver the same as they would their regular driver.
15. You shall not bring water devices of any kind on the bus. This means squirt guns 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.
16. 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.
17. 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.
18. Absolutely nothing shall be thrown while riding any school bus.
19. Inappropriate or vulgar language will not be allowed on any school bus.
20. 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.
21. 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.
22. 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.
23. Students may not exit their bus at another building within the district without prior permission from the principal. Doing so will result in loss of bus privileges for one week.

## **General Policies & Expectations**

### **Age of Majority Policy**

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

The adult, as a student, is a part of the school society and participates as all other students in shaping the school environment. Therefore, in order to preserve the common good of the school community, it is necessary that he or she accepts the responsibility of adhering to the rules and regulations that have been established by the Board of Education for all students so that the school may continue to function in an educationally sound manner.

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

### **Cell Phones and other Electronic Devices**

State-Mandated Wireless Communications Policy (Michigan Public Act 2 of 2026 / MCL 380.1303a): > In compliance with Michigan state law effective for the 2026–2027 school year, Constantine High School strictly prohibits the student use of personal wireless communications devices on school grounds during instructional time. While the state mandate allows local school boards to establish exact enforcement mechanisms, the

overarching goal is to eliminate digital distractions and preserve the integrity of the K-12 learning environment. To meet this statutory requirement, the following local guidelines and progressive disciplinary protocols will be strictly enforced:

Students will be allowed to have access to their cell phones, smart watches, and other personal electronic devices before and after school, during breakfast, lunch and dinner service, and during passing periods. Students will not be allowed to have access to these items in the classrooms. This includes cell phones, smart watches, and earbuds and headphones.

- a. Students are expected to place their electronic devices in the classroom device holder. They should be silenced so it does not make noise that may distract from the educational process.
- b. Teachers are expected to communicate device violations with the student, then to building administration using a “Device Violation” google sheet that provides email notifications to administration.
- c. When a device violation is reported to the office the following protocols will be followed:
  1. **First Offense** - Phone will be left in the office and a parent/guardian will be expected to pick it up.
  2. **Second Offense** - Phone will be left in the office and a parent/guardian will be expected to pick it up and an after school detention will be assigned. .
  3. **Third Offense and Beyond** - Phone will be left in the office and a parent/guardian will be expected to pick it up and the student will be placed on a wireless device contract. The contract will require those students receiving a third violation to turn their phones into the office upon entering the building and they will come pick it up immediately before leaving for the day. The contract will be in effect for the remainder of the current semester or 20 school days. Individual student contracts will adopt whichever window of time is longer based on when the 3rd violation occurs.
    - a. Students found having violations beyond 3 during their contract either from using a friends device or from using a dummy/decoy device will receive an automatic ISS.
    - b. Students receiving a device violation after a wireless device contract has expired, and during the same school year, will go directly back onto a wireless device contract. Students do not restart at the 1st offense level when they come off of a contract.
- d. Refusal to comply with any of the above steps will be considered insubordination and will result in escalated discipline beyond a cell phone violation. Consequences may include suspension.
- e. If a device violation occurs near the end of the day and an administrator does not have an opportunity to confiscate the device, the device will then be confiscated and held in the office until the student leaves school on the following day.
- f. In cases where a student is found using another student's personal device, both the student borrowing the device and the student who owns the device will receive a violation and receive consequences in line with the number of violations they've accumulated.

## 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, are not passing classes or who have excessive absences may be excluded from extracurricular activities and events.**

## **Closed Campus**

Constantine High School is a closed campus. Students are not allowed to leave the school grounds or the building without approval from the principal's office. This includes for the purpose of returning to vehicles for any reason.. This expectation is in effect during the student's lunch period and between classes. Students are prohibited from inviting, or assisting with entry into the school, any unauthorized individual at any time before and during the school day. Closed campus offenses will result in disciplinary action up to and including in-school or out of school suspension. Students that qualify for open campus have earned it through positive attendance, academics, and behavior. Any students not qualifying for open campus should adhere to the closed campus expectations.

## **Computer User Information**

Before any student may take advantage of the school's computer network and the internet, he/she and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all terms of the agreement may lead to termination of the student's computer account and possible disciplinary action.

The District Acceptable Computer Use Policy applies to the use of not only school issued Chromebooks but also extends to a student's personal computer, if given permission to use, while at school, as well as any Chromebooks or computers owned by the school. Use of any Chromebook or computer whether it is personal or school owned is subject to Constantine Public Schools and/or teacher permission. The Network Services at Constantine High School is a privilege and should only be used for educational purposes. The school Chromebooks or computers should be used for such things as research, typing reports, creating class presentations, etc.

### **Inappropriate Use of District Technology ~ Examples**

- Accessing Blogs or Instant Messaging services
- Going into obscene and or other inappropriate sites.
- Printing any materials for non-school/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.

Any abuse of school technology (removing keys, damaging the screen, punching, throwing, intentionally dropping, etc) will fall under "vandalism".

**Students who violate the computer user policy may receive a warning or detention(s) for minor offenses or be suspended from school for major violations. Students may also have their computer access restricted or suspended. Consequences for misuse of Network protocol can include complete loss of Network privileges.**

## **Counseling Services**

**Counseling:** We have a counselor who is qualified to give vocational, personal, and educational counseling.

**Guidance:** The counselor is available to assist in the selection of classes, planning a high school program, informing students of the number of earned credits and their needs for graduation, as well as in making post-high school plans.

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

## **Dances and Extra-Curricular Events**

High school dances are held for Constantine High School students and their guests. All non-current CHS students must obtain a guest pass issued by the high school office to attend dances sponsored by Constantine High School. All guest passes must be approved and signed by the principal of both the school attended by the proposed guest and the CHS principal in advance. CHS students are responsible for the behavior of their guests. If there is any issue, both individuals may be asked to leave the event. The CHS student will also be subject to school discipline. If there is a discipline issue at prom, the party/parties involved may not be allowed to walk during graduation. All school rules and regulations will apply at dances for all people in attendance. Chaperones have the authority to require students or their guests to leave when deemed appropriate. **Students not in good standing may be denied participation in or attendance at extracurricular activities, including dances. Students suspended out of school may neither participate nor attend any Constantine Public Schools event while under disciplinary action. A student is considered suspended from the time punishment is given until the date his/her return to school has arrived.**

## **Displays of Affection**

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

**1<sup>st</sup> offense** - Warning

**2<sup>nd</sup> offense** - Parents will be notified and both students may be issued a detention.

**3<sup>rd</sup> and further offense** – Parents will be notified and consequences may include either in-school or out-of-school suspension. Consequences will increase if the issue persists.

## **Dress Code**

Constantine High School respects students' rights to express themselves in the way they dress. All students attending Constantine High School are also asked to respect the school community by dressing appropriately for the high school educational environment. We ask students to take a modest approach when considering their attire and assure that it promotes participation in their learning experience. Student dress is also expected to meet basic health and safety standards for students and adults alike.

### **Minimum Requirements:**

Clothing must cover areas from one's armpit across, horizontally, to the other armpit and down to a location on the upper thigh where the student's clenched fist would end while holding their arms straight down the side of their body.

- Rips/tears in clothing should be less than 4 inches in length
- Shoes must be worn at all times and should be safe for the school environment

- See-through or mesh garments must not be worn unless there is appropriate coverage underneath it that does meet the minimum requirements of the dress code
- Undergarments of any kind should never be visible
- Certain courses may require specialized attire specific to the demands of that class
- Sweatshirts and coats with hoods are allowed but the hood is expected to remain off the head
- Sunglasses are not allowed
- Blankets are not allowed
- Clothing and accessories that endanger others may not be worn
- Any attribute of one's dress, grooming, and/or style that denotes membership in a gang that advocates for illegal or disruptive behavior is prohibited
- Clothing **may not** depict, imply, advertise, or advocate for:
  - Illegal, violent, or lewd conduct
  - Use of alcohol, tobacco, marijuana or other controlled substances
  - Pornography, nudity, or sexual acts
  - Vulgar, discriminatory, or obscene language or images
  - Hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification

## Driving Privileges

School administrators have the authority to regulate parking, driving, and the use of vehicles in the general vicinity of school property and the surrounding pedestrian crossing points, including the authority to restrict use and/or enact consequences for violations. Student vehicles parked on school property are subject to search any time when there is reasonable suspicion to do so. Students who are in the parking lot and engage in any kind of mischief **will be subject to discipline up to and including suspension**. This behavior includes but is not limited to sitting or riding on a moving vehicle.

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

## Reckless Driving

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

- Referral to local law enforcement for possible driving citation(s).
- Up to a suspension and potentially suspension of driving privileges for varying amounts of time.

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

## Students driving to off-campus programs

Students driving to off-campus programs such as Career Technical Education (CTE) programs or community college programs are encouraged to utilize school provided transportation whenever it is offered. Authorization to drive themselves is only granted for special circumstances with approval by the building principal. Driving to such programs without permission may result in one or more days of

in-school suspension. Additional violations will result in escalated discipline with possible loss of driving privileges to school and/or removal from the off-campus program.

### **When Driving expectations are not meet**

**1<sup>st</sup> offense** - Warning, up to 1 detention.

**2<sup>nd</sup> offense** - Possibly multiple detentions and possible suspension from school.

**3<sup>rd</sup> and continued offenses** - Possible suspension from school to elimination of parking privileges for 30 days and up to the remainder of the school year.

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

### **Elevator Use**

Students who are injured are welcome to use the school elevator with office permission, for the amount of time necessary until they can safely navigate the stairways. Students who have permission to ride the elevator should be the only person in the elevator unless administration has approved the student in question to use the elevator with a peer. These situations will be approved based on need and necessity.

### **Detention**

Students may be required to remain at school outside school hours for disciplinary purposes. Constantine High School utilizes various types of detentions for consequence of student actions. Some detentions, assigned by classroom teachers, the principal or his designee as a result of inappropriate behavior or tardiness and may be served with that teacher who assigned the detention. Most detentions will be served after school with a specified building detention supervisor. A 24-hour notice is given to the student's parents 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 detention day, which could be the day that the student returns to classes.

1. Parental contact may not always be made for lunch detentions (if offered) but contact will always be made for after school detentions (ASD).
2. It is the students responsibility to arrive on time, bring study materials, homework or something to read to the Detention Room. Students who are more than 2 minutes late may be denied entry to the detention and an additional detention may be assigned in addition to the detention for which they were late for and subsequently denied admission to.
3. Students in Detention are not to talk, sleep, walk around the room, listen to music, use a cell phone in any way, use any electronic device for non-academic purposes – If a student fails to comply with these rules, they may be removed from that Detention and assigned two (2) additional detentions.
4. If students are late, are removed from, or fail to serve a detention, they will be assigned to serve the detention at the next available session and also will receive an additional detention. Failure to serve an assigned detention for a second time during the same school year may result in further consequences, up to a suspension. When the student returns from suspension as a consequence for not appropriately serving detention(s), those detentions still stand and must be served to avoid further discipline.
5. Detentions will be served in multiple areas according to the posted schedule.
6. If a student is absent or school is dismissed early on the day you are scheduled for detention, they

may be assigned to serve the detention on the next available day. It is the students responsibility to be present at that time.

7. As a rule of thumb, if a scheduling conflict arises, the student should see the assistant principal, the assigning teacher by no later than the end of 6th hour on the day of the detention to discuss rescheduling. Approval of a detention reschedule is NOT guaranteed. In such a case, if the student does not attend the detention, two additional detentions will be assigned or an in-school suspension may occur.
8. Any student who accumulates 4 or more detentions that have yet to be served, may be assigned in-school suspension in place of up to 4 detentions.

## **Fire, Tornado, and other Safety Drills**

Students must follow the directions posted in each classroom and all subsequent directions of the teacher. Directions should be followed quickly and quietly. Students who are away from their assigned teacher when a drill is announced are responsible for following the directions of any teacher or staff member for the duration of the drill. Teachers will follow their classes out and are responsible for their classes during all drills.

## **Hall Passes**

Any time a student leaves class, they must fill out/be in possession of a hall pass from the teacher whose class they are leaving. In addition, students should write down the time they are leaving and the destination in a manner of the teacher's choosing prior to leaving the classroom and are crossed off/erased upon return to the classroom.

Students who request to go see another teacher during another class, lunch, FLI, etc. **MUST** possess a hall pass previously provided to the student by the receiving teacher to be allowed to leave their assigned location to visit that teacher.

Students found in the hallway who do not have a pass will receive the following.

**1st offense** - Warning

**2nd Offense and beyond** - Possible detention, up to an in-school or out of school suspension for each occurrence

\*Students in areas not designated on their hall pass will be considered as skipping.

## **Hallway Conduct**

Normal school rules apply to student hallway behavior. Failure to comply with a staff member's reasonable request will result in disciplinary action for insubordination.

## **Homeless Students**

Constantine Public Schools recognizes that some students and families do not have access to regular and adequate housing. All staff are trained to identify potential homeless students and refer them to building and/or district homeless liaisons. Each building has a homeless liaison. There is also a district homeless liaison to provide support to the building liaisons. These liaisons are responsible for providing information, as well as various types of assistance to homeless students and their families once a student experiencing homelessness is identified by any staff member.

## **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 school-wide locker inspections may be conducted. By accepting a locker, the student agrees that the locker may be inspected by the principal or his/her designee. Lockers, like all items on school property, may be searched at any time. All rules regarding locker assignments apply to gym lockers assigned to students for PE classes and extracurricular activities.

It is expected that a student will:

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

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

Consequences for violating the locker policy are as follows:

**1<sup>st</sup> offense** - Warning and possible detention as well possible restitution for damages

**2<sup>nd</sup> and continued offenses** - Possible multiple detentions up to suspension and possible restitution for damages

## Media Center

The purpose of the media center is to offer students 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 during school hours. 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 marking period. To be certain the necessary information is available to all students, students are asked not to take material without signing them out and to return the material on time.

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

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

from a warning to suspension depending on each particular case.

## Medication

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

1. All medications must be registered with the principal's office. For prescription medication and/or non-prescription medication to be administered an "Authorization to Administer" form must be completed and signed by the student's doctor and/or parent.
2. 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, ibuprofen, Tylenol, Advil, etc.
3. 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 a pain reliever or medication of any type in his/her locker, personal belongings, or on his/her person. Failure to follow these procedures may result in disciplinary action, up to and including suspension.**
4. 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 the 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.**
5. For daily medications, please provide the office with a 2-4 week supply.
6. Parents have sole responsibility to instruct their child to take the medication at the scheduled time. The student has the responsibility to come to the office at the appropriate time to take the prescribed medication.
7. A log for each prescribed medication shall be maintained that notes the personnel giving the medication and the date and time of administering.
8. 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.

## Modified Open Campus

The Modified Open Campus Lunch Program is designed to foster a sense of independence and responsibility among our students, specifically targeting our juniors and seniors. By allowing eligible students to leave campus during their lunch period as well as other non academic student specific times we aim to develop more confident and self-reliant young adults who are prepared for the transition to life after high school.

The rationale behind these criteria is to reward students who consistently demonstrate a commitment to their education and exhibit positive behavior. By meeting these standards, students not only earn the privilege of an open campus lunch but also reinforce habits that are crucial for their academic and personal success.

We believe that the Modified Open Campus Lunch Program will serve as a powerful motivator for our students to maintain good grades and attendance. It provides them with a tangible goal to work towards and recognizes their efforts in a meaningful way. Additionally, it offers a controlled opportunity for

students to make decisions and manage their time responsibly, skills that are essential as they prepare for the responsibilities of adulthood.

We are confident that this program will have a positive impact on our school community by encouraging higher levels of achievement and fostering a sense of responsibility. We ask for your support in discussing the importance of meeting the eligibility requirements with your student and ensuring that the parent consent form is completed and returned.

Eligibility for the Open Campus Lunch Program is contingent upon meeting several criteria, ensuring that it serves as a positive incentive for academic excellence and good behavior. To participate, students must:

1. Be a junior or senior.
2. Passed all of their classes from their previous academic semester.
3. Had less than 12 absences (excused and/or unexcused) in their prior academic semester
4. Have turned in a signed parent consent form.

Parent consent forms will be sent home and must be returned to the office before students can begin participation in this program.

Students that fail to meet any of the eligibility requirements or violations of school policies may result in the revocation of the student's open campus privileges.

## **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 or expensive items such as purses, wallets, jewelry, etc. in your lockers. Constantine Public Schools are not responsible for lost or stolen personal items anywhere on school property.

## **National Honor Society**

Membership in this organization is gained through faculty appointment. Students must demonstrate clearly superior achievement or attributes in the areas of citizenship, leadership, service, and scholarship. It is important to understand that candidates must qualify in all four areas, have a GPA of a 3.5 and/or above and no one is considered to be of greater significance than another.

## **Pictures**

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

## **Police Questioning**

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

## **Reasonable Request**

Any time an administrator, teacher, or any other school employee makes a reasonable request of a student, the student must comply. A request for a student to comply with a school or classroom

expectation or to report to the principal's office will always be interpreted as "reasonable". Violation of this regulation almost always results in strict disciplinary action.

Failing to follow a reasonable request jeopardizes a student's good standing and is grounds for a student to be assigned detention(s), excluded from extracurricular activities and/or face 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, and weapons, ammunition of any kind, lighters, pepper spray, mace, zappers or similar items. Some additional prohibited items are identified in other portions of this handbook.

## **Scholarship Opportunities**

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

## **School Closing**

If it is necessary for school to be closed due to inclement weather, please listen to WKZO (590), WLKM (1510), WSTR (1230), WLKM-FM (96), or WNDU-FM (U-93) for all information. Additionally, a School Messenger alert will be sent to all registered phone numbers.

## **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        | 3. Health records     |
| 2. Results of specialized tests | 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, a student's bag, clothing, locker, or automobile while on school grounds and may seize any illegal, unauthorized, or contraband materials discovered in the search.

Student lockers 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. Students should not expect privacy regarding items placed anywhere on school property. Periodic general inspections of lockers and any personal property 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 refusal to permit searches and seizures as provided in this policy will be considered

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

## **Substitute Teachers**

As we all know, there may be a time when the regular teacher is absent and a substitute teacher will be leading the class. Students are to treat substitute teachers with respect by adhering to classroom rules and responding favorably to the substitute teacher's requests. Students who misbehave while the teacher is absent can expect strict consequences for their actions.

## **School Telephones**

Student use of the office telephone is permissible with office staff approval.

## **Teacher Workroom and Classroom work area**

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

## **Visitors**

In order to maintain the appropriate educational atmosphere, during normal school operational hours, visitors and/or infants of enrolled students are not allowed. Parents are encouraged to visit if they wish and may make arrangements to do so by contacting the school office. Copies of the district visitor policy can be obtained at the High School receptionist's desk. Visitors found to be in our school, who have not checked in at the office are subject to immediate removal and possible legal consequences.

## **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/her classroom. 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 ensure the safety of students. No student will be allowed out of his or her designated "safe area" unless a parent or guardian comes to the school and requests a student to be released. A student will be released only to the student's legal parent or guardian. **Parents are encouraged to establish and review procedures for their home for when their child is home alone.**

## **Work Permits**

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

## **Disciplinary Action**

## **Due Process**

It is recognized that the constitutional rights of individuals assure the protection of due process of law. However, schools do not operate under the criminal law expectations of probable cause. Instead, schools operate under the idea of reasonable suspicion when dealing with disciplinary concerns. 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. Efforts 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/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/her 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.

## **Restorative Practices**

Constantine High School believes that the disciplinary process exists to correct behavior by learning from our mistakes. We often use restorative practices as one of our methods to help students identify how their behavior impacted others and focus on how to resolve conflict, repair harm, and prevent the behavior from continuing in the future. This method is used alongside our disciplinary measures to help students improve behavior and focus on healing relationships. This practice is used between staff and students alike in order to create a positive and trusting school culture. All staff have been trained in de-escalation and proactive strategies to ensure student dignity. Key personnel in the district have received intensive training in restorative justice practices, and have enacted measures in accordance with the district strategic plan to comply with all required legislation, and serve the best interests of the school and surrounding community.

## **Suspension and Expulsion**

Constantine Public Schools actively maintains a strategic plan to reduce expulsions and suspensions that exceed 10 days. The strategic plan includes district wide policies included within this handbook that mandates the consideration of key factors in each disciplinary action, and considerations and standards that assess weapons violations. Each incident will be reviewed independently and consider the following seven factors:

- Student Age
- Disciplinary history
- Disability
- Seriousness of the Behavior
- Whether the behavior posed an actual safety risk
- Restorative practices utilized
- Whether a lesser intervention would address the behavior.

\*During Out-of-School Suspensions or Expulsion periods, students are NOT ALLOWED to be on the Constantine Public Schools Campus at any time, for any reason - 24 hours a day. Students are also NOT allowed to be present at any school functions that take place off campus (CTE classes, sports, field trips, etc). The consequence for these violations is an extended suspension. The principal or his designee may overrule this aspect of a suspension in unique cases.

## **Suspension**

In accordance with Revised School Code - State Law, Constantine High School will suspend from

school those students who are found to be guilty of persistent disobedience or a gross misdemeanor. In-School Suspension (instead of Out-of-School Suspension) may be used at the discretion of the principal or his designee. The following procedure will be followed:

1. The student 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 by phone, text, or email, and send a suspension notice home with the student or by mail, which states the reason(s) for the suspension, as well as the date of and steps necessary to effectuate the student's return to the school and school activities.
  - b. Notify the student's teachers with a request that the suspended student has all assignments communicated to them. Teacher assistance on those assignments will be provided as much as reasonably possible.
4. If the parents or guardian are dissatisfied with this action, they may appeal to the superintendent or his designee 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.
6. If a student is absent on a day when they are expected to serve ISS, or should school get cancelled for any reason, that student will be expected to make up the missed day of ISS immediately upon their return to school.
  - **Students serving any form of a suspension may neither participate in or attend any Constantine Public Schools event(s) (on or off-campus, including CTE classes) while under disciplinary action. A student is considered suspended from the time punishment is given until the date of his/her return to school.**

## 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. Parents or guardians shall be given the opportunity to 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/her. In addition, he/she 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.

## Position Statement on Tobacco, Vapes, Alcohol, and Illicit Drugs

The possession of or use of tobacco, vape, alcohol, illegal drugs, drug paraphernalia,

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 Public 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 Public 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 referring these instances to our school resource officer.
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.

## **Specific Discipline Violations & Consequences**

### **Academic Dishonesty**

Academic dishonesty, including cheating, collusion, lying, and plagiarism, will receive a consequence up to and including in-school suspension or out-of-school suspension depending on the case. The student(s) involved will be required to either re-submit the assignment/assessment or perform an alternative assignment that measures the desired standards/skills as determined by the teacher. All cases of academic dishonesty must be reported in a student's powerschool log entry page. Any student found cheating in an online or course or any course that is offered by any educational organization outside of Constantine High School's offerings shall fall under the rules of that outside organization. However, Constantine High School does reserve the right to take additional disciplinary action.

Students may be given a zero on any assignments that count toward the academic practices category. However, academic dishonesty on assessments will follow progressive discipline. We will follow the below model when academic dishonesty on assessments happens in the same class:

**1st Offense** - Detention and retake opportunity

**2nd Offense** - ISS and retake opportunity

**3rd Offense** - Loss of credit in that class

### **Tobacco, Vaping, Alcohol, and Marijuana**

Students are not permitted to have tobacco products, THC products, pens, vapor/electronic cigarettes, alcohol or any associated paraphernalia of any of these items while on Constantine Public School property. Possession of, or use of these items by people under the age of 21 is an illegal activity based on the laws of the State of Michigan. 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/paraphernalia and are liable under the laws of the State of Michigan, specifically Public Act 315, known as the "Youth Tobacco Act".

Besides confiscation of these products and/or paraphernalia to be turned over to law enforcement, parent(s) shall be notified that students will receive the following disciplinary action:

**1<sup>st</sup> Offense** - Up to a 3 day in-school or out of school suspension. Also, there will be a notification sent to the School Resource Officer.

**2<sup>nd</sup> Offense** - Up to a 5 day out of school suspension. Also, there will be a notification sent to the School Resource Officer

**3rd and continued Offenses** - Up to 10 days of out of school suspension and notification sent to School Resource Officer..

If the Principal or his/her designee believes that a student has consumed alcohol and the student denies consumption, the student may 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, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, he/she will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. After being advised, the student will then be given a second opportunity to take the test.

## **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, or intoxicant of any kind (this includes look-alike drugs). Any person in possession of drugs or drug paraphernalia, 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:

Besides confiscation and disposal of the illicit substance by law enforcement and notification to parent(s), students will receive 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. Up to a 10 day suspension from school and possible 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.

### **Second Offense (possession or use)**

1. Parental notification and confiscation of any substance.
2. Notification to police authorities and juvenile court.

3. Up to a 10 day suspension from school and possible 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. Up to a 10 day suspension from school and a recommendation to the Superintendent for expulsion from school.
- **Parents wishing to support their high school children through substance abuse education may reach out to the high school office for information on guidance in this area.**

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

The commission of, or participation in a criminal act in the school building, on school property, on school provided transportation, or at a school-sponsored events (**home or away**) 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 may choose to 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 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, brass knuckles" or other device 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.

Lastly, any object that is swung, used to strike, to be thrown at, etc with the intent to harm another student or staff member will be considered a dangerous weapon and consequences may fall under those listed in this handbook regarding use of any type of weapon against another individual on school property or during a school-related event at home or away from the Constantine Public Schools campus or on school provided transportation.

Arson is defined as the crime of maliciously, voluntarily, and willfully setting fire or attempting to set 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. Suspension of up to 5 days, and referral to police and restitution to the victim by the offender;
2. Suspension of up to 10 days, possible expulsion, and referral to police, restitution to the victim by the offender;
3. Suspension, possible expulsion, referral to police and restitution to the victim by the offender.

## **Theft/Larceny or Unauthorized Possession of Property Belonging to Others**

Stealing of school property or personal effects of others, or stealing from an individual is prohibited. Finding and keeping personal property constitutes theft. Students are expected to immediately turn in items found that do not belong to them to the office. All violations may be accompanied by police notification and:

**First offense** - Up to a 3 day in-school or out of school suspension and restitution to the victim by the offender

**Second offense** - Up to a 5 day suspension and restitution to the victim by the offender

**Third offense** - Up to a 10 day suspension, possible expulsion and restitution to the victim by the offender

## **False Fire Alarm**

**1<sup>st</sup> offense** – Up to a 10 day suspension

**2<sup>nd</sup> offense** – Up to a 10 day suspension with possible recommendation for expulsion

**3<sup>rd</sup> offense** – Up to a 10 day suspension and recommendation for expulsion

## **Fighting/Battery/Physical Assaults**

CHS insists that a safe, peaceful, calm environment conducive to learning be maintained at all times. Therefore, fighting will not be tolerated at Constantine High School as fights are extremely disruptive to the educational process. **Students involved will be immediately sent home and receive a suspension of multiple days, up to expulsion.** The “normal” consequences for fighting follow, but each case is up to the judgment of the Principal or his/her designee. Various factors shall be taken into consideration when determining consequences, including factors leading up to the physical altercation, as well as the degree to which one party was the clear aggressor in the altercation.

**1<sup>st</sup> offense** - Up to a 5 day in-school or out of school suspension

**2<sup>nd</sup> offense** - Up to a 10 days out of school suspension

**3<sup>rd</sup> offense** - Up to a 10 day out of school suspension and possible recommendation for expulsion

## **Threats Toward/Battery/Physical Assault of a School Employee**

Actions of this nature will result in a suspension of up to 10 days with the possibility of recommendation for long-term suspension or expulsion.

## **Foul or Obscene Language**

Constantine Public Schools are to be considered a professional setting. The verbal or written use of

foul or obscene language should not and will not be condoned on school grounds, on school provided transportation, or during school activities (**home or away**).

### **Swearing or Vulgarity**

**1<sup>st</sup> offense** – warning, possible detention, up to in-school or out of school suspension

**2<sup>nd</sup> offense** – Up to a 3 day suspension

**3<sup>rd</sup> and continued offenses** – Up to a 5 day suspension

### **Directed at a Staff Member**

**1<sup>st</sup> Offense** – Up to a 3 day suspension

**2<sup>nd</sup> Offense** – Up to a 5 day suspension

**3<sup>rd</sup> and continued offenses** – Up to a 10 day suspension and possible expulsion

### **Other Inappropriate Conduct**

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

- A. Impolite or disrespectful behavior.
- B. Yelling, obscene, or inappropriate/unruly conduct in the hallway or classroom.
- C. Littering, leaving a mess, or throwing items.
- D. Dishonesty/lying to school staff.
- E. Sexual, ethnic, racial, and other insensitive comments.
- F. Using a teacher's computer without permission.
- G. Destruction or defacing the school's or another students' property.
- H. Academic refusal.
- I. More than one student in a bathroom stall at the same time.
- J. Audio and/or Video recording others without their knowledge & consent
- K. Posting pictures or videos of others without their knowledge/consent

### **Destruction of School Property/Vandalism**

We take great pride in the facilities here at Constantine High School. Defacing or destruction of these facilities will not be tolerated. Due to the large expense of this offense, discipline will be tailored relative to the extent of damage on a case by case basis. For example, writing on desks will not carry the same or similar consequence that turfing the lawn would carry.

**1<sup>st</sup> offense** – Up to a 10 day out of school suspension and restitution

**2<sup>nd</sup> offense** – Up to a 10 day out of school suspension, restitution and recommendation for long-term suspension

**3<sup>rd</sup> and continued offenses** – 10 day suspension, restitution, and recommendation for long-term suspension or expulsion

### **Bullying, Harassment and Intimidation & Menacing Behavior**

#### ***Bullying***

Bullying is defined as any repeated gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, texting, social media, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one or more students.
- B. Adversely affecting the ability of a student to participate in or benefit from the school district's

educational programs or activities by placing the student in reasonable fear of physical harm or by creating substantial emotional distress.

- C. Having an actual and substantial detrimental effect on a student's physical or mental health
- D. Causing substantial disruption in or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three.

Some examples of bullying are:

1. **Physical**—hitting, kicking, spitting at, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact, and etc.
2. **Verbal**—taunting, malicious teasing, insulting, name calling, making threats, and etc.
3. **Psychological**—spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion or intimidation, and etc. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

### ***Harassment***

Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, and etc.).

### ***Intimidation/Menacing Behavior***

This includes, but are not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere or block a person's movement without good reason.

**\*\*Given the nature of bullying, harassing, and intimidating 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 allegations or charges are presented. False accusations are a serious offense and may result in the following:**

**1<sup>st</sup> offense** – Up to a 3 day suspension

**2<sup>nd</sup> offense** – Up to a 5 day suspension

**3<sup>rd</sup> and continued offenses** – up to a 10 day suspension and possible expulsion

### **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:

Patrick Breen - Superintendent of Schools  
One Falcon Drive  
Constantine, Michigan 49042  
(269) 435-8900

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination of the basis

of handicap, should be directed to:

Patrick Breen - Superintendent of Schools  
One Falcon Drive  
Constantine, Michigan 49042  
(269) 435-8900

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

Patrick Breen - Superintendent of Schools  
One Falcon Drive  
Constantine, Michigan 49042  
(269) 435-8900

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

Patrick Breen - Superintendent of Schools  
One Falcon Drive  
Constantine, Michigan 49042  
(269) 435-8900

**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 Section 504**

Superintendent of Schools  
One Falcon Drive  
Constantine, MI 49042  
(269) 435-8900

**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 their 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 the 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

## **Custodians of Records**

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

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

A parent or adult student has the right to:

- A. Inspect and review the student's education records within forty-five (45) days after the receipt of the request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- B. Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the records the parent or adult student believes is inaccurate or misleading and to

specify why it is inaccurate or misleading.

- C. Consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.
- D. Challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- E. File a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.
- F. Obtain a copy of the District's policy and administrative guidelines on student records (#8330). The District has established the following information about each student as "directory information":

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

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

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

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

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

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

"I have received a copy of the Constantine High School Student Handbook for the 2023-24 school year. I understand that this handbook does not contain every rule or policy of the district or high school. Rules, policies, procedures and/or activities are subject to change during the school year, with sufficient notification to the students. Students should notify their parents of these changes. I also acknowledge that I have reviewed the guidelines for dual enrollment options should my student qualify for the program."

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**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."

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

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

## **Constantine Tech/Alternative Education**

### **Constantine Tech Vision Statement**

Provide an educational experience that values, respects, and responds to students' individual needs, learning styles, and goals, while developing positive character traits and using problem solving skills to become effective contributors to the community.

### **Our Purpose**

To provide our students with an opportunity to earn a high school diploma or prepare to complete an equivalency program (GED) in a smaller setting than traditional high schools. Our goal is fostering a supportive environment for youth to develop positive character traits, self-worth, and critical thinking skills to become effective contributors in the community.

### **Enrollment Dates**

Dates of enrollment in Constantine Tech are:

- August 1 - Second count day
- May 1 - Enrollment begins for the next school year
- High School Equivalency (GED) students can be accepted throughout the school year to complete their program. Students must be 18 years of age.

### **Factors Considered**

Education Development Plan (EDP)

EDPs are begun through a program called Xello when a student is in 8th grade. These plans are updated yearly to support students developing their plan throughout school to transition to employment, college, or trade school upon graduation. When will these be updated? By who?

- Student at risk
  - Not making it to school because of life situations
  - Social, emotional, anxiety within the traditional setting
- Criteria by grade level-each grade level
  - Behind in credits entering the current school year
  - Age of the student in comparison to other students in grade
- Special Education Students
  - Special Education Students will only be considered in August unless their IEP has stipulations for a January move.

## **Steps for Enrollment to Alternative Education or From Alternative Education back to Constantine High School**

1. [Application Process](#)
2. Review the [Child Find Process](#) to determine students needs prior to consideration for Alternative Education transition. This review will involve the HS Principal, Alternative Education Director, High School Counselor, and Student's Special Education Teacher (when applicable).
3. Review of data including but not limited to; attendance, failing classes, grades, behavior referrals, social/emotional difficulties in the traditional setting, and Educational Development Plan (EDP) goals.
4. Students meeting this criteria will be gathered with counselors and administrators for a group discussion regarding their goals and how Alternative Education can fit into those goals at the end of the first semester.
5. Data continues to be monitored.
6. At the end of the second semester, factors are reviewed with parents and students to determine if transitioning to Alternative Education is the best placement. Is this process for a placement a two semester process? Too much time may go by.
7. If the student requires special education services, an amendment to the IEP will be completed to adjust for the new program settings.
8. Parent and student concerns are taken into account to support this transition to an alternative setting during all steps of this process.
9. Meeting with the High School Principal, Alternative Education Director, student and parents to discuss placement options.

### **Constantine Tech – Student Application**

Student: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Parents/Guardian: \_\_\_\_\_

Grade Completed: \_\_\_\_\_

# of Credits Earned: \_\_\_\_\_

How were you referred to the Alternative Education Program? \_\_\_\_\_

Do you currently have an IEP or 504? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes what are your current accommodations: \_\_\_\_\_

About You:

1. Why are you applying to the Alternative Education Program?
2. What will be the difference for you in the Alternative Education Program?
3. What strengths will you bring to the program?
4. What subjects/activities challenge you?
5. How do you best learn? Example: hands on, independently, in a quiet environment, in a loud environment, environment, etc. (give examples)
6. What are your vocational/career/post-secondary goals?
7. What are your personal goals?

## **Athletics**

### **Athlete Requirements**

Students interested in participating in athletics must do the following:

- A. Take a physical examination prior to being allowed to begin official practices.
- B. Read and sign an athletic code of conduct & other required documents per athletic department policy.
- C. Secure a parent's or guardian's signature on the athletic code of conduct & other required documents per athletic department policy.
- D. Comply with all eligibility requirements as explained in The Athletic Code of Conduct. In order to be eligible academically, a high school student must be passing a minimum of six (6) out of seven (7) classes at any point during a Semester.
- E. Parents and student athletes are expected to utilize the online resource through Final Forms for above mentioned physical documentation and signatures. This online website can be accessed through <https://constantine-mi.finalforms.com/>

### **Athletic Passes**

\*Passes are intended for the use of the respective individual/purchaser only and will not be accepted if given to other event spectators.

\*\* Senior citizens living in the Constantine School District are encouraged to attend events and may enter all home non-MHSAA tournament events free of charge (see gold passes info below)\*

### **Adult Athletic Passes**

Adult athletic passes are on sale in the high school office for \$50 each or a pair for \$90. 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.

### **CONSTANTINE FIGHT SONG**

On the banks of the St. Joseph  
There's a high school known to all.  
Their specialty is winning  
As the Falcons play good ball.  
Falcon teams are never beaten  
All through the games they fight.  
Fight for the only colors  
RED & 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 lines are weakening,  
We're going to win this game.  
FIGHT, FIGHT,  
RAH, TEAM, FIGHT  
Victory for Constantine!

### **Constantine Falcons - Our Colors: Red & White**

#### **Southwestern Athletic Conference:**

Allegan Tigers - Black & Orange  
Black River - Black & Green  
Bridgman Fighting Bees - Gray & Orange  
Coloma Comets - Forest Green & Gold  
Constantine Falcons - Red & White  
Delton Kellogg Panthers - Maroon, White & Silver  
Fennville Blackhawks - Black & Orange  
Galesburg-Augusta Rams - Maroon & Gold  
Gobles Tigers - Blue & Orange  
Hackett Catholic Central Fighting Irish - Green & White  
Kalamazoo Christian Comets - Purple & Gold  
Lawton Blue Devils - Royal Blue & Gold  
Martin Clippers - Maroon & White  
Parchment Panthers - Maroon & White  
Saugatuck Indians - Orange & Royal Blue  
Schoolcraft Eagles - Purple & Gold  
South Haven - Purple & Gold  
Watervliet Panthers - Maroon & White

***Go Falcons!***

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