

RIVERSIDE ELEMENTARY



Parent-Student Handbook 2026-2027

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WELCOME TO THE 2026-2027 SCHOOL YEAR!

The staff at Riverside Elementary look forward to working with you and your child this year. The educators at Riverside are dedicated to providing a quality educational experience for all students. We are committed to maintaining communication between school and home, recognizing that education is a cooperative effort by the parent, educator and child.

This handbook is meant to familiarize you with the school, our programs, our expectations and all of our policies and procedures. Please read it with your child and keep it as a handy reference guide.

School Contact Information:

Office Phone: 269-435-8950
Office Hours 7:25am – 3:25pm
Fax: 269-435-8983

Riverside Principal – Mr. Bryce Ingram
Elementary School Counselor - Mrs. Tara Marks
Riverside Administrative Assistant – Mrs. Alicia Wilson

Doors open for Breakfast Program	7:35am
Instruction Begins	7:45am
School Dismissed	2:55pm

Constantine Public Schools Mission Statement

Constantine Public Schools engages with our community to empower all students towards excellence and growth in the Falcon tradition of becoming lifelong contributors and responsible citizens.

Constantine Public Schools Vision Statement

To be a cornerstone of community pride where tradition fuels progress. We envision a future where our dynamic, innovative learning environment inspires every Falcon to develop the resilience and accountability to succeed in an ever-changing world.

SCHOOL POLICIES

SECTION ONE: Office Information

ENROLLMENT

Students enrolling for the first time should have a parent or guardian fill out all enrollment forms in the office. It is necessary for a parent to sign a release form for school records from the former school. A parent should also sign a card for permission to have the school take the child to a doctor in case of an emergency. Students entering a school in Michigan must present a record of immunization that is up to date, a certified birth certificate, and a verification of residency (bill, state ID or other form of address verification). A social security number is also requested. A school official must see a birth certificate with an official state seal. Once we verify the certificate we can enroll the student. Enrollment may be delayed until these items are presented to the school.

(Please see the section entitled MCKINNEY-VENTO for information pertaining to Foster Children and those who may be considered homeless or displaced.)

EMERGENCY INFORMATION

Parents should keep the Riverside office informed of any changes in the previous enrollment information, such as current address, phone numbers, parent information and emergency contacts. If a child has allergies to bee stings, food, etc. or any physical disabilities, this information should be on file in the office. The classroom teachers should also be made aware of any emergency measures that might be necessary. Families who have legal documents concerning guardianship, or for someone else not having access to the child, should be sure that a copy is in the child's permanent file. ***Parents cannot restrict one another from access to the school or their student without legal documentation showing that the other parent's rights have been restricted, terminated or temporarily suspended.***

STUDENT RECORDS

Each student's records are kept in a confidential file located in the school office. The information in a student's record file is available for review only by the parents or legal guardian of a student and those authorized by Federal law and District regulations. Parents and guardians can request to review their child's records by filing a formal request in writing at the Superintendent's office. A parent or adult student has the right to:

- 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.
- Request amendments if the parent or adult student believes the record is inaccurate, misleading or otherwise in violation of the student's right. 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.
- 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.

- Challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- File a complaint with the U. S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.
- Obtain a copy of the District's policy and administrative guidelines on student records (#8330).

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.

(Please see the section entitled FERPA for more information)

SECTION TWO:

Absence, Illness and Medication

ATTENDANCE POLICY:

Regular attendance at school is important to each student, it directly affects the student's academic progress. The responsibility for consistent attendance rests with the student and the parents and guardians. We expect that any problems you may have in getting your child to school will be discussed with your child's teacher, or our office staff.

PLEASE CALL THE SCHOOL BY 9:00 A.M. WHEN YOUR CHILD IS ABSENT FROM SCHOOL.

School work may be picked up by request at the end of each school day.

If you have not contacted the school about your child's recent absence, please send a note with your child when they return to school.

Please remember that it is important to report any communicable diseases such as measles, chicken pox, flu, pink eye, etc. A child who is suspected to have a communicable disease (ie: ringworm, chicken pox, flu, pink eye, or MRSA, etc.) may be sent home from school at the office staff's discretion. The school may choose to ask for a doctor's note verifying treatment in order for the student to return. This is sometimes inconvenient, but it is only done in the best interest of the child, and your child's classmates. (See the section entitled ILLNESS for more detailed information)

A student is considered tardy if they arrive after 7:45 a.m. to 8:45 a.m. If a student arrives after 8:45 a.m., they will be marked absent for the morning. If a student arrives after 1:00 p.m., they will be marked absent for the whole day. A student is considered tardy for the afternoon if they leave between 2:00 p.m. to 2:55 p.m, however, if they are absent for more than an hour of afternoon instruction, they are marked absent for the afternoon.

Any child absent (without cause) 10 or more of the scheduled instruction days may be considered truant. Situations such as this will be handled by the School Principal. If the absences persist, the school will comply with all local and state laws regarding truancy, including, but not limited to: referral to local officials of St. Joseph County Agencies for follow-up, report to truancy officer or law enforcement, mandated reports to DHS. Constantine Public Schools cooperates with St. Joseph County agencies to ensure that students maintain regular attendance patterns.

ILLNESS

When a child becomes ill at school, particularly if there is a fever or if a child becomes physically ill, every reasonable attempt will be made to contact the parent or guardian so that the proper action can be taken for treatment. It is best not to send a child to school if the child is experiencing difficulty with breathing, a sore throat, coughing, chills, fever, vomiting, or unusual

skin irritations. An untreated child can be a threat to his own health and well being, as well as a threat to those who may come in contact with him. If a parent or guardian cannot be reached, the office staff will begin calling emergency contacts in order to reach you, the parent/guardian, or to have an emergency contact pick the child up. If no one is available, or contact can't be made, the school may choose to call the school liaison officer, or other local police officer to attempt to contact the parent or guardian. Please make sure you provide reliable numbers and be sure to update your numbers as they change.

TEMPERATURE (FEVER)

Fever is one of the most common symptoms of illness in children. We consider a fever to be present when the temperature of the student is at or above 100. If your child has a temperature of 100 or above while at school, we will contact you and request you come and pick up your child from school. It is necessary to keep your child home from school until he/she is **fever free for 24 hours**.

DIARRHEA and VOMITING

Diarrhea and vomiting are common symptoms of illness in school-age children. Should the student have diarrhea at school that cannot be contained, or vomiting, we will contact a parent/guardian to come pick up your child from school. It is necessary to keep your child home from school for 24 hours after vomiting and diarrhea stop.

CONJUNCTIVITIS (PINK EYE)

Pink Eye is a common illness in school-age children. If not properly treated, it can spread quickly. Any student known to have signs or symptoms shall be excluded from attendance. We will contact a parent/guardian and the student must be picked up. The student will be excluded until 24 hours of treatment or symptoms resolved.

HEAD LICE POLICY: Michigan Department of Communicable Diseases and Michigan Department of Education recommend a policy that focuses on the exclusion of active infestations only. Active infestations can be defined as the presence of live lice or nits found within ¼" of the scalp. Nits that are found beyond ¼" of the scalp have more than likely hatched, or are no longer viable.

Any student with live lice will be sent home to start treatment. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If, upon examination, the school-designated personnel finds no live lice on the child, the child may re-enter the school.

Any student with nits (farther than ¼" from scalp) should be allowed in school. Parents should remove nits daily and treat if live lice are observed.

*COMMUNICABLE DISEASES: Other communicable diseases such as pink eye, chicken pox, scabies, etc. require a student to be out of school **until they have recovered**. In some cases a doctor's statement may be required upon returning to school.*

MEDICATION AT SCHOOL

It is against the law for school personnel to administer prescription medicine at school unless instructed by a doctor with the dosage and frequency of administration information. All prescription medicine must come in the original dispenser with the doctor's instructions on it. Medication should not be sent to the school with a child, if you need to bring the medicine to the school, please come in and deliver it in person. This is to prevent any accidents, theft or other situations which may cause harm to your child or others.

The medication will be administered by office personnel and a record will be kept of dosages and times given. Any over the counter medications such as Aspirin, Tylenol, or cough drops will be treated in the same manner as prescription drugs. All over the counter medications need to be brought to the office in their original containers by an adult. We cannot dispense over the counter medications brought in plastic bags or other containers that are not original to the product. Cough drops are not candy and cannot be kept in the student's possession to take when they feel the need to do so. These rules are the product of state laws governing the use of medications in school.

MAKE-UP WORK

Students will be given a reasonable amount of time (usually no less than one day for every day absent) to complete work missed during an excused absence. The student will be responsible for asking, completing, and handing in all made up work. Parents should contact the school by 9:30 a.m. to have work picked up at the end of the school day. This will allow teachers ample time to gather materials and write instructions without jeopardizing valuable learning time for other students.

SECTION THREE

Parent Involvement and Communications

CONFERENCES

A Parent-Teacher conference is scheduled each fall for all students and throughout each semester at parent request or at the teacher's discretion. We encourage parents to stay in touch with your child's teacher. Our goal is to eliminate problems before they develop.

PROCEDURE FOR DEALING WITH PROBLEMS

1. Contact the teacher for a conference to discuss the issue
2. If the problem is not resolved, contact the principal and request a formal meeting
3. If the problem is not resolved, contact the superintendent.

The School Board should be contacted only as a last resort. School Boards set policy and guidelines and administrators enforce those policies and guidelines.

PARENT INVOLVEMENT

Parents can be involved by helping their children at home and by staying in touch with the teacher. Parents can also be involved by helping in the classroom or at other school activities. You will need to fill out a form and consent to a simple background check in order to volunteer in the classroom, or during other school functions and field trips. Please contact your child's teacher if you would like to become a Riverside Volunteer. Please contact the front office for more information. Please read the following documents about parent involvement:

★ [Volunteer Policy & Guidelines](#)

SECTION FOUR

Academic Information

STUDENT EVALUATION

Assessments of student achievement are an ongoing process based on daily written work and performance. The following grading scales will be used:

Standards Based Level of Proficiency Scale

1	2	3	4
Beginning	Approaching	Proficient	Advanced
The student has been introduced to the skill or concept and is receiving instruction but continues to have difficulty and is below grade level expectations.	The student is developing the use of the skill or concept and is approaching grade level expectations.	The student is using the skill or concept independently and is meeting grade level expectations.	The student is using the skill or concept independently and is meeting grade level expectations at a high level.

CURRICULUM

We study all academics to include but not limited to English Language Arts (reading, spelling, writing, and grammar), Science, Mathematics, Social Studies, Music, Art, Physical Education, Technology, and Social Emotional Learning. Supplemental programs such as drama, field trips, school assemblies, art and music shows, and/or other special events may be offered.

REPORT CARDS

Report cards are sent home approximately every 9 weeks. The school year is divided into four, nine week marking periods.

STANDARDIZED TESTING

Riverside students take part in the Michigan Student Test of Educational Progress (M-STEP). In the spring students take various tests in reading, writing, math, social studies, and science, depending on the grade level they are in. Results of these tests are sent home with students as soon as the results are received.

DIAGNOSTIC ASSESSMENTS

Periodically throughout the year diagnostic assessments are given as a tool to help gauge both instruction and interventions. The results of these assessments will be shared with the parents.

SECTION FIVE

General Information

DRESS AND GROOMING REGULATIONS

In general, it is the responsibility of parents and/or the individual student to set guidelines for appropriate dress within reasonable standards of social acceptance. Students are in school to learn. Any fashion (dress accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or to others, they may be removed from the educational setting subject to administrative discretion.

The following styles or manners of dress are not allowed:

- Clothing that suggests or promotes antisocial behavior, violence, obscenity, vulgarity or profanity, sexual inferences or logos referring to drugs or alcohol
- Halter tops, crop tops, tank tops with narrow straps (spaghetti) and/or those that are low-cut
- All shorts/skirts must be appropriate in length using fingertip length as a guideline
- Facial or body piercing that presents itself as a risk to the student or others
- Wallet chains
- Fish hooks on hats
- Hats may be worn in common areas and the playground but the allowance of students to wear hats in the classroom is left to the discretion of the individual classroom teacher
- Hoods may be asked to be removed from heads at teacher discretion

Children are expected to dress for the weather, coats, jackets or sweaters are recommended unless the weather gets extremely warm. Recess is held whenever possible, and children will be expected to participate in recess and outdoor activities. If your child is not well enough to be sent outside to participate, then they must be kept at home.

STUDENT DROP-OFF AND PICK-UP

(before and after school)

Parents who pick up their children after school or drop them off in the morning are asked not to drive behind the building, the octagon parking lot, or through the bus drive in front of the school. With buses arriving and departing and students rushing around, additional and unnecessary traffic creates a very dangerous situation. If you must drop off or pick up a child, please do so by using the parking lot turn around. We ask that parents pull close to the sidewalks to drop your child off. This will allow other cars the ability to go around your car and exit the parking lot, thus avoiding traffic congestion.

Any parent who needs to come into the building to pick up their child, should check in and wait in the office for dismissal. Parents should not attempt to walk directly to their child's classroom; the office will notify teachers to send the student to the office.

CHANGES IN ARRIVAL OR DISMISSAL

Changes in bus transportation, babysitters, or in routes to and from school should be reported to the office well in advance. Overcrowded buses and lost children can often result from changes that have not been cleared with the office and/or the transportation supervisor. **Students must have a note or phone call from a parent or guardian indicating any change from the usual. If a child needs to ride a different bus, a note or phone call is required so a bus pass can be issued.**

Please send in a note or call if your child's end of the day schedule changes. If calling in a schedule change, please do so by 2:00 p.m. to ensure the staff has time to get to your child before the student follows his/her original schedule. Changes after this time cannot be guaranteed.

EARLY RELEASE OF STUDENTS

Early release is for emergency or medical reasons only. Children will not be dismissed early on a regular basis because doing so interrupts class time, as instructional time is until 2:55 p.m. Leaving before this time causes students to miss out on important classroom instruction. No student will be dismissed from school on their own to leave the building. Parents must sign out their student from the front office.

BICYCLES

Bike racks are provided at each school for the convenience of the bike riders. Students on bikes are required to walk their bikes once they have reached the Riverside parking lot and crossing guard. Bikes are to be parked in or very near the racks. All children are to play away from the area of the bike racks. Bikes are not to be ridden once students have reached the school grounds.

Students on bikes are encouraged to use the sidewalks along the busy streets (Washington, Sixth, and White Pigeon Road). When students are not riding along the busy streets at the busy times of the day, they are encouraged to follow the regular traffic rules for bikes and cars. Students should follow the safety rules and not ride more than two abreast or more than one on a bicycle. Bike riding is a privilege and can be withdrawn if problems/ safety violations occur.

SCHOOL SUPPLIES

Students will be supplied with sufficient textbooks and workbooks. A textbook deposit is not required for grades K-5, however, if a book is lost or damaged, a replacement or repair cost may be assessed. A list of additional needed supplies such as crayons, pencils, etc. will be sent home with students. Pencil and eraser vending machines are in the hall for purchase. Please replenish supplies as needed.

LIBRARY/MEDIA CENTER

The Riverside Library/ Media Center is an important part of the academic day and students are encouraged to use it whenever possible. Students may check out books and renew them if

necessary. If a book is lost or damaged, a replacement cost will be assessed. ***The Library assesses fines for lost, late or damaged books.***

SPECIALS

Specials at Riverside Elementary include physical education, art education, music education and technology education.

These courses are required classes for all students. Students are graded in such areas as sportsmanship, participation, and the understanding/application of content. Students should dress appropriately for all specials courses including non-black soled athletic shoes for PE and a possible change of shirt may be appropriate for some art projects. Due to safety concerns, students who make inappropriate choices may not be able to participate in specials.

RECESS

Each day students are given a break from their studies with recess. When the temperature gets extremely low or during other inclement weather, students will have indoor recess. **When the “feel like” temperature reaches 10 degrees, students will stay inside. Children may not be excused from recess or gym without a doctor’s request. We do not have personnel to watch individual children during recess, therefore, if your child is too ill to be outside then they will need to remain at home.

SCHOOL PARTIES

Only Halloween, Christmas, and Valentine’s Day are recognized as classroom party days. Throughout the year a teacher may reward a class with a “party” or extra activity for good behavior, academic accomplishments, or for completing a marking period and reaching a goal. Children may bring a small limited individually wrapped treat/ toy/activity for the class for birthdays or other special occasions if the teacher approves.

BIRTHDAY TREATS

Students may bring in prepackaged/store bought items as a classroom treat for their birthday. Homemade treats will not be allowed due to safety concerns.

LOST AND FOUND

Many unclaimed articles of clothing and other various objects are collected each year in a box in or near the office. Students and parents are urged to check this box when something is missing or to check with the secretary. At the end of each marking period of the school year, the lost items not picked up will be donated to a local charity.

FIELD TRIPS

From time to time, teachers may arrange a field trip. These trips broaden education by giving children a first-hand experience that books and pictures do not afford. All precautions are taken to ensure the safety of all children involved. Permission slips are sent home individually for each field trip, however, a “general” permission slip is requested at the beginning of the school year

and will be kept on file in the school office. The school may need to limit the number of chaperones, but usually parents are encouraged to go along to help with supervision of students.

A parent chaperone must have a current background check on file with the district. In addition, chaperones are expected to adhere to the same code of conduct as students. Drug, alcohol, and tobacco use is strictly prohibited at any school affiliated function. Failure to comply with these rules may result in chaperones being unable to attend additional trips or functions.

Transportation will be provided. Per district policy, students must ride school transportation to the destination, but parents can sign a waiver to transport children home. There is usually a charge for field trips; however, no child will be excluded because of fees. Parents should contact the teacher if there is a problem with field trip charges. **Field trips are a privilege and not a right.** Additionally, if there is a concern with student behavior, a parent may be asked to attend the field trip with their student, or the student may be unable to attend the trip. If a student is unable to attend due to these reasons it is the parents' responsibility to arrange for care of the student for that day.

SECTION SIX

Student Services

For those students with special needs who need additional support in school, the following services are available at Riverside.

ELEMENTARY SCHOOL COUNSELOR

Riverside has a School Counselor available for the students every day. The School Counselor can provide crisis counseling, educational support, referrals to community services as well as short term, skills-based group counseling. These services are not intended to take the place of traditional therapy/counseling for intense or more severe issues. A School Counselor cannot provide weekly, one-on-one therapeutic sessions, but will be able to refer parents to many qualified providers outside of the school system if they feel that their child needs more help than the short-term counseling can provide. School Counseling services are intended to support a child's learning and promote their ability to participate in the classroom environment.

Specific services that the Counselor may be able to provide that supports the classroom teacher:

- providing initial parent or guardian contact when a difficult/sensitive issue need to be addressed. (hygiene, socially-taboo behavior, custody or legal issues, ethical situations when a teacher needs to protect a student's privacy, etc.)
- Classroom observations to support a medical or mental health diagnosis. If a parent is trying to obtain help from a medical or mental health provider, your school counselor can provide a clinical classroom observation, as well as a professional evaluation in order to help the care provider make an accurate diagnosis, or provide appropriate treatment.
- Providing classroom lessons to teach specific social skills, build character, and provide classroom support. (An example of this might be if there is a public tragedy in the life of a student and that student is about to return to their classroom). The counselor will also organize for speakers to come into the classroom to address health and safety lessons for the students.

ACADEMIC CONCERNS AND SPECIAL EDUCATION

The Intermediate School District offers a variety of services to students that are not available at the local district level. Such services include: psychological testing (for students having learning problems), speech and language therapy, and sight and hearing testing. Information about these programs may be obtained through the School Counselor.

STUDENT ASSISTANCE TEAM

Each school in the district has a Student Assistance Team. The purpose of the team is to intervene when someone (parent, teacher, etc.) has an academic or behavior concern for a child. When a referral is made, the School Assistance Team will gather to discuss the child, their educational background and their needs. The Team will make recommendations based on that information. This can include adding Title and/or classroom interventions, providing extra

small group time, or enlisting the help of outside resources. If after a period of progress monitoring, the Team feels that it may be appropriate, the child may be referred for special education testing. If you feel your child needs to be evaluated by the Student Assistance Team, you will need to submit written rationale as to why you feel your child needs additional classroom support. Teachers will then complete appropriate paperwork and submit it to the Student Assistance Team.

PROMOTION, PLACEMENT and RETENTION

Promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, social maturity

Based on a child's progress in these three areas, a recommendation for retention may be made by the classroom teacher. In order to consider retention, the teacher will first refer the child to the grade level team. If it is felt that retention may benefit the child, the staff will review SAT data and academic interventions will take place. If it is deemed a retention is in the best interest of the child, a conference will be held with the teacher and parent to determine what is best.

Riverside is a Title 1 School that provides Title I and Title III services.

WHAT IS TITLE I?

The Title I program gives federal funding to school districts for supplemental instruction for students who qualify. Title I funding is used to offer support services to students who need extra time and instruction to master grade level curriculum. Title I schools are identified through a state formula each year that is based on the number of students from economically disadvantaged homes. Central, East and West have Title I programs.

The purpose of Title I is to:

- help every child receive a high-quality education
- increase academic achievement
- build capacity for parent involvement
- provide professional development for building staff

Title I services provided by federal funds are based on the academic needs of students.

Students who qualify for academic support may be served in language arts, mathematics or both. Eligibility is determined by standardized tests, classroom assessments and performance and teacher recommendation.

A parent letter will be sent home if your child is identified as eligible for support services funded through Title I. Title I services may be short term or long term, depending on the needs of each individual student. We are pleased to offer these services to help all of our students be

successful.

HOW WAS OUR SCHOOL CHOSEN TO PARTICIPATE IN TITLE I?

Our school was selected because of the percentage of our students who qualify for free or reduced lunch meal programs. The criteria for the 2024-25 school year was 69% of total school enrollment qualified for free and reduced lunch programs.

WHICH STUDENTS IN OUR SCHOOL PARTICIPATE IN THE TITLE I PROGRAM?

Our Title I schools are designated as a “school-wide program” that allow all children in Title I schools to be eligible for services.

HOW DOES THIS BENEFIT MY CHILD?

The goal of Title I services is to accelerate academic achievement so that all children meet or exceed state and federal standards of performance.

WHAT IS THE SCHOOL/PARENT COMPACT?

A major purpose of Title I is to increase the involvement of parents in a child’s education. Under Title I regulations, all schools receiving Title I funds have collaborated with parents and its leadership team to develop a Title I School-Parent compact, an agreement between the school and the parents. ((ESSA, Section 1116 Part (d)) The compact is designed to outline how parents, school staff, and teachers will work together to provide the best possible education for each student. Parents have opportunities each fall to provide input and participate in the School/Parent Compact.

HOW CAN I BE INVOLVED IN MY CHILD’S EDUCATION?

There are many ways to get involved in your child’s education. To begin, Title I funding is based on the percentage of children who qualify for free or reduced lunch programs. You can help your child’s school by filling out the annual enrollment packet information. You can also help by supporting and monitoring your child’s learning at home, frequent communication with teachers and attending school-wide events and parent-teacher conferences, and volunteering in your child’s classroom or by serving on the Falcon Family Involvement Team (PTO for Riverside and Riverside). The FFIT team serves as a parent advisory council that engages students in the decision-making process regarding school programs, safety, goals and school budgets. To volunteer, contact the school office, school principal or email ffitpresident@gmail.com. Conferences are one of the most important ways parents and teachers work together as a team, as parents and guardians may share information about their child’s special interests. It is also a

good time for discussing the child's academic progress and for gaining ideas on how parents can best help their children at home. A translator is available upon request.

Parents and guardians influence their children's education more than anyone else. Parental involvement can boost children's achievement. By taking an active role in our school, parents show their children that they are valued and that education is important. Children learn that parents and the school are a team, working together to help them succeed.

Parents can participate in their child's learning in several ways:

- Read to your child daily
- Listen to your child read daily
- Attend your school's annual open house
- Attend parent-teacher conferences
- Participate in class field trips and class projects
- Come to school meetings and events

PARENTS' RIGHT TO REQUEST INFORMATION ON TEACHER QUALIFICATIONS

At the beginning of each school year, parents shall be notified of their right to request, and the LEA (Local Education Agency- Constantine Public Schools) will provide, in a timely manner upon request, information regarding classroom teachers' professional qualifications.

Additionally, a school that receives funds shall provide timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

By receiving the Riverside Student Handbook, you are being notified of your right to request classroom teachers' professional qualifications. At this time, ALL staff are deemed highly qualified under Title 1 qualifications.

RIVERSIDE TITLE 1 STUDENT/PARENT/SCHOOL COMPACT

At our Open House/Back To School Night in August, you received a handout of the Title 1 Student/Parent/School Compact. Your feedback is important to us so please take a few minutes to look this over and to provide us with your thoughts. Please email your comments to Mrs. Ingram, Title 1 Teacher at kingram@constps.org.

WHAT IS TITLE III?

Title III refers to the federal program that provides funding and support for English Language Learners (ELLs) and immigrant students. This program aims to help these students acquire English proficiency and meet the challenging state academic standards.

Purpose:

Title III funds are specifically allocated to enhance the language development of ELLs and immigrant students, enabling them to participate fully in the general education curriculum and achieve academic success.

Target Population:

The program primarily serves in Y5-grade 12 who are identified as English learners or immigrant students based on specific criteria.

How Title III funds are used to support EL efforts at Riverside:

Language instruction educational programs: Providing structured English language instruction to help students develop English proficiency, says Ann Arbor Public Schools.

- **Professional development for teachers:** Training educators on effective strategies for teaching ELLs.
- **Parent and family engagement activities:** Supporting families in helping their children learn English and succeed in school.
- **Services for immigrant students:** Providing support to help immigrant students acclimate to the American education system and culture.

HOW DOES TITLE III IMPACT STUDENTS?

Title III requires that programs demonstrate effectiveness in increasing English proficiency and academic achievement. This is accomplished through the implementation of SIOP (Sheltered Instruction Observation Protocol) and instruction that is adjusted to meet the needs of all students. EL students are provided with a specific EL plan including additional support by our Title III teacher, Ms. Marks, who provides leveled instruction according to student needs. Student progress is monitored with all general education evaluations plus the WIDA assessment.

Still have questions about Title services?

For Title I questions, contact Mrs. Ingram at kingram@constps.org

For Title III questions, contact Ms. Marks at smarks@constps.org

Or you can contact our district Title Coordinator, Mr. LeVan at jlevan@constps.org or (269) 435-8960.

SECTION SEVEN

Bus Transportation:

CHANGE OF ADDRESS

If you move within the boundaries of the school system, please inform the bus supervisor and the school office of your new location.

CHANGE OF ROUTE OR BUS

If your child will not be riding a bus on a given day or will be riding a different bus (to go to babysitter, friend, etc.), we require a written note signed by the parent or guardian or phone call explaining the change for the bus driver and teacher.

BUS RULES

All students will receive a document the first week of school which contains the complete rules and regulations, and copies of the rules are also passed out and discussed on each bus at the beginning of the year.

Please remember:

A student who has his or her school bus riding privileges suspended due to misconduct may be restricted from riding any Constantine School bus or van during the term of the suspension. This includes all field trips. Any parent with questions or concerns, should contact the Transportation Supervisor at (269)435-8970.

SECTION EIGHT

Inclement Weather

WEATHER AND EMERGENCIES

School closures for severe snow and ice conditions are announced using our School Messenger Alert System and on the following radio and TV stations:

WLKM WKZO WFRN WNDU WWMT WSBT

Three Rivers 95.9 FM

Kalamazoo 590 AM

104.7 FM (WFRN)

In order to ensure that the School Messenger Alert System is used to its capabilities, make sure you have updated all of your information in the office.

Occasionally it may be necessary to send students home early due to weather conditions. Making arrangements in advance as to where your child is to go in the event that school closes early and making sure your child understands these arrangements will minimize confusion and anxiety. We ask that you inform your child where they need to go if school closes. Please make sure the school has at least two other emergency contacts. Use of the telephone in the office will be limited to emergency calls only. If your child walks to school and there is a two hour delay, please do not have them come to school early as there will be no adult supervision and your child will be outside.

WEATHER AND WARNING DRILLS

The report of severe weather, including tornadoes, is issued by the local police agencies. In the case of a tornado watch or warning, students are to stay in school and will not be released unless their parents personally pick them up. During a tornado warning, students will be led to the safest corridors and follow the tornado safety regulations posted in each room. The classroom teachers will discuss and practice, with each of their classes, the proper safety measures to be followed in the case of a tornado.

FIRE, LOCKDOWN, AND DISASTER DRILLS

Fire drills, tornado drills, and lockdown drills are conducted several times a year so that students learn the best way to depart from the building or shelter-in-place in case of an emergency. Each classroom teacher will instruct students at the beginning of the year, as well as participate in frequent drills, so students are aware of the proper procedures.

SECTION NINE

Student Behavioral Guidelines

MEALS

Breakfast and lunch are available to all students at Riverside. All students are expected to remain at school to eat lunch. Students are welcome to bring a sack lunch and buy milk if they prefer. Pop, energy drinks, coffee, etc. are not allowed during lunch (or during the school day). Glass bottles are also not allowed during the school day. If the lunchroom supervisors become aware that a student is making a habit of not eating lunch, the parent or guardian may be notified.

Lunchroom Rules and Procedures

- Good table manners are expected.
- Students should keep their place in line and wait patiently, hands and feet to self.
- Students should talk quietly and remain seated.
- Food should be kept on the trays and tables while eating.
- Students should place all trash in the proper containers.
- Students should wait to be excused by the supervisors.
- Eating or drinking should be confined to the cafeteria. Food or drinks are not to leave the designated eating areas.
- Any inappropriate behavior in lunchroom may result in the following procedures as needed:
 1. Warning
 2. Student receives recess detention and/or “clean-team” responsibilities
 3. Sent to Principal’s office
 - a. Warning
 - b. Loss of recess
 - c. Parent Contact
 - d. In school restriction
 - e. Out of school suspension

STUDENT CODE OF CONDUCT, CLASSROOM RULES AND GUIDELINES FOR GOOD BEHAVIOR

At the beginning of each school year, the teacher will review behavior expectations using our PBIS model and our Core Values, with the students. However, all General School Rules also apply wherever and whenever students are in the building or on school grounds.

To ensure optimal learning conditions for all children:

- Students will pay attention in class, take part in class discussions, ask questions when help is needed, and follow directions carefully.
- Students will complete assignments neatly, completely, on time and to the best of their ability.
- Students will come to school each day prepared with books, assignments and other needed materials.

- Students will not interfere with a classmate's attempts to participate and learn.
- Any student consistently defying classroom rules may be subject to any of the following:

Disciplinary actions:

1. Warning
2. Recess detention
3. Restorative practices
4. Parent conference or contact
5. Out-of-school suspension

Each student shall be expected to:

- abide by national, state and local laws as well as the rules of the school
- respect the civil rights of others
- act courteously to adults and fellow students
- be prompt to school and attentive in class
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, 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.

DISTRICT POLICY

BEHAVIOR AND CIRCUMSTANCE THAT MAY BE CONSIDERED ACTIONABLE

DRUGS

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation. The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing -on this list will affect the student's athletic and extracurricular participation.

- The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as during a school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the counter medication to another student.
- The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that have a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

USE OF TOBACCO

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

STUDENT DISORDER/DEMONSTRATION

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, s/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

POSSESSION OF A WEAPON

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is

presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/ he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object(s) that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow gun, toy gun, etc.)

USE OF AN OBJECT AS A WEAPON

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on.

Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

Purposely setting a fire

- Anything, such as fire, that endangers school property and its occupants will not be tolerated.
- Arson is a felony and will subject the student to expulsion.
- Physically assaulting a staff member/student/person associated with the District
- Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "Intentionally causing or attempting to cause physical harm to another through force or violence."
- Verbally threatening a staff member/student/person associated with the District
- Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or

other harm on another person, with a present intent and ability to act on the threat.

EXTORTION

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

GAMBLING

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

FALSIFICATION OF SCHOOL WORK, IDENTIFICATION, FORGERY

Forgery of hall/bus passes and excuses as well as false ID's are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

FALSE ALARMS, FALSE REPORTS, AND BOMB THREATS

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

EXPLOSIVES

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

TRESPASSING

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. (This may include entering a classroom when a teacher is not present for the purposes of defrauding, stealing, property defacement, and other malicious acts.) Violations of this rule could result in suspension or expulsion.

THEFT

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the teacher or principal. The school is not responsible for personal property. Theft may result in suspension or

expulsion. Theft may also be reported to the local police or school liaison officer.

DISOBEDIENCE

School staff is acting "in loco parentis," which means they are allowed, by- law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in suspension.

DAMAGING PROPERTY

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

REFUSING TO ACCEPT DISCIPLINE

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

AIDING OR ABETTING VIOLATION OF SCHOOL RULES

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES

A student may possess a cellular telephone or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the cell phone or other ECD/ESD remains off. Riverside Teachers do not allow cell phones to be taken out in class, and require that such electronic devices remain in a student's backpack/desk/pocket etc... for use before and after school. If a student is found to be in violation of these rules, the staff may confiscate the phone until a parent or guardian can come to pick it up.

Except as authorized under Board policy, use of cellular telephones or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy."

A student improperly using any device to take or transmit images will face disciplinary action up to and including a 10 day suspension, loss of privileges, and may be recommended for expulsion. The student may face additional legal charges, as determined by local law enforcement.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and could be suspended depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

VIOLATION OF INDIVIDUAL SCHOOL/CLASSROOM RULES

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

DISRUPTION OF THE EDUCATIONAL PROCESS

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

HARASSMENT

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means; including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment. Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the Superintendent at 435-8900.

Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District.
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.
- F. suggesting or demanding sexual involvement, accompanied by implied or 26

explicit threats concerning one's grades, safety, job, or performance of public duties.

Note: Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M. C. L. A. 722.621 et. seq.

HAZING

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing - any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

BULLYING

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, 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 (1) or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with education opportunities, benefits, or programs of one (1) or more students;
2. 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 causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
4. 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, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

“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, etc.)

“Intimidation/Menacing” includes, but is 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 with or block a person's movement without good reason.

“Staff” includes all school employees and Board members.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or assistant principal, or the Superintendent.

WEAPONS

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

CRIMINAL ACTS

Any- student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy

(being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

SAFETY CONCERNS

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas.

Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

PROFANITY

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

SECTION TEN

Student Discipline Code

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Two types of discipline are possible, Informal and Formal.

Informal Discipline:

Informal discipline takes place within the classroom. It includes but is not limited to:

- change of seating or location
- recess detention (Sitting in office or classroom during recess)
- Loss of privilege
- Restorative practices

Formal Discipline:

Formal discipline is handled by the Principal, and will involve the parent, and possibly a removal from the classroom to an In-School or an Out-of-School suspension. Formal discipline is recorded and kept in a student's record.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

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 therein this handbook that mandate 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

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.

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

- Suspension from co-curricular and extracurricular activities may not be appealed.
- During the appeal process, the student shall not be allowed to remain in school.
- If safety is a factor, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 3-04 of the Rehabilitation Act of 1973.

INVESTIGATIONS OF VIOLATIONS BY LAW ENFORCEMENT AGENCIES

Law enforcement agencies investigating complaints other than under the Child Protection Act should contact a student during non-school hours and investigate alleged violations of the law off school property, if at all possible.

- An investigation by school officials can take place on school property during school hours if the possible violation of law took place on school property or involves other situations affecting school safety or in emergency situations.
- From the initial investigation, if a student is determined to be a witness or suspect in a violation of the law the building administrator will contact the parent prior to questioning from an officer. The administrator shall remain in the room during questioning unless compelling reasons for exclusion are provided by the law enforcement agency.

In those circumstances when an interview with law enforcement may expose a student to criminal charges, the building administrator should also attempt to verify with the officer/investigator that the student(s) has been informed of his/her right to refuse to answer questions, to be informed that anything s/he says may be used against him/her in court, and to consult with and be advised by legal counsel.

SECTION ELEVEN

Other

CONFIDENTIALITY

Every reasonable effort will be made to maintain confidentiality during any investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification Notice of this policy will be annually, circulated to all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the District will be required to review and sign off on this policy and the related complaint procedure.

POSSESSION OF A FIREARM, ARSON, AND CRIMINAL SEXUAL CONDUCT

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

NOTICE OF NONDISCRIMINATION

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 or concerns regarding alleged incidents of sexual harassment between:

*A school employee and another school employee:

*A school employee and a student:

*A student and another student:

should be directed to the Superintendent One-Falcon Drive, Constantine, Michigan 49042.

Phone (269)-435-8900

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

Superintendent Number One- Falcon Drive- 435-8900 Constantine, Michigan 49042

COMPLAINTS, GRIEVANCES

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

Superintendent, One-Falcon Drive Constantine, MI 49042 Phone- 269-435-8900

Section 504

Superintendent, One-Falcon Drive Constantine, MI 49042 Phone- 269-435-8900

CONSTANTINE PUBLIC SCHOOLS BOARD OF EDUCATION

CONSTANTINE PUBLIC SCHOOLS BOARD OF EDUCATION

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Mr. Jeffrey Komins- Trustee

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.

Step 2

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

Step 3

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

Step 4

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

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

The local Coordinator, on request, will provide a copy of the district's grievance procedures 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.

Federal Information:

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific

State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

McKinney-Vento

McKinney-Vento is the primary piece of federal legislation dealing with the education of children and youth experiencing homelessness in U.S. public schools. It was reauthorized as Title X, Part C, of the No Child Left Behind Act in January 2002.

If you or your child is currently homeless, have been recently displaced from your home, or are living in temporary residential conditions, you may qualify for additional supportive services. Please let the Administration of Riverside Elementary, or the District's Homeless Coordinator, Shad Fish, know your circumstances as soon as possible. As always, your confidential information will be respected.

**RIVERSIDE ELEMENTARY
DIRECTORY
2025-2026**

Riverside Elementary

(269) 435-8950

Mr. Bryce Ingram.....Principal
Mrs. Tara Marks.....Elementary School Counselor
Mrs. Alicia Wilson.....Administrative Assistant

Third Grade:

Mrs. Sarah Krupp
Mr. Mark McGlothlen
Mrs. Jody Weiderman

Fourth Grade:

Mrs. Stacy Cooper
Mrs. Jennifer Herschbach
Mrs. Losia Martin
Mrs. Heather McGlothlen

Fifth Grade:

Mrs. Deb Evans
Mrs. Aiden Stafford
Mrs. Sabrina Stamper
Mrs. Katie Wilson

Title I Intervention Specialist:

Mrs. Kimberly Ingram

Special Education:

Mrs. Sarah Muncy
Mrs. Colleen Stedman
Mrs. Chelly Thelen

Physical Education:

Mrs. Casey Schnepf

Art Education:

Ms. Amber Stuut

Music Education:

Mrs. Chris VanderMei

Computer Education:

Mrs. Stephanie French

Student Success Coordinator/Media Specialist

Mrs. Jessica Modzynski

Educational Assistants:

Mrs. Emily Caseman- Educational Assistant
Mrs. Brittany Hamminga- Educational Assistant
Mrs. Diana Hislop-Educational Assistant
Ms. Regina Malkowski- Educational Assistant
Mrs. Emily Stears- Educational Assistant

District Administration Office

Mr. Pat Breen.....	Superintendent	(269)-435-8900
Mrs. Lisa Seidner.....	Business Manager	(269)-435-8902
Mrs. Stephanie Lucas.....	Payroll	(269)-435-8903
Mrs. Syntia Salisbury.....	Communications/Exec Asst	(269) 435-8973
Mr. Troy Mallo.....	Maintenance Supervisor	(269)-435-8905
Mr. Chris Bowers.....	Maintenance/Grounds	(269)-435-8905
Mrs. Ceaira Green.....	Transportation Supervisor	(269)-435-8970
Mr. Brent Smith.....	Technology Director	(269)-435-8910