

CONSTANTINE TECH HIGH SCHOOL

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STUDENT HANDBOOK 2026-2027



Program Philosophy/Guidelines

The philosophy of an alternative education is to advocate quality choices in education and to provide a network of support for at-risk students. The mission of Constantine Tech High School (CTHS) is to provide a more workable setting for those students who have not functioned successfully in a traditional educational environment. Our goals are to ensure that all students are valued, have the opportunity to engage in distance learning, and have opportunities to experience kindness and cooperation. CTHS works to provide students the opportunity to complete a number of goals and provide for graduation from high school, to expand knowledge of everyday living skills, and to become an independent, self-functioning adult.

Specific program guidelines are as follows:

1. Plato learning will supply the course content which consists of a comprehensive high school curriculum. Most units of study consist of a series of mastery tests and a post-test per unit. Additionally, there will be off-line assignments that complement Plato instruction courses; these offline assignments will be waived if proper notes are taken and presented before post tests. All Post Tests must be completed on a school chromebook. Failure to do this may result in test or unit being reset.
2. Student entry into the program will involve completion of an application and an interview with the student, parent, and school staff.
3. Lab is available for High School students Tuesday, Wednesday and Thursday 8am until 2:30pm. We will run on the Constantine Public School Calendar, if School is closed or half day, lab will be the same. Lab will begin the Tuesday after Labor Day.
4. Student course selection will be based on graduation requirements, vocational need, and personal interest and will be done as part of an orientation conference involving the student, parent, and school staff. Summer School courses will be based on student needs from classes failed at high school or courses not completed. No new classes will be added to your screen after June 1.
5. Students are considered Sequential learners. They will have two classes on their screen open to work at the start of the school year. Courses will be added if a class is completed and then at each four week mark.
6. Student progress through course requirements is retained in the network's memory. If a student doesn't participate/advance for a period of time, the completed material will be held and the student may resume participation

and continue with no penalty. However, if no participation has occurred within one calendar year, the unfinished course material will be destroyed.

7. Student progress is monitored weekly; individual student progress reports can be viewed by the parents through the Plato program. Students will make contact with the lab every week, if a student goes two consecutive weeks with no contact, they will be considered Truant.
8. The greatest focus of CTHS is to provide positive learning opportunities for students and to help students become successful both academically and socially. To that end, each student will commit to a contract that outlines such issues as behavior, contacts (including attendance, phone contacts, email, messaging, or video conference) and performance.
9. Grading will be determined in each course by the results of the Plato evaluation of materials completed by the student. Grades awarded will be Credit (CR) or Incomplete/No Credit (NC). Students must obtain 60% accuracy on lessons, quizzes, and tests. Exceptions to the 60% rule will be the responsibility of facilitators, special education teacher, or other appropriate alternative education staff. Tutorials must be filled out completely and accurately before post tests will be attempted unless your student has completed guided notes for the unit.
10. For some students, CTHS may be the last chance for success in a high school program. Positive parental/guardian involvement can be extremely important and helpful in monitoring student progress. Therefore, progress reports will be a regular occurrence and student/parent conferences may be required and scheduled as needed by school staff.
11. We do not offer CTE or Dual enrollment courses.
12. Students are required to attend all state mandated testing. Students will also be required to take the district NWEA test at the start and end of the school year.

GRADUATION REQUIREMENTS

1. Constantine Tech High School Diploma – 25 Credits
 - a. 4 Math Credits – Algebra I, Geometry, Algebra II, Any other full math credit.
 - b. 4 English Credits – 9th, 10th, 11th, and 12th
 - c. 3 Science Credits – Biology, Chemistry or Physics, Any other full science credit.
 - d. 3 Social Studies Credits – World History & Geography, US History & Geography, Civics, and Economics
 - e. 2 Foreign Language Credits (language other than English)
 - f. ½ Health Credit
 - g. ½ P.E. Credit
 - h. ½ Senior Seminar or Careers Class
 - i. 6.5 Elective Credits

2. Constantine Tech High Alternative School Diploma – 18 Credits

- a. 4 Math Credits – Algebra I, Geometry, Algebra II, Any other full math credit.
- b. 4 English Credits – 9th, 10th, 11th, and 12th
- c. 3 Science Credits – Biology, Chemistry or Physics, Any other full science credit.
- d. 3 Social Studies Credits – World History & Geography, US History & Geography, Civics, and Economics
- e. 2 Foreign Language Credits (language other than English)
- f. ½ Health Credit
- g. ½ P.E. Credit

** Diploma is State Endorsed**

Early Graduation for a Constantine Tech High School Diploma

Early graduation is permitted at the end of the 3rd year upon the completion of credit requirements and MME testing. Students who choose this option must complete the 25 credit requirement and are no longer eligible to participate, as a student, in school activities.

To graduate with the 18 credit Alternative diploma, you must be in your second semester of your 4th year in HS. You may apply for a waiver to graduate earlier, but final say will lie with the Superintendent of Schools.

Graduation Dates: Diplomas will be signed and received on the following dates only:

Tuesday after: September Board Meeting
 November Board Meeting
 March Board Meeting
 June Board Meeting

Students must have work complete and a credit audit done by the office before the board meeting in order to get their diploma signed. If proof of completion is needed before diploma is received, you can get an official transcript printed by the Tech Office.

CONSTANTINE TECH PROGRAM

General Student Guidelines

The purpose of these guidelines is to provide our students with a clear explanation of the school's expectations regarding their actions and behavior while enrolled here. The guidelines are as follows:

1. A student's success through Plato will be dependent upon completion of all of the specific course materials. That can only happen as a result of

regular log in activity. The Plato network will automatically record your participation on a daily basis and will record both start and stop times. As a result, the level of your participation will be constantly clear to school staff and parents.

2. It is the CTHS student's responsibility to:

- Log in on a regular basis
- If in lab, stay on task for the scheduled time periods
- Take notes in the classes enrolled
- Ask for help from the appropriate personnel
- Be receptive to constructive criticism
- Communicate with school staff on appropriate issues
- Have proper respect for: program, facility, personnel, district school, and community members and concerns

3. Probation Contracts

Attendance Contract

CTHS students are required to make weekly contacts. These contacts include but are not limited to, messaging through FinalSite, Facebook, or text; email, phone conversation, or video conferencing. All Post Tests and EOS tests will be required to be taken in lab or on a school device.

Performance Contract

If the CTHS staff believes a student's progress in the academic environment is insufficient, the student and parent/guardian will sign a performance contract. Insufficient progress is defined as consistently not completing the minimum number of lessons per week. Failure to comply with the performance contract will result in deactivation from the program.

Behavioral Contract

When a student has repeated behavioral issues, the student and parent/guardian will sign a behavioral contract. Failure to comply with the behavior contract directives will result in deactivation from the program.

If a student should become deactivated under any of the above contracts, the student can apply for reactivation at the beginning of the next trimester or semester.

4. Students will check all cell phones in at the front desk upon entering the lab and follow all posted lab rules. Failure to do so will result in removal from the lab.
5. Students that attend the program are eligible to attend CHS dances/events as a guest of a CHS student and with permission from the building principal. The student must be in good standing in the program to

be eligible and have the approval of the CTHS Coordinator. The final decision will rest with the High School Principal.

6. Students will not be eligible for interscholastic athletics.
7. Constantine Schools are in a designated Tobacco/Drug Free Zone. Students proven to be involved with either could face suspension and/or expulsion.
8. Non-offensive clothing will be worn at all times while on campus.
9. Insubordination toward school staff will result in discipline determined by school staff.
10. Major bus offenses such as fighting, defiance of authority, profanity toward driver, possession of a weapon, etc., will result in suspension/expulsion from school. Students must meet minimum time requirements in lab in order to use the bus. Any student using the bus and not reporting to school will be prohibited from using the bus the remainder of the school year. Constantine Tech is a one and done school, 1 major offense on the bus and you lose bus privileges for one calendar year.
11. Students are expected to demonstrate respect to others. A student can show respect by presenting him/her self positively and by not engaging in negative behavior such as use of profanity, name calling, or other types of demeaning behavior.
12. Any physical confrontation on campus will result in the student(s) suspension from lab activity, thus making the student a home learner. The length of the suspension will be determined by CTHS coordinator. The length of suspensions range from 1 day to deactivation. A second offense will result in no further use of the lab.
13. Bullying or other aggressive behavior is strictly prohibited. "Bullying" is 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 is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle. Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying and hazing, stalking, intimidating, menacing, coercion, name-calling, taunting and making threats.

14. No visitors allowed in the building without permission from the program coordinator. A 24hr. notice must be presented to the program coordinator for requesting a visitor to sit in on a student's session. It will be at the coordinator's discretion whether visitors are allowed. If the program coordinator is not available it will be up to the site director or facilitator's discretion.
15. The District is not required to provide transportation. Transportation will be provided to students based on their ability to follow transportation rules and guidelines.
16. Lunch Rules will be posted on site.
17. Students have the right to appeal CTHS staff decisions to the building director. If the student is not satisfied, they may appeal to the Superintendent of Schools. If the student does not agree with the Superintendent's decision, they may appeal to the Constantine School Board.
18. Students may enter other CPS buildings with permission from the Tech Director or that building's principal.
19. Attendance Policy- We are a virtual High School, and therefore attendance at lab is not required. Students will be contacted weekly by an instructor by phone, email or video conference if they are not present in lab for that given week. We will use your school provided email address for these contacts.
20. If students are caught cheating on post tests, they may be required to take all tests in person during lab hours.

CONSTANTINE TECH HIGH SCHOOL

Lab-Rules of the Road

1. The lab is our "Quiet Zone". Conversations are saved for breaks or group activities.
2. Students are allowed to leave campus on breaks. If a student leaves before break and is not done with that session's goal, they may not enter until the start of the next session.
3. Students are not to sit in parked cars, they must go outside during breaks if weather permits and if staying on school grounds, they must go to the

back of the building. If weather does not permit outside break, they must remain in the building quietly as some of the students choose to work instead of taking breaks..

4. Workstations may not be used for purposes other than Plato curriculum content, internet use for off-line writing research, or word processing assignments. Personal computer use may be done on a student's break with permission from the facilitator. Instant Messaging is forbidden. Inappropriate online talk during said time will result in loss of the privilege.
5. Only drink containers with screw caps are allowed in the lab. Food and drinks may be consumed in designated areas only. No food allowed in the lab work area.
6. Any misuse/abuse/vandalism/destruction of the facility and equipment causing damage will result in dismissal from CTHS and financial liability for repair/replacements.

Consequences

Our consequences need to be simple to understand and administer. Failure to "play fair" relative to the above will result in one of the following consequences:

1. Verbal reprimand
2. Student/Teacher conference
3. Suspension
 - Short term
 - Long term
4. Deactivation
5. Board and/or Legal action

Middle School

All Tech Middle Schoolers will be put on a strict IDP that will include behavioral and academic check points. This will include a total home based learning environment and failure to log in will result in you being placed back into Constantine Middle School.

CONSTANTINE SCHOOL DISTRICT
Data and Internet Acceptable Use Procedures
For All Users

7540.03 STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the approach to student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network, and Internet services (Network) will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectations to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network.

The Internet is an electronic highway connecting computers and users in the District with computers and users world wide. Access to the Internet enables students to explore thousands of libraries, databases and bulletin boards while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess the appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and

developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risk by consenting to allow their child to participate in the use of the Internet. Parent/s Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking"), cyber bullying, and other unlawful or inappropriate activities by minors online.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computer/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of

the Internet that is not authorized by or conducted strictly in compliance with the policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guideline.

The Board designates the Superintendent and principals as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.