

# Concord High School

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*219 Monroe St., Concord, MI 49237*

## *Student & Parent Handbook & Code of Conduct 2021-2022*



*Concord Community School's Mission Statement:*

*The Concord Community Schools, together with the families and community, will provide all students with resources in a safe environment to nurture passion for lifelong learning, social responsibility, and the confidence to identify and pursue their goals.*

**Concord Community Schools  
District Staff  
2021-2022**

**Board of Education**

Aaron Strouss, President  
Chriss Adams, Vice-President  
Tasha Thurman, Secretary  
Jean Dobbins Miller, Treasurer  
William Brigham, Trustee  
Aaron Losey, Trustee  
Steve Sinden, Trustee

**Central Office – 524-8850**

Rebecca Hutchinson, Superintendent  
Laurie Sinden, Administrative Assistant  
Jennifer Natter, Financial Director

**Transportation Office – 524-8865**

Scott Stoner, Director

**Food Service – 524-6650, ext. 1332**

Alan Breneman, Director

**Elementary Office – 524-6650**

Mike Arbuckle, Principal (K-8)  
Alison Breitenbach, Secretary

**Middle School Office – 524-8854**

Mike Arbuckle, Principal (K-8)  
Jaime Stevens, Secretary  
Kelly Otto, Counselor

**High School Office – 524-8384**

Cheryl Price, Principal  
Matt Lehman, Athletic Director  
Teresa Couling, Secretary  
Kelly Otto, Counselor  
Pam Surque, Technology Director  
Becci Clark, Library Specialist

**Procedures for Concerns**

If you have a problem that does not seem to be resolved, a follow-up call can be made to the person listed below:

<b>If you called:</b>	<b>Follow-up call to:</b>
Classroom Teacher .....	Building Principal
Counselor .....	Building Principal
Coach .....	Athletic Department
Athletic Department .....	Building Principal
Technology Director .....	Building Principal
Secretary of Building .....	Building Principal
Transportation Supervisor .....	Superintendent
Food Service Director .....	Building Principal
Building Principal .....	Superintendent
Central Office Payroll/Accounting .....	Business Manager
Business Manager/Superintendent Secretary .....	Superintendent
Superintendent .....	Board Of Education President

**High School Teaching Staff**

- Mr. Jesse Buck, Math
- Mr. Max Clark, Social Studies
- Mrs. Teresa Colangelo, Science
- Mr. Brian Couling, Art
- Mrs. Jennifer Couling, English
- Mrs. Heather Felix, Spanish
- Mrs. Brianne Fiero, Science
- Mrs. Amy Kelly, English
- Mrs. Lisa Mattson, Special Education
- Mrs. Jessica Osterhout-Koch, English
- Mrs. Kathlyen Reed, Math
- Mr. Shane Reiniche, Social Studies
- Mrs. Emma Sigman, Physical Education/Health
- Mr. Kevin Specht, Band

**Vision Statement**

*All Concord Community School students will attain the knowledge, skills, and achievements needed to fulfill their personal vision.*

**Our Philosophy**

We believe that:

- Education is a shared responsibility* – it requires the sincere commitment and participation of staff, students, family and community.
- All students can learn* – all students have potential that can be developed, and the community will challenge them with high expectations.
- Rates of learning vary* – the time required for mastery will differ for each learner.
- All students have unique skills and talents* – individual abilities should be encouraged and nurtured.
- High self-esteem enhances success* – people develop best through sincere praise and recognition.
- Equity and equality are essential* – all students will be judged on their own merits and abilities without the influences of discrimination.
- School climate contributes to achievement* – an environment most conducive to learning is one that is physically comfortable, non-threatening, intellectually stimulating and in which there is mutual respect
- Communication and cooperation are vital* – Staff, students, family, and community—all contribute to the success of good communication.
- Optimism is critical* – optimism about people, education, and the future serves us all best.

**Where to Go for Assistance**

Principal's Office .....	Absences
	Theft Report
	Visitors (must report to office)
Athletic Director's Office .....	Athletics
Counseling Office .....	Career and Vocational Information
	College Information
	Early Graduation
	Financial Aid
	Graduation Requirements
	Guidance/Personal Problems
	Transcripts
High School Office .....	First Aid
	Lost & Found
	Announcements
Josten's Representative .....	Class rings/grad orders
Yearbook Advisor .....	Yearbook

**Annual Report**

Copies of the annual report for Concord Community Schools can be obtained in the administration building and can be found on the school website. The report contains statistics concerning the high school.

**Age of Majority**

All students who reach the age of majority (18 years old) will be expected to abide by all school rules and policies.

**Computers**

Students are expected to comply with the Concord Community Schools' "Responsible Use Policy for Electronic Resources" when using electronics on campus or school computers at home.

Students will be held liable for intentional damage to the computers. Violations of any of the above policy will result in disciplinary action and the student may be barred from the use of computers.

**Conflict Resolution**

Student to student – See your counselor or principal promptly to jointly discuss the basis of the conflict to work toward resolution.

Student to teacher – Make an appointment with your instructor to discuss your feelings and share openly and honestly. You may invite a building administrator or parent to join you if you feel more comfortable. After the meeting with the teacher, should you have further questions and need assistance in resolving a situation, contact a building administrator to schedule further discussions toward resolution.

Parent to teacher – Contact the teacher first to share and receive information. Remember, everyone responds more productively when treated respectfully. Try to share honestly and openly, basing input upon the facts, as known. Take time to learn the full situation and be ready to work together for the good of the student. After visiting with the teacher, if you have any further questions, contact a building administrator who can assist in further discussion and problem solving.

**Perfect Attendance**

Students maintaining perfect attendance for the entire year will be eligible for a \$100 drawing.



### **Teacher Availability**

Teachers are available for consultation before and after school, and during their planning/conference hours. Close parent-teacher communication and cooperation is important for optimum student success in the classroom. Parents are encouraged to make appointments with teachers as often as necessary, which may include face-to-face, phone, or email.

### **Transcripts**

Grade transcripts are available through the high school office upon written request. In order for the transcript to be classified "official" it must be sent from the high school office directly to the requesting school. There is no charge for transcript requests.

### **Tutoring**

We strive to make support tutoring available to Concord High School students through relationships with area colleges, National Honor Society students, peer-mentor students, and community members wishing to work in this capacity. We can also share lists of tutors in our area working on a fee basis. Availability of tutors varies over time. Please check with the school counselor.

### **Student Services Department**

Your school counselor is on staff as a resource to you – the student. Here is a list of reasons why you should get to know your school counselor and take advantage of the many ways they can make your life a little easier.

### **Counselors can help you.....**

With school:

- Identify your strongest talents and paths to develop them
- Decide which classes you want and need to take
- Find the source of any problems you are having with school work and solutions to help get you on track

With relationships

- By listening to your thoughts and feelings, to help you get through difficulties with parents, friends, or teachers
- Make decisions when you do not know what to do
- Meet with you and your teacher, as a neutral third-party, when there are problems in your relationship

With Career Planning

- Learn more about various careers
- Prepare for job applications and interviews
- Write a resume

With College

- Determine the best type of college for you
- Schedule and prepare for college entrance exams
- Get through college and scholarship applications process at one or more colleges
- Arrange to meet with admissions directors at the college(s) of your choice

### **Parent/Teacher Conferences**

Parent/teacher conferences are held twice a year during the fall and the spring. We encourage all parents to make appointments with the student's teachers in both 1<sup>st</sup> and 2<sup>nd</sup> semester. (We strongly encourage students to be in attendance at these conferences.)

### **The Power of PowerSchool**

Parents are strongly urged to use their login/password to view their student(s) in PowerSchool, our online source for keeping track of student grades, attendance, and behavior.

### **Student Pictures**

Each year in the fall, students will have their pictures taken for the yearbook. Students have the option of purchasing various packets of pictures. Most seniors have their pictures taken by professional photographers during the summer or early fall of their senior year. Seniors who do wish their pictures to be published in the annual and other special newspaper sections for seniors must turn in one color shot from their photographer no later than the 1<sup>st</sup> week of December. Student pictures and identifying names will be printed in the school yearbook and released to local news media, unless the student (regardless of age), or parents of students under 18, request that the picture not be published. Such requests must be made in writing to the principal's office and do not cover pictures taken by the news media at school events.

### Report Cards/Progress Reports

Progress reports will be mailed home as necessary depending on individual student performance. Report cards will be mailed home at the end of the nine week period.

**We encourage parents to USE POWERSCHOOL to check on grades and progress frequently.** If a parent needs help with login to PowerSchool or have misplaced the information, just call the HS office or drop in – we will be happy to assist you.

### Method of Computing GPA

Grade point averages are calculated on work taken in grades 9-12 as stated in Board Policy 5430. The grade point average is computed by adding the number of points earned and then dividing by the number of classes taken.

It is recognized that students who choose a more rigorous course of study will be required to do additional class work, practice work outside of class, assessments and projects to meet the requirements of the class. Therefore, students in rigorous courses are rewarded with a different grading scale. These courses are Honors, AP, Pre-Calculus, Calculus I and Foreign Language above second year.

Grade	AP Classes	Honors Courses	Regular Classes
A	5	4.5	4
A-	4.667	4.167	3.667
B+	4.333	4	3.333
B	4	3.5	3
B-	3.667	3.167	2.667
C+	3.333	3	2.333
C	3	2.5	2
C-	2.667	2.167	1.667
D+	2.333	2	1.333
D	2	1.5	1
D-	1.668	1.167	0.667
F	1	0.5	0

### Semester Exams

Semester Exams are to be taken during the regularly slotted time from the building exam schedule. **Exams are not to be taken early**, but may be taken late, due to **extenuating** circumstances such as serious illness, funerals, or other highly significant events in a student's life. The approval of the principal is required.

### Retaking a Class

Students who earn less than a C- in a class may elect to retake the class, as it may be available during that or other school years. The grade earned from the second effort will be computed into the GPA. Students earning a C- or better in a class may elect to retake it for personal enhancement, but the grade will not be computed into the GPA.

### Class Schedule Changes

Students and parents should understand that classes are planned and the teacher's schedules are developed on the basis of subjects selected by students during class registration. Classes, once started, should not be changed. If for some special reason a change of schedule is required, the student must see the counselor. Work must be made up in the class that is added within an agreed upon amount of time negotiated between student and teacher. A class change cannot be made without the consent of teachers, parents, counselor and administration, **and must be made prior to the start of the semester.** A student who has withdrawn from a class without following the proper procedure may receive an F for that class. Students must have an appointment to see the counselor before the new semester begins.

### Grade Level Classification

- Freshman: A student must have been promoted from the 8th grade.
- Sophomore: A student must have satisfactorily completed 6.5 credits (All core classes must earn credit to advance.)
- Junior: A student must have satisfactorily completed 12 credits. (All core classes must earn credit to advance.)
- Senior: A student must have satisfactorily completed 18 credits. (All core classes must earn credit to advance.)

This classification is **based on the number of credits actually completed at registration.** Students who do not earn sufficient credits for promotion will not advance to the next grade level until they earn the needed credit. Students may be reclassified after each semester.

### **Concord High School Graduation Requirements**

\*\*Listed below are the graduation requirements by department for Concord High School. Each course counts as 1/2 credit per semester. Transfer classes will be awarded credit based on the type of schedule the originating school uses and the time spent in the course.

English/Language Arts	4	Including English 9, English 10, English 11, English 12 and/or AP Literature/Composition, AP Language and Composition
Math	4	Including Algebra I, Algebra II, Geometry, and a senior year math course
Social Studies	3	Including Government/Economics, American History and World History
Science	3	Including Biology, Chemistry, and one additional science credit
Fine Arts	1	Any combination of courses totaling 1 credit from these departments: art, music, drama
World Language	2	The second year may be exchanged for a Fine Arts class—see counselor.
Physical Education	1	Physical Education 1/2 credit, Health 1/2 credit OR Physical Education satisfied by participation for full season in two different sports or for two full seasons of the same sport or two full seasons of marching band.
Electives	7	Please see the CHS Curriculum Guide for the selection of classes
Online Course Learning Experience		An integrated online experience
CPR and AED Instruction		An integrated classroom experience

### **Foreign Exchange Students**

Senior exchange students are eligible to be recognized with honoraria honor cords if they maintain a GPA of 3.5 or better while studying with us (one semester minimum). Their GPA does not compute into the GPA to determine our top ten graduating seniors.

### **Alternate Ways to Earn Credit – “Testing out” of Classes**

According to the Michigan Merit Curriculum Law, Section 380.1278(a)(4)(c), "a school district or public school academy shall also grant a student credit if the student earns a qualifying score, as determined by the department, on the assessments developed or selected for the subject area by the department or the student earns a qualifying score, as determined by the school district or public school academy, on 1 or more assessments developed or selected by the school district or public school academy that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit."

Students who want to attempt to test out of a class shall notify the counselor within the first week of Semester 1 or Semester 2. Students will have only one chance to test out of a subject and must perform at 85% or better on the exam in order to earn credit. Students who successfully test out of a class will be given the grade they earn on the exam and are eligible to move to the next level in the course sequence. Credit earned in this manner will count toward the cumulative grade point average. Once a student has successfully tested out of a course, the student may not subsequently receive credit for lower course sequences in the same subject matter.

The format of the exams and any other coursework is left to the discretion of the teacher.

### **Personal Curriculum Policy**

The parent/legal guardian of a student who has completed Grade 9 may request a Personal Curriculum (PC) for the student that modifies certain standard requirements of the Michigan Merit Curriculum. The following people may also request a Personal Curriculum: an emancipated student, a teacher who is currently teaching the student and who currently teaches in or whose expertise is in a subject area proposed to be modified by the personal curriculum, or a school counselor.

The Personal Curriculum will be considered only after all other options have been attempted, and must meet stringent requirements for determining educational goals and evaluating student progress as determined by the Personal Curriculum Committee. After the Personal Curriculum Committee develops a PC for the student and before the PC can take effect, the superintendent and the parent/legal guardian (or emancipated student) must agree to the plan.

### **Dual Enrollment – Pre-requisite:**

Students who qualify through their scores on PSAT, SAT, and/or ACT and who have taken **all higher level courses offered by Concord** are eligible to participate in postsecondary options or dual enrollment. That is, the student may enroll and take college courses and the cost to the school district will be aligned with the State of Michigan Dual Enrollment Program costs. The college or university bills the school district. The student may be responsible for books, and the student will be responsible for transportation and any other miscellaneous fees. **NOTE: Students dropping out or failing a course are required to reimburse the school district for tuition costs.**

Students **may** possibly take courses in subjects which are not tested on the above required tests, such as political science, psychology, computer science, or foreign language or courses **not** offered by the school, with prior permission from the district, as long as they have attained proficiency in a related area of the PSAT./SAT, and/or ACT. Students **may not** take elective,

non-college prep classes such as cooking, art or remedial courses, and may not take a class that is offered by the district unless there is a scheduling conflict and prior approval is given..

Courses may be taken for high school credit, postsecondary credit, or both; however, it should be recognized that some colleges do not accept the credit **IF** a student is using the college course to satisfy a high school credit. A dual enrollment class that is used to fulfill high school credit will have the grade factored into the student's cumulative GPA and class rank.

Concord High School requires verification of attendance at the postsecondary course or courses. Students must obtain school district approval before adding or dropping a course.

Dual enrollment forms can be obtained from the Counselor's office and signed prior to registration.

### **Jackson County Early College**

Concord Community Schools is offering Jackson County Early College in collaboration with Jackson County's public school districts, Jackson County Intermediate School District and Jackson College as a five-year program combining the best elements of high school and college.

The Jackson County Early College offers students enrolled at Concord High School the opportunity to fulfill their requirements for a high school diploma while completing a rigorous college preparatory coursework experience gaining valuable college readiness skills, their high school diplomas, and earning up to sixty (60) college credits towards an Associate Degree or Certification at Jackson College. This Associate of Arts Degree or Certification will include transfer agreements, which are general credits in subject areas that will satisfy the general education requirements for many Michigan colleges and universities. Enrollment is not a guarantee of credit transfer! The Jackson College adviser will work with each student about this situation, depending on where they would choose to continue their education.

Jackson County Early College is a unique program for sophomores, juniors, seniors, and 5th year students who are mature, self-motivated, and ready to learn in a college setting. Students are offered an academically challenging environment to do their best academic work. The students have full access to Jackson College's onsite and/or online range of student support mechanisms and activities, and enrolled students can be deeply involved in all aspects of high school life. Students will usually begin the program at the start of either their tenth or eleventh grade, and are provided an additional year (5th year) beyond their expected year of graduation to complete the program. There will be a minimum cost to students or their families for attending.

### **Transfer Credit/Credit Recovery**

It is the policy of Concord High School to accept transfer credits from new students. When a student moves into the Concord area, all credits and cumulative GPA from their previous high school will be reviewed. The Counselor will go over the requirements for Concord graduation status and submit/adjust credit completion accordingly.

Any student taking additional summer, home school, night school or online courses for high school completion must see the Counselor to get approval for the coursework and enroll into the appropriate program. These courses will be accepted for credit only. The grades will not factor into a student's cumulative grade point average (GPA) and class rank. A maximum of 3 full credits can be obtained through Summer/Night or online credit recovery programs.

### **Independent Study – Pre-requisite: Contact with written approval from the teacher**

This program is for a highly motivated student wishing to pursue advanced coursework. It is not for remedial work. Prior to the course selection process each spring, an interested student must complete an application outlining the proposed goals, program of study, and projects and the connection to his/her EDP. Final approval rests with the principal or designee. In this case, credit and a grade will be awarded.

### **Summer School**

Credit may be transferred, but grade will not be included in the GPA.

### **Classes Taken in the High School by a Middle School Student**

If a middle school student takes a high school level course in the high school, **high school credit and a grade are given but will not be factored into the High School GPA** (as stated in Board Policy 5430).

### **Library Information**

The Concord High School library is open for all students, faculty. The library is maintained as a resource center for materials and equipment and as a quiet area for research and study. Materials may be signed out for a three-week period and renewed for another three weeks, unless there is a waiting list for that particular piece of material. Reference books, which have a high demand and low availability, are restricted to a one day or overnight usage. Restricted materials are signed out at a teacher or

librarian's discretion. Materials put on the reserve shelf by teachers may not circulate except overnight. The library does not assess fines; however, payment for lost materials is required to help in replacement of lost resources. Overdue notices are sent to students, via their teachers, after three weeks, and one-week later delinquent names are added to the default list. Students whose names are on the default list may not check out materials. Letters are sent to the students' parents to enlist their help in recovering lost and overdue materials if necessary. We encourage prompt return of library materials as a sign of responsibility and maturity in students.

### **Student Fines and Fees**

The school district provides textbooks and supplies for required and elective courses without charge to the individual student.

Students are expected to return all supplies, equipment, and books in the same condition as they received them. Fines will be assessed for school property damaged or lost by the student. Students will be held accountable for all debts owed to the high school. All debts must be paid prior to graduation to participate in the graduation ceremony.

Textbooks and library books are the property of the school district and are on loan to students without a deposit. Each student is responsible for his own books and assumes liability for loss or damage. Should a book be lost, full replacement cost for the book will be charged. Fines for damaged books will be based on 70% of the replacement cost.

### **Meeting Responsibilities and Obligations (Release of school documents and/or year-end documents, report cards, etc.)**

All responsibilities/obligations/commitments must be completed prior to the release of marking period, semester, and/or year-end documents. This includes the satisfactory completion of any character education, discipline (detentions), civic service options selected, etc. **Participation in any CHS or CCS athletics and/or extra-curricular activities (year round) is also dependent upon the successful completion of any and all obligations.**

### **Vocational/Technical Education**

Concord juniors and seniors may participate in education programs offered through the Jackson Area Career Center (JACC). Students interested in Career Center classes should discuss their options with the counselor in the spring prior to their junior or senior year.

### **Jackson Area Career Center Guidelines**

JACC students will ride the bus to and from the Career Center daily. The following are exceptions to that requirement:

- o Student assigned to co-op may need to drive in order to participate in the school program.
- o Student assigned to the morning Career Center program.

Students must complete a permission waiver, signed by parent and on file at CHS before driving to JACC. The principal must also approve waiver.

Students who miss the school bus leaving from Concord High School must:

- o **Report to the office of the high school in all circumstances then:**
- o Have a secretary phone parent for permission to drive to and from JACC on that particular day or...
- o Have the secretary phone parent for permission to go home or....
- o Go to the high school library

Students who are not allowed to ride the bus due to disciplinary sanctions may not attend the Career Center during that time. Students given permission to drive may not transport other students to or from JACC. Students assigned to a co-op program or a morning Career Center program need to complete a parent permission form if they need to drive. Forms are available in the office. Parents wishing to grant their student permission to drive to JACC may complete a waiver granting permission. Waiver forms are available in the high school office. Twenty-four hour processing time is necessary after receipt for a properly completed waiver form. (Continued on next page)

Students driving to the Career Center without permission of CCS will receive the following consequences:

- o First violation: Three days loss of driving/parking privileges to/on CHS campus (includes JACC and extracurricular activities).
- o Second Violation: Two weeks loss of driving/parking privileges to/on CHS campus (includes JACC and extracurricular activities).
- o Third Violation: Student will lose driving/parking privileges to/on CHS campus for the remainder of the school year (includes JACC and extracurricular activities).

NOTE: Students returning from the Career Center **must go directly to the cafeteria (they will not be allowed to go to their lockers or any classroom)** or leave directly from the bus and **depart from campus**. Students may **not** sit in their cars while school is in session. Students who go to the cafeteria will be expected to use the time for DEAR (Drop Everything And Read) so that they are part of the reading community CHS is building.

Students suspended from Concord High School will not attend JACC classes.



## ATTENDANCE

The attendance policy is based on the fact that something important happens in the class every day and that the direct activity or interaction with the teacher and students can never be exactly duplicated.

Parents and school share both an ownership and concern for the education of the students of Concord Community School. Furthermore, interaction between students and staff, and involvement in the total school environment are critical components of the learning process, and are generally dependent on a student's presence in school and the classroom. **Therefore attendance at school is vitally important and expected of each student**, as it directly affects quality academic progress and the development of attitudes and habits for later life.

Regular attendance at school is directly related to a student's success. Maximum time on task results in maximum achievement. **In Michigan, the Compulsory Attendance Law states that parents must send all children between the ages of 6 and 18 to school for the entire year and they must maintain 90% attendance. The law also states that parents are responsible for their child's attendance.**

### Excused Absences

Excused absences are illness or injury with a doctor's note, quarantine, death in the immediate family (funeral), medical or dental appointments that can not be scheduled outside the regular school day, and court or administrative proceedings.

### Unexcused Absences

Non-attendance for any reason other than those defined above, or for which proper notification and/or an acceptable verification has not been presented and accepted are considered unexcused. This includes truancy or "skipping."

Once a student reaches **three unexcused absences**, they will be reviewed and considered for an attendance remediation plan which may include the requirement of extending the school day to assist the student in making up missed learning.

Once a student reaches **five unexcused absences**, they will be placed on an attendance remediation plan which may include the requirement of extending the school day to assist the student in making up missed learning.

Once a student reaches **ten unexcused absences**, they will be referred to the Jackson County Attendance Officer and they will be placed on an attendance remediation plan which will include the requirement of extending the school day to assist the student in making up missed learning. Consequences will include suspension from participating in sports (practice and games) and/or suspension from extracurricular activities, e.g., dances (including Homecoming, Snowcoming, Prom), spectator games, field trips, etc.

Once a student reaches **twenty unexcused absences**, they will be referred to the Jackson County Attendance Officer, they will be placed on an attendance remediation plan which will include the requirement of extending the school day to assist the student in making up missed learning, and be reviewed for non-advancement.

### Senior Skip Day

Concord Community Schools does not in any way sanction a senior skip day. All school days are business as usual with the standard excused or unexcused absence as noted above.

### Reporting An Absence

Parents/Guardians should call or email the office the morning of the absence by 8:30 a.m., leaving a number where he or she may be reached. When students are absent and a parent has not phoned, the school will call home or work to confirm parent knowledge of the student's absence. **To report your child's absence phone 524-8384 (24 hours a day).** Parents should please call for EACH day their child is absent.

- Parents who do not have access to a phone should write a note detailing the necessary information.
- Phone calls from a parent/guardian should provide the name and grade of the student and reason for the student's absence.

All absences must meet the guidelines stated at the beginning of the “Attendance” section.

Parents who are planning to take their children on a family activity should do the following:

- The absence must be pre-arranged using the Pre-Arranged Absence Request form found in the office.
- Students must make arrangements in advance with classroom teachers as early as possible for all classroom work, which will have to be completed.
- If a student is consistently absent on days of tests, presentations, etc., the teacher may request a meeting with the student, parent, counselor and principal to discuss disciplinary action and consequences.

### **Make-up Work**

In all cases of student absences, we recognize that the student will have to make up learning missed as a result of the absence. Students are responsible for contacting teachers and are expected to complete all missed work and all examinations due to excused or unexcused absences **in a quality manner within the amount of days he/she was absent upon return to school.**

### **Students Leaving or Returning During the School Day Prior to 2:45 PM**

If a student needs to leave before the end of the day, a parent/guardian must sign them out. If a student returns to school prior to the end of the school day, the parents/guardian must sign the student back in. The student will then receive a pass to class.

**Extended illness** – The counselor and principal will meet with the parents and/or student to determine the best plan.

**Absences due to suspension** – Students are responsible for obtaining assignments while on suspension as well as completing the work and handing it in on the day of return at the start of each class period.

**Skipping/truancy** – Skipping/truancy is defined as leaving an assigned area without permission. A student caught truant may serve a detention or suspension.

**Tardiness** – Students are required to be in their seat at the bell ready to learn. If a student is seated after the bell s/he is considered tardy.

- **three tardies** -- parent contact (phone, email, or letter)
- **four tardies**, the student will serve a week of lunch detention with the teacher or in the designated spot.
- **five tardies**, the student will serve two hours after school detention

### **Chronic Tardies**

When a student exceeds five tardies, this is considered chronic tardiness. Students that are chronically tardy will have one or more of the following: Consequences will include suspension from participating in sports (practice and games) and/or suspension from extracurricular activities, e.g., dances (including Homecoming, Snowcoming, Prom), spectator games, field trips, etc. and/or in-school suspension and a parent meeting.

### **Registering a Student for School**

If your student is registering for school for the first time in our district, it will be necessary for you to bring several items to the school. These are:

- The student’s birth certificate
- A record of immunization against measles, polio, diphtheria, tetanus, hepatitis and chicken pox
- Proof of residency in Concord district (note the following residency statement)

Your student’s records, containing all other necessary information will be requested from his/her former school. If your student has any special requirements or needs, please let the school personnel know at the time of registration so we can make the transition for your student as easy as possible for him or her.

### **Residency Validation – Non-school of Choice**

When a student is being registered in Concord High School for the first time, it is necessary that the parent or legal guardian present reasonable proof of residency in our district.

If the parent or guardian is able to present a house deed, closing papers showing the purchase of a home, homeowner’s insurance papers, or other evidence of home ownership, then they must also present some personal identification with their address to indicate that they actually live in the home which they have purchased (i.e. voter’s registration, driver’s license).

If the parents or guardians present a rent receipt or lease agreement indicating their rental of property, then they must present two other forms of evidence, one being personal identification with their address (i.e. voter registration, driver's license, etc.) and the other being a utility bill addressed to them at their address (gas/oil, telephone, water, electric, etc.)

Because utility bills are not always immediately available, the student will be permitted to register and attend school upon presentation of only the rent receipt or lease agreement and the personal identification. However, the utility bill must be presented within 30 days of registration in order to complete the registration process.

These guidelines are not meant to cause hardship for families. However, the strict requirements of the state attendance laws require that we take precautions to assure our community and ourselves those local tax dollars are being used to educate only those students who are legally in attendance in our schools. \*Concord Community Schools are schools of choice. For more information, contact the administration of the building.

### **Leaving the Building**

Students may sign out of school only when a written permission note with parent/guardian signature or authentic phone call is received from a parent/guardian, stating the reason for verification purposes. Students must sign out in the office prior to leaving and sign back in upon return. Failure to do so could result in a detention or suspension.

It is the policy of CHS, for reasons of student health and safety, that our campus is closed during the lunch period. We cannot honor parental requests to excuse students for the lunch period. A wide variety of food is available in our cafeteria and students may also bring their lunches from home.

### **Change of Address**

Students or parents should report changes of address, telephone number, and emergency contact persons to the high school office at once so that records can be kept current at all times. It is vital that we have up-to-date emergency telephone numbers on record in case a student becomes ill or is injured at school.

### **Student Activities Opportunity**

**Color Guard**: The CHS color guard is a part of the CHS Marching Band. It is recommended that color guard members be a member of the CHS band, but is not a requirement. Auditions are required for membership and will be offered by the Director of Bands.

**Driver's Education** – will be provided by an agency contracted to provide services. Details will be communicated as soon as they become available.

**Jazz Band** – The CHS Jazz Band is offered as a separate ensemble. It is recommended that a member of the jazz band also be a member of CHS Marching and Concert Bands but is not required. The Director of Bands offers auditions for membership. Repertoire includes: big band music, jazz standards, pop and rock music. This is offered when student interest supports it.

**National Honor Society** – PLEASE SEE PAGE 13 FOR THE NATIONAL HONOR SOCIETY REQUIREMENTS

**Pep Band** – By playing for home basketball games, the pep band contributes greatly to the spirit of support and competition of the team.

**Plays** – Each year a play/musical may be performed for the parents, students and community. Students interested in performing in a play production should see the advisor.

**Quiz Bowl** – Quiz bowl consists of a varsity team composed of five team members plus one alternate, and a junior varsity team with five team members and one alternate. Junior varsity is for ninth and tenth grades only.

**Quiz Busters** – The team consists of four team members plus one alternate. Competitions are at Michigan State University with selected class C/D high schools from around the state.

**Student Council** – Membership is open to students in grades nine through twelve. Students who are interested may obtain an application from the student council advisor. The duties of the student council revolve around working on projects, being a representative body, and helping students in learning the democratic process.

### **Qualifications to be a class officer**

In order to be eligible to be a class officer, student council representative and/or any leadership position at CHS, students must have a 2.0 or better GPA and be recommended by the current class advisor. NHS Criteria and standards will also apply.



**Students Against Destructive Decisions** – SADD’s mission statement: To provide students with the best prevention tools possible to deal with the issues of underage drinking, other drug use, risky and impaired driving, and other destructive decisions.

**Yearbook** – “Reflections” is Concord’s annual yearbook. Students are encouraged to take an active role in publishing their yearbook.

**Dance/Prom**

A school class, club or group may make application to hold a dance on school property or other approved site. A facility use form must be obtained from the office and submitted to the principal for approval at least 2 weeks in advance. The following conditions must be met:

- o The dance will end by 11:00 p.m. on a non-game night or 11:30 p.m. on a game night.
- o Chaperones will include an advisor, two high school teachers and four parents of high school students
- o Dances are only open to Concord High School students unless a guest pass is obtained from the office in advance. All guests must have a sponsoring CHS escort with a “pre-approved” guest pass waiver on file in advance of the dance activity.
- o The age limit to participate in a dance, prom, or similar event is 20 years old (or be an enrolled CHS student). The minimum age requirement is 9<sup>th</sup> grade.
- o All school regulations are in effect during the dance. Any student may be required to leave for improper behavior and may be barred from future dances.
- o A student who has entered the dance and then leaves may not return.
- o Dances will be closed for admission at 10:00 p.m. on a non-game night or 10:30 p.m. on a game night.

**Athletics**

Concord schools belong to the Big 8 Athletic Conference, which provides our students with a wide variety of sports to choose from. Big 8 member schools, our school fight song, and the sports available to students, along with directions to both league and non-league schools can be accessed at our district web-site.

**Spectator regulations for all home games**

- o All portions of the student code of conduct will apply to all home games and away athletic events.
- o Spectators (students and/or adults) are expected to behave in a sportsman like, orderly, and acceptable manner at all times. In the event of a disturbance, a verbal warning will be given. Further disturbances can result in removal from the premises and being barred from future events.
- o Treat opposing teams and communities with respect.
- o Do not leave the premises without permission from the gate security unless you expect to pay full price to re-enter.
- o Do not bring noise-makers or signs that can be considered in poor taste.
- o Clear all raffles or merchandise for sale ahead of time with the principal and athletic director.
- o Sports fans cheer FOR their team and refrain from “negative cheering” or jeering AGAINST the opponent.

**Admission Prices**

**Adults and Student Price \$5.00 for High School**  
**Adults and Student Price \$5.00 for Middle School**  
**Family Pass \$125.00**  
**Adult Pass \$50.00**  
**Student Pass \$30.00**

**PLEASE SEE THE ATHLETIC DEPARTMENT HANDBOOK FOR THE GUIDELINES PRACTICED AT CONCORD HIGH SCHOOL.**

**NATIONAL HONOR SOCIETY SELECTION PROCESS**  
**Minuteman Chapter, Concord High School**

The National Honor Society is a national society that is under the governance of the National Association of Secondary School Principals. Its goal is to promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service.

Following is the selection process used by Concord High School for potential members. Selection is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the Faculty Council to support their candidacy for membership. Membership is granted only to those students selected by the five-member Faculty Council.

**Prerequisite Conditions for Selection**

1. Students must have attended Concord High School the equivalent of one semester.
2. Membership is open to qualified juniors and seniors.
3. Academic requirements must be the same for all candidates in both classes. For example, there must NOT be one set of GPA requirements for juniors and a different set for seniors.
4. There is no specific quota or percentage of members per class.

**The Criteria**

1. **Scholarship**—The minimum GPA allowed for consideration is a cumulative 3.33 (B+). Initiates must maintain this minimum GPA for the remainder of their membership.
2. **Character**—A person of character exhibits the following qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. The Faculty Council will consider the positive as well as the negative aspects of character for each applicant.
3. **Leadership**—Leadership will be considered in a variety of ways, which include but are not limited to: number of elected offices a student has held within the school or community; effective participation, not necessarily elected positions, involved in other co-curricular activities; verified leadership roles in school and/or community.
4. **Service**—Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service.

**The Process**

1. Potential members will be approached by the NHS Advisor(s) to ascertain interest in applying for membership. The initial contact will be made based on whether the student has a cumulative 3.33 GPA (B+).
2. If the student is willing to accept the invitation, they will need to fully, accurately complete the NHS Application Form provided by the NHS Advisor(s). **Pay close attention to the application due date; failure to turn in by said date may be cause for non-admittance.**
3. The applicant must also have a minimum of three (3) letters of recommendation from adults who are very familiar with the student.
4. Upon receipt of all applications, the Faculty Council will convene to determine which applicants are to be inducted in the NHS. The applicant will be notified of the decision, in person, as soon as possible by the NHS Advisor(s).
5. Letters of acceptance or rejection will also be mailed to the applicant's home of residence.

**Final Note**

Please remember that selection is a privilege, not a right.

## High School Building

### Announcements

Students, clubs or groups should submit to the office a clearly written announcement, signed by an advisor, which specifies the date(s), which the announcement should be read.

### Assemblies

Assemblies are held periodically throughout the year and are generally arranged by the principal, staff and the student council. The principal will determine if the content, theme, and length of each assembly is appropriate for the student body. The following should be remembered:

- Attendance at assemblies is mandatory
- Courtesy rules regarding appropriate behavior should be followed.
- Pay attention to the program even if it does not appeal to you.
- Do not leave the assembly area once the program begins.
- Show appreciation by applause.
- Refrain from booing and/or making degrading remarks.

### Closed Campus and Lunch Guidelines

- The CHS campus is closed. A wide variety of food is available in our cafeteria and students may also brown bag their lunch from home. We reserve the right to limit access to outdoors and/or gym settings dependent upon weather. We cannot honor requests from parents to excuse students during our lunch period.
- Guests are not permitted during the lunch period and may not drop off lunch for a student unless prior approval of the principal is secured.
- All food will be consumed only in the cafeteria area or other designated areas.
- Access to cars or parking lot will not be permitted without permission from the office.
- Only under emergency circumstances will students be allowed to leave campus during the closed lunch. Parent consultation will be required and administrator approval.

## Concord High School Code of Conduct

### Student Responsibilities

- **Protect the rights of all to study and learn.** Students come to school for an education and accept responsibility not to inhibit others from learning. (Section addressing bullying specifically begins on page 20.)
- **Attend school regularly.** Students with excellent attendance tend to have higher grades.
- **Be on time for school and class.** Students tardy to class can interfere with and inhibit the learning of others. Punctuality helps you succeed in and out of school.
- **Come to class prepared to learn.** Students must bring needed books and supplies to each class. Not being prepared for instruction interferes with learning.
- **Obey school rules.** Standards of student conduct are necessary to assure that individuals seeking to express their rights do not conflict with the rights of others. Students are expected to act so that their behavior will reflect favorably on them and their school, will show consideration for fellow students, and will create a harmonious school/community atmosphere (both while on the CHS campus and away). Class officers and student council representatives and all students in leadership positions within our school must maintain the highest of standards regarding their student conduct as representatives on and off our CHS campus. Students in leadership positions are subject to discipline sanctions regarding these positions and their continued opportunity to so serve. Warnings, probation, and possible dismissal from posts can occur for cause as determined through due process by our administration in tandem with our class advisor input. Students currently on school suspension, serving an athletic or extracurricular activities suspension or probation, or have received an MIP may not represent the school.
- **Complete all schoolwork.** All work assigned will be completed to reflect quality work and turned in to the teacher on time.
- **Respect public property.** The school building, its grounds, books, materials, and equipment are on loan to the student. These are the community's gifts to its young people so these items must be cared for and preserved for the students who follow. Fees are assessed for lost or damaged property.
- **Practice courtesy and respect.** Each student is responsible for promoting good human relationships by respecting individual differences and treating fellow students and staff with courtesy and respect at all times.
- **Secure personal and school property.** Students are responsible for their personal property. Hall lockers are provided to each student that should not be shared. Gym lockers are available as well. Lockers remain the property of the school and there are consequences for vandalism.

## Dress Code

The Board of Education or its designee shall make the sole determination of the standards of acceptable and appropriate dress.

**Dress and Appearance:** The primary responsibility for the appearance of students rests with the parents and students themselves. In general, parents and students have the right to determine dress provided that such attire is not destructive to school property, complies with the health code of the State of Michigan and does not interfere with the orderly function of the school. Whatever is worn to school should be worn in good taste, be neat, clean, not torn, and appropriate for the learning environment. It should not promote vulgarity, or advertise illegal products or make statements that are contrary to the commonly recognized and established standards of the school community. Dress shall not be extreme, exhibitionist or immodest in style.

During the academic day (7:40 a.m. – 2:55 p.m.) and at all school activities, Concord students are required to dress according to standards that respect our learning environment and are congruent with the purpose of a school dress code, which is to promote the business of learning and high student achievement, and to prepare students for the world of work.

### **Examples of clothing not considered appropriate for school include, but are not limited to:**

#### **General:**

- Clothing that advertises substances that are illegal to school age students, such as drugs, alcohol, tobacco or is in any way inappropriate or suggestive or obscene (sex, profanity, symbols that may suggest racial, gender or ethnic hatred or double-entendre writing)
- Clothing that reveals cleavage (blouses/shirts with necklines too low or pants that “sag”)
- Sunglasses
- Backpacks in classrooms, all bags must be stored in lockers (excluding Chromebook bags or binders w/straps)
- Lace or see-through fabrics that are not just a trim but constitute the entire front or back of blouse/shirt.

#### **Coats or Jackets:**

- No coats or bulky jackets in classrooms during class time; form-fitting jackets are acceptable. (This is to improve school security and prevent concealment of contraband.)

#### **Footwear:**

- Safe footwear required, Shoes, sandals, or flip-flops, moccasins, etc are allowed. Bedroom slippers are not allowed.

#### **Head Covering:**

- Hats or head covering of any kind are allowed in the building during the school day as long as they do not cover the ears or face. Oversized or distracting items will be confiscated. Exceptions will be made for religious purposes. Head coverings may be confiscated and returned to the owner at the end of the school day. Repeat offenders will be dealt with at the discretion of the administration.

#### **Pants:**

- All pants must be worn at or above the waist and in contact with the shirt at all times.
- Yoga pants **must** be worn with a **tunic top** that is long enough to cover where the legs join the body (not a t-shirt or short top) .
- NO slashed jeans exposing the full leg without leggings underneath

#### **Shirts:**

- No bare or exposed midriffs or cleavages. Includes shirts with cut-out armholes.
- Shirts must be in contact with the waist of the pants, shorts or skirt.
- Tops must cover undergarments completely. Shoulder straps must be thick in style. Cut-out shoulders are acceptable. Homemade cut-offs or tank tops are not acceptable.

#### **Skirts/Dresses/Shorts:**

- Skirts, dresses, and shorts must reach at least mid-thigh (as a guideline), and be in keeping with the previously stated dress and appearance standards of the school learning environment and with the dress code philosophy.
- All skirts and shorts must be in contact with the shirt at all times.
- Spandex shorts are not allowed.
- Shorts/skirts/dresses must cover fully during all activities.

#### **Undergarments and Sleepwear:**

- Exposed underwear at any time is not allowed.
- Pajamas, robes, slippers and blankets are not allowed.

**Special Events:**

- During the school year, there may be exceptions to the dress code related to events such as spirit week, field trips, day in the park, celebration of learning and so forth. Variations of the dress code may be pre-arranged with building administrative approval and will be announced to the staff and students.

**Violations:**

Students who violate the dress code will be required to report to the office. Students will be given the opportunity to change their clothing or call home for appropriate attire. Students will remain in the office until appropriate clothing is worn. Students who miss class as a result of unacceptable attire may be required to make up class time. Repeat offenders will be subject to the school disciplinary process for insubordination.

**Book Bags (section will be revisited upon renovation of lockers)**

- Duffle bags or similar cases are not permitted in classrooms or hallways. (After lockers are replaced)
- Book bags are not permitted in classrooms or hallways (other than upon arrival or departure).
- Athletes with athletic gear in duffel bags are to lock them in a locker room locker prior to the start of the school day. (Locker room must be available.)

**Appropriate Language**

Students must refrain from libelous and/or slanderous remarks or gestures, and from the use of obscenity in verbal and written expression. This includes the misuse of social media to insult, bully, and/or threaten others.

**Respect Others**

Students are expected to develop tolerance of the viewpoints and opinions of others; to recognize the right of other individuals to form different points of view and dissent in an orderly and respectful manner and to respect the rights of others who do wish to participate.

**School Policies and Regulations**

School policies and rules apply to all school related activities, during and after school hours, on or off school grounds, including athletic events, field trips, on school vehicles, while a student is going to or from school, and anytime a student is under the jurisdiction of the school and/or representing our school.

**Identification**

Students and all other persons must identify themselves to school authorities in the school building, on school grounds, or at school sponsored events whenever requested.

**Search and Seizure**

- The school administrators have the legal right to search areas assigned to students such as lockers, desks, etc. Students should realize that such areas are not private and are accessible to the school administrators or their agents.
- Student personal property may be seized by school authorities if the items are illegal, stolen, or are reasonably determined to be a threat to the health, safety, or security of others. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.
- A student's personal effects (i.e., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Such findings can be turned over to proper legal authorities for ultimate disposition.
- CHS and CCS reserve the right to use contraband search/detection animals and/or devices anywhere on our CHS/CCS campus 24 hours a day, 365 days a year. This includes our parking lots and any vehicles parked in them. Anyone found to be in possession of illegal contraband will be disciplined under school guidelines and may also face any legal consequences as state or federal law may mandate.

**Surveillance Equipment**

CHS and CCS reserve the right to use such equipment pursuant to all state and federal regulations laws/regulations to help maintain/foster the health and safety of our school populations and campus setting 24 hours a day, 365 days a year.

**Administrator Responsibility:**

- Know and enforce fairly and consistently the policies of Concord Community Schools.
- Give opportunity to and encourage participation by school personnel, parents/guardians, and students in the formulation of school policies.
- Communicate to staff, parents/guardians, and students all policies and clearly defined responsibilities.
- Make assistance or guidance available for staff, student, or parent/guardian available as soon as possible.
- Communicate to staff and parents involved regarding action taken by the principal in disciplinary matters.
- Cooperate with staff, parents, and students in a professional and appropriate manner to avoid disrespect and prejudice in all cases, striving at all times for positive human relations.

### **Enforcement of Rules and Regulations**

All students of Concord High School are expected to behave appropriately before and after school, during the school day and at school sponsored activities. Students need to be aware of the possible consequences if misconduct does occur, which could include suspension and expulsion.

The 18-year-old (age of majority) student is legally able to conduct all manners of business related to school. However, the administration of student discipline and attendance is not affected by the law because the age of the student is not a factor in the school's regulations of student conduct. Regardless of age, all students are equally responsible under the same school code of conduct.

If self-discipline fails, regulations for management of school behavior must be enforced by those directly responsible for the operation of the school. School staff members will make every effort to help each student gain acceptable self-discipline standards.

Students may be disciplined for out of school or off campus behavior when the welfare of the school community is affected.

All school related activities after school hours and/or off school grounds, including all field trips, are subject to the disciplinary regulation of Concord High School.

### **Student/Community Member/Guest Parking**

Use of CHS/CCS parking lots is a "privilege" not a right, and may be restricted or denied as part of discipline consequences for their misuse.

### **Disciplinary Penalties/Sanctions** – to include but not limited to:

- **Arson** – Police involved and suspension for ten days with possible expulsion. **Note** – arson is included under the weapons law.
- **Assault and Battery** – verbal and/or physical/or emotional abuse, including threats, sexual and racial harassment, to include but not limited to sexual assault. Conflict resolution; conference; suspension (3-10 days); referral to counselor. Re-admit with parent conference. Inform police in serious cases. Possible expulsion. In serious cases a psychological evaluation will be required with re-admittance based in part on results of the psychological evaluation, the investigation findings, and input from CHS/CCS team members.
- **Attendance** – falsifying attendance/tardy slips or computer entries (see also forgery)  
First offense – 1-3 days suspension. Subsequent offenses – increasing days of suspension
- **Cheating** – plagiarism; copying and/or sharing assignments, tests, or exams, misrepresentation of authority  
will be referred to administration with the following consequences:  
Conference; suspension (1-10 days); parent contact, a grade of zero entered for the assignment/test
- **Classroom Misconduct** – For conduct in the classroom which requires disciplinary interaction between a student and teacher, the following procedure shall apply:  
First violation – Conflict resolution. Teacher/student conference to review class behavior expectations. Parent contact by teacher to notify parent of violation and solicit parent support. Second violation – Student given after school detention or other corrective measure to be determined by the teacher, counselor referred. Third Violation – Student will be referred to the principal for detention or suspension 1-10 days.
- **Classroom Misconduct With a Substitute Teacher** – Conflict resolution; Conference; 1-10 day suspension; parent contact; counselor contact.
- **Conspiring, Assisting, Aiding, or Abetting Another to Violate Any School Rules**  
Student will be subject to the same disciplinary penalty associated with the rule violated.
- **Copy Machine Misuse** – copyright policy violation, all student use of school copier must be authorized by a staff member with administration approval. Inappropriate/illegal use of a copy machine includes but is not limited to print, audiovisual, and computer generated infractions. Reimbursement to the district for full cost of the copier will be made. Confiscation of materials, with detentions and/or suspensions can result.
- **Criminal Sexual Conduct** – As defined in MCLA 750.520 B, C, D, and E.  
First offense – 10 day suspension with recommendation for expulsion.
- **Detention, Failure to Report and Complete** – as assigned by a teacher or administrator Can result in a double detention, conference, and suspension 1-10 days; parent contact.
- **Disruption of Learning** – Disturbing others or the instructor through inappropriate behavior and/or breaking class rules cannot be tolerated. First Violation – Conflict resolution, detention, and/or suspension can result.  
Second Violation – Conference, suspension 3-10 days; parent contact.
- **Disruptive Behavior** – This includes, but is not limited to water guns, electronic devices, playing of radios and/or recordings in the building during school hours, assemblies, or standardized testing, etc.  
First Violation – Conflict resolution, conference, 1-3 days suspension, parent contact.  
Second Violation – Conference, suspension 3-10 days; parent contact.
- **Electronic Devices, Possession of** – Not limited to radios, tape players, CD players, pagers, electronic games, or cell phones. Electronic devices of any kind may not be used from 7:50 a.m. to 2:45 p.m. without prior approval from a



teacher or principal. Phones may be used during lunch for texting or calls ONLY. No video or camera usage is allowed at any time. **All electronic devices must be turned off and locked in the student's locker.** First violation – Device will be confiscated and returned to a parent. Second violation – Confiscated, phone is suspended for five days. May stay with parent or be checked in the office before the beginning of first hour and picked up after the final bell of the day. Third violation – Phone Suspension-- phone suspension for remainder of the school year (student will be disallowed from having any cell phone at school during the school day; if parent requires the student to have a phone after school, the student must check the phone in at the high school office upon entering the building and may retrieve it at the end of the school day, which is 2:45 p.m). If the student is a JACC student, he/she must go to JACC without phone and retrieve at the end of the day. .

- **Extortion and Stealing** – No student shall attempt to extort anything from another student through intimidation or violence. Students shall not take items belonging to other students, staff, third person, or the school district. Conference; suspension (3-10 days). Re-admit with parent conference. Inform local police in serious cases. Restitution will be made.
- **False Alarm** – Police involved, with suspension up to 10 days. Repeated occurrences can result in expulsion.
- **Fighting/Assaulting and aggressive behavior** – Including threatening – no student shall engage in aggressive, abusive, assaultive and/or threatening action upon another individual or individuals through physical or verbal action/conduct of any kind, nor shall any student engage in any behavior deemed threatening or dangerous to another person's property. Conflict resolution; conference, 1-10 days of suspension. Re-admit with parent conference, referral to counselor, referral to law enforcement. Repeat Offenses: Long term suspension or expulsion.
- **Fire Alarm/False** Conference; suspension (3-10 days); parent contact. Inform local police. Inform fire department.
- **Fire Threat** – No person shall use the threat of fire in any form to cause damage or disruption (such as, but not limited to, fire crackers, smoke bombs, threats, false alarms, unauthorized use of fire extinguishers, playing with matches or lighter). Arson is covered by the weapons law and requires expulsion. Conference; suspension (3-10 days); parent contact; inform police and/or fire department.
- **Foods/Beverages** – Tampering with any such items  
Cause for suspension of 1-10 days and possible expulsion. Police involvement will be used. (This is now also addressed by state and federal law).
- **Forgery and/or possession of school forms or falsifying phone calls** Conference; 1-10 days suspension, parent contact
- **Gang Prohibitions** – Concord Community Schools is committed to maintaining a safe and orderly learning environment. Based upon past incidents of which the administration was aware, the Board of Education finds that the presence of gangs and gang activities can cause a substantial disruption of or interference with school and school activities. A 'gang' as defined in this policy, is any group of two or more persons whose purpose includes the commission of illegal acts, and the promotion of the violation of school rules or local, state, or federal laws.
- **Obscenities** – (Directed to another student) profane or suggestive language (written or spoken) and gestures. Conflict resolution, minimum subsequent offenses – suspension
- **Parking** – Use of our high school parking lot and all parking on our CCS campus by students, community members, or visitors is a privilege not a right and may be limited, controlled, or suspended for cause at any time via due process (CCS reserves the right to have any vehicle towed to remove it from our campus for cause, if other remedies have failed, at owner's expense).
- **Parking Automobiles** – All vehicles driven to school by students must be registered at the high school office. Registration will include name, address, home phone number, parent work number, make and year of car, and license plate number. If more than one vehicle will be driven, this process will be duplicated for each vehicle. Other information may be requested at the time of registration. All student vehicles are to be parked in the student area of the parking lot east of the school. If a vehicle that has not been registered is parked by a student in the student parking lot or it a student parks a vehicle in any area or lot other than the student lot on the east side of the school, a revocation of driving/parking privileges or suspension may be imposed, depending upon the severity and frequency of the offense. It is expected that vehicles will be parked in reasonable and regular fashion in a north-south direction. This is necessary to protect automobiles from damage and pedestrians from harm. **Detention, suspension** or loss of driving privileges may result if a student engages in disruptive, dangerous behavior in the parking lot. Unlicensed vehicles are not to be driven on school property.

The Concord Community Schools assumes no responsibility for damages to or theft from any car on the property.

- **PDA-Public Displays of Affection** – A warning with consultation will be given for a first violation, second violation, an after school detention, third violation, possible suspension.
- **Persistent Violation of Building Rules and Regulations** – When specified consequences for unacceptable behavior have failed to cause a change in student's behavior, suspension for up to 10 days or recommendation for expulsion may occur.
- **Property Damage** – School property or property of school personnel, or other students. Conference; suspension (3-10 days). Inform parents. Inform local police in serious cases. Students will pay restitution. Prosecution is possible.
- **Racial Slurs** – Any derogatory reference to a student's (student's family) race, culture or origin is not acceptable. First Offense – Conflict resolution and possible suspension. Subsequent offenses – increasing days of suspension.

- **Safety Equipment** – Persons will not attempt to alter, disrupt, and vandalize any security or safety equipment or process. This includes, but is not limited to, the school security system, cameras, emergency lighting, fire extinguishers, alarm systems of any kind, and fire/tornado drills. Conference, suspension (5 – 10 days), parent contact, possibly inform police and/or fire department.
- **Sexual Harassment** – It is a violation for any school board member, employee, or student to harass any member of the board, staff, or student body through conduct or communication of a sexual nature as defined by school board policy (see policy 4016.2 in the appendix). Conflict resolution; conference; 1-10 day suspension; parent contact; counselor referral; police contact.
- **Sexually Explicit Material** – as found in magazines, videos, images searched for and downloaded on computers, will not be permitted on the school campus at anytime. Conference; suspension 1-10 days; parent notification; counselor referral; possible police contact.
- **Skipping Class/School/Loitering** – Skipping is defined as leaving an assigned area without permission. Loitering is defined here as being on the school grounds or in the building without the direct supervision of a teacher or coach, or another school-authorized adult.
- **Substance Abuse/Tobacco** – Use of smoking/chewing tobacco, vaporizers (“vapes”) and/or electronic cigarettes (e-cigarettes) , or possession of any product associated with smoking, by students is not allowed within sight of the school or on the property. This includes before and after school and extracurricular activities. First Offense – 1-10 day suspension with police notification
- **Alcohol, Narcotics, Stimulants, Depressants, etc./Use of** – Alcohol, narcotics, stimulants, and depressants are not allowed. Students are not to use or possess these substances. Possession and/or evidence of use will result in: Conference; notification of parents; up to 10 days suspension from school; notification of police referral to counselor (SAP Program); possible expulsion. Note: If school authorities have reasonable suspicion to believe that a student is under the influence of alcohol, a breathalyzer test may be administered by a school official and/or police liaison officer.
- **Alcohol, narcotics, stimulants, depressants or any substance that produces abnormal behavior/sales, distribution of** – a student shall not sell any substance that produces abnormal behavior or is represented to be a narcotic, illegal stimulant or depressant. Any violation will result in a minimum 10 day suspension and may result in recommendation for expulsion. The school board will determine subsequent suspensions or expulsion. Note: The same penalties apply to any substance that looks like and/or is represented to be drugs, regardless of its content. Some beverages labeled as “non-alcoholic” may contain or appear to contain, alcohol. The possession or consumption of these beverages (regardless of their alcohol content) on school grounds or while a student is associated with any school activity is inappropriate conduct and may subject the student to disciplinary measures under the code of conduct.
- **Possession of Drug Paraphernalia** - 1-10 day suspension; inform police in serious cases. Possible expulsion.
- **Theft/Possession of Stolen Property** - Conference; suspension (3-10 days); parent contact. Inform local police in serious cases, Make restitution for stolen property. Prosecution is possible.
- **Threats by one Student to Another Student** -Possible detention or suspension, conference; parent contact.
- **Violation of Acceptable Use Policy** (computer technology equipment/software/systems) can result in the following consequences based on the severity of the misconduct: Conference; suspension (1-10 days); parent conference; counselor referral; police contact; restitution.
- **Weapons, Possession and/or Use** – (to include but not limited to pocket knives) Conference; suspension (3-10 days); parental contact. Inform local police in serious cases. Possible expulsion. Note: State mandates expulsion. In the case of serious matter that may require several days of investigation, or the opinion of a professional, the student may be placed on indefinite suspension until the matter is settled or until there is a Board hearing.

*Suspension from the school bus may also include suspension from the high school.*

**The following excerpt is taken from the Concord School District’s Board of Education’s policy on “bullying” (a copy of the full document may be obtained from the high school’s main office):**

“**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:

- A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. Adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. Having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Any student who believes she or he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students . . . Individuals may also be referred to law enforcement or other appropriate officials.



**The Guidelines Stated or not stated in the code of conduct and handbook do not limit the ability of school officials to deal with unusual circumstances to provide for individual differences.**

#### **Due Process for Students**

The following due process is used for any student involved in violation of the Concord High School discipline code.

- A staff member must submit any report of violation, citing specific circumstances, to the principal in writing.
- An administrator will discuss the incident with the student. During this conference the charge and the rule that has been violated will be explained.
- A Student will be given an opportunity to explain his/her side.
- Any conflicting stories will be checked out.
- The student will be advised of any penalty that is in order and the parents will be notified.
- In the case of an expulsion, the student may appeal the decision in writing, within 2 school days, to the principal, the superintendent, and the Board of Education, in that order. In appropriate cases the discipline may be held until the appeal procedures are completed. In other case, the student will serve the discipline before the appeal procedure is complete. Individual cases will vary.

Upon completing the due process, based upon best-known information at the time, discipline will be imparted in a timely fashion. CHS/CCS is not bound to await the outcome of a potential court proceeding, regardless of school discipline situation.

#### **Student Referral Services**

It is important that students come to school each day prepared to perform at their highest level. This requires a body and mind that is free from alcohol and illicit drugs. These substances are unlawful and harmful as stated in our discipline code. Disciplinary action will be imposed if students are caught in possession or under the influence of drugs or alcohol at school or at any school sponsored activity. The high school counselor and/or administrator will help find available agencies or resources. A parent may also call 211 for further assistance.

#### **Accident/Injury Policy**

Accident to students, no matter how slight, must be reported to the office or principal immediately. A report will be filed. Should a student be injured, effort will be made by the school to contact the parents for instruction. If the parent cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, arrangements to take the student to the doctor or hospital for treatment will be handled by the school. This action on the part of the school does not obligate the school to assume financial responsibility for the treatment of the student.

#### **Decorations**

Hallway decorating arrangements must be cleared well in advance with the appropriate advisor or principal.

#### **Emergency Drills**

Emergency drills are held periodically throughout the school year. It is essential that students follow directions quickly and quietly. Fire drills: All students, accompanied by teachers, are to move out of and away from the building by prescribed evacuation routes. Floor plans are posted in each room. Tornado drills: Students should go immediately to the area designated for that room. Students are to sit on the floor and wait for further instruction.

#### **Evidence/Verification – Receipt of the Handbook and Code of Conduct**

All students will be mailed a copy of the handbook or given one at time of registration at the beginning of every school year. You are responsible for reviewing the materials and conducting yourself accordingly/appropriately.

#### **Field Trip**

Unless CHS hears from a parent or guardian via note or phone call in the negative, CCS students are expected to participate with field trip experiences. Teachers notify parents of upcoming field trips via notes home. (In the event of economic hardship, students may check with administrators for possible assistance funds when a field trip involves fees).

#### **Gifts/Messages (written or telephone)**

All student gifts that are delivered to the high school during the day can be picked up in the office at the end of the school day. Deliveries are not allowed to classrooms.

#### **Hall passes**

No student will be allowed to leave class for any reason without a hall pass filled out completely and signed by a teacher or other authorized personnel.

#### **Inclement Weather**

When schools are closed due to inclement weather, generally, all extracurricular activities, including practices are cancelled. However, if conditions improve during the day, the Superintendent's permission can be granted to permit certain activities

including transportation of students. School closings or delay announcements are made as early as possible on the following TV stations in addition to the Global Phone Call by the Superintendent:

WLNS                      WILX                      FOX  
TV6                              TV10                              TV47

### **Lost and Found**

A lost and found box is located in the office. Items not claimed within one week after the last day of school may be donated to charity.

### **Medication**

The following elements must be present before a teacher or other district personnel may dispense or administer medicine:

- Specific instructions for administering medication.
- Consent form from parent/legal guardian and physician.
- Medication shall be kept locked and the contents well labeled. The dispensation and administration of medications shall be contained in the high school office.
- Medication administration shall be supervised by the principal or in the presence of another adult, and recorded on a medication profile sheet.
- Teacher or adult administration medication should note reactions and effects, and report such to parent/legal guardian and physician.
- Non-prescription drugs may be given with parent/guardian written consent.

### **Paper/Pencils**

Pencils may be purchased from the office for .10 cents each. Students are expected to bring pencil and/or paper to class every day. Paper will be available from teachers or in the office.

### **Physical Disability/Extended Illness/Allergies**

It is important that the school be made aware of any condition that might interfere with the educational performance of any student. This information is confidential to the administration and teaching staff. Please notify the principal or counselor so that an appropriate educational plan can be designed.

### **Telephone Usage**

Students may use the phone in the high school office. Students are not allowed to make phone calls during the assigned classroom time unless sick or an emergency and must report to the office to make a phone call. Student calls should be limited to three minutes.

### **Visitors**

**All visitors are required to report to the office immediately upon entering the building.** Student visitors require prior approval and are limited to students who want to see our school because of the consideration of attending CHS. Forms are available in the office.

### **Weight Room and Gymnasium**

A Concord High School teacher or coach must supervise the weight room and gymnasium. **Students are not to be in these areas without proper adult supervision at any time.** This area is only open to current CHS students and coaches/teachers at this time.

### **Work Permits**

The law requires high school students who work to have a work permit. Work permits are issued through the high school office. Work permit forms are available in the HS office for a student to take to their employer. Once filled out completely, the form should be returned to the high school office. A certified birth certificate should be available upon request.

### **Mandatory Expulsion**

#### **Dangerous Weapons, Arson, Criminal Sexual Conduct**

- The object possessed by the student was not intended for use as a weapon or for delivery to another person to use as a weapon.
- The student did not know that they were in possession of the weapon.
- The student did not know that the object was a dangerous weapon.
- The weapon was possessed by the student with express permission of the school.

Each state receiving ESEA funds must have in effect a law that requires local educational agencies to expel from school, for at least one year, a student who brings a firearm to school. The state law must permit the superintendent to modify expulsion

requirements on a case by case basis. This expulsion requirement must be construed in a manner consistent with IDEA. The IDEA has been amended to permit schools to place a student with a disability, who brings a firearm to school, in an interim alternative educational setting for not more than 45 days. Students must be referred to the criminal justice or juvenile justice delinquency system following an expulsion for bringing a firearm or weapon to school. *20USC 3351*. A firearm is defined by federal law as:

- o A weapon, which (including a starter gun) will or is designed to or may be readily converted to expel a projectile by the action of an explosive;
- o The frame or receiver of any such weapon;
- o Any firearm muffler or silencer;
- o Any destructive device, meaning an explosive, incendiary, or poison gas (bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device);
- o Any weapon which will (or may be readily converted to) expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½" diameter.
- o Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two preceding examples and from which a destructive device may be readily assembled. *18USC 921*.

#### **Dangerous Weapons Other Than Firearms – School Code 1313(4)**

As used in this section, "dangerous weapons" also means: a dagger – "a knife with a short pointed blade", Dirk- "straight knife with a pointed blade", Stiletto – "small dagger with slender, tapered blade", knife with blade over 3 inches, pocket knife opened by a mechanical device, iron bar or brass knuckles.

Michigan Weapons Free School Zone legislation (effective August 15, 1994), MCL 750.237a.

The Michigan legislature amended the Michigan penal code through Public Act 158 of 1994 to create a new category of crimes and penalties, which take place within "weapons free school zones." This legislation became effective August 15, 1994, and applies to all individuals, not just pupils.

A "weapon free school zone" is defined as "school property and vehicles used by school to transport student to or from school property". A "school" is defined as a "public, private, denominational, or parochial school offering developmental kindergarten, or any grade 1 through 12". The Act further defines "school property" as a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses."

Under the Act, any individual is guilty of a felony if they assault another person in a weapon free school zone with a gun, revolver, pistol, knife, iron bar, club, brass knuckles, or other dangerous weapon without intending to commit murder or to inflict great bodily harm less than murder. This felony is punishable by one or more of the following:

- o Imprisonment of not more than 4 years;
- o Community service for not more than 150 hours; or
- o A fine of not more than \$6000.00

Any individual who possesses a weapon in a weapon-free school zone is guilty of a misdemeanor punishable by one or more of the following penalties:

- o Imprisonment of not more than 93 days;
- o Community service for not more than 100 hours; or
- o A fine of not more than \$2000.00.

Exclusions from the provision apply to three categories or individuals:

- o A person with express permission of the school's principal or an agent of the school designated by the school's principal or the school board;
- o Persons who are licensed by Michigan or another state to carry a concealed weapon; and
- o Persons 18 years old who are not students of the school, but are on school property while transporting a student to or from school, and who are in possession of an unloaded firearm used for hunting or exhibition purposes only, subject to verification of being enroute to or from a hunting or target shooting area, function, or exhibition or upon verification of a valid hunting license.

The custodial parent of a minor with weapons violation under the Act is guilty of a misdemeanor if the parent either knows that the minor would violate one or more of these provisions or acts to further the minor's violation. It is a complete defense to prosecution under this provision if a parent promptly notifies the local law enforcement agency or the school administration that the minor is violating or will violate this provision of the Act:

- o A fine of not more than \$2,000.00;
- o Community service for not more than 100 hours; or
- o Probation.

The following are not included in the federal definition of a "firearm": an antique firearm, a rifle which the owner intends to use solely for sporting, recreational, or cultural purposes; any device which is neither designed nor redesigned for use as a weapon,

any device, although originally designed for use as a weapon, which is redesigned for use as a signaling pyrotechnic, line throwing, safety or similar device; surplus ordnance sold, loaned, or given by the Secretary of the Army pursuant to the provision of 10 USC 4684 (2), 4685, or 4686; or any other device, which the Secretary of the Treasury finds, is not likely to be used as a weapon. 18 USC 921.

**Student Discipline:**

"Prior to suspending or expelling a student for any of the above statutorily mandated reasons, except as noted below, the Board (Superintendent) shall consider the following factors:

- a) the student's age
- b) the student's disciplinary history
- c) whether the student has a disability
- d) the seriousness of the violation or behavior
- e) whether the violation or behavior committed by the student threatened the safety of any student or staff member
- f) whether restorative practices will be used to address the violation or behavior
- g) whether a lesser intervention would properly address the violation or behavior ..."

**5517 – Harassment of Students Policy 4016.13**

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as other persons 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. This would include such activities as stalking, name-calling, taunting, and other disruptive behaviors.

Any student that believes that he/she is the victim of harassment should immediately report the situation to the teacher or principal.

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 that harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for the students, up to discharge of the 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 guidelines only. If a student or other individuals believes there has been harassment, regardless of whether it fits a particular definition, they should report it and allow the administration to determine the appropriate course of action.

**Harassment**

Submission to such unwelcome conduct or communication is made either an explicit or implicit condition utilizing or benefiting from the services, activities, or programs, of the school district; submissions to, or rejection of, the unwelcome conduct or communication is 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; the unwelcome 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:

- o Verbal harassment or abuse;
- o Pressure for sexual activity;
- o Repeated remarks with sexual or demeaning implications;

- o Unwelcome touching;
- o Sexual jokes, posters, cartoons, etc.;
- o Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

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

**Confidentiality**

Every reasonable effort will be made to maintain confidentiality during the 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.

Titles VI and VII of the Civil Rights Act of 1964 USC 2000d et.seq.

42 USC 2000e et.seq.

Title IX of the Educational Amendments of 1972, 20 USC 1681 et.seq.

Section 504 of the Rehabilitation Act of 1973, 29 USC 794

The Americans with Disabilities Act of 1990, 42 USC 12101 et. seq.

The Handicappers' Civil Rights Act, MCLA 37.1101 et. seq.

The Elliot-Larson Civil Rights Act, MCLA 37.2101 et. seq.

Child Protection Act, MCLA 722.621 et. seq.

Policies on Bullying, Michigan State Board of Education, 7-19-01

**Notice of Non-Discrimination and Grievance Procedures  
For Title II, Title VI, Title IX, Section 504, AGE, ACT and ADA**

**Non-Discrimination**

The Board of Education declares it to be the policy of this district to provide equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district or social, or economic background, to learn through the curriculum offered in the district.

**Complaint Procedure**

**Section I**

If any person believes that Concord School District or any of the district's staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI and Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) the Americans with Disabilities Act, they may bring forward a complaint which shall be referred to as a grievance, to the district's Civil Rights Coordinator.

**Section II**

The person who believes they have a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the district's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. They 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 district's Civil Rights 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 complaint within five (5) business days.

**Step 2**

If the complainant wishes to appeal the decision of the district's Civil Rights Coordinator, they 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 dissatisfied, they may appeal through a signed written statement to the board of education within five (5) business days of the 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 twenty (20) business days of receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

**Step 4**

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Department of Education, Office of Civil Rights, 600 Superior Ave., Room 750, Cleveland, OH 44114.

**District 504 Officer:** The 504/ADA Compliance Officer for Concord Community Schools is Mike Corey, Principal, Concord Schools, 219 Monroe St, P.O. Box 338, Concord, MI 49237.



## Lunch

Breakfast, lunch or ala carte lunch items may be purchased in the cafeteria during the meal periods. Students may also get meals free or at a reduced price if their families qualify. To apply for free or reduced breakfast/lunch, pick up proper form in the office or submit an application online at [www.lunchapp.com](http://www.lunchapp.com). If you pick up the form in the office, just finish completing the application and return it to the office. Applications that are not complete cannot be approved. (We will assist you with the form completion as may be desired or possible.)

### Breakfast:

Elementary Full Pay \$1.95  
MS/HS Full Pay \$1.95  
Reduced \$0.30  
Free \$0.00

### Lunch:

Elementary Full Pay \$2.90  
MS/HS Full Pay \$3.15  
Reduced \$0.40  
Free \$0.00

All students (grades K – 12) may charge the equivalency of two days of meals (eg. 2 breakfast/2 lunches). Once a student's account reaches the charge threshold, an alternative meal will be provided until the account balance is paid. An alternative meal consists of a cheese sandwich, fruit, vegetable and milk. Students are welcome to contact their parent/guardian during the lunch period to see if funds can be deposited online. These funds generally become available within 5-10 minutes.

Funds that are sent in will be first applied to the current day's meal and then toward the balance owed. Students with a negative balance will not be allowed to purchase a la carte items until the account balance has been paid.

In effort to assist parents/guardians to stay informed, the district shall provide the following communication. However, it is the parent's responsibility to monitor the current account balance.

1. Parents are encouraged to sign up for the account balance reminders that are emailed daily/weekly.
2. Automated reminder calls will be sent to parents when their student's account has a negative balance.
3. Online account access is provided at [www.SendMoneyToSchool.com](http://www.SendMoneyToSchool.com) to check the current balance/activity and make online deposits.
4. Parents are welcome to contact the Food Service Department via phone or email to inquire about the account balance/activity.

In an effort to have all past debt paid prior to the school year's end, students will not be allowed to charge starting in May each year. All accounts must be settled at the end of the school year. Non-payment may result in holding of a student's report card or failure to walk at graduation.

Parents will be responsible for the meal charges posted to the student meal account while waiting for a Family Meal Application to be processed. Benefits are not retroactively applied. This process can take up to 10 days. The student will need sufficient funds available until the application is processed.

Parents are strongly encouraged to submit a Family Meal Application that may qualify a student for free/reduced meals. Applications can be submitted online at [www.LunchApp.com](http://www.LunchApp.com) or by picking up an application in the building office any time after July 1st. A new application can be submitted anytime throughout the year.

## CONCORD COMMUNITY SCHOOLS BUS RULES/REGULATIONS

The primary concern of the following rules is the safety of all passengers. Proper behavior is demanded of all students. Since the bus is an extension of the classroom, all School Board Policies are to be followed.

The following procedures are followed if a student violates good and safe conduct while on a school bus.

**1st MISBEHAVIOR REPORT:** Referred to the Transportation Director with parent contact by letter or phone.

**2nd MISBEHAVIOR REPORT:** Possible SUSPENSION of riding privileges for one (1) to three (3) days, parent contact by letter or phone.

**3rd MISBEHAVIOR REPORT :** Possible SUSPENSION of riding privileges for three (3) to ten (10) days, parent conference requested with driver.

**4th MISBEHAVIOR REPORT:** Possible exclusion of bus riding privileges for the remainder of the semester. Parent conference required for possible reinstatement of riding privileges.

**Exceptions to the progressive disciplinary action indicated below are as follows and may include suspension from school.**

**FIGHTING, PHYSICAL ASSAULT, VERBAL ASSAULT** on a bus will result in suspension of riding privileges for at least **THREE (3) TO TEN (10) DAYS**, or possible expulsion beginning the day following the infraction.

**FOUL/OBSCENE LANGUAGE, OR OBSCENE GESTURES** will result in suspension of riding privileges for at least **ONE (1) DAY**.

Student's riding privileges will be suspended for **ONE (1) TO THREE (3) DAYS** for violating rules that are detrimental to the rights, safety, property of others, including distracting the driver, and/or control of the bus.

Extending any body part out of a bus, throwing an object on a bus and/or out of a window of a bus: **RIDING PRIVILEGES SUSPENDED FOR 1-3 DAYS.**

Operating any controls on the bus, including door handles, emergency exits, etc.: **RIDING PRIVILEGES SUSPENDED FOR 1-3 DAYS.**

Improper use of the rear door, roof hatches, and emergency windows: **RIDING PRIVILEGES SUSPENDED 1-3 DAYS.**

Do not bring on or near a bus, pets, weapons, fireworks or radios (except pocket size with head phones)

Possession of or use of: matches, weapons, fireworks, lighters, tobacco, intoxicants, paint balls, laser pointers, or any illegal substance will result with suspension of riding privileges for at least **THREE (3) DAYS**.

### **Loading and Unloading of Passengers**

The loading and unloading of passengers presents the student/passenger and driver with tremendous responsibilities and requires that all rules be followed for passenger safety. Violation of loading and unloading procedures will result with riding privileges suspended for **THREE (3) TO TEN (10) DAYS**.

**Loading procedures:** Student(s) must be on the side of the road they live or at an assigned bus stop before the bus arrives. Passengers waiting for a bus must stay back 10-20 feet from the edge of the road. Passengers crossing the roadway to load shall cross 10 – 15 feet in front of the stopped school bus when the red overhead lights and stop arm are engaged. Students need to enter the bus in an orderly fashion. **VIOLATION OF PROCEDURE WILL RESULT IN RIDING PRIVILEGES BEING SUSPENDED FOR 3-10 DAYS**

**Unloading procedures:** Student(s) must remain seated until the bus comes to a complete stop. Passengers exit bus in an orderly fashion (please do not run, push fellow students, etc.). Passengers crossing the roadway must cross 10-15 feet in front of the bus. Those who discharge on the right side of the bus are not allowed to cross the road until the bus has left the area. Students are not allowed to retrieve mail until the bus has departed **VIOLATION OF PROCEDURE WILL RESULT IN RIDING PRIVILEGES BEING SUSPENDED FOR 3-10 DAYS**

**Violation of the following rule(s) may result in disciplinary action, which may include suspension of riding privileges.**

Comply with the driver's directives promptly and agreeably.

Students need to be at their designated bus stop at least ten (10) minutes prior to scheduled arrival of the bus. Driver will not honk horn, or wait, as it makes subsequent stops late.

A written request from parents and approval from the building principal are required before a student may be admitted or discharged at a stop other than his or her assigned stop, or ride a bus other than his or her regular assigned route.

Request and receive permission before opening a window. The rear windows need to remain closed.

Keep all toys, school material, sport's equipment, band instruments, etc., in tote bags and/or cases, which can be contained on your lap. Please do not bring skate boards or sleds onto any bus. (roll-up sleds are permitted).

**DO NOT EAT OR DRINK ON A BUS.**

For passenger safety, students need to remain seated, and facing forward in their seat assigned by the driver until he/she exits the bus.

Keep aisles clear of feet, books, instruments, backpacks, etc.

Talk to those near you, unless the driver requests a response.

For the safety of all passengers, talking is prohibited at railroad crossings/busy traffic intersections.

### **One Stop Rule**

- Each bus riding student must register with the Transportation Department
- Each student/passenger will be assigned one morning and one afternoon bus stop
- Parent may occasionally request that a student board or exit the bus at a stop other than the student's normal AM or PM stop
- Such requests must be in writing and be approved by the building principal
- Students must board or exit the bus at a regularly scheduled stop
- If a substantial family hardship will result from the "One Stop Rule" the parent or guardian may request an exception.

- Requests for exception should be in writing and should state clearly the substantial family hardship that would result from normal application of the “One Stop Rule.”
- Requests for exception should be directed to the Transportation Director. The Transportation Director will determine if the hardship justifies an exception from the “One Stop Rule.”
- In case of a denied request, parents or guardians may appeal to the Superintendent.