

Concord High School

219 Monroe St., Concord, MI 49237

Student & Parent Handbook & Code of Conduct 2023-2024



*Concord Community School's "Why" Statement:
We passionately believe in our students so they can shatter expectations!*

Student/Parent Handbook

for
Concord High School

Jill Snyder, Principal [517-524-8384]

Teresa Couling, School Secretary [517-524-8384]

Kelly Otto, Guidance Counselor (s)[517-524-8384]

Rebecca Hutchinson, Superintendent of Schools [517-524-8850]

[] Adopted by the Board of Education on _____.

[] Discipline Code adopted by the Board on _____.

**Concord Community Schools
District Staff
2023-2024**

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NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in 2021. If you have questions or would like more information about a specific issue or document, contact your school principal or superintendent, or access the document on the District's website: https://www.concordschools.net/ and by clicking on "MENU", then "Board of Education" then "Board Policies" and finding the specific policy or administrative guideline in the Table of Contents for that section.
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FOREWORD

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

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of **the 2022-23 school year**. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2022, the language in the most current policy or administrative guideline prevails.

Concord Community School's "Why" Statement

We passionately believe in our students so they can shatter expectations!

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Superintendent of Concord Community Schools
517-524-8850

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

PARENT INVOLVEMENT

See Neola Policy 2112 by clicking here:

<https://go.boarddocs.com/mi/cncd/Board.nsf/Public?open&id=policies#>

SCHOOL DAY

Concord High School building is open at 7:40 a.m. and closes at 3:00 p.m. Classes are in session from 7:50 a.m. until 2:45 p.m.

School Hours

Full School Day: 7:50 a.m.-2:45 p.m.

½ Day: 7:50 a.m.-11:05 p.m.

Office Hours

7:30 a.m. – 4:00 p.m.

Lunch

11:08 a.m. – 11:38 a.m.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of their behavior.

Parents have the right to know how their student is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their student better accomplish their student's educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the High School Guidance Counselor.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, they must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. This information is included on our CHS enrollment form. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by a physician and the building administrator. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's School of Choice enrollment policy.

- unless enrolling under the District's School of Choice enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The school secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Counselor's office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

EARLY DISMISSAL

Early dismissal is highly discouraged, but if necessary, a written permission slip is requested. No student will be allowed to leave school prior to dismissal time without a written or verbal request signed by the parent or spoken with by a school staff member in the office is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from **Concord High School**, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the high school office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Jackson County Health Board.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by their parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The CHS Enrollment Form is provided at the time of enrollment for students who join after the school year begins and at the beginning of each year to all returning students. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.
 - Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
 - Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their student to take the medication at the scheduled time, and the student has the responsibility for both coming to the office on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

Non-prescribed (Over-the-Counter) Medications

Grades 9 to 12

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication.

If a student is found using or possessing a non-prescribed medication without parent authorization, they will be brought to the school office, and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their student's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Guidance Counselor at 517-524-8384 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Guidance Counselor at 517-524-8384 to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual information except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes: Student name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight (if member of an athletic team which requires disclosure to participate), date of graduation, awards received, honor rolls, scholarships, school photographs or videos of students participating in school activities, events or programs.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found at

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1940438/Notification_of_Rights_Under_FERPA.pdf

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and

- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding the right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually, the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

AGE OF MAJORITY

A STUDENT’S RESPONSIBILITY TO THE SCHOOL DOES NOT CHANGE UPON REACHING THE AGE OF 18.

In compliance with State of Michigan legislation, a student who reaches eighteen (18) years of age may seek acknowledgment of adult status by high school personnel. Circumstances where this would appear most appropriate are for a student residing and financially supporting him/herself in a manner that is independent from guardian or

parental assistance. The student must have permission from their parent/guardian to receive adult status. Once adult status has been granted, the parent must have written permission from their student to access student records or speak with school personnel. If adult status has been granted, all school rules remain in effect. A copy of our Age of Majority form can be found at the end of this Handbook.

After obtaining the parent's signature, the student will be held directly responsible for appropriate school attendance, permission for participation in school-related activities, maintaining a satisfactory level of achievement in school studies, and being held accountable to the consequences of his/her actions. This designation in no way diminishes the right of the parent to educational information. Age of Majority status does not create the ability to simply sign oneself out of school. All appointments and absences must be documented. If a student is not acting responsibly and following the expected protocols as determined by the administration, the age of majority status may be immediately revoked.

STUDENT FEES, FINES, AND SUPPLIES

Concord High School charges specific fees for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or their family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. See Policy 6152 at <https://go.boarddocs.com/mi/cncd/Board.nsf/Public?open&id=policies#>

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

~~Failure to pay fines, fees, or charges may result in the withholding of grades and Credits.~~

So that school records and financial reports may be completed, arrangements for payment or return of outstanding materials should be made by the end of the Semester.

STUDENT FUNDRAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

- () Crowdfunding activities are governed by Policy and Administrative Guideline 6605, found at

<https://go.boarddocs.com/mi/cncd/Board.nsf/Public?open&id=policies#>
- () Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- () Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
- () Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- () Students may not engage in house-to-house canvassing for any fundraising activity.
- () Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from overextending their body to the point of potential harm.
- () Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the Food Service Director.

Breakfast:

Elementary Full Pay \$2.00
 MS/HS Full Pay \$2.00
 Milk \$0.80

Lunch:

Elementary Full Pay \$3.00
 MS/HS Full Pay \$3.25
 Milk \$0.80

Free/Reduced Meal Plan Application

Click here: <http://www.lunchapp.com>

Updated prices may be found at the food service page at:

<https://www.concordschools.net/o/concord-elementary-school/page/homepage>

FIRE, LOCK DOWN AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a drill buzzer over the PA system.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of an announcement over the PA system.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an announcement over the PA system.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notification of the closing by a callout from the Superintendent to the designated parent phone numbers for emergencies and notification to local news stations (television and radio).

Parents and students are responsible for knowing about emergency closings and delays.

District Facebook
 School Messenger

ThrillShare
 Local Broadcasting networks

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, **each visitor must report to the office upon entering the school** to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

Visitors will be asked for a picture identification.

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of three weeks. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned to the high school within the three weeks. Lost books will be invoiced for restitution at the end of each year.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

LOST AND FOUND

The lost and found area is in the High School office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

No student is permitted to sell any item or service in school. Violation of this may lead to disciplinary action. (This excludes approved fundraisers.)

USE OF TELEPHONES

USE OF PERSONAL COMMUNICATION DEVICES

Students are not to use their PCD's in the building at any time from the beginning to the end of the school day and must store their PCD's in their lockers from the beginning to the end of the school day, with the exception of being allowed to use their PCD's in the lunchroom during their designated lunch period.

For purposes of this policy, "personal communication device" includes but is not limited to Smart Watches, computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

The purpose of the following policy and expectations is to encourage the focus and engagement required for a highly functional academic environment while also addressing concerns regarding the contributions of cell phones and other personal communication devices to academic fraud (cheating). We also intend to promote a school environment that encourages positive and engaging interactions between students rather than the isolationism that can be created by students continually focusing on a screen or wearing headphones throughout the day. These expectations will also help students prepare for career environments that commonly restrict access to cell phones during the workday.

Students may use personal communication devices (PCDs) before and after school, in the lunchroom during their lunch break, and during after school activities (e.g., extracurricular activities) as long as they do not create a distraction, disruption, or otherwise interfere with the privacy of others or the safety or security of the school or school related environment. Use of PCDs, except those approved by an administrator, at any other time is prohibited. Students must turn off and store their PCD's in their lockers from the beginning

to the end of the school day but will be allowed to use their PCD's in the lunchroom during their designated lunch period.

Students may use PCDs while riding to and from school on a school bus or other Board provided vehicles during school sponsored activities, at the discretion of the bus driver, classroom teacher sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated. Also, during after school activities, when directed by the administrator or sponsor, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal. This might apply if the student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person without their prior consent. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person, will have their phone confiscated, parents called, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

See Policy 5136 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, emails or other materials of a sexual nature in electronic or any other form. Such conduct not only is potentially dangerous for the involved students, but also can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other educational information in a manner that could constitute fraud, theft, cheating, or academic dishonesty. This includes but is not limited to having pictures of tests/quizzes, answer sheets, teacher materials, or other materials not specifically provided for public use by the teacher. Likewise, students are prohibited from using PCDs to receive such information. If a student receives such information, he/she is required to report the incident to a school administrator. Failure to do so will result in disciplinary action for cheating and misuse of PCD's. If a PCD is out at any time during a test or final exam, the student will receive a (0) zero grade for the test.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

The full policy, Policy 5136, may be found here:

<https://go.boarddocs.com/mi/cncd/Board.nsf/Public?open&id=policies#>

Concord High School is committed to helping students succeed in their coursework. Students **must power off their phones completely for the entire time of classes.** This **includes passing time and using passes for the restroom, etc.** Students may use their phones during lunch but **must power them off for the entire afternoon.**

If students are caught using their phones outside of lunch time, the **phone is suspended for five days.** This means the student must leave it in the high school office for the entire day (before first class begins and until after the last bell of the day).

The next offense with the phone is a **10-day phone suspension**, and the third is a **rest-of-the-year phone suspension.**

A clear message is being sent by all teachers and the principal; Power off the phone and do not have the phone out at all (except for lunch).

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

SECTION II - ACADEMICS

COURSE OFFERINGS

Please see the CHS Curriculum Guide at:

[CHS Curriculum Guide 2023-2024](#)

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent.

GRADES

Concord High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, they should ask the teacher.

The school uses the following grading system:

90 to 100 = A = Excellent achievement

80 to 89 = B = Good achievement

70 to 79 = C = Satisfactory achievement

60 to 69 = D = Minimum-Acceptable achievement

F = Failure

I = Incomplete

P = Acceptable achievement

Honors or advanced placement courses are given the following additional weight:

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

Grading Periods

Students shall receive a report card at the end of each quarter indicating their grades for each course of study for that portion of the academic term.

Parents have access to their student's grades at any time by logging into PowerSchool's Parent Portal. Parent login instructions, username and password are provided to the parents at the beginning of each year during registration.

PROMOTION, PLACEMENT, AND RETENTION

Students must earn credits in order to move to the next year of high school. If a student is a freshman, he must earn 6.5-7.0 credits in order to be considered a sophomore the following year. If the freshman fails to that amount of credits, he will be a freshman until he earns enough credits to be considered a sophomore.

The following number of earned credits designate the grade in which the student will be registered:

Freshman: 0 to 6.5 Credits (All core classes must earn credit to advance.)

Sophomore: 6.5 Credits to 13.5 Credits (All core classes must earn credit to advance.)

Junior: 13.5 Credits to 20.5 Credits (All core classes must earn credit to advance.)

Senior: 21 or more Credits (A total of 26 credits or more must be earned to graduate.)

GRADUATION REQUIREMENTS

Regular Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible either electronically at <https://go.boarddocs.com/mi/cncd/Board.nsf/Public?open&id=policies#> or in the HS office.

The Michigan Merit Curriculum is shown in the following courses as well as Concord High School's requirements for graduation. An "online learning experience" is also required.

Specific course requirements are:

English	4 credits	
World Language	2 credits	
Phys. Ed/Health	1 credit	This includes the State-required CPR/AED training
Fine Arts	1 credit	Any combination of courses totaling 1 credit from these departments: art, music, drama
Mathematics	4 credits	Must include Algebra I, Algebra II, Geometry, and a math taken during the senior year
Science	3 credit(s)	Must include Biology, Chemistry and a third science
Social Studies	3 credits	Must include World History, Amer. Hist., and Government/Economics
Electives	8 credits	
Total	26 credits	

POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM

Any student in 9th, 10th, 11th, or 12th grade may enroll in a postsecondary (dual) enrollment program providing they meet the requirements established by law and by the District. Any interested student should contact the Guidance Counselor to obtain the necessary information.

ON-LINE/BLENDED LEARNING

The Board Policy 2370.01 may be found at <https://go.boarddocs.com/mi/cncd/Board.nsf/Public?open&id=policies#>

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the internet, they and their parents must sign an agreement, **The Concord Community Schools RESPONSIBLE USE POLICY FOR ELECTRONIC RESOURCES, (This is now part of the signature page of the registration form filled out each year. Please look below the Board Policy for the exact document)** which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed in the registration packet at the beginning of the school year.

Students must read and comply with the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

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

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

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, to services through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

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

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

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

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

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network.

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

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

Revised 4/26/10

Revised 7/13/11

Legal

P.L. 106-554, Children's Internet Protection Act of 2000

P.L. 110-385, Title II, Protecting Children in the 21st Century Act

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

47 C.F.R. 54.520

Concord Community Schools

Below is the exact document that parents and students sign at registration (signature lines for this agreement are now on the registration form):

RESPONSIBLE USE POLICY FOR ELECTRONIC RESOURCES

All Concord Community Schools (CCS) students and staff are responsible for their actions and activities involving the school district's computers, electronic devices, network, and Internet services, and for their computer files, passwords and accounts. These rule provide general guidance concerning the use of school computers and other devices and provide examples of prohibited uses. The rules and guidelines detail responsible use of electronic information resources under which students, staff and all members of the CCS community, herein referred to as "users", will be held accountable. The rules do not attempt to describe every possible prohibited activity. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are access.

Responsible Use

1. School computers, network, and Internet services, and electronic resources are provided for educational purposes and research consistent with CCS's educational mission, curriculum, and instructional goals.
2. Users must comply with all Board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school-issued electronic resources, whether on or off school property.
3. Students also must comply with all specific instructions from school staff.

Prohibited Uses

Unacceptable uses of school electronic resources include, but are not limited to the following:

1. Accessing or Communicating Inappropriate Materials - Users may not access, submit, post publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities - Users may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity in violation of any Board policy/procedure or school rules. CCS and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
3. Violating Copyrights or Software Licenses - Downloading, copying, duplicating and distributing software, music, sound files, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is properly cited.

4. Plagiarism - Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.
5. Uses for Non-School-Related Purposes - School district's computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use : 1) does not interfere with the user's responsibilities and performance, 2) does not interfere with system operations or other system users; 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual for occasional personal communications.
6. Misuse of Passwords/Unauthorized Access - Users may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
7. Malicious Use/Vandalism - Users may not engage in any malicious use, disruption or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
8. Avoiding School Filters - Users may not attempt to or use any software, utilities, or other means to access Internet sites or content clocked by the school filters.
9. Unauthorized access to Blogs/Social Networking Sites, Etc. - Users may not access blogs, social networking sites, etc. prohibited by building administration or the CCS Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the are requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
10. Wasting System Resources - Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects as determined by the supervising instructor or building administrator.
11. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices to the district's secured network without permission from the CCS Technology Department

Compensation for Losses, Costs and/or Damages

1. In the event an electronic device is lost, stolen, or damaged, the individual student or staff member will be responsible for the cost of the repair and/or cost of the replacement as determined by school administrators. Multiple instances of damage may result in the loss of device or other disciplinary actions.
2. Purposeful, malicious damage or vandalism as determined by school administrators will be subject to the full replacement value of said devices.
3. In addition all users (student and staff) may be responsible for compensating the school district for any losses, costs, or damage for violations of Board policies/procedures and school rules, including the cost of investigating such

violations, The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers.

Student Security

1. Users may not reveal personal information, including home address and phone number, about themselves or another individual on any unsecured electronic medium, such as websites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administrators immediately.
2. Staff may post student pictures on district/school/classroom “public” websites as long as the Student’s name or other identifying information is not included. Students’ grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.
3. All Concord Community Schools are closed campuses. CCS retains all rights concerning any recording and/or publishing of any student’s or staff member's work (s) or image(s). Students must obtain permission from a CCS staff member to publish a photograph or video of any school-related activity. It is best practice and common courtesy to ask permission before recording an individual or group.
4. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.
5. CCS staff must obtain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
6. Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.

Technology Privacy

All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems are the district’s property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the district's computer system, telephone system, electronic mail system and voice mail system. Students and staff should have no expectation that any information contained on such systems is confidential or private.

System Security

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the CCS Technology Department.

Personal Devices

All users are prohibited from using privately-owned electronic devices in school unless explicitly authorized by the teacher, building Principal or CCS district administration.

Additional Rules for Laptops, iPads, or other Electronic Devices Issued to Students or Staff

1. Electronic devices loaned or leased to students or staff shall be used only for education purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by the building administrator.
- 2. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.**
3. Users must report a lost or stolen device to the building administration immediately. If a device is stolen, a report also should be made immediately with the school safety officer and/or local police.
4. The policy and rules apply to the use of the electronic device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by staff.
- 5. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in student's device being confiscated and/or student only being allowed to use the device under direct supervision of school staff. The student will also be subject to disciplinary action for any violation of Board policy/procedures or school rules.**
6. Parents are responsible for supervising their child's use of the device when not in school.
7. The device configuration shall not be altered in any way by users. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the teacher or building administrator.
- 8. The device is to be used by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.**
- 9. The device must be returned in acceptable working order by the last day of the school year, upon withdrawal or exit date, and whenever requested by staff. Middle school students will return their devices in acceptable working order at the end of each day unless the student has checked out the computer.**

Terms of Use

CCS reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsions from school for violations of this policy. Additionally, all handbook regulations apply to the use of the CCS network, Internet, and electronic resources.

Disclaimer - CCS, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing.

Furthermore - CCS is not responsible for:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.

2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, the loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
3. Unauthorized financial obligations resulting from the use of CCS electronic resources.

STUDENT ASSESSMENT

The Michigan Merit Exam (MME), which will include the Scholastic Aptitude Test (SAT) for high school juniors.

This means that all 11th graders will take this state assessment test in the spring of each year. It will provide students with a regular Scholastic Aptitude Test (SAT) score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

MME testing is divided into three parts: The national SAT, the ACT Work Keys assessment and the M-Step. The SAT will be administered in a full day session; the ACT Work Keys and M-Step will be administered on a later day. Make-up sessions for these tests will be scheduled per the testing windows dictated by the State.

Parents and students should watch school newsletters and the local press for announced testing times.

Sophomores will have the opportunity to take the PSAT10. A preparatory assessment primarily used to help students prepare for the SAT. PSAT 8/9 will be administered to freshmen during their freshman year.

There is a fall testing window with the testing date dictated by the State and CollegeBoard. There is a spring testing window dictated by the same -- all Juniors in the State of Michigan take the SAT in the spring of their junior year.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Any high school student who wishes to test-out of a course in which they are not enrolled may do so by taking the final examination for the course and receiving a grade of at least a B (85%) or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a

student through this process may be used to fulfill a course or course-sequence requirement and will earn the credit for that course and will be part of the student's GPA calculation.

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Concord High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Concord High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include: National Honor Society, Most Teens Don't, CHS Student Council, CHS Full Metal Jackets (robotics).

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

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.

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.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

National Honor Society (requirements below)

**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.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

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Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot.

ATHLETICS

Concord High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered. For further information, contact the Athletic Director, at 517-524-8384.

CHS Cross Country, Varsity and Junior Varsity football, Varsity and Junior Varsity Volleyball, Varsity and Junior Varsity Girls' Basketball, Varsity and Junior Varsity Boys' Basketball, CHS Competitive Cheer, CHS Wrestling, CHS Track, CHS Girls' Golf, CHS Boys' Golf, CHS Girls Varsity softball, and CHS Boys Varsity Baseball

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

[Athletic Handbook 2023-2024](#)

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

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that they must maintain a job in addition to going to school, they must first make contact with the counselor to discuss any legal requirements and obtain any needed documents.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in the classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

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.**

Student's Responsibility Regarding Attendance

1. It is the student's responsibility to inform the teacher(s) and appropriate administrators in advance of any upcoming absences.
2. Students are expected to arrive at class on time, and understand that arriving at a class ten (10) or more minutes after class begins will constitute an absence.
3. Early dismissal must be done through the appropriate office and only with parent permission.

Leaving the High School Building

Students, if you leave the high school building during the day you must sign out in the office, notify one of the office personnel and leave through the main doors. A note from a parent must be presented when leaving or a phone call from a parent must have been received before you will be allowed to sign out. Students will not be allowed to leave without parental permission.

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/Truancy

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.

Truancy

Unexcused absence from school (truancy) is not acceptable. After 10 days of truancy in any grading period, a student will be considered an "habitual truant" which can result in:

- () assignment to an alternative placement with loss of participation in school activities and events;
- () a hearing before a judge in a court of law;
- () a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- Sickness with doctor documentation
- Funeral for immediate family member with documentation
- Dental/doctor appointments with documentation
- Court appearance with documentation

For further reading see Board Policy 5200:

<https://go.boarddocs.com/mi/cncd/Board.nsf/Public?open&id=policies#>

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence by no later than 8:30 a.m. on the day of the absence or by the following day. They are to call the high school office at 517-524-8384 and explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than 10 days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non-curricular school activities and events and a notation made on his/her () grading record () transcript concerning his/her frequent absence from school. Such a report may be provided postsecondary institutions and/or possible employers.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school or daily through Google Classroom. Assignments may be obtained from each teacher beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly completed assignments and a grade on any made-up tests.

Excusable, Non-approved Absence

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and they may be given the opportunity to make up the school work that is missed.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

High School

If a student, under the age of eighteen (18), is truant for more than ten (10) days during a semester, s/he will be considered a “habitual” truant and will be reported to the proper authorities.

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.

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

- o 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.**

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

Tardiness

Each student is expected to be in their assigned location throughout the school day. If a student is late in arriving at school, they are to report to the school office before proceeding to their first assigned location.

Students are required to be in their seat at the bell ready to learn. If a student is seated after the bell they are 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 four 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.

Vacations During the School Year

Parents are encouraged **not** to take their child out of school for vacations. When a family vacation must be scheduled during the school year, parents should do the following:

- o The absence must be pre-arranged using the Pre-Arranged Absence Request form found in the high school office.
- o Students must make arrangements in advance with classroom teachers as early as possible for all classroom work, which will have to be completed.

Make-up of Tests and Other School Work

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact each teacher as soon as possible to obtain assignments.

Make-up work due to suspension must be completed by the time the student returns school.

Students will be given the number of days of excused absence within which to make-up work.

If a student misses a teacher's test due to excused absence, they may make arrangements with the teacher to take the test. If they miss a State mandated test or other standardized test, the student should consult with the Guidance Counselor to arrange for taking the test.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

CODE OF CONDUCT

~~A major component of the educational program at **Concord High School** is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.~~

A major component of the educational program at Concord High School is to instill responsibility in the students. This goal can be achieved by teaching students how to conduct themselves properly and in accordance with established standards, thus enabling students to become responsible citizens and employees.

Expected Behaviors

Every member of our school community must understand that it would be impossible to identify every behavior which might have a negative impact on our school climate and culture. Therefore, a few examples of appropriate behaviors that apply to specific expectations are listed:

Behavior # 1 - MAINTAIN SELF CONTROL

- A. Manage your behavior to ensure you stay in your own space and don't cause a distraction to others. D
- B. Discuss problems in conversational tones using language that meets school expectations.
- C. Make plans to fully participate in your own education and to have successful experiences in all that you do.

Behavior # 2 - RESPECT YOURSELF AND THE RIGHTS, & FEELINGS OF OTHERS

- A. Adhere to our appearance policy.
- B. Follow the golden rule. "Treat others as you would want to be treated."
- C. Help all fellow students feel safe and secure in our school.
- D. Maintain positive personal health and hygiene practices.

Behavior # 3 - TAKE CARE OF YOUR SCHOOL

- A. Put all trash in containers—even if it isn't yours, please help keep our school picked up.
- B. Help keep hallways, locker fronts, classrooms, desktops, etc. free from debris and graffiti.
- C. Report any school property or equipment that needs repair to a teacher or office staff. D. Help keep our outdoor environment free of litter.

Each student shall be expected to:

- **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.

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (no)

Does my clothing advertise something that is prohibited to minors? (no)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)

Would I interview for a job in this outfit? (yes)

Am I dressed appropriately for the weather? (yes)

Do I feel comfortable with my appearance? (yes)

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

The following styles or manners of dress are prohibited:

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

General:

- o 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)
- o Clothing that reveals cleavage (blouses/shirts with necklines too low or pants that "sag")
- o Sunglasses
- o Backpacks **are not allowed in the classrooms**, all bags must be stored in lockers (excluding Chromebook bags or binders w/straps)
- o Lace or see-through fabrics that are not just a trim but constitute the entire front or back of blouse/shirt.

Coats or Jackets:

- o 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:

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

Head Covering:

- o 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:

- o All pants must be worn at or above the waist and in contact with the shirt at all times.
- o 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:

- o No bare or exposed midriffs or cleavages. Includes shirts with cut-out armholes.
- o Shirts must be in contact with the waist of the pants, shorts or skirt.
- o 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. Crop tops are not acceptable.

Skirts/Dresses/Shorts:

- o 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.
- o All skirts and shorts must be in contact with the shirt at all times.
- o Spandex shorts are not allowed.
- o Shorts/skirts/dresses must cover the body fully during all activities.

Undergarments and Sleepwear:

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

Special Events:

- o 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.

Students who are representing [the school] at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

SCHOOL DANCE GUIDELINES

CHS wants to provide a safe and fun environment for students at all school dances. All dances are run through the Student Senate and in coordination with the Principal's

office. In order to ensure safety at dances, the following guidelines apply to all CHS dances:

- A student is eligible to attend CHS dances if:
 - He/she is not UNEXCUSED ABSENT 15% or more
 - He/She has NOT BEEN DISCIPLINED for physical aggression/fights for the entire school year
 - He/She has NOT BEEN SUSPENDED within four weeks of ticket sales starting. If a student is suspended after a ticket has been purchased, the ticket will be pulled and a refund will be issued.
 - He/She is NOT ON DETENTION PROBATION
 - Has tardiness 10% or less (3.5 tardies per week, on average for that semester)
- An CHS student may bring one (1) non-CHS guest (under 21) and guests must follow all codes of conduct as CHS students.
- All non-CHS guests must be approved by the Principal. To pre-approve your non-CHS guest, pick up a Guest Form from the Assistant Principal's office and return the completed paperwork by the required deadline. NO EXTENSIONS WILL BE GRANTED. If the information provided is verified and BOTH students are in good standing, the pass may be approved.
- If dance tickets are pre-sold, they will be sold up to two weeks before that dance. Each student (and pre-approved guest) must have a ticket to enter an CHS dance.
- Prom tickets can only be purchased by Juniors and Seniors. IF A JUNIOR OR SENIOR WANTS TO BRING AN UNDERCLASSMAN, A GUEST PASS MUST BE COMPLETED.
- CHS students may be asked to show their current, valid Student ID, and guests ARE REQUIRED to show a current, valid state-issued ID or school ID to enter an CHS dance.
- Students and pre-approved guests are expected to behave in a manner that is appropriate for school. This includes interaction with peers and dancing. Inappropriate touching and dancing (i.e., groping, grinding, mosh pits) is not allowed at CHS dances.
- Students (and pre-approved guests) are expected to dress in a manner that is appropriate for school as detailed in the student dress code section of this handbook. For dances that are based on themes, you are encouraged to dress in theme-based attire according to guidelines advertised for that particular dance.
- Bags and large purses are permitted at Prom for students to carry their post-Prom attire. Those bags and purses will be housed in a central location and will be subject to a search.
- Students (and pre-approved guests) will be asked to take a breathalyzer test if there is any suspicion of substance use. Random breathalyzer tests may also be issued. If you or your guest is suspected to be under the influence of alcohol or drugs at a dance, or if you refuse to cooperate with any of the rules or expectations, we will contact your parent/guardian, and require that they come pick you up from the dance.
- Bags and large purses are not permitted at school dances. (clutch purses are permitted).

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.

Gangs

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents. You are advised not to bring expensive items to school, even if you plan to lock them up carefully. CHS strongly recommends that you keep all valuables (keys, purses, wallets, cash, cell phones, portable electronic devices, etc.) on your person and out of sight at all times. Never leave your valuables unattended or unprotected, even if you are walking away for only a minute. Take special care to secure all lockers that have been assigned to you. BE SURE YOUR LOCKER IS LOCKED AND SECURE.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or their parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

TITLE IX SEXUAL HARASSMENT Board Policy 2266

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, MCL 722.621 et. seq.

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

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

DISCIPLINARY CONSEQUENCES – DEFINED

Behavior Intervention: Administrators may assign students Behavior Intervention for violations of this Handbook. Students are expected to work on schoolwork throughout the day. Assignments will be requested and collected by students from teachers whenever possible. Students may not talk or eat without permission. Students may not sleep during Behavior Intervention. Absences accrued while the student serves their suspension are not counted toward the attendance policy. Students receive credit for assignments completed. Students may not choose out-of-school suspension in place of Behavior Intervention. Students involved in Behavior Intervention will not be able to participate in any school related extracurricular activities (i.e. practices, games, plays, dances.)

When and Where the Code of Student Conduct Applies

The Code of Student Conduct applies before, during, and after school and whenever a student is engaged in a school-related activity. Each student is expected to follow this code of conduct:

- “At school,” meaning in a classroom, elsewhere on school premises, on a school bus or other school- related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.
- When a student’s conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff.
- When a student is using school telecommunications networks, accounts, or other district services.
- Students may be disciplined for out of school or off campus behavior when the welfare of the school community is affected.

Regarding Exclusionary Discipline

All students are expected to behave appropriately and uphold their responsibilities before and after school, during the school day and at all school sponsored events. Students need to be aware of the possible consequences if misconduct occurs which could include suspension and expulsion.

Recognizing exclusionary discipline’s negative impact, the school community will reserve exclusion for only the most serious offenses. We will also employ social and emotional learning, positive behavioral expectations, restorative practices and constructive discipline measures and early intervention/diversion strategies that focus on screening and treatment to minimize a suspended student’s time away from school and potential court involvement.

To foster each student’s academic success and pro-social development, the school will consider research-based social and emotional learning strategies and options designed to promote positive behavior and modify negative behavior while holding students accountable and minimizing exclusion time These may include research- or evidence-based preventative and discipline measures such as:

- Positive Behavioral Interventions and Supports (PBIS)

- Focused instruction to avert academic failure
- Restorative practices
- Early intervention/diversion programs for substance abuse and other appropriate violations
- Family supports and referrals to available community-based resources as appropriate

Administered well and appropriately, positive discipline can become a powerful tool for teaching students to succeed. When considering intervention options, we will strive to address disciplinary matters as opportunities for learning and reserve exclusion for only the most serious offenses. As parents and students obtain, read, and discuss the Code of Student Conduct and complete the official Acknowledgement of Receipt of the Code of Student Conduct.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

(Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

1. Use of drugs

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that have a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

2. Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever the principal has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, they will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

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.

3. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices.

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

4. Student disorder/demonstration

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

5. Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without their knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

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

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item

- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

6. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

7. Knowledge of Dangerous Weapons or Threats of Violence

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

8. Purposely setting a fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

9. Physically assaulting a staff member/student/person associated with the District

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

10. Verbally threatening a staff member/student/person associated with the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

11. Extortion

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

12. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may

also be banned from that activity. Violations of this rule could result in suspension or expulsion.

13. Falsification of school work, identification, forgery

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

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

14. False alarms, false reports, and bomb threats

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

15. Explosives

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

16. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

17. Theft

When a student is caught stealing school or someone's property, they will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is not responsible for personal property. Theft may result in suspension or expulsion.

18. Disobedience

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

19. Damaging property

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

20. Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence will lead to reporting to the County Truancy Officer, which may result in court appearances and court costs for the student.

21. Unauthorized use of school or private property

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

22. Refusing to accept discipline

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

23. Aiding or abetting violation of school rules

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

24. Displays of affection

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

25. Possession of Personal Communication Devices (PCDs)

A student may possess a personal communication device (PCD) or other electronic communication devices (ECD) and electronic storage devices (ESD) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the PCD or other ECD/ESD remains off.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

Except as authorized under Board policy, 5136, use of PCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including a 180-day suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

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

26. Violation of individual school/classroom rules

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

27. Violation of bus rules

Please refer to Section V on transportation for bus rules.

28. Disruption of the educational process

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

Disruptive/Disorderly Behavior/Pranks or Practical Jokes

Acts detrimental to the educational process or safety of others. Pranks which are performed by any student on school property or at school-sponsored activities that disrupt or have the likelihood of disruption of the normal functions of the school or activity or that create a nuisance, distraction, risk or injury, damage and/or expense will result in disciplinary action, depending on the severity, and remuneration, if applicable. At the end of the school year, any misbehavior occurring on the school grounds or on the bus will be subject to disciplinary action by school officials during the summer or at the beginning of the next school term. At any time, "Senior Pranks" or any planned group mischief directed at the school building, school property, school personnel and/or students will prohibit those seniors from participating in graduation festivities. PARENT CONFERENCE DETENTION, SUSPENSION, RESTITUTION AND/OR REFERRAL TO BOARD OF EDUCATION, LOSS OF GRADUATION PRIVILEGES

29. Harassment

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

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

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes they have been/or are the victim of harassment should immediately report the situation to the teacher, the principal or guidance counselor or may report it directly to the Superintendent at 517-524-8384. Complaints will be investigated in accordance with AG 5517.

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

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

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

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

Harassment

- A. submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication 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;
- C. 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:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

29a. Hazing

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

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

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

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

[Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.]

29b. Bullying and Other Aggressive Behavior

The following excerpt is taken from the Concord School District’s Board of Education’s policy, po5517.01 on “bullying” (a copy of the full document may be obtained from the high school’s main office or found on the District’s website under Board of Education):

“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.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

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

- "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival schools, different states, rural areas, cities, etc.).
- "Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.
- "Staff" includes all school employees and Board members. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events. PARENT CONFERENCE, TRAINING, DETENTION SUSPENSION AND/OR POSSIBLE REFERRAL TO LEGAL AUTHORITIES/BOARD OF EDUCATION.

Any student who believes they have been or are the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the 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.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in 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 will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and

responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes they have been or are the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

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, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior,

regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"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 hand held 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.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

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

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

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

"Staff" includes all school employees and Board members.

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

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

30. Possession of a Firearm, Arson, and Criminal Sexual Conduct

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

Criminal Sexual Conduct / Sexual Assault

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds, on any other school property, or during a school sponsored event the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]). See Board Policy 5610.01. "Criminal sexual conduct" means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g). **MINIMUM SUSPENSION OF TEN (10) DAYS. REFERRAL TO THE SUPERINTENDENT/BOARD OF EDUCATION, AND/OR LEGAL AUTHORITIES.**

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

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

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

Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

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

Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity

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

DISCIPLINE

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

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Should behavior warrant the consideration of suspension and/or expulsion the

following factors will be considered:

1. The student's age
2. The student's disciplinary history
3. Whether the student has a disability
4. The seriousness of the violation or behavior committed by the student
5. Whether the violation or behavior committed by the student threatened the safety of any student or staff member.
6. Whether restorative practices will be used to address the violation or behavior committed by the student
7. Whether a lesser intervention would properly address the violation or behavior committed by the student

Decisions regarding suspension and/or expulsion are at the discretion of the school board and/or its designee.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- () writing assignments;
- () change of seating or location;
- () lunch-time **and/or** after-school detention;
- () in-school restriction;

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than a permanent expulsion, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held.

Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled and the parents will be given written notice of the hearing and will be expected to attend. The Building Representative listens to the student's version of events and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

ELASTIC CLAUSE

The examples that follow are not the only acts or conditions for which disciplinary action is warranted, nor do they in any way limit this policy. Concord High School reserves the right to discipline students for infractions not specifically addressed in this handbook. This right is reserved in order to protect the general well-being of the students and staff and to address a wide variety of circumstances. Administrators have full authority to determine the range and frequency of the consequence, while following the guidelines, including prior misbehavior, severity, cooperation, circumstances, etc. 24 It is important to remember that the school's rules apply going to and from school, at school, on school property, at school sponsored events, and on school transportation. In some cases, a student can be suspended from using school transportation for infractions of school bus rules.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

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

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal

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will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days

after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing.

Suspension from co-curricular and extra-curricular activities may not be appealed.

From Board Policy 5610

(<https://go.boarddocs.com/mi/cncd/Board.nsf/Public?open&id=policies#>) :

Suspension of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parents' receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed.

The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.

Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents if, in the principal's opinion, this is appropriate.

The principal will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request.

The decision of the principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the decision. The Superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request.

The Superintendent's decision shall be considered final. The parents may appeal to the Board only in cases of alleged violation of due process (Policy 5611) by the Superintendent. In such cases, the appeal shall be made in writing to the Board President within two (2) school days after the parents' receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parents of its decision within ten (10) school days of receipt of the written request. (End of excerpt from PO 5610)

When a student is suspended, s/he may make-up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

From Board Policy 5610:

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Notice of Hearing

The notice must be provided to the student and the student's parent and shall contain:

1. the rule(s) alleged to have been violated;
2. the charges against the student;
3. approximate date of the violation;
4. the time and place for the hearing;
5. a statement of the student's and parents' prehearing rights:
 - a. to review any appropriately redacted written statements about the alleged misconduct;
 - b. to review the student's records; and
6. the length of time the administration is recommending the student be denied enrollment;
7. a statement of the student's hearing rights to:
 - a. to appear in his/her own behalf and for parents or guardians to appear;
 - b. to produce witnesses and present evidence on his/her behalf.

The Board of Education must conduct the hearing in compliance with the Open Meetings Act. The parents may appeal the expulsion to the Board, in writing, within ten (10) days after receipt of the notice. The parents shall state in the appeal the reasons they think the Superintendent's decision is not justified and provide any extenuating circumstances they wish the Board to consider. The Board may conduct a hearing or respond with its decision in writing within ten (10) days after it receives the appeal.

When required by law, notice of expulsion will be sent to the Juvenile Division of the Probate Court for students at ages six (6) through fifteen (15). The court should be informed that the Board has expelled the student and provided the reason for expulsion.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

LOCKERS

All students will be assigned a locker. **STUDENTS SHOULD KEEP THEIR LOCKERS LOCKED AND SHOULD NOT GIVE THEIR COMBINATIONS TO ANYONE ELSE.**

Damaged locks or lockers should be reported immediately to the office so repairs can be made. **Students are to keep all personal belongings, cell phones, book bags, coats, purses, hats, etc., in their lockers. Book bags, satchels, purses and other personal belongings are not to be taken to the classroom.**

Lockers issued to students are in joint tenancy with the school. There is no expectation of privacy for items stored in student lockers and the school reserves the right to enter and inspect the contents of any locker at any time. Students are not to permanently place or post any writings or pictures in or on their lockers. The posting of writings or pictures of any kind that are deemed inappropriate by any teacher or the administration will be immediately removed and disciplinary actions may be taken. The Concord Community School District is not responsible for lost or stolen items. Students who have material or merchandise stolen are asked to notify the principal. If warranted, the matter will be referred to the local police.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All

passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal/Counselor twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

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 headphones)

Possession of or use of: matches, weapons, fireworks, lighters, tobacco, intoxicants, paintballs, 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.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

- Students must complete the Concord High School Student Driving Permit form to be on file in the high school office. Vehicles on the school property will be checked periodically to confirm a registration is on file. The form may be picked up in the high school office at any time during the year, and must be on file before the vehicle is permitted on the property.

From Board Policy 5514

<https://go.boarddocs.com/mi/cncd/Board.nsf/Public?open&id=policies#>:

OPERATION OF VEHICLES ON SCHOOL PROPERTY

The Motor Vehicle Code and the following guidelines apply to anyone who drives a vehicle onto District property.

- A. Vehicles are to be operated on designated roadways and parking lots only. Drivers are prohibited from driving or parking on any natural areas of District property without the consent of the principal.
- B. The speed limit on District property is fifteen (15) mph.
- C. In the event a vehicle is found to be parked or used improperly, the District may take one or more of the following actions:
 1. Prohibit the person from driving on District property.
 2. Have the vehicle towed from the premises at the operator's expense.
 3. Seek the assistance of law enforcement.
- D. If a vehicle is towed from the premises, the towing company shall inform the local law enforcement agency of the location of the vehicle. The owner/operator of the

vehicle should then contact the LEA to arrange for the vehicle's release.

- E. The District shall not be responsible for any vehicle or items in a vehicle that are lost, stolen, or damaged as a result of being on District property.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities. In rare instances, if written permission is granted by their parents and approved by the principal, a student may be permitted to drive to the school-sponsored activity.

Approved student drivers may **not** transport other students to a school sponsored activity without written permission from the parents of the driver, the parents of the passenger students and approval by the principal.

USE OF MOTORIZED UTILITY VEHICLES

Policy 5515.01 – Safe Operation of Motorized Utility Vehicles by Students

Because of the clear and present danger of accidents, the Board of Education prohibits the use of motorized utility vehicles by students on school grounds or for school activity purposes.

The following forms are available in the School Office as they are referenced in the Student/Parent Handbook.

- **Title VI, IX, 504 Grievance Form 2260 F2**
- **Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8**
- **Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2**
- **Notification to Parents Regarding Student Records Form 8330 F9**
- **Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5**
- **Parent/Student Acknowledgement of Student Handbook Form 5500 F1**
- **Authorization for Prescribed Medication or Treatment Form 5330 F1**
- **Authorization for Non-prescribed Medication or Treatment (Secondary Version) Form 5330 F1a**
- **Authorization for Non-prescribed Medication or Treatment (Elementary Version) Form 5330 F1b**
- **Authorization for Use of Asthma Inhalers, Epi-pens or Prescribed Emergency Medication Form 5330F1c**
- **Parent Request to Inspect Materials Used in Conjunction with any Survey, Analysis, or Evaluation Form 2416 F2**
- **Request That Directory Information not be Released to Recruiters Without Prior Written Consent. Form 8330 F13**
- **Parent Notification Regarding Student Records. Form 8330F9**