

Concord Junior High School Student Handbook 2018-2019

59397 County Road 11 South
Elkhart, IN 46517
(574) 875-5122
Juniorhigh.concord.k12.in.us

Concord Junior High School Vision Statement

Concord Junior High believes that education is a collaborative, lifelong process that begins with our students and families, extends to our school, and encompasses our entire community. Our common goals include pursuing academic excellence, fostering mutual respect, creating a safe environment, and providing opportunities for growth and involvement. Establishing high expectations leads all involved-students and staff to develop the knowledge and skills necessary to participate constructively and creatively in today's world.

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CONCORD BOARD OF SCHOOL TRUSTEES

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CONCORD COMMUNITY SCHOOLS INFORMATION

Concord Administration Office
59040 Minuteman Way
Elkhart, IN 46517
Phone (574) 875-5161

Superintendent of Schools, John Trout jtrout@concord.k12.in.us
Assistant Superintendent, Tim Tahara ttahara@concord.k12.in.us
Chief Human Resource Officer, Dr. Denise Seger dseger@concord.k12.in.us
Chief Financial Officer, Becky Smith bsmith@concord.k12.in.us
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2017-2018 CONCORD JUNIOR HIGH SCHOOL STAFF

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To contact a staff member by email use first initial, last full name, @concord.k12.in.us
(ex. rzook@concord.k12.in.us)

<u>Ext.</u>		<u>Ext.</u>		<u>Ext.</u>				
Administration			Bridge Academy			Science		
	Rob Zook	85001		Jon Watson	85004		Jen Higley	85016
	Chris Baldrige	85002					Erica Conley	85017
	Seianna McCray	85003					Kyle Magnuson	85049
Athletic Director				ESL			Dan Rancourt	85204
	Laurie Rhoades	85070		Andrea Bustamante			Katie Shelton	85230
Attendance				Alyssa Varacalli			Kristen Weatherholt	85202
	Carmen Alvarez	85602		Language Arts			Social Studies	
Counselors				Melissa Huffer	85211		Andrew Cowells	85024
	Jim DeVreese	85401		Tracy Klopfenstein	85022		Stacy Fann	85209
	Lisa Wright	85402		Tandra Oberholtzer	85206		Philip Habecker	85057
Data Services				Dan Ogle	85056		Dan Rancourt	85204
	Lisa Lochmandy	85620		Cheryl Stouder	85234		Luke Saleh	85237
Food Services				Mathematics			Heather Short	85020
	Linda Swinehart	85660		Tim Callan	85232		Support Services	
Media Center				Dan Demien	85061		Kelly Chupp	85018
	Kelly Isenbarger	85100		Vickie Gowdy	85026		LeAnn Dutton	85239
Nurse				Sarah Koontz	85231		Julie Kelly	85212
	Jill Craig	85640		Michael Rach	85207		Tim Krecsmar	85052
Secretary				Julie Schumacher	85019		Heather Schoenherr	85058
	Carla Warren	85601		Priscilla Taylor	85209		Wellness	
Treasurer				Music			Heather Brunswick	85225
	Tracy DeShone	85006		Cameron Bradley	85079		Peg Kelly	85060
Art				Angela Gigler	85085		Bob Overmyer	85045
	Mary Amador	85218		Bryan Golden	85079		Teri Read	85046
	Neil Boston	85220		Joely Janisse	85086		Chris Swartout	85224
				Ben Runkel	85080		World Languages	
				Practical Arts			Michele Balma	85233
				Patty Nofziger	85035		Sharla Dixon	85205
				Tech Ed I	85091			
				Tech Ed II	85048			
				Shannon Sheely	85047			

NAME _____

CJHS Hall Pass

Students must present their planner & ID to request permission to leave a classroom.
Hall passes are issued at the discretion of CJHS staff members

1st Quarter

Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)
Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)
Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)
Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)
Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)
Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)

2nd Quarter

Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)
Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)
Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)
Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)
Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)
Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)

3rd Quarter

Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)
Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)
Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)
Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)
Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)
Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)

4th Quarter

Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)
Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)
Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)
Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)
Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)
Staff _____ To _____ Date _____ Time _____ (Return dismissal time _____)

Nurse Notes

Tracking My Progress: Subject _____

Tracking My Progress: Subject _____

Tracking My Progress: Subject _____

Tracking My Progress: Subject _____

Tracking My Progress: Subject _____

Tracking My Progress: Subject _____

Tracking My Progress: Subject _____

Tracking My Progress: Subject _____

Tracking My Progress: Subject _____

HANDBOOK RECEIPT – YOUR SIGNATURE IS REQUIRED AT BOTTOM OF PAGE.

Student's Name: _____

Teacher's Name: _____

I have reviewed the Concord Intermediate Student Handbook for 2016-2017 with my child. I understand that he/she will be responsible for following the school rules, and I am aware of the policies and procedures that parents are to use regarding school activities and services.

Technology, Student, Media Use Policy

I have read and discussed with my child Concord Community School's Technology Use Policy found on p. 31-32 of the student handbook. I am aware of the policy requirements and that my child is responsible for using technology in an appropriate and responsible manner as noted in the Technology Use Policy. I also understand the consequences of inappropriate technology use. I am aware that if I wish to limit the use of my student's images or work in publications, media outlets, or school webpages, I need to submit written request to the principal. I have read and understand Concord's Elementary School policy regarding students and the media as found in the Student Handbook.

Date

Signature of Parent or Guardian

CJHS FIGHT SONG

Fight on, you Minutemen! Go for the Green!
Let's give a cheer for the Minuteman Team!
Go-Fight-Win! We won't give in!
March up the victory path again!
Fight on, you Minutemen! Go for the White!
We're out to win this game tonight!
Go-Fight-Win for CJHS, Cheer for the Green and White!
(Yell) Fight! Fight! Fight!

SCHOOL DAY

Concord Junior High School is open for students from 7:15 AM – 3:15 PM, and at other times when official school events are planned and supervised by staff members; students should plan to arrive after 7:15 AM and depart prior to 3:15 PM unless special arrangements are made with a supervising staff member. The Junior High office is open during the school year Monday through Friday from 7:15 am to 4:00 pm, or any other hours by special appointments.

ARRIVAL

If you arrive early, you will be allowed to sit in the Cafetorium, or Main Gym until dismissal to lockers. Students may not leave school grounds after their arrival. If this occurs they will be considered truant from school. When returning to school from appointments or reporting to school late in the day, students must report to the office to sign in and obtain a pass to class.

DISMISSAL

At the close of the school day students should go directly to the bus within 6 minutes. You may remain at school after that time only if you are involved in a teacher supervised activity and remain in the area of that activity. Students may NOT wait at school after 3:15 PM without permission. If you stay for an activity after school you must have your books and coat with you. Students waiting for rides home must remain by Door 1 until they are picked up, they may not be in the hallways, classrooms, or locker areas.

GRADING PERIODS

Progress reports are provided mid-way through each grading period. Grades for each subject and teacher comment are recorded on this document.

Report cards are issued to students every nine weeks. In each subject the student will receive a letter grade. Teacher comments may appear on the report.

Any questions concerning either of these reports should be directed to Student Services.

GRADES

Concord Junior High School has a standard grading scale, 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/or classroom participation. Each teacher may place different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

CJHS classes use the following grading system:

A = 4.0	Excellent, 90-100%	I = Incomplete
B = 3.0	Good, 80-89%	S = Satisfactory
C = 2.0	Average, 70-79%	U = Unsatisfactory
D = 1.0	Low, 60-69%	Cr = Credit without letter grade
F = 0	Failing, 0-59%	

*All classes taken for high school credit will follow Concord High School grading policies.

AWARDS AND HONORS

CONCORD LETTERS

In order to recognize all student participation and achievement, a point and award system has been established. Students may earn points for academics, athletics and school activities on the following basis:

Academics

GPA 3.5 or above 1 point per semester

Athletics

1 point per season Team member or manager

½ point Intramurals

½ point Game worker

½ point Statistician

Activities

1 point Drama season

½ point All other approved activities

Students will receive a chenille letter when they accumulate two points in any combination. Letters will be presented at school convocations and may be worn on the Concord Junior High School Spirit Jacket with additional pins and patches earned by students.

AWARDS

Special award patches will be presented when students have accumulated the following:

Liberty Award patch - 6 points

Musket Award - 8 points

Minuteman Award - 10 points

Award patches may be purchased for team and individual conference championships.

NATIONAL JUNIOR HONOR SOCIETY

The purpose of this chapter shall be to create an enthusiasm for superior scholarship; to promote leadership; to develop citizenship; to stimulate a desire to serve; and to instill exemplary qualities of character in junior high school age students. Election to membership represents the highest honor and trust that may be bestowed upon a student in the junior high school. Membership in N.J.H.S. signifies high attainment of all those qualities for which schools are instituted. To be eligible for membership you must be in attendance at CJHS, maintain a 3.6 average, rate high in citizenship, leadership, service and character, and complete and return an application.

HONORABLE MINUTEMAN AWARD

Each quarter the CJHS staff selects outstanding young men and women to receive The Honorable Minuteman Award. This prestigious award recognizes students who consistently demonstrate the following characteristics: compassion, honesty, integrity, respect, and responsibility. Each recipient will receive a trophy and recognition at an all-school convocation.

TOP SCHOLARS

Top Scholar awards are presented annually to students who maintain all A grades during the school year. They are recognized for this achievement during the Honors Convocation in the spring.

PRESIDENTIAL ACADEMIC FITNESS AWARD

Eighth grade students are eligible to receive P.A.F. awards. Maintaining a 3.5 grade point average and scoring above the 85th percentile on the ISTEP test in math or language arts earn the Silver Award. Scoring above the 85th percentile in both math and language arts and maintaining a 3.5 grade point average earn the Gold Award.

NATIONAL & PRESIDENTIAL PHYSICAL FITNESS AWARDS

All students are required to participate in the President's Physical Fitness Challenge. Throughout the year students will be tested in areas of fitness, working towards the President's Challenge that is administered in the spring. The Presidential certificate can be achieved by meeting the 85th percentile in the following areas: mile run, sit-ups, sit and reach, push-ups, and shuttle run.

HONOR ROLL

To be listed on the Honor Roll for a nine-week period the student must maintain a 3.0 average in all subjects. High Honor Roll requires a 3.5 average in all subjects. Distinguished Honor Roll requires a 4.0 average in all subjects. Any student with a "D" or "F" in any subject will not be considered for Honor Roll even if they have the qualifying average.

HIGH ABILITY PROGRAMS

High ability classes provide enrichment, acceleration, and needed challenge for gifted and high achieving students. Identification for these classes, held each spring, is based on test score information, teacher recommendations, and student work. Student/parent nominations are welcome and available at Student Services; they should be submitted in March for the following school year.

High Ability classes in language arts, social studies, and science cover grade-level curriculum in a faster paced, compacted format, allowing for more application of concepts, enrichment activities, and higher-level projects.

Journalism is a high ability language arts class that enhances the regular curriculum through news writing and reporting. This 8th grade class publishes the school newspaper.

Pre-algebra, Algebra, Geometry, and Biology classes allow high ability math and science students to accelerate through the math and science curriculum.

WELLNESS CLASS

The knowledge, development, and implementation of healthy habits for present and future lifestyles are the objectives of Wellness class. This class is required for all students and has been designed to replace separate health and physical education classes. Students will participate in the classroom, lab, or a combination of both each week for the school year. During lab classes students are required to wear the activity shirts and shorts that will be issued at the beginning of their seventh grade year. The cost of the shirt and shorts will be included in 7th grade book rental. **To prevent injury, limited jewelry may be worn in the Wellness labs. The following must be removed: all rings, watches, metal bracelets, and all hoop earrings. THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGES OR INJURIES CAUSED BY CHOOSING TO WEAR JEWELRY.** Socks must be worn, as well as athletic shoes that have a back and are laced securely to properly protect and support the foot. A student must attend class daily and be appropriately dressed to receive credit. A “no dress” will result in loss of points. Students are required to provide a signed note from a parent for a one-day illness excuse from lab, however, the activity must be made up to receive credit. A doctor’s note is required to indicate what days and why a student would be excused from lab for more than one day. Activities will be modified to accommodate the injury if possible. Absences from the lab portion of class may be made-up to avoid a grade penalty.

Students are discouraged from bringing valuable items to school. All personal items brought to Wellness must be locked in a locker with the appropriate lock. **CELL PHONES ARE NOT PERMITTED IN THE LOCKER ROOMS. CJHS IS NOT RESPONSIBLE FOR LOST, DAMAGED, OR STOLEN ITEMS.**

CJHS DRESS CODE

Students are to observe the school dress code. Those not meeting dress code may be asked to change at school or sent home for a change of clothing. Continued violations will be evidence of insubordination and will result in disciplinary action.

Clothing must be:

1. Clean
2. Safe for school activities
3. Modest in nature, providing adequate coverage
4. Appropriate for the business-like school setting

School administration reserves the right to determine if student attire is inappropriate or disruptive to the educational process.

In keeping with the above philosophy, and in order to reduce misunderstanding, inappropriate school wear includes, but is not limited to, the following

1. All undergarments must be concealed, skin at midriff must be covered
2. Shirts must have sleeves that cover the shoulder and must not be cut too low to reveal the chest or underarm. Straps should be at least “3 Fingers” in length.
3. Shorts/skirts/dresses must be no shorter than 6” above the knee.
4. All pants must be worn at the waist.
5. Pants with holes, rips, or frays (no higher than 6” above the knee) may not reveal skin or undergarments.
6. Length of shirts/tops must be long enough to be tucked in

7. Clothing material must not be of see-through texture, unless skin and undergarments are concealed with a shirt that is compliant with the dress code – provides adequate coverage, has sleeves, covers shoulders
8. Wording on clothing must not include direct or indirect reference to drugs, alcohol, tobacco, violence, gangs or sex
9. Attire that may cause property damage or personal injury is not to be worn, e.g. chains
10. Wearing of hats, bandanas, and combs will not be permitted and must be removed prior to entering the building.
11. Students are not allowed to wear slippers, pajamas, masks or other face coverings.

IN-SCHOOL SUSPENSION

In-school suspension may be assigned to students as a consequence for rule violation & misbehavior. Students will be sent with their study material to a supervised area where they will spend an assigned period of time. They will be isolated from the student body, but will receive class assignments. Students who serve ISS are required to go home on the bus & may not participate in any after school activities on the day of their assignment. Rules for in-school suspension will be given to students when they are assigned. Students who violate these rules will be suspended out of school.

The following rules shall apply to in-school suspension:

1. Students are required to have class assignments with them or alternate work may be assigned.
2. Students are not to communicate with each other unless given special permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.
5. No cell phones, electronics, cards, or other recreational articles are allowed.
6. No food or beverages are allowed.
7. Students shall not be allowed to use the telephone or to go to their lockers.

CJHS EXTRACURRICULAR ACTIVITIES

INTERSCHOLASTIC ATHLETICS

Our school is a member of the Big 11 Athletic Conference and follows all the rules established by this Conference.

Admission prices to all CJHS athletic events are: \$3.00 Adult, \$2.00 Student.

Coaches for each activity will announce tryout dates, rules, regulations, practice times and schedules for each sport. The website calendar, daily bulletins and bulletin boards will be used to make this information available to students.

As a general rule, all CJHS practices and games will be conducted right after school. We have some exceptions, but our attempt is to avoid evening and Saturday activities.

Our athletic program is organized and administered as a part of the total educational program with definite objectives for the participants, the school and community. The program is designed to provide for the many interests and needs of the students. We are interested in having as many junior high students as possible participate in the athletic program that includes football, soccer, cross country, basketball, track, wrestling, volleyball, swimming, and cheerleading.

ELIGIBILITY (Teams & Clubs)

Progress reports and report cards will determine eligibility for all extracurricular activities at CJHS.

1. Any student who receives two failing grades on a report card will be ineligible for the remainder of that season and may be ineligible for any extra-curricular activities for the remainder of the grading period.
2. Any student receiving one failing grade on a report card or one or more failing grades on a progress report will be ineligible for the first two contests (one contest in swimming and track) after grades are issued. (The student shall continue to practice during this time). After these games, the student may resume play as soon as all grades are above an F. If the student still has an F in any class two weeks after grades are issued to students, the student shall be ineligible for competition and practice until grades improve.
3. A student with more than one incident resulting in out of school suspension, during the school year, may lose eligibility for participating in any after school activity.
4. Some circumstances may warrant consideration for accommodations made under the advisement of an extra-curricular eligibility committee.

PARTICIPATION

Participation in CJHS extracurricular activities is a privilege which carries with it honor, responsibility, and sacrifice.

Realizing that our team members (including managers, statisticians, and cheerleaders) are ambassadors of our school it is the participant's duty to conduct him or herself on and off field or court in an exemplary manner. All of their actions should reflect positively on themselves, their team, the school and community.

Students who choose to participate in Interscholastic Athletics will be charged a \$10 participation fee for each sport in which they choose to participate. All monies will be due at the conclusion of the first week of practice. Monies generated from the fees are used to help cover the cost of transportation to and/or hosting athletic events, purchasing uniforms, and equipment.

In order for a team member to be eligible for participation in a contest, he or she, must be in attendance for four classes of the day without signing out to go home (ill) on that day. Special considerations for dentist, orthodontist, doctor, and funeral excuses may be made. The day following a contest is also important in regard to school attendance. A participant is expected to be at school for the first period. By staying home to rest after an athletic contest, a participant puts sports ahead of academic progress; that is a notion that is unacceptable to the Concord Junior High Athletic Department.

ATHLETIC CONTESTS

During any athletic contest all spectators are to stay away from all athletic equipment and conduct themselves in a proper respectful manner. (You may not go out on the football field, track, basketball court, wrestling mats, etc.) Any student staying for an athletic contest must leave school at dismissal and return later in time for the event. (We regret that we do not have the facilities to supervise students between 2:45 and 4:30.) Most events begin at 4:30 (schedules are available in the office). Students should plan ahead and make arrangements for their rides in advance. Students who leave an athletic contest before it is over are to go directly home. You may not leave and return later. Once you leave the athletic event wait for your ride outside of the school building. This waiting period should not be more than 10 minutes. If it will be longer than 10 minutes, return to the game in progress and report to the exit when your ride arrives.

PARTICIPANT RESPONSIBILITIES (Applies to all groups)

1. All participants must have rides here promptly to pick them up. Since the designated time varies from activity to activity, the sponsors and coaches will instruct the students as to the time that the ride should be at school. Any student who is NOT returning to CJHS from an away event with their team is REQUIRED to speak directly with the coach about alternative transportation plans.
2. All participants must attend practices regularly. If a participant misses too many practices, excused or unexcused, they may be dismissed from the team. Absences for non-school practices or contests will be considered unexcused and may lead to dismissal from the team or group.
3. All participants must inform their sponsor or coach if they do not plan to attend a practice or game. The student should do this in person when possible, and when not possible they must bring a note from their parents.
4. All participants must take their school materials with them to practice. They are not allowed to go back to their lockers.
5. All interscholastic athletic participants must have a current physical (dated April 1 or later) on file for each year of attendance at CJHS. These physicals need to be completely filled out and have the present school year date on them. The physical is only valid for one school year.
6. Participants are not allowed to leave school grounds when staying for any game or practice unless they are leaving directly for home.
7. Participants must be aware of other rules that the individual coach or sponsor deems necessary. (Some examples are progress reports, behavior, etc.)
8. All participants need to return school equipment or pay for the loss of the equipment prior to participating in another activity.
9. Students will not be allowed to quit one sport to join another sport, or participate in more than one sport during the same season. Statisticians will be allowed to participate in an intramural sport during the season as long as it does not conflict with their varsity or junior varsity commitment.

FORWARD

This student handbook was developed to answer many of the commonly asked questions that students and their parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Students and parents should take time to become familiar with the following information and keep the handbook available for future use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. The hall passes must be presented with the handbook intact to be honored; these are the only passes available at the students' and teachers' discretion, so it is essential that the handbook be protected throughout the year. Replacement handbooks are available for a fee. Questions that are not addressed in this handbook may be addressed to an administrator listed in the staff directory section of the handbook. This handbook is supplementary to board policy. Should a provision of this handbook contradict board policy, the board policy prevails. This handbook supersedes all prior handbooks and other written material on the same subjects; changes to this handbook may be made at any time with notice to students; the most current version of the handbook will be available on the school website: <http://www.concord.k12.in.us>

DISTRICT MISSION STATEMENT

Concord Community Schools develops students who are highly literate, able to demonstrate mastery of state and national standards, and who are college-and career-ready.

VISION FOR LEARNING

Concord Community Schools will achieve 90+% results in reading and writing, mastery of state and national standards, and college- and career-readiness.

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 that their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child 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 responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. E-mail is often the most effective way to make this contact; all staff e-mails are provided on the staff directory page at the front of this handbook and on our website.

The staff expects students to arrive at school prepared to learn. It is the parent's responsibility to ensure that their child arrives on time and prepared to participate in the educational program. If, for some reason, this is not possible, the parent should seek help from administration or guidance counselor.

Adult students (18 or older) are expected to follow all school rules. If residing at home, adult students must include their parents in their educational program.

STUDENT WELLBEING

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

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the school corporation's Compliance Officer listed below:

Tim Tahara
Assistant Superintendent
Civil Rights Compliance Officer
(574) 875-5161

The complaint procedure is described on Form 2260B.

The complaint will be investigated, and a response, in writing, will be given to the concerned person within 5 days. The Civil Rights Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the corporation threaten or retaliate against anyone who raises or files a complaint.

NOTE: Be advised that the following forms are available in the school office:

[Title VI, IX, 504 Grievance Form 2260B](#)

[Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260B](#)

[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 Acknowledgment 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 the Possession and Use of Asthma Inhalers Form 5330 F1c](#)

[Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03 F1](#)

SECTION I: GENERAL INFORMATION

ENROLL/WITHDRAW

Residency Requirements: IC 20-33-8-17 requires students to enroll in the corporation in which they have legal settlement. The exceptions under this law include the following:

- A. According to SEA 39, a parent granted custody of a student, or a student if at least 18, may choose no later than 14 days before a school year whether the student will attend school in a district where the mother or father may reside. The choice may be made just one time per year.
- B. The corporation may allow a student in good standing to attend if approved and if any required tuition is paid.
- C. If a student is otherwise permitted to enroll by state or federal law.

New Students: Students new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring the following:

- A. a legal birth certificate
- B. official state picture ID (driver's license or state ID) of guardian
- C. court papers allocating parental rights and responsibilities
- D. or custody (if appropriate)
- E. proof of residency (lease or real estate closing documents), (no homeless child will be denied enrollment based on a lack of proof of residency)
- F. proof of up-to-date immunizations

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. Student Services will assist in obtaining the transcript, if not presented at the time of enrollment.

Expulsion Resulting from Residency Violations: A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled and the student is not otherwise properly enrolled in the school corporations.

Re-enrollment After Expulsion: IC 20-33-8-24 sets the requirements for re-enrollment after expulsion and states that a principal may require a student who is at least sixteen (16) years of age and wishes to re-enroll after an expulsion to attend one (1) or more of the following:

- A. an alternative school or alternative education program
- B. evening classes
- C. classes established for students who are at least sixteen (16) years of age

CHANGE OF ADDRESS AND/OR PHONE NUMBER

Any time a student moves or changes phone number or address, the change must be reported to the Student Services Office. It is important that addresses and phone numbers given to the school are accurate to ensure timely communication between the school and families, especially in the case of illness or emergency. If relocating out of the district, your child may be able to continue attending Concord Schools. Please contact the school secretary to request transfer enrollment.

TRANSFER OUT OF CORPORATION

If a student plans to transfer to a different school corporation or home school, the parent must notify the school office. School records shall be transferred within fourteen (14) days to the new school corporation. This will allow time to collect books and other belongings as well as to report current achievement for the next school. Students will pick up a withdrawal form in the office to be completed by the teachers, librarian and counselor. Textbooks and library books must be submitted before final withdrawal approval. Parents are encouraged to contact Student Services for specific details.

WITHDRAW FROM PUBLIC SCHOOL

Students may withdraw from school for the purpose of enrolling in another public school, private school, or home school. A student who wishes to withdraw for other reasons must participate in an exit interview which includes the assistant principal or other administrator and the student's parent in accordance with Indiana Code. HEA 1347 specifies that a student younger than 18 may only receive permission to dropout of high school for financial or health reasons or with permission of a court.

IC 20-33-2-9 Exit interviews; withdrawal requirements and IC 20-33-2-28.5 Requirements for exit interview; reporting requirement

A student who is at least sixteen (16) years of age, but less than eighteen (18) years of age is bound by the requirements of compulsory school attendance and may not withdraw from school before graduation unless (1) the student, the student's parent, and the principal agree to the withdrawal; and (2) at the exit interview, the student provides written acknowledgment of the withdrawal and the student's parent and school principal each provide written consent for the student to withdraw from school.

During the exit interview, the school principal shall provide to the student and the student's parent a copy of statistics compiled by the department concerning the likely consequences of life without a high school diploma. The school principal shall advise the student and the student's parent that the student's withdrawal from school may prevent the student from receiving or result in the revocation of the student's employment certificate and driver's license or learner's permit. The following must be in written form: an individual's request to withdraw from school, a parent's consent to a withdrawal, and a principal's consent to a withdrawal. If the individual's principal does not consent to the individual's withdrawal under this section, the individual's parent may appeal the denial of consent to the school board.

Following an exit interview, if an individual has not received consent to withdraw from school and fails to return to school at the beginning of a trimester or during the trimester, the principal of the school that the individual last attended shall deliver by certified mail or personal delivery to the bureau of child labor a record of the individual's failure to return to school so that the bureau of child labor

revokes any employment certificates issued to the individual and does not issue any additional employment certificates to the individual. For purposes of IC 20-33-3-13, the individual shall be considered a dropout.

At the same time, the principal shall deliver by certified mail or personal delivery to the bureau of motor vehicles a record of the individual's failure to return to school so that the bureau of motor vehicles revokes any driver's license or learner's permit issued to the individual and does not issue any additional driver's licenses or learner's permits to the individual before the individual is at least eighteen (18) years of age. For purposes of IC 9-24-2-1, the individual shall be considered a dropout.

If the school subsequently gives consent to the individual to withdraw from school under this section, the principal of the school shall send a notice of withdrawal to the bureau of child labor and the bureau of motor vehicles by certified mail or personal delivery and, for purposes of IC 20-33-3-13 and IC 9-24-2-1, the individual shall no longer be considered a dropout.

HEALTH INFORMATION

STUDENT EMERGENCY INFORMATION

All parents are strongly encouraged to have a Student Health History form completed, signed by a parent or guardian and on file with the school nurse. This information must be kept current at all times.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school nurse. It is expected that parents and students keep the nurse updated on health conditions that require follow up doctor visits.

ACCIDENTS AND ILLNESS WHILE AT SCHOOL

If a child is injured at school, he/she will be made comfortable and cared for in accordance with standard first aid procedures. If there is any question about the seriousness of an injury, the parent and/or emergency contact will be contacted and arrangements made for the child to be taken home or to seek further medical evaluation. School personnel reserve the right to call emergency medical services as needed. **It is, therefore, critical that the school has emergency phone numbers for all students.**

Concord Community School's insurance does not cover injuries to students caused by accidents that occur at school.

Students are expected to be involved in all aspects of school. Students can only be excused from school activities, such as P.E. with a doctor's note. A student who becomes ill during the school day should request permission from the teacher to go to the nurse who will determine whether or not the student should remain in school or go home. Students are not to call or text parents to arrange to leave school without first seeing the nurse. No student will be released from school without proper parental permission.

USE OF MEDICATIONS-PRESCRIPTION

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

1. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. A Medication Authorization form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours. Per Indiana Code, verbal, telephone, and electronic authorizations may not be accepted.
3. All medications must be registered with the nurse's office.
4. **Medication must be brought to the nurse's office and will be properly secured. Medication should be conveyed to school directly by the parent or by an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent. 9th-12th grade students are allowed to convey medicine to the school, but must take it directly to the nurse before the school day begins. A one month supply of medication is recommended.**
5. Students who may require administration of an emergency medication may have such medication stored in the nurse's office. However, if authorization for emergency self-medication has been provided by the parent and physician, the student may retain possession of the self-administered emergency medications.
6. **Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive.** Certain topical medications may be released to students in grades K-8. A topical medication describes those medications prescribed by a physician to treat short-term infection and typically includes eye drops, eye ointment, skin ointments, ear drops, etc. Topical medications will be sent home with a student if all of the following occur:
 - a. A parent or guardian provides prior approval to a school nurse.
 - b. A school nurse, upon prior approval from a parent or guardian, identifies the specific date and name of student that will be transporting the topical medication from school back home.
 - c. The medication is in the original container and then placed in a sealed envelope. The envelope contains the following information written on the outside of the envelope:
 - i. date
 - ii. student name
 - iii. school
 - iv. parent / guardian name
 - v. designated school official sending the medication home

Any unused medication unclaimed by the parent will be destroyed by school personnel when a medication is no longer to be

administered or at the end of the school year.

7. The staff member administering the medication shall ensure that the student takes the medication as prescribed by the physician.
8. 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 request and the parent's written release.
9. Concord Schools encourages the prompt written notification to the school nurse of changes in student prescriptions or dosage.

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal/nurse. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization. The physician's statement must include the following information:

1. An acute or chronic disease or medical condition exists for which the medication is prescribed.
2. The student has been given instruction on how to self-administer the medication.
3. The nature of the disease or medical condition requires emergency administration of the medication.

The school or school board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

NON-PRESCRIBED(OVER THE COUNTER) MEDICATIONS

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 need to authorize such medication, but all the other conditions described above under Prescribed Medications will also apply to non-prescribed medications. Concord nurses will not dispense non-FDA approved medications. The above rules for transporting medications are the same, whether prescription or non-prescription medicine.

2018-2019 SCHOOL YEAR INDIANA STATE DEPARTMENT OF HEALTH SCHOOL IMMUNIZATION REQUIREMENTS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary immunizations or waivers, the principal will exclude the student from attendance until compliance under state law. A student will have twenty school days from his/her first day of attendance to comply with immunization requirements. 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 school nurse. Immunization Requirements (IC 20-34-4)

3 to 5 years old	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio 1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella)	
K to 4th Grade	3 Hepatitis B 5 DTaP 4 Polio	2 MMR 2 Varicella 2 Hepatitis A
5th Grade	3 Hepatitis B 5 DTaP 4 Polio	2 MMR 2 Varicella
6th Grade	3 Hepatitis B 5 DTaP 4 Polio 2 MMR	2 Varicella 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)
7th to 11th Grade	3 Hepatitis B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)
12th Grade	3 Hepatitis B 5 DTaP 4 Polio 2 MMR	2 Varicella 2 Hepatitis A 2 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)

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.

Specific diseases include, but are not limited to: varicella, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in The Indiana State Department of Health and The Center for Disease Control guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact, a communicable disease, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her 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, HIV (Human-immunodeficiency), Hepatitis B, 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 child's blood checked for HIV and HBV 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.

PEST CONTROL AND USE OF PESTICIDES

Concord Community Schools is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

Indiana Administrative Code requires schools to provide parents the opportunity to be informed about the application of pesticides that take place at school. In general, if pesticides are to be applied less than 48 hours before students will be in attendance, we will send an email notifying parents who requested to be informed. If you want to be notified, please provide your request in writing to the school principal with your home email address clearly stated.

INDIVIDUALS WITH DISABILITIES (SPECIAL EDUCATION)

The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student may access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the student's counselor.

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the school to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the corporation's programs and facilities. Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student, and the parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact:

Michael Wagner
Director of Elementary Education
(574) 875-5161

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of one school day's notice is required to ensure that the administration has the opportunity to review the announcement or posting. If approval is granted, all postings for non-school activities must be made in the commons outside the main office ONLY.

WEATHER CLOSING AND DELAYS

If the school must be closed or the arrival/dismissal delayed because of inclement weather or other conditions, the following notifications will occur. Parents are encouraged to reference the schools' social media sites for the most current information.

SCHOOL MESSENGER : A recorded message from a school official notifies families by phone based on phone numbers on file at the school. In addition to School Messenger, the school will notify local television stations and www.weareclosedtoday.com.

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

If there is a two hour delay, regardless of the day of the week, school will be delayed two hours from the "regular" school day schedule. Therefore, Tuesday 2 hour delay start time is the same as a 2 hour delay start time on Mon., Wed., Thurs. Fri. In the event of a 2 hour delay, there will be no Beginning Band or Orchestra for CIS students.

EMERGENCY 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. Tornado and lockdown drills will be conducted using the procedures prescribed by the state.

EMERGENCY PROCEDURES

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. Our goal is to avoid a physical intervention unless safety is at stake.

However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion.

GOOD STANDING

Students will be considered in Good Standing if they meet the following criteria:

- attendance rate 90% or above, including tardies to school
- minimal discipline concerns
- drug-free as determined by random drug tests
- maintain a 2.0 grade point average

STUDY TRIPS

Study 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.

- A. Attendance rules apply to all study trips.
- B. While the corporation encourages the student's participation in study trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- C. Students who violate school rules may lose the privilege to go on study trips.

Parents are encouraged to participate in many of our trips (although for some study trips, parent involvement may be limited by transportation availability or reservation limitations). Please be aware of the following guidelines:

- A. Adults must have a finished background check through the and check in through Raptor on the day of the trip.
- B. Concord Education Center Adults must refrain from smoking for the duration of the trip.
- C. Adults must comply with the same school rules, procedures, dress, and other policies as their student, whether or not in the presence of students.
- D. Parents who are participating in the study trip experience will be expected to ride the bus.
- E. Uninvolved siblings are not allowed to join parents on the study trips.
- F. Adults who attend may be asked to supervise a small group of students, based on criteria as established by the school.

LOCKERS

Lockers are the property of the Concord Community Schools. Students may be assigned lockers. Students may not deface or misuse lockers at any time. Personal locks are not allowed. Lockers are provided for over-clothing, books, and materials. We strongly suggest students do not bring items of value to school. The school is not responsible for losses due to theft. The school corporation retains the right to inspect lockers and their contents to ensure that the locker is being used as intended.

STUDENT BACKPACKS/BOOKBAGS (GRADES 7-8)

Only string bags are permitted in class. Non string bags must be kept in student lockers. In some classrooms or labs, teachers will assign an alternate location.

MEDIA CENTER POLICIES

The media center is open Monday through Friday from 7:25am-3:00pm Any student wishing to check out media center resources must present a current school ID at time of check out. Students are able to check out three resources at one time. Students are encouraged to return and/or renew materials by their due dates. However, there are no overdue fines for late materials. Concord media centers do charge for damage that is not caused by reasonable use. The amount charged will vary based on the damage and the age of the book.

LOST AND FOUND

The lost and found area is in the main office. Students who have lost items should check there. Unclaimed items may be discarded at the end of each semester and prior to each school break.

MEAL SERVICE

The Mealtime program is used in all Concord Schools. Your account number will remain the same; DO NOT share your number with ANYONE. New students will receive account numbers when they first enroll at a Concord school. Students may use cash or check to deposit money into their lunch accounts at any time.

	CHS	CJHS	CIS	Elementary
Breakfast Served	7:25-7:45	7:15-7:35	8:35-8:50	8:25-8:45
Cost for Breakfast	\$1.40	\$1.40	\$1.40	\$1.20
Cost for Lunch	\$2.30	\$2.30	\$2.30	\$2.00

Parents cannot bring in restaurant food to be eaten in the school cafeteria.

Ala' carte items are available for purchase at CHS & CJHS.

All students must stay in the lunchroom with food or drinks.

Applications for the school's free and reduced-priced meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the main office.

CHARGING MEALS WHILE AT SCHOOL

Number of Charges Permitted--3	A student may charge the equivalent current value of three lunches and three breakfasts. A courtesy meal of Peanut butter & jelly sandwich and milk will be offered in place of the menued meal at no charge. Charges are not permitted for a la carte items or extra milk. The courtesy meals will be tracked separately through our point of sale system. *Diet Restriction Students - Accommodations are made for students with special dietary needs. Paperwork must be on file with the Child Nutrition Office.
Notifications to Student of Account Balance	<ul style="list-style-type: none"> • Verbal Reminder: Cashiers inform students of low balances. • Written reminder: Managers will send home balance notifications with student at least once a week. • Parents can always check balances and student purchases through MealTime Online. Go directly to: www.mymealtime.com or call into their school Food Service Department.
Negative Balance Notifications	The Child Nutrition Manager will place calls twice monthly to request payment of money owed to the student's account.
Collections of Unpaid Debt	At the end of each semester any account that is greater than (-\$20.00) will be sent a final negative balance letter. If the debt is not paid within 30 days of the sent letter, debt is not paid, the account is turned over to a collection agency. All debt amounts turned over to the collection agency are zeroed out in the student account. A record is kept listing the negative balances. If payment is made on the debt, the money is receipted into the "Other Revenue" account.
Inactive Accounts	After End of School Year, inactive accounts (withdrawn or graduated students) with a negative balance of \$(-20.00) or greater will be included in the "Collections of Unpaid Debt" process. A request for refund on positive accounts will be granted with a written request within 30 days of the end of year or 30 days after the date the student leaves the district. After 30 days, inactive account balances are closed and zeroed out. The balance is receipted back into the "Closed Account Balance", Account 20.
End of Year Balances (Rollover)	Funds remaining in the active student's meal account at the end of the school year (or negative balances less than (-\$20.00) will automatically be applied to the student's balance for the next school year.

ONLINE MEAL ACCOUNT ACCESS

Concord Community Schools is pleased to make available a school lunch program that allows you to access your child's lunch account online. You will be able to see your child's account balance and the purchases made. In addition, you may add money to your child's account if you wish by using a debit or credit card.

To Use MealTime Online:

Visit your school or school district web site and locate the link school lunch account access. Find the link to online payments which will take you to MealTime Online. Or go directly to: www.mymealtime.com

Step 1: Create a MealTime Online profile. Click on the "Create new profile" link and enter a Username and Password that you will use to login to MealTime Online. The Username and Password must be at least 6 characters. For example, Username: jsmith Password: pty845. If you wish to use the program to make payments, enter an e-mail address to receive notices of your deposits. (You do NOT have to make payments to use the system to see your child's balance or purchases.) At this point, you may also select the box to receive low balance notifications. You may select the amount at which you would receive a notice.

Step 2: Add your student. Login to your MealTime Online account (using the Username and Password that you created in Step 1), click on "Meal Account Deposits" then click the "Add New Student" link and add your student by entering their first name and student ID number.

Step 3: Click on the "Make Deposit" link. This link is used for all access to your student's account. You can use this link to just look at your child's balance or to see what your child purchased. Click on the "View Details" link next to your student's name to view their cafeteria account balance and purchase history. You do not need to make a deposit to use this program. You may still pay with a check or cash at the school. If you do wish to make a deposit, proceed to Step 4.

Step 4: Make a Deposit. Click on the "Make Deposit" link to make a deposit into a school account. Deposits must be a minimum of \$25.00.

Note: Online Deposits are processed each night at 2:00 a.m. and will be automatically reflected in your student's account at that time. **Deposits made after 2:00 a.m. will be processed the following night at 2:00 a.m.**

SAFE SCHOOLS POLICY

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

Hear Something

See Something

Say Something

Concord Community School's Safe Schools Mission is to establish and maintain a safe and secure environment for students and staff. Concord Community Schools is prepared to respond to crisis situations effectively as we protect and safeguard human lives and property. Visitors will enter through the front entry doors and will "buzz" the office for admittance. All visitors and parents must sign in at the school office and receive an ID to wear while in the building at any time throughout the day.

All Concord Schools will practice the four responses to emergency situations as outlined in the Standard Response Protocol (SRP):

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



LOCKOUT! SECURE THE PERIMETER.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance



CONCORD COMMUNITY SCHOOLS POLICE DEPARTMENT (CCSPD)

It is the **mission** of the Concord Community School's Police Department (CCSPD) to safeguard the lives and property of the people we serve, to enhance public safety while working within the school district and to build positive relationships between students, parents, staff and the Concord Community as a law officer, law educator and law counselor.

CCSPD becomes involved in a school incident when there is the possibility of imminent danger to people or property, or when criminal activity may be involved. In such instances, CCSPD will act according to the legal standards applicable to law enforcement officers.

Chief Nic Minder 1301	CJHS	574-830-0330	nminder@concord.k12.in.us
Officer Darrin Tucker 1302	CHS	574-830-0331	dtucker@concord.k12.in.us
Officer Brittaney Dilley 1303	CIS	574-830-0329	bdilley@concord.k12.in.us

STUDENT EMPLOYMENT

Work permits should be requested in the Student Services office and may require 24 hours for processing. The school does not encourage students to take jobs outside of school that could interfere with their success in school. The school may deny a work permit to a student whose academic performance does not meet the school's standards or whose attendance is not in good standing. It also has the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's grade point average or attendance after s/he begins to work. When it appears that a job is detrimental to a student's academic status, the school will advise the parents and the employer to ensure that the student's education remains the primary focus. Should the work permit be revoked, at the end of the school year the student may be allowed to work during the summer while school is not in session. However, such student will lose the work permit at the start of the new school year until s/he meets the attendance and grade standards established by the school for receiving the work permit.

STUDENT FEES AND CHARGES

Concord Community Schools charges specific fees according to the specific activity or course. 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 in accordance with state law. The school and staff do not make a profit.

Fees may be waived in situations where there is financial hardship, as determined by federal guidelines.

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

BOOK RENTAL FEES FOR THE FULL YEAR ARE DUE AS INDICATED ON THE BILL

Arrangements may be made with the office if a different payment schedule is needed. Students qualifying for free/reduced lunches on or before October 1st are eligible for textbook assistance. Parents who cannot pay should contact the office or file online, to apply for public assistance.

SCHOOL ARRIVAL AND DISMISSAL TIMES

	CJHS
Building Times	7:40am-2:40pm
Tuesday Times	8:05am-2:40pm
2 Hour Delay M-T-W-Th-F	9:40am-2:40pm

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 fund-raisers:

- A.** Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- B.** A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member.
- C.** All fundraisers must be approved in advance by the principal.
- D.** Any fundraisers that require students 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 over-extending himself/herself to the point of potential harm.
- E.** No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

STUDENT RECORDS

Many student records are kept by the teachers, counselors, and administrative staff. There are two (2) basic kinds of records: directory information and confidential records.

Directory information may be given to any person or organization for nonprofit making or school-related purposes when requested, unless the parents of the student restrict the information, in writing, to the Student Services Office. Directory information includes the following: a student's name, address, telephone number, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, or listing on an honor roll, scholarships, and/or parents/guardians' names.

Parents and eligible students may refuse to allow the school to disclose any or all of such "directory information" upon written notification to the school within 10 days after receipt of the student handbook at the beginning of the school year. This request must be made by written request.

The school is required to give recruiting representatives of the U.S. Armed Services and the Indiana Air, Army, National Guard, and the service academies of the armed forces of the United States or an institution of higher education access to the high school campus and student directory information when requested to do so. A secondary school student or parent of the student may request that the student's name, address and telephone listing not be released without prior consent of the parent(s)/eligible student. The parent or student must make the request to the Student Services Office in writing at the end of the student's sophomore year in high school. This is a one-time opt-out opportunity. If the student opts-out in his/her sophomore year and later changes his/her mind, a revocation may be made.

Confidential records contain educational, behavioral and medical information that has restricted access based on the Family Education Rights and Privacy Act (FERPA). This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator, and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the school corporation, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the Student Services Office in writing, stating the records desired. The records will be collected, and an appointment will be made with the appropriate persons present to answer any questions.

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, DC
www.ed.gov/offices/OM/fpco

Information inquiries may be sent to the Family Policy Compliance Office via the following email addresses:
FERPA@ED.Gov and PPRA@ED.Gov

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. Items in lost and found may be discarded at the conclusion of the school 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 an administrator to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Students will not be called to the office to receive a telephone call. In the case of an emergency, there is a phone in the main office which may be used for local calls. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

VISITORS AND SCHOOL CELEBRATIONS

Parents are welcomed as visitors 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 be checked in through the Raptor system using a valid government-issued picture ID. Any visitor found in the building without signing in and receiving a pass shall be reported to administration and will be considered a trespasser. Visitors must wear name tag while in the building. **If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to prevent any inconvenience.** Parents who wish to eat lunch with their child(ren) will be provided a location for that meeting if space is available; these visits should be scheduled in advance to ensure accommodation.

SECTION II: TECHNOLOGY
CONCORD COMMUNITY SCHOOLS STUDENT TECHNOLOGY RESPONSIBLE USE POLICY

Please read this document carefully before signing the signature page in your student handbook. This policy is based upon School Board Policy 7540.03 for Internet use and the school network.

Responsible Use Policy

All use of technology resources shall be consistent with Concord Community School's vision of achieving 90+% in reading and writing, mastery of state and national standards, and college- and career-readiness. Guidance and instruction will be provided and required for each individual. The policy does not attempt to state all required and/or unacceptable behaviors by users. The failure of any user to follow the terms of the Responsible Use Policy for technology access may result in the loss of privileges, including possible disciplinary action and/or appropriate legal action. Technology equipment that is lost, stolen, or irreparably damaged while in the care of the student shall be the responsibility of the student or student's parent/guardian to replace. The signature on the student Signature Form indicates the parent/guardian who signed it has read these terms and conditions carefully and understands their significance.

INTERNET AND DEVICES - TERMS AND CONDITIONS

1. Acceptable Use – The use of technology resources must be for the purpose of education and consistent with the educational objectives of Concord Community Schools; namely communication, collaboration, critical thinking, and problem solving. Network resources should primarily be accessed with school owned computers, laptops and similar devices. Your Internet searches and online activity are monitored based upon appropriate use standard

2. Privileges – The use of the Concord Community School's technology and telecommunications services is a privilege, not a right. Inappropriate use of your Concord account, whether during school hours or outside of school, will result in the restriction or evaluation of those privileges. Consequences will vary dependent on the severity of the infraction based on corporation guidelines. The technology director and the superintendent in their sole discretion determine what is inappropriate use and their decision is final. The administration and technology staff of Concord Community Schools may request the technology director and/or the system administrators to deny, revoke, suspend, or otherwise restrict specific user accounts. As a student, you are expected to follow the Responsible Use Policy. Acting within the guidelines of digital citizenship is part of being a Concord student. First and foremost, devices are for student's educational use.

3. A student's personal or private use of social media, such as Facebook, Twitter, Instagram, Snapchat, blogs, etc., demands an awareness of staying safe from online predators and what may be perceived as discriminatory/harassing posts. Any inappropriate messages or photos/images should be reported to a trusted adult, especially if the message includes sexual or violent content. In addition to being careful about messages received from others, students also need to be aware their messages going out may have unintended consequences that can threaten school safety. While the Board respects student's First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the Concord Community School's mission, undermine staff or student relationships, or cause a substantial disruption to the school environment. This prohibition against inflammatory, disruptive digital comments includes a student's online conduct that occurs off school property and from the student's private devices. Postings and relationships on social media should be conducted in a manner appropriate to the student's educational and personal responsibilities.

4. Unacceptable Use – You are responsible for your actions and activities online. Some examples of unacceptable use include but are not limited to:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation.
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
- Downloading copyrighted material for other than personal educational use under Fair Use Guidelines.
- Using the network for private or commercial gain.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Posting material authored or created by another without his/her consent.
- Posting anonymous inappropriate/inflammatory messages on social media.
- Using the network for commercial or private advertising.
- Accessing, submitting, posting/publishing or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material, or any other material deemed educationally inappropriate.
- Using the network while access privileges are suspended or revoked.
- Accessing school networks under another student's/teacher's account information
- Providing your login and/or password information to any other students/teachers.

5. Exclusive Use of Access – Students are solely responsible for the use of their login, passwords, and access privileges. Any problems that arise from the use of a student's login is that student's responsibility. The use of a registered login by someone other than the student is prohibited and is grounds for discipline, denial or limitation of network access privileges. Students are expected to use school-provided Google cloud storage or Powerschool Unified Classroom to store and access files on and off-campus.

Students will be allowed to set their own personal login password. This password must be kept private and secure at all times and is prohibited from being shared with anyone. Sharing of and using others login/password combinations will result in disciplinary action.

6. Online Etiquette – Students are expected to abide by the accepted rules of online and safety etiquette. These include but are not limited to the following:

- a. Be polite.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate content.
- c. Do not reveal the addresses or telephone numbers of other students or school personnel.
- d. Do not post chain letters or engage in spamming.
- e. Do not disrupt the use of technology resources by other users.
- f. All communications and information accessible via the network is, in effect, property of Concord Community Schools.

7. Personal Safety – A student should observe the following precautions:

- Protect your personal contact information about yourself or other people. This information includes, but is not limited to, your address, telephone number, work address, passwords etc.
- Do not agree to meet alone with someone you have met online.
- Report immediately to your teacher, principal, or technology staff any message or image you receive that is inappropriate or makes you feel uncomfortable.

8. Inappropriate Sites/Content – When an inappropriate Internet site or content is accessed, close the device and take it to an adult.

9. Search and Seizure/Due Process – A student's network and Google accounts are not private. A student should have no expectation of privacy to those accounts. Routine maintenance and monitoring of the email, computers or file storage may lead to discovery that the student has violated this policy, or the law. The technology director, systems administrators, or school administration will conduct searches if there is reasonable suspicion that the student has violated this policy or the law, or if requested by local, state or federal law enforcement officials. Concord Community Schools will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted on technology resources owned by Concord Community Schools.

10. Security – Security on any computer system is of the highest priority, especially when the system involves many users. If a student identifies a security lapse on technology resources, the student must immediately notify the teacher. The student should not demonstrate the problem/security breach to other users. A student should not use another individual's logins. Attempts to log in to the network with a stolen/borrowed identity or as a system administrator will result in restriction or evaluation of the student's privileges. If a student is identified as a security risk or has a history of problems with other computer systems, Concord Community Schools may deny access to technology resources.

11. Bullying - Bullying may result in disciplinary action including cancellation of privileges. Online communications transmitted with the intent to harass, ridicule, humiliate, intimidate another student, employee or other person are prohibited. Interference with another's work without permission is similarly prohibited, and may be characterized as bullying. Online communications transmitted with the intent to harass, ridicule, humiliate, intimidate another student, employee or other person are prohibited. Any criminal activity will be reported to the Concord Community Schools Police Department and may be investigated.

12. Vandalism/Theft – Vandalism and/or theft will result in disciplinary action including evaluation/restriction of privileges, costs to repair/replace damaged/stolen materials, and/or expulsion. Theft is defined as stealing data of another user, or technology hardware. Vandalism is defined as any malicious and/or intentional attempt to harm or destroy data of another user, infiltrate school networks, or modify technology hardware without approval. This includes but is not limited to the uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent network security. Interference with another's work is similarly prohibited, and may represent destruction or theft of an intellectual property. Any criminal activity will be reported to the Concord Community Schools Police Department and may be investigated.

13. Public Access to Documents – Concord Community School's technology policies are available for review by all parents, guardians, students, and community members in individual school administration offices, at the Education Center, and online.

14. Amendment. Concord Community Schools reserves the right to amend this policy at any time.

15. Signature. Parents and students shall review this Technology Responsible Use Policy each year in the student handbook. The signature page acts as a written acknowledgment that parents and students reviewed and understood the policy.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and corporation policy.

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.

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

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. Depending on the type of testing, specific information and/or parent consent may need to be obtained. The school will not violate the rights of consent and privacy of a student participating in any form of evaluation.

The Department of Education requires that Concord Community Schools must take the responsibility to notify all members of the school community the test security measures in each school building. Therefore, with any standardized test taken by students, it is important that students, parents, and staff members understand that at no time should test materials, test questions, or student responses be discussed in any manner unless and until such materials are released by the Indiana Department of Education. Please feel free to contact the building administrator with any questions or concerns regarding test security.

HOMework

Title 511 of IAC 6.1-5-9 defines homework as an out-of-school assignment that contributes to the educational process of the student. Homework shall be viewed as an extension of class work and related to the objectives of the curriculum.

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

School personnel may assign consequences for incomplete homework.

REQUEST FOR STUDENT ASSIGNMENTS

A student must be absent for at least two full school days before requesting that school assignments be collected. Parent(s) can contact teacher(s) through e-mail via the website (<http://www.concord.k12.in.us>) to request homework. As an alternative, parents may contact the office. A minimum of one full school day should be allowed to give staff members the necessary time to write out assignments, collect appropriate materials, and deliver them to the Student Services Office. Parents can pick up this collected information in the office during regular school hours.

STUDENT ASSISTANCE PROGRAM

An intervention team, composed of teachers, guidance counselors, and administrators provides a variety of options in helping students who are experiencing academic, behavioral, or social difficulties. This team collects and evaluates objective data about students who are referred by school staff, students, parents, or community sources. Strategies are developed to help teachers, students, and families work together more positively and productively. Follow-up contacts assess the effectiveness of these recommended strategies.

SECTION III: STUDENT ACTIVITIES

MISSION STATEMENT

The mission of all co-curricular activities is to provide opportunities for positive educational, physical and/or social activities to our students within and beyond the normal school day.

The student will:

- A. Interact appropriately with peers
- B. Demonstrate leadership
- C. Experience connection to Concord High School community
- D. Serve the community and develop personal growth

STUDENT ACTIVITIES AND CLUBS

All student activities are supportive of the school mission and character goals. All clubs sponsored by Concord Community Schools are designed to be social organizations and provide students with opportunities to interact in a positive way. Extracurricular 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, etc. All students are permitted to participate in the activities of their choosing, as long as they are in good standing with the school.

The school has many student groups that are authorized by the school. It is the school's policy that only authorized groups are those approved by administration and sponsored by a faculty member.

ORGANIZATIONAL MEETINGS (GRADES 5-12)

In the spring, clubs must identify their intent to continue into the following school year. Each club will schedule an organizational meeting, which will be placed on the weekly calendar. At this meeting information on memberships, times of meetings, and dates will be established. After these organizational meetings, sponsors will finalize membership lists and share them with the staff.

FORMATION OF NEW CLUBS

The formation of new clubs is encouraged whenever a sufficient number of students show an active interest; approval of new clubs occurs in the spring for the following school year. Students wishing to begin a new club must complete the application and schedule an appointment with the principal to discuss formation of the new club. A constitution and volunteer faculty sponsor are required for all clubs—prior to their initial approval and in order to maintain club status. Any clubs that are inactive for two years will be considered closed. Re-activation requires following the steps for formation of a new club. All clubs must support the character emphasis of the school and be in compliance with community standards. Clubs and teams organized outside of school are not school activities; some rent our facilities, but these activities are community programs.

DANCES (GRADES 7-12)

Dances are held periodically and are sponsored by various clubs and organizations to raise money. Students that have not received OSS or ISS during the given period are invited to participate. The following regulations apply to dances:

- A. Students must present ID cards for admission to the dance.
- B. Chaperones (including the sponsor, teachers, and administrators) are required.
- C. Students are not allowed to leave the dance and return.
- D. Dances will be limited to current Concord students.
- E. All school rules and regulations will apply.
- F. Dancing must
 1. Be face to face
 2. NOT be provocative in nature
 3. NOT include spooning, bumping, grinding, or other inappropriate behavior
- G. Failure to comply with dance rules and requests of chaperones will result in removal from the dance without a refund of fees.
- H. All dances must be scheduled through the principal's office.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored groups may meet during non-instructional hours. The application for permission can be obtained from the principal. Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non-corporation-sponsored organization may use the name of the school or school mascot.

ATHLETICS

Concord Community School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply.

- High School: Contact the Athletic Director, David Preheim, at 875-6524 or dpreheim@concord.k12.in.us
- Junior High School: Contact the Athletic Director, Laurie Rhoades at 875-5122 or lrhoades@concord.k12.in.us
- Intermediate School: Contact the Athletic Director, Robb Freeze at 830-0300 or rfreeze@concord.k12.in.us

See athletic rules/code of conduct policies for the specific school information. (Athletics Section of Handbook pages 38-43)

Note that consequences occurring through the athletic code and other school consequences may or may not be the same; it is possible that a student will be disciplined for violations within the athletic arena and/or the school arena.

SECTION IV: ATTENDANCE

SCHOOL ATTENDANCE POLICY

It is imperative that students attend school every day in order to maximize their education. Many important lessons result from active participation in classroom and other school activities which cannot be replaced by individual study.

The school is also concerned about helping students develop a high quality work ethic which will be a significant factor in their 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.

IC 20-33-2 Compulsory attendance; parent's responsibility/duty

The Indiana Compulsory Attendance law IC 20-8.1-6.1 requires that every child must attend either a public school or some other school which is taught in the English language and is open to inspection by certain state and local officials. The age for attendance is established as the age of seven (7) until the date of the age of sixteen (16). It is unlawful for a parent to fail, neglect, or refuse to ensure that a child attends school as required by law. A person who knowingly violates this law commits a Class D felony.

Parents may elect to provide private or home school education for the full term as required as long as the child is being provided with instruction equivalent to that given in public schools; however, the parent must withdraw the student from public school if these options are selected. If the violation is not terminated not more than one (1) school day after written notice is given or if another violation is committed during the notice period, no further notice is necessary. Each day of violation constitutes a separate offense.

Another area of confusion concerns the terms mandatory and required as pertaining to kindergarten attendance. Even though it is not mandatory that children attend kindergarten, once a child is enrolled in kindergarten, the child is required to adhere to all state statutes

and local school board rules, including attendance guidelines. <http://www.doe.state.in.us/primetime/kindergartenentrancelaw.html>

According to the Indiana Department of Education, habitual truancy includes students absent ten (10) days or more from school within a school year without being excused. The Indiana Department of Education considers chronic absenteeism to include students absent from school for ten percent or more of a school year for ANY reason, excused or unexcused.

GENERAL ATTENDANCE PROCEDURES

1. After the sixth (6) absence (OF ANY KIND), an attendance letter will be sent home to inform parents that absences are beginning to accumulate.
2. After the tenth (10) absence (OF ANY KIND), a second attendance letter will be sent home stating that an excessive number of absences have occurred.
3. Upon the twelfth (12) absence (OF ANY KIND), excused or unexcused, a letter will be sent home to arrange a mandatory parent/guardian conference with an administrator. At this conference an Attendance Contract will be initiated. Failure to attend this conference may result in an immediate referral to the Elkhart County Attendance Program and a letter from the County Prosecutor.

UNEXCUSED ABSENCES

All absences not verified by a parent/guardian will be considered Unexcused. At the teacher's discretion credit may be given for any course work completed in spite of an unexcused absence; however teachers may inform students in their syllabus/rules that no credit will be given if the absence is unverified or truancy.

- After four (4) **unexcused** absences, the student is referred to the Elkhart County Attendance Program (ECAP) resulting in a letter from the County Prosecutor. And the school may have the Parent/Guardian sign an Attendance Contract.
- After ten (10) **unexcused** absences, ***under I.C. 20-33-2-25, the Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to the Department of Child Services, DCS. The Department of Child Services shall proceed in accord with IC 31-30 through IC 31-40.***

TRUANCY

Unexcused absence from school (truancy) is not acceptable. Students who are truant may receive no credit for school work that is missed. After 10 days of truancy in any school year, a student will be considered a "habitual truant" which may result in:

- A. assignment to an alternative placement with loss of participation in school activities and events such as prom, dances, clubs, etc
- B. a poor work-ethic grade which will become a part of the student's permanent record which may be sent to employers and post-secondary schools;
- C. working permit;
- D. a report to juvenile authorities;
- E. a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

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.

If a student, under the age of eighteen (18), is truant for more than 10 days during a school year, s/he will be considered an "habitual" truant and may be reported to the proper authorities and to the Bureau of Motor Vehicles for suspension of his/her driver's license.

PERIOD TRUANCY (Junior High)

Students who skip class will be subject to disciplinary action that includes but is not limited to:

- A. Friday School
- B. In-School Suspension
- C. Out of School Suspension
- D. Student Cannot Attend School Dance
- E. Student may begin on Self Discipline Plan or Alternative Success Plan

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without either a written request signed by the parent or the parent contacting the school office to personally request the release.

EXEMPT ABSENCES

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

- A. bona-fide religious holiday (IC 20-33-2-19)
- B. Study Trip (IC 20-33-2-17.5)
- C. statutory reasons as provided by Indiana Code:
 - 1. Service as a page or as an honoree of the general assembly (IC 20-33-2-14)
 - 2. Service on precinct election board or for political candidates or parties (IC 20-33-2-15)
 - 3. Witness in judicial proceeding (IC 20-33-2-16)
 - 4. Duty with Indiana National Guard (IC 20-33-2-17)
 - 5. Disability in extremely limited circumstances (IC 20-33-2-46)

EXCUSED ABSENCES

Doctor's appointment- verification is required within 6 days. (IC 20-33-2-18) Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a licensed physician. Excused absences are absences that have been verified by a parent/guardian. These may include personal illness, death in the immediate family, and professional appointments that cannot be scheduled at non-school times.

NOTIFICATION OF ABSENCE

If a student is going to be absent, the parents must contact the attendance office by 9:30 AM and provide an explanation. If prior contact is not possible, the parents should provide a written excuse. When no excuse is provided, the absence will be unexcused, and the student will be considered truant. If your child is seen by a medical professional causing the child to be tardy or absent, submit documentation upon return to school. In case of illness and/or injury, if the absence lasts beyond five (5) days, a doctor's statement will be required for verification. A student with a serious medical condition should have a medical report on file. Medically documented absences may not count towards the accumulated excessive absences.

If the absence of a student appears to be questionable or excessive, the school staff will work with the parents to improve their child's attendance. The skipping of classes may result in disciplinary action.

ELKHART COUNTY ATTENDANCE POLICY

"Absence of concern" will include all truanancies, unverified absences, unexcused absences, and absences that are a concern to the school principal/designee. Students who accumulate absences of concern in a twelve month period in any Elkhart County School will proceed through the following levels and may also be subjected to disciplinary consequences.

LEVEL 1 FORMAL NOTIFICATION TO PARENTS

If any student accumulates four (4) absences of concern, the parents/guardians will be formally notified by letter. Upon receipt of this letter, it becomes the responsibility of the parents/guardians to contact the school to discuss the attendance of his or her student.

LEVEL 2 LEGAL NOTICE

If subsequent to the completion of Level 1 notification, the student accumulates seven (7) absences of concern, a legal notice will be sent or given to the parents/guardians and copied to Juvenile Probation or Department of Child Services (DCS). The student will also watch a video regarding the importance of school attendance (as chosen by the school employee responsible for student attendance.) This will include a document to be signed by student and parent that acknowledges watching the video and receipt of the Level 2 Legal Notice. For students age 14 and older, a warning may be given that work permit and driver's license privileges COULD be revoked at the state level with further absences of concern.

LEVEL 3 CONTINUING ABSENCES OF CONCERN

If subsequent to completion of the Level 2 notification, the student accumulates continuing absences of concern, the hearing officer will meet with the parents/guardians, student and school official, and provide a written summary with recommendations to the school, parents/guardians and student. Continued absences of concern will result in referral to Department of Child Services (DCS), Juvenile Probation, or the Prosecuting Attorney's Office. Failure to attend the hearing will result in advancement to Level 4. The attendance hearing committee will reconvene approximately 4 weeks after the initial Level 3 Hearing to check on attendance progress of the student and if goals/conditions of the Level 3 Hearing have been met. Members of the original hearing committee will reconvene as determined by the school employee responsible for student attendance. Copies of the Level 3 Hearing paperwork, and accompanying follow up meeting, should go in student cumulative folders in case of school transfer. Use the attendance checklist to aid you in this step.

LEVEL 4 MANDATORY INTERVENTIONS

If subsequent to the completion of the Level 3 hearing, the student continues to accumulate absences of concern, the school will file a violation of legal notice with Juvenile Probation, the Department of Child Services, or the Prosecuting Attorney's Office. Parents/guardians and students will be required to attend a meeting with a school administrator who will assign mandatory interventions. The parents/guardians and school representative will receive written notification of interventions at that time. Failure to

comply with the interventions or to accrue continuing absences of concern could result in a direct referral to the Department of Child Services, Juvenile Probation, or the Prosecutor's Office.

LEVEL 5 COURT

If subsequent to the completion of the level 4 meeting, the student continues to accumulate absences of concern, the school will notify the Department of Child Services, Juvenile Probation, or the Prosecutor's Office. The Prosecutor has the option of charging the parents/guardians with educational neglect or the student with truancy.

Transfer Students and Attendance: Concord Community Schools will discontinue the enrollment of any Transfer Student that advances to Level 4 of the Elkhart County Attendance Program.

<http://www.doe.in.gov/sites/default/files/legaffairs/sea-108-public-school-transfer-guidance.pdf>

SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible to make-up school work missed due to suspension upon return to school. It is recommended that a student complete missed assignments during the suspension and turn them into the teacher upon his/her return from the suspension. Assignments may be obtained from the classroom 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.

SPECIAL ABSENCES

A REQUEST FOR SPECIAL ABSENCES MUST BE MADE IN WRITING BY THE PARENT AT LEAST 24 HOURS PRIOR TO THE BEGINNING OF THE ABSENCE OF THE STUDENT. If the 24-hour notification is not followed, the absence will be considered unexcused.

A. Religious Observances:

On occasion a student's sincere religious beliefs may require him/her to be absent from school for religious observances. Students requesting leave under this rule should submit the documentation substantiating the need for absence from the clergy of a legally recognized religious sect in order to have the absences considered excused.

Note: This policy allows for absences for official religious observations and does not include elective participation in church-related activities.

B. College, Military Visits, and Job Shadowing:

Concord Community Schools recognizes the occasional need for students to take time off for the purpose of exploring post-secondary options. The following guidelines will help determine if the request will be considered an excused or unexcused absence regarding college visitation:

1. Only juniors and seniors are eligible to apply for visitation days.
 2. Requests for these visitations will not be granted during a time when important events are happening at Concord, such as test dates, performance dates, final exams, etc.
 3. Visitation requests will not be granted to extend a vacation, such as Christmas or spring break.
 4. Obtain and submit the appropriate VISITATION REQUEST form in the Attendance or Student Services Office at least 24 hours in advance of the intended visitation date to obtain the necessary signatures.
 5. The authorized representative of the college, military, or employer must sign the request form that is turned in to the Attendance Office upon return to school. **FAILURE TO TURN IN THE COMPLETED VISITATION REQUEST FORM MAY RESULT IN AN UNEXCUSED ABSENCE BEING ENTERED FOR THE STUDENT.**
- Visitation requests cannot be granted if the student is in danger of reaching six (6) days absence per trimester.

TARDIES TO SCHOOL

Being prompt is a life skill that is emphasized at Concord Community Schools. Tardies are defined as not being in an assigned room when the bell rings. Schools and teachers are encouraged to consider promptness as a part of their classroom management plan and may take individual disciplinary action beyond the normal tardy policy. **Excessive tardies will result in official notice mailed home and possible conference with school administration as well as referral to the Elkhart County Attendance Program.** -Students receiving 3 or more tardies to school will receive one lunch detention per tardy.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

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

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 an excused absence, s/he may make arrangements with the teacher to take the test. If a student has an unverified absence or truancy, the teacher's policy may allow the student to make up the missed test, or it may prohibit

the make-up work. If s/he misses ECA, ISTEP GQE or other standardized test, the parent and/or student should consult with their counselor to arrange to take the test. Some standardized test may not be made up because of state regulations.

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. Students who are absent from school that day may only attend the event with administrative permission. However, in order to ensure that students attending evening events as non-participants 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.

SECTION V: STUDENT BEHAVIOR STANDARDS

A major component of the educational program at Concord is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. In an effort to protect the fundamental rights of teachers to teach and students to learn, Concord has established strict guidelines and expectations for student behavior and is committed to holding students accountable for their actions. Accountability is certainly enhanced when parents and school officials can work together cooperatively. School officials will make every effort to utilize fairness and consistency when determining appropriate consequences for students who violate established standards of behavior.

Each student shall be expected to:

- A. abide by Federal, State, and local laws as well as the rules of the school;
- B. respect the rights of others;
- C. act courteously toward adults and fellow students;
- D. be prompt to school and attentive in class;
- E. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- F. complete assigned tasks on time and as directed;
- G. help maintain a school environment that is safe, friendly, and productive;
- H. comply with appropriate requests by any staff member;
- I. follow classroom rules established by any teacher.

MANDATORY DRUG-FREE SCHOOL

In accordance with Federal law, the School Board prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the Corporation will also notify law enforcement officials.

1. Students should be aware that possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, intoxicant of any kind, inhalant, or any substance represented to be any of the listed substances will result in disciplinary action up to and including expulsion. This may be on school grounds during, immediately before and after school hours, or on school grounds during any time the school is used by a school group, or off school grounds at a school function.
2. Disciplinary action up to and including expulsion will be imposed for students who engage in the unlawful selling of narcotics, over-the-counter drugs, any substance represented to be any of the listed substances in Section A or other violators of criminal law which constitute a danger to other students, or constitutes an interference with school purpose or an educational function.
3. Possession of drug paraphernalia such as pipes, rolling papers, clips, and other devices is strictly forbidden. Failure to comply with this written rule will result in disciplinary action up to and including expulsion from school.
4. Students are forbidden to possess or use prescription medication in violation of school rules or applicable law. Failure to comply will result in disciplinary action up to and including expulsion. A student will be expelled for the transmission of prescription drugs or possessions/use of prescription drugs belonging to another person.
5. Students are forbidden to possess, use (see #6, below), or transmit any over-the-counter medications including, but not limited to, aspirin, vitamins, cold medicine, powder or liquid supplements, minerals any pain reliever pills, diet aids, stimulants, caffeine, and sleep aids. Failure to comply with this written rule will result in disciplinary action up to and including expulsion from school.
6. Students are required to check in all authorized medical prescriptions at the nurse's office; including over-the-counter medications. All medications including pain relievers, vitamins, powder or liquid supplements must be administered through the school nurse's office.

ASSESSMENT, DRUG TESTING, COUNSELING AND WAIVER OF DUE PROCESS RIGHTS MAY BE REQUIRED FOR READMITTANCE PRIOR TO THE EXPIRATION OF THE ORIGINAL EXPULSION TERM.

DRESS AND GROOMING

Students are to observe the school dress code. Those not meeting dress code may be asked to change at school or sent home for a change of clothing. Continued violations will be evidence of insubordination and will result in disciplinary action.

Clothing must be:

1. Clean
2. Safe for school activities
3. Modest in nature, providing adequate coverage
4. Appropriate for the business-like school setting

School administration reserves the right to determine if student attire is inappropriate or disruptive to the educational process.

Students who are representing Concord 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.

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, irreplaceable items, or electronics should not be brought to school. The school may confiscate such items and return them to the student's parents. 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 his/her parents will be required to pay for replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the student behavior standards.

STUDENT IDENTIFICATION CARDS--ALL GRADES ID POLICY

The intent of the student ID policy is for student safety and immediate student identification. These cards will also be used for riding the bus, access, being seen by the nurse, and purchasing in the media center, bookstore, social events, and cafeteria. The ID is to be "on their person" at all times.

- A. Replacement ID's will be available for a cost.
- B. Students are not to alter the information on either side of the ID card. It is the responsibility of each student to ensure and maintain the confidentiality of his or her student ID number (bar code).
- C. A student may not wear or be in possession of another student's ID.

TARDIES

Being prompt is a life skill that is emphasized at Concord Community Schools. Tardies are defined as not being in an assigned room when the bell rings. Teachers are encouraged to consider promptness as a part of their classroom management plan and may take individual disciplinary action beyond the normal tardy policy.

JUNIOR HIGH: Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the office before going to his/her first assigned location. Students who arrive to school after the tardy bell will be asked to throw any food or drink away prior to entering the building.

TARDY TO CLASS POLICY (GRADES 7-8)

After 3 tardies to class, student will receive disciplinary consequences.

Junior High Tardy Policy- Per Grading Period (all classes)

- A. 3 or more tardies to 1 class= 30 minutes Friday School or equivalent
- B. 4 or more tardies to 1 class= 60 minutes Friday School or equivalent
- C. 5 or more tardies to 1 class= 90 minutes Friday School or equivalent
- D. 6 or more tardies to 1 class= 120 minutes Friday School or equivalent
- E. Excessive tardiness may result in Self Discipline Plan or Alternate Success Plan

Operation Hall Sweep- Periodically, administration may perform a hall sweep. All students in the hallway after the tardy bell has rung will receive a detention, Tuesday/Wednesday School, and/or other consequences by administrative decision.

CODE OF CONDUCT

The Board of School Trustees has adopted the following Code of Conduct as identified in IC 20-33-8-14.

The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

1. Student misconduct.
2. Substantial disobedience.

The grounds for suspension or expulsion listed above apply when a student is:

1. on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
2. off school grounds at a school activity, function, or event or
3. traveling to or from school or a school activity, function, bus stop, or event.

The Board of School Trustees has adopted the following Code of Conduct as identified in 20-33-8-15, where a student may be suspended or expelled for engaging in unlawful activity on or off school grounds, if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function or the student's removal is necessary to restore order or protect persons on school property; including unlawful activity that occurs during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Violations of the code of conduct may be punishable by suspension or expulsion and, if illegal, a report to the Elkhart County Sheriff's Department.

A student with more than one incident resulting in out-of-school suspension during the school year may lose eligibility for participating in any after-school activity.

THE FOLLOWING ARE VIOLATIONS PROHIBITED UNDER THE CODE OF CONDUCT

- A. **Aggression (Physical/Verbal):** Aggression that does not rise to the level of battery
- B. **Battery:** Knowingly causing bodily harm to another person or attempting to do so in rude or insolent manner with the intent to harm (one-sided or one side significantly more intense than the other)
- C. **Bullying:** as defined in state law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Cyberbullying or bullying over the telephone or Internet is considered bullying/harassment under this policy. If the cyberbullying occurs outside of school but substantially interferes with the function of the school, the offense will receive school consequences and potentially involve a report to law enforcement agencies. Prank and inappropriate phone calls to teachers are also a violation of this policy.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the corporation, or third parties should make contact with an teacher, administrator, counselor, nurse, or school resource officer with whom the students would most likely be comfortable in discussing a matter of this kind.

The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation. The purpose of this provision is to:

1. protect the confidentiality of the student who files a complaint;
2. encourage the reporting of any incidents of sexual or other forms of harassment;
3. protect the reputation of any party wrongfully charged with harassment.

D. **Cheating:** The Concord Honor Code states that academic dishonesty- includes plagiarism, cheating or allowing someone to cheat, copying the work of another or allowing your work to be copied by another, using any form of technology to take pictures and/or send any portion of an assessment or assignment to gain an advantage, or any unauthorized communication between students for gaining advantage—is strictly prohibited. This policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class.

Plagiarism is defined as:

1. Copying of another person's ideas and/or works, whether intentional or not, in whole or in part, from a print, visual or musical representation or any other non-print source, and using those ideas or works as one's own.
2. Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
3. In text documentation that is not reflected on the works cited page

CONSEQUENCES

FIRST OFFENSE

- Student receives a zero on the assignment/assessment.
- Teacher has the option to allow the student to redo the assignment for partial or no credit.
- Teacher sends a referral to the office.
- Administrator calls the student down to the office to discuss violation of CHC.
- Administrator records violation in student's discipline file in STI.

ADDITIONAL OFFENSE(S)

- Student receives a zero on the assignment/assessment.
- Teacher has the option to allow the student to redo the assignment for partial or no credit.
- Teacher sends a referral to the office.
- Administrator calls the student down to the office to discuss violation of CHC.

- Administrator records violation in student's discipline file in STI.
- Parent contact is made by an administrator.
- Depending on the severity of the violation, student is assigned a detention, Tuesday/Wednesday school, etc.

E. Conspiracy: attempting or conspiring with another person to violate any student behavior standard

F. Defiance: Failing or refusing to comply with directions of an adult supervising a class or school activity. Teachers may establish individual rules and guidelines that apply to their classrooms. These additional rules may be more stringent than what is listed in this handbook, providing they are reasonable and do not conflict with school or corporation policy. Students are required to observe these rules as well as those listed in this handbook.

G. Disruption of School: participating in actions that present a risk of injury or disruption of school (this may include running in the halls, possession or use of "stink" bombs, being in possession or use of a lighter, etc.)

H. Drug-Free School: Possessing, providing or using a drug or any type of drug-related paraphernalia except as authorized by prescription, and permitted by the school nurse

I. Fighting: Two or more people knowingly causing bodily harm to one another or attempting to do so.

J. Food: having food in unauthorized areas of the building. Students are allowed to have food or beverages in the classrooms with teacher permission only.

K. Forgery: Materially altering any school document such as hall passe.

L. Gambling: gambling or participating in games of chance

M. Gang Involvement: Concord Community Schools prohibit all gang related behavior. The school corporation will vigorously discipline any student who conducts gang related activities at any time when the student is under the jurisdiction of the school, on any school properties, or at any school related function or activity. Examples of gang related behavior include but are not limited to the following:

- i. Wearing of gang colors
- ii. Wearing of any symbols that are known to be associated with gangs
- iii. Wearing of any jewelry, clothing, or objects associated with gangs
- iv. Creating, distributing, writing, drawing any symbols or having any in ones possession that are related to gangs
- v. Flashing, flagging, or any other signs or symbols by hand or gesture that is related to gangs
- vi. Wearing of clothing in such a manner that is associated with gangs
- vii. Any and all other actions, whether written, verbal, or non-verbal that is associated with gangs

Disciplinary action will result for any gang related behavior which may result in suspension, expulsion, and referral to legal authorities.

N. Harassment: directing unwelcome statements, communications (including profanity), or conduct of an abusive or sexual nature to another person, which may or may not include or escalate to the level of bullying or harassment. Harassment may take different forms, including but not limited to the following:

Sexual Harassment

a. Verbal:

The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff members, or other person associated with the corporation or third parties (visiting speaker, athletic team member, volunteer, parent, etc.).

b. Nonverbal:

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff members, or other person associated with the corporation or third parties.

c. Physical Contact:

Threatening to or causing unwanted touching or contact of a sexual nature, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with a fellow student, staff members, or other person associated with the corporation, or third parties.

Race/Color/Religion/National Origin/Age/Disability/Other Protected Forms of Harassment

a. Verbal:

Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or other person associated with the corporation or third parties.

Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the corporation or third parties by refusing to have any form of social interaction with the person.

b. Nonverbal:

Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the corporation, or third parties.

c. Physical Contact:

Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the corporation, or third parties.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the corporation, or third parties should make contact with an teacher, administrator, counselor, nurse, or school resource officer with whom the students would most likely be comfortable in discussing a matter of this kind.

The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation. The purpose of this provision is to:

1. protect the confidentiality of the student who files a complaint;
2. encourage the reporting of any incidents of sexual or other forms of harassment;
3. protect the reputation of any party wrongfully charged with harassment.

O. Leaving School: leaving a school activity or school property without prior approval of a teacher or supervising adult

P. Lying/False Accusation: Failing to tell the truth about any matter under investigation by school personnel may result in disciplinary action. Falsely accusing any person of sexual harassment or of violating a school rule and/or a state or federal law and/or failing to tell the truth about any matter under investigation by school personnel. These offenses will result in disciplinary action

Q. Possession of Electronic Equipment:

1. **7-8:** Cell phones, iPods, and other personal electronic devices should be shut off and out of sight. Personal devices must not be used during the academic school day.
2. **Personal Electronic Devices will be collected prior to any testing at K-12. Devices will be returned to students after testing.**
3. Failure to hand over devices when requested by a staff member will result in additional consequences. Repeated violations may result in more severe consequences.
4. Possession/Use of an electronic device in violation of procedures may result in school consequences.
5. Students are not permitted to access inappropriate Internet sites and may result in suspension or expulsion from school. Computer hacking will be considered vandalism and could result in suspension or expulsion from school.
6. Possessing or using a laser pointer or similar device is prohibited (see technology agreement)
7. Technology violations may result in loss of all access to technology in the Concord Community Schools. If a student brings technology to school and uses it in cooperation with school equipment in order to violate the terms of the technology agreement, including playing games on a jump drive, for example, that violation will result in confiscation of the equipment until a parent collects the item from the school office. Repeated violations may result in more severe consequences.
8. Utilizing technology to record fights and other altercations may result in suspension.

R. Possession of Inappropriate Material: Sending, sharing, viewing or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or another electronic device may result in suspension, expulsion and/or a referral to local law enforcement

S. Public Displays of Affection: Students are not to engage in public displays of affection while at CJHS. Engaging in sexual behavior of any kind on school property is prohibited and may result in expulsion

T. Public Indecency

U. Restricted Areas

1. During school hours, students must remain in the building unless permission is given by an administrator.
2. Students are not permitted to be in unsupervised areas.
3. Students must remain on school property once they are dropped off by ride/bus and stay on school property until they leave by ride/bus.

V. Theft: Theft of school or private property. Maintaining possession of an item belonging to someone else is considered theft. Theft may result in suspension, expulsion, and/or legal action. A report may be sent to the Elkhart County Sheriff's Department.

W. Threats/Intimidation: Threatening another person with bodily injury or placing fear of retaliation

X. Tobacco: Possessing, providing, or using tobacco or any tobacco/cigarette-like product. **A ticket may be issued by the Elkhart County Sheriff's Department.**

Y. Truancy: Knowingly failing to report to scheduled assignment without permission or acceptable excuse

Z. Violating Indiana or Federal Law

AA. Weapons: Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks)

1. In compliance with state law, the board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a corporation building or on corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. 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. IN Code 34-41-1-8
2. A firearm is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.
3. a deadly weapon is defined as:
 - a. a loaded or unloaded firearm;
 - b. a weapon, device, taser or electronic stun weapon,
 - c. equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials. In addition, s/he shall be subject to expulsion for a period of one (1) calendar year. A weapon is 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 may result in a report to the police as well as discipline by the school. This violation almost always

subjects a student to suspension or expulsion. Students are required to report knowledge of deadly or dangerous weapons or threats of violence. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans may subject the student to discipline.

ENFORCEMENT OF STUDENT BEHAVIOR STANDARDS AND CODE OF CONDUCT

- A. The standards and the code of conduct will be enforced by school administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the school to supervise students.
- B. The objectives of the enforcement of these standards and the code of conduct are:
 - 1. to protect the physical safety of all persons and prevent damage to property;
 - 2. to maintain an environment in which the educational objectives of the school can be achieved;
 - 3. to enforce and instill the core values of the Concord Community School Corporation and its school community.
- C. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and code of conduct will be determined by:
 - 1. the nature and extent of any potential or actual injury, property damage, or disruption;
 - 2. the student's prior disciplinary history and the relative success of any prior corrective efforts;
 - 3. the willingness and ability of the student and the student's parents to participate in any corrective action;
 - 4. the interest of other students in the school in a school environment free from behavior that violates the school's behavior standards;
 - 5. any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

Disabled students under IDEA shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. Students who qualify for service under IDEA may be expelled only after a manifestation determination has been held. A student who has been expelled may apply for reinstatement in accordance with guidelines which are available in the assistant principal's office.

DISCIPLINE

Indiana State Law provides for the formulation of policies and regulations by individual schools and school corporations. The following regulations apply to Concord Community Students. Violation of these policies and regulations may result in reprimand, detentions, corporal punishment, probation, referral to special personnel, counseling, parent conferences, alternative to suspension, suspension, loss of class credit, loss of credit on an assignment, assignment to alternative school, expulsion, or other reasonable action prescribed by school administration and allowable under Indiana law. All policies and regulations apply during and immediately before and after school, on school grounds, and at school activities. The superintendent, principal, administrative personnel, any teacher, or other staff member of the school corporation may take any action in connection reasonably necessary to carry out or prevent interference with an educational function, to further school purposes, or to prevent an interference with the educational process.

Nothing in this handbook should be construed to limit the school's rights or responsibilities under Indiana or federal laws. Violations and consequences will always be recognized as required by applicable legislation.

IC 20-33-8-8 Duty and powers of the School Corporation to supervise and discipline students

Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of (1) a school corporation; and (2) the students of a school corporation. In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents to the students of the school corporation; and have the right to take any disciplinary action necessary to promote student conduct that conforms with an overly and effective educational system, subject to this chapter.

Students must: (1) follow responsible directions of school personnel in all educational settings; and (2) refrain from disruptive behavior that interferes with the educational environment.

IC 20-33-8-9 Disciplinary powers of teachers and school staff members

A teacher or other school staff member who has students under the individual's charge may take any action that is reasonably necessary to carry out or to prevent an interference with an educational function that the individual supervises. For violation of rules and in keeping with school policy, a staff member may remove a student for a period that does not exceed five (5) school days from an educational function supervised by the individual or another individual who is a teacher or other school staff member.

IC 20-33-8-11 Disciplinary powers of superintendents and administrative staff members

A superintendent or member of the superintendent's administrative staff may take any action with respect to all schools within the superintendent's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

DUE PROCESS AND PUPIL DISCIPLINE

Before a decision is made as to whether or not to suspend or expel a student from school, the school will follow specific procedures.

Expulsion is defined by IC 20-33-8-3 as disciplinary action whereby a student is separated from school attendance for a period in excess of ten (10) days; for the balance of the then current trimester or current year.

Under certain conditions, through the process of a review hearing, some students may be able to return to school while still under an expulsion status. If the expulsion was due to alcohol or drug charges the student will be required to pay for a maximum of three drug tests to be given upon the demand of the administration. Refusal to provide a urine sample or tampering with the specimen will be treated as a positive test. This may include providing a sample that is not within the temperature range.

ASSESSMENT, DRUG TESTING, COUNSELING, AND WAIVER OF DUE PROCESS RIGHTS MAY BE REQUIRED FOR READMITTANCE PRIOR TO THE EXPIRATION OF THE ORIGINAL EXPULSION TERM.

Suspension is defined by IC 20-33-8 as any disciplinary action that does not constitute an expulsion, whereby a student is separated from school attendance for a period of not more than ten (10) consecutive days.

Any student suspended or expelled from school is not permitted to be on any school property owned by Concord Community Schools, attend any school events or functions, home or away, or attend the Elkhart Area Career Center. Violation of this guideline may result in additional disciplinary action.

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. The board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks including summer recess.

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.

1. writing assignments;
2. change of seating or location;
3. before-school, lunch/recess-time, and after-school detention;
4. in-school restriction;
5. Tuesday/Wednesday school;
6. removal from a class or activity.

BEFORE OR AFTER SCHOOL 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.

STUDENT REMOVAL FROM CLASS

The teacher in charge of that class or activity may remove a student from a classroom or activity for a period not to exceed one day when s/he poses a threat to a safe, orderly, and effective educational environment.

TUESDAY OR WEDNESDAY/FRIDAY SCHOOL (CJHS)

Tuesday/ Wednesday/Friday school will be in session for 2 hours.

Assigned students will attend a continuous 2-hour study period during which time they will be permitted one 10-minute break. Each student shall arrive with sufficient educational materials to be busy during this time.

Failure to attend Tuesday/Wednesday/Friday School may result in suspension or expulsion.

In addition to school rules, the following rules shall apply to Tuesday/Wednesday/Friday school:

- a. Students are required to have class assignments with them.
- b. Students are not to communicate with each other unless given special permission to do so.
- c. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- d. Students shall not be allowed to put their heads down or sleep.
- e. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
- f. No food or beverages shall be consumed.
- g. Students shall not be allowed to use the telephone or to go to their lockers.

Transportation to and from Tuesday/Wednesday/Friday school shall be the responsibility of the student or the student's parent.

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents will be notified, in writing, of the reason for and the length of the suspension.

IN-SCHOOL SUSPENSION

In-school suspension may be assigned to students as a consequence for rule violation & misbehavior. Students will be sent with their study material to a supervised area where they will spend an assigned period of time. They will be isolated from the student body, but will receive class assignments. Students who serve ISS are required to go home on the bus & may not participate in any after school activities on the day of their assignment. Rules for in-school suspension will be given to students when they are assigned. Students who violate these rules will be suspended out of school. The following rules shall apply to in-school suspension:

1. Students are required to have class assignments with them or alternate work may be assigned.
2. Students are not to communicate with each other unless given special permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.
5. No cell phones, electronics, cards, or other recreational articles are allowed.
6. No food or beverages are allowed.
7. Students shall not be allowed to use the telephone or to go to their lockers.

THE APPEAL PROCESS

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, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.

EXPULSION FROM SCHOOL

If, in the principal's opinion, the alleged infraction warrants a longer period of removal from school, s/he shall refer the case to the superintendent for consideration for expulsion. The superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

NOTICE OF EXPULSION MEETING

The student and/or the parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the superintendent, will issue a written decision following the expulsion meeting.

APPEAL OF AN EXPULSION

Upon receipt of a written appeal, the board shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary. The student or his/her parents may appeal the board's decision to the appropriate court.

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 School Trustees, 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 safety of others. Searches may be conducted with or without a student's consent by school authorities. 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. 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 to return items which have been confiscated. Students are to use assigned lockers and may not share their lockers or combinations with other students.

USE OF DOGS

The board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property. The dog may be allowed to examine school property such as lockers and automobiles.

USE OF BREATH-TEST INSTRUMENTS

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he 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 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.

There is the possibility that a "false-positive" result could be obtained. If the student believes that the test is inaccurate s/he may request an immediate retest be administered by local law enforcement authorities.

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, s/he will be advised that such refusal is a violation of school rules and will subject the student to disciplinary action. The student will then be given a second opportunity to take the test.

STUDENT'S RIGHT 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 display, at appropriate times, non-sponsored, non-commercial written material, buttons, badges, or other insignia, and the like. All items must meet school guidelines. Non-school sponsored posters must be approved by the principal, twenty-four (24) hours prior to display, and may then be posted in the commons area outside the main office. Materials may not be distributed.

Material cannot be displayed if it:

- A.** is obscene to minors, libelous, indecent, or vulgar,
- B.** advertises any product or service not permitted to minors by law,
- C.** intends to be insulting or harassing,
- D.** intends to incite fighting, or
- E.** presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause 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.

STUDENT SUGGESTIONS AND COMPLAINTS

The school is here to educate and benefit the students. The staff is here to assist a 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 council.

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. Suggestions, concerns, and grievances may be

directed to the principal or to the student council.

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, the student may file a grievance with an administrator. That grievance will be promptly investigated and findings will be shared with the student. A student may not use the grievance procedure to change a grade.

SECTION VI: TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The bus schedule and route is available by contacting the Transportation Office at 875-6577 or by viewing bus stop information found on the district website at www.concord.k12.in.us.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. **The bus will not wait.** Students will be allowed only one bus stop in the morning and one bus stop in the afternoon per school year. In an emergency, if any changes need to be made to where a child goes after school, then arrangements need to be made to pick the child up at school.

CONCORD BUS ID'S AND GPS SYSTEM

Concord Schools utilizes a Bus GPS system call Z-Pass Plus. The GPS System tracks where buses are located as well as which students are on each bus. Resident students will be issued a Bus ID in order to board a Concord Bus. Students will be required to have a Bus ID with them in order to be allowed to ride any Concord Bus. Replacement ID's can be purchased through the main office as follows:

	Grades K-6	Grades 7-12
1st replacement	No cost	\$5
Additional replacement	\$5	\$5

Due to safety, students without an ID will be brought to school. When a student is without an ID, a verbal warning is given and a temporary ID is issued. **On the third instance a student is without an ID, parents will be called to pick up their student from school at the end of the day.**

Should students willfully disregard the Bus ID policy, Concord will follow the Transportation Department Behavior Guidelines as listed in the student handbook. Riding the bus is a privilege, and we are committed to making it a safe experience for all students.

CONCORD COMMUNITY SCHOOLS TRANSPORTATION DEPARTMENT

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain safety. All School rules and the following specific behaviors are expected of all students.

Previous to loading (on the road and at school) each student shall:

- Be on time at the designated loading zone (5 minutes prior to scheduled stop)
- Have their school-issued ID ready to board bus
- Stay off the road whenever possible while walking to and waiting for the bus
- Watch for approaching vehicles and move out of the way of oncoming traffic
- Line up single file off the roadway to enter
- Wait until the bus is completely stopped before moving forward to enter
- Refrain from crossing a highway until the bus driver signals it is safe
- Go immediately to a seat and be seated

During the trip each student shall:

- Not be in possession of any items that may obstruct the view of and/or cause a distraction to the driver. i.e. balloons, flowers, display boards, etc.
- Remain seated while the bus is in motion
- Keep head, hands, arms, legs and feet to themselves and inside the bus at all times
- Not litter in the bus or throw anything from the bus
- Keep books, packages, coats, and all other objects out of the aisle
- Be courteous to the driver and to other bus riders
- Not eat or play games, cards, etc.
- Not tamper with the bus or any of its equipment

When leaving the bus each student shall:

- Remain seated until the bus has stopped
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe
- Be alert to a possible danger signal from the driver

The driver will not discharge students at places other than their regular stop at home or at school without proper authorization from school officials.

SCHOOL BUS VIDEO

The school board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions and words were viewed and recorded, the video will be submitted to the principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with State and Federal privacy laws.

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code. Upon consulting with an administrator, students may be suspended from the privilege of riding any and all Concord buses for a period of time.

CONCORD COMMUNITY SCHOOLS TRANSPORTATION DEPARTMENT BUS SAFETY CODE and BEHAVIOR GUIDELINES

Concord Community Schools is committed to providing safe transportation for all students. Safety is enhanced when students avoid disruptive behaviors that could distract a bus driver or cause student injury or property damage. The following is a list of student behaviors that will not be tolerated. Bus drivers will use the progressive discipline plan displayed below to determine appropriate consequences for students choosing to display the listed Level I behaviors. Riding the bus is a privilege, not a right.

Building administration is informed of all bus consequences.

PLEASE NOTE: Bus transportation may resume, only after the discipline form has been signed by a parent and returned to the bus driver. If transportation has been suspended for any reason, the form must be returned at the completion of the bus suspension.

7-12 Discipline					
First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense	ANY Level II Offense
Written Warning	Bus Driver Contacts Parent to Acknowledge 1 day off bus	Bus Driver Contacts Parent to Acknowledge up to 3 days off bus	Bus Driver Contacts Parent to Acknowledge 5 days off bus	Bus Driver Contacts Parent to Acknowledge Min: 2 wks. off bus	Automatic 3-5 Days Off Bus; May Result in Total Loss of All Bus Riding Privileges

LEVEL I - Bus Driver administers consequence

- Failure to stay seated facing forward in assigned seat
- Excessive noise, horseplay, mischief
- Pushing, hitting, tripping
- Eating/littering on bus
- Use of profanity and/or obscene gestures
- Threats, intimidation, or harassment
- Obscene or inappropriate materials
- Disobedience to bus driver
- Tampering with/or misuse of bus safety equipment
- Rude, disrespectful, or annoying behavior
- Person or objects outside bus window
- Throwing/shooting any objects
- Not at bus stop on time/No student ID/Refusal to scan ID
- Other behaviors that jeopardize safety on the bus

LEVEL II - Administrator administers consequence*

- Throwing/shooting any object that may cause injury
- Possession/use of weapon, tobacco, or controlled substance
- Stealing
- Vandalism to bus
- Lighting of matches, lighters, any flammable object or substance
- Unauthorized entering/exiting thru emergency doors/windows
- Fighting or causing bodily harm to any person on the bus
- Showing open defiance or disrespect to bus driver
- Multiple incidents of threats, intimidation, harassment
- Spitting
- Attempting to ride any Concord Bus while serving suspension

***Bus drivers will immediately refer more serious discipline matters to Administrator. Direct referrals may result in bus suspension, school suspension, or expulsion.**

