

# Concord Elementary Schools K-4 Student Handbook 2019-2020

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## CONCORD COMMUNITY SCHOOLS INFORMATION

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APPROVED BY CONCORD COMMUNITY SCHOOLS BOARD OF TRUSTEES ON June 3, 2019

**Cover Design By Kaine Elliott, CHS Student**

# Welcome Letter from the Principals

To the Parents of Our Students:

The 2019-20 Student Handbook has been written to outline some important information regarding the people, programs, activities, and guidelines that make each Concord Elementary School an outstanding and safe place for your children.

We believe the educational process must be a shared responsibility between home and school, and that together we can achieve success for all of our students. We feel that we provide students with a safe, respectful school environment that is conducive to learning and the educational process.

You can play an important role in helping us at home by reinforcing the skills that we teach at school, as well as the behavioral expectations of your child’s classroom teacher. We expect our students to **DO THE RIGHT THING AND TREAT PEOPLE RIGHT**. If you could also reinforce those ideas at home, it would enable us to help our students understand that these concepts are very important in order for us to maintain an orderly environment while at school.

All of us working together will better enable us to achieve our district mission:

**Preparing All Students For Success!**

Respectfully,  
Your Elementary Principals

## CONCORD K-4 ELEMENTARY SCHOOLS

<p><b>EAST SIDE ELEMENTARY</b> 57156 CR 13 South, Elkhart, IN 46516 (574) 875-8517 Shad Hartsough.....Principal Diane Hanes.....Assistant Principal Sarah Stone.....School Counselor Beckie Copsey.....Secretary Chris Kinsey.....Receptionist Erminia Islas.....Receptionist Janele Coyle.....School Nurse</p>	<p><b>SOUTH SIDE ELEMENTARY</b> 23702 Arlene Street, Elkhart, IN 46517 (574) 875-6565 Jennifer Loupee.....Principal Betsy McEachern.....Assistant Principal Julie Fell.....School Counselor Sandy Bauer.....Secretary Beckie Swain.....Receptionist Sue Phillips.....School Nurse</p>
<p><b>OX BOW ELEMENTARY</b> 23525 CR 45, Elkhart, IN 46516 (574) 875-8538 Javier Jimenez.....Principal Julie Dawson.....Assistant Principal Eric Lemmon.....School Counselor Sue Bock.....Secretary Jane Wise.....Receptionist StaceyPavlovic.....School Nurse</p>	<p><b>WEST SIDE ELEMENTARY</b> 230 West Mishawaka Road, Elkhart, IN 46517 (574) 293-2531 Gerard Donlon.....Principal Jessica Brock.....Assistant Principal Angela Ness.....School Counselor Guadalupe Ruelas.....Secretary Maria Largotta.....Receptionist Kelsey McAdams.....School Nurse</p>

## Elementary Grading

Concord's elementary schools use a grading system that shares with parents the student's skills compared to the state standards with a separate grade to show how much effort the students put into their schoolwork in a particular subject. Examples of skills grades include quizzes, tests, and final drafts of writing; skills grades reflect whether students are right or wrong with on-grade-level material, not homework and practice work. Effort grades reflect practice and should be scored for completion, which reflects effort, regardless of how the student performs; effort grades may also include participation grades. Teachers can answer specifics of how they enter grades.

### Skills Grades:

A – 90% or higher

B – 80-89%

C – 70-79%

K-4: BGL\* – 50-69%

\*BGL = Below Grade Level

### Effort Grades:

P (Pass) = 70-100%

NI (Needs Improvement) = 60-69%

F (Fail\*\*) = <60%

\*\*Fail begins in Grade 3; prior to that, NI is used <70%

## Kindergarten Grades

In kindergarten, a skills grade is given as OGL (on grade level) or BGL (below grade level) for language arts and math, overall; kindergarten grades are not based on averages but reflect the teacher's professional judgment based on skills assessments given in class. In addition, teachers send home a skills report showing how each child performs on the specific skills required in kindergarten. Personal development grades are reported to communicate student performance on the skills necessary for success in school: P (pass) NI (needs improvement).

### ALL ELEMENTARY BUILDINGS SCHOOL SCHEDULE

<b>Elementary Student Arrival Times</b>	<b>7:05 AM</b> -Students may enter the building at the sound of the bell
<b>Class Start Time</b>	<b>7:25 AM</b>
<b>Student Tardy</b>	Students arriving <b>after</b> the <b>7:25 AM</b> bell will be considered tardy
<b>School End Time</b>	<b>2:15 PM</b>
<b>Student Depart Time</b>	<b>2:22 PM</b>

**Tardy Bell is in effect at each building's start time (see above). If your child eats breakfast, please allow time needed to ensure your child is in class on time.**

## 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 the 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:

Scott Kovatch  
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](#)

## 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.
- C. If a student is otherwise permitted to enroll by state or federal law.

### 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

**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 School 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. A parent 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 the School Office 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.

## 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 in original bottle 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. 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.

## **2019-2020 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)

<b>3 to 5 years old</b>	<b>3 Hepatitis B</b> <b>4 DTaP (Diphtheria, Tetanus &amp; Pertussis)</b> <b>3 Polio</b> <b>1 Varicella (Chickenpox)</b> <b>1 MMR (Measles, Mumps &amp; Rubella)</b>	
<b>K to 5th Grade</b>	<b>3 Hepatitis B</b> <b>5 DTaP</b> <b>4 Polio</b>	<b>2 Varicella</b> <b>2 MMR</b> <b>2 Hepatitis A</b>
<b>6th-7th Grade</b>	<b>3 Hepatitis B</b> <b>5 DTaP</b> <b>4 Polio</b> <b>2 Varicella</b>	<b>2 MMR</b> <b>2 Hepatitis A</b> <b>1 MCV4 (Meningococcal)</b> <b>1 Tdap (Tetanus, Diphtheria &amp; Pertussis)</b>
<b>8th-11th Grade</b>	<b>3 Hepatitis B</b> <b>5 DTaP</b> <b>4 Polio</b> <b>2 Varicella</b>	<b>2 MMR</b> <b>1 MCV4</b> <b>1 Tdap</b>
<b>12th Grade</b>	<b>3 Hepatitis B</b> <b>5 DTaP</b> <b>4 Polio</b> <b>2 Varicella</b>	<b>2 MMR</b> <b>2 Hepatitis A</b> <b>2 MCV4</b> <b>1 Tdap</b>

### **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. Parents and students are responsible for knowing about emergency closings and delays. If there is a two hour delay, school will be delayed two hours from the "regular" school day schedule.

### **eLEARNING DAYS**

Concord Community Schools digital learning initiative will include the implementation of eLearning Days. These days are designed to ensure the safety of students and staff and avoid interruptions in instruction that occur when school cannot be held due to severe weather conditions or other issues. In addition, any day approved as an eLearning Day may be counted as a day of attendance and would not be required to be "made up" at the end of the school year.

One of the goals for eLearning Days is to create an environment where blended learning activities allow students to continue to make educational progress, despite any weather-related interruptions. In the event of a harsh winter, eLearning Days will help ensure we won't have to extend the school year beyond what's scheduled.

In addition to the benefit of having fewer missed instructional days, eLearning also offers students the opportunity to utilize online instruction in highly effective ways. This will be an important skill, putting them ahead of the pack as they pursue lifelong learning endeavors. More information can be found by visiting the following link: <https://www.concord.k12.in.us/digital-learning/>

## 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.

## 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 completed and approved background check through the School Office. A current Government issued ID must be ran through the school's Raptor System.
- B. 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 store valuable items in their lockers. 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.

## MEDIA CENTER POLICIES

Students are able to check out two books at one time. Books may be checked out for two weeks and renewed once. Fees will be charged for books that are lost or damaged beyond repair. Until lost or damaged books are returned or paid for, students will have a limited assortment of books to choose from. Students will receive a weekly reminder if books become late.

## LOST AND FOUND

Students who have lost items should check the lost and found. 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.

<b>Cost for Breakfast</b>	<b>\$1.30</b>
<b>Cost for Lunch</b>	<b>\$2.10</b>
<b>Breakfast time</b>	<b>7:05 -7:20 AM</b>

### **Parents/Guardians/Guests cannot bring in restaurant food to be eaten in the school cafeteria.**

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"> <li>• Verbal Reminder: Cashiers inform students of low balances.</li> <li>• Written reminder: Managers will send home balance notifications with student at least once a week.</li> <li>• Parents can always check balances and student purchases through MealTime Online. Go directly to: <a href="http://www.mymealtime.com">www.mymealtime.com</a> or call into their school Food Service Department.</li> </ul>
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](http://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 email 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.**

## 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.

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	<a href="mailto:nminder@concord.k12.in.us">nminder@concord.k12.in.us</a>
Officer Darrin Tucker 1302	CHS	574-830-0331	<a href="mailto:dtucker@concord.k12.in.us">dtucker@concord.k12.in.us</a>
Officer Brittaney Dilley 1303	CIS	574-830-0332	<a href="mailto:bdilley@concord.k12.in.us">bdilley@concord.k12.in.us</a>

## SAFE SCHOOLS POLICY

Student safety is the responsibility of the students, staff, and community. . 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.

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 report to the school office upon entering the school to be checked in through the Raptor system using a valid government-issued picture ID. Visitors will receive an ID to wear while in the building at any time throughout the day.

All Concord Schools will practice the responses to emergency situations as outlined in the A.L.I.C.E. & Standard Response Protocol (SRP):

# EMERGENCY PROCEDURES

**When you hear it. Do it.**



**LOCKOUT**



**EVACUATE**



**SHELTER**



**HOLD**



**ALICE ALERT**

---

## **Lockout! Secure the Perimeter.**

### **Students**

Return Inside  
Business as usual

### **Teachers/Adults**

Bring students into the building  
Increase awareness  
Take attendance  
Business as usual

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## **Evacuate! (Directions will follow)**

### **Students**

Leave your stuff behind  
Form a line  
Move in silence

### **Teachers/Adults**

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

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## **Shelter! (Directions will follow)**

### **Students**

Shelter type (storm, hazmat)  
Shelter methods (drop, cover and, and hold)

### **Teachers/Adults**

Lead students to Shelter location  
Shelter method  
Take attendance

---

## **Hold! In classrooms, clear hallways.**

### **Students**

Return to classroom quickly  
Stay in classrooms  
Business as usual

### **Teachers/Adults**

Clear hallways of students  
Lock classroom door  
Take attendance  
Increase awareness

---

## **A.L.I.C.E Alert!**

**(Alert Lockdown+ Inform Counter Evacuate)**

### **Students**

Listen to Alert  
Follow teachers instructions<sup>14</sup>  
on Evacuation, Lockdown+  
or Counter

### **Teachers/Adults**

Listen to Alert  
Provide instruction on  
Evacuation, Lockdown+ or  
Counter

## 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 a 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.

Late fees can be avoided when students return borrowed materials promptly. The materials may be needed by others. Failure to pay fees or charges may result in the withholding of grades.

Students who qualify for free and reduced lunches do not pay textbook rental according to federal guidelines if deadlines are met.

### 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 15<sup>th</sup> are eligible for textbook assistance. Parents who cannot pay should contact the office to apply for public assistance. Any expenses accrued prior to approval for assistance are parent/guardian's responsibility.

## Student Chromebook Devices

The Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for our families and Concord Community School. Chromebooks are a necessary requirement for access and completion of many learning activities. Their function as a digital creation and information access tool is necessary for student success. By signing for the Chromebook, parents and students agree to comply with the Concord Community Schools Responsible Use Policy as well as this handbook.

Chromebooks will be distributed before the beginning of the school year. Students will be provided a Chromebook orientation when he or she receives a device. The entire Chromebook Policy Handbook can be found on the Concord Community Schools District Website here: [https://docs.google.com/document/d/1urFWjDI4hJioxUmtVFYJfBoEn7xj\\_VJ77TRVXibuhHc/edit?usp=sharing](https://docs.google.com/document/d/1urFWjDI4hJioxUmtVFYJfBoEn7xj_VJ77TRVXibuhHc/edit?usp=sharing)

## STUDENT FUNDRAISING

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

- 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.**

**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/fpc

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. Students who choose to bring electronic devices must have them turned off and out of sight during the school day. 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. Visitors will be given a Raptor name tag that must be visible at all times. Any visitor found in the building without signing in and receiving a pass shall be reported to the administration and will be considered a trespasser. **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.**

**KINDERGARTEN - 4th GRADE:** In accordance with Federal Regulations, any food brought into school cannot have sugar in the first five ingredients. Therefore, treats brought to school need to be healthy in nature. Classroom celebrations can take place once a month. Parents should contact their child's teacher if they wish to take part in those celebrations.

## 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 engage in any malicious use, disruption, or harm to the school district's computers, electronic devices, network and internet services, including but not limited to hacking activities, and creation or uploading of computer viruses.
- 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 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.

## 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 the 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. 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.

## 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 fourth (4) absence (OF ANY KIND), an attendance letter will be sent home to inform parents that absences are beginning to accumulate.
2. After the sixth (6) absence (OF ANY KIND), a second attendance letter will be sent home stating that an excessive number of absences have occurred.
3. Upon the eighth (8) 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 after school activities and clubs.
- B. a report to juvenile authorities;
- C. 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.

### 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. Parent needs to notify the school office by 3:00 of any changes for the day.

### 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 TRUANCIES, 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, students and school officials, and provide a written summary with recommendations to the school, parents/guardians and students. 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 as well as completing the school day are life skills that are 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.**

### **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 NWEA, ILEARN, IREAD or other standardized test, the parent and/or student should consult with Teacher or Test Coordinator to arrange to take the test. Some standardized tests 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 safeguarded, **ALL STUDENTS MUST BE ACCOMPANIED BY AN ADULT** 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 RE-ADMITTANCE 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.**

### **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.

## 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 a 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, the 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 the 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 documents such as hall passes

**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 property, or at any school related function or activity. Examples of gang related behavior include but are not limited to the following:

- Wearing of gang colors
- Wearing of any symbols that are known to be associated with gangs
- Wearing of any jewelry, clothing, or objects associated with gangs
- Creating, distributing, writing, drawing any symbols or having any in one's possession that are related to gangs
- Flashing, flagging, or any other signs or symbols by hand or gesture that is related to gangs
- Wearing of clothing in such a manner that is associated with gangs
- Any and all other actions, whether written, verbal, or nonverbal 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 innuendos, 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 innuendos, 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 a 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. **K-6:** Cell phones, iPods, and other personal electronic devices must be off and out of sight during the 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 expected to use moderation concerning their affectionate expressions towards others while in school. 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 factors or circumstances 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. 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.

### **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 reasons for and the length of the suspension.

### **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. Two (2) suspensions or expulsion may result in revocation of the student's driver's license.

### **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 not 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 METAL WANDS**

When CCSPD or the school administration has reasonable suspicion to believe that weapons or illegal contraband are in the possession of an identified student, the administration is authorized to use a mobile metal detector to search the student. Any search of a student's person as a result of the activation of the detector will be conducted in private and in accordance with the policy on personal searches. Only school personnel who have been trained in the usage of metal detectors and CCSPD shall operate the metal detectors under the direction of administration.

#### **USE OF CCSPD K9**

CCSPD K9 Unit will work with building administrators to coordinate school building, parking lot and other K9 usages. K9 usages will be random or when there is reasonable suspicion to believe narcotics may be present. If the usage results in an alert by the K9, the search of the student's person and property will be conducted in private and in accordance with the policy on personal searches.

#### **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](http://www.concord.k12.in.us).

## **UPDATED STUDENT/BUS INFORMATION**

It is crucial that we have up-to-date and accurate information if you plan for your child to ride the bus either to or from school on a daily basis. Therefore, every family must complete a new Transportation form for each student needing bus service at the start of each school year. In order to accurately and adequately plan bus routes, we must have the assurance that each student who signs up for bus transportation will in fact ride the bus. Please do not reserve a seat for your child on the bus, if they will not ride every day.

### **CONSISTENCY/ROUTINE**

Routine is especially important in regard to bus transportation and keeping children safe. Bus drivers understand that we must be at the bus stop within 5 minutes before or after the assigned time, throughout the school year. We hope you understand that for your child's safety we need to know where and when to expect them as well. Any student who consistently does not ride the bus for a period of time will be removed from the bus roster and his/her stop may be eliminated from the route completely.

### **ONE AM BUS STOP/ONE PM BUS STOP**

Concord students are permitted only one morning bus stop/year and only one afternoon bus stop/year. These stop locations are the only place to which your child will be permitted to ride to/from school. These policies have been put in place for the safety of all students and to ensure that each student will have a seat on their assigned bus.

### **STOP CHANGES**

Due to the shortage of qualified bus drivers as well as the vast number of students riding Concord buses in the morning and afternoon, we cannot allow students to ride the bus to/from any stop that is not their own. Please do not call or send a note to the bus driver or the school requesting that your child ride a different bus or ride the same bus home to a different location.

### **RIDE WITH FRIENDS/PARENTS OUT OF TOWN**

Many of our buses are at or near capacity. Every student on the bus needs to have the assurance of a seat. Therefore, for the safety of all, we must restrict students from riding the bus with friends or to/from another family member's home. If you must leave town for a night or a week, please make arrangements for your child to stay at the home of someone who can physically transport them to and from school as we cannot guarantee them a seat on any bus other than their own. Thank you in advance for your understanding and cooperation.

### **BABYSITTERS/APARTMENT COMPLEXES**

According to their lease agreements, babysitters and/or daycares are not allowed in any of our area apartment complexes. Therefore the only children permitted to use a babysitter in an apartment complex of any kind are those students who already reside in that neighborhood and would be getting on the bus at that location either way.

## **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.

K-6 Discipline						
First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense	Sixth Offense	Any Further Offenses
Written Warning	2nd Written Warning + Driver Contacts Parent	Bus Driver Contacts Parent to Acknowledge 1 day off bus	Bus Driver Contacts parents to Acknowledge 2 days off bus	Bus Driver Contacts Parent to Acknowledge 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. 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.**

### CONCORD BUS ID'S AND GPS SYSTEM

Concord Community Schools utilizes a bus GPS system to track where buses are located and which students are on each bus. This system is an effort to ensure the safety of our students and give parents the ability to know where and when their student rides the bus. **Students who live in the Concord district** will be issued a bus ID in order to board a Concord bus. For safety, students will be required to have this bus ID with them in order to be allowed to ride any Concord bus.

In order to help this run smoothly and ensure that students have ID's while riding the bus, school administrators and the Concord Transportation Department will follow these procedures:

- Students that use the bus will be issued a bus ID. The ID card will be attached to their backpacks with a zip tie to help with loss prevention. Students **must** have their bus ID in order to ride the bus. All riders must scan their bus ID to get both on and off the bus. This is not optional.
- Replacement IDs can be purchased through the main office as follows:

<b><u>BUS ID REPLACEMENT</u></b>	<b>Grades K-6</b>
1st replacement	No cost
Additional replacement	\$5.00

*Note: Cards that do not scan **and** that have no visible damage, will be replaced free of charge.*

#### **Students Without a Bus ID:**

Due to safety, students without an ID will be brought to school with the procedure below:

**1st Instance Without Bus ID:** A verbal warning is given and a temporary ID issued from the office for the ride home.

**2nd Instance Without Bus ID:** Written notice to parent, call home from student informing that the next instance a parent would need to pick the student up from school. A temporary ID will be issued from the office for the ride home.

**3rd Instance Without A Bus 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 and refuse to scan and/or board without an ID, bus drivers will notify school administration as soon as possible. These students may be suspended from riding the bus for a minimum of 1 day. School administration will meet with these students and notify parents of the bus suspension, as well as consequences for future incidents of this nature.***

***Other student behavior issues related to bus IDs will be documented and handled through the Bus Discipline Policy outlined in the Student Handbook.***