

**K-4
STUDENT
HANDBOOK**

2013-14

Concord Elementary Schools

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

Student's Name: _____

Teacher's Name: _____

I have reviewed the Concord Elementary Student Handbook for 2013-2014 with my child. I understand that he/she will be responsible for following the school rules, and I am aware of the policies and procedures that parents are to use regarding school activities and services.

Technology Use Policy

I have read and discussed with my child Concord Community School's Technology Use Policy found on p. 17-18 of the student handbook. I am aware of the policy requirements and that my child is responsible for using technology in an appropriate and responsible manner as noted in the Technology Use Policy. I also understand the consequences of inappropriate technology use.

Students and the Media

I have read and understand Concord's Elementary School policy regarding students and the media as found on p. 17 of the Student Handbook.

Date

Signature of Parent or Guardian

SCHOOL BOARD & ADMINISTRATION

CONCORD BOARD OF SCHOOL TRUSTEES

Mr. Randy Myers rmyers@maplenet.net
Mr. John Speicher jcspeicher53@gmail.com
Mrs. Cathy Tahmassebi cathyat2004@yahoo.com
Mrs. Kami Wait kawait@frontier.com
Mr. Tim Yoder tayoder24@gmail.com

CONCORD COMMUNITY SCHOOLS INFORMATION

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

Mr. Wayne Stubbs	Superintendent
Mr. Tim Tahara	Assistant Superintendent
Mrs. Janet Gruwell	Business Manager
Mr. Kevin Edwards	Director of Technology
Mrs. Renee Cocanower	Director of Secondary Curriculum
Mr. Bryan Waltz	Director of Elementary Curriculum
Mr. Rich Matteson	Director of Transportation/School Safety
Mr. Nate Koets	Facilities Director
Dr. Mary Beth Hamilton	Director of Elkhart County Special Education Cooperative

For any questions regarding other school personnel refer to our corporation website: www.concord.k12.in.us

Welcome Letter from the Principals

To the Parents of Our Students:

The 2013-14 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

EAST SIDE ELEMENTARY	57156 CR 13 South, Elkhart, IN 46516	(574) 875-8517	
Shad Hartsough	Principal	Beckie Copsey	Secretary
.....	Assistant to the Principal	Chris Kinsey	Receptionist
Sarah Stone	School Counselor	Janele Coyle	School Nurse
OX BOW ELEMENTARY	23525 CR 45, Elkhart, IN 46516	(574) 875-8538	
Kent Myers	Principal	Sue Bock.....	Secretary
Laura Caffrey	Assistant Principal	Jane Wise	Receptionist
Jennifer Yoder.....	School Counselor	Stacey Malcolm.....	School Nurse
SOUTH SIDE ELEMENTARY	23702 Arlene Street, Elkhart, IN 46517	(574) 875-6565	
Katy Scukanec	Principal	Sandy Bauer	Secretary
.....	Assistant to the Principal	Cindy Schwartz	Receptionist
Julie Fell.....	School Counselor	Michele Karling.....	School Nurse
WEST SIDE ELEMENTARY	230 West Mishawaka Road, Elkhart, IN 46517	(574) 293-2531	
Gerard Donlon.....	Principal	Shawn Angel.....	Secretary
Laura Caffrey	Assistant Principal	Maria Largotta.....	Receptionist
Autumn Stout	School Counselor	Nanette Creachbaum	School Nurse

Daily School Schedule

8:25	Students may enter the building
8:45	Breakfast ends
8:50	Classes begin.
Lunch	<i>Times To Be Determined.</i>
3:35	Students are dismissed

This Elementary Handbook was approved by the Board of School Trustees on May 6, 2013.

CONCORD COMMUNITY SCHOOLS

SCHOOL CALENDAR

July 2013 - June 2014

JULY 2013						
S	M	T	W	T	F	S
	1	2	3	X	5#	X
X	8	9	10	11	12	X
X	15	16	17	18	19#	X
X	22	23	24	25	26	X
X	29	30	31			

AUGUST 2013						
S	M	T	W	T	F	S
				1	2#	X
X	5	6	7	8	9	X
X	12	13	14	15	16#	X
X	19	20	21	22	23	X
X	26	27+	28	29	30#	X

SEPTEMBER 2013						
S	M	T	W	T	F	S
X	X	3+	4	5	6	X
X	9	10+	11	12	13#	X
X	16	17+	18	19	20	X
X	23	24+	[25]	26	27#	X
X	30					

OCTOBER 2013						
S	M	T	W	T	F	S
		1+	2	3	4	X
X	7	8+	9	10	11#	X
X	14	15+	16	17	18	X
X	(21)	(22)+	X	X	X#	X
X	28	29	30	31		

NOVEMBER 2013						
S	M	T	W	T	F	S
					1	X
X	4	5+	6	7	8#	X
X	11	12+	13	14	15	X
X	18	19+	20	21	22#	X
X	25	26+	X	X	X	X

DECEMBER 2013						
S	M	T	W	T	F	S
X	2	3+	4	5	6#	X
X	9	10+	11	12	13	X
X	16	17+	18	19	20#	X
X	X	X	X	X	X	X
X	X	X				

August

12 Teachers Work in Building Half Day a.m.
 13 Pre-school Session/Staff Full Day
 14 First Day for Students

September

2 Labor Day – Schools closed
 25** CHS Parent Teacher Conference – P.M.

October

**21 K-8 Parent Teacher Conferences – P.M.
 **22 K-8 Parent Teacher Conferences – P.M.
 23-25 Fall Recess – Schools Closed

November

27-29 Thanksgiving Recess

December

23 – Jan. 3 Christmas Recess

January

6 School Resumes after Christmas Recess
 15*** CHS Parent/Teacher Conferences – P.M.
 K-8 Semester End
 20 Martin Luther King Day – Schools Closed

February

14-17 Mid-Winter Recess/Presidents' Day – Schools Closed

March

April

7-11 Spring Recess
 18 Good Friday – schools closed

May

26 Memorial Day – Schools Closed
 29 Last Day of School K-12 Students
 30 Employee Recognition - a.m.
 30 Snow Make-up Day

June

2 Snow Make-Up Day
 3 Snow Make-up Day
 5 CHS Commencement - 7:00 p.m.
 9 First Day of Summer School (anticipated)

Elementary K-5		CHS Trimester	
10/11	End 1st Grading Period 42	11/8	End 1st Trimester 59
12/20	End 2nd Grading Period 44	2/28	End 2nd Trimester 64
3/14	End 3rd Grading Period 47	5/29	End 3rd Trimester 57
5/29	End 4th Grading Period 47		
Junior High		Student Days 180	
10/11	End 1st Grading Period 42		Teacher Days 183
12/20	End 2nd Grading Period 44		
3/14	End 3rd Grading Period 47		
5/29	End 4th Grading Period 47		
	Student Days 180		
	Teacher Days 183		

JANUARY 2014						
S	M	T	W	T	F	S
			X	X	X#	X
X	6	7+	8	9	10	X
X	13	14+	[15]	16	17#	X
X	X	21+	22	23	24	X
X	27	28+	29	30	31#	

FEBRUARY 2014						
S	M	T	W	T	F	S
						X
X	3	4+	5	6	7	X
X	10	11+	12	13	X#	X
X	X	18+	19	20	21	X
X	24	25+	26	27	28#	

MARCH 2014						
S	M	T	W	T	F	S
						X
X	3	4+	5	6	7	X
X	10	11+	12	13	14#	X
X	17	18+	19	20	21	X
X	24	25+	26	27	28#	X
X	31					

APRIL 2014						
S	M	T	W	T	F	S
		1+	2	3	4	X
X	X	X	X	X	X#	X
X	14	15+	16	17	X	X
X	21	22+	23	24	25#	X
X	28	29+	30			

MAY 2014						
S	M	T	W	T	F	S
				1	2	X
X	5	6+	7	8	9#	X
X	12	13+	14	15	16	X
X	19	20+	21	22	23#	X
X	X	27	28	29	30	X

JUNE 2014						
S	M	T	W	T	F	S
X	2	3	4	5	6#	X
X	9	10	11	12	13	X
X	16	17	18	19	20#	X
X	23	24	25	26	27	X
X	30					

Calendar Codes
 X Recess/Weekend
 () No School Students
 () K-8 P/T Conferences
 [] 9-12 P/T Conferences
 # Payday
 + Flex Day
 S Snow make up day

*Flex days are indicated with a "+".
 K-8 Non-flex Tuesdays are October 22, October 29, May 27,
 9-12 Non-flex Tuesdays are September 24, October 29, May 27

**K-8 Parent Teacher Conferences: October 21, 22, three and one half hours each evening
 ***9-12 Parent Teacher Conferences: September 25, January 15, three and one half hours each evening.

FOREWORD

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 in the back of the handbook 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>

CONCORD GRADUATE OUTCOMES

- | | |
|-------------------------------|--------------------------------|
| 1. Be a knowledgeable learner | 4. Be technologically literate |
| 2. Be a life-long learner | 5. Be a responsible citizen |
| 3. Be a critical thinker | 6. Work collaboratively |

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 parents' 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 WELL-BEING

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

All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the nurse's office.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the nurse's office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the nurse. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

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. No student will be released from school without proper parental permission.

EQUAL EDUCATION OPPORTUNITY

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

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

Tim Tahara
Assistant Superintendent
(574) 875-5161

The complaint procedure is described on Form 2260 F8.

The complaint will be investigated, and a response, in writing, will be given to the concerned person within 5 days. The 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 2260 F2

Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 ad ADA Form 2260 F8

Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2

Notification to Parents Regarding Student Records Form 8330 F9

Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5

Parent/Student Acknowledgment of Student Handbook Form 5500 F1

Authorization for Prescribed Medication or Treatment Form 5330 F1

Authorization for Non-prescribed Medication or Treatment (Secondary Version) Form 5330 F1a

Authorization for Non-prescribed Medication or Treatment (Elementary Version) Form 5330 F1b

Authorization for the Possession and Use of Asthma Inhalers Form 5330 F1c

Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03 F1

SECTION I- GENERAL INFORMATION

ENROLL/WITHDRAWAL

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

- A. If a student's family moves after the end of the student's junior year, during that student's senior year, s/he may remain in the school where s/he would have attended, without charge. This option requires the student to have met the residency requirements prior to the senior year.
- B. 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.
- C. The corporation may allow a student in good standing to attend if approved and if any required tuition is paid, or
- D. If a student is otherwise permitted to enroll by state or federal law.

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

- A. A legal birth certificate or similar document
- 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.

Adult Students: Adult students (18 years of age or older) who are able to establish educational emancipation under Indiana law (which requires full financial independence) may enroll themselves, but if residing with their parents, are required to include them in the process. Adult students carry the responsibilities of both the student and parent.

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 reenrollment after expulsion and states that a principal may require a student who is at least sixteen (16) years of age and wishes to reenroll 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

SCHEDULING AND ASSESSMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Student Services Office. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Schedule changes (after the last day of the previous school year) are made for the following reasons:

- A. an error in the student's schedule (as documented on the request form)
- B. to allow an academic upgrade (generally to a higher level of the same course, such as changing English 9 to English 9-Honors)
- C. academic incapability (in which the student, student's parents, counselor, and teacher agree that the student is not academically capable of moving forward to the next level of the course)

These changes do not typically impact a student's current-trimester schedule but go into effect during a succeeding trimester; if such a change is approved, the student's course options are limited to those which fit his/her schedule and which have space available. Late schedule changes must be approved by the Associate Principal; denials may be appealed to the principal.

TRANSFER OUT OF THE CORPORATION

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

WITHDRAW FROM PUBLIC SCHOOL

Students may withdraw from school for the purpose of enrolling in another public school, private school, or home school.

A student who wishes to withdraw for other reasons must participate in an exit interview that 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 drop out of high school for financial or health reasons or with permission of a court.

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

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

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

Following an exit interview, if an individual has not received consent to withdraw from school and fails to return to school at the beginning of a trimester or during the trimester, the principal of the school that the individual last attended shall deliver by certified mail or personal delivery to the bureau of child labor a record of the individual's failure to return to school so that the bureau of child labor revokes any employment certificates issued to the individual and does not issue any additional employment certificates to the individual. For purposes of IC 20-33-3-13, the individual shall be considered a dropout.

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

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

Health Information

PUPIL 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 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

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

1. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. A Medication Authorization form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours. Per Indiana Code, verbal, telephone, and electronic authorizations may not be accepted.
3. All medications must be registered with the nurse's office.
4. Medication must be brought to the nurse's office and will be properly secured. Medication should be conveyed to school directly by the parent or by an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent. 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 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.
10. A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9-12, if the student's parent provides written permission for the student to receive the medication.

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.**

IMMUNIZATIONS

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 may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school nurse.

Immunization Requirements (IC 20-34-4)

3 to 5 years old	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps, Rubella) 1 Varicella	
Kindergarten	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 2 Hep A**
Grades 1 to 5	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella
Grades 6 to 10	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MCV4 (Meningococcal conjugate)
Grades 11 to 12	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 Tdap 2 MCV4**

**Vaccinations are strongly recommended, but not required, for school entry for the 2013-2014 school year

Hep B The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

DTaP Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's fourth birthday.

Polio The 4th dose of polio vaccine must be administered on or after child's fourth birthday. This applies only to kindergarten through 3rd grades for 2013-2014. Three doses of polio vaccine are acceptable if 3rd dose was administered on or after child's fourth birthday and the doses are all IPV or all OPV.

Varicella Physician documentation of disease history, including month and year is proof of immunity for children entering preschool through 5th grade. A signed statement from the parent/guardian indicating history of disease, including month and year is acceptable for children in grades 6-12.

Live Vaccines (MMR, Varicella & LAIV) Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.

****Meningococcal Conjugate** Students who receive their first dose of MCV4 on or after their 16th birthday will not need a booster dose of vaccine.

For children who have delayed immunizations, please refer to the 2013 CDC "Catch-up Immunization Schedule" to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2013 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at

<http://www.cdc.gov/vaccines/schedules/>

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.

Parents may receive advance notice of all pesticide use by contacting Nate Koets, Director of Facilities at 574-875-6577. Mr. Myers will provide notice of planned pesticide applications to parents and employees who have requested advanced notice.

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 American's 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 the student's counselor.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the associate 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.

CHANGE OF ADDRESS AND/OR PHONE NUMBER

Any time a student moves or changes phone number or address, the change must be reported to the Student Services Office. It is important that addresses and phone numbers given to the school are accurate to ensure timely communication between the school and families, **especially in the case of illness or emergency.**

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.

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

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

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.

FIELD TRIPS

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

- A. Attendance rules apply to all field trips.
- B. While the corporation encourages the student's participation in field 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 field 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 refrain from smoking for the duration of the trip.
- B. Adults must comply with the same school rules, procedures, dress, and other policies as their student, whether or not in the presence of students.
- C. Parents who are participating in the study trip experience will be expected to ride the bus.
- D. Uninvolved siblings are not allowed to join parents on the study trips.
- E. 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.

LOST AND FOUND

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

MEAL SERVICE

The Mealtime program 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. No charges are allowed.

	CHS	CJHS	CIS	Elementary
Time Served	7:25-7:45 a.m.	7:15-7:40 a.m.	8:35-8:50 a.m.	8:25-8:45 a.m.
Cost for Breakfast	\$1.30	\$1.30	\$1.30	\$0.90
Cost for Lunch	\$2.10	\$2.10	\$2.10	\$1.80

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

All students must stay in the lunch room 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.

SAFE SCHOOLS POLICY

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

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

In the event of a building lockdown or a shelter-in-place emergency all doors will remain locked and students will not be released to their parents until school, community or civil authorities announce an "all clear". We would like to emphasize these measures are taken to ensure the safety and well-being of all of our students.

SCHOOL RESOURCE OFFICER (SRO)

The goal of the School Resource Officer is to be a non-threatening law enforcement resource for the students. The School Resource Officer (SRO) serves on the administrative team at the Concord Community Schools and acts as a liaison between the Elkhart County Sheriff's Department and Concord Community Schools. The officer also provides classroom instruction on any law enforcement related issue while acting as a mentor to the students. It is the goal of the Elkhart County Sheriff's Department, along with Concord Community Schools, to provide a safe, open, and positive learning environment for the students, their parents, faculty, and our community.

STUDENT EMPLOYMENT

Work permits should be requested in the main office and may require 24 hours for processing.

The school does not encourage students to take jobs outside of school that could interfere with their success in school.

The school may deny a work permit to a student whose academic performance does not meet the school's standards or whose attendance is not in good standing. It also has the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's grade point average or attendance after s/he begins to work. When it appears that a job is detrimental to a student's academic status, the school will advise the parents and the employer to ensure that the student's education remains the primary focus.

Should the work permit be revoked, at the end of the school year the student may be allowed to work during the summer while school is not in session. However, such student will lose the work permit at the start of the new school year until s/he meets the attendance and grade standards established by the school for receiving the work permit.

STUDENT FEES AND CHARGES

Concord Community Schools charges specific fees according to the specific activity or course. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property in accordance with state law. The school and staff do not make a profit.

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

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

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 and credits.

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 15th 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.

SCHOOL HOURS OF OPERATION

	CHS	CJHS	CIS/Elementary Buildings
Building Times	7:00 a.m.-4:00 p.m.	7:00 a.m.-3:15 p.m.	8:00a.m.-4:00 p.m.

STUDENT FUNDRAISING

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

- A. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- B. A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member.
- C. All fundraisers must be approved in advance by the associate 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 can be made using the demographic/parent permission form or by written request.

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

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

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

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

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

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

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

FERPA@ED.Gov and PPR@ED.Gov

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. Items in lost and found may be discarded at the conclusion of each trimester and prior to school breaks.

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 on the main office counter 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

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 sign in and obtain a pass. Any visitor found in the building without signing in and receiving a pass shall be reported to 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; parents who wish to eat lunch with their child(ren) will be provided a location for that meeting if space is available; these visits should be scheduled in advance to ensure accommodation. Parents wishing to come to school for birthday parties should keep in mind that balloons will not be allowed in the classroom.

SECTION II- TECHNOLOGY USE AGREEMENT

If parents wish to limit student access to the Internet, they must notify the school in writing.

Concord Community Schools Internet Use Agreement

Please read this document carefully before signing the demographic form.

Digital communications and Internet access are now available to students, teachers, and employees in the Concord Community Schools. We are pleased to offer this resource and believe it provides vast, diverse, and unique opportunities. Our goal in providing current technologies to students, teachers, and employees is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. It is the joint responsibility of the students, parents, teachers, and employees of Concord Community Schools to ensure the educational value of technology resources. Technology users need to be aware that the intentional inappropriate use of school resources, in any location, will result in consequences which may include reprimand, exclusion from technology assets, loss of network privileges, suspension, expulsion, and/or employment termination in the case of misuse by an employee.

With access to computers and individual subscribers all over the world, also comes the availability of material that might not be considered to be of educational value in the context of the school setting. Concord Community Schools has taken precautions to restrict access to such materials; however, on a global network, it is impossible to limit access to all such materials. Concord Community Schools believes that the valuable information and interaction available on the Internet and other digital resources far outweighs the detriment of users possibly procuring materials that are not consistent with Concord's educational goals. Technology resources will be available to our students and staff. However, in the course of filtering inappropriate materials from the Internet to school resources, it is also possible that the filtering will prevent access to some desired materials.

Internet access is coordinated through a complex association of governmental agencies and regional and state networks. In addition, the efficient operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. In general, this requires efficient, ethical, and legal utilization of the network resources. Concord Community School's users are expected to use all technology resources appropriately.

Internet: Terms and Conditions

1. **Acceptable Use:** The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the United States by providing access to resources and providing opportunities for collaborative work. The use of technology resources must be for education or research purposes and consistent with the educational objectives of Concord Community Schools. Concord Community Schools reserves all rights to any material stored in files that are generally accessible to others and will remove any material that Concord Community Schools, at its sole discretion, finds to be unlawful, obscene, pornographic, abusive, non-educational, or otherwise objectionable. Users agree not to access, obtain, view, download, or otherwise gain access to such materials. Users may not transmit any material in violation of any federal, state, or municipal law, including copyrighted material, threatening or obscene material and information projected by trade secret. Users may not use technology resources for gaming, plagiarism, copyright infringement, commercial activities, product advertisement, or professional political lobbying. Users may not use the school technology resources to access another person's materials, information, or files without that person's permission.
2. **Educational Professionalism:** The school district has ever-increasing numbers of laptop computers and mobile technology devices. There may be occasions when staff members will have access to the technology resources for personal uses on or off school grounds that will not interfere with the fulfillment of professional responsibilities. It is important, however, that this access be appropriate and not cause any additional expense to the school corporation, whether in maintenance or repair of technology assets.
3. **Use of Technology Resource Is a Privilege:** The use of the technology resources is a privilege, not a right, and inappropriate use can result in a cancellation or limitation of those privileges. To receive Internet access, you must discuss proper use of the Internet with an authorized Concord Community Schools staff member. Internet usage is only allowed under the supervision of a Concord Community Schools staff member. The system administrators determine what inappropriate use is and reserve the right to remove files or limit or deny access, that determination being conclusive and final. The administration, faculty, and staff of Concord Community Schools may also request the system administrators to deny or limit specific user access to technology resources. Appropriate reasons for revoking privileges include, but are not limited to, the altering of configurations and programs on or through the computer system in either public or private files or messages.
4. **Exclusive Use of Access:** Students must obtain written permission from an authorized staff member in order to access the school's technology resources. Network users are solely responsible for the use of their login, their password, or access privilege. Any problems that arise from the use of your registered user's login are their responsibility. Use of a registered login by someone other than the user is forbidden and would be grounds for denial or limitation of network access privileges.
5. **Internet Etiquette:** Internet and digital messaging users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - A. Be polite. Do not become abusive or belligerent in the access and use of the Internet.
 - B. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - C. Do not reveal anyone's personal addresses or phone numbers to people on the Internet.
 - D. Electronic mail (e-mail) is not guaranteed to be private. Persons who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

- E. Do not use the Internet to disrupt the access to or use of the Internet by other users.
 - F. All communications and information accessible over the Internet should be assumed to be private property.
 - G. Be cautious of unsolicited online contact. Report communications that are suspicious or inappropriate to teachers or administrators.
6. **Liability:** Concord Community Schools makes no warranties of any kind, whether expressed or implied, for the resources it is providing. Concord Community Schools will not be responsible for any damages users may suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or user's errors or omissions. Use of any information obtained over the Internet is at the user's own risk. Concord Community Schools specifically denies any responsibility for the accuracy or quality of information obtained through its resources. Concord Community Schools is not responsible for any financial obligations resulting from the use of school corporation resources and user logins to access the Internet.
 7. **Evasive Procedures:** Perform the following when an inappropriate Internet site is accessed:
 - Immediately click on the STOP button.
 - Immediately click on the BACK button.Notify your building TRC of the computer that was used and the action that led to the inappropriate site being accessed.
 8. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If you identify a security problem on technology resources, users must notify the system administrator. Users should not demonstrate the problem to other users. Users should not use another individual's logins. Attempts to log on to the network with a stolen identity or as a system administrator will result in cancellation of user privileges. If a user is identified as a security risk or has had a history of problems with other computer systems, Concord Community Schools may deny them access to technology resources.
 9. **Vandalism:** Vandalism will result in immediate consequences. These consequences will include, but are not limited to cancellations or privileges. Vandalism is defined as any malicious attempt to harm or destroy data and/or equipment. This includes, but is not limited to, the uploading or creation of computer viruses, installing unapproved software, and changing equipment configurations.
 10. **Public Access to Documents:** Copies of the school district's technology-related policies and procedures are available in individual school administration offices and the Concord Educational Center, for review by all parents, guardians, school employees, and other community members.
 11. **Transmittal of Materials:** Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
- If a student uses personal equipment (hardware or software) such as, but not limited to, jump drives, etc., for purposes in violation of this agreement, the item will be confiscated and dealt with in the same way that cell phone violations are managed.



Student logins reflect the following login pattern

Follow these steps on any computer at CHS

1. Username = **firstnamelastname**
(no spaces between first and last name)
2. Password = your school id# (it will appear as dots)
3. Click OK or hit enter

All files must be saved in the STUshare location:

1. From any file, click SAVE AS/Stushare (your personal folder will appear if you have logged in correctly using the process above)

If problems arise with your login, contact the technology resource coordinator through your classroom teacher.

Student File Access From Home • Through Stoneware Web Portal

1. Go to the Internet
2. Type in <https://stoneware.concord.k12.in.us> (important to use the https: not www.)
3. Login using your student login only— no extension is needed.
For example use: josephstudent not: joestudent.2008.students.central
4. Type in their password (your student's ID#)
5. Click MY Files, See folders on the left.
6. Click on Home Directory, it will refresh the frame on the right.
7. Click on File Name to the right. (**DO NOT click on the YELLOW folder**) The File Name will be your year of graduation followed by the word Home. Choose file or folder needed.
8. Work on File and Save to your computer (Desktop is a good idea)

For the sake of speed and the security of your file, when modifying existing files on our network, it's a good idea to save the file to your local hard drive first. To do this, right click on the file name, choose Save Target As and put it on the desktop of your home computer. You can continue to save to this location throughout the time you work on your file.

9. When you are ready to put your work back on our network, use the Upload Files button near the top right of the screen to browse to the modified file. Find file on Desktop. It will then display the path to the modified file in the File Upload Utility window. Click Upload to put it back on our network in the folder being displayed when you clicked on Upload Files.
10. It is very important to Sign Out of the portal when finished to avoid problems logging into the network when back at school. Continue to click on the RED X as you leave each page.

From school, students will save to their personal "H" drive; there is no need to go to the Stoneware portal.

SECTION III- ACADEMICS

Graduation Requirements All students must meet state standards on GQE (ECA)		
Regular Diploma 43 Credits Minimum	Core 40 43 Credits Minimum	Academic/Technical Honors 47 Credits Minimum Complete all requirements for Core 40 plus
8 Credits English/Language Arts Must include a balance of literature, composition, and speech	8 Credits English/Language Arts Must include a balance of literature, composition, and speech	<p><u>Core 40 with Academic Honors Diploma:</u></p> <ul style="list-style-type: none"> • Earn 2 additional Core 40 math credits. • Earn 6-8 Core 40 world language credits. • Earn 2 Core 40 fine arts credits. • Earn a grade of a “C” or better in courses that will count toward the diploma. • Have a grade point average of a “B” or better. • Complete <u>one</u> of the following: <ul style="list-style-type: none"> ○ Complete AP courses (4 credits) and corresponding AP exams ○ Complete IB (Higher Level) courses (4 credits) and corresponding IB exams ○ Earn a combined score of 1200 or higher on the SAT critical reading and mathematics ○ Score a 26 or higher composite on the ACT ○ Complete dual high school/college credit courses from the Core Transfer Library (6 transferable college credits) ○ Complete a combination of AP course (2 credits) and corresponding AP exams and dual high school/college credit course(s) from the Core Transfer Library (3 transferable college credits) <p><u>Core 40 with Technical Honors Diploma:</u></p> <ul style="list-style-type: none"> • Complete a career-technical program (8 or more related credits) • Earn a grade of “C” or better in courses that will count toward the diploma. • Have a grade point average of a “B” or better. • Complete 2 of the following, one must be A or B: <ul style="list-style-type: none"> A. Score at or above the following levels on Work Keys: Reading for Information - Level 6; Applied Mathematics - Level 6; Locating Information - Level 5 B. Complete dual high school/college credit courses in a technical area (6 college credits) C. Complete a Professional Career Internship course or Cooperative Education course (2 credits) D. Complete an industry-based work experience as part of two-year technical education program (minimum 140 hours) E. Earn a state-approved, industry-recognized certification
4 Credits Math 2 credits in Algebra I 2 credits in any other math course	6 Credits Math** 2 credits in Algebra I 2 credits in Geometry 2 credits in Algebra II	
4 Credits Science 2 credits in Biology I 2 credits in any other science course	6 Credits Science** 2 credits in Biology I 2 credits in Chemistry I or Physics I or Integrated Chemistry/Physics 2 credits in any Core 40 science course	
4 Credits Social Studies 2 credits in US History 1 credit in US Government 1 credit in Economics or Sociology	6 Credits Social Studies 2 credits in US History 1 credit in US Government 1 credit in Economics 2 credits in World History & Civilization	
3 Credits Wellness	3 Credits Wellness	
6 Credits in Career Academic Sequence*	5 Credits Directed Electives World Languages Fine Arts Career/Technical	
5 Flex Credits	6 Elective Credits (Career Academic Sequence Recommended)	
<ul style="list-style-type: none"> • Additional courses to extend the career academic sequence • Courses involving workplace learning, which may include the following courses: <ul style="list-style-type: none"> ○ Career exploration internship ○ Professional career internship ○ Business cooperative experiences ○ Cooperative family and consumer sciences ○ Industrial cooperative education ○ Interdisciplinary cooperative education ○ Marketing field experience • High school/college dual credit courses • Additional courses in: <ul style="list-style-type: none"> ○ Language Arts ○ Social Studies ○ Mathematics ○ Science ○ World Languages ○ Fine Arts 		
6 Elective Credits		
Meet state standards on GQE (ISTEP)		
* Career Academic Sequence – Selecting electives in a deliberate manner to take full advantage of career exploration and preparation opportunities.	** All students are required to take a math or physics course during their junior or senior year.	

STUDENT ASSESSMENT

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

Unless exempted by an IEP, each student will be expected to pass the ECA's/ISTEP. An exempted student will not be eligible for a high school diploma in the State of Indiana. ISTEP will be administered for all seniors who have not passed the exam in September and March, in accordance with state law. ECA's will be administered to all freshmen, sophomores and juniors at the end of English 10, Algebra I and Biology I.

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.

HOMEWORK

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

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

School personnel may assign consequences for incomplete homework.

REQUEST FOR STUDENT ASSIGNMENTS

A student must be absent for at least two full school days before requesting that school assignments be collected. Parent(s) can contact teacher(s) through e-mail via the elementary school websites (<http://www.concord.k12.in.us>) to request homework. As an alternative, parents may contact the school offices by phone number, which were listed earlier in the handbook. 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 Student Services between 7:00 AM - 4:00 PM.

PROMOTION, PLACEMENT, RETENTION, AND GRADUATION

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the graduation examination program. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student and/or parent's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Student Services Office, and a counselor will be pleased to answer any questions.

STUDENT ASSISTANCE PROGRAM

INTERVENTION TEAM: 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.

Grading Practices (Grades 1-6)

In an effort to communicate clearly with parents about their children's skill levels, Concord's elementary schools -- which include Concord Intermediate School -- have shifted from the traditional ABCDF grade reporting to a system that better communicates with parents.

Student **skill levels** are communicated to parents as percentages.

- EGL = Exceeds Grade-Level Expectations (90-100%)
- OGL = On Grade Level (70-89%)
- BGL = Below Grade Level (0-69%)

This terminology -- though unique and different from the traditional model -- helps parents see where their children perform compared to grade-level expectations/standards in the following courses:

- Math
- Reading
- Writing
- Social Studies (6th grade only)
- Science (6th grade only)

Because those labels communicate critical information to parents but do not communicate a child's work ethic and growth, students will also receive a second mark for each subject. That grade -- called **RISE** -- will reflect each child's **Responsibility, Initiative, Showing Improvement, and Effort** in each of the following classes:

- Art
- Math
- Music
- Personal Development (K-4 only)
- Physical Education (PE)
- Reading
- Science (5-6 only)
- Social Studies (6 only)
- Writing

RISE Grades are not intended to reflect mastery of content/skills; rather, the focus of RISE Grades is on showing responsible school behaviors within each academic subject. The grades assigned to RISE marks will be:

- E = Exceeds Expectations (90-100%)
- M = Meets Expectations (70-89%)
- X = Does NOT Meet Expectations (0-69%)

If you have questions about these grading practices, please contact your child's teacher or principal.

SECTION IV—STUDENT ACTIVITIES

MISSION STATEMENT

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

The student will:

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

STUDENT ACTIVITIES AND CLUBS

All student activities are supportive of the school mission and character goals. All clubs sponsored by Concord Elementary 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 meet the eligibility requirements.

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

ORGANIZATIONAL MEETINGS (GRADES 5-12)

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

FORMATION OF NEW CLUBS (GRADES 5-12)

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

DANCES (GRADES 7-12)

Dances are held periodically and are sponsored by various clubs and organizations to raise money. The following regulations apply to dances:

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

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored groups may meet during non-instructional hours. The application for permission can be obtained from the principal.

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

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

ATHLETICS

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

- High School: Contact the Athletic Director, David Preheim, at 875-6524 or dpreheim@concord.k12.in.us
- Junior High School: Contact the Athletic Director, Joe Bowen at 875-5122 or jbowen@concord.k12.in.us
- Intermediate School: Contact the Assistant Principal, Scott DeCocker-Geist at 830-0300 or sgeist@concord.k12.in.us

See athletic rules/code of conduct policies for the specific school information.

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

SECTION V—STUDENT CONDUCT

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

It is unlawful for a parent to fail, neglect, or refuse to ensure that the parent's child attends school as required by law. 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.

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 can result in:

- A. assignment to an alternative placement with loss of participation in school activities and events;
- B. a poor work-ethic grade which will become a part of the student's permanent record which may be sent to employers and post-secondary schools;
- C. a loss of driver's license through the Bureau of Motor Vehicles;
- D. a report to juvenile authorities;
- E. a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

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

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

Early Dismissal

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

Exempt Absences

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

- A. bona-fide religious holiday (IC 20-33-2-19)
- B. Field 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, but aren't considered exempt. These may include personal illness, death in the immediate family, professional appointments that cannot be scheduled at non-school times.

Unexcused Absences

All absences not verified by a parent/guardian.

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.

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 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.

CONCORD COMMUNITY SCHOOLS ATTENDANCE POLICY (K- 18 YEARS OLD)

DEFINITION: ABSENCE OF CONCERN: TRUANCY, NON-VERIFIED ABSENCE OR ABSENCES OF CONCERN, WHICH MAY INCLUDE ALL EXCUSED AND UNEXCUSED ABSENCES, EXCEPT FOR ABSENCES WITH A DOCTOR'S NOTE.

ALL CONCORD SCHOOLS FOLLOW THE POLICY AGREED UPON WITHIN THE ELKHART COUNTY ATTENDANCE PROGRAM (ECAP). THIS IS A JOINT PROGRAM DEVELOPED AND IMPLEMENTED BECAUSE WE BELIEVE AND RESEARCH SHOWS THAT THE EDUCATION OF OUR CHILDREN IS IMPORTANT TO THEIR BECOMING PRODUCTIVE MEMBERS OF OUR COMMUNITY AND NOT BECOMING INVOLVED IN MORE SERIOUS DELINQUENT BEHAVIOR.

CUMULATING ABSENCES OF CONCERN WILL BE MONITORED AND DEALT WITH ACCORDING TO A FIVE-LEVEL SERIES OF CONSEQUENCES. ULTIMATELY, STUDENTS AND THEIR FAMILIES MAY BE FORWARDED TO THE ELKHART COUNTY PROBATION OFFICE.

LEVEL 1: 4 ABSENCES OF CONCERN

PARENT/GUARDIAN WILL BE CONTACTED BY TELEPHONE OR LETTER TO CONFIRM ATTENDANCE CONCERNS.

LEVEL 2: CONTINUING ABSENCES OF CONCERN

A LEGAL NOTICE WILL BE SENT BY MAIL TO PARENT/GUARDIAN.

LEVEL 3: CONTINUING ABSENCES OF CONCERN

AN ATTENDANCE HEARING WILL BE SCHEDULED WITH THE PARENT/GUARDIAN, STUDENT, HEARING OFFICERS, SCHOOL ADMINISTRATOR, AND ANY OTHER CONCERNED INDIVIDUAL. FAILURE TO ATTEND THE HEARING WILL RESULT IN ADVANCEMENT TO LEVEL 4.

LEVEL 4: IF SUBSEQUENT TO COMPLETION OF THE LEVEL 3 HEARING, THE STUDENT CONTINUES TO ACCUMULATE ABSENCES OF CONCERN, PARENTS/GUARDIANS AND STUDENTS WILL BE REQUIRED TO ATTEND A MEETING WITH A SCHOOL ADMINISTRATOR WHO WILL ASSIGN ONE OR MORE MANDATORY INTERVENTIONS.

LEVEL 5: IF STUDENTS CONTINUE TO ACCUMULATE ABSENCES OF CONCERN, THE SCHOOL WILL NOTIFY JUVENILE PROBATION AFTER ENSURING THAT ALL LEVELS HAVE BEEN COMPLETED AND APPROPRIATE DOCUMENTATION HAS BEEN ATTACHED. PROBATION WILL REVIEW THE CASE AND FORWARD TO THE PROSECUTOR TO REVIEW AND, IF APPROPRIATE, WILL REFER THE CASE TO INFORMAL COURT FOR AN INFORMAL ADJUSTMENT WHERE A REFERRAL TO THE KEYS TRUANCY TERMINATION PROGRAM WILL BE RECOMMENDED. THE INFORMAL ADJUSTMENT WILL REMAIN OPEN FOR A MAXIMUM OF 6 MONTHS.

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 schoolwork missed due to suspension upon return to school. It is recommended that a student complete missed assignments during the suspension and turn them in to 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 High School 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.
**Note that visitations will affect final exam exemption policy.
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 and 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 (SEE SPECIFIC SCHOOL PAGES)

Being prompt is a life skill that is emphasized at Concord Community Schools. Tardies are defined as not being in an assigned room when the bell rings.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

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

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

If a student misses a teacher's test due to an excused absence, s/he may make arrangements with the teacher to take the test. If a student has an unverified absence or truancy, the teacher's policy may allow the student to make up the missed test, or it may prohibit the make-up work. If s/he misses ECA, ISTEP GQE or other standardized test, the parent and/or student should consult with their counselor to arrange to take the test. Some standardized test may not be made up because of state regulations.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. Students who are absent from school that day may only attend the event with administrative permission. However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. The school will continue to provide adequate supervision for all students who are participants in a school activity.

SECTION VI- 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.

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 further disciplinary action. Clothing must be clean and modest in nature, provide adequate coverage, and be appropriate for the business-like school setting.

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

1. All undergarments must be concealed, skin at midriff must be covered
2. Shirts must have sleeves and cover the shoulder
3. Shorts/skirts/dresses must be no shorter than 3" above the knee
4. Length of shirts/tops must be long enough to allow them to be tuckable
5. Clothing material must not be of see-through texture
6. Wording on t-shirts must not include direct or indirect reference to drugs, alcohol, tobacco, violence, gangs or sex
7. Attire that may cause property damage or personal injury is not to be worn, e.g. chains
8. Wearing of hats/head coverings in the building during the school day will not be permitted and must be removed prior to entering the building
9. Students aren't allowed to wear masks or other face coverings
10. Garments such as slippers, pajamas, see-through tops and garments with plunging or revealing necklines and back are not allowed

These rules apply unless pre-approved by administration.

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

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry, irreplaceable items, or electronics should not be brought to school. The school may confiscate such items and return them to the student's parents.

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

Student Identification Cards (GRADES 5-12)

The intent of the student ID policy is for student safety and immediate student identification. These cards will also be used for identification, access, and purchasing in the media center, bookstore, social events, cafeteria, and Saturday School. In grades 7-12, the ID is to be attached to the lanyard, worn on the student's chest, and visible at all times. Lanyards with breakaway clasps (or slips) are required.

Specific information regarding ID policy and consequences can be found in the specific section for each school level.

Student Backpacks/Book bags (GRADES 7-12)

Only small backpacks and purses that can fit under the student's seat are permitted. In some classrooms or labs, teachers will assign an alternate location.

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.

THE FOLLOWING ARE VIOLATIONS PROHIBITED UNDER THE CODE OF CONDUCT

- A. Cheating:** 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 technology for illicit purposes, 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.

- B. Conspiracy:** attempting or conspiring with another person to violate any student behavior standard

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

- D. 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, etc.)

- E. 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

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 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. A student will be expelled from school for engaging 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. Students are forbidden to transmit any over-the-counter medications; and possession, use, or transmittal of diet aids, stimulants, caffeine, and sleep aids is strictly forbidden. Failure to comply with this written rule will result in suspension and/or 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 suspension and/or 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 such as aspirin, vitamins, cold medicine, powder or liquid supplements, minerals, or any pain reliever pills. Failure to comply with this written rule will result in suspension and/or expulsion from school.
6. Students are required to check in all authorized medical prescriptions at the nurse's office; including over-the-counter medications. All medications including pain relievers, vitamins, powder or liquid supplements must be administered through the school nurse's office.

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

- F. Fighting (Battery): Knowingly causing bodily harm to another person or attempting to do so
- G. *Fighting (Non-Battery)*: Students shall not by use of violence, force, noise, coercion, threat, hazing, bullying, intimidation, fear, passive resistance, or harassment cause material disruption or obstruction to the educational process or the school purposes including curricular and extracurricular activities. Students shall not use any form of profanity, written or oral, including but not limited to the use of obscene gestures, behaviors, signs, pictures, or publications that tend to intimidate, threaten, or harass an individual or otherwise interfere with school purposes.
- H. Food: having food in unauthorized areas of the building. Students are allowed to have food or beverages in the classrooms with teacher permission only:
- I. Forgery: Materially altering any school document such as hall passes
- J. Gambling: gambling or participating in games of chance
- K. Gang involvement: Concord Community Schools prohibit all gang related behavior. The school corporation will vigorously discipline any student who conducts gang related activities at any time when the student is under the jurisdiction of the school, on any school properties, or at any school related function or activity. Examples of gang related behavior include but are not limited to the following:
 - a. Wearing of gang colors
 - b. Wearing of any symbols that are known to be associated with gangs
 - c. Wearing of any jewelry, clothing, or objects associated with gangs
 - d. Creating, distributing, writing, drawing any symbols or having any in ones possession that are related to gangs
 - e. Flashing, flagging, or any other signs or symbols by hand or gesture that is related to gangs
 - f. Wearing of clothing in such a manner that is associated with gangs
 - g. Any and all other actions, whether written, verbal, or non-verbal that is associated with gangs

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

- L. 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:
 - a. 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.
 - b. Cyber bullying or bullying over the telephone or Internet is considered bullying/harassment under this policy. If the cyber bullying 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.

Harassment may take different forms, including but not limited to the following:

Sexual Harassment

- a. Verbal:
The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff members, or other person associated with the corporation or third parties (visiting speaker, athletic team member, volunteer, parent, etc.).
- b. Nonverbal:
Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff members, or other person associated with the corporation or third parties.
- c. Physical Contact:
Threatening to or causing unwanted touching or contact of a sexual nature, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with a fellow student, staff members, or other

person associated with the corporation, or third parties.

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

- a. Verbal:
Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or other person associated with the corporation or third parties.
Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the corporation or third parties by refusing to have any form of social interaction with the person.
- b. Nonverbal:
Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the corporation, or third parties.
- c. Physical Contact:
Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the corporation, or third parties.

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

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

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

The purpose of this provision is to:

1. protect the confidentiality of the student who files a complaint;
 2. encourage the reporting of any incidents of sexual or other forms of harassment;
 3. protect the reputation of any party wrongfully charged with harassment.
- M.** Leaving School: leaving a school activity or school property without prior approval of a teacher or supervising adult
- N.** 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
- O.** Possession of Electronic Equipment:
1. HIGH SCHOOL: Cell phones, iPods, and other electronic devices may be used during passing periods and during the student's assigned lunch. However, during class time, meetings and/or convocations, electronic devices are not to be visible or used, unless permitted by a teacher for appropriate educational purposes. While students may possess electronic devices on school property, students must follow teacher's procedures when entering the classroom.
 2. JUNIOR HIGH: Cell phones, iPods, and other electronic devices may be used before and after school.
 3. K-6: Cell phones, iPods, and other electronic devices must be off and in your backpacks/pockets on school grounds.
 4. Failure to hand over devices when requested by a staff member will result in additional consequences. Repeated violations may result in more severe consequences.
 5. Possession/Use of an electronic device violation of procedures may result in school consequences.
 6. 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.
 7. Possessing or using a laser pointer or similar device is prohibited (see technology agreement)
 8. 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.
- P.** 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
- Q.** 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
- R.** Public Indecency
- S.** 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.

- T.** 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.
- U.** Threats: Threatening another person with bodily injury
- V.** Tobacco: Possessing, providing, or using tobacco or any tobacco/cigarette-like product. A ticket may be issued by the Elkhart County Sheriff's Department.
- W.** Truancy: Knowingly failing to report to scheduled assignment without permission or acceptable excuse
- X.** Violating Indiana or Federal Law
- Y.** Weapons: Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks)

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

1. 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.
2. a deadly weapon is defined as:
 - a. a loaded or unloaded firearm;
 - b. a weapon, device, taser or electronic stun weapon,
 - c. equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials. In addition, s/he shall be subject to expulsion for a period of one (1) calendar year.

A weapon is any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on. Intentional injury to another may result in a report to the police as well as discipline by the school. This violation almost always subjects a student to suspension or expulsion.

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

ENFORCEMENT OF STUDENT BEHAVIOR STANDARDS AND CODE OF CONDUCT

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

Disabled students under IDEA shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. Students who qualify for service under IDEA may be expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines which are available in the assistant principal's office.

DISCIPLINE

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

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

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

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

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

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

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

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

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

DUE PROCESS AND PUPIL DISCIPLINE

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

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

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

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

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

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks including summer recess.

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

1. writing assignments;
2. change of seating or location;

3. before-school, lunch/recess-time, and after-school detention;
4. in-school restriction;
5. Tuesday/Wednesday school;
6. removal from a class or activity.

Lunch Detentions

A student may be detained during lunch by a teacher or school administration.

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.

Removal

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

Tuesday/Wednesday School

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

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

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

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

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

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

DUE PROCESS RIGHTS

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

Suspension from School

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

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 an expulsion may result in the 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 Dogs

The board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property.

The dog may be allowed to examine school property such as lockers and automobiles.

Use of Breath-Test Instruments

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

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

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

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

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such refusal is a violation of school rules and will subject the student to disciplinary action. The student will then be given a second opportunity to take the test.

STUDENT DRIVER'S LICENSE SUSPENSION

For students under the age of eighteen (18), the Indiana Legislature has passed Laws IC9-1-4-29, IC9-1-4-33, IC9-1-4-33.4 and IC20-8.1-3-17 which (1) prohibit the issuance of an operator's license, learner's permit, temporary motorcycle learner's permit, and motorcycle operator's license and (2) invalidate a person's license or permit if:

- A. A student has been suspended from school on two or more occasions during a school year,
- B. A student has been expelled from school,
- C. A student has been excluded from school due to misconduct,
- D. A student is considered to be a habitual truant.*

Concord Community Schools may declare a student as habitually truant if s/he has unexcused absences and exceeds the six (6) or more days from any class during any one trimester. Concord High School is required to report the names of students with the listed violations to the Bureau of Motor Vehicles.*While of the ages of 13 and 14, a "habitual truant" is hereby defined as a student who willfully refuses to attend school in defiance of parental authority for any two (2) days in any one trimester.

STUDENTS 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.

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)
- Stay off the road at all times while walking to and waiting for the bus
- 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

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. **The bus will not wait.**

During the trip each student shall:

- Remain seated while the bus is in motion
- Keep head, hands, arms, and legs 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 unless he/she has proper authorization from school officials or a note from their parents.

Video Tapes on School Buses

The school board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal Law.

Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

After consulting with an administrator, students may be suspended from the bus for a period not to exceed five (5) days.

**CONCORD COMMUNITY SCHOOLS
TRANSPORTATION DEPARTMENT
BUS SAFETY CODE and BEHAVIOR GUIDELINES**

STUDENT NAME: _____ SCHOOL: _____ GRADE: _____

BUS DRIVER: _____ BUS #: _____ DATE: _____

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 BEHAVIORS. RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT.

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 Bldg Admin for In-School Consequence	Bus Driver Contacts Parent to Acknowledge up to 3 days off bus	Bus Driver Contacts Parent to Acknowledge 5 days off bus	Requires mtg w/ Parent(s), Admin, & Transportation Min: 2 wks off bus

LEVEL I - Bus Driver administers consequence

- Failure to stay seated facing forward in assigned seat
- Excessive noise, horse play, 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 bus safety equipment
- Rude or disrespectful behavior
- Hanging out bus window
- Throwing/shooting any objects
- Other behaviors that jeopardize safety on the bus

- 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 Building Administrator. Direct referrals may result in bus suspension, school suspension, or expulsion.**

LEVEL II - Administrator administers consequence*

INCIDENT DATE: _____ INCIDENT LOCATION: _____

OFFENSE #: _____

Description: _____

Driver's signature: _____ Date: _____

Administration Comments:

Admin signature: _____ Date: _____

Parent/Guardian Comments:

Parent signature: _____ Date: _____