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# Student Handbook

## Concord High School

### 2023-2024

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4200 Concord Blvd.  
Concord, CA 94519  
(925) 687-2030

Principal  
Vice Principal  
Vice Principal

Julene MacKinnon  
Ryan Hughes  
Nashon Williams

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The Mt. Diablo Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identify, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, actual or potential parental, family, marital status, or association with a person or a group with one or more of these actual or perceived characteristics.

# **Concord High School Mission Statement**

We are a community that strives to inspire independent critical thinkers who are academically, emotionally, socially, and physically prepared to become contributing members of a global society.

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## **The Concord Highway**

### **Be Present**

1. Get to school every day
2. Get to class early, be prepared and ready to go

### **Do Your Best**

1. Strive for excellence, work hard, execute at a high level with great attitude and effort.
2. Put forth your best effort all the time.

### **Respect the Teacher, Your Classmates and Yourself**

1. Use appropriate language, be positive, be polite, take responsibility for your actions, own up to your mistakes,  
accept the consequences and move on.
2. You have the right to voice your opinion and the responsibility to respect the opinions of others.
3. You have the right to be yourself and the responsibility to accept others' differences
4. Fair isn't everyone getting the same thing. Fair is everyone getting what they need in order to be successful.

### **Actively Participate**

1. Pay attention, listen, focus, participate, question, and learn
2. Ask questions when you don't understand
3. Use class time for learning

### **Prepare for Tomorrow**

1. Do your homework
2. Put quality ahead of just getting it done

## **PRIDE Skills**

### **Problem Solvers:**

Complex Thinker: Thinks critically and creatively by identifying problems, assessing evidence and solutions and draws on multiple perspectives when approaching complex issues and adapting to challenges. Applies knowledge and skills while investigating, interpreting and analyzing information in order to develop and implement creative solutions to complex problems. (MDUSD Graduate Profile)

### **Responsible Citizens:**

Community Contributor: Uses acquired cultural awareness and sensitivity to work in teams to share ideas and responsibilities, solve problems, and achieve shared goals. (MDUSD Graduate Profile)

Global Citizen and Responsible Worker: Demonstrates integrity, adaptability, and ethical behaviors by acting responsibly and working effectively in an ever-changing society. (MDUSD Graduate Profile)

Effective and Ethical User of Technology: Ethically and thoughtfully employs a variety of digital media and technology to communicate, analyze and organize information, and create products and solutions. (MDUSD Graduate Profile)

### **Inclusive Leaders:**

Health and Wellness Advocate: Demonstrates a commitment to physical and mental well-being of self and others to make positive and healthy choices. (MDUSD Graduate Profile)

### **Dedicated Learners:**

Self-Directed Learner: Independently seeks and uses resources including teachers, peers, print and digital references with perseverance and endurance to engage in new learning toward academic, professional and personal goals. (MDUSD Graduate Profile)

### **Effective Communicators:**

Effective Communicator: Is proficient in writing, speaking and listening adapted to audience, task, purpose and discipline. (MDUSD Graduate Profile)

# Mt. Diablo Unified School District's Graduate Profile

Graduates from Concord High School will have demonstrated the following skills:

**Effective Communicator:** Proficient in writing, speaking, and listening adapted to audience, task, purpose, and discipline.

**Community Contributor:** Uses acquired cultural awareness and sensitivity to work in teams to share ideas and responsibilities, solve problems, and achieve shared goals.

**Complex Thinker:** Thinks critically and creatively by identifying problems, assessing evidence and solutions and draws on multiple perspectives when approaching complex issues and adapting to challenges. Applies knowledge and skills while investigating, interpreting and analyzing information in order to develop and implement creative solutions to complex problems.

**Effective and Ethical User of Technology:** Ethically and thoughtfully employs a variety of digital media and technology to communicate, analyze and organize information, and create products and solutions.

**Self-Directed Learner:** Independently seeks and uses resources including teachers, peers, prints and digital reference with perseverance and endurance to engage in new learning toward academic, professional and personal goals.

**Global Citizen and Responsible Worker:** Demonstrates integrity, adaptability, and ethical behaviors by acting responsibly and working effectively in an ever-changing society.

**Health and Wellness Advocate:** Demonstrate a commitment to physical and mental wellbeing of self and others to make a positive and healthy choice.

# GENERAL PROCEDURES AND POLICIES

## REGISTRATION, STUDENT RECORDS AND TRANSFERS

The Registrar is available in the main office and handles all student records, as well as admissions, transfers, checkouts, and transcripts. New students must report to the Registrar for registration materials. Students will not be enrolled without proof of necessary immunizations, a completed registration form signed by a parent or guardian, proof of residence and transcripts from the previous school(s).

Continuing students are scheduled by administration for the following year at the end of each school year. Students must complete a new emergency/demographic form each year at the time of Walk Thru. Students will not receive their new schedule without a completed emergency/demographic form and all other appropriate forms signed by a parent or guardian. **Parents/guardians must be present to enroll their student.**

Students checking out or transferring from Concord High School must report to the Registrar accompanied by a parent/adult. All books and outstanding fees must be paid upon checkout.

**Change of address and/or phone number must be reported to the registrar's office.** Please contact Mrs. Jane Kwiatkowski at 687-2030 ext. 3311 or [kwiatkowskij@mdusd.org](mailto:kwiatkowskij@mdusd.org)

## ID CARDS

Students must have on their person their student ID card/badge at all times. **Students must identify themselves with their name and grade level when asked by Concord High Staff Members.**

## SCHEDULES

Students are given scheduling information in the late winter. All necessary schedule changes must be made by the end of the 2<sup>nd</sup> week of each semester. Such class changes will be made for the following reasons **ONLY**:

- IEP or 504 Plan
- Graduation requirement
- Academic Testing/Placement
- Computer/human error

Failed classes **may not be repeated** at Concord High School without administrative approval. Students may make up failed courses via online credit recovery, concurrent enrollment at a community college, or repeat class as part of student schedule.

Students will **not** be permitted to have any open periods unless they have completed all course work to be CSU/UC eligible and have a GPA of 3.00 or above. Students will **not** be permitted to serve as a Teacher's Assistant unless they have a GPA of 3.00 or above.

## **ATTENDANCE**

Perfect attendance must be your goal for the 2023-24 school year. **Education Code 48260** defines truant as a student who is absent from school without a valid excuse three full days in one school year. *Truant also applies to students who are tardy or absent for more than any 30-minute period during the school day without valid excuse on three occasions in one school year. If a student is absent or tardy to school, a parent or guardian must call the school **within 72 hours** to clear the absence. **After 72 hours, all pending absences not previously excused will remain electronically recorded as unexcused.***

**A phone recorder allows parents to call at their convenience 24 hours a day. Phone 682-8000 ext. 7900 and please provide the following information:**

- Student's full name and grade. PLEASE SPEAK CLEARLY AND SPELL THE STUDENT'S LAST NAME.
- The reason for the absence or tardy. **The reason must be stated clearly.** (We cannot accept undefined excuses such as family business or family emergency.)
- The date(s) of the absence or tardy. Include time of tardy or partial day absences.
- Give your name and relationship to the student – **you must be a parent or guardian.**

Please be aware, if you are allowed to complete a test or assignment because of an absence and after the 72-hour period the absence is discovered to be unexcused, you will not receive any credit for your submitted assignment(s) or completed test(s). Schoolwork missed because of an excused absence should be made up within a period of time equal to the time lost, except in case of a serious illness when the time may be extended. It is the student's responsibility to contact the teacher for makeup of missed work. Students will not receive credit for work completed on days on which their absence is not excused, nor will they be given extra time to complete missed assignments for those days.

It is mandatory that students obtain a Permit to Leave slip before departing campus. A student who needs to leave school for any legitimate reason (for example, a doctor or dentist appointment) must have a parent call. **Phone 687-2030 ext. 3313** or bring a note before school prior to 9:00 a.m., the day of the intended appointment to obtain a permit. It is the student's responsibility to come to the Attendance Office before school, at brunch, or lunch on the day of his/her appointment to obtain the permit.

Parents/guardians can expect a recorded message from our automated calling system when their child has missed one or more classes. These calls will be made between 6 p.m. and 9

p.m. on the day of the absence. If a parent/guardian has questions about their child's attendance or would like to speak directly to the Attendance Secretary, please call **Phone 687-2030 ext. 3313** between 7:30 a.m. and 3:00 p.m.

### **LEGAL ABSENCES**

- Illness or Injury
- Medical & Dental appointments
- Funeral services (immediate family only)
- Approved school related activities (field trips)
- Court appearances
- Observation of Religious holidays
- Job interview or conference
- Family emergency (emergency must be clearly stated)
- Obtain required immunizations

### **TARDIES**

Students who arrive late to class are marked tardy. Students who are returning to school during the day from a legal absence are given a permit to class and are not marked tardy.

### **HALL PASSES**

When a student leaves his/her class for any reason, a written pass must be issued by the teacher. **All students must have a written pass if they leave the classroom during class time.** Students may not leave class for any reason during the first 10 minutes of class. Students without a hall pass will be redirected back to their classroom.

## **SCHOOL ATTENDANCE REVIEW BOARD (SARB)**

The SARB process is designed to increase student attendance through interventions and appropriate consequences to students who are identified truant. *By law, any student who accumulates three or more unexcused absences is considered truant.* The MDHS truancy policy is enforced concurrently with the MDUSD's four-step truancy policy.

**Step 1.** Student is identified by the Administration attendance team as having accumulated three unexcused absences, notification is mailed home.

**Step 2.** Upon the fourth truancy or thereafter, the student is notified of their continued truant behavior, a Student Attendance Review Team (SART) meeting is scheduled, and documentation is mailed home. Parents must attend the SART meeting, at which time the student, parents/guardians, and Attendance Administrator signs an attendance contract signifying a cessation of truant behavior, and additional consequences if appropriate. The following penalties also apply.

- No participation in/suspension from school related activities and performances, including but not limited to athletics, cheerleading, drama, choral, talent shows, band, assemblies, rallies, prom, ball, and senior activities.
- No Athletic Waivers given.
- Loss of Student Aide class the next semester.
- No participation in/suspension from all school dances, including prom & ball, Senior Activities.
- Work permits denied or existing permits revoked.

**Concord High School Truancy Policy Penalties are enforced and monitored for 30 school days. Truant students must not have one truant absence during the monitoring period. Privileges and activities may be earned back after 30 days.**

**Step 3.** If, after the SART meeting, a student continues with truant behavior, documentation will be mailed home, and a District level SARB hearing will be scheduled. At the SARB hearing additional interventions will be exacted, and the student will return for a follow-up hearing. If the student successfully complies with all the SARB hearing mandates the process is considered successful.

**Step 4.** If the mandates of the SARB hearing are not complied with, the student and parent/guardian will be scheduled for a Juvenile court appearance for further interventions and facilitative mandates. The mandates may result in financial fines imposed upon the family, juvenile probation, drug testing, juvenile detention, and/or further court appearances.



Pursuant to Board Policy 5144.11, A high school principal may request an involuntary transfer of a pupil to a Continuation High School, if the student has been habitually truant or irregular in legally required school attendance. An Involuntary Transfer may be requested after the school administration has made a referral to the district's School Attendance Review Board (SARB) and there has been at least 10 business days since the SARB Hearing in order to assess the School Attendance Review Board/Juvenile Court Directive. If a high school principal determines that a student has not complied with the School Attendance Review Board/Juvenile Court Directive, the high school principal may request an Involuntary Transfer (cf. 5113 – Absences and Excuses) (ct. 5113.1 – Truancy)

### **VIDEO POLICY**

A student's work or photograph may be recorded for public use. These photographs and/or recordings may be used for but are not limited to MDUSD/CHS web sites, presentations for the Board of Education, community groups and parents or newspapers or magazines to accompany a story about the district. A form is provided in the registration packet where parents can give or deny permission for their student's likeness or work to be used in this manner.

### **STUDENT INJURIES/AMBULANCES**

If a student is injured on campus where outside medical attention is deemed necessary, every effort will be made to contact a parent or guardian prior to contacting emergency medical services. Parents will be responsible for any costs related to the transportation of their student and any attending medical costs.

## 1 IMPORTANT DATES:

<b>August</b>	<p>August 2<sup>nd</sup> &amp; 3<sup>rd</sup> Walk Thru Registration</p> <p>August 4<sup>th</sup> New Student Orientation</p> <p>August 10<sup>th</sup> First Day of school</p> <p>August 18<sup>th</sup> Welcome Back Rally</p> <p>August 31<sup>st</sup> Back to School Night</p>
<b>September</b>	<p>September 4<sup>th</sup> No School/Labor Day</p>
<b>October</b>	<p>October 6<sup>th</sup> Homecoming Rally/Game End of 1<sup>st</sup> quarter</p> <p>October 7<sup>th</sup> Homecoming Dance</p> <p>October 9<sup>th</sup> No school/Teacher In- Service Day</p> <p>October 18<sup>th</sup> Career Fair</p>
<b>November</b>	<p>November 10<sup>th</sup> No School/Veteran's Day</p> <p>November 20<sup>th</sup>-24<sup>th</sup> Thanksgiving Break</p>
<b>December</b>	<p>December 18<sup>th</sup> - 20<sup>th</sup> FINAL Exams</p> <p>December 20<sup>th</sup> End of 2<sup>nd</sup> quarter/ 1<sup>st</sup> semester</p> <p>December 21<sup>st</sup> – January 8<sup>th</sup> Winter Break</p>
<b>January</b>	<p>January 11<sup>th</sup> Elective Rush</p> <p>January 15<sup>th</sup> No School/MLK Day</p>
<b>February</b>	<p>February 2<sup>nd</sup> Clash of the Classes Rally</p> <p>February 16<sup>th</sup> &amp; 19<sup>th</sup> No School/ Presidents Day</p>
<b>March</b>	<p>March 11<sup>th</sup> No School/Teacher In-Service Day</p> <p>March 15<sup>th</sup> End of 3<sup>rd</sup> quarter</p> <p>March 22<sup>nd</sup> Multi Cultural Rally</p> <p>March 28<sup>th</sup> – April 7<sup>th</sup> Spring Break</p>
<b>April</b>	<p>April 21<sup>st</sup> -24<sup>th</sup> WASC Visit</p> <p>April 22<sup>nd</sup> – 25<sup>th</sup> CAASSP testing</p> <p>April 26<sup>th</sup> PROM/Ball</p> <p>April 2<sup>th</sup> – May 3<sup>rd</sup> CAASSP testing</p>
<b>May</b>	<p>May 16<sup>th</sup> Senior Awards</p> <p>May 24<sup>th</sup> Moving Up Rally</p> <p>May 27<sup>th</sup> No School/Memorial Day</p> <p>May 31<sup>st</sup> FINALS Exams</p>

<i>June</i>	June 3 <sup>rd</sup> & 4 <sup>th</sup>	FINAL Exams
	June 4 <sup>th</sup>	Last Day of School
	June 4 <sup>th</sup>	End of 4 <sup>th</sup> quarter/2 <sup>nd</sup> semester

## **ACADEMIC INFORMATION**

### **ACADEMIC HONESTY**

Cheating or academic dishonesty is a serious violation of the Concord High School Honor Code. The following are examples of cheating or academic dishonesty:

- Receive or provide information during a quiz or test.
- Receive or provide information on quizzes or tests given during an earlier period.
- Use unauthorized material on quizzes or tests.
- Use ideas or written material from other sources - students or professional writers – without acknowledging the source in their own writing (plagiarism).
- Use or copy another student's homework when not authorized by the teacher to do so.
- Allow other students to use their work on assignments, quizzes, or tests.
- Turn in the same work as another student(s) when the teacher has required it to be an individual assignment.
- Obtain or provide unauthorized access to teacher-made materials.

This list is not meant to be all-inclusive, and teachers will apply this policy as outlined in their course syllabi. *Students should consult their teacher before acting if they are not sure that their actions will violate the Academic Honesty Policy.*

### **CONSEQUENCES**

#### **First offense**

- Teacher will contact parents about the violation of Academic Honesty Policy.
- Student is given a zero on the compromised work.
- Student is referred to his or her administrator.

**Second offense** or additional offenses in any course (applies throughout the student's high school career)

- Meeting with teacher, administrator, parent and student
- Ineligible for athletics and any school-related activities
- Student could possibly fail the course and be dropped from it.
- Any student removed from a class due to an Academic Honesty violation may not reenroll in that course until the semester has ended.

### **GRADES**

Report cards are issued four (4) times a year, approximately every 9 weeks. Parents will receive in the mail Semester Grades (2) times a year. Interim Progress Reports are issued directly to students at the mid-point of each grading period.

Individual teacher grading policies are communicated to parents and students by each teacher in their course syllabi for reference. Grading policies reflect class work, homework, assessment, quizzes, and projects. **It is advisable for students and parents to stay in close communication with teachers regarding academic progress** – especially if a student is in danger of failing.

If a student receives an “Incomplete”, he/she has 10 days after the end of the grading period to complete the course or the grade will be changed to an F. Incomplete grades assigned for the final grading period (4<sup>th</sup> quarter/2<sup>nd</sup> semester) must be made up prior to the first day of the next school year, unless otherwise arranged with the principal. It is the student’s responsibility to contact the teacher to make up any and all missing assignments.

### **STUDENT RECOGNITION**

Principal’s Honor Roll: An honor roll will be published at the end of each semester. Students earning a 3.5 or higher grade point average will be listed as an honor roll student.

### **TEXTBOOKS & CHROMEBOOKS**

Students are issued textbooks by the Instructional Media Center (IMC). It is the responsibility of each student to maintain his/her textbook AND chrome book (including the charger) and turn it in upon leaving the school or changing the class. In the event a book has been lost or misplaced, the student must check with the Instructional Media Assistant in the IMC where textbook inventory is maintained. There are fines for textbooks and chrome books that are not returned or are damaged. All fees must be paid by the end of the school year.

### **ACADEMIC ADVISING**

The Concord High School Counselors strive to assist students in achieving success in all aspects of their lives. The counselors get to know their students in grade nine and remain involved with them throughout high school, providing individual, ongoing guidance on academic, personal, extracurricular, and post-secondary options. Parents/guardians with concerns regarding their student’s academic progress and/or academic schedule should contact the appropriate academy counselor.

Patricia Hollander	(A – G)	x.3365/hollanderp@mdusd.org
Becky Heindel	(H – O & AVID)	x.3357/heindelb@mdusd.org
Meg Yagi	(P – Z & Newcomers)	x.3349/yagim@mdusd.org
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## GRADUATION AND COLLEGE INFORMATION

### GRADUATION REQUIREMENTS

In order to graduate, students must complete a minimum total **220 units/credits** of required and elective courses. The following chart indicates the required number of units students must complete per subject as mandated by the district to meet the minimum graduation requirement. The schedule below is a sample of how those units may be acquired from 9<sup>th</sup> grade to 12<sup>th</sup> grade.

A diploma is granted when all requirements have been met **and** all outstanding fees have been paid. Participation in the CHS graduation ceremony is for all students who have completed requirements stated above and have attended the requisite graduation practice prior to the actual graduation ceremony.

**English 40** English I <sup>10</sup> English II <sup>10</sup> English III <sup>10</sup> English IV <sup>10</sup>

**Mathematics\* 30** Algebra1, Geometry, Personal Finance, Algebra II

**Social Studies 30** World History, US History, Economics (1Semester), Government (1 semester)

**Science 20** **Biology <sup>10</sup> Chemistry 10 Life Science 10 Physical Science 10**

**Visual & Performing Arts (VAPA)**

**World Languages or**

**World Language -or CTE**

**Career Technical** Students need to take 20 credits in 2 out of 3 categories (VAPA, World Language, or CTE) **Education (CTE)**

**Physical Education 20** 2 years of physical education is needed

**Electives 60**

Total Units: 220

**\*ALL Students must pass Algebra I** either in middle school or high school in order to graduate. Students who have passed Algebra I in middle school with a “C” or better must still pass at least 30 units of mathematics courses during high school in order to meet the graduation requirement.

**\*Physical Education** units may **not** exceed 40 total units

## UC – CSU Comparison of Minimum Eligibility Requirements

<b>Subject Requirements</b>	<b>University of California</b>	<b>California State University</b>
a- History/ Social Science	<b>2 years</b> of history/social science, including one year of U.S. history <b>or</b> one semester of U.S. history and one semester of American government, AND	
	<b>1 year</b> of world history, cultures and geography from the "a" subject area	<b>1 year</b> of history/social science from either of the "a" or "g" subject area
b- English	<b>4 years</b> (including no more than one year of Adv. ESL/ELD courses); <i>ESL/ELD course cannot be completed during senior year</i>	<b>4 years</b> (including no more than one year of Adv. ESL/ELD courses)
c- Mathematics	<b>3 years</b> (including Algebra 1, Geometry, and Algebra 2); <b>4 years recommended</b> ; <i>able to use coursework from 7<sup>th</sup> &amp; 8<sup>th</sup> grade</i>	
d- Laboratory Science	<b>2 years</b> , of laboratory science, including at least two of the three foundational subjects of biology, chemistry, and physics.	
	Both courses must be from the "d" subject area: <b>3 years recommended</b>	Best to prepare by completing two lab courses from the "d" subject area (1 physical & 1 biological)
e- Language Other Than English	<b>2 years</b> in the SAME language <b>or</b> the equivalent to the 2 <sup>nd</sup> level high school course; <i>able to use coursework from 7<sup>th</sup> &amp; 8<sup>th</sup> grade</i>	
	<b>3 years recommended</b>	
f- Visual and Performing Arts	<b>1 yearlong course</b> in visual and performing arts (selected from dance, music, theatre/drama and visual arts)	
g- College Prep Elective	<b>1 year</b> of an elective chosen from any course on the "a-g" course list, EXCEPT for those indicated as not fulfilling the "g" requirement	
<b>Testing Requirements</b>	<b>SAT Reasoning or ACT</b> *The ACT Plus Writing or the SAT Reasoning Test is required for UC applicants. *must take SAT with essay *UC uses the highest composite score from a single sitting of the ACT Plus Writing or total score from the SAT Reasoning Test. *Some campuses may recommend SAT Subject Tests for specific majors.	<b>SAT Reasoning or ACT</b> *CSU combines best critical reading and math scores from multiple sittings of the SAT; may combine best sub scores from multiple ACT tests to calculate a best composite. *Test required for CSU applicants, to non-impacted campuses, who have earned an "a-g" GPA of less than 3.0; *ACT/SAT test also required for impacted campuses & programs

### (UC) / CALIFORNIA STATE UNIVERSITY (CSU) REQUIREMENT

To be considered for UC admission, students must complete a minimum of any 11 UC approved “a-g” courses by the end of junior year (including courses taken in the summer between junior and senior year) each with a grade of “C” or better. In all, you need to complete 15 courses by the end of senior year. **NOTE:** The UC/CSU “a-g” requirements slightly differ from the graduation requirements. The course requirements are as follows:

- a. **History/Social Science:** 2 years (20 units) required
- b. **English:** 4 years (40 units) required
- c. **Mathematics:** 3 years (30 units) required 4 years (40 units) recommended
- d. **Laboratory Science:** 2 years (20 units) required 3 years (30 units) recommended
- e. **Language other than English** 2 years (20 units) required 3 years (30 units) recommended
- f. **Visual and Performing Arts** 1 year (10 units) required
- g. **College Prep Elective** 1 year (10 units) required

### Examination Requirements

It is NO Longer required for students to submit their ACT or SAT Scores for admission to the UC or CSU systems. **However**, some private schools and out of state institutions May Require students to submit either their ACT or SAT score. Please consult with Ms. Bergum the college and career counselor for more information, her email is [Bergums@mdusd.org](mailto:Bergums@mdusd.org) or can be reached at extension 3328.

Students applying for admission for the fall term must take these tests no later than December of their senior year, and preferably earlier. For students who take a gap year, exams must be completed by the time of their high school graduation.

**Test Fee Waivers:** a fee waiver may be requested and used to cover test fees if the student receives free-or reduced lunch, his/her family receives public assistance, lives in federally subsidized public housing such as a foster home, or if the student is enrolled in a federal, state, or local program that aids low-income families (for example, a TRIO program such as Upward Bound or Educational Talent Search).

Please reach out the college and career counselor to inquire about testing dates and fee waivers for the SAT and or the ACT.

### Eligibility in the Local Context (ELC)

Under the Eligibility in the local Context (ELC) pathway, the top nine percent of students at each participating California high school are designated UC eligible and guaranteed admission to one of UC’s nine general campuses (although, it may not be the student’s top choice).

### **How do I qualify?**



If you are a California resident and rank in the top 9 percent of students in your California high school class — and your high school participates in our ELC program — you may be eligible for ELC designation. We will identify the top 9 percent of students based on GPA in UC-approved coursework completed in the 10th and 11th grades. To be considered for ELC, you must have a minimum GPA of 3.0 and complete the following "a-g" courses prior to your senior year:

History 1 year

English 2 years

Mathematics 2 years

Laboratory science 1 year

Language other than English 1 year

Other "a-g" courses

(chosen from the subjects listed above or another course approved by the university) 4 years

After you enter your coursework and grades in the UC application, we'll compare your GPA to the historic top GPA for your school. If you meet or exceed that GPA, you'll be designated ELC and we'll add a note to your application.

AP English Lit

English Lang Dev (ELD) I

### **MATHEMATICS ("c")** Geometry

Algebra II

Algebra IIA

Algebra IIB

### **SCIENCE ("d")**

English Lang Dev (ELD) II English Lang Dev (ELD) III English Lang Dev (ELD) IV

Pre-Calculus

*Pre-calculus Honors AP Calculus AB*

*Statistics*

Biological/Life Science

AP Biology

Biological Sciences Lab Research Living Earth

ROP Bio-Technology

Physical Science

Chemistry of Earth  
Physics  
Spanish I  
Spanish II  
Spanish for Spanish Speakers II  
AP French Language and Culture  
Spanish III  
AP Spanish Language and Culture AP Spanish Literature and Culture

## **STUDENT SERVICES**

### **COLLEGE AND CAREER CENTER**

The College and Career Center is open from 7:45 a.m. until 4:00 p.m. daily, including lunch and brunch. The College and Career Center provides information on careers, applications for community colleges, state colleges, and universities, applications for financial aid, and information about scholarships. The College and Career Center Advisor will assist students with any post-secondary aspirations as well as creation of Financial Aid packages for Colleges, Universities, and training programs.

### **WELLNESS CENTER**

**Need to enter blurb on wellness center here**

### **FOOD SERVICES – LUNCH, BRUNCH, OR BREAKFAST**

Meals will be available for purchase at breakfast, brunch, and lunch in the cafeteria (The MU), All Students are required to fill out the Income Verification form prior to the 2023-2024 school year. Forms are available in the in the main office or on-line.

### **REGISTRAR**

The registrar is available in the main office and handles all student records including admissions, transfers, and checkouts. Students with questions regarding his/her records from previous schools, grades, and/or transcripts, should see the registrar. Transcript requests will be honored when all outstanding bills are paid.

### **TREASURER**

The treasurer's office handles all student financial obligations and is located in the main office. In addition to bills, the Treasurer handles all ticket sales and student activity card sales. The treasurer also handles special sales that occur during the year.

### **WORK PERMITS**

Students under the age of 18 who have jobs must have work permits according to the State Education Code (Sections 49110 & 49141). Work permit applications are available in the main office. A minimum 3-day turnaround is required for work permit applications to be processed. If you have any questions regarding work permits you can see Mr. Harrod, or email him at harrodm@mdusd.org

## **STUDENT ACTIVITIES & PROGRAMS**

The **Associated Student Body (ASB)** of Concord High School coordinates school activities such as all club activities, class activities, fundraising, school spirit, assemblies, awards, dances, yearbook, community relations, student government, campus beautification, and special events such as Homecoming, Spirit Week, and Junior/ Senior Ball. We urge you to select an activity to enrich your high school experience. Many classes such as yearbook, band, vocal music, and drama also lead to co-curricular involvement. In fact, when colleges determine scholarship winners, one of the major factors used is involvement in student government, clubs, and athletics. ASB sticker holders are given discounts to all ASB activities, dances, athletic events, as well as a discount on the purchase of a yearbook.

### **RALLIES AND ASSEMBLIES**

#### **Assembly Seating and Expectations:**

Students are to sit with their class in the area assigned to them. Students will be monitored by their classroom teacher, who will take attendance. Behavior at assemblies is expected to be exemplary. Students should be polite, quiet, and attentive to the assembly presentation. Dismissal must be accomplished in an orderly fashion to ensure the safety of all students. The key to safety of all is that students leave slowly and carefully. Inappropriate behavior and/or past disciplinary action may result in student ineligibility to attend these events.

### **CLUBS AND ATHLETICS**

All students are encouraged to participate in one or more extracurricular activities. Select an activity from the list below.

**Associated Student Body (ASB) / Leadership Ms. Darby**

Club Name	ADVISOR	Meeting and Time Location
AVID Club	Darby	Friday's at Lunch – Rm 202
Storytelling Nook	Murphy	Thursday's at Lunch – Rm 211
Key Club	Yahya	Thursday at Lunch - Rm 206
Debate Club	Lee	Wednesday's at Lunch – Rm 311
Year Book Club	Dell	Monday's Zero Period- Rm 201
BSU	Carr	Thursday's at Lunch – Rm 208
CSF	Hopkins and Bergum	Wednesday's at Lunch – 508
Robotics Club	Trowbridge	Tuesday afterschool- Woodshop
Latinos Unidos	Castellanos and Rivas	Monday's at Lunch- Rm 312
Heart of Soil Club	Chambers and Bergum	Thursday Lunch and Advisory – College and Career Center
Model UN	Yu	Tuesday's at Lunch- Rm 607
Fashion Club	Stanziano	Wednesday's at Lunch- Rm 608
Board Game Club	Hallquist	Friday's at Lunch – Rm 504
Gingers and Friends	Darby	3 <sup>rd</sup> Tuesday at Lunch- Rm 202
LGBTQIA+	Llewellyn	Wednesday's at Lunch- Rm 205
Bilingual Ambassadors	Catrone	Thursday's at Lunch –Rm 212
Chess	Morse	Wednesday's at Lunch- Rm 710
Green Club	Stanziano	Thursday Advisory- Rm 608

## **ATHLETICS**

Concord High School is a member of the Diablo Valley Athletic League (DVAL) and provides athletic competitions for boys and girls in the sports listed. Try-outs for a sport are held on the 1<sup>st</sup> day of practice and are open to all students.

### **FALL**

Football

Cross Country – Boys & Girls

Golf - Girls

Tennis - Girls

Volleyball - Girls

Water Polo – Boys & Girls

Sideline Cheer

### **WINTER**

Basketball – Boys & Girls

Soccer – Boys & Girls

Wrestling - Boys & Girls

### **SPRING**

Baseball

Softball

Tennis - Boys

Track and Field – Boys & Girls

Volleyball - Boys

Comp Sport Cheer

Golf - Boys

Lacrosse- Girls

Swimming – Boys & Girls

Tennis – Boys

With inquiries regarding the Concord High School Athletic programs, contact Athletic Director Matt Harrod at [harrodm@mdusd.org](mailto:harrodm@mdusd.org).

## **MT. DIABLO UNIFIED SCHOOL DISTRICT**

### **ATHLETIC EXTRA - and CO-CURRICULAR ELIGIBILITY RULES – HIGH SCHOOL**

All students of the Mt. Diablo Unified School District participating in athletic and extra-curricular activities shall be subject to the following eligibility rules pursuant to:

#### **MDUSD Policy 6145 (a) Eligibility to Represent the School. Initial Eligibility**

1. Students must achieve a 2.0 grade point average on a 4.0 scale during the previous grading period. Grades which count for eligibility are the first quarter grades; first semester grades; third quarter grades; second semester grades.
2. Students will be currently enrolled in a minimum of 20 units or the equivalent.
3. Students will have passed a minimum of 20 credits or the equivalent in the previous grading period.
4. Students will demonstrate minimum progress towards graduation. For purposes of this rule minimum progress is defined as the successful completion of 51 units by the beginning of the 10<sup>th</sup> grade; successful completion of 101 units by the beginning of the 11<sup>th</sup> grade; and successful completion of 156 units by the beginning of the 12<sup>th</sup> grade. Work completed in summer school, adult school, or alternative education programs before the beginning of each academic year shall be counted towards meeting the requirements.
5. All students entering from the eighth grade/middle school must have achieved a grade point average of 2.0 on a 4.0 scale in the last grading period of the eighth grade year for initial eligibility.
6. Students who have engaged in behavior resulting in disciplinary action will be prevented from attending and / or participating in extra- and co-curricular athletics.

#### **Probationary Status**

Students who fail to meet academic eligibility requirements may seek probationary status under the following guidelines:

1. Probation will be granted only one time during a student's 9<sup>th</sup> grade year and one time during his subsequent high school attendance.
2. Probation will be for a period of one grading period (nine weeks).
3. Probation will be granted to students only for failure to achieve a 2.0 grade point average or failure to maintain minimum progress towards graduation. Students with less than 1.5 grade point average will not be granted probation in any case.
4. Students must apply in writing to the Principal or Principal's designee for probation.
5. Students who fail to comply with the conditions of probation shall immediately lose their eligibility. They will not have another opportunity for probationary status.
6. Students who violate the MDUSD's policy on drug/alcohol/tobacco use shall forfeit eligibility for a period of forty-five (45) school days for the first offense and one hundred and eighty (180) school days for the second and subsequent offenses. First time

offenders must successfully complete a drug/alcohol/tobacco workshop prior to regaining eligibility. Failure to do so will result in continued ineligibility.

7. Students are cautioned to use the probation opportunity wisely. Using the probationary period during the ninth and tenth grade years may preclude them from participation in activities during the eleventh and twelfth grade.

**State law requires students to show academic progress to participate in interscholastic sports and student activities. Participants in competitive athletic, band, dramatic performances, student leadership and clubs that perform for others must meet the following eligibility requirements:**

1. Students who have achieved a 2.0 G.P.A. during the most recent grading period are considered eligible.
2. Students receiving a G.P.A. below 2.0 following any grading period in which they are eligible, may be placed on a probationary status.
3. If, at the end of the probationary period, the student's G.P.A. continues to be below 2.0, the student remains ineligible from participating in extra/co-curricular activities.
4. Students not passing 20 units, or the equivalent, on any report card will be considered ineligible. Students with outstanding books or fines may be deemed ineligible for activities and sports participation.

## **DISCIPLINE POLICY**

### **STUDENT CONDUCT**

#### **EXPECTATIONS**

The State Education Code and the California Administrative Code clearly define expectations of student conduct and attendance in public schools. Admittance to, and attendance in, a public school is a privilege and duty based upon compliance with the laws of the State of California, the rules and regulations of the State Board of Education and the policies, rules and bylaws of the local Board of Education. As a student in the Mt. Diablo Unified School District attending Concord High School, you have the responsibility to exercise self-discipline so that the rights of all are respected and a good learning environment can be maintained.

#### **SCHOOLWIDE DISCIPLINE PLAN**

The staff at Concord High School has created a Schoolwide Discipline Plan that will apply to all students. Listed below are the first 4 steps of the plan.

**VERBAL WARNING:** A teacher talks to the student and reaches an agreement regarding how the student should conduct him/herself. This is recorded in the teacher's log, and/or a parent is notified and reminded of the behavior expectancies and consequences.

**PARENT CONTACT:** A parent/guardian is notified and reminded of behavior expectations and consequences. Detention may be assigned, or student is assigned other consequences as defined by the teacher's discipline plan. This is recorded in the teacher's log, and

**SUPPORT CALL:** Chronic defiance (see #1, and #2), student is referred to appropriate administration for additional disciplinary action.

### ANTI-BULLYING

The Mt. Diablo Unified School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving, verbal assaults, such as teasing or name-calling, and social isolation or manipulation.

### AVOIDANCE AND SELF-DEFENSE

Students should not take matters into their own hands but should report any incident related to intimidation, harassment, and fighting to a staff member and allow staff to assist them in handling the situation. **Self-defense will be considered only in cases where a student has made every attempt to avoid a fight.**

### CARE OF SCHOOL PROPERTY

The school belongs to all students who are enrolled and to personnel who work here. It is therefore necessary that each student and all other school personnel treat school property as if it were their own. It is only by respecting the property of others and treating the property with care that we can maintain a respectable environment for all. Defacing of walls and vandalizing school or personal property is unacceptable at Concord High School. Anyone found engaging in or promoting such activity will face severe disciplinary action resulting in fines, police report, suspension, or expulsion.

### CELL PHONES/ELECTRONIC DEVICES

In order to maintain an academic environment, we recommend that cell phones **are turned off** and not seen or heard **anywhere on campus** during the school day (8:30 a.m. – 3:15 p.m.).

**All electronic devices must be turned off and not seen or heard during class time.**

Students who act in violation of this policy shall be subject to the school's progressive discipline as follows:



- Initial violation – electronic device will be confiscated by school staff and secured in the main office. The electronic device will be returned to student at the conclusion of the school day;
- Second violation – electronic device will be confiscated and secured in the main office. The electronic device will not be returned to the student unless and until the student’s parent or guardian meets with school administrative staff for the purpose of clarifying this policy;
- Third violation – the electronic device will be confiscated and secured in the main office. The electronic device will not be returned to the student unless and until the student’s parent or guardian provides written assurance that the student will no longer be allowed to possess the electronic device during the instructional day;
- Fourth violation – the electronic device will be confiscated and secured in the main office. The student will be subject to suspension;
- Any further violations will subject the student to disciplinary action as set forth in Board AR 5144.1.

#### DEGRADING AND INFLAMMATORY COMMENTS / STATEMENTS

Students have the right to be free from abusive statements, written or verbalized, which in any way degrade the unique qualities of an individual such as his/her race, ethnicity, culture, heritage, sexuality, physical/mental attributes, or religious beliefs and practices. Such statements are damaging to a person’s self-esteem, have no place in an educational institution, and are viewed as activities which are grounds for disciplinary action which may include suspension from school and possible expulsion.

#### DRESS CODE

In an effort to maintain an atmosphere of academic achievement at Concord High the following dress code will be enforced:

- Clothing, jewelry, and personal items (backpacks, purses, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia deemed offensive, profane, or sexually suggestive. Any item depicting drugs, alcohol, or tobacco, or inappropriate slurs or prejudice related to disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, or sexual orientation is unacceptable. Any article known to be gang-related is unacceptable.
- Shoes / footwear must be worn at all times.
- Clothes shall conceal undergarments for all students at all times.
- Opaque clothing must cover the torso from the armpit to the waist, and cover from the waist to the thigh.
- Clothing that presents a health or safety hazard is prohibited.
- Religious coverings are allowed at all times.

## FIGHTING

Fighting at Concord High School is a severe offense. Fighting is defined as any exchange of physical blows. Students involved in fighting or who encourage or participate in arranging fights will be subject to out of school suspension, and possible recommendation for expulsion. Any fight resulting in serious physical injury to any student or adult will be reported to Concord PD, and may be subject to arrest.

## GANG ACTIONS

Concord High School strongly discourages any group activity which results in harm to and/or intimidation of any CHS student or group of students. Students will not be allowed to wear any article of clothing that identifies them as members of a group (gang) known for acts of intimidation and/or violence.

All students involved in assault / battery will be suspended and recommended for expulsion.

These students will also be reported to the police for possible prosecution under the law.

Harassment of one group by another will not be tolerated. Every attempt will be made to diffuse the situation with the help of the students' parents, campus resources and possibly the police. If, after all attempts to calm the situation have been made, the groups continue to harass one another, Concord High School will seek to transfer students to an alternative program, alternate site, or recommend them for expulsion from the school district.

## HAZING

The definition of hazing is "to initiate or discipline fellow students by means of humiliation, horseplay, practical jokes and tricks." Concord High School prohibits hazing and will cooperate with parents if they wish to bring legal action against those who did the hazing. Students caught hazing another student will be subject to suspension and/or a recommendation for expulsion.

## INTIMIDATION OR HARASSMENT

Intimidation or harassment is defined as any word or action that causes a student or adult to feel threatened or intimidated physically or emotionally. The penalty is out of school suspension and possible recommendation for expulsion. Police may become involved where applicable.

## SEXUAL HARASSMENT POLICY

Definition: Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

- Submission to the conduct is explicitly or implicitly made a term or condition of a student's employment, academic status, progress, or student related employment.

- Submission to or rejection of the conduct by a student is used as the basis for academic or employment decisions affecting the student.
- The conduct has the purpose or effect of having a negative impact on the student's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment of the student.
- Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school.

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### TELEPHONE USE

A telephone for student use, in the event of an emergency, is located in the Attendance Office. These phones may be used before or after school, during brunch and lunch. Students who wish to call home, due to illness, may see the attendance secretary for assistance. Only emergency messages will be delivered to students during school hours.

### FOOD DELIVERY

Students are not permitted to order food delivery during the school day. Any food delivered to the school to students during school hours will be confiscated.

## SUSPENSION/EXPULSION

### CLASS SUSPENSION

Class suspension may be initiated by a teacher for the class period during which a student has violated any act enumerated in section 48900 of the California Ed. Code and may continue for that same class period as well as the following day. When a class suspension is initiated, the teacher must contact the parent and schedule a parent/teacher conference, which is facilitated by the teacher.

### SUSPENSION

Suspension is the temporary removal of a student from classroom instruction and school community initiated by an administrator. Students shall be suspended when other means of correction fail or when the student's continued presence is likely to be dangerous to persons or property or disruptive to the instructional process.

The student is informed that he/she has been suspended (5 days or less). The student is also informed regarding the due process procedure. The student's parent(s) or legal guardian is notified by phone and/or letter that the student has been suspended. Notification to parent(s)

or legal guardian must include clear instructions regarding the due process procedure. This is recorded in the student's record.

#### GROUND FORS SUSPENSION State Education Code 48900

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person a.
- (2) Willfully used force or violence upon the person of another, except in self-defense. b.
- Possessed/used/furnished any firearm / knife / explosive / dangerous object
- c. Possessed/used/sold/furnished or been under influence of any controlled substance/alcoholic beverage/intoxicant.
- d. Offered/arranged/negotiated to sell a controlled substance/alcoholic beverage/intoxicant – and then - sold/delivered/furnished another liquid / substance / material /represented as a controlled substance / alcoholic beverage/intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused/attempted to cause damage to school/private property.
- g. Stole/attempted to steal school/private property.
- h. Possessed/used tobacco/other nicotine product.
- i. Committed obscene act or engaged in habitual profanity / vulgarity.
- j. Unlawfully possessed/offered/arranged/negotiated to sell any drug paraphernalia. (Section 11014.5 of the Health and Safety Code)
- k. Ongoing and pervasive disruption of school activities constant and consistent defiance of valid authority.
- l. Knowingly received stolen school property or private property.

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- m. Possessed an imitation firearm.
- n. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266C, 286, 288a or 289 or committed a sexual battery, as defined by Penal Code 243.4
- o. Harassed, threatened, or intimidated a student to prevent/retaliate for being a witness in a school disciplinary hearing.
- p. Unlawfully offered/arranges to sell/negotiated to sell/sold the prescribed drug SOMA. q.
- Engaged in or attempted to engage in hazing as defined in Section 32050.
- r. Aided or abetted in the physical injury of another person, as defined by Penal Code, Section 31. **Please note Schools are prohibited from suspending students for 48900 (k)**

#### **State Education Codes 48900.2, 48900.3, 48900.4, 48900.7:**

48900.2 Committed sexual harassment as defined by EC 212.5

48900.3 Caused/attempted to cause/threatened to cause or participated in an act of hate violence as defined by EC 233 (e).

48900.4 Engaged in harassment/threats/intimidation against student(s) or employee(s) which disrupted class work, created substantial disorder, invaded rights of student(s) or employee(s) by creating an intimidating or hostile environment.

48900.7 Made terrorist threats against school officials or school property, or both.

## State Education Code 48915 Subsections A and C

### **(A) MANDATORY SUSPENSION AND EXPULSION WITH PRINCIPAL'S EXCEPTION:**

1. Caused serious physical injury to another person, except in self-defense.
2. Possessed any knife, explosive, or other dangerous object of no reasonable use to the student.
3. Unlawful possession of any controlled substance listed in Chapter 2 (Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined by Sections 240 and 242 of the Penal Code upon any school employee.

### **(B) SUSPENSION AND EXPULSION WITHOUT EXCEPTION:**

1. Possessing/selling/furnishing a firearm at school or at a school activity. Possession must be verified by a school employee.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (Section 11053) of Division 10 of the Health and Safety Code.
4. Committing/attempting to commit a sexual assault/battery, as defined by EC 48900 (n).
5. Possession of an explosive, as defined by EC 48915 (h).

## **EXPULSION**

The student is informed he/she is subject to expulsion. The student is also informed regarding the due process procedure. After a Principal's Conference, which includes the student, parent/guardian, and principal, the student's parent(s) or legal guardian(s) is notified by telephone and certified letter that the student has been recommended for expulsion. Notification to the parent(s) or legal guardian will include clear instructions regarding the due process procedure. The due process procedure is immediately initiated. After an expulsion hearing, the school district superintendent will recommend to the Board of Education that the student be expelled. The expulsion does not become effective until the due process procedure has been completed. This is recorded in the student's record.

## **PARENT ORGANIZATIONS**

### **SCHOOL SITE COUNCIL (SSC)**

The purpose of the Concord High School Site Council is to advise and assist school staff in the annual review, evaluation, development, and implementation of the site Single Plan for Student Achievement. The group's membership consists of administrators, teachers, non-credentialed school personnel, students, parents and community members. If you are interested in participating in the School Site Council, please call the Office Manager at 682-4030 ext. 3401.

### **ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)**

ELAC is the English Learner Advisory Committee made up of parents whose students are English Learners. It is an advisory group to the school's English Learner program and receives updates and information from the district regarding EL programs.

### **PARENT FACULTY CLUB (PFC)**

The Coffee with the Principal Parent Club meets once a month with the Principal with information about the high school experience for their children. Topics include academics, socialization, emotional supports, and financial supports as parents and students work together to pursue their goals.

### **ATHLETIC BOOSTER**

The Athletic Booster is organized to support the athletic programs at Concord High School. Athletic boosters contribute to the athletics fund which lowers parental financial support. The group is open to all parents and adults who are interested in supporting the athletics of Concord High School. If you are interested, please contact the Athletic Director Matt Harrod at [harrodm@mdusd.org](mailto:harrodm@mdusd.org).

### **BAND BOOSTER**

### **CHOIR BOOSTER**

## **OTHER DAY-TO-DAY INFORMATION**

### **BULLETINS AND ANNOUNCEMENTS**

The principle method of communication in the school is the bulletin. It is published weekly and read over the P.A. system daily. Items submitted by students must be approved by the appropriate school personnel. Before an announcement is made over the P.A. system, it must be cleared by an administrator. Students who wish to post notices or other types of informational flyers must submit them to ASB Leadership and / or the principal. Failure to receive permission will result in flyers being removed.

### **CAMPUS SUPERVISORS**

Campus Supervisors are assigned to help keep order on the campus, monitor student attendance, and assist students and staff who are in need of help. Supervision is regularly scheduled before school, during brunch, lunch, and after school. Students are expected to respond to Campus Supervisors' directions promptly and with respect. Failure to do so will result in disciplinary action.

## **CLOSED CAMPUS**

Concord High School operates as a **CLOSED CAMPUS** as required by the MDUSD Board of Education. Students must remain on campus during the time school is in session, unless they are issued a Permit to Leave. Students leaving school without prior clearance from the Attendance Secretary are considered truant. His/her absence will be considered unexcused. Upon return, a student who has left campus without permission is subject to search and disciplinary action.

## **LOCKERS**

Lockers are assigned to all students. Please contact the Student Services Secretary with any locker concerns. Locker assignments and locks are handed out Walk Thru.

## **LOST AND FOUND / THEFT**

Any lost or found articles are kept in the main office. If an item is stolen, a theft report is available in the main office and should be filled out. It is advised that students do not bring valuable articles or large amounts of money to school.

**THE SCHOOL IS NOT LIABLE FOR LOST OR STOLEN ITEMS.**

## **EMERGENCY DRILLS**

Students and school personnel will practice various emergency drills throughout the school year. Students **MUST** follow the directions that are given by school personnel.

## **MEDICAL ATTENTION AND/OR INFORMATION**

A student requiring ongoing medical attention should file a doctor's statement with the main office and inform his/her individual teachers about the problem. This information will be kept confidential. When a student requires immediate medical attention, every effort will be made to inform the parent and when necessary local emergency medical service providers will be contacted.

## **PARENTS ACCESS TO STUDENT RECORDS**

Parents may view the records of his/her child per The Family Educational Rights and Privacy Act of 1975. Please call the Registrar for an appointment at (925) 687-2030, ext. 3313.

## **P.E. UNIFORMS**

In order to participate in physical education classes, students are required to dress in Concord High School P.E. uniforms. Please communicate with the P.E. department regarding proper uniforms for class.

## **SCOOTERS AND SKATEBOARDS**



Due to safety issues, scooters and skateboards are not allowed on campus. Skateboards and scooters being used on campus will be confiscated. Repeated infractions will require the confiscated item to be retrieved by the student's parent or guardian.

### **STUDENT PARKING**

Students must obtain a parking permit from the Treasurer. Student vehicles must be parked in the student parking lot. Failure to comply may lead to parking privileges being revoked, citations by Concord Police, or the vehicle being subject to towing at the owner's expense. The school is not responsible for cars that are vandalized or thefts of or from cars. A parking permit does not guarantee a parking space.

### **VISITORS ON CAMPUS**

Parents are always welcome at school and must check in at the Main Office to obtain a visitor's pass. We ask that parents please set up classroom visits 24 hours in advance. School-age visitors are not permitted to visit. School staff are directed to question any individual he/she does not recognize.

### **ANIMAL AND PET POLICY**

Under no circumstances are students to bring any animal and/or pet to school. Animals may present a health and safety hazard to students and school staff. In addition, a crowded school campus may cause extreme anxiety to the animal/pet. Concord High School accepts no responsibility and/or liability for any animal brought on campus.

## **UNIFORM COMPLAINT PROCEDURE**

These procedures are meant to give guidance to anyone who wishes to lodge a complaint alleging discrimination or violation of federal or state laws and regulations governing educational programs. The procedures outlined here are based on District Board Policy 1312.3 and District Administrative Rules 1312.3.

If you have a complaint with the Mt. Diablo Unified School District, please try to resolve the complaint with the school principal or program manager. If you are unable to resolve your complaint, please submit the complaint in writing to the district's compliance officer:

Jennifer Sachs, Executive Director  
1936 Carlotta Drive, Concord, California 94519  
Phone: (925) 682-8000, ext. 4450  
Fax: (925) 691-1649  
Email: [sachs@mdusd.org](mailto:sachs@mdusd.org)

The compliance officer will give you a copy of District Board Policy 1312.3 and District Administrative Rules 1312.3. These documents will explain the complaint procedures in greater detail, including a description of your option to use mediation to resolve your complaint.

Within five working days of receiving your complaint, the compliance officer may hold a meeting to investigate your complaint. The compliance officer will invite you to the meeting. You may bring a representative and a written decision regarding your complaint.

If you are not satisfied with the compliance officer's decision, you may appear in writing to the district's Board of Education within five days by contacting:

Superintendent  
1936 Carlotta Drive, Concord, CA 94519  
Phone: (925) 682-8000, ext. 4006  
Fax: (925) 689-1649

The Board of Education will consider your appeal at its next regular meeting or at a special meeting. The compliance officer will inform you of the Board's decision:

- The Board may decline to hear your appeal, in which case the compliance officer's decision will be the district's final decision.

- The Board may hear your appeal in which case the compliance officer will send you a written copy of the Board's decision within 60 days of the district's initial receipt of your complaint, or within the time period that was specified in writing in an agreement between you and the compliance officer.

In either case, the compliance officer will inform you in writing of the appropriate procedures in the event that you wish to appeal the Board's decision to the California Department of Education.

The district will strive to protect anyone filing a complaint from retaliation of any sort. The investigation of all discrimination complaints will be conducted in a manner that protects the individual's confidentiality. The entire district procedure of complaint investigation and final decision will be concluded within a sixty calendar-day period.

You are entitled to pursue available civil law remedies outside of the district's complaint procedures. For example, you may seek assistance from mediation attorneys. Courts may impose such civil law remedies as injunctions and restraining orders. For discrimination complaints, however, you must wait until sixty days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The sixty-day moratorium does not apply to injunctive relief.