
Student Handbook

Concord High School

2024 - 2025

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



Principal
Vice Principal, 9th & 11th
Vice Principal, 10th & 12th

Julene MacKinnon
Kevin Honey
Nashon Williams

Social Work Specialist
Wellness Center

Karla Monique Veal

College and Career Advisor
Sheila Bergum

x.3328/bergums@mdusd.org

School Counselors
Laura Siragusa, A – G
Becky Heindel, H – P & AVID
Meg Yagi, Q – Z & *Newcomers*
Mandy Ganz, *Anchor*

x.3365/siragusal@mdusd.org
x.3357/heindelb@mdusd.org
x.3349/yagim@mdusd.org
x.3335/ganzm@mdusd.org

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.

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 ALL Staff, 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.

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.

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

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.

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.

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.

Effective Communicators:

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

Mount 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

ID CARDS

Students must identify themselves with their name and grade level when asked by Concord High Staff Members. School photo ID cards are now digital and will be accessed through an online app called MINGA. All students are to have this app downloaded onto their phone.

SCHEDULES

Students are given scheduling information in the late winter. All necessary schedule changes must be made by the end of the 2nd 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 and are a 12th grader.

ATTENDANCE

Perfect attendance must be your goal for the 2024-25 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 contact 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 or digital pass must be issued by the teacher. **All students must have a written/digital pass if they leave the classroom during class time.** Students may not leave class for any reason during the first and last 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 CHS 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/guardian, 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 Teacher Aide class.
- 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.

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 classwork, homework, assessment, 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 (4th quarter/2nd 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.

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.

Laura Siragusa, A – G	x.3365/siragusal@mdusd.org
Becky Heindel, H – P & AVID	x.3357/heindelb@mdusd.org
Meg Yagi, Q – Z & Newcomers	x.3349/yagim@mdusd.org
Mandy Ganz, Anchor	x.3335/ganzm@mdusd.org

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 9th grade to 12th 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 mandatory graduation practice prior to the actual graduation ceremony.

SUBJECT	UNITS	Grade 9	Grade 10	Grade 11	Grade 12
English	40	English I 10	English II 10	English III 10	English IV 10
Mathematics*	30	Math 10	Math 10	Math 10	
Social Studies World History 10 US History 10 US Gov't/Econ 10	30		World History 10	US History 10	US Government 5 (1 semester) Economics 5 (1 semester)
Science Life Science 10 Physical Science 10	20	Living Earth 10	Chemistry 10		
Visual & Performing Arts (VAPA) or World Languages or Career Technical Education (CTE)	20	VAPA -or- World Language -or- CTE Students need to take <u>20 credits</u> in 2 out of 3 categories (VAPA, World Language, or CTE)			
Physical Education**	20	PE 9		PE	
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 / 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 Mrs. Bergum, the College and Career Advisor, for more information at bergums@mdusd.org or 682-8000 x.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 to the College & Career Advisor to inquire about testing dates and fee waivers for the PSAAT, SAT and/or the ACT.

SUBJECT REQUIREMENTS (Graduation vs UC/CSU vs Community College)

This chart compares the subject requirements for graduation to UC/CSU and community colleges.

NOTE: Private colleges vary on subject requirements. Please check the private school's website for specific requirements.

UC/CSU "a-g" Courses	SUBJECT	CHS Graduation Requirement	UC/CSU Admission Requirement	Community Colleges
A	History/Social Studies	30 units	20 units	No subject requirements
B	English	40 units	40 units	
C	Mathematics	30 units	30 units (Req) 40 units (Rec)	
D	Laboratory Science	20 units	20 units (Req) 30 units (Rec) <i>*must be LAB science</i>	
E	Language Other Than English	VAPA Or World Language or CTE	20 units (Req) 30 units (Rec)	
F	Visual and Performing Arts Career/Technical Education	Students need to take 20 credits in 2 out of 3 categories (VAPA, World Language, or CTE)	10 units (Req)	
G	Electives (College Prep for UC/CSU)	60 units	10 units (Req)	
	Physical Education	20 units	No Requirement	

STUDENT SERVICES

COLLEGE AND CAREER CENTER

The College and Career Center is open from 8:00 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.

FOOD SERVICES – LUNCH, BRUNCH, OR BREAKFAST

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

REGISTRAR

The registrar is available in the main office and handles all student records including admissions, transfers, checkouts, and transcripts. Students with questions regarding his/her records from previous schools, grades, and/or transcripts, should see the registrar.

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

All students are encouraged to participate in one or more extracurricular activities. Select an activity from the list below. Students can also complete an application to start a new club on campus by contacting the Associated Student Body (ASB) Leadership Advisor Mrs. Darby. Below is an example of some of the clubs CHS has on campus.

Club/Organization

AVID Club	Storytelling Nook
Key Club	Debate Club
Yearbook Club	BSU
CSF	Robotics Club
Latinos Unidos	Model UN
Board Game Club	Gingers and Friends
LGBTQIA+	Bilingual Ambassadors
Chess	Green Club

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 1st 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

Flag Football - Girls

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.

MOUNT 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 10th grade; successful completion of 101 units by the beginning of the 11th grade; and successful completion of 156 units by the beginning of the 12th 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 9th 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 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.
5. Students with outstanding books or fines may be deemed ineligible for activities and sports participation.

STUDENT CONDUCT POLICY

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

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

1. **VERBAL WARNING:** A teacher talks with the student and reaches an agreement regarding how the student should conduct him/herself. Teacher documentation required, and/or a parent is notified and reminded of the behavior expectancies and consequences.
2. **PARENT CONTACT:** A parent/guardian is notified by the teacher and reminded of behavior expectations and consequences. A parent-teacher conference may be scheduled if needed. Teacher documentation required.
3. **SUPPORT CALL:** Continual defiance (see #1 and #2), student is referred to appropriate administration for additional behavioral support.

ANTI-BULLYING

Concord High and the Mount Diablo Unified School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, bully 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. Online-bullying through the use of social media or other platforms is included.

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 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:

1. **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;
2. **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;
3. **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;
4. **Fourth violation** – the electronic device will be confiscated and secured in the main office. The student will be subject to suspension;
5. **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:

CHS Safe Dress Guidelines

CHS believes that students should be given as much choice as possible in how they dress for school. We believe students should be comfortable at school and be allowed to express themselves; however we do believe that students should dress safely and appropriately for an academic setting.

1. Students must wear:
 - a. Shirt/dress: must have fabric in the front and on the sides under the arms
 - b. Bottom: pants/sweatpants/shorts/skirt/leggings/dress
 - c. Shoes: activity specific shoe requirements are permitted (sports, PE)

2. Dress Guidelines:
 - a. Certain body parts must always be covered for all students. Clothes must be worn in such a way that private parts and buttocks are covered with opaque material.

 - b. Clothing must cover undergarments (waistbands and straps excluded).

 - c. Hats and other headwear must allow the face to be visible and not interfere with line of sight of any student or staff. Hoodie sweatshirts must allow for face and ears to be visible.

 - d. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, woodshop, autoshop, and other activities where unique hazards exist. Teachers may require or limit certain attire in these environments.

 - e. All clothing must not depict the following:
 - i. Violent images or languages
 - ii. Images or language depicting drugs, alcohol or any other illegal item or activity
 - iii. Hate speech, profanity, pornography
 - iv. Images that create a hostile or intimidating environment based on a protected class

The administration at CHS reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will be asked to change their clothing and parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

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, group of students or staff. 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:

1. 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.
2. Submission to or rejection of the conduct by a student is used as the basis for academic or employment decisions affecting the student.
3. 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.

4. 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.

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 FOR 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 support, 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.

BAND BOOSTER

The Band Booster is organized to support the instrumental program at Concord High School. Band boosters contribute to the music fund to support students. The group is open to all parents and adults who are interested in supporting the instrumental program of Concord High School.

CHOIR BOOSTER

The Choir Booster is organized to support the music vocal program at Concord High School. Choir boosters contribute to the music fund to support students. The group is open to all parents and adults who are interested in supporting the music vocal program of Concord High School.

OTHER DAY-TO-DAY INFORMATION

BULLETINS AND ANNOUNCEMENTS

The main method of communication in the school is the bulletin. It is published weekly on Mondays and read over the P.A. system on Tuesdays. The bulletin is also on the school website. 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. The student's 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 at 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.

BICYCLES, SCOOTERS AND SKATEBOARDS

Due to safety issues, bicycles, scooters and skateboards are not allowed on campus. Bicycles, scooters, and skateboards 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:

Samantha Allen, Executive Director
1936 Carlotta Drive, Concord, California 94519
Phone: (925) 682-8000, ext. 4450
Fax: (925) 691-1649
Email: allens@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.