



CONCORD HIGH SCHOOL PARENT STUDENT HANDBOOK

CONCORD SCHOOL DISTRICT VISION

Our vision is that all Concord students develop a passion for learning, experience excellence in their lives and believe that they have the ability to shape the future of their lives and communities.

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Welcome

Dear Parents and Students,

The entire community welcomes you to Concord High School. We are looking forward to working with you during the upcoming school year. We have worked hard to create an educational atmosphere that we know will be an exciting and productive one for each student.

Concord High School offers numerous opportunities, and we encourage you to take advantage of the many offerings during the year. We are here to help and assist you with all aspects of your school day, whether they be academic, social, co-curricular, or athletic.

Concord High School should be a place where all students feel valued and free to express themselves while still respecting the rights of others. Students, parents, and teachers are all stakeholders in creating that type of climate in our building. Each group's role may differ, but they are all equally critical to the creation of a positive school environment.

Please carefully review this handbook. It was written with you in mind and hopefully answers questions that you have about school programs and procedures. If you have questions please reach out to your commons.

Enjoy your school and your time as a member of the Concord High School community. We wish you a successful year.

Sincerely,

The Faculty and Staff of Concord High School

Guide to the Parent Student Handbook

This handbook is organized in the following way.

- Each section has a heading in blue. (Or in a larger font if you have a black and white print version.)
- After the section heading there is an explanation of the guideline or rule.
- If there are policy links that are relevant to a section, they are linked at the end of the section.

It is important to know that not all Concord School District Policies are included in the Concord High School Parent Student Handbook. The full list of district policies can be found at the [school district website](#).

Vision, Mission, and Beliefs

Concord School District Vision

Our vision is that all Concord students develop a passion for learning, experience excellence in their lives and believe that they have the ability to shape the future of their lives and communities.

Our Mission Statement

Our students will be:

- Active Self-Directed Learners who inquire creatively about their world and develop a lifelong passion for learning
- Informed Decision Makers who define issues, research alternatives, consider consequences, solve problems, and make choices that demonstrate intellectual integrity and rigorous evaluation
- Effective Communicators who write well, read widely, listen perceptively, speak clearly, and use language, numbers and symbols to convey and receive information
- Effective Collaborators who assume various roles to accomplish group or community goals, using knowledge, compromise, cooperation and respect.
- Creative Producers who use invention, design and critical assessment
- Life Planners who use the skills and knowledge they have acquired to pursue personal and career goals that foster physical, emotional and mental well-being.
- Community Participants who understand and practice our democratic traditions and values, including honesty, fairness and respect for human dignity and who believe they have the capacity to impact their lives and communities.

Beliefs for Our School Community

The Concord school community expects to act on the following beliefs:

- All students can learn and demonstrate what they learn.
- Students learn in different ways and require different methods to learn.
- All students have valuable contributions to make in school and community.
- Our community values and supports quality education and expects educated citizens.
- Community involvement is important to increase the future success of our schools.
- Families will be active partners in the process of educating their children.
- All adult members of the school community will be committed to continuous personal and professional growth.
- All members of the school community will treat each other with respect.

Academic Integrity

Academic Integrity and Honesty

We expect students to demonstrate academic integrity and honesty throughout their entire experience at Concord High School. Awareness of expectations is critical as compliance is essential to future college, career and personal success. Our faculty embraces the responsibility to educate students on what is expected not only in high school but also beyond it.



Academic integrity and honesty include areas such as plagiarism, cheating, falsification, and misrepresentation as related to (but not limited to) exams, out-of-class work, assignments and credentials. Please refer to [UNH's Academic Honesty Policy](#) and [UNH's Plagiarism Tutorial](#) for more detailed information.

The consequences for violation are as follows:

First offense

Reported to administration. Teacher, then administrator, calls parent/guardian. Administrator meets with student. If the infraction involves any aspect of classwork, a high-quality alternative assignment must be completed and submitted to the teacher within a short, defined window of time. Student must also meet with their school counselor within one week of the infraction. Student will write a brief statement for their record reflecting on the experience and demonstrating their newly gained understanding of academic integrity and honesty. Student will also be disciplined, including potentially an in-school suspension, based on the particular infraction.

Second time and subsequent times

Reported to administration. Teacher, then administrator, calls parent/guardian. Parent/guardian comes for meeting with administrator and teacher (arranged by Commons). If the infraction involves any aspect of classwork, a high-quality alternative assignment must be completed and submitted to the teacher within a short, defined window of time. The academic integrity violation is reported on college recommendations by the school counselor. (It is a question asked on almost every recommendation and update.) Student will write a brief statement for their record reflecting on the experience and demonstrating their gained understanding of academic integrity and honesty. Student will also be given consequence, including potentially an in-school suspension, based on particular infraction.

Acceptable Internet Use

Please see [Concord School District Policy #542](#)–Acceptable Internet Use–Students

Age of Majority

CHS considers all students residing with a parent or guardian as being responsible to their parent or guardian. Regardless of age, all CHS students will be subject to all school policies and regulations. Behavioral expectations, school rules and designated penalties apply to all students. CHS reserves the right to communicate with a parent of any student, regardless of the student's age, unless both the student (who must be 18 years or older) and the parent submit a letter to the school stating that the student is not living at home and that there is no need to keep the parent/guardian informed, and there is no other outside factor that has a role in the relationship (court, etc).

Announcements and Notices

Announcements and notices will be read and posted each day. Daily announcements are available on the Concord High School web page. Tuesday–Friday announcements (*CHS LIVE*) are broadcast on [YouTube](#). Students responsible for preparing notices must have these approved by their faculty advisor and turned into the main office by 1:00 PM prior to the day of the announcement. Notices of student activities may be posted throughout the building once they have been approved by the principal's office.

Attendance Rules & Procedures

Concord High School Attendance Rules are based on [School District Policy #514](#).

CHS-Specific Attendance Rules

Research and experience clearly indicate that regular attendance in school leads to increased academic performance. Any absence, either for a full day or part of a day, must be with the permission of the parents, who, it is presumed, will permit the absence only for good reason. (See also [Summer School](#).)

Rationale: The procedure listed below is based on the following premises:

- Learning requires both attendance and performance in class daily.
- The student, the parents, and the school must share the primary responsibility for acceptable student attendance.
- It is the responsibility of the Concord School District to have a policy that satisfies state requirements. The system should be clear, concise, and equitable, requiring limited staff time to administer. Consequences for non-compliance should be logical and reasonable, with proper due process (See Disciplinary Code–Judicial Committee).
- Absence Limits: The maximum acceptable number of absence days per Concord High School course during a semester course is eight and during a quarter course is four. The maximum acceptable number of absences for one semester of a Concord Regional Technology course during a semester is five. This includes all absences unless listed in Section III Exceptions.

Consequences for exceeding the attendance limit:

- Any student who exceeds the limit of absences during the semester is encouraged to remain in the course to earn a passing grade. A student who earns a passing grade in a class where they have exceeded the absence limit will lose the credit for the course but they may appeal to their assistant principal to have the credit reinstated. An administrator may withdraw a student from the class, assign an administrative failure (grade of 39), and assign the student to a study hall.
- If absences cause a student's academic load to drop below three courses (from the usual required five courses), the student may be requested to withdraw from school for the remainder of the semester. Students who withdraw will be required to have an exit conference with their counselor. To gain readmission, that student will be required to meet with his/her administrator

and counselor at least three weeks before the beginning of the next term to schedule classes for that term.

- Students who are under 18 years of age will be exempt from this penalty, but the school may file a Child In Need of Services (CHINS) petition with Concord District Court to require the student to attend classes.
- Absence waivers will only be granted after the successful completion of an attendance appeal. Appeal meetings are offered after grades have closed for the preceding quarter or semester. The meeting involves the student explaining and showing documentation relating to his or her absences. The meeting is often a discussion between the student and the administrator. The reason appeal meetings are only granted at the end of a semester is to ensure that the entire semester is taken in consideration (for example, a student may be out with a long-term illness for five days and be truant for an additional five days).

Excused and Waived Absences:

- School-sanctioned activities do not count toward the attendance limit, nor do they require an attendance appeal. Activities include, but are not limited to: field trips, athletic dismissals for CHS teams, internships, counseling appointments within the school.
- Excused absences count toward the attendance limit while waived absences do not. *Students, parents and guardians are often confused by the difference between “excused” (generally a parent/guardian code – calling a student in sick for example) and “waived” (administrator-only code) absences. In most cases if a guardian calls the commons to excuse a student as ill, that day will be **excused**, and the student will be allowed to make up all academic work missed with no penalty provided it is done within the agreed-upon timeframe. Excused means the guardian verified the absence. A “waived” absence meets the criteria listed in the bullets below. A waived absence is only granted by an administrator and does not count toward the absence limit.*
- Examples of commonly waived absences are:
 - Long-term illness: If a student is absent four or more consecutive days, due to a long-term illness, he/she must present a doctor’s note to the appropriate administrator in order to have the days exempted.
 - Chronic Illness: Likewise, in case of a chronic (intermittent, long-term) illness (e.g. asthma, migraines, frequent orthopedic visitations, counseling appointments) defined by a doctor in a letter to the school nurse and presented to the appropriate administrator, days absent beyond the first two do not count toward the attendance limit.
 - A death in the immediate family or of a close friend. An absence note must be presented to the appropriate administrator to have the days waived.
 - Suspensions will not count toward the attendance limit.
 - Religious holidays will not count toward the attendance limit.
 - A maximum of two documented college visits per semester during junior year and four (2/semester) during senior year. College visit forms are available in each Commons.
 - Documented court appearances.

Home Notification: School Attendance and Class Attendance

School Attendance:

- Attendance is taken at the beginning of each class or study hall. Parents are asked to notify the school of a student’s absence prior to 8:00 a.m. The school will attempt to call a parent of any student who has NOT been called in absent from school. Communication by telephone is sufficient to report an absence. If you do not report an absence by telephone, students must bring a note to their commons from their parent/guardian reporting/explaining their absence.

Students with an unverified absence (UNV) for a class have two school days after the day of the infraction to correct the attendance. After that time, the UNV becomes a cut and a consequence will be administered.

Class Attendance:

- Each teacher posts their daily attendance to a school-wide system. Students, parents or guardians will be notified upon the fifth absence in a quarter-long course and upon the fifth and ninth absence in each semester-long or year-long class. (Refer to [CRTC handbook](#) for attendance rules for CRTC classes.) Attendance information is also available at our *PowerSchool* website, which can be accessed via the CHS homepage. If any of these absences have not been with their knowledge, parents should call the commons. The appropriate administrative program assistant will attempt to meet with the student and may require the student to obtain attendance verification from his/her teachers and to establish a plan for improved attendance. Once a plan to improve attendance has been developed by the program assistant or administrator, the parent/guardian will be contacted to ensure that the requirements are met.
- Students with chronic attendance problems will be identified as early in a term as possible. School officials will use available resources to help the student improve attendance, including counseling, conferences with teachers or parents, and disciplinary action. Parents/guardians who feel their student needs closer control over class attendance should contact the commons administrator.

Truancy/Cuts: These guidelines should not be interpreted to mean that students have allowable “cuts” from class or days off from school. On the contrary, these guidelines state that the school will accept no more than eight absences in any class per semester (four per quarter) with the expectation that all absences are for legitimate reasons. If a student cuts class and exceeds the attendance policy, credit may not be awarded for that class. Exceeding that limit will result in the consequences stated below.

Students who are absent for unjustified reasons (truancy or cutting) will be subject to the following:

- A student cutting a portion of a class will receive a consequence from the program assistant. Detention has priority over all other appointments including sports and employment.
- Any student who is absent from school without parental consent will be considered truant. The commons administrator/program assistant will assign In-School Suspension (ISS), Out of School Suspension (OSS), community service, or other consequence deemed appropriate.
- In both cases, the absences will count toward the attendance limit of four per quarter class and eight per semester class.
- Persistent cutting or truancy will result in required parent/guardian conferences and possible suspension from school.
- If the reason given by parent/guardian allowing their son/daughter to be absent or dismissed from school is not accepted by school administration, then the opportunity for make-up will be denied.

Tardiness to Class:

If a student is tardy to class, the results will be as follows:

- first tardy—teacher warning
- second tardy—teacher consequence
- third tardy and beyond—student stays in class but teacher makes written referral to the commons

ONE-THIRD RULE: For 90-minute classes, students who miss more than 30 minutes of a class will be considered to have cut the class. For 45-minute classes (skinny block), students who miss more than 15 minutes of a class will be considered to have cut the class, and the consequences for absence shall apply. Chronic tardiness can result in stricter parameters.

Tardiness to School:

- Students who arrive at school after the beginning of their first academic class or study hall of the day must first report to their commons and sign in. A note written by a parent will be necessary. If the reason for tardiness is legitimate as determined by the administrator, the student will receive an excused tardy slip. Unexcused tardiness will result in disciplinary action. Failure to sign into the commons will result in detention. If tardiness continues, a parent/guardian conference may be requested.

Dismissals:

- After arriving at school, students may not leave prior to the completion of their last regularly scheduled class or study hall unless the school nurse or the commons secretary has properly dismissed them. The school is considered liable for safety of students during school hours. STUDENTS MAY NOT LEAVE SCHOOL GROUNDS FOR LUNCH.
- Any student wishing to be dismissed for any reason must first present a dated parental note giving reasons for the dismissal and a current parent phone number to their commons secretary on the day of the dismissal.
- Students needing to be dismissed from school due to illness or injury are required to see a school nurse. They will contact a parent/guardian or other adult designated by parent on emergency information sheet. A student who leaves without going to the school nurse will be considered truant from school. Students should not call home requesting a parent/guardian dismissal without first going to see a school nurse.
- Upon returning to school from a dismissal, students must report to their commons and check in.

Appeals:

The attendance policy holds students, teachers, parents, and the school accountable for attendance. It is not our intent to penalize students for unusual or extenuating circumstances. If a student has been responsible for his/her attendance and has exceeded the acceptable number of absences due to circumstances beyond his/her control, the student should bring this to the attention of their commons administrator. Appeals may be made to the commons administrator who will meet with the student and his/her parents. If parents are not satisfied with the outcome of this meeting, they may appeal to the principal.

Audio/Video Equipment

Personal audio equipment (cell phones, computers, gaming devices) may be used in a classroom or study hall ONLY at the discretion of the teacher. Before taking audio equipment out, ask the teacher for permission. Students may use audio/video equipment responsibly during their open and lunch periods. Audio/video equipment is expected to be for personal use only; **headphones are required, speakers are prohibited** and volume is expected to remain at a reasonable level that will not disrupt others. Respect for the learning environment of all students should govern the use of all electronic equipment. These items may be confiscated if misused. Portable video players in any form are not allowed. If used, they will be confiscated.

Recording audio or video at school is expressly disallowed without teacher or administrator permission and an approved and defined purpose.

Students are encouraged to register all electronic devices with the School Resource Officer.

Audit Procedures

The reasons for auditing a course are to improve a student's preparation for the next sequential course, to participate in courses to determine interest for future study, or to experiment in various areas of the high school curriculum. Following are some general guidelines to define the term audit for Concord High School students:

- A student auditing a course will receive no credit for the course; however, the audited course will show on the student's transcript. The student's work will be evaluated, but "AU" will be entered on the transcript and will not impact the student's GPA.
- The student may not have previously taken the course.
- The student must also be enrolled in the minimum course load for his/her grade.
- Auditing a course means that the student is expected to attend every class, complete all assigned work, and take all exams along with other students. Upon the advice of the teacher, excessive absences or a lack of effort on the part of the student will cause the the student to be removed from class and the course to be removed from the student's transcript.
- The student must decide to audit the course before the beginning of the semester or during the drop/add time. After choosing to audit a course, a student may not later decide to change his/her mind and expect credit for the course.
- The student must complete a form that will show approval from the teacher, the school counselor, a parent, and the curriculum facilitator.

Auto Insurance – Good Student Discounts

Students should remember that many insurance companies offer a reduction in insurance rates to students in good academic standing. Before insuring a car, check with the insurance company. This is one of the many advantages of being in good academic standing. Forms can be validated at the Student Services office - E205.

Bicycles

Riding bicycles on school grounds is not permitted, primarily due to limited space and potential danger. There are bicycle racks on school grounds where bicycles are to be parked and locked. Bicycles are not permitted inside the building unless the principal has given special permission.

Bullying

Please go to https://sau8.org/school_board/policies. Once you are on the page scroll down to policy 539.

Information on hazing is found as part of [Concord School District Policy #692 – Hazing](#).

Buses and Bus Conduct

Upon payment of a \$25 rider fee, students who live more than two miles from Concord High School are eligible to ride a Concord School District bus to school. The bus will bring students to school by 7:30 a.m. There will be transportation after school available at 2:42 p.m. All bus students are required to have a bus pass. Riding the bus is a privilege that carries with it the responsibility of proper behavior. Students who

violate bus rules may lose this privilege. Because the bus is an extension of the school, all school rules apply while students are on the bus. Bus information may be obtained from the Office of the Director of Transportation at 225-0849.

School Bus Rider Rules

Please take note of our school bus rider rules, which are designed to promote a safe and comfortable ride for all.

PLEASE:

1. Cooperate with the driver at all times.
2. Be courteous and respect others.
3. Sit appropriately and stay in your seat.
4. Do not throw anything inside the bus.
5. Do not extend or throw anything out the windows.
6. Pushing, shoving and fighting will not be tolerated.
7. Keep aisles and exits clear.
8. Animals, hazardous materials and nuisance items are not allowed.
9. Refrain from yelling or using profane language.
10. Carry-on items must be able to be held on your lap.
11. Do not tamper with, or damage, bus equipment.
12. Eating and drinking are not permitted on the bus.
13. Board and depart the bus at assigned stops only.
14. The driver is authorized to assign seats.
15. Interfering with the safe operation of the bus is prohibited.

Please also see [Concord School District Policy #711](#) – Student Transportation Services. This relates to General Operating, Student Eligibility, Student Conduct, and Resolution of Conflicts.

Cafeteria and Student Center

The cafeteria is a multi-purpose room that serves as an eating area and a study area for full-time Concord High School students only. Those with concerns or suggestions regarding the cafeteria service should contact the Director of Food Services at 225-0823. Students are expected to throw away all trash in the containers provided and leave tables clear of debris. Not cleaning up after one's self will result in community service, which may need to be completed immediately. Any student(s) wishing to use the Student Center after school must have approved supervision.

Camera Use

Unauthorized camera use, including cell phone cameras, has become a significant issue in our society. Camera use is not permitted at Concord High School unless it is authorized by school personnel. Unauthorized use of a camera will result in the confiscation of the device for the remainder of the day at a minimum.

In certain instances, administration may require that parents come to school to retrieve the device. Media recorded at Concord High School is under the express control of school administration.

Students need to be aware that depending upon the degree of disruption caused to the school, additional administrative discipline may be assigned. If students publish/share video or pictures from cell phones that cause disruption of the orderly operation of the school, serious consequences including suspension could be applied.

Campus Rules

CAMPUS AREA PROTOCOLS

The Concord High School campus is divided up into three distinct zones for students. These zones are described according to a green, yellow, and red color scheme.

Green Zones are areas that include the Student Center and Courtyard. In a Green zone, students can spend their open periods and may use their cell phones or talk responsibly.

Yellow zones are transition areas through which students pass but may not congregate. These include the gym lobby, commons locker areas, Main Street, and library hallway.

Red areas are academic areas including classrooms, hallways outside of classrooms, Main Street, library, computer labs, study halls, and areas in which structured activities are taking place.

Students may not use cell phones in Red and Yellow areas except during passing time.

Campus expectation: Students who congregate outdoors in the courtyard during their open periods and lunch time may chat with friends in a non-disruptive fashion, use their cell phones responsibly, and play hacky sack and other games that do not pose a threat to others. Students may not engage in activities that involve projectiles (Frisbee, balls, etc.)

Cell Phones and Other Devices

This section of the handbook refers to communication devices. Communication devices include, but are not limited to, cell phones, smart phones, MP3s with communication abilities, cameras with communication abilities, and iPods.

Students may have cell phones on school property. The use of these devices must not interfere with academics or constitute a threat to health and safety. Cell phones may be used in class for academic purposes but only with the permission of the teacher. Cell phones may be appropriately used during unscheduled time (open periods and lunch) and passing time.

- Cell phones must be silenced during classes and in other places of learning such as prep rooms, the media center, study halls, and computer labs. Cell phone usage of any sort during class time, whether in the classroom or outside the classroom will be considered a classroom violation. (Teachers have the discretion to allow curriculum-based cell phone use, e.g. use as a calculator.)
- Upon request, teachers may temporarily hold or ask students to keep cell phones visible.
- Cell phones should only be used in public spaces.
- Cell phones must be turned off in all areas during safety or emergency drills.
- Teachers may designate a place for cell phone storage during class.

First Offense

On a first offense the teacher will handle the situation. The teacher will talk to the student about the offense and explain the consequences for a second offense.

Second Offense

A CHS student who violates the cell phone policy a second time will have their phone brought to their commons. A sending school student who violates the cell phone policy will have their phone brought to the CRTC. The Commons will log the incident, call home, and return the phone at the end of the day.

Third Offense

A CHS student who violates the cell phone policy a third time will have their phone confiscated and brought to their commons and a parent will be required to come to school to retrieve the phone from administration. If a sending school student has their phone confiscated during their time at CHS, that phone should be brought to the CRTC office. Students who chronically violate the cell phone rule may be subject to additional school consequences. Due to the large number of problematic cell phone confiscations, students are not to use their phones as clocks.

Students refusing to turn over their cell phones will be suspended out of school immediately for insubordination and may remain suspended until a meeting between the student, parent, and administrator takes place.

Parents of students who have chronic cell phone use issues should be aware that they are able to contact their cell phone provider and disable their student's cell phone during school hours.

TEACHERS ARE FULLY SUPPORTED BY ADMINISTRATION IN THEIR DECISIONS ABOUT CELL PHONES

Change of Address and/or Guardianship

Parents or students must inform the office of Student Services in E205 of any changes of address and/or telephone number. For change of address, parents need to supply documentation such as a copy of a lease, mortgage statement, deed, utility bill, or vehicle registration. If there is a change in guardianship during the school year, please notify the Student Services Office.

Chromebooks

The Concord School District's one-to-one technology program enables students to easily transition projects and research between home and school. Students can more easily exchange ideas and remain connected with classmates and teachers. The predicted result is a learning environment in which problem solving, critical thinking, and leadership skills are developed and enhanced through the responsible use of technology and continuous access to digital resources.

This document is provided to give clarity to both students and parents about some of the basics related to the use and care of Chromebooks. It does not take the place of the parent student handbook; it is provided to support the rules and procedures in the handbook.

Chromebooks will be loaned to all students who submit a [Chromebook Computer User Agreement](#), which indicates understanding of the contents of the parent student handbook and our [Internet Acceptable Use Policy](#).

Chromebook Rules & Guidelines

There are responsibilities involved with the use of a district-owned Chromebook. This requires efficient, ethical, and legal utilization of technology resources. Violations of these rules and guidelines will result in administrative review and potential discipline.

Technology, including laptops, must be used only:

- To support learning
- In compliance with local, state, and federal laws
- To complete school assignments

Security Reminders:

- Share logins or passwords ONLY with parents or guardians
- Follow Internet safety guidelines and school rules and policies for acceptable use
- Understand that device and network use are filtered and monitored, and students have no expectation of privacy in their use of these school resources

Caring for the Chromebook

The device is district property and all users will follow the [“Chromebook Care Procedures & Guidelines”](#), and the Concord School District Acceptable Use Policy to limit any potential damage to the device and/or disciplinary action. Our hope is that students will have consistent access to a device throughout their years at Concord High, and in order to best meet this goal it is important that all students take an active role in caring for their Chromebook.

Backgrounds and Screensavers

Any images set as a background must be school appropriate and in line with school policy and practices for maintaining a positive learning environment free from disruption or interference. Inappropriate media may not be used as a background, which will be understood to mean any image that otherwise would not be permitted for display at school.

Students Who Fail to Bring their Chromebook to School

- Students who have a signed user agreement may check out a loaner for the day provided there is one available.
- Students borrowing a Chromebook will be responsible for any damage or loss to the loaner device.
- Discipline may result if the student repeatedly needs to borrow a loaner device.
- Students must return the loaner to the Help Desk at the end of the school day or be subject to discipline.

Student Chromebooks that Need Repair

- Loaner devices will be issued for students who leave their school-issued device at the Help Desk.
- Students borrowing a Chromebook will be responsible for any damage or loss to the loaner device.
- Devices on loan for extended repairs can go home.
- Students will be contacted when their issued device has been repaired and can be picked up.
- The Help Desk reserves the right to lock the loaner Chromebook if payment of applicable fees is not completed within two weeks.

Printing

- At this time, Chromebooks can be used to print at home.
- Students are encouraged to share all work with their teachers through their school Google account when possible to avoid excessive printing.

Using the Chromebook at Home

- Students are encouraged to take the Chromebook home with them every day.
- A Wi-Fi Internet connection is required for full functionality of Chromebooks; however, some applications can be used if no internet access is available.
- Students without Wi-Fi access at home can connect from several public locations in both the Deerfield and Concord communities.
- Students are bound by the Acceptable Use Policy and all other guidelines for the use of Chromebooks at home and other non-school locations.
- Parents/Guardians are responsible for supervising student use of the Chromebook at home.
- Students are responsible for care and safekeeping of the Chromebook device at all times.

- Students are responsible for fully charging their device before returning to school every day.

Liability for Damage or Malfunction

Students are responsible for any damage or malfunction of district issued devices not covered by insurance.

Damaged Chromebooks or devices failing to operate properly must be evaluated immediately at the Student Help Desk which is in the library. Help Desk staff will communicate the repair or replacement cost, the two-week timeline for payment, and the degree to which the student is responsible for the cost based on misuse or neglect determinations to parents or guardians.

Damage that is the result of accidental or intentional abuse by the student will result in a charge to the student for replacement or repair. Additionally, all costs associated with repairing a Chromebook after the expiration of the warranty will be the responsibility of the family.

Liability for Full Device Replacement Costs

Students who lose or destroy their assigned Chromebook will be expected to pay for the full replacement cost of the device, the charger, and any protective equipment provided by the school. The cost will be determined by the Concord School District financial department and will be based on a complete replacement of all of the lost materials.

Class Rank

Class Rank is obtained by rank ordering the cumulative averages of all students in a class. At Concord High School, all courses are included except color guard, ROPE, and any non-graded Pass/Fail courses. All courses are equally weighted. Class rank will be calculated at the conclusion of each semester beginning after the spring semester of freshman year. Official ranks are published in August and February, while dynamic ranks are updated regularly to adjust for enrollment and grade changes.

CLASS RANK FOR SPRING AWARDS

Class Rank for students in grades 10, 11, and 12 and the position of Senior Class Valedictorian and Salutatorian will be determined by the cumulative Numerical Grade Average (NGA, similar to GPA but on a 100 point scale) calculated at the end of the fall semester.

For a senior to receive rank-based recognition, he or she needs to have (1) at least 80% of his or her transcript credits must be numeric (not pass/fail) grades and (2) at least two fully enrolled semesters completed at CHS.

Clubs and Organizations

A variety of clubs and organizations are available at Concord High School. Every student has the opportunity, and is encouraged to participate actively, in these clubs and organizations. A list of club advisors will be published early in the school year. Students who wish to form a new club or organization are requested to contact the administrator in charge of co-curricular activities. Clubs and organizations available to CHS students are also listed on the CHS website at chs.sau8.org.

CLUB ACCOUNTS

The Main Office will maintain a record for each club or organization. Please refer to the Concord School District operational procedures for student activities accounts. The records are audited at the end of each fiscal year; therefore, the following guidelines must be observed:

- All fundraisers must be approved by the principal.
- Requests for checks should be submitted with appropriate paperwork to the financial administrative assistant in the main office five days prior to payment. Please plan accordingly.
- All money received or collected must be in the principal's office prior to 1:00 p.m. every day for bank deposit.
- Money collected at events during the weekend must be given to the administrator/advisor present at the event.
- No money should leave the building and be taken home under any circumstances.

Communication of Concerns to School Officials

Please see [Concord School District Policy #812](#) – Communication of Complaints About School District Employees.

Co-Curricular Expectations

The mission of the Concord School District is to enable every student to acquire and demonstrate skills, knowledge, and attitudes essential to be a responsible world citizen committed to personal, family, and community well-being.

- I. The co-curricular program at Concord High School includes the following:
 - A. All interscholastic athletic teams
 - B. The performing arts program (non-credit bearing)
 - C. Student government and the Senate
 - D. All clubs
- II. The following set of co-curricular expectations is designed to:
 - A. Uphold the educational value of programs where each individual contributes to the whole for the success of the group/team.
 - B. Ensure students perform at peak levels, developing self and group/team discipline.
 - C. Prepare students for real life (e.g., living within the law and contributing to their community).
 - D. Reflect our school's high standards.
 - E. Ensure that students participating in co-curricular programs serve as good representatives of our school district and demonstrate appropriate representation through their character, sportsmanship, team work, mutual respect and trust.
- III. Additional activity-specific expectations:
 - A. Each co-curricular program may have additional expectations that are added to this document as an addendum. These Co-Curricular Expectations and attachments are in force from the first day that the program begins (first practice, meeting, rehearsal, tryout, audition) through the conclusion of the season/program or the awards program (if applicable), whichever comes last.
- IV. Co-Curricular Advisor's Roles

- A. Teaching, advising, and coaching students to meet the co-curricular expectations listed above.
- V. Behavioral Expectations:
 - A. Students who participate in Concord High School co-curricular programs are expected to adhere to high standards, physically and socially.
 - B. The following behaviors constitute violations of these expectations:
 - 1. Illegal use or possession of tobacco in any form
 - 2. Illegal use or possession of alcoholic beverages
 - 3. Illegal use or possession of drugs and/or mood-altering substances
 - 4. Gambling on any Concord High School events
 - 5. Vandalism
 - 6. Stealing
 - 7. Bullying and/or harassing others
 - 8. Being convicted of misdemeanors or felonies
 - 9. Gross misconduct including, but not limited to: assault on an advisor/coach, judge/official, participant/opponent or spectator; leaving an activity in anger during the activity or interrupting the flow of the activity with inappropriate behavior and/or obscene language; demonstrating dishonesty in connection with the co-curricular program; directing threats and/or gestures at the advisors/coaches, judges/officials and/or spectators.
 - 10. Hazing and team/activity initiations involving hazing. Concord High School interprets hazing as “any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him/her, or which may in any fashion compromise his/her inherent dignity as a person. In addition, any requirement by a member of an organization which compels another member to participate in an activity that is against school policy or state/federal law will be defined as hazing.”
 - C. Students who need confidential assistance or support concerning any of the behaviors listed above may contact their school counselor and/or the Student Assistance Program counselor.
- VI. Violations of Behavior Expectations will result in the following:
 - A. First Violation: For the longer of 14 calendar days or the period of time necessary to meet the following conditions, the student’s participation in his/her co-curricular program will be limited as described in the following conditions:
 - 1. the student cannot participate in games, scrimmages, competitions, performances, votes, etc. in the co-curricular program
 - 2. the student must practice and/or attend meetings
 - 3. the student must attend a meeting with his/her parent and the school counselor to cooperatively develop a plan to determine the extent to which this behavior is problematic
 - 4. the student must complete no less than 10 hours of community service. The director of physical education and sport and the assistant principal responsible for co-curricular programs must approve the community service proposed and confirm that the four conditions have been met. There are certain clubs with stricter violation protocols (per approval from administration); student must be notified of those protocols at the beginning of their involvement in the club.

- B. Second Violation (within the same school year): The student will be suspended from participating in all co-curricular programs for the longer of 60 calendar days within the school year or such time period as is needed to regain eligibility to participate in co-curricular programs by presenting, receiving approval of, and completing a remediation plan. The Co-Curricular Review Committee (definition in Section VII) must approve this plan.
- C. Third Violation (during the course of the student's career at Concord High School): The student is suspended from participating in all co-curricular programs for the remainder of the school year. Students who participate in Concord High School co-curricular activities are expected not to attend gatherings at which alcohol or drugs are being illegally consumed. If Concord High School officials receive information from the police or another reliable source that a student has attended such a gathering, the student and his/her parent or legal guardian will meet with a counselor to review the health, safety, legal, and social risks associated with under-age drinking and illegal drug use. During the meeting, the student and his/her parent or legal guardian will work cooperatively to determine any appropriate follow up to the meeting.

VII. Academic and School Attendance Expectations

- A. Academic Performance: Students who wish to participate in Concord High School co-curricular programs must be scheduled for at least five academic courses each semester. To be eligible for a Concord High School co-curricular program, a student must have passed a minimum of four units of work at the end of the previous marking period (quarter grade) and achieve grades of at least 70 in three of these. Eligibility status is determined on the day that grades are finalized. An incomplete is not considered a passing grade for purposes of eligibility. Except for Interscholastic Athletics (NHIAA rule prohibits), students may use summer school to improve a failing fourth quarter grade to a passing one to be eligible for a co-curricular program the first quarter of the next school year. All students may use summer school to improve a passing fourth quarter grade to 70 or above to be eligible for any co-curricular program for the first quarter of the next school year.
- B. School Attendance: Students who participate in Concord High School co-curricular activities are expected to attend school on the day of a meeting, practice, contest, or performance. Any student who does not attend school by his/her first scheduled class for reasons of sickness or truancy will not be eligible to participate in any scheduled meeting, practice, contest, or performance on the date. If the violation becomes known later, it will be enforced at the next meeting, practice, contest or performance following the disclosure. Repeated violations would be considered gross misconduct (BEHAVIOR EXPECTATIONS). The director of physical education and sport or the assistant principal responsible for co-curricular programs may grant exceptions to this expectation for extenuating circumstances.
- C. School Suspension/In-School Suspension: Any student suspended from school or issued an in-school suspension assignment will not be able to participate in or attend any co-curricular program, game, performance, practice, and/or meeting on the day of the suspension or in-school suspension assignment.

VIII. Appeal Process

- A. A student and/or his/her parents/legal guardians may appeal to the principal only a limitation on extracurricular program participation resulting from a First

Violation of 14 calendar days under Section I or any consequence imposed under Section II.

- B. A student and/or his/her parents/legal guardians may appeal a suspension resulting from a subsequent violation under Section I to the principal, the superintendent, and the school board, in this order.

Counseling Services

COUNSELING SERVICES INCLUDING SCHOOL COUNSELORS (FORMERLY GUIDANCE COUNSELORS)

The professional school counselors at Concord High School provide a full range of services to address the developmental needs of all students. Services are provided both individually and in groups. The Counseling and Guidance Department also conducts outreach programs for both parents and students and maintains communication with sending schools and community agencies.

- I. The School Counseling Department is committed to assisting students with all aspects of their school experience. Counselors provide orientation activities for new students, consultation with teachers and specialists, tours, workshops on college admissions and financial aid, information about PSAT/ SAT/ACT testing, and coordination of college, career and military information. Counselors assist students in the evaluation of their academic progress through program planning, scheduling classes, referral for diagnostic testing and the discussion of career and educational opportunities.
- II. Realizing that learning is affected by all aspects of a student's world, the department is available for short-term counseling, crisis intervention, and consultation and referral to outside resources to help students with personal difficulties. Students can feel confident that trained counselors are bound by professional ethics to distinguish personal confidential matters and ensure privacy and assistance.
- III. Counselors are available during all periods of the school day on an appointment basis. Students should schedule an appointment at least a day before they want to see a counselor. During busy periods, it is necessary to schedule an appointment even earlier. If there is an emergency, it is always possible for a student to see a counselor at once. It is very important for students to keep their appointments so as not to keep other students needlessly waiting. Whenever possible, students should meet with counselors during study hall, open periods, or lunch.
- IV. School counselors return to school two weeks prior to the beginning of the school year. Please contact the Student Services office 225-0800, ext. 6051, to arrange an appointment during this time.

Course Load / Drop / Add

- A. Students must be scheduled for at least five academic courses each semester. Independent study will be considered as part of a senior's minimum course load; however, it will not be considered as part of a junior's minimum course load. The appropriate administrator must approve any exception.

Extended learning opportunities and VLACS classes count toward a senior's minimum course load; however, it will not be considered as part of a junior's minimum course load. The appropriate administrator must approve any exception.

The Community Athletic Certificate, CHS Sport, and Community Service Credit do not count toward a student's course load.

- B. Once a student has been scheduled, he/she will be permitted to change only for necessary and compelling reasons. Such a change must be made with the approval of a school counselor and commons administrator. To avoid a grade penalty, the change must be made within the first 10 days of the semester if a course is to be added, or within 20 days if a course is to be dropped. Drops after 20 days will result in a WF (withdrawal failure) and a 39 calculated into GPA.
- C. Students enrolled in fewer than five units of study per semester will be considered part-time students and will be allowed on school grounds only when attending classes.
- D. The school reports both enrollment and attendance for Social Security purposes. For a positive report, students must be enrolled in at least five courses and must be attending school regularly.
- E. Classes are scheduled from 7:45 a.m.–2:42 p.m. every day. Schedules will not be modified to accommodate student work schedules.

Credit Requirements for Class Status

Any student who has earned the following credits will be promoted to the appropriate grade level.

9th to 10th Grade (sophomore):	4 Credits
10th to 11th Grade (junior):	9 Credits
11th to 12th Grade (senior):	13 Credits

Students will be promoted to the following grade level at the conclusion of the school year. For example, if a sophomore achieves nine credits in January, the student will not become a junior until the conclusion of the school year in June.

CRTC

Please visit the following link for all information related to the [Concord Regional Technology Center](#).

Dances

Philosophy: Dances should be an opportunity for students to socialize and gain experience with positive interpersonal relationships.

SCHOOL DANCE GUEST PROTOCOL

Students wishing to bring a guest, who does not attend CHS, to a school-sponsored dance, must now obtain a School Dance Guest Registration/Permission Request Form from the Main Office. The form must be given to the guest to be filled out and signed by the guest's high school, then faxed back to CHS for approval by the principal. Tickets may not be purchased until form is received back from the guest's school. Rules regarding guests are as follows:

- Only one guest per Concord High School student;
- Each guest must be enrolled in a high school and be in good standing at that school;
- The guest must provide photo identification upon entering the dance;

- All guests are expected to follow all Concord High School rules of decorum. The CHS student host is responsible for advising the guest of all behavior expectations. Should a guest need to be removed from the dance, the hosting CHS student will be required to leave with the guest.
- The CHS Administration reserves the right to rescind this request at their discretion at any time.

The following items relate to school dances:

- All students must enter the dance through the main entrance and check-in desk, otherwise students may be asked to leave. Doors will not open until the time the dance is scheduled to begin, and doors will be closed one hour after the beginning of the dance, with no admittance after that time. Students who cannot arrive at the dance before the doors are locked because of work or other obligations must get permission from an administrator in advance. If students leave the dance, they will not be allowed to return.
- All dance styles must comply with standards of modesty and safety; dance partners must face each other and no “grinding” will be permitted. The faculty and administrators in attendance will be the final judge of the appropriateness of the style of dancing.
- Selling, possession, or being under the influence of alcohol or a controlled substance will result in immediate removal from the dance, suspension from school and possible police consequences. At the discretion of the administrator, students may be asked to submit to a breathalyzer test. Should the student refuse this test, their guilt will be assumed.
- Students are expected to be clean and neat in their personal appearance, observing standards of modesty, moderation, and good taste. Clothing must meet reasonable standards of decorum.
- Students are not permitted to sit in parked cars, or to loiter in the parking lot.
- Suspended students (out of school suspensions) are prohibited from attending dances.
- All student possessions may be stored in the locker area of Commons A. Students will not have access to lockers or possessions during the dance. VALUABLES LEFT UNSUPERVISED are done so at the students’ own risk.
- Failure to comply with the rules will result in removal from the dance, notification of parents/guardians, and other disciplinary action as determined by the school administration.

Detentions

The following items apply to detentions:

We assume that students will use their time in a constructive manner. However, those who choose to act otherwise may lose their “free” time during or after school by being assigned to detention by a classroom teacher. Teacher detention has priority over all other appointments including sports and employment. Teachers may elect to utilize community service as a part of classroom detention.

Administrative detention is held on designated days from 7:00–7:40 a.m. and 2:50–3:30 p.m. and other times deemed appropriate by the administration. The time of a detention assignment is at the discretion of the administrator. Students are expected to report on time. If a student is late to detention, he/she will be assigned additional detentions or an in-school suspension (ISS). Administrative detention has priority over all other appointments including sports and employment. Administrative detentions may utilize community service opportunities at the discretion of the supervisor.

Please Note:

- The consequence for cutting a teacher detention is referral to administration.
- The consequence for cutting administrative detention may include detention and/or in-school suspension.
- Should cutting occur again, disciplinary action, including out-of-school suspension, will be taken.

- For the purpose of scheduling both teacher and administrative detentions, students will be given 24-hour notice.

Diploma Academy

The Concord Regional Diploma Academy provides students the opportunity to work toward graduation or a High School Equivalency Certificate (HiSET) through a diverse set of educational offerings including after-school courses and online credit recovery courses. Students enrolled in the Diploma Academy may have arrival and departure times different than those of non-Diploma Academy students. Information about the Diploma Academy can be found online or by calling 225-0800.

Disciplinary Code

Please reference the [District Code of Student Conduct](#) to examine the district policy. This explanation of the disciplinary code serves to explain the District Code of Student Conduct as it relates to CHS. In all matters, the District Code of Student Conduct will serve as the final word on policy.

The existence of society is predicated upon the willingness of its members to adhere to established behavioral rules. One purpose of education is to prepare young people to participate productively and responsibly in our society. To do so, students must learn appropriate behavior and the consequences for inappropriate behavior. Furthermore, the mission of the Concord School District is to enable every student to acquire and demonstrate the skills, knowledge, and attitudes essential to be a responsible world citizen committed to personal, family, and community well-being. Among other outcomes, graduates of Concord Schools are expected to be:

- Active self-directed learners who examine options as they initiate and complete tasks.
- Effective collaborators, who assume various roles to accomplish group or community goals, using self-knowledge, compromise, cooperation, and respect.
- Informed decision makers who consider consequences and make choices that demonstrate intellectual integrity and rigorous evaluation.
- Community participants who understand and practice our democratic traditions and values, including respect for human dignity, honesty, and fairness and who accept the consequence for their actions.

To enable every student to achieve these outcomes, we need to provide a productive, healthy, and safe school climate in which every member of the school community understands the rights and responsibilities of being a member of that community. A productive, healthy, and safe school climate can exist only when behavior expectations are clearly stated and when the school and parents, working together consistently, apply consequences. The behavior expectations are intended to create a productive, healthy, and safe school climate. Behavior that interferes with the learning climate of the classroom or orderly operation of the school will not be tolerated. Classroom teachers will handle minor misbehaviors via warnings, detentions, student conferences, and/or parent contact. Misbehavior of a greater frequency or seriousness will result in a written referral to the assistant principal.

I. Building and Teacher Expectations

- A. Each school will establish a building discipline plan. Each teacher in each school will develop and implement a classroom discipline plan. These building/classroom plans will state expectations for students in such areas as attendance, promptness, acceptable classroom behaviors, dress, parking, and other issues relevant to a productive learning climate.

1. The district's Guidelines for Certified Staff, part of the district's Staff Appraisal and Development Procedures, outline expectations for district faculty.

II. Expectations for Students

- A. It is expected that students will demonstrate appropriate behaviors and attitudes including respect, honesty, and fairness necessary to maintain a productive, healthy, and safe school climate. The following behaviors are some examples of actions that seriously interfere with teaching and learning and are deemed unacceptable in our schools:
 - Use of abusive language or inappropriate gestures
 - Leaving school grounds without legitimate school or parental authority
 - Physical, verbal, and/or sexual harassment (e.g., bullying)
 - Fighting
 - Assault
 - Possession of illegal substances: alcohol, tobacco, drugs
 - Possession of drug paraphernalia
 - Vandalizing or stealing school, staff, and/or student property
 - Possession of weapons or weapon-like devices
 - Persistent violations of school and classroom rules
 - Disrespect toward school personnel and other students
 - Violation of the Dress Code (see also Dress Information)
 - Any other behavior that seriously disrupts the productive, healthy, and safe school climate we value
- B. All staff, primary level through high school, will teach about these behaviors in a consistent manner.
- C. Students are also expected to abide by all federal, state, and local laws.

III. Consequences/Building Discipline Plan

Other forms of misbehavior, which are neither anticipated nor listed, will be dealt with individually. Mitigating circumstances will be considered and dealt with individually.

- A. You can expect administrative detentions if you choose to engage in activity such as: (Repeated violations can result in suspension)
 - being chronically tardy to class
 - being in an unauthorized area
 - cutting teacher detention
 - being disrespectful (derogatory remarks including name calling) to others
 - creating a disturbance or being disruptive
 - eating in unauthorized areas
 - drinking beverages from inappropriate containers
 - cutting study hall
 - failing to properly dispose of trash in Student Center or on school property
 - leaving school grounds during the school day without permission (will also require a parent re-entry meeting with the principal)
 - loitering near school property
 - throwing snowballs
 - wandering the halls or stairways
 - violating cell phone expectations

- B. You can expect in-school suspension (ISS) /out-of-school suspension (OSS) if you choose to engage in activity such as: (Repeated violations can result in longer suspensions)
- being disrespectful, abusive or insubordinate toward school personnel
 - trespassing on school grounds when suspended
 - falsely calling yourself or someone else in as absent or tardy
 - repeatedly cutting classes
 - truancy
 - repeatedly cutting detention
 - forging a note, pass, or signature
 - persistently or chronically misbehaving
 - possessing tobacco products (first offense)
 - refusing to identify yourself or refusing to show student ID card when requested by school personnel
 - parking/driving violations
 - violating district Internet Policy
 - refusing to hand over a cell phone when asked by a staff member
- C. You can expect suspension, possible legal action, restitution, and/or expulsion if you choose to:
- assault someone (fighting)
 - ignite, possess, or transfer an explosive device such as a firecracker, smoke bomb, pepper gas, or other dangerous object
 - possess, use, be under the influence of and/or transfer alcohol, controlled substances, or “look-a-like” drugs or alcohol substances
 - possess or use drug paraphernalia, or refuse to consent to a search if there is a reasonable suspicion that you have such items
 - set off a fire alarm or cause the building to be evacuated
 - smoke or use tobacco products
 - steal, vandalize, or destroy school or personal property
 - threaten the physical or psychological well-being of others
 - trespass
 - be chronically truant
 - engage in repeated verbal or physical harassment of others, particularly about race, religion, ethnic background, sex, political views, sexual orientation, or social or economic status
 - violate city, state, or federal laws on school grounds
 - violate district weapons policy
 - violate district policy sexual harassment
 - violate district bullying policy
 - participate in any retaliatory action toward school district employees
- D. SOCIAL PROBATION
- Students who fail to serve disciplinary consequences (detentions, ISS) are identified as habitual offenders, or commit serious infractions may be placed on **Social Probation** and may not be allowed to attend school functions beyond the scheduled school day (awards nights, athletic events, concerts, dances, banquets, and senior activities including class trip, prom, and graduation) until removed from social probation by an administrator. (See additional reminder under Senior Activities.)

It is the policy of the Concord School District that all school buildings, property, bus stops and routes, and associated areas shall be safe environments for students, free of danger posed by the presence of weapons or conduct that threatens harm by means of weapons or objects used as weapons. It is the policy of the Concord School District that the provisions of RSA 193-D:2, the Safe School Zone Act, be carried out in all respects. A summary of the policy follows. Students or parents who have questions regarding this policy or who want a copy of the policy may inquire at the principal's office where copies of the full policy are stored.

I. Weapons Policy

- A. Weapons such as, but not limited to, firearms, explosives, incendiaries, martial arts weapons (as defined by RSA 159:20), clubs, billies, knives, metallic knuckles, or containers containing chemicals such as pepper gas or mace or other objects used as weapons are not permitted on school property, school buses, or at school-sponsored activities. "Weapons" shall mean any object whose use at the time or whose primary purpose is to cause or, by intimidation, to threaten to cause bodily harm or injury to any person. Student violations of this policy will result in both school disciplinary action and possible notification of local police. Suspension or expulsion could result.
- B. In addition, any student who is determined to have brought a firearm (as defined by 18 U.S.C. 921) to school without prior written approval will be expelled for not less than one year (365 days). This expulsion may be modified by the superintendent upon review of the specific case in accordance with other applicable law and district policy.
- C. Weapons under control of law enforcement personnel are permitted.

DISCIPLINARY PROCEDURES

I. Violations of the Safe School's Zone could result in the following:

- A. Short-term suspension by the high school administration between one and 10 school days depending on the infraction. Be recommended to the Superintendent of Schools for a long-term suspension.
- B. Long-term suspension by the superintendent greater than 10 school days but less than 90 days, or to the end of the current semester, whichever is greater.
- C. Long-term suspension by the school board greater than 90 days but less than one year.
- D. Expulsion by the school board greater than one year.

II. The following due process procedures have been adopted by the Concord School District.

- A. Short-term suspensions (1–10 days): The student will be entitled to notice and hearing, an opportunity to present his/her side of the story, and an explanation of any disciplinary action taken. THERE IS NO APPEAL FROM THIS SUSPENSION.
- B. Long-term suspensions by Superintendent (greater than 10 days): The student shall be entitled to a hearing to review all evidence. After the hearing the student will be given a written decision. The decision may be appealed to the local school board.
- C. Long-term suspensions greater than 90 but less than a year or expulsions by the school board. These may be appealed to the State Board of Education.
- D. At any hearing provided in paragraph A–C above, students have the right to be represented by legal counsel, the right to present any evidence, and to cross-examine interviewers.

III. Reporting To Concord Police Department

The district's Safe School Policy pursuant to RSA 193:13 requires that we report to the Concord Police Department incidents of theft, vandalism, and violence. If the student has been involved in

one or more of these behaviors, the school administration will share this information with the police who may take additional action.

Pursuant to RSA 193-D:4, all acts of theft, destruction, or violence shall be reported to the Concord Police Department.

- A. “Any public or private school employee who has witnessed or who has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act in writing immediately to a supervisor. A supervisor receiving such report shall immediately forward such information to the school principal who shall file it with the local law enforcement authority. Such report shall be made by the principal to the local law enforcement authority immediately, by telephone or otherwise, and shall be followed within 48 hours by a report in writing.”
 - B. The Report required above will be completed using form #Ed 317.
- IV. Proceedings regarding student with disabilities.
- In the event a student being considered for long-term suspension or expulsion is disabled, certain additional procedures will apply. These procedures may require a meeting of the student’s team to consider whether the behavior is a manifestation of the disability. Certain additional time periods apply to cases involving a student with disabilities. The full school policy and state and federal regulations should be consulted by any parent or student who questions whether a student being disciplined is or might be disabled. Copies of the policy and applicable rules are maintained in the principal’s office.
- V. Legal Services
- There are low-cost or no-fee legal services available to students and parents. Information may be obtained from the New Hampshire Bar Association (603-224-6942) or through the principal’s office.

Please also see these policies:

[Concord School District Policy #544](#) – Weapons on School Property

[Concord School District Policy #520](#) – Safe Schools

[Concord School District Policy #521](#) – Sexual Harassment

[Concord School District Policy #539](#) – Bullying – access the link and scroll down to 539

Divorced/Separated Parents

SCHOOL POLICY REGARDING STUDENTS OF DIVORCED/SEPARATED PARENTS

It is the policy of Concord High School to cooperate with the parents of all children registered in the district. However, in order to communicate effectively, sensitively, and legally with parents who are divorced or separated regarding issues involving their children at Concord High School, we have adopted the following procedures:

- I. School officials will direct communication to the parent having physical custody of the child and who has registered the child in school with respect to questions concerning the child’s education and matters pertaining hereto.
- II. When the child’s parents have joint custody, they must take the responsibility of coordinating the handling of routine communication (report card, absentee notices, newsletter, etc.) either mailed or sent home via the child. Parents may request a separate mailing for regular newsletters and report cards by notifying the principal’s administrative assistant, in writing.

Dress Information

Concord High School would like to challenge all students to take pride in their appearance. Students are expected to exercise common sense in adhering to the following dress code. Proper attire is required of all students at all school functions. Proper attire is defined as clean clothing and/or hats that are free of inappropriate holes or tears, appropriately cover the body, and help to maintain a healthy and safe environment at the school. If you have a question about what appropriate dress is, consult your administrator. To assist in your judgment, the following guidelines have been established.

Personal Pride in Appearance

All students are encouraged to take pride in their appearance. The following items have been identified as needing additional clarification to assist students in making positive choices in their attire. Students and parents are reminded that clothing that may be appropriate for other venues may not be appropriate or acceptable at Concord High School.

- Clothing must completely cover all undergarments.
- Clothing that promotes the use of tobacco, alcohol, and other drugs or contains inappropriate language or sexual innuendo is not allowed.
- Skirts and shorts must completely cover the bottom/buttocks of students at all times. This includes when sitting, standing, and participating in normal classroom activities.
- Shirts must completely cover a student's midsection.
- Necklines on all tops need to modestly cover the chest.
- Sheer clothing, halter tops, tube tops and strapless tops or dresses are not allowed.

Safety

Certain items have been deemed a safety hazard. For the protection of all students the following is prohibited:

- Metal or sharp spiked items
- Bandanas
- Dangerous jewelry
- Bare feet

Corrective Action

Violations of the dress code policy will be handled on a case-by-case basis. Teachers will have the authority to discuss the dress code with the student or, if uncomfortable with the situation, may refer the student to the Common's administrator.

Concerns

If you have comments or suggestions on the dress code, please see one of the student government representatives. To ensure Concord High School's dress code policy is meeting the needs of the school, the dress code will be reviewed every two years. The 2019-2020 school year is a year that the code will be reviewed.

Please also see [Concord School Board Policy #541.2](#) – Dress Code.

Drug and Alcohol Guidelines

Goals and Objectives

- I. The following goals, objectives, and procedures for referrals of students under the influence of controlled substances or who choose to deal in such substances flow directly from our school philosophy.

- A. To create a drug free environment:
 - 1. Determine the magnitude of the drug and alcohol abuse problem among students by the use of a survey every year.
 - 2. Organize and implement processes to help those students who have problems with drugs and/or alcohol, such as:
 - a. Referral to detoxification or outside counseling programs
 - b. Student support groups for students returning from detox programs
 - B. To establish procedures to assist the school in dealing with students who come to school under the influence of alcohol or drugs:
 - 1. Establish a formal process to provide teachers and other school personnel with guidelines for referring students under the influence of drugs and alcohol for immediate treatment.
 - 2. Ask parents to assume the major responsibility for providing rehabilitation with strong assistance from the school.
 - C. To provide workshops for teachers, administrators, students, and parents to enable them to identify students with drug and alcohol problems:
 - 1. Acquire consultants with expertise in alcohol and drug abuse to conduct workshops for teachers, students, and parents.
- II. GUIDELINES FOR REFERRING STUDENTS SUSPECTED OF BEING UNDER THE INFLUENCE OF ALCOHOL OR CONTROLLED SUBSTANCES

A. In the Classroom:

- 1. The Teacher's Role:
 - a. If the student exhibits mild symptoms of being under the influence of a drug or alcohol, the teacher should contact the appropriate assistant principal/principal.
 - b. If the student exhibits strong symptoms (aggressive behavior, physical instability, sleepiness, or agitation), the teacher should call the main office for an administrator, and, if convenient, call another teacher if that teacher does not have to leave his/her class. The administrator shall assist the student to the nurse's office.
- 2. The Administrator's Role:
 - a. The principal/assistant principal shall talk with the student to look for signs of influence.
 - b. If necessary, the principal/assistant principal should bring the student to the nurse's office.
 - c. The principal/assistant principal can conduct a search of both the student's person, belongings, and/or locker. (See Section III).
- 3. The Nurse's Role:
 - a. The nurse shall examine the student to determine the nature of the abuse problem.
 - i. Checking first for vital signs.
 - ii. Administer a breathalyzer test, or other appropriate test.
 - b. If testing and examination is NEGATIVE, the student shall be sent back to either their administrator or class.
 - c. If testing and examination are POSITIVE, the principal, an assistant principal or the nurse shall call the parents. The student

shall not be sent back to class. If the student leaves the office without permission, action appropriate to the situation shall be taken by the principal or an assistant principal.

- B. Follow-up/Consequences:
 - 1. On the day the student is suspected of using/possessing or under the influence of drugs or alcohol, the student shall remain in the custody of the school resource officer or Concord Police until the parents are notified.
 - 2. If the student refuses to cooperate with the school, the student will be suspended and the parents will be contacted and the Concord Police Department will become involved as appropriate.
- C. Outside the Classroom: Use of drugs or alcohol elsewhere in the building, and the outside campus and at school-sponsored events.
 - 1. The Staff Member's Role:
 - a. If a student exhibits any symptoms of drug or alcohol use, the staff member should report the student to the principal or assistant principal, or, in the absence of an administrator, the teacher will report the incident to the administration as soon as possible.
 - b. The administrator will examine the student and proceed as under Part II, A. 2., above.

III. GUIDELINES FOR REFERRING STUDENTS SUSPECTED OF POSSESSING, PURCHASING, USING OR SELLING ALCOHOL OR CONTROLLED SUBSTANCES IN THE SCHOOL

- A. If a teacher or staff member has reason to suspect that a student possesses, is purchasing, using, selling, or otherwise distributing drugs or alcohol (including drug paraphernalia, or look-alike drugs or alcohol) on school premises, the teacher or staff member will immediately escort the suspected student to the office or to an administrator. If the student is in class, the teacher will notify an administrator.
- B. The administrator will question the student to discover the kind and amount of alcohol or substance involved, where and how it was obtained, and whether the student has more of it in his or her possession or control elsewhere in the school. This may involve searching the student's person or locker. Any evidence found will be labeled and dated in the presence of another staff member.
- C. The student will be examined for suspected use and being under the influence of a controlled substance as in Part I above.
- D. The student will be suspended a minimum of 10 school days and the case may be referred to the superintendent of schools for further suspension.
- E. The student suspected of possession, purchase, sale or distribution of alcohol or drugs will be referred to the school's resource officer.

DRUG-FREE SCHOOL ZONES (RSA 193-B:2)

Except as provided by law, it will be unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell, dispense, or compound, any controlled drug or its analog, within a drug-free school zone at any time of the year. The drug-free zone is an area that extends 1,000 feet surrounding the property of Concord High School. Any violation of this subjects the offender to severe penalties under the law. It will be a violation for any person to cover, remove, deface or destroy any sign or other marking identifying a drug-free zone as provided in RSA 193-B:4, I. Lack of knowledge that the prohibited act as defined in RSA 193-B:2 occurred on or within 1,000 feet of Concord High School property will not be a defense.

Please see [Concord School District Policy 755](#) – Alcoholic Beverages.

Early Graduation

- I. The Board of Education has approved a policy for early graduation [Concord School District Policy #671.3](#) – Early Graduation.
- II. In compliance with this policy, Concord High School provides the following guidelines:
 - A. Early graduation usually means graduation at the completion of the third year of secondary school or at the end of the first semester of the fourth year.
 - B. An application for early graduation must be filed with the guidance department no later than one semester prior to intended completion of coursework.
 - C. Seniors who plan to finish in January will not receive their diplomas until June, but may request a letter indicating that they have met all the necessary requirements. If they wish to participate in the graduation ceremony, they must make all the usual arrangements, be at all rehearsals, and wear a cap and gown.

Eligibility for Interscholastic Sports

- I. In order to be eligible to play for an interscholastic team a student:
 - A. Must have passed a minimum of four units of work* at the end of the previous marking period and achieved grades of 70 or above in three of these.
 - B. Eligibility status is determined on the day that official report cards are distributed to students.
 - C. An incomplete is not considered a passing grade for purposes of eligibility.
 - D. Students may not use summer school to change a failing grade to a passing one.
 - E. Students may use summer school to improve a passing grade to 70 or above.
- II. All students need to be aware of the athletic expectations for a particular sport. Athletes should ask their coaches for a list of expectations before a problem arises.
- III. All incoming freshmen and students new to CHS must have a current physical received by Concord High School prior to the first day of tryouts. PHYSICALS MUST NOT BE OLDER THAN ONE YEAR FROM THE START OF THE SEASON. Students are encouraged to see their own physicians for a thorough exam and to bring or mail to the athletic director written documentation of the exam, including the doctor's name, date of the exam and any physical limitations that may apply. Only one physical is required throughout the high school years.
- IV. Student members of athletic teams are not eligible to participate in an interscholastic contest on a day they are absent from school due to illness, class cuts, or truancy.
- V. In addition, students are required to complete a health questionnaire EACH TIME THEY GO OUT FOR A SPORT. These forms are distributed by the coaches and screened by the athletic trainer. They should be as accurate as possible with regards to the student's health history and must be signed by a parent or guardian. Students who have had recent surgery, injuries or illness must provide the athletic department with a doctor's note indicating that they are medically approved to participate.

For further information, students are advised to refer to the NHIAA Handbook and consult their coach, or call the athletic director at 603-225-0819.

*Unit of work: a course that grants one credit for a full year or one-half credit for a semester.

Email

Students and parents are encouraged to use email when communicating with the staff. All email addresses can be located at the Concord School District web page at sau8.org.

If you know the name of the person you can email them by using the first initial of their first name and their last name with @sau8.org added to the end.

Jane Smith would be: jsmith@sau8.org

Emergency Information

All students are required to file an emergency information form as part of the annual update. This information is found on the school district website. The purpose of the form is to assist the school in reaching parents or guardians as soon as possible should a medical emergency arise. Without this form a student may not receive full or immediate treatment. A parent/guardian signature on this form will assure full treatment. The school expects to be notified of changes in pertinent information.

Emergency Procedures

Fire Drills: State law requires that Concord High School practice fire drills each year. Directions for building evacuation must be posted in a prominent place in each room. When the fire alarm sounds, students are to leave the building in an orderly manner.

Lock Down: In the event that we have an unauthorized person/possible dangerous situation at Concord High School, lockdown procedures will be followed. This will be announced over the intercom. Classroom teachers will discuss procedures with their individual class.

Building Evacuation: A building evacuation can be used for many reasons at the discretion of the principal. When instructed to do so, students are to leave the building orderly and quickly. Students should follow the evacuation route posted in each room.

Please also see the following policies:

[Concord School District Policy #750](#) – Safety Program

[Concord School District Policy #751](#) – Fire Exit and Fire Prevention Rules

[Concord School District Policy #752](#) – Bomb Threats.

End of School Day

The end of the school day is 2:42 p.m. and buses will be available to transport students home at that time. Students who have completed their classes for the day are granted the PRIVILEGE of leaving school for the day at the conclusion of their last scheduled class. However, students are not permitted to leave campus during the day and return prior to 2:42 p.m., or to return to board buses.

Examinations

Final examinations at Concord High School serve several purposes:

- Provide an opportunity to measure the knowledge and skills that comprise a semester's effort
- Develop test-taking skills that could be useful in the near and distant future

Midterm and final exam schedules will be posted prior to the examination period. Students are required to take semester and final exams on the dates scheduled. No student shall be permitted to take an exam

prior to the scheduled time without extenuating circumstances and the approval of the Commons administrator. No student will be permitted to make up an exam other during the scheduled make up times, except in an extreme emergency.

Senior exams for the second semester will occur during the final week of academic classes. Those exams will be given at the discretion of the classroom teacher.

Extended Learning Opportunities

Refer to District Policies and CHS Procedures about earning credits outside of CHS course offerings. Students and parents may contact a school counselor with questions about this process.

False Alarms

Anyone who causes a FALSE ALARM seriously threatens the welfare of many people. More than 2000 individuals, including physically challenged students and staff, must evacuate this building. The intense traffic on the stairways increases the risk of injury to everyone. The evacuation is especially hard and hazardous for those who have a physical injury or disability. Anyone who causes a false alarm will be suspended from school for multiple days including the possibility of a long-term suspension (beyond 10 days) and will be reported to the police and/or fire authorities for potential legal action.

FERPA and Confidentiality

The school counseling department complies with the laws pertaining to privacy of access to personal records. The 18-year-old student or the legal guardian of the student under 18 may examine the student's records by making an appointment with the counselor and must sign a special release before anyone outside the school may do so. Similarly, to protect the privacy of students, Concord High School does not distribute names or addresses of current or former students, nor do staff members provide any information to unidentifiable callers.



Terri L. Forsten, *Superintendent*

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Robert Belmont
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Business Administrator

Larry Prince
Director, Human Resources

Matt Cashman
Director, Facilities & Planning

August 2019

Dear Parent or Guardian or Student over the age of 18:

In 1974, the Federal Government passed the Family Educational Rights and Privacy Act (FERPA). The intention of this law is to protect the accuracy and privacy of student educational records. Without prior written permission, only parents, legal guardians, authorized school staff, and, in appropriate circumstances, state and federal officials who have a legitimate educational purpose, have access to the educational records of Concord public school students. Under this law and School Board policy #580, parents and legal guardians are entitled to the following rights:

1. The right to inspect and review their children's educational record.

2. The right to seek to correct parts of this record if they believe it to be inaccurate or misleading.
3. The right to limit disclosure of information contained in the record consistent with FERPA.
4. The right to file a complaint if there is a violation of this law.
5. The right of parents and eligible students to designate certain non-directory information for release.

Also, as permitted under the Family Education Rights and Privacy Act, the following information has been designated by the Concord Board of Education as “directory information.” This permits our schools to use this information without prior written consent if, and only if, it is used to publish student yearbooks, programs for athletic teams, performing groups, and graduation ceremonies, as well as to publicize the academic awards and honors of individual students:

1. The student’s name.
2. The student’s class (i.e. first, seventh, twelfth, etc.).
3. The student’s extracurricular activities.
4. The name of the school the student currently attends.
5. Achievement awards and honors.
6. Weight, height, and position on athletic teams.

If any parent, guardian, or student* over the age of 18 years wishes that any or all of the items listed above not be used for the purpose stated, please advise the school principal in writing prior to the start of the school year.

If there are any questions regarding these rights or this policy, please contact me at 225-0811.

*The rights and protections given parents under FERPA and this policy transfer to the student when he/she reaches the age of 18 or enrolls in an institution of post-secondary education.



Terri L. Forsten
Superintendent of Schools

Flex Days

If there are excessive snow days affecting the balance of Crimson and Tide Days, then the administration will activate a previously designated Flex Day to add a Crimson or Tide Day to the winter schedule. Administration will alert students and staff of the change so they can prepare accordingly.

Food Service

Please see the [Food Service](#) web site for more information.

For information on Lunch Pre-Payment please see [Concord School District Policy #722](#).

Grading

Grade	Description
90–100	Distinguished Achievement
80–89	Above-Average Performance
70–79	Satisfactory Performance
60–69	Minimum Acceptable Work for Credit
0–59	Unacceptable: No Credit

The grading scale at Concord High School ranges from a minimum of 40 to a maximum of 100. Sixty is the lowest grade bearing course credit. A student can be given a grade of 40 when the student fails to demonstrate competency. Further, should a student, during the final quarter (whether a semester-long or yearlong course) fail to meet the minimum requirements of the course, a grade LOWER than 40 may be given. A grade of 39 will be assigned to a student who receives an Administrative Failure.

Calculating the Grade:

Grades are based on summative assessments of academic competencies. Summative assessments might be tests, quizzes, projects, or certain kinds of work done at home. The best way to define summative assessments is to compare them to game day or the day of a big concert. The other kinds of assessments that teachers give are called formative assessments, and these are similar to the practice that comes before a game or a concert. Formative assessments are not included in the grade but they are often reported by the teacher so that students and parents can keep track of how they are doing.

The Crimson Code (Be Respectful, Be Responsible, Be Honest, Be Punctual and Prepared and Be an Active Participant in Your Own Learning) is also reported but not included in the final grade. The Crimson Code is reported so that students, parents, school counselors, and administrators can see how the student is performing on these lifelong skills.

Semester grades are calculated by averaging the two quarter grades at 80% (40% each quarter) and the mid-year or final exam grade as 20% (see example below). The computer is programmed to round up at .5.

NOTE: If new evidence of competency is submitted by the student in quarter two (or four) the teacher may consult with administration to adjust the semester grade to reflect on the most recent evidence.

Changing the Grade: If a course or grade is missing or wrongly recorded on the grade report, it should be reported at once by the student. A special “Change of Grade” form, available in the principal’s office, may be taken by the student to the appropriate teacher who will authorize the change(s) and return the form to the guidance office. Whenever a grade is changed, the principal’s signature may also be required.

	<u>GRADE</u>	<u>CALCULATIONS</u>
1 st quarter	85	$85 \times 2 = 170$ (2/5 or 40%)
2 nd quarter	80	$80 \times 2 = 160$ (2/5 or 40%)
1 st semester exam	90	$90 \times 1 = 90$ (1/5 or 20%)
		$420/5 = 84\%$ Semester Average

Students taking a course where the grading is done in a Pass/Fail fashion will not have those grades factored into their overall Numeric Grade Average (NGA); however, the course will be counted as high school credit toward graduation.

Graduation Requirements

To qualify for a Concord High School diploma, students graduating must successfully complete at least 20 credits of study including the listed specific requirements. Students transferring into Concord High School after the completion of their junior year (after last day of school in Grade 11 year) must meet the credit requirements of their most recent high school or of Concord High School, whichever is greater. Students on home education programs or attending Second Start must earn at least 10 credits in classes at Concord High School to earn a CHS diploma. Please refer to the Program of Studies for more details.

SUBJECT/COURSE MINIMUM CREDITS REQUIRED FOR GRADUATION

Arts Education 0.5¹
Computer Education 0.5²
English 4
Mathematics 3³
Science 3⁴
Social Studies 2.5⁵
Physical Education 1.5
Health Education 0.5
Required Credits 15.5
Electives 4.5

TOTAL CREDITS: 20

NOTE: To earn credit in a course, a student must earn a final mark of 60 or better and meet district attendance requirements. A full-year course offers one credit; a half-year (semester) course offers 1/2 credit; and a quarter-year course offers 1/4 credit.

Explanatory Note:

If, because of attendance, a student receives a grade but no credit for a required class, the student need not repeat the required unit but must make up the credit by adding an elective unit.

Concord High School Graduation/Senior Activities

To participate in the formal graduation ceremony and senior activities, the student must have completed all graduation requirements.

Requirements

Normally students graduate at the end of the 12th grade or the 4th year at Concord High School. To ensure that this happens, students should check their credits and completed courses against the requirement list at least once a year and consult their school counselor immediately if there is any question or doubt or if a course scheduled to fill a requirement is dropped or failed.

¹ Includes classes in fine arts/music, and graphic arts.

² Only required of students who have not fulfilled this requirement prior to enrollment at CHS.

³ One of the three math credits earned must be from an Algebra course.

⁴ Students must complete three total credits of science. Students need to take Next Generation Science 1 and 2. A third credit is required from science electives.

⁵ Includes one credit of United States history and one-half credit in geography or world history, one half credit of economics education, as well as a one-half credit Civics course.

Alternative Credit Possibilities

Credits toward a Concord High School diploma may be transferred from another accredited public and private secondary schools including from Concord Summer School, Second Start and extended learning opportunities with approval.

Information is available through school counselors. Students or parents interested in transferring credits should consult with their school counselor.

Academic Review Council

The Academic Review Council will review all other requests for credit or circumstances that would affect a student earning a Concord High School diploma. A decision will be rendered and communicated to the student and/or parent in writing within five school days.

The Academic Review Council will consist of the following people:

- High School Principal
- Representative from Central Office
- Assistant Principal
- High School Special Education Representative (as needed)
- High School Curriculum Facilitator
- High School Counselor

Participation in Graduation Exercises

- Participation in graduation exercises is allowed for students who are in good academic standing and have met all graduation requirements.
- Students who have not met the graduation requirements may not participate in the graduation ceremony. This includes, but is not limited to, the following:
 - Students who are 1/4 credit short of the required 20 credits.
 - Students who have more than 20 credits but have not earned enough required classes.
- To participate in the graduation ceremony, it is necessary to order and pay for cap and gown, to attend graduation rehearsals, and to meet other announced deadlines.

If the student has not successfully completed their I.E.P. by the end of the regular school year, they may participate in the graduation exercises only if:

- The student's I.E.P. team determines that the student can complete their I.E.P. through a summer program that is completed no later than August 30.
- The student agrees to participate in the summer programming designed to meet their I.E.P. goals and objectives.

Graduation is an important and dignified ceremony, which has significant meaning for graduating seniors, parents, families, and staff. Concord High School takes pride in a dignified graduation ceremony. The ceremony signifies the successful culmination of 13 years of education. In order to ensure a graduation ceremony that is meaningful to all, the following is expected of all participants:

- Graduates are to be courteous during the entire ceremony and are to refrain from any activity which is disruptive, distracting, or dangerous.
- Graduates are not to carry anything with them into the ceremony.
- This being a school function, all school rules apply before, during, and after the ceremony.
- Graduates are to dress appropriately for a ceremony of this nature. Examples of inappropriate dress are beach/sports clothing, jeans, sunglasses, t-shirts, etc. Students will arrive at graduation

carrying their cap and gown. Those in inappropriate dress will be asked to either change their attire or leave and not participate in the ceremony. Students who wish to appeal this practice should do so at one of the graduation practices or by contacting the principal at least 10 calendar days before graduation. No appeals can be granted or will be considered on graduation day. If a candidate for graduation violates any of the above behavior standards, he/she will not receive a diploma at graduation and will be asked to leave the ceremony. The student will be required to attend a parent conference with the principal in the week following graduation.

Reminder: Senior Activities

Participation in the formal graduation ceremony and other senior activities is a student privilege, not a right.

Attendance at these functions is reserved for students who meet the requirements for a high school diploma or certificate of completion of studies and are in good standing. The administration reserves the right to revoke the student privilege of participating in senior activities or graduation exercises as part of any disciplinary measure including chronic and repeated behavioral infractions. Students owing the school obligations may not be allowed to participate in these events. Obligations may include students with unserved discipline, money for lab fees, lost books, sports uniforms/equipment, library materials, vandalism, class dues or any other incurred costs. Additionally, students engaging in a senior prank may have their participation in senior activities—including graduation—prohibited.

Alternatives to Concord High School Diploma

Although it is advisable for most students to stay in the same high school until graduation, there are situations in which this is not possible. CHS credits can be transferred to other public and private secondary schools. The Concord School District's Adult Diploma Program awards diplomas for night school work to those who for various reasons cannot continue to attend school in the traditional day program. In addition, there is the Concord Regional Diploma Academy (see Diploma Academy). It is also possible for students over 18 (or others under special circumstances) to take examinations for a High School Equivalency Certificate (HiSET). The Concord Regional Diploma Academy, as well as Second Start alternative high school in Concord, sponsor programs to help students acquire the necessary skills and information. Second Start administers these tests several times during each school year.

Please also see the following School Board Policies:
[Concord School District Policy #671.2](#) – Physical Education.

Health Service

Nursing services are available throughout the school day. Students and parents are encouraged to utilize these services when necessary to optimize their educational opportunity.

Home Instruction for Illness

Should a student be unable to attend school for an extended period of time as a result of an illness, injury or recent operation, parents/guardians should contact the school nurse to discuss the student's medical concerns and the student's school counselor to discuss the possibility of arranging tutoring. Students or their parents must provide appropriate medical documentation from their doctor verifying their condition prior to the approval of tutoring services being granted by Concord High School.

Homework

Homework is a normal and expected part of school life at Concord High School. Whether it involves reading, computing, written responses to questions and essays, or simply self-disciplined review and study, time spent outside the classroom on schoolwork will be a necessary component of academic achievement. The amount of homework may vary from course to course; all students, however, along with their parents or guardians, should realize the importance of homework and plan a home study site accordingly.

HOMEWORK FOR EXTENDED ABSENCES

If a student has an extended illness or injury (three or more days), parents or guardians may contact their Commons administrative assistant (603-225-0800) for homework assignments. Please allow the school 24 hours to gather the assignments from the teachers. Assignment requests for students should be accompanied by previously completed assignments and may be picked up in the main office. Students who are absent fewer than three days are expected to contact teachers or classmates for makeup work.

Honor Roll

To recognize student achievement, Concord High School will publish an honor roll four times each year. Students eligible for honor roll must fulfill general course load requirements. The honor roll will be based on the student's performance each marking period and include the following specific requirements: HIGH HONORS: Lowest Permissible Grade in Any One Course is a 90; HONORS: Lowest Permissible Grade in Any One Course is an 85.

Computation for honor roll will be based on quarter grades. Please note: the computer is programmed to round up at .5 when calculating grade point average. Sophomores who achieve honor roll status may apply for earned time in lieu of scheduled study hall. All classes are evenly weighted.

Image Release

From time to time, videos are made of various school activities and classes, which may be telecast over ConcordTV and/or used within the Concord School District. Photographs are also taken which may be used in school publications, including web pages. Such videotapes and photographs may have students appear visually and/or be heard.

Notification is given that unless there is written disapproval received from a parent/guardian by September 15 each year, that approval is given for such videos to be utilized as described above. Anyone having questions should contact their commons administrator.

Immunization Requirements

New Hampshire State Law RSA 141-C:20a requires that all children be immunized. The following list is the minimum legal immunization requirements for high school students:

- I. DPT: (Diphtheria, Pertussis, Tetanus): 3 doses with the third dose on or after the child's fourth birthday and an additional Tetanus immunization if it has been 10 years since the last dose. If your child is given a 10-year tetanus booster, you should bring that documentation to the nurse's office.
- II. POLIO: 3 doses with the third dose on or after the child's fourth birthday.
- III. MMR: (Measles, Mumps, Rubella): 2 Doses
- IV. Prior to entry, all new students to Concord School District must present an immunization record or religious or medical exemption to the school nurse. Requests for religious exemption should

be directed to the Superintendent of Schools, 38 Liberty St., Concord, NH 03301, and requests for medical exemption should be sent to the School Nurse, Concord High School. Failure to comply with immunization requirements will result in exclusion from school.

Independent Study

Independent study is designed to provide an opportunity for students to go beyond the classroom experience to pursue an interest once the subject area course offerings have been exhausted. The administration and staff recognize the value of self-discovery and self-teaching and we wish to encourage the responsibility and growth that is involved in this process.

- I. Qualifications:
 - A. Student must be a junior or senior.
 - B. Student must have at least a B average in the subject area in which s/he wishes to study independently and has exhausted the present curriculum.
 - C. Student shall be involved in only one independent study per semester.
 - D. Exceptions to these qualifications will be handled through your school counselor with approval of the area curriculum facilitators and administrator.

- II. Procedure for students:
 - A. Complete required application.
 - B. Develop a topic or project on specified form.
 - C. Attain agreement with a teacher/advisor that has knowledge in the area of study and is willing to act as a supervisor.
 1. It will be the individual teacher's responsibility to determine if s/he has the time and interest to act as advisor to a particular student. The teacher-advisor will determine if the student is sufficiently motivated and if s/he has a viable plan. If a particular teacher is requested as an advisor by more students than s/he can handle, seniors will have priority.
 2. The plan must have the approval of the student's counselor, teacher-advisor, parent, area curriculum facilitator, and the area administrator for that discipline.
 - D. Setting up a schedule
 1. There must be a minimum of one meeting per week for consultation or supervision between advisor and student.
 2. There must be a minimum of two checkpoints or progress report dates per quarter.
 - 3.
 - E. The independent study application must be completed and approved prior to the start of the semester of the independent study.
 - F. Miscellaneous
 1. An independent study will have the same credit value as other academic courses at Concord High School.
 2. The amount of credit (1/2 or 1) for each independent study will be determined by the advisor and the area administrator.
 3. If a student drops his/her independent study after 20 days of school (semester), s/he will receive an administrative failure (AF).
 4. The Independent Study will be considered as part of a senior's minimum course load.
 5. The Independent Study will not be considered as part of a junior's minimum course load.

Information Center -- Library

The mission of the Concord School District Library Media Program is to ensure that students and staff are effective users of ideas and information. This mission is accomplished through these goals:

- To provide intellectual and physical access to materials in all formats
- To ensure equity and freedom of access to information and ideas;
- To promote the ethical use of information;
- To promote a collaborative learning environment for staff and students;
- To foster competence and stimulate interest in reading, viewing and using information and ideas through integrated instruction;
- To work with other educators to design learning strategies to meet the needs of students.

We accomplish these goals by:

- Instructing students individually and in groups;
- Promoting literacy in reading, writing, speaking, listening, viewing, and communication;
- Developing and maintaining a collection of print, non-print and electronic materials which support the curriculum.
- Working collaboratively with educators to plan curriculum and instruction.

The media center is open from 7:30 a.m. to 3:15 p.m. Monday – Friday for study and use of library resources. The center contains resource materials for reading, viewing and listening. The media center personnel offer instruction in skills needed to use these materials effectively and provide assistance with school assignments. *A webpage is maintained with the media center information as well as links to numerous subscription databases for student and staff use. Passwords for use from home are available at the library circulation desk.*

- There is a photocopier available for student use.
- Students are responsible for everything that they borrow.
- Students may bring their own devices for use in the library with the expectation that they will follow the acceptable use policy. Students may see the librarian for guest wifi access. Certain activities are not permitted in the library: talking on phones, taking pictures, filming or recording without prior permission.
- Freshmen and sophomores who wish to use the media center during study hall must pick up a pass before the study hall is scheduled to begin.

Posted rules must be observed:

- Students are expected to be engaged in productive activities in the library.
- Students may talk quietly, but must be courteous and respectful at all times.
- Students are expected to follow the Crimson Code in their interactions with staff and each other.
- Students are expected to clean up their work spaces and return borrowed materials (scissors, glue sticks, staplers, etc.) to their original locations.
- Seating in the library is limited, and we must ensure that teachers who have scheduled to bring their classes have the space and resources that they need.
- Students accompanied by a teacher do not require a pass to enter the library.
- Teachers may send up to 5 students from their classroom on a group pass.
- All other students need a pass from their study hall or classroom teacher.
- Students must have a pass from the library staff to be in the halls during a block (nurse, bathroom, locker).

Injury or Illness

Any student who sustains an injury or becomes ill is to report immediately to the nurse's office on the third floor (West Building - Room 3077) or send someone to get the nurse if he/she is unable to go. Often what appears to be a minor injury or illness is more serious; therefore, please permit the nurse the opportunity to evaluate the situation and make the appropriate recommendation for care. The nurse or an Administrator must dismiss students if going home sick. Students who are injured and possess school insurance should check in the Main Office for proper filing procedures.

WHEN TO KEEP CHILDREN HOME FROM SCHOOL

- Fever over 100 degrees
- Diarrhea or vomiting within the last 24 hours
- Persistent sore throat with fever or swollen glands
- Mysterious rash
- Suspected or known head lice
- Red, itchy, gooey eyes

Instructional Materials Selection

The procedure for handling objections to instructional materials verbally or in writing is as follows:

- I. Staff members receiving complaints should notify the principal in writing and include the following details:
 - A. Name of complainant.
 - B. Author and title of material in question.
 - C. The specific material to which he/she objects.
- II. The principal shall send the form entitled "Citizen's Request for Reconsideration of Instructional Materials" to the complainant who will complete and return the form to the principal.
- III. The principal will notify the superintendent who, in turn, will schedule a meeting of the Instructional Materials Reconsideration Committee.
- IV. The Instructional materials Reconsideration Committee will:
 - A. Read and Examine referred materials.
 - B. Check general acceptance of the materials by reading reviews.
 - C. Reexamine the material in light of selection criteria.
 - D. Weigh values and faults, determine acceptability based on the material as a whole and not on passages pulled out of context.
 - E. Notify the complainant that he/she may request a meeting with the committee.
 - F. Issue a decision report within one month of receipt of the form.
 - G. Forward copies of the decision report to the complainant, to the principal and to the Superintendent of Schools.
- V. Appeal procedures:
 - A. The complainant has a right to appeal the decision of the committee to the Superintendent's Review Committee.

Insubordination

CHS students will comply with all school rules and requests from authorized school personnel. Disregard or failure to follow reasonable directions is considered insubordinate. Insubordination may result in behavioral consequences including suspension.

Insurance -- Health and Dental

The Concord School District has an agreement with an insurance agency that permits the agency to offer low-cost accident insurance and low-cost dental insurance to students. Enrollment forms for these policies are available from the school only at the beginning of the school year. The school makes these forms available only as a service to the students. The school has no part in the insurance contract should students elect to enroll. As a note of caution, the accident insurance may not cover such medical treatments as physical therapy, nor does it cover injuries that are not caused by accidents.

Knives

A knife is defined as a cutting instrument consisting of a blade attached to a handle. Pocket knives, penknives, jackknives, kitchen knives, Swiss Army knives, pocket utility tools, razor blades, box cutters, utility tools, etc. are not allowed in school and are considered weapons. If found, the weapon will be confiscated and disciplinary action, including suspension and parent contact, will result. If a knife is used to intimidate, threaten, or injure, disciplinary action including possible suspension or expulsion could result. Notification of local police will also occur.

Students who bring any of the items described above to school should expect to be suspended for 10 days.

If a student arrives on campus and realizes that they have accidentally brought a knife to school, they should go to their commons immediately and talk with their assistant principal. A student who does this could possibly avoid suspension.

Please see [Concord School District Policy #544 – Weapons on School Property](#).

Lockers

Lockers are assigned to students by commons. Lockers are the property of Concord High School and are to be used solely for the purpose of storing books, clothing appropriate to the weather, and other school-related materials. The school reserves the right to inspect student lockers at any time, with or without student consent. Students must leave their lockers clean and free of posters, stickers, etc. at the end of the school year. Writing on a locker is never permitted.

First year students are required to have a locker in their commons. All returning students who elect to have a locker must choose one in their commons. Students need to report to their commons for their locker assignment.

Lost and Found

In general, students should not bring large amounts of money or valuables to school. Students should legibly mark all belongings, textbooks, clothing, wallets, etc., with their full name. Students should go to the Main Office first to report or look for any lost or stolen article. Those who find a lost article are requested to turn it into the Main Office.

Make Up Work

Students are responsible to make up work missed due to a legitimate absence. Upon return to school, it is the responsibility of the student to make arrangements with his/her teachers to complete said assignments.

Medication

All medication must be brought to the nurse and administered out of the Nurse's Office under the supervision of the nurse. Under no circumstances should a student possess or ingest prescription or over-the-counter medication in a location other than the Nurse's Office. Any student who violates this rule will face disciplinary action.

Prescription: If it is recommended that a student take medications during the school day, a written authorization form (available from the Nurse's Office) must be signed by the prescribing physician and a parent/guardian. It is recommended that a parent/guardian bring all prescription medication (including short-term medication) to school. If this is not possible, a delivery of medication form is available in the Nurse's Office and should be completed by the parent/guardian. Medication must be brought to school in the container labeled by the pharmacist. It is recommended that you not bring in more than a 30-day supply of medication at a time. Students with asthma may carry their prescription inhalers with them, provided the authorization form has been completed and sent to the Nurse's Office.

Over the Counter: For safety reasons, students are not permitted to carry medication with them during the school day. All over-the-counter medications should be stored in the Nurse's Office. Students found to be carrying any medication on school grounds will face disciplinary action. No over-the-counter medications will be administered to students without parental permission given on a signed emergency sheet.

National Honor Society

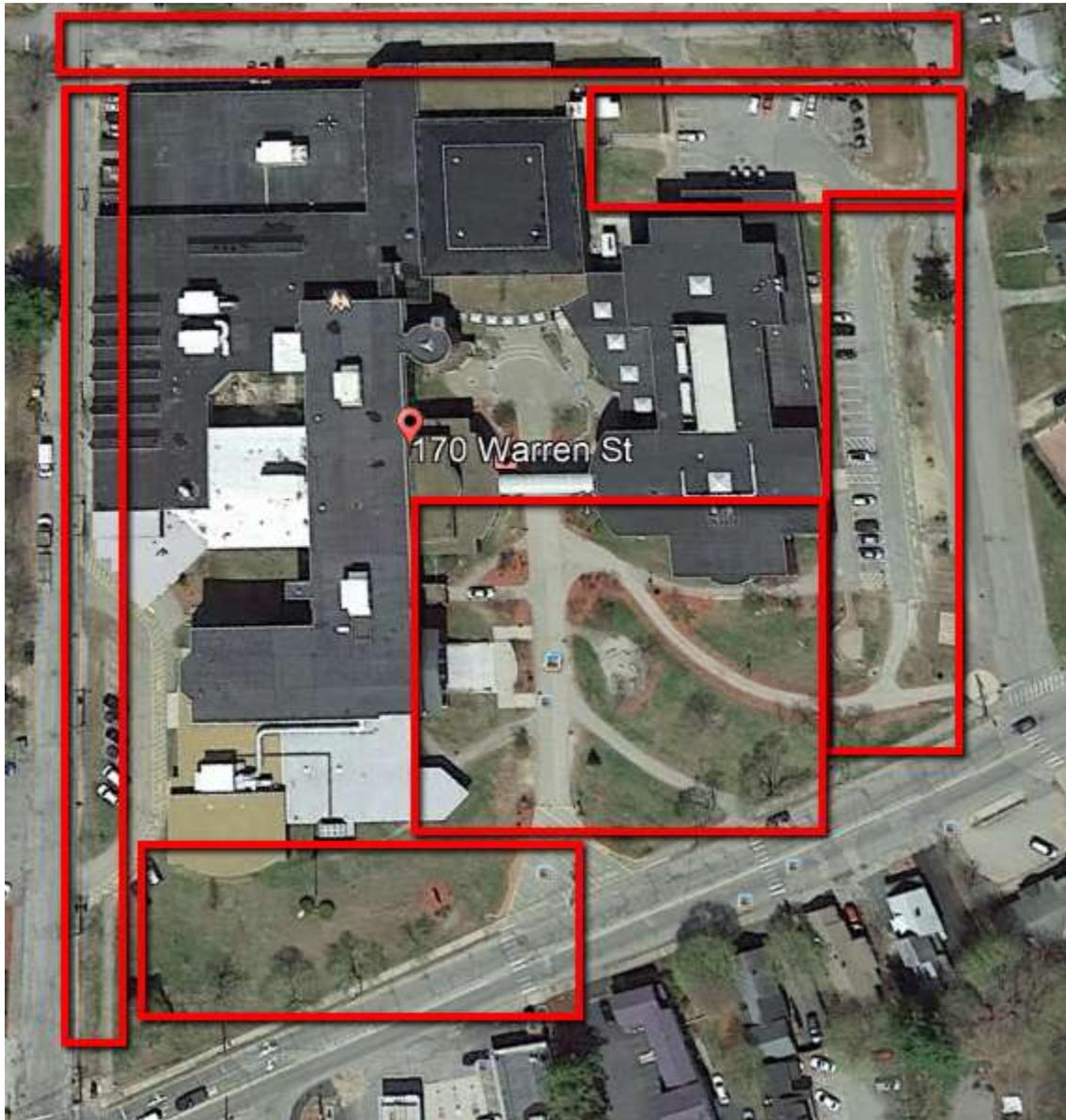
Each fall, members of the faculty are asked to comment on the character, service and leadership abilities of those students academically eligible for the National Honor Society. The National Honor Society is guided by its own set of bylaws.

Off-Limits Areas – Off Campus

In order to ensure an atmosphere conducive to learning and to permit adequate supervision of the school, the following areas are off-limits to students.

Off Limits Specifics

During the school day no student should be in -- or cross through -- the areas outlined in red.



Parent Conferences

Parents are encouraged to confer with teachers, counselors, or administrators about their son/daughter. Conferences are most effectively arranged by contacting a school counselor. However, conferences can be arranged at a mutually convenient time with any teacher, counselor, or administrator. Appointments for Parent Conference nights in November are booked online.

Parking

ALL parking spaces adjacent to Concord High School are RESERVED for staff use, visitors, or for handicapped parking. No students are permitted to park in these spaces. Parking tags for the Warren St. lot will be distributed to students with senior status who have filled out the online form and have signed the acknowledgement form.

Parking Provisions



The parking tag permits (NOT entitles) a senior student to park, first-come, first-serve, in any of the designated student spaces at the specified lot in the “senior lot” which is located at the east end of the Warren street parking lot. Parking tags must be displayed on the rear-view mirror. Any student demonstrating unsafe driving practices or who violates the Concord High School parking agreement will lose their parking privileges for a period deemed appropriate by the administration. Continued non-compliance of parking rules or safety violations will result in the confiscation of the parking tag. There may be an occasion (All-State music, teacher conferences, college fairs, etc.) in which the senior lot may be needed for visitor parking. On those occasions, students will be given advanced warning and will not be allowed to park in the senior lot on that day.

Parking tags will be available during the first full week of school at which time specific regulations will be issued.

STUDENTS WHO CHOOSE TO PARK IN AN UNAUTHORIZED SPACE OR DO NOT VISIBLY DISPLAY THEIR PARKING TAG ARE SUBJECT TO HAVING THEIR VEHICLE IMMOBILIZED WITH THE BOOT OR TOWED AT THEIR OWN RISK AND EXPENSE. A fee of \$20 will be required to remove the boot. Subsequent boots will cost \$40.00 to remove.

Students returning to school for school activities are NOT permitted to park in the parking areas immediately adjacent to Concord High School until after 3:00 p.m.

NOTE: STUDENTS WHO OWE ANY FINANCIAL OBLIGATIONS WILL NOT BE PERMITTED TO ACQUIRE A PARKING TAG.

Passes

- Students leaving assigned areas for any reason must have passes and must sign out in their commons. Upon return, students must sign back in.
- Students must demonstrate acceptable conduct in halls.
- Student travel in halls during class time is to be purposeful.
- Students are to promptly identify themselves on request of any staff member. (Failure to do so will result in an out of school suspension)
- All faculty are expected to monitor hallways.
- Students creating noise or loitering in the halls during classes will receive appropriate disciplinary action by teachers or administration.

- Junior and Senior students who have open period either at the beginning or the end of the school day may qualify for either late arrival or early release and should see their commons for the appropriate stickers to be placed upon their student ID's.

Physical Education - Medical Exemption

All students are required to take physical education. Should it be necessary for a student to be excused from physical education because of health reasons, the following procedures should be observed:

Short Term Exemption

Upon written request from a parent or guardian, the school nurse may excuse a student from participating in physical education classes for up to three class periods. A student so excused should report to his/her teacher each day for appropriate instructions.

Long Term Exemption

In order to be exempted from physical education for a period longer than three class periods, a note from a physician attesting to this need must be submitted to the school nurse. It is understood that students cannot receive credit for physical education during the exempted interval. Exempted freshmen and sophomores will be assigned to a study hall.

Posters, Signs, and Notifications

School groups must obtain permission from the principal (Main Office) before putting up posters. Any non-school group or organization that wishes to put up posters inside the school building, must receive prior approval regarding their content, size, and location from the principal. Each class or club shall select a member who will be responsible for taking down outdated posters in the hall.

Religious Observances and Displays

Recognition of Religious Beliefs and Customs

It is accepted that the school district or its employees should promote no religious belief or non-belief and none should be disparaged. The district should encourage all students and staff members to appreciate and be tolerant of other religious views. The district should use all opportunities to foster understanding and mutual respect among students and parents, regarding diversity of race, culture, economic background, or religious beliefs. In that spirit of tolerance, students and staff members should be excused from participating in practices that are contrary to their religious beliefs unless there are clear issues of overriding concern that would prevent exclusion.

The district recognizes that one of its educational goals is to advance students' knowledge and appreciation of the role that our religious heritage has played in the social, cultural, and historical development of civilization.

Observance of Religious Holidays

The practice of the district will be:

- The several holidays throughout the year which have a religious and a secular basis may be recognized in schools.
- The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination.
- Music, art, literature, and drama having religious themes or basis are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner, and as a traditional part of the cultural and religious heritage of the particular holiday.

- The use of the religious symbols that are part of a religious holiday is permitted as aid or resource provided such symbols are displayed temporarily as an example of the cultural and religious heritage of the holiday.
- The school district's calendar should be prepared so as to minimize conflicts with religious holidays of all faiths.

Religion in the Curriculum

Religious institutions and orientations are central to human experience, past and present. An education excluding such a significant aspect would be incomplete. It is essential that the teaching about—and not of—religion be conducted in a factual, objective, and respectful manner.

The practice of the Concord School District will be:

The district supports the inclusion of religious literature, music, drama, and the arts in the curriculum and in school activities if it is intrinsic to the learning experience in the various fields of study and is presented objectively.

The emphasis on religious themes in the arts, literature, and history should be only as extensive as necessary for a balanced and comprehensive study of these areas. Such studies should never foster any particular religious tenets or demean any religious beliefs.

Student responses to questions or assignments that reflect their beliefs or non-beliefs about religious themes will be taken into consideration. Students are free to express religious belief or non-belief in compositions, art forms, music, speech, and debate.

Residency

The following guidelines will be used to determine questions regarding residency:

Except as provided below, no person shall attend school or send a pupil to school under the jurisdiction of the Concord School District unless the student is an inhabitant of the district or receives the written, prior approval of the district or the Board of Education. For purposes of this policy, a student will not be considered an inhabitant of Concord if the primary purpose of the student's presence in Concord is to give the student merely an ostensible residence in an attempt to entitle the student to attend a school under the jurisdiction of the Concord School District.

Non-resident students who are authorized to attend a school under the jurisdiction of the Concord School District and who are not enrolled through an agreement with another school system or agency, shall be charged tuition as determined by the Board of Education on an annual basis. Exceptions to this policy may be approved under the following conditions:

- To bring into the school system, on occasion, students from other countries who are the guests of district residents, under exchange programs and that have been approved by the School District.
- Students whose families move after April 15 or seniors whose families move during the second semester may continue to attend tuition free, for the rest of that school year with permission of the principal.
- Students will be accepted based on the availability of space and staff following an interview and assessment of each student's program needs. No student will be accepted or continued as a student whose conduct has demonstrated an unwillingness to follow the rules and regulations of past or present school systems.

- The superintendent is authorized to accept or reject a tuition student and to which incorporate the understandings, enter into agreements with students and parents of students so accepted between the parties.
- Tuition so charged will be due in advance for the following year and shall be non refundable in any event.

The Superintendent of Schools is authorized to take any necessary actions to carry out the terms of tuition agreements between the District and other school districts or agencies.

Scholarships

There are four categories of scholarships: CHS-only internal selection, CHS-only external selection, regional, and national. All of the CHS-only internal selection and most of the CHS-only external selection utilize our *-E-CommonApp* online common application. One completed common application will make a student eligible for 60 or more scholarships. This process starts in the first week of April. Scholarship winners may be asked for proof of enrollment and payment to their chosen college or technical program in order to receive their scholarship.

School Cancellations

On mornings when a decision is made to cancel or delay school because of inclement weather, radio stations WKXL 1450 AM, 102.3 FM, WGIR 610 AM, WEVO 89.1 FM and WJYY 105.5 FM will broadcast an announcement, as well as WMUR-TV. You may also access this information on the Concord School District website, sau8.org. It is particularly important that students have submitted accurate contact information at the beginning of the school year, as the Concord School District uses an automated messaging system to reach CHS families with a phone message informing people of the appropriate announcement.

Senior Prank

At the request of the Concord Police Department, CHS has agreed not to sanction any senior pranks. The recent history of these pranks has been problematic and costly. Seniors need to understand that these activities will not be condoned and will be dealt with as a disciplinary matter.

Senior Privilege

Students wishing to obtain more information about this privilege should go their commons. **Seniors need to have met all of the following conditions to begin utilizing senior privilege.**

- Must have an 80% average or higher in all of their classes during the previous quarter.
- Must have a signed [Senior Privilege Form](#) on file in their commons.
- Must agree to sign out and in at their commons.

Seniors breaking the rules regarding senior privilege may lose the privilege and/or **face disciplinary consequences that may involve suspension.**

Seniors leaving campus, 1) in the middle of the day, 2) with a course later in the day, and 3) without senior privilege should expect to be suspended for at least one day.

Sexual Harassment Policy

Concord High School follows school board policies related to bullying and sexual harassment. Links to those policies are found below.

Concord School District Policy #521 -- [Sexual Harrassment](#)

Scheduling

Beginning in January, students will be asked to request courses for the following school year. Prior to scheduling, students and parents should read the course catalog, schedule an appointment with a school counselor, and consult individual teachers. Any request for a teacher change must be directed, in writing, to the CHS principal.

Skateboards, Snowboards, and Inline Skates

Because of potential of injury, liability to district, and danger to students, skateboards, snowboards, or inline skates are not to be used in the school building or on school grounds and will be confiscated.

It is impossible to list all devices in this category but hoverboards, scooters, and other rideable devices are also not allowed.

Smoking and Tobacco Products – Includes Vaping

SMOKING, TOBACCO, E-CIGARETTES, VAPES, ETC.

CONCORD HIGH SCHOOL IS A SMOKE-FREE ZONE (regardless of age). Use of tobacco in any form by students, faculty and visitors at Concord High School is not allowed.

Tobacco Products

Students smoking, possessing, chewing, or using tobacco in any other manner will be automatically suspended for at least one day. Subsequent violations will result in a longer suspension and possible legal action and referral to the school resource officer for legal action.

E-Cigarettes and Similar Products

While there are some legal uses of e-cigarettes and vapes there is a growing body of evidence that they are increasingly being used by underage students for the consumption of illegal substances such as marijuana and substances that can be crushed and dissolved into vape juice. For this reason the penalties for having e-cigarettes and vapes are more than for having traditional cigarettes. These devices and materials involved with using them are considered by the school to be paraphernalia and are in the same category as marijuana.

Penalties for Vaping

- First offense: three-day suspension and five counseling sessions with Student Assistance Program (SAP) counselor.
- Second offense: five-day suspension and five counseling sessions with SAP counselor and a re-entry meeting with the principal.
- Third offense and beyond: 10-day suspension and five counseling sessions with Student Assistance Program counselor and a re-entry meeting with the principal.

NOTE: Any student found in a group where one person is vaping will also be suspended for vaping.

Please see:

[Concord School District Policy #540](#) – Code of Student Conduct

[Concord School District Policy #753](#) – Tobacco Products Ban on Use and Possession in and on School Facilities and Grounds

Special Education Programs

In accordance with IDEA 2004 (Individuals with Disabilities Education Act), school districts provide specially designed educational programs for eligible students. To meet the needs of students who have a wide range of individual needs, Concord High School offers a variety of programs and services that are designed to help students develop their abilities, overcome their weaknesses, and become productive members of society. Services available include speech and language therapy, special assistance for those who are hearing or visually impaired, crisis intervention and psychological counseling, physical and occupational therapy as well as academic services for students who are learning disabled or who have special academic needs. Parents and students should consult the Concord High Course Catalog for details about available programs or consult with their school counselor.

Sports – Interscholastic

Athletics is an integral part of the educational program at Concord High School. For this reason, we offer a variety of interscholastic sports for men and women. Students participating in interscholastic athletics need to be informed about and agree to meet the athletic expectations for their sport. Contact the Director of Physical Education and Sport Steve Mello through the Athletic Office at 603-225-0820 or smello@sau8.org.

The cost for admission to a regular-season game will be \$3.00 for an adult, \$2 for an out-of-district student. The cost for a season ticket is \$30 (Fall)/\$20 (Winter). Admission for senior citizens and children 12 years of age and younger when accompanied by an adult is free. Below is a list of sports that are available during each sports season.

Admission for students is free as long as they have an ID.

- Fall Women's Athletics: Cheerleading, Cross Country, Field Hockey (Varsity and J.V.), Golf, Soccer (Varsity, J.V., and Freshman), Volleyball (Varsity and J.V.), Unified Soccer
- Fall Men's Athletics: Cross Country, Football (Varsity, J.V., and Freshman), Golf, Soccer (Varsity, J.V. and Freshman), Unified Soccer
- Winter Women's Athletics: Basketball (Varsity, J.V., and Freshman) Cheerleading, Ice Hockey, Skiing (Alpine, Jumping, and Nordic), Swimming, Track, Unified Basketball
- Winter Men's Athletics: Basketball (Varsity, J.V. and Freshman), Hockey, Skiing (Alpine, Jumping, Nordic), Swimming, Track, Wrestling, Unified Basketball
- Spring Women's Athletics: Lacrosse (Varsity, J.V., and Freshman), Softball (Varsity, J.V. and Freshman), Tennis, Track, Unified Track
- Spring Men's Athletics: Baseball (Varsity, J.V. and Freshman) Lacrosse (Varsity, J.V. and Freshman) Tennis, Track, Unified Track

SPORTS - INTRAMURAL

Interested students should contact the director of physical education and sport.

State Testing

Students in grades 9-12 need to take PACE assessments.

Students who have greater than 9.0 credits and are at least in their third year of high school need to take the School Day SAT and the NH SAS Science Test. All students need to take these tests at least one time in high school. This means that some twelfth graders do need to take the assessments.

Stores

IRVING, IN-A-PINCH, AND GULF are off limits during the school day.

Students who are done for the day are not permitted to loiter across the street.

Student Government

Student government at Concord High School consists of four class officers and six senators per class.

Student IDs

- Students must always have their IDs with them. This includes during the school day and at any school events. Also included are school events that are on the campus of other high schools.
- Students need to show their ID for entry into all school events.
- Students who lose their IDs should report it to the main office.
- Failure to have an ID could result in disciplinary punishments ranging from detention to suspension.

Student Overhead Paging

Parents wishing to have urgent and timely messages delivered to their children during the school day need to contact their student's commons administrative assistant. Additionally, if a parent wishes to drop off materials for their student (lunch, homework, uniform, etc.) the parent should first sign in at the main office and then proceed to the student's commons and leave the items with the commons administrative assistant as well.

If there is a need to interrupt a class, then the commons administrator will be involved (whenever possible) to make the decision as it is our practice to avoid interrupting classes. Regardless, there are certain times and classes that it is not possible to interrupt (lunch, Physical Education classes, and assemblies, for example.)

High school students should be aware of scheduled appointments ahead of time and should bring a dismissal note with them to school the morning of the dismissal. Reaching students in a large school like Concord High School is difficult and we ask that students and families plan accordingly. The school will make a best faith effort to assure that a guardian's message is delivered.

Student Social Activities

Concord High School sponsors many social activities for students. Student clubs and organizations planning a social activity are required to clear activities through the principal's office.

Study Areas

It is expected that students will utilize their unscheduled time in a constructive manner. Students looking for a place to study or perform school related activities might use the following areas:

- The library
- The cafeteria/student center
- Supervised labs or classrooms
- Learning labs

STUDY HALLS

All ninth grade and tenth grade students will be assigned to study halls during all of their unassigned periods. All ninth grade and tenth grade students (eleventh and twelfth graders at the discretion of administration) students who are dropped from a class for attendance reasons will be assigned to a study hall. It is expected that all students assigned to study hall will come prepared to work quietly. Students should bring with them the necessary writing utensils, textbooks, and notebooks. Failure to do so may result in assignment to detention. Loud, boisterous students not using their time constructively will be asked to report to their commons. Repeat offenses will result in a parent conference. Sophomore students who have an average of 80% or higher in all their classes should make an appointment with their school counselor to discuss earned time. These students may be eligible, with parental permission, to be removed from a study hall.

Summer School

The Concord School District offers a summer school program each year. Courses may include repeat and review sessions, enrichment courses, and courses with credit toward graduation. For further information, contact the Main Office at 603-225-0800.

Summer School cannot be used to re-establish eligibility for participation in athletics or other extracurricular activities.

Sunglasses

Sunglasses may not be worn in the building unless there is a doctor's note on file allowing their use.

Suspension

Students may be suspended from school for gross misconduct or refusal to conform to the reasonable rules of the school. Previous history will be considered in dealing with a suspension situation. Students suspended from school will not be allowed to attend or participate in any extracurricular activity including sports events. Suspension may be accompanied by a request for a parent re-entry meeting prior to the student's return to school.

- When a student is suspended, every effort will be made to contact the parent/guardian by telephone and a confirming letter explaining the conditions and circumstances of the suspension will be sent home.
- Any student suspended from school is NOT permitted on school grounds, at neighboring stores, or within a 1,000-foot radius of school grounds. Additionally, suspended students are not permitted on the grounds of any Concord School District property while suspended from CHS. Failure to comply with this request may result in police action.
- If school must be closed for some reason on the day a student is suspended, the suspension will be made up on the next school day. (E.g. if a student is suspended for Wednesday for one day and Wednesday is a snow day the student will serve the suspension on Thursday and return to school on Friday.)
- Students may make up their work for credit upon return to Concord High School. Arrangements should be made with appropriate classroom teachers. It is the sole responsibility of the student to make arrangements with their classroom teachers.

Televisions and Projectors

School televisions (and other projection devices) are intended for educational purposes only and may not be used without prior administrative approval.

Transfer Students

TRANSFER STUDENTS TO CONCORD HIGH SCHOOL

Students who transfer to Concord High School must schedule an appointment with the guidance department and are expected to bring with them the following:

- A transcript (record of grades and credits) from their previous school, including grades of current year's subjects as of date of withdrawal from previous school
- Proof of Concord residency
- Health Records (record of immunizations)
- A parent or legal guardian is required to accompany the student for registration (if under 18).

TRANSFER STUDENT RECORDS

Credit and Grade Adjustments: Official transcripts from other schools are adjusted, for two general reasons: (1) to adjust for different failure scores (a failure at a previous school will count as a failure at CHS in all cases and converted as needed); and (2) to adjust for non-100 scale or non-traditional non-numeric grading models. Completed courses are credited; interrupted courses are continued whenever possible, final grades being obtained by averaging grades from the two schools. If transfer students wish to have grades from a previous school sent to other institutions, they should request that the school send a transcript to the appropriate institution. CHS guidance department sends with all records a profile of the high school, which includes information on the CHS grading system and the policy on grade conversion from other schools.

Video/Audio Surveillance and Recordings

Please see [Concord School District Policy #758](#).

Visitors

ALL visitors are required to sign in at the main office, state the purpose of the visit, and receive a visitor's pass. Visitors are expected to sign out at the conclusion of their visit.

Unless representing their school in an official capacity or here for a specific school assignment arranged in advance, student visitors **ARE NOT** permitted at Concord High School. We cannot provide social accommodation for visiting students, relatives, or friends from other schools.

If a legitimate reason exists for a student visit, permission for the visit must be secured from an administrator and each teacher whose class is to be visited 24 hours before the visit occurs. Because of the potential to disrupt the learning environment and/or a physical liability, visitors other than those characterized above are not permitted at Concord High School. Charges of trespass will be filed against those who, once requested, fail to vacate.

Please also see [Concord School District Policy #754](#) – School Visitors.

Website Accessibility and Grievance Process

Please see [Concord School District Policy #818](#).

Website Access for Families (Powerschool)

Concord High School provides access to several web-based systems to enhance home-to-school communication. Secure access is provided to confidentially share information regarding student performance (grades), student attendance, student discipline, student lunches (for online payment), classroom information (teacher pages), parent-teacher conference scheduler and more. Information is posted on the Concord High School homepage with instructions on how to access these tools at sau8.org

Withdrawal

There are many reasons students leave school before graduation. Counselors want to meet with students who are considering withdrawing from school to help with future plans. The counselor can explain alternatives to high school, help with specific problems, or even help to overcome the difficulties that may have led to the decision to withdraw.

Withdrawal Procedures

1. Students under 18 years of age may only do so in a manner which is consistent with the law of the state of New Hampshire ([please consult RSA 193](#)). Students and parents with questions regarding this law should speak with their student's school counselor or administrator.
2. Students 18 years of age or older withdrawing during the academic year should obtain an official withdrawal form from a school counselor and take it, along with any schoolbooks or materials, to each teacher, to the librarian, and to the student's parent for signatures. When the signed form is returned to the registrar, other offices are informed, and records are adjusted.
3. Students withdrawing between academic years (for example, in the summer) should simply notify Student Services which is located across from the Main Office.

Work

Students already have one full-time job: to get a good education at school. Many students choose to hold a second job after school hours. Please be aware that school obligations (including detentions) come first, before your job. Commitments to an after-school job should not interfere with your studies.

WORKING PAPERS

Working papers are required for youth under the age of 16. Youth age 16 and 17 are permitted to work with written permission from their parent/legal guardian. It is the responsibility of the employer to maintain this signed document. The State's Labor Commission has added an academic requirement for students under the age of 16 who seek working papers. Concord High School issues working papers for Concord resident students regardless of their school affiliation. Working papers are issued in the Main Office between the hours of 7:00 a.m. and 3:00 p.m. during school days. Students must bring a birth certificate along with the Working Paper Approval Form.

