

Oscar A. Carlson High School

Home of the Marauders

2021-2022



GIBRALTAR SCHOOL DISTRICT'S MISSION AND BELIEFS

The mission of the Gibraltar Schools, in partnership with students, parents and community, is to develop each student's skills, competencies and understandings necessary to think independently and make sound decisions, to realize self-worth, to adapt to the challenges of the future, and to foster the process of lifelong learning. Each student will develop and possess the skills necessary to be a functioning and contributing member of our society.

We in the Gibraltar School District believe that:

- All children can learn.
- Varied learning opportunities meet these needs.
 - Students have different needs.
- All people have a need to feel important and appreciated.

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Principal Letter

Dear Marauder Family:

Welcome to the 2019-2020 school year! We are excited to welcome you back to what will undoubtedly be a memorable school. At Carlson, we thrive on a strong sense of community and have a history rich in traditions. It is this tradition that provides a solid base creating a truly challenging and enriching high school experience, one that creates opportunity beyond our students' imaginations.

At Carlson, you are in control of your destiny, and with the options available, the sky is the limit. Over the course of your time here, we hope that you remember and truly feel that your words matter, your actions matter, and you matter. When you take care of your words, your actions, and yourself, you will be amazed at the opportunities that come your way. You are not alone in this endeavor; we have a very talented and caring staff that will support you and guide you along the way. Together, we will help Carlson reach new heights and will carry on the strong tradition of successful students and academic excellence.

Throughout your entire experience, we hope you remember that once you are a Marauder, you are always a Marauder and that carries with it the privilege of having belonged to a family of people who thrive on success. Our hope is that you come to understand that this family shows their Marauder Pride, and more importantly, that carrying yourself with this Pride means you were a part of something wonderful.

If you have any questions or concerns, please ask!

Sincerely,

Jessica Shultz
Principal

Matt Moll
Assistant Principal

Dan Kalbfleisch
Athletic Director

GIBRALTAR SCHOOL DISTRICT

SUPERINTENDENT

Ms. Amy Conway

GIBRALTAR SCHOOL DISTRICT

19370 Vreeland Road

Woodhaven, MI 48183

<http://www.gibdist.net/>

Phone: (734) 379 - 6350

Fax: (734) 379 - 6353

OSCAR A. CARLSON HIGH SCHOOL

30550 West Jefferson Ave.

Gibraltar, MI 48173

Phone: (734) 379 -7100

Fax: (734) 379 -7103

*Attendance Call-in-line: (734) 379 -7107

ADMINISTRATION

Principal - Ms. Jessica Shultz

Assistant Principal - Mr. Matt Moll

Athletic Director - Mr. Dan Kalbfleisch

Principal's Secretary – Ms. Jeni Butkin

Attendance Secretary- Ms. Karen Maina

Athletic Secretary – Ms. Brenda Greear

CARLSON HIGH SCHOOL'S FUN FACTS

School Rock - Spirit Rock

School Colors – Blue and White

School Mascot - Monty Marauder

School Fight Song – Go Go Marauders

Go Go Marauders

We're Behind You all the Way!

Go Go to Victory

Run up the Score Board all the Way!

Go! Go! Go!

Let's take the Big One!

Keep the Banners Flying High!

We're gonna Fight! Fight! Fight!

We're gonna Win! Win! Win!

Let's Go Marauders Go!

OSCAR A. CARLSON HIGH SCHOOL STAFF & E-MAIL		DEPARTMENT
Ms. Bailey	baileya@gibdist.net	Math
Ms. Bechtol	becthob@gibdist.net	Business
Ms. Begeman	begemal@gibdist.net	Language Arts
Mrs. Beidelschies	beidelk@gibdist.net	Art
Ms. Boucher	bouchet@gibdist.net	Language Arts
Mr. Brockington	brockid@gibdist.net	Music
Mr. Burgess	burgesa@gibdist.net	Sp. Education
Mr. Buttson	buttsor@gibdist.net	Social Studies
Ms. Cramton	cramtoe@gibdist.net	Math
Mr. Danic	danicd@gibdist.net	Science
Ms. Drumm	drumma@gibdist.net	Math
Mr. Fodor	fodora@gibdist.net	Sp. Education
Ms. Fournier	ventreg@gibdist.net	Language Arts
Ms. Fountain	fountad@gibdist.net	Business
Ms. Fowler	fowlerc@gibdist.net	Science
Mr. Gervasi	gervasm@gibdist.net	Social Studies
Ms. Gibbs	gibbsj@gibdist.net	Science
Mr. Giorgi	giorgir@gibdist.net	Math
Mr. Glover	gloverg@gibdist.net	Social Studies
Mrs. Gouin	gouinj@gibdist.net	Social Worker
Mr. Harris	harrisj@gibdist.net	Social Studies
Ms. Huber	huberk@gibdist.net	Math

Mr. Jablonski	jablonm@gibdist.net	Science
Ms. Laginess	laginea@gibdist.net	Language Arts
Ms. LeBrun	lebrunk@gibdist.net	Math
Ms. Madgwick	madgwie@gibdist.net	Language Arts
Ms. Mates	matesm@gibdist.net	Physical Ed.
Ms. McLean	mcleanb@gibdist.net	Science
Mr. McLean	mcleanm@gibdist.net	Vocational
Mr. Mentzer	mentzec@gibdist.net	Social Studies
Mr. Morrow	morrowp@gibdist.net	Vocational
Ms. Palazzolo	palazzm@gibdist.net	Counseling
Ms. Paultanis	paultad@gibdist.net	Sp. Education
Mr. Pehote	pehotem@gibdist.net	Media Specialist
Ms. Plozai	plozaij@gibdist.net	Language Arts
Mr. Raymond	raymonr@gibdist.net	Science
Mr. Rice	ricep@gibdist.net	Social Studies
Ms. Rinehart	rinehat@gibdist.net	Sp. Education
Ms. Salenbien	salenbc@gibdist.net	Language Arts
Ms. Sims	simsk@gibdist.net	Social Studies
Ms. Simone	simonem@gibdist.net	Foreign Language
Mr. Skopczynski	skopczt@gibdist.net	Business
Ms. Stefani	stefanb@gibdist.net	Math
Mr. Sweany	sweanea@gibdist.net	Physical Ed.
Mrs. Torres	wilkine@gibdist.net	Science
Ms. Trush	trushj@gibdist.net	Counseling
Mr. Vandergriff	vanderr@gibdist.net	Choir

Mr. Walivaara	walivak@gibdist.net	Foreign Language
Ms. Walters	walterk@gibdist.net	Counseling
Mr. Warren	warrenk@gibdist.net	Language Arts
Ms. Winn	winnd@gibdist.net	Science
Mr. Zachary	zacharw@gibdist.net	Foreign Language

Advanced Accreditation

In the Spring of 2015, Carlson High School was visited by AdvancED's External Review Team as part of the our accreditation and school improvement process. CHS was given the status of "fully accredited" as operational in all educational standards set by AdvancED. The review team cited two "**Powerful Practices**" here at CHS. The first was our fantastic facilities and the second was our peer to peer mentoring program named **The Marauder Captains**.

This means Oscar A. Carlson High School:

- Has met or exceeded the high standards set by AdvancED.
- Is made up of staff and administrators committed to promoting continuous improvement.
- This also means students have many benefits:
- Students are assured that teachers are certified in the areas in which they are teaching.
- Teachers are challenged to continuously re-evaluate their teaching techniques.
- Often, there are scholarship advantages for graduates of accredited schools.
- Many colleges and universities consider accreditation an important factor in the admission process.

CARLSON HIGH SCHOOL BELL SCHEDULE

FULL DAY SCHEDULE

Monday thru Friday:

1st: 7:40-8:35

2nd: 8:40-9:35

Advisory: 9:40-10:05

3rd: 10:10-11:10 (plus announcements)

4th: 11:15-12:37

 A lunch: 11:15-11:39

 B Lunch: 11:44-12:08

 C Lunch 12:13-12:37

5th: 12:42-1:35

6th: 1:40-2:35

Half Day Schedule

1st Hour: 7:40-8:07

2nd Hour: 8:12-8:39

3rd Hour: 8:44-9:11

4th hour: 9:16-9:43

5th hour: 9:48-10:15

6th Hour: 10:20-10:50

GENERAL GUIDELINES AND PROCEDURES

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, at any athletic event, or field trip sponsored by the school must be reported immediately to the principal, assistant principal, or athletic director in charge, and to the school office.

ATHLETICS

*See Athletic Handbook. You can obtain a copy of the Athletic Handbook at the CHS Athletic Office.

ATTENDANCE POLICY

The primary purpose of our attendance policy is to encourage students to be physically present in their classes in order to attain the maximum from the classroom activities, demonstrations, discussions, etc. Furthermore, according to the laws set forth by the State of Michigan, the Gibraltar School District is bound to educate all students up to the age of eighteen (18). Since education is a total process based on continual communication and shared responsibilities among the students, parents, teachers, and the school, the Gibraltar School District believes:

1. Parents have a responsibility to ensure their son(s) and/or daughter(s) attends school on a daily basis.
2. Students have a responsibility to explain all absences to each of their teachers upon request.

The Gibraltar Board of Education and the administration of Carlson High School strongly feel that if students are to receive the very best education possible they must be in attendance daily. In order for this to occur the following attendance rules are in effect:

1. Students are required to attend all of their scheduled classes.
2. Students will be allowed eight (8) absences in each class period during a semester term.
3. For excused absences, parents or guardians must call the CHS attendance automated hotline **734. 379. 7107** the day before or by noon, the day of the absence. This must be done in order to have the absence(s) considered to be excused. Failure to excuse an absence within 30 hours could result in disciplinary action. Parental excuse notes are not acceptable.
4. Official documentation of doctor's appointments, court dates, funerals, or other absences must be turned in to the attendance office **within five school days of the absences.**
5. Students must present their medical excuses to the Attendance Office on the day of their return to school. Students will be excused for the length of time specifically indicated on the medical note by the doctor. It is the student's responsibility to present the medical note to the attendance office upon return.
6. **All absences from out of school suspensions WILL COUNT towards your overall absence total.**
7. Unexcused absences will be considered as truancy. Students will be expected to make up any work done in the affected classes.
8. Students should ask their teachers about their attendance status or check their Student-Connect account if they are concerned.
9. A student-parent-administrator conference may be requested in cases of excessive student absences and/or tardiness.
10. Absences resulting from long-term illness will be evaluated on an individual basis.
11. The school will contact the Truant Officer for those students who are younger than 18 and have attendance problems.
12. If parents/guardians choose to take their student out of scheduled school programs, they need to realize that they are placing the student at an academic disadvantage. These absences will count towards absence totals.

13. If at any time during the day, a student finds it is necessary to leave the building, the student must obtain permission from the Attendance Office personnel and a parent or guardian and enter his or her name and destination on a sign-out sheet. Leaving school property without authorization will result in disciplinary action.
14. Students may be granted credit for a class in which they are over the allowable days, if they fulfill the testing out requirements for that class set by the school and district.

Students who exceed eight (8) absences (absolute maximum of excused or a combination of excused/unexcused) may lose credit for those classes. Students will not be withdrawn from those classes unless there are resultant behavior problems. Absences not calculated in the eight (8) absence procedure include:

- School-related absences.
- Absences due to a death in the immediate family.
- Court/other legal procedures.
- Medically unable to attend school per doctor's order.

Sickness Procedures

For the student's protection, a student who is ill must report to the Attendance Office if s/he wishes to be excused from school. A student who claims illness and does not report or does not sign out through the Attendance Office will be treated as skipping.

Absences: Make-up work

1. Students with absences that are not school-related or pre-approved have one (1) day for every day absent in which to turn in the work that was missed.
2. Work missed for school-related and pre-approved absences will be completed and turned in **prior to the absence or immediately upon return to class**. It will be the student's responsibility to seek clarification from each affected teacher before the school-related or pre-approved absence occurs.
3. It is the responsibility of the student to make arrangements with the teacher for make-up work.

Absences: Pre-arranged medical

Upon receipt of a written statement from a physician stating that the student will be out of school for two or more weeks due to medical reasons, a visiting teacher will be assigned. A medical excuse must be provided within two weeks of the medical absence.

Absences: School-related

School-related absences are defined as field trips, student council meetings, counseling office appointments, class meetings, National Honor Society meetings, religious holidays, college visitations (max. 2), athletic events, and other school functions. If there is a class or student council meeting, the advisors will have the students sign in, and a list will be sent to the attendance office the next day requesting that the absences be school-related.

Absences: Tardy policy

A Little Late Is Too Late: All students have five minutes passing time to reach their next class. There will be a one (1) minute warning bell to help students get to class on time. Each student is expected to be in his/her seat ready for class when the bell rings. Any student tardy more than five (5) minutes is considered absent. The tardy discipline policy is stated as follows:

- 1st and 2nd – Tardies serve as warnings
- 3rd tardy – One (1) hour detention
- 4th tardy – One (1) day in-school suspension
- 5th tardy – One (1) day in-school suspension
- 6th tardy – Two (2) days in-school suspension

Absences: Thirteen rule

Truant/excessive absences are defined as thirteen (13) absent days per semester. A JCO1 Complaint Petition will be filed with the Wayne County Probate Court/Juvenile Division for students who are found to be in violation of this rule and under the age of 16 years old.

CLOSED CAMPUS

Carlson High School is a closed campus. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal or until the bus picks them up. Students may not leave the school premises for any reason without Attendance Office approval during the school day.

COLLECTION OF DEBTS

Any debt owed to the school by a student will be recorded as soon as the debt is incurred. Parents will be notified of debts by email or telephone. If a student owes a debt to the school or district, he/she will not be allowed to participate in any extracurricular activities such as: sports, clubs, dances, field trips, graduation ceremony, etc. until the debt is paid in full (meaning payment has cleared through the GSD banking institution) to the school or district.

CORPORAL PUNISHMENT

Corporal punishment is not allowed under Michigan Law. A staff member may, however, use physical restraint against a pupil without advance notice to the Principal when it is essential for self-defense, for the preservation of order, or for the protection of other persons or property.

DANCE REGULATIONS

Attending Carlson High School dances are a privilege not a right. CHS students may attend regular dances unless they have been excluded because of a violation of the Student Code of Conduct or a debt owed to the school or district. Identification must be supplied by all students upon arrival at the dance. Guest passes can be obtained ten (10) school days in advance from the dance sponsor and must be **submitted for approval two (2) full days before the scheduled dance**. Guests twenty-one (21) years or older will not be allowed into a dance. Also, students are not allowed to leave a dance and return unless the student has special permission from a sponsor.

EIGHTEEN-YEAR-OLD

Since January 1, 1972, the age of majority was lowered from twenty-one (21) to eighteen (18) in Michigan. Schools are, therefore, bound to accept the signature of eighteen-year-old students as valid and binding. However, schools are not bound to make exceptions to the rules solely because of age. This is meant specifically to say that legal age adults must follow the same rules as other students as long as they are duly enrolled students of Oscar A. Carlson High School. Therefore, all students must have their parents call in for attendance and or have parents sign required documents, unless approved by an administrator.

EMERGENCY PROCEDURES

Fire Drills

Be familiar with the fire drill regulations.

1. No talking. Listen for instructions from the teacher.
2. Walk, **do not run**, to the exit designated by the teacher.
3. Don't gather around entrances – stay with assigned class and teacher and away from the building.
4. Return to class promptly on the all-clear signal.
5. All students must leave the building. Failure to do so will result in severe disciplinary action.

The signal for the fire drill is a continuous “buzz” on the loudspeaker. The signal to return from a fire drill is the ringing of the school bells. Throughout all emergency procedures, students are expected to move out of classrooms in a quiet and orderly manner. Regular school bells will be used to call students back into classrooms at the completion of all drills.

Lock Down / Shelter in Place Drills

Be familiar with the Lock Down/Shelter in place drill regulations.

1. No talking or disruptions.
2. Listen for instructions from the teacher.
3. Stay with assigned class and teacher. If in the hallway without a teacher nearby, find the nearest open classroom and remain there until you hear the all clear from the Principal or Assistant Principal.

Severe Weather Drills

The signal for a severe weather drill will be a distinctive alarm tone.

All students should follow the directions posted in their classroom.

Severe Weather Information

In case of severe weather conditions, listen to the following radio/television stations for school closing listings: **WWJ**, **FOX 2 NEWS**, **WDIV (4)**, **WXYZ (7)**. The school district will also notify you via telephone message fan-out.

Emergency Numbers (Police)

Brownstown	675-1300	Gibraltar	676-1022
Rockwood	379-5323	Woodhaven	676-7337
State	782-2434	Poison Control:	(800) 764-7661

FAST FOOD

No fast food shall be brought or delivered to school during school hours.

FINAL EXAMS

All students will take final exams in all subjects, unless they qualify for the Senior Option. See Senior Option section.

FUNDRAISERS

All school sponsored fundraisers or fundraisers performed on the CHS campus must be approved by the administration and be placed on a district-wide fundraising calendar. Also, the sponsor(s) of the fundraiser must have a Fundraiser Request Form on file. **Fundraising is not mandatory**; however, each student is encouraged to participate in any school-sanctioned fundraiser.

GRADE SYSTEM GUIDELINES

Grade point averages and class rank

1. Grade point averages will be computed for use as one element of the college application process.
2. In computing grade point averages, all courses applicable toward graduation will be included. Only courses with traditional marks (A,B,C,D,E) will be included.
3. In computing rank in class, ALL students at a given grade level will be included. For graduation honors, the end of first semester grade point averages will be used to determine rank in class of seniors.
4. For college admission purposes, cumulative grade point averages and rank in class will be computed and verified at the end of the twelfth grade.
5. Grade point average or rank in class information will be released only (a) to appropriate school personnel, (b) at the request or consent of parent or student, and (c) in response to formal legal processes.

Letter Grade	Percent %	GPA Point	Letter Grade	Percent %	GPA Point
A	93-100	4.00	C	73-76	2.00
A-	90-92	3.67	C-	70-72	1.67
B+	87-89	3.33	D+	67-69	1.33
B	83-86	3.00	D	63-66	1.00
B-	80-82	2.67	D-	60-62	0.67
C+	77-79	2.33	E	0-59	0.00

All AP courses add 1.00 to the GPA Point (besides E)

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board, the Michigan Department of Education (MDE), and as provided by State law.

Commencement Exercises – will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation for a disciplinary concern or for a past debt owed to the school or district.

Subjects	Class of 2017	Class of 2018	Class of 2019	Class of 2020 & Beyond
English Language	4	4	4	4
Mathematics	4	4	4	4
Science	3	3	3	3
Social Studies	3	3	3	3
Foreign Language	2*	2*	2*	2*
Physical Education	0.5**	0.5**	0.5**	0.5**
Health	0.5	0.5	0.5	0.5
Electives	8.5	7	5.5	4
Fine Arts –“VPAA” Visual/Performing/Applied Arts	(1)	(1)	(1)	(1)
Required Credits	26.5	25.0	23.5	23
Total Possible Credits	28.5	27.0	25.5	24
Class Standing	Credits			
Senior	20.5	19	17.5	17
Junior	13	13	11.5	11
Sophomore	5.5	5.5	5.5	5

Freshmen	Completed all requirements of 8th grade - passed 4 of 6 classes with no waivers
<i>***Remaining credits toward graduation are electives and must fit within a student's Career Pathway.</i>	

The ninety five percent rule

All students must pass 95% of their attempted high school classes, plus other state and local requirements in order to graduate on time from CHS.

HONOR GRADUATES

Students who have met all graduation requirements and have earned a cumulative G.P.A. of 3.7 or higher following the first semester of their graduation year will be designated "Honor Graduates." Honor graduates are comprised of Summa Cum Laude (G.P.A. 3.9 or above) and Magna Cum Laude (G.P.A. 3.7 - 3.899).

HONOR ROLL/ACADEMIC LETTER

The Honor Roll is determined after each term. It is based on the term GPA of 3.5 or higher. Carlson High School also awards an Academic Letter award to students in their sophomore, junior, and senior years. Students who have earned a cumulative 3.5 GPA in the previous school year.. Students and their parents/guardians will receive an invitation to the Academic Letter award ceremony when they qualify.

I.D. CARDS

At the beginning of the school year, all students will be furnished an identification card at no cost. However, there is a \$5.00 replacement charge for lost cards. Each student is required to carry his or her I.D. at all times while on the school campus. The identification card is needed for the following: bus transportation, buying items in the cafeteria, checking out materials from the Media Center, voting in school elections, taking required state and district assessments, and admission to extracurricular activities such as dances and athletic activities. Identification cards must be presented to staff members upon request for identification purposes.

LIBRARY/MEDIA CENTER USAGE

The Media Center at Carlson is available to all students during the school day except for lunch, unless permission has been granted by the Media Specialist. Students are encouraged to use these facilities to the fullest extent for classroom assignments as well as for individual interest. No food or flavored drink is allowed in the Media Center.

LOCKERS

The Attendance Office issues lockers with combination locks to students at the beginning of the year. Student lockers should be kept locked at all times. Students are cautioned against telling their combination to each other or they cannot expect their property to be safe. Each student is responsible for keeping his/her assigned locker clean both inside and outside. Damage caused by malfunction should be reported to the proper office. Students are cautioned not to keep money or other valuables in their lockers. Turn in such items to the office for safekeeping. The lockers belong to the Gibraltar School District. By law, school authorities may search lockers at any time for the purpose of seizing contraband. Drug dogs will be used to search lockers periodically. While searches of this nature are not common, students should not expect total privacy in school lockers. Lockers will be routinely examined by administrators and cleaned by students.

LOST AND FOUND

Lost and found items will be held at the main office. If you are missing a personal belonging, go to the main office and the secretaries will assist you in finding the missing item if it has been turned in to the office. Any items left in the lost and found storage after 12:00 P.M. on the last day of final exams for each term will be collected and either disposed of or sent to a charitable organization. **NO ITEMS WILL BE SAVED.**

MEDICATION

Before any prescribed or non-prescribed medication or treatment may be administered to any student during school hours, the Board (school) shall require the written prescription from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment. All documents and forms must be on file with the High School and be renewed each school year. See Board Policy 5330.

MICHIGAN STUDENT TEST OF EDUCATIONAL PROGRESS

All students must take all required state and district assessments.

NATIONAL HONOR SOCIETY

Students who have maintained a cumulative 3.5 grade point average or better at the end of five (5) semesters or more are eligible for consideration for selection into the National Honor Society. Character, leadership, and service are considered in addition to grade point average (scholarship).

Character - the product of daily striving to make the right choice, includes such qualities as reliability, honesty, and sincerity in all situations; as well as consideration and respect for self, others, school, community, and education.

Leadership - must be in a positive direction, both in and out of the classroom.

Service is the willingness to render cheerfully any possible help to students, faculty, administrators, and community members. The student must be willing to sacrifice personal interests for the interests of others.

Academic Attitude - classroom behavior, and conduct or service outside the classroom are all thoroughly evaluated.

Oscar A. Carlson High School seeks to honor the truly exceptional student.

Selection Process – In Spring of sophomore and junior year, students with a cumulative GPA of 3.5 may attend a NHS meeting to pick up an application into NHS. This application is due in September so that students have all summer to complete the application. A committee of teachers will then review the applications in September and decision letters will be delivered to students who have been selected as members. Those who have been selected will be inducted in the Fall ceremony. .

POSTGRADUATE INFORMATION

After graduation, students may obtain school records by contacting www.Parchment.com

POSTSECONDARY – DUAL ENROLLMENT & DIRECT COLLEGE

The Postsecondary Enrollment Options Act, 1996 PA160 (MCL 388.511-388.524), as amended, and the Career and Technical Preparation Act, 2000 PA 258 (MCL 388.1901-388.1913), encourage and enable qualified pupils to enroll in courses or programs in eligible postsecondary institutions (state universities, community colleges, or independent nonprofit-degree-granting colleges or universities located within Michigan). Eligibility of pupils, courses, and institutions are defined under Section 21b of the State School Aid Act, the Postsecondary Enrollment Options Act, and the Career and Technical Preparation Act. Both the district and the pupil must adhere to the following three basic requirements for any postsecondary dual enrollment consideration.

- The Counseling Office will provide students upon request with information about the Postsecondary Enrollment Options Act and the Career and Technical Preparation Act. This general information about college equivalent courses includes advanced placement, virtual university, and postsecondary options.
- A dually enrolled pupil must be enrolled and attending at least one high school course at a public school district while concurrently enrolled and attending a public or private Michigan degree-granting postsecondary institution. Such a pupil may be counted in membership by the enrolling local district.
- A pupil shall not participate in intercollegiate athletics at the postsecondary institution while he or she is enrolled under this act. A pupil who violates this subsection forfeits his or her eligibility under this act.

*****These figures may be adjusted when the state aid bill is approved for each school year.**

Upon approval by the student, parent, school counselor, school principal and district business office, a letter to the Post-secondary Institution shall be given to the student authorizing his/her enrollment under dual enrollment guidelines.

RECORDS - STUDENT

General policy statement: In compliance with the Family Educational Rights and Privacy Act of 1974, a parent or guardian of a student under 18 years of age and a student 18 years of age or over may have access to the records, files, and data of the school district relating to the student. They also have the right to challenge any of the contents of said records to ensure their accuracy and fairness according to procedures established by the Board of Education.

Such procedures shall be made available on request and shall include the opportunity for a hearing upon request. No records, files, or data directly relating to an individual student will be made available to anyone without the express permission from the parent/guardian or 18-year old student except (1) to teachers and officials of the school district who have a legitimate educational interest in such information, (2) to officials of a school to which a student intends to enroll, in which case the student or parent/guardian shall be so notified, (3) to comply with a court ordered access to such records, in which case the student or parent/guardian shall be so notified, and (4) to honor a request from an Authorized Federal Administrative Agency when a student applies for financial aid. Federal Agency requests not connected with financial aid may be honored but shall not include names of students or their parents/guardians or any means of identifying such students, parents or guardians.

Procedures for Student or Parent or Guardian Access to Student Records:

1. A request to examine student records shall be in writing using forms specified by the school.
2. A request to examine records shall be honored within 30 days of its receipt (cannot exceed 45 days according to the law).
3. Records may be examined in the Counseling Office during regular office hours at an agreed upon time, or at other times by special arrangement.
4. Records may be examined only in the presence of a counselor or a building administrator.
5. Assistance in interpreting the records shall be available to the student or parent or guardian.
6. The student 18 years of age or over, or the parent or guardian of a student under 18 years of age shall have the right to challenge the contents of the student's records as subsequently provided in these policies and procedures. Procedures for access of student records to persons or agencies other than students 18 years of

age or over or parents or guardians of students under 18 years of age are those covered under the general exceptions listed in the preceding general policy statement.

Records – Transfers

Procedures for transferring records on request of another school to which a student intends to enroll or on request to comply with a judicial order or subpoena:

1. Request for records shall be in writing on forms provided by the school.
2. Records requested may be sent without consent, but students 18 years of age or over or parents/guardians of students under 18 years of age shall be notified of the request and to whom records have been sent.

SCHEDULE CHANGES

Students may not drop classes without permission from administration. In order to obtain permission, students must have written consent from a parent giving a valid reason for requesting a change. When there is a class conflict, parent approval is not required to change a student's schedule. All students must maintain full-time student status. Students are encouraged to carefully select their classes based upon prerequisites, graduation requirements, and career pathways. Because of possible course reductions or lack of availability, students may be assigned alternate classes. Schedule changes will be accommodated only if they meet one of the following reasons:

- Incomplete schedules
- Inappropriate academic placement
- Improper grade level placement
- Vocational/technical program adjustment

***A student has three (3) class days after the start of the course to make any requests for a schedule change.**

STUDENT RIGHTS

Student Demonstration: The Board of Education of Gibraltar School District is the local entity responsible for elementary through high school education. That educational leadership rests with the Board, its administrators, the school principals and teachers. We recognize the right of students to dissent, peacefully, so long as the day-to-day educational process is not disrupted or hampered.

Student Publications and Productions

The Board of Education may allow student publications and productions, under adult direction, as a means for students to learn the rights and responsibilities of the press in a free society.

For purposes of this policy, "publications" shall include any audio, visual, or written materials such as tapes, banners, films, pamphlets, notices, newspapers, books, web pages (Policy 7540.02), internet productions (Policy [7540](#)), or other like materials. "Productions" shall include theatrical performances as well as impromptu dramatic presentations, radio/television productions, and any electronic media presentations which represent the School District and the student's work within the District. Such publications and productions also play a vital role in the school program by:

- A. interpreting students and the school to the community;
- B. serving as a public relations media;
- C. developing skills in communicating via the mass media;
- D. developing acceptable methods for preserving the constitutional provision of free speech.

In sponsoring a student publication or production, the Board is mindful of the fact that the publication could be available to any student attending this school, and must, therefore, generally be suitable for all students.

Issues on which opposing points of view have been promulgated by responsible opinion may be introduced in a school-sponsored publication or production provided equal opportunity is given to present each view and provided further that the material generally is acceptable to this community.

Advertising is permitted in school newspapers, yearbooks, programs, etc. which are published by student organizations. Permission may only be given by the building principal or designee to place advertising.

The Board reserves the right to designate and prohibit the distribution of publications and productions which are not protected by the right of free expression because they violate the rights of others. Such unprotected materials are those which:

- A. are grossly prejudicial to an ethnic, religious, racial, or other delineated group;
- B. libel any specific person or persons;
- C. seek to establish the supremacy of a particular religious denomination, sect, or point of view over any other religious denomination, sect, or point of view;
- D. advocate the use or advertise the availability of any substance or material which may reasonably be believed to:
 - 1. constitute a direct and substantial danger to the health of students;
 - 2. contain obscenity or material otherwise deemed to be harmful to impressionable students who may receive them;
 - 3. incite violence, advocate the use of force, or urge the violation of law or school regulations.

The Board also prohibits publications and productions which:

- A. fail to identify the student or organization responsible for distribution;
- B. solicit funds for non school organizations or institutions when such solicitations have not been approved by the Board;
- C. promote, favor, or oppose any candidate for election to the Board or the adoption of any bond issue, proposal, or question submitted at any election.

The decision to publish or produce something shall be made by the Advisor with appeal to the Principal and Superintendent.

Search and Seizure

The right of privacy of the individual is one of the basic and most sacred rights of United States citizenship. The student is a citizen and consequently that right should be respected at all times by school authorities.

The following rules shall apply to the search of a person or of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession:

1. There should be reasonable suspicion for school authorities to believe that the possible possession constitutes a crime or rule violation.
2. Illegal items (firearms, weapons) or other weapons reasonably determined to be a threat to the safety or security of others school authorities may seize these items.
3. Administrative guidelines derived from New Jersey v. T.L.O. 469 U.S. 325 (1985)

STUDENT STATUS

A full-time student is one who is scheduled and attends six (6) class periods a day. We realize there will be some students who will not be in the building all of these periods. The following exceptions may be granted by the principal:

1. Reasons of health
2. Students who are dual enrolled in conjunction with Oscar A. Carlson High School approved by the principal in advance (note: if dual enrolled, the student is required to provide the principal with a transcript from the college/university at the end of the term).

All students must carry at least six (6) classes per term or they will be dropped from school for the remainder of the term. Any exception to this would require approval of the principal.

TELEPHONE

No student will be allowed to use any office telephone without permission from office personnel. In the event a student receives a call he/she will be called out of class only in the case of an emergency.

TESTING OUT

Students have the opportunity to test out of classes offered at Oscar A. Carlson High School. Students will be required to take a final exam for said class and all other requirements set forth by the school and district for the class during or before the High School's regular scheduled examination times. Students must earn a minimum of C+ (77%) on the exam and other required components to earn credit for the class. A "CR" grade will be listed on the student's transcript indicating successful testing out of a particular course. Students should contact their counselor or the building principal to make arrangements for this opportunity.

TEXTBOOKS

Each student enrolling in grades 9-12 will be held responsible for the replacement value of the text which is lost, mutilated, damaged or stolen at the scale set forth. When no textbook is returned, the replacement cost of that text would be charged to the student. **Damaged or Mutilated Texts** A charge up to replacement costs (minimum \$10.00) may be made at the discretion of the school for texts which are abused. When students refuse to pay for the replacement of texts, the school shall not assume further responsibility to issue any text to that student until the matter is settled. Seniors who have not reconciled all textbook fines or other fines will **not** receive their diplomas.

THE SENIOR OPTION – SECOND TERM ONLY

Seniors with a grade of at least a B (83%) per class and three (3) or less absences for the second term will not be required to take the final exam. School-related, legal, death in the immediate family, or medically unable to attend school absences, will not be counted in this total and are not calculated in this exam exemption. **All other absences and suspension days will be counted in this total when determining exam exemptions.** A senior who does not have to take the exam, may do so to try to better his/her grade. The administration will make the final determination on any student in question.

TOP TEN

Students will have their GPAs calculated into a Top Ten list following the first semester of their graduation year. These students will be individually honored at the graduation ceremony and articles of their accomplishments will be submitted to the local media.

VISITORS

The school policy is to accept only those visitors who have legitimate business to attend to at the school. Parents are always welcome. Visitors must sign in at the Main Office or Security Desk and will be given a visitor pass and are expected to leave promptly when their business is completed. Students may bring visitors to school with prior approval of the building administrator.

SCHOOL RULES AND REGULATIONS

The Gibraltar School District has the high expectation that students, while attending their respective schools, will conduct themselves as responsible citizens of the school community in which they live.

The school district believes that the safety and security of its students and staff is a priority. Acts or threats of aggression and violence will not be tolerated. Violation will result in disciplinary action to possible expulsion. It is the responsibility of all students, staff, and parents to report verbal threats and acts of aggression and violence.

Teachers will establish rules concerning general student behavioral procedures that contribute to positive learning experiences. Violations of these classroom rules are handled by the individual teacher on a reasonable basis. Disciplinary referral to the administration shall be in writing stating causes for the referral and the classroom disciplinary action previously taken by the teacher. These rules will be in keeping with the school district policy.

The Student Code of Conduct is in effect at any school activity for Carlson students whether the activity is on or off Carlson High School's campus or on the bus.

BULLYING

The Board of Education recognizes that bullying of students, including cyberbullying, significantly interferes with the learning process. Through this Policy, the Board prohibits bullying "at school", as defined in the Code of Conduct, as well as off-campus conduct that could likely lead to a material or substantial disruption of the school learning environment for one or more students.

This Policy is intended to protect all students from bullying, including cyberbullying, regardless of the subject matter or motivation for the behavior. The Board, through this Policy, also prohibits retaliation or false accusations against a target of bullying, as well as a witness or another person with reliable information about an act of bullying. The identity of an individual who reports an act of bullying shall remain confidential.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All employees will be required to annually review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The superintendent is responsible to implement this policy and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes she/he has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to the teacher, principal, assistant principal or counselor. The student may also report concerns to any building staff member who will be responsible for notifying the appropriate administrator. Complaints against the building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The principal or designee shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior as well as any remedial action taken, including disciplinary actions and referrals to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

CODE OF CONDUCT

Amendments to Code of Conduct due to Covid 19
(Updated August 31, 2020)

Face Masks

Are face masks required for students?

Currently Face masks are **required** for all students and staff while inside the school (County Mandate) and while on a school bus (Federal Order).

Can students bring their own masks to school?

Students are encouraged to bring their own reusable masks from home and wash them daily when they return home. It is likely that students will find the fit of a familiar mask more comfortable and effective. Families who have children that prefer their own reusable masks may wish for students to keep an extra mask in their backpack or in their elementary classroom in case the first mask becomes dirty or wet.

Will face masks be provided for students?

The District will provide a disposable mask if a student chooses to wear one and does not have their own.

Mask Consequences

At this time, if a student refuses to wear his/her mask in the classroom and has been asked to put his/her mask on or to put on a district-provided mask, the student will be sent home and placed into the GSD Virtual Option (Lakeshore Virtual School) for the remainder of the semester. Likewise, students that require repeated reminders to appropriately wear masks will be placed into Lakeshore Virtual School if behaviors persist beyond the parent/administrative phone conference. Our district is not allowed to reopen for in-person instruction unless we meet the required protocols. GSD schools and families will need to work in cooperation in order for us to continue with face-to-face instruction.

Remote Learning

Attendance:

Documented COVID related absence will not count towards total absence days. Attendance will be taken daily to include our Virtual Wednesdays. Should we have to move to complete Remote Learning attendance will continue to be taken daily.

Grades:

Whether we are in a remote setting or a face-to-face setting, grades will be given in all areas in which grades are generally given. *This is a change from the period of remote learning in March-June of 2020.

Participation:

Students will be expected to participate in remote learning. Participation will be shown by completing assignments, logging in for live lessons, or following teacher guidance when the teacher suggests for a child to log in for a live session during school hours. Student performance, including their grades, will be directly impacted by their participation in the course.

Behavior and Consequences:

The purpose of our live meetings is to provide students learning opportunities and the ability to ask questions or clarify their learning. Any behavior that is disruptive to this purpose or that violates our Student Code of Conduct and/or The GSD Technology Acceptable Use Policy during this time of online learning will result in disciplinary action ranging from an ADMINISTRATIVE WARNING to SUSPENSION (served at the beginning of next school year) to EXPULSION and possible POLICE INTERVENTION. Students are not permitted to capture images or likenesses of any individual during online sessions. Doing so will constitute a violation of The GSD Student Code of Conduct as well as The GSD Technology Acceptable Use

Policy. Furthermore, communication deemed threatening will also constitute a violation, and will warrant police intervention, regardless of the individual's intent.

**Gibraltar School District Student Norms for
Periods of Remote Learning/Remote Learning Days
(Updated August 31, 2020)**

Schoology and Zoom will be used to facilitate remote learning and as a way for the students and teacher to interact in both synchronous and asynchronous ways. This resource is used solely for the purpose of supporting the instructional needs of the students. During any use of Schoology and/or Zoom, students are asked to follow the student code of conduct regarding electronic devices.

The following is a list of GSD expectations for students when participating in a Schoology and/or Zoom session.

Respectful:

- Follow the Gibraltar School District **Acceptable Use Policy regarding electronic devices.**
- Use polite and appropriate language-both verbally and through text/ chats.
- Mute your microphone unless/until your teacher directs you otherwise.
- Be prepared for the session with the needed materials- books, notebooks, computers, writing utensils, etc.
- Speak in a controlled and clear manner so everyone can hear.
- Follow all instructions from your teacher during the meeting.
- Students will dress appropriately for remote classes.

Responsible:

- Students are required to attend all synchronous learning meetings
 - Students will be present for the entire portion of direction instruction
 - At the request of the teacher, students will stay in the meeting for small group/individual instruction.
- In order to protect the privacy of all participants, students may **not record any live session.**
- Students will leave the meeting at the conclusion of the meeting. The teacher will start the meeting and end the meeting; students trying to linger after the meeting will be removed by the teacher.
- Participate in the meeting and give your best effort as you would in class.
- Follow all instructions from your teacher during the meeting.
- Students will display real names on the Zoom call.

Safe:

- While present, all participants will participate with his/her camera on during the Zoom meeting
- Only accept invitations for meetings from school staff, and do not create your own meetings.
- Follow all instructions from your teacher during the meeting.
- Find a dedicated area in your house clear of distractions for learning - consider a space with a wall behind you if you do not want your house or family members in classroom times

Arson - A student shall not burn, or attempt to burn, any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property. **Consequence** - suspension to expulsion.

Alcohol/Chemical Substances - A student shall not manufacture, sell, handle, possess, use, deliver, transmit or be under any degree of influence (legal intoxication not required) of any alcoholic beverages or intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required). **Consequence** - suspension to expulsion.

Academic Dishonesty - A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of

language, structure, idea and/or thought of another and represent it as one's own original work. **Consequence** - administrative intervention to expulsion.

Bullying and Hazing - Students are prohibited from engaging in conduct, whether written, verbal or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more District students, either directly or indirectly that unreasonably interferes in another's participation in or enjoyment at school or school-related activities, such as bullying or hazing. "Bullying," for purposes of this policy means any written, verbal or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more district students, either directly or indirectly, by doing any of the following: substantially interfering with educational opportunities, benefits or programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress; having an actual and substantial detrimental effect on a student's physical or mental health; or, causing substantial disruption in, or interference with, the orderly operation of the school. "At school" means in a classroom, anywhere else on school premises, on a school bus or other school-related vehicle and at a school-sponsored activity or event, whether or not the activity or event is held on school premises. "At school" also includes the off-premises use of a telecommunications access device or telecommunications service provider if the device or service provider is owned by or under the control of the District. "Hazing," for the purpose of this policy means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort.

"Cyberbullying" means any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following: substantially interfering with educational opportunities, benefits or programs; adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress; having an actual and substantial detrimental effect on a student's physical or mental health; or causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Retaliation against a target of bullying, a witness, another person with reliable information about an act of bullying or any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is found to have been substantiated. Suspected reprisal or retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated.

Retaliation and intentionally false reports may result in disciplinary action.

Consequence - administrative intervention to expulsion.

Cell Phones & Personal Communication Devices - Board Policy 5136 defines personal communication devices and the appropriate uses. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.

Use of a PCD by a student during school hours or at school-sponsored events and activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

CHS recognizes that technology is constantly evolving and that many technologies exist to assist student learning. To that end, we seek to educate students on the effective and appropriate uses of wireless communication devices. The high school building will be divided into red, yellow, and green Personal Communication Device (PCD) use and non-use areas.

In **RED** areas, the use of PCDs is prohibited at all times and should be powered completely down and stored out of sight.

RED (STOP) – Restrooms, locker rooms, all CHS offices, locations where students and staff have a reasonable expectation of privacy.

In **YELLOW** areas, students may be permitted to use PCDs for supervised educational purposes only and at the discretion of the teacher and/or bus driver. **YELLOW (CAUTION)** – school busses, classrooms and learning activities may be marked as red, yellow, or green depending on the learning activity and/or the discretion of the teacher/bus driver/staff member.

In **GREEN** areas, students may use PCDs responsibly and respectfully in accordance with all CHS and GSD guidelines and policies. **GREEN (GO SAFELY)** – Hallway (passing), cafeteria (lunch), parking lot, and extracurricular activities.

Responsible Use of PCDs

The following list, while not exhaustive, does include guidelines to help students utilize a PCD responsibly.

- 1.) Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.
- 2.) Students may not use PCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without prior notice and explicit consent for the capture, recording or transmission of such words or images.
- 3.) A student whose use of a PCD results in a violation of the CHS Student Code of Conduct will be subject to disciplinary consequences.
- 4.) Any student or staff member who discovers a student in possession of or using a PCD in violation of this policy is required to report the violation to the building principal.
- 5.) Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to PCDs brought onto its property, or the unauthorized use of such devices. GSD and their staff members will not be responsible for the safekeeping of cell phones, and students assume all responsibility for any loss, damage, or theft that may occur. Administration will not investigate any lost or stolen cell phones / PCDs.
- 6.) Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office at 734-379-7100. Students may use school phones to contact parents/guardians during the school day with permission.

Consequence – administrative intervention to expulsion.

Coercion, Extortion or Blackmail - A student shall not commit or attempt to commit extortion, coercion or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act. **Consequence** - suspension to expulsion.

Copyrighted Material - A student shall not unlawfully duplicate, reproduce, retain or use copyrighted material. **Consequence** - administrative intervention to expulsion.

Criminal Acts - A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance. **Consequence** - suspension to expulsion.

Criminal Sexual Conduct - A student shall not commit criminal sexual conduct, as defined by MCL 750.520 b-e and g. **Consequence** - expulsion.

Damage of Property or Theft/Possession - A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of, school property or the property of another person. **Consequence** - suspension to expulsion.

Dangerous Weapons - A student shall not possess a dangerous weapon in a weapon free school zone. **Consequence- expulsion** A dangerous weapon, for purpose of this section only, means a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device, iron bar or brass knuckles. The word "firearm", for purposes of this section only, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by action of any explosive; or any destructive device which includes any explosive, incendiary or poison gas (i) bomb (ii) grenade (iii) rocket having a propellant charge of more than four (4) ounces (iv) missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce or (v) mine. A weapon free school zone means school property, which includes a building, playing field or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school or vehicle used by a school to transport students to and from school property.

Discriminatory Harassment - A student shall not engage in unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats or insults, unwanted sexual touching, etc.) **Consequence** - administrative intervention to expulsion.

Disruption of School - A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall he or she engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other student to engage in such conduct for the purpose of causing such disruption or obstruction. While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule, but it must be remembered that any conduct, which causes disruption, is likely to result in disruption, or interferes with the educational process, is forbidden.

* Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use:

* Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of a building principal:

* Preventing, attempting to prevent, or interfering with, the convening or continued functioning of any class, activity, meeting or assembly;

* Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety and welfare of others on school property or at a school sponsored activity. **Consequence** - administrative intervention to expulsion.

Dress - A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process. The following guidelines should be considered when determining appropriate attire:

- Appropriateness, cleanliness, and decency should be prime consideration.
- Dress should be such that is not distracting to the educational objectives of the school.
- The latest in fashion is not always appropriate for school.
- Proper grooming and etiquette is the keynote to propriety. When a student goes so far with his or her clothing or hairstyle that it interferes with learning, the student will be asked to make appropriate changes.
- Bare midriffs, halter or tank tops, tears or holes in clothing, unless permanently patched, pajama pants, tights, see-through leggings, and shorts/skirts shorter than fingertip length are not allowed.
- All clothing should remain appropriate throughout the day. Undergarments should remain covered throughout the day.

- Clothing with inappropriate or offensive logos/sayings (alcohol, drug, cigarettes, sexually demeaning, etc.) is not permitted.
- Students must wear shoes at all times. No slippers.
- Students are not allowed to wear coats, outerwear jackets, windbreakers, hats, head coverings, sunglasses, or bandanas during the school day. These items need to be placed in the student's locker upon entering the building.
- Chains, excessive beads, thick necklaces with large pendants or spikes are not to be worn on one's body. They can be considered dangerous. **Consequence** - administrative intervention to expulsion.

Drugs, Narcotics, Counterfeit Substances, and Paraphernalia - A student shall not manufacture, sell, possess, use, deliver, transfer or be under the influence (legal intoxication not required) of any drug, narcotic drug, marijuana, hallucinogen, stimulant, depressants controlled substance, counterfeit substance or a controlled substance analogue intended for human consumption. A student shall not sell, deliver or transfer, or attempt to sell, deliver or transfer, any prescription or non-prescription drug, medicine, vitamin or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies), nor shall a student use or possess these substances for an improper purpose. A student shall not sell or represent a legal substance as an illegal or controlled substance (e.g., selling NODOZ as "Speed" or "Crack") or sell, manufacture, possess, use, deliver or transfer "designer" drugs). **Consequence** - suspension to expulsion.

Failure to Comply With Directions of School Personnel - A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers or persons acting in a chaperone or supervisory capacity. **Consequence** - administrative intervention to expulsion.

Failure to Cooperate - A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Code of Conduct and/or building rules, and no student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding. **Consequence** - administrative intervention to expulsion.

False Alarms - A student shall not knowingly cause a false fire alarm, or make a false fire, bomb or catastrophe report. **Consequence** - suspension to expulsion.

False Allegations - A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education: members; or volunteers. **Consequence** - administrative intervention to expulsion

Falsification of Records - A student shall not use the name of another person or falsify times, dates, grades, addresses or other data on School District forms or records. A student shall not provide false, misleading or inaccurate statements or information on School District forms or records. **Consequence** - administrative intervention to expulsion.

Gang Insignia/Activity - A student shall not wear or possess any clothing, jewelry, symbol or other object that may reasonably be perceived by any student, teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not

limited to, a) soliciting others for membership in any gang or gang related activity b) requesting any person to pay protection or otherwise intimidating or threatening any person c) committing any other illegal act or violation of School District rules or policies, or; d) inciting other students to act with physical violence on any person. The term “gang”, means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process. **Consequence** - administrative intervention to expulsion.

Improper Communications - A student shall not make threatening, annoying, nuisance, vulgar and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitutes and student teachers), other students, Board of Education members, chaperones, volunteers or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communication are made during, before, or after school hours or during times when school is not in session. **Consequence** - administrative intervention to expulsion.

Indecency - A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety. **Consequence** - administrative intervention to expulsion.

Fighting, Assault and/or Battery on Another Person - A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to a school employee, (including substitute and student teachers), student, volunteer, chaperone or other person (e.g., fighting). **Consequence** - suspension to expulsion.

Fireworks, Explosives, Chemical Substances - A student shall not possess, handle or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury or is reasonably likely to cause physical discomfort to another person. **Consequence** - suspension to expulsion.

Look-Alike Weapons - A student shall not possess, handle or transmit any object or instrument that is a “look-alike” weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.). **Consequence** - administrative intervention to expulsion.

Misconduct Prior to Enrollment - An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was (a) a resident of another district, (b) enrolled in another school, (c) outside of school hours or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the District. **Consequence** - suspension to expulsion.

Personal Protection Devices - A student shall not possess, handle or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person. **Consequence**- suspension to expulsion.

Smoking/Tobacco - A student shall not smoke, chew or otherwise use tobacco. A student shall not, while on school property, have in his/her possession or under his/her control, tobacco in any form. **Consequence** - administrative intervention to expulsion.

Suspended Student On School Property Or Attending School Activities - A student, while on suspension, shall not enter onto School District property without the permission of a building administrator. A student, while on suspension, shall not participate in, or attend any school related activity, function or event, held on or off school property, without permission of a building administrator. **Consequence** - administrative intervention to expulsion.

Trespassing, Loitering - A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc. **Consequence** - administrative intervention to expulsion.

Vaping/Vape Possession/Vape Materials Possession – A student shall not use or be in possession of a vape device or vape materials. A student shall not, while on school property, have in his/her possession or under his/her control, vape materials in any form. **Consequence** – Out of school suspension to expulsion.

In regards to Vaping/Vape Possession/Vape Materials Possession, the following Gibraltar City Ordinance will be followed and enforced by the Carlson High School Resource Officer:

ORDINANCE # 403

AN ORDINANCE TO AMEND CHAPTER 22, ARTICLE IX, CODE OF ORDINANCES, CITY OF GIBRALTAR, MICHIGAN BY AMENDING SECTION 22-498 TO PROHIBIT POSSESSION OF VAPOR PRODUCTS AND/OR ALTERNATIVE NICOTINE PRODUCTS

THE CITY OF GIBRALTAR ORDAINS:

(a) Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Chewing tobacco means loose tobacco or a flat, compressed cake of tobacco that is inserted into the mouth to be chewed or sucked.

Cigarette or cigar means those tobacco products sold as such; or, any form of tobacco commonly used by igniting and producing smoke.

Other tobacco product includes all other forms of tobacco whether used in a pipe or other.

Tobacco snuff means shredded, powdered, or pulverized tobacco that may be inhaled through nostrils, chewed, or placed against the gums.

Vapor product or alternative nicotine products means a noncombustible product containing nicotine or not that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means regardless of shape or size, that can be used to produce vapor from nicotine or not in a solution or other form. Vapor product includes an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and a vapor cartridge or other container of nicotine in a solution or other form than is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. Vapor product does not include a product regulated as a drug or device by the United States Food and Drug Administration ("FDA") under subchapter V of the Federal Food, Drug, and Cosmetic Act, 21 USC 351 to 360FFF-7.

(b) Giving or furnishing to minors prohibited. A person shall not sell, give or furnish any cigarette, cigar, chewing tobacco, tobacco snuff, vapor product, alternative nicotine products, or tobacco in any other form to a person under 18 years of age. Violation of this section is a civil infraction punishable by a fine of \$100.00.

(c) Minors in possession of tobacco products. A person under the age of 18 shall not possess, consume, buy, sell, transfer, deliver or smoke cigarettes or cigars; or possess or chew, suck, or inhale chewing tobacco or tobacco snuff; or possess or use tobacco in any other form, vapor products, or alternative nicotine products on a public highway, street, alley, park or other lands used for a public purpose, in a public, private or charter school or on school property, in a public place of business or amusement, or on other private property without the consent of the property owner or other individual authorized to control and be responsible for the property. A violation of this subsection is a civil infraction, punishable by a fine of \$100.00 for the first offense and a fine of \$150.00 for the second offense. Subsequent offenses are punishable in the discretion of the court by a fine of not more than \$500.00. The court may, in addition to or in lieu of a fine, require the person who violates this section to participate in a health promotion and risk reduction assessment program at the violator's expense, or to perform community service in a medical facility.

(d) Allowing minors to smoke. Any person over the age of 18 that is in the company of or accompanies a person under the age of 18 and permits the minor to smoke shall be guilty of contributing to the delinquency of a minor. This subsection shall not interfere with the right of a parent or legal guardian in the rearing or management of his minor children on private premises.

Violation of Acceptable Use Policy - A student shall not violate or attempt to violate the Acceptable Use of Technology Policy. Violation of any of the rules and responsibilities may result in a loss of: access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution. **Consequence** - administrative intervention to expulsion.

Violations of Building Rules and Regulations - A student shall not commit or participate in any conduct or act prohibited by a school building rules and regulations. **Consequence** - administrative intervention to expulsion.

Weapons and Dangerous Instruments - A student shall not possess, handle or transmit a knife with a blade of three (3) inches or less, blackjack, baton, martial arts device, paintball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily injury. **Consequence** - suspension to expulsion.

BUILDING RULES

GAMBLING

Gambling of any nature by students is prohibited on school premises and will result in the school taking disciplinary action.

Consequence: Administrative intervention to expulsion.

HALLWAY PASSES

Passes: In order to be excused during class time, **students must have a physical pass and the teacher's authorization.** No more than one student may be released from one class at a time. CHS recommends that students

use the restroom during passing time. Students in the cafeteria must get permission from a teacher or hall monitor to leave the cafeteria. **Consequence:** Administrative intervention to suspension.

HARASSMENT

All reports or complaints of sexual harassment will be promptly investigated by appropriate district representatives.

Any student who violates this policy will be subject to appropriate corrective action, including suspension or expulsion. The District prohibits retaliation against students who file or make such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon an individual's status nor will it affect a student's grades or work assignments. However, the District will take appropriate action if it finds that a student has deliberately filed a false complaint. **Consequence:** Administrative intervention to possible expulsion.

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

1. Verbal
2. Nonverbal
3. Physical contact
4. Pressure for sexual activity
5. Repeated remarks to a person with sexual or demeaning implication
6. Suggested or demanding sexual involvement accompanied by implied or explicit threats.
7. Criminal Sexual Conduct (C.S.C.)

Gender/Racial/Ethnic/Religious/Disability/Height/Weight Harassment

1. Verbal
2. Nonverbal
3. Physical

HECKLING OR DISPLAY OF POOR SPORTSMANSHIP IN PUBLIC ASSEMBLIES OR AT SPORTING EVENTS

Consequence: Administrative intervention to expulsion.

LUNCH ROOM

All students are expected to clean up and leave the room in good condition. Students must remain in the Cafeteria area at all times, unless a CHS staff member grants permission to do otherwise. During the lunch periods students must not be in the halls. Students will pay for their lunches as they go through the line. Suspension from school or cafeteria clean-up may result from failure to comply by leaving messes or behaving in a disruptive manner.

MOTOR VEHICLES

It is understood that the following regulations must be followed and that they will be strictly enforced. Driving and parking a vehicle on campus is a privilege subject to the following conditions:

1. All students wishing to drive must have a "Permit to Drive" form on file in the Assistant Principal's office before any permission to drive is granted. Permits cost \$50 per year or \$30 per semester to obtain.
2. The parents or guardians must complete this request and sign it. The school may confirm this by phoning the parent or guardian.
3. Students are allowed to park in their assigned designated area. Vehicles parked in unauthorized zones or lacking proper CHS parking permits will be towed at owner's expense.

4. A student permit must be placed on the driver's lower left side front window.
5. All vehicles are to be locked.
6. Public liability insurance must be carried on all vehicles.
7. The administration reserves the right to search a vehicle when they have reasonable suspicion that a vehicle contains illegal substances or objects that violate school rules. The police and / or drug dogs may aid in conducting vehicle searches. Any property damage or loss due to a vehicle search is not the responsibility of the Gibraltar School District or their designees. Administrative guidelines for vehicle searches are derived from New Jersey v. T.L.O. 469 U.S. 325 (1985)
8. Driving any vehicle in a reckless and dangerous manner or using the vehicle to skip school will cause the loss of parking privileges without refund.
9. No unauthorized person shall drive vehicles when their driving privileges have been suspended.
10. No students are to be in vehicles during the school day without permission from a building administrator.
11. Temporary parking permits may be obtained in the Attendance Office.
12. There will be a \$5 charge for lost parking permits.
13. Students caught driving to vocational education without authorization or those with permission to drive who choose to skip vocational education classes may lose their driving privileges: First (1st) offense will be a three (3) day OSS; Second (2nd) offense will be loss of driving privileges for semester and/or dropped from vocational program.

TRANSPORTATION CODE OF CONDUCT

1. Students must enter and exit buses single file and in an orderly manner.
2. All rules outlined in the above code of conduct will be enforced.
3. Violation of any rules will receive consequences in line with in addition to possible suspension of transportation privileges.
4. Restitution for damages done by students will be charged to the student or the student's parents at its replaceable cost. This includes any medical expenses for driver and/or students. Arrangements for the satisfactory settlement of restitution must be made before transportation privileges are resumed.

SIGN-IN PROCEDURES

If students come to school late, they must sign in and receive an admit slip in order to enter class. **Consequence:** Failure to do so will result in a one (1) hour detention to a one (1) day suspension. First hour students may arrive without an admit slip if they arrive before ten minutes after the class begins.

SIGN-OUT PROCEDURES

Students must always sign out at the Attendance Office prior to leaving school, **with parent's verbal permission, regardless of age. Notes will not be accepted for signing out.** Students will not be allowed to sign-out between the times 11:00 am to 12:00 pm, unless they are not returning to school or upon their return they present a doctor's note. **Consequence:** Administrative intervention to expulsion.

SKIPPING CLASS / SCHOOL ACTIVITY

Students may not miss part or all of any class or school activity without permission from a building administrator or the teacher whose class they are missing. Failure to obtain this permission constitutes skipping. **Consequence:** Administrative intervention to expulsion.

TRESPASSING

Any person not considered a student resident would be trespassing in the building if not cleared through the Main Office. **Consequence:** The Gibraltar Police Department will be contacted.

UNAUTHORIZED AREA

Students are allowed to be in their assigned classroom during their assigned class period, in the hallway during passing time, and in the lunchroom during lunchtime. Otherwise, students must obtain permission in writing, from a CHS staff member to leave the above areas.

Parking lot - Students are not to be in the parking lot area during the school day without administrative approval.

Shumate Middle School – CHS students are not allowed on the middle school premises while the middle school is in session without administrative approval.

Consequence: Administrative intervention to expulsion.

UNAUTHORIZED ITEMS

Unauthorized items are any and all non-required school items that could be used to harm individuals, destroy, and/or damage property. Items may include but are not limited to: honey, syrup, wax, paint, toilet paper, duct tape, all weapons, paintball guns/items, water guns/balloons, skateboards, roller blades/shoes etc. Students should not bring the above items into school. Teachers and administrators are authorized to confiscate them immediately.

Consequence: Administrative intervention to expulsion.

VOCATIONAL STUDENTS

Consequences:

1. Driving - any student who drives to vocational classes without authorization from the high school administration:
 - First (1st) offense is a three (3) day out-of-school suspension plus loss of driving/parking privileges for two (2) weeks
 - Second (2nd) offense - dropped from vocational program.
2. Any student who fails to report to the office when he misses his vocational bus will be subject to disciplinary action:
 - First (1st) offense is a one (1) hour detention to a one (1) day suspension;
 - Second (2nd) offense is a one (1) to three (3) day suspension.
3. When vocational classes are canceled, students will be required to sign out at the Attendance Office, but no parental contact will be made at that time if they have a parent sign a release form for the entire year.
4. On abbreviated days, no vocational student will be able to sign out except for medical reasons.

WALKERS

All students who must cross Jefferson must cross at the light at the appropriate time.

INTERVENTIONS

DETENTION

Detention will be held Tuesday and Thursday from 2:40 pm to 3:10 pm. If a student misses a detention he/she will automatically receive a one (1) day In-School Suspension.

IN-SCHOOL SUSPENSION INTERVENTION (ISSI)

ISSI is an alternative to Out-of-School Suspension. ISSI provides a consequence for the student's behavior in a school supervised setting. ISSI should be viewed as an opportunity for a student to correct his/her behavior by serving a period of one (1) or more school days socially isolated from classmates. Students will complete a corrective

behavioral plan prior to any class work being administered by the ISSI facilitator. Failure to serve an ISSI or failure to properly complete an ISSI form may result in a one (1) day Out-of-School Suspension.

OUT-OF-SCHOOL SUSPENSION (OSS)

1. OSS is the removal from school for a period not to exceed ten school days.
2. Cause for this action is violation of school rules and regulations, as defined in the Student Code of Conduct, or as deemed by administration.
3. A parent or legal guardian shall be notified of this action prior to the temporary suspension, if possible.
4. Absences from class will count.
5. School work **will** count for credit.
6. The reason a student is not allowed in the ISSI room may be for one or more of the following reasons:
 - a. Repeated discipline referrals and ISSI is not correcting behavioral problem.
 - b. The discipline infraction does not warrant placing the student in the ISSI room.

RESTORATIVE PRACTICES

Administration may use restorative practices to help all parties involved in particular situations reduce conflict, restore relationships, repair harm, and improve behavior. All parties who participate in restorative conferences will be willing participants.

Use of restorative practices **does not** mean that a student will not receive disciplinary consequences.

***Note:** All disciplinary actions will be determined at the discretion of the school administration.

***Note:** *The school administration will determine whether a student will be assigned to ISSI or OSS.*

DISCIPLINE PROCEDURES

Legal Basis for School Discipline (General School Laws of Michigan 380.1261)

"The board of a school district shall have the general care and custody of the schools and property of the district and shall make and enforce suitable regulations for the general management of the schools and the preservation of the property of the district."

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedure is developed with regard to the administration of discipline in the schools of Michigan. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his parent or guardian. A student must be given an opportunity for a hearing with the appropriate school administrator if the student or his/her parent, or guardian indicates the desire for one. A hearing shall be held to allow the student and his/her parent or guardian to contest the facts that may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority or if a student and his parent or guardian alleges prejudice or unfairness.

TEMPORARY SUSPENSIONS

Temporary suspension, as defined by the Gibraltar School District, is to be interpreted as follows:

1. Removal from school shall be for a period not to exceed ten days.
2. The principal or designee may take this action.
3. Cause for this action results from a violation of school rules and/or Board Policy.
4. Whenever possible, parents shall be notified of this action by verbal communication. If not possible, parents shall be notified of this action in writing.
5. All suspensions and disciplinary actions shall be kept on file.

6. A probationary contract may be required for re-entry into school.

LONG-TERM SUSPENSIONS (11 – 45 DAYS)

Long-term suspensions, as defined by the Gibraltar School District, shall be recommended by the principal to the Superintendent and is to be interpreted as follows:

1. Removal from school for an indefinite period of time or awaiting disposition of the Superintendent or civil authorities.
2. The principal or the designee may take this action.
3. Causes for this action are "gross misdemeanor or persistent disobedience," the student's inability to be educated in the school environment, or conduct which endangers the welfare of other pupils or the welfare or property of other persons or the welfare of school district property.
4. Whenever possible, the parent shall be notified of this action by verbal communication and followed up by notification in writing. If not possible, parents shall be notified of this action in writing.
5. Indefinite suspension may be appealed to the superintendent. The Superintendent's decision is final.

LONG-TERM SUSPENSIONS AND EXPULSIONS (46 DAYS AND BEYOND)

Removal from school shall include suspensions beginning at 46 days up to a permanent expulsion. The principal(s) shall recommend students for expulsion to a Disciplinary Panel that consists of five members, appointed by the Superintendent: two members of the Board of Education; one building administrator (other than the building administrator who made the disciplinary recommendation); one teacher and, one central office administrator, who will serve as the Disciplinary Panel chairperson.

1. Causes are for those defined in the school code.
2. Parents shall be notified of this action prior to the enforcement of the action.
3. The Disciplinary Panel decision on such suspensions and expulsions will be final.

GRIEVANCE PROCEDURE

This procedure is for: Title VI of the Civil Rights Act of 1964 - Title IX of the Education Amendment Act of 1972 - Title II of the Americans with Disabilities Act of 1990 - Section 504 of the Rehabilitation Act of 1973 - Age Discrimination Act of 1975

Section I

Any person believing that the Gibraltar School District or any part of the school organization has inadequately applied the principles and/or regulations of:

(1) Title VI of the Civil Rights Act of 1964 (2) Title IX of the Education Amendment Act of 1972 (3) Title II of the Americans with Disabilities Act of 1990 (4) Section 504 of the Rehabilitation Act of 1973 (5) Age Discrimination Act of 1975, may bring forward a complaint, which shall be referred to as a grievance, to the local civil rights coordinator at the following address: Compliance Officer - (734) 379-6350, Gibraltar Board of Education, 19370 Vreeland Road, Woodhaven, MI 4818.

Section II

The person who believes a valid basis for a grievance exists shall discuss the grievance informally and on a verbal basis with the local civil rights coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps:

Step 1: A written statement of grievance signed by the complainant shall be submitted to the local civil rights coordinator, within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2: A complainant wishing to appeal the decision of the local civil rights coordinator may submit a signed statement of appeal to the Superintendent of schools within five (5) business days after the receipt of the coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3: If dissatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the superintendent's response to Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Anyone at any time may contact the U.S. Department of Education, Office for Civil Rights. The local coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the civil rights coordinator's office.

NOTICE OF NONDISCRIMINATION

The Gibraltar School District does not discriminate on the basis of race, color, national origin, sex, age, height, weight, religion, marital status, or disability in its programs and activities. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Inquiries related to discrimination should be directed to the Compliance Officer - (734) 379-6350 Gibraltar Board of Education, 19370 Vreeland Road, Woodhaven, MI 48183.

EXPECTATIONS MATRIX – PBIS

	Positive Thoughts	Positive Actions	Positive Outcomes

Arrival / Departure	Being prepared to learn Making learning a priority	Practice safe driving Be on time Remove all head covering Maintain school dress code	Bully free zone Positive attitude towards self and others Safe working environment
Hallways	Necessary materials Appropriate language and conversation	Keep hallways flowing at an appropriate pace Keep hallways clean Gather necessary materials for class Have appropriate and quiet conversations	Students respecting others and property Students arrive to class on time Using hallway time effectively
Classroom	Respecting the learning environment Proper classroom etiquette Being on time	Stay seated until dismissed Be engaged and follow directions Put electronics away Complete all assignments Have appropriate conversations	Safe and positive working environment Student success Freedom to learn and grow as a student
Restroom	Respect the privacy of others Using the restroom during passing time	.Wash your hands .Dispose of trash and keep the facilities clean .Report any damage or graffiti immediately	A clean and safe environment Prevent the spreading of germs Respect for privacy
Cafeteria	Using appropriate language Using good manners	Dispose of all trash Clean up after yourself Stay in your seat Remain in the cafeteria until dismissal	A clean, safe, and friendly environment
Assembly / Sporting Events	Respecting others' personal space Marauder PRIDE	Have good sportsmanship Keep hands to yourself Stay in designated area Follow staff directions	Respect all competitors and spectators Showing Marauder PRIDE Positive ambassadors for your school and community
General	Maintain a positive attitude. Be prepared for learning Treat others with respect. Time management		