



Parsons Elementary School

Student- Parent Handbook
2016-2017

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Welcome to Parsons Elementary School. The members of the staff are pleased to have you as a student and will do our best to help make your experiences productive and successful!

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School Year 2015-16

Foreword

This student handbook was developed to answer many of the common questions parents may have during the school year and to provide specific information about Board policies and procedures. This handbook contains important information. Become familiar with this information and keep the handbook for future reference. If you have any questions that are not covered in the handbook, please contact the teacher or building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Gibraltar Board of Education and the Gibraltar School District. To the extent that the handbook conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written materials on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administration guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails.

Gibraltar School District Mission Statement

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.

School Mission Statement

It is the mission of Parsons Elementary School, in partnership with students, parents, and community, to provide a safe and challenging environment, preparing all students to become productive, responsible, life-long learners in a global society.

School Improvement Goals

All students will be proficient in mathematics.

All students will be proficient in English language arts.

All students will be proficient in Science.

All staff will provide appropriate supports for all students.

General Information

1. Enrollment

- ❖ In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.
- ❖ Enrollment takes place at the Board Office, 19370 Vreeland Road, Woodhaven, MI 48183. Student Services phone number is 734-379-7115.
- ❖ New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:
 - A birth certificate with a raised seal
 - Court papers allocating parental rights and responsibilities, or custody (If appropriate)
 - Two (2) proofs of residency (i.e. utility bill, rental/purchase agreement)
 - Proof of Immunizations
 - Students enrolling from another school must have school records sent from their former school. The secretary will assist in obtaining these records.

2. Schedule

3. Schedule

- ❖ Tuesday through Friday..School begins at 8:48. **Children should arrive to school no earlier than 8:30.** Every Monday is late a start. School begins on Mondays at 9:48. **Children should arrive to school no earlier than 9:30 AM..**
- ❖ **School dismisses at 3:53 PM on full days and at 12:05 on half days.**
- ❖ If students are kept after school, the parents will be notified.
- ❖ Parents picking students up from the school will wait outside.

3. Lunch

- ❖ The school participates in the National School Lunch Program and makes breakfast and lunch available to students for a fee.
- ❖ A lunch menu is sent home at the beginning of each month and posted on our district website (www.gibdist.net).
- ❖ Daily lunch choices are available to students.
- ❖ Each lunch comes with a food bar that offers lettuce, fresh vegetables, canned and fresh fruit, and bread or crackers.
- ❖ Milk is included in the price of a lunch.
- ❖ The following fees apply:
 - Breakfast: \$1.50
 - Lunch: \$2.50
 - Milk: \$.50
- ❖ Parents may choose to deposit breakfast and/or lunch money into the student's computerized lunch account. Parents may limit what the funds in the account may be spent on at school. A monthly food account balance or debit will be sent home with your child.
- ❖ Students may also bring a lunch from home.
- ❖ Applications for the Federal Free and Reduced-Priced Meal Program are distributed to all students. If a student does not receive a form and his or her parent(s) believe he/she may be eligible, please contact the school office.

4. Emergency Forms

The Board of Education has established a policy that every student must have an Emergency Form completed and signed by his/her parent in order to participate in any activity on or off school grounds.

- ❖ The Emergency Form is provided at the time of enrollment and at the beginning of each school year. Failure to return the completed form to the school will jeopardize a student's safety.
- ❖ A new form (sent home on the first day of school) must be filled out each year with accurate up-to-date phone numbers of people who can be reached in case of an emergency.
- ❖ At least two emergency phone numbers should be listed.
- ❖ It is the parent's responsibility to immediately notify the school office of address or phone number changes.

5. Champions Before and After School Care

- ❖ Champion before- and after-school care is available at each elementary building. Please visit their website at <http://www.discoverchampions.com>

6. Picking up a student during school hours

- ❖ No student will be allowed to leave school prior to dismissal time without a written and/or personal permission from the parents.
- ❖ Students will only be released to those persons listed on the emergency form kept in the office.
- ❖ If you are picking up your student during the school day, you must sign him or her out in the office. The secretary will call the classroom for your student. Your student must meet you in the school office where he or she will be released.
- ❖ Identification is mandatory.

7. Personal Deliveries

- ❖ Parents may leave items for their son/daughter in the main office.
- ❖ Personal deliveries are not to be made to individual classrooms.

The purpose of this policy is to minimize class interruption and ensure the safety of our students.

8. Visitors

- ❖ Visitors, particularly parents, are welcome at the school.
- ❖ In order to properly monitor the safety of the students and staff, each visitor must report to the office upon entering the building to sign in and receive a pass.
- ❖ Any visitor found in the building without a pass shall be asked to return to the office.
- ❖ If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.
- ❖ Students may not bring visitors to the school without prior written permission from the principal.

9. School Attendance Policy

- ❖ Regular attendance and punctuality in school gives students the best chance of benefiting from the instructional program. Experiences missed because of absence cannot be made up adequately. It is the intent of the school to enforce the following rules and regulations for attendance:
 - Parents are asked to call the school before 8:45 AM when their child is going to be absent. Please record your child's absence on the automated line when prompted.
 - Students are not expected to miss more than ten (10) days during a semester.
- Attendance will be reviewed by the principal when a student misses more than ten (10) days in a semester. A letter will be sent in the mail informing the parents/guardians of the ten (10) days of absences.
- ❖ Student absences are reported to parents on progress reports, Parent Connect, and report cards as well as upon request.

10. Emergency Closings and Delays

- ❖ If the school must be closed, or the opening delayed because of inclement weather, or other conditions, the school will notify the major radio and television stations (channels 2, 4, and 7) as well as the local cable station. Additionally, a call will be generated to all listed households using Teleparent and/or listserve.
- ❖ Parents and students are responsible for knowing about emergency closings and delays.

11. Dress and Grooming

- ❖ While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.
- ❖ Within broad limits, a student's dress and grooming should be considered a matter of choice. However, it must be recognized that an individual's habits of dress and personal grooming are an important part of one's total personality. Dress often determines not only attitudes towards oneself, but also the way an individual is looked on by others.
- ❖ Wearing apparel should be appropriate for the daily school routine.
- ❖ The following factors should be considered in determining a student's dress and grooming:
 - Cleanliness and other aspects of personal hygiene
 - Make-up is strongly discouraged
 - Decency and modesty **are** expected
 - Clothing with inappropriate logos is not permitted
 - Hats are NOT to be worn in the school building
 - Shoes must be worn at all times. Shoes that are not secure on the feet or have "platform" soles are a safety hazard and may not be worn to school.
 - Flip-flops or floppy sandals are prohibited.
 - No "Heelys" (shoes with pop-out wheels)

12. Cold Weather Clothing

- ❖ Outside recess occurs when there is no rain and the temperature and wind chill are above **20 (ten)** degrees. The children are expected to participate in recess activities and it is certainly to their advantage to dress properly. Children should wear mittens, boots, and proper head covering during cold weather. It is our understanding that the parents and, ultimately, the students must assume responsibility for bringing the proper cold weather clothing to school.

13. Warm Weather Clothing

- ❖ Students may wear shorts (fingertip length). Bare midriff tops, revealing tank tops, halters, mesh or torn (cut-out) clothing is not permitted. Shorts and skirts must be within the realm of decency and modesty.

14. Field Trips

- ❖ A Field Trip Parent Consent Form must be signed by the parent or guardian. This form will indicate when and where the trip will take place, teacher in charge, costs, and the method of transportation. A student riding the bus to the field trip location must also ride the returning bus **unless there is prior written approval of the building principal.**

15. Family Vacations

- ❖ We would like to encourage you to schedule family vacations at times other than when school is in session. When you must schedule a family trip during school time, contact the teacher in advance concerning how your child will complete missed assignments.
- ❖ While it is a physical impossibility to make up instruction missed during your child's absence, we will save papers and assignments. After the return to school, ample time will be given for the completion of make-up work.

16. Student Fees, Fines and Charges

- ❖ Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.
- ❖ The fine will be used to pay for the damage.

17. Use of Telephones and Electronic Equipment

- ❖ Please feel free to call the office any time during the day to leave a message for a staff member, who will make every attempt to return your call as promptly as possible.
- ❖ Calling the office to send messages to your child should be kept to a minimum (near emergency situations only). Please make every effort to remind your children of any special after-school arrangements – before they leave home. It is best in these cases to write a note to your child and/or teacher.
- ❖ Office telephones are not to be used for personal calls.

18. Pledge of Allegiance

- ❖ To show respect for our country, the Pledge of Allegiance is recited at the beginning of the school day at Parsons Elementary.
- ❖ Students will stand during recitation.
- ❖ Students can be exempt from reciting the pledge because of personal beliefs.

- ❖ **It is recommended that** students choosing not to participate in reciting the Pledge should bring a note requesting this exemption.

19. Valuable Items at School

- ❖ The safekeeping of personal belongings is a student's responsibility. If something of value is brought to school, the school will not be responsible if it is lost, stolen, or damaged.
- ❖ If you bring a pocket pager, cellular telephone, or other electronic devices to school it must remain turned off and stored in a backpack. Items found as a distraction may be taken and stored in the school office to be given back at a later time. Administration reserves the right to alter this policy as circumstances require. Please see District policy #5136.

20. Bikes, Scooters, Roller Blades, and Skateboards

- ❖ Students riding bikes, scooters, roller blades, or skateboards to school are to follow the basic local ordinances governing their use.
- ❖ All bicycles should be parked in the bicycle rack.
- ❖ The school is not responsible for lost, stolen, or damaged bikes, or scooters. Bikes should be properly parked and locked, and can never be brought into the building.
- ❖ Bicycle helmets are encouraged.

21. Lost and Found

- ❖ Coats, sweaters, boots, lunch boxes, and other assorted items that are left at school by students will be placed in the Lost and Found.
- ❖ Please put your child's name on all personal property. Encourage your son or daughter to check the Lost and Found to look for misplaced items.
- ❖ Unclaimed items will be given to charity.

22. Fire, Tornado, and Lock-down Drills

- ❖ The school complies with all safety laws and will conduct fire drills in accordance with State Laws.
- ❖ Tornado Drills will be conducted during the tornado season using the procedures provided by the State of Michigan.
- ❖ Lock-down Drills will be conducted during the school year in accordance with State Laws. Drills may occur without prior notification given to parents, staff, and/or students.

23. Scheduling and Assignment

- ❖ The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

Academics

1. Review of Instructional Materials and Activities

- ❖ Parents have the right to review any instructional materials used in the school.
- ❖ Any parent that wishes to review materials or observe instruction must contact the principal prior to coming to the school.

- ❖ The curriculum for each grade level is dictated Michigan Grade Level Content Expectations and Common Core State Standards.

2. Student Records

- ❖ The School District maintains many student records, including both directory information and confidential information.
- ❖ All parents and guardians of students under eighteen (18) years of age and all students eighteen (18) years of age or older have the right, pursuant to the Family Educational Rights and Privacy Act of 1974 to examine the official records of the School District directly relating to the student.
- ❖ They also have the right to challenge any of the contents of said records to ensure their accuracy and fairness.
- ❖ Procedures for such an examination and the challenge, including hearings on a challenge, shall be established by the Board of Education and made available upon request. See Policy #8330.

3. Homework

- ❖ The assignment of homework can be expected.
- ❖ The purpose of homework is to reinforce those skills and concepts taught in the classroom.
- ❖ Student grades will reflect the completion of all work, including outside assignments.
- ❖ Even if specific homework is not assigned every night, your child does have homework. Your child may have spelling words to study, a book to read, math facts or handwriting to practice, or special projects which may require work over a longer period of time.
- ❖ Parental support and cooperation are very important in the homework area.

4. Grades

- ❖ Students shall receive a report card each trimester indicating their grades for each course of study for that portion of the academic term.
- ❖ When a student appears to be at risk of failure, notification will be provided to the parents.
- ❖ A grading scale appears on each report card which indicates various levels of achievement.
- ❖ Parents of students in grades 3-5 will be able to access student grades through Parent Connect. Parents should request a code from the school secretary.

5. Parent-Teacher Conferences

- ❖ Every elementary classroom teacher will arrange at least one planned conference with each student's parent(s).
- ❖ It is understood that teachers shall, if necessary, arrange additional conferences with parents.
- ❖ Conferences with teachers are scheduled during non-instructional time.
- ❖ Please call the teacher if you need a parent-teacher conference.

6. Promotion and Retention

- ❖ Promotion to the next grade level is based on the following criteria:
 - Current level of achievement
 - Potential for success at the next grade
 - Emotional, physical, and/or social maturity

7. Student Assessment

- ❖ To measure student progress, students will be tested in accordance with Michigan State Standards and District Policy.
- ❖ The M-Step test is administered annually in grades 3rd, 4th and 5th.
- ❖ Michigan Literacy Progress Profile (MLPP) assessments are used in grades kindergarten, 1st, 2nd and 3rd additionally students k-5 are given F&P Testing and IReady or NWEA test periodically throughout the school year.
- ❖ Classroom tests and/or teacher formative assessments will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess mastery of specific objectives.
- ❖ If needed, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students requiring further evaluation.

8. School Services

Students having academic difficulties must experience a series of documented interventions prior to any formal evaluations. This process is known as Response to Intervention (RtI) and is mandated by the IDEA legislation. Should a student require further testing, parent approval is required. The following personnel may be involved in testing, evaluating and providing support to the student:

- ❖ Speech Pathologist
The speech pathologist works with individual students or with small groups of students who have speech and language problems. He or she works closely with the parents of students and often confers with parents about pre-school children.
- ❖ School Psychologist
The school psychologist administers in-depth tests to individual children and interprets these results to the Child Study Committee. Most referrals for testing are made by the classroom teacher after consultations with the principal and the parents.
- ❖ Teacher Consultants
Our teacher consultants provide testing and instructional support for students who are identified as having a specific learning disability that requires special education intervention.
- ❖ Social Worker
The district social worker provides diagnostic evaluations which start with a referral from the classroom teacher in collaboration with the building principal.

9. Computer Technology and Networks

- ❖ Before any student may take advantage of the school's computer network and the internet, he/she and his/her parents must sign the Internet Access Permission Form which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action.

Medical Information

1. Student Safety

- ❖ Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures.

- ❖ Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

2. Accidents

- ❖ Students involved in minor accidents (small cuts, scratches, etc.) will be cared for by school personnel.
- ❖ Students should report injuries to a teacher or the office.
- ❖ If medical attention is required, the office will follow the school's emergency procedures. The office will notify the parents using the information on the Emergency Form.

3. Illness

- ❖ A student who becomes ill during the school day should request permission from a teacher to go to the office, where parents will be notified.
- ❖ It is the parents' responsibility to make arrangements for proper care of an ill student. The school does not have the facilities or personnel to provide "sick care" for students.
- ❖ Students will only be released to those persons listed on the Emergency Form.

4. Specific Health Care Needs

- ❖ Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician to the school office.

5. Immunizations

- ❖ Students must be current with all immunizations required by law or have an authorized waiver from State of Michigan immunization requirements.
- ❖ If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with Michigan State Law.
- ❖ Questions about immunizations or waivers should be directed to the school nurse (379-6310).

6. Use of Medication

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

- The school staff cannot dispense medication (including aspirin, cough drops etc.) without a parent and/or doctor signed medication form on file.
- A parent must bring the medication in its original container to the office where it will be administered to the child by a staff member.
- Any change in medication requires filling out a new medication form from the doctor including proper dosage and dispensing instructions.

7. Communicable Disease

- ❖ When a student is absent because of contagious illness or from an extended illness, s/he shall obtain written permission from the doctor to return to school.
- ❖ Parents/Guardians should notify the school office immediately if a child is diagnosed by a doctor as having any of the following illnesses:
 - Measles, Head Lice, Scarlet fever or Acute Strep Throat, Chickenpox, Mumps, Whooping Cough, Scabies, Meningitis, Hepatitis, Haemophilus Influenza Type B, Encephalitis. (Additional illness may be added as per Health Department guidelines)

- ❖ Please note that these diseases are most contagious before they can be diagnosed. If your child does not feel well, please keep him/her home and call your physician for advice.
- ❖ Students must be fever free without fever reducing medication for 24 hours before returning to school.

*Students suspected of lice infestation will be examined at school. If an individual is found to have lice infestation, he/she will be excluded from school until treatment is given and the child is nit-free. The child will be re-examined upon return to school.

8. Concussions

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating and difficulty sleeping.

Parents/guardians who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for a full or limited participation in class, practice, activity or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

If a concussion is suspected by a teacher or coach, the student will be removed from the class, practice, activity or game. The student will not be permitted to return to full participation until he or she is evaluated by a healthcare professional experience in concussion management and receives written clearance for full participation from that professional. Limited physical activity in the physical education context may eventually be permitted, depending on the recommendation of the healthcare professional.

Teachers or coaches who suspect a student has been concussed shall record on the Student Accident Form 5340 F1, as soon as possible, all pertinent facts concerning the incident and submit it to the building office with a copy being given to the athletic office for student athlete injuries. Parents/guardians shall be notified about the possible concussion and given information on concussions and the need for medical attention.

Prior to the beginning of each season and pre-season training, coaches shall notify parents, guardians and student athletes of the fact that written clearance for full participation will be required from a healthcare professional when a concussion is suspected or diagnosed. Information about this guideline will be included in the student handbook.

Code of Conduct

1. Student Rights and Responsibilities

- ❖ The rules and procedures of the school are designed to allow each student to obtain an appropriate education in a safe and orderly environment.
- ❖ Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise.

- ❖ Students must arrive at school on time, prepared to learn and participate in the educational program.

2. Gibraltar School District Bullying Policy

- ❖ The Gibraltar School District has adopted a policy in compliance with Matt's Safe School Law (P.A. 241 of 2011) with regard to bullying and other aggressive behaviors. These policies are available at www.gibdist.net. (See policy # 5517.01)

4. Acceptable Student Behavior

- ❖ A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. The Gibraltar School District elementary schools have adopted the Positive Behavioral Interventions and Supports (PBIS) Model and Continuum of Consequences.

4. Expected Behavior

All students will follow the expectations outlined in the school Positive Behavior Matrix and they will be subject to the continuum of consequences. The principal or his/her designee reserves the right to apply discipline appropriate to the chronological or developmental age of the individual student. (See Expectation Matrix on following page).

ELEMENTARY EXPECTATION MATRIX

Classroom	Hallways	Bathrooms	Office	Recess	Arrival/ Departure Bus	Cafeteria
Listen when others are speaking Raise your hand and wait to be called Respect others and all property Be honest to all classmates and teachers	Respect all hallway displays Travel without talking	Respect the privacy of others Go in and out in a timely manner Use a quiet voice	Report to the desk and address the staff politely Wait quietly Say please, thank you and excuse me	Share equipment and take turns Play fair Be a good sport	Use appropriate voices Respect bus driver, staff and safety squad directions	Use good manners Use an inside voice
Follow directions the first time they are	Report problems to a staff member	Report graffiti, damage, or disturbance	Return directly to class	Report accidents and injuries to staff	Follow directions the first time given Accept	Keep all food in the cafeteria Clean up

given Take care of your things Clean up after yourself and recycle Give your best effort Be prepared for class	Keep hallways neat and clean	s to a staff member Flush the toilet Clean up after yourself Conserve water and paper towels		Put all materials away after use Stay in your group's assigned area (Playscape, classroom...)	consequences	after yourself
Keep hands feet and objects to yourself Use equipment and furniture properly Move around in a safe way	Walk at a safe pace Keep hands feet and objects to yourself	Wash your hands with soap and water Keep water and soap off the floor	Wait patiently in one place Keep doorways and walkways clear	Keep hands feet and objects to yourself Use games, materials, and equipment properly Enter and exit in orderly lines	Walk at a safe pace Be careful around smaller children Stay in your seat Stay on sidewalks and cross at crosswalks	Ask permission to leave your table Walk at a safe place Keep hands, food, and objects to yourself

CONTINUUM OF CONSEQUENCES

Major Problem Behavior Automatic ODR	Definition	K-5 th Elementary
Fighting/Aggression	Actions Involving physical force on another person where injury may occur. (e.g., hitting, pushing, grabbing forcefully, kicking, scratching, spitting, hair pulling, striking with an object, making a weapon of any kind etc.)	1 st Offense: Referral to Principal, parent contact with possible suspension 2 nd Offense: Referral to Principal, parent contact with 1-3 day suspension 3 rd Offense: Referral to Principal, parent contact with 3-5 day suspension
Harassment/Threats/Bullying/Hazing	Conduct (teasing, taunting, instigation or provocation) directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose including name-calling, sexual harassment, racial or	1 st Offense: Referral to Principal, parent contact with possible suspension 2 nd Offense: Referral to Principal, parent contact with 1-3 day suspension 3 rd Offense: Referral to Principal, parent contact with 3-5 day suspension

	ethnic slurs, or other derogatory statements that are offensive.	
Stealing	When a student is responsible for deliberately taking someone else's property.	1 st Offense: Referral to Principal, parent contact with possible suspension 2 nd Offense: Referral to Principal, parent contact with 1-3 day suspension 3 rd Offense: Referral to Principal, parent contact with 3-5 day suspension
Sustained Classroom Disruption	Behavior causing an interruption that disrupts or interferes with the educational process. Disruption includes sustained loud talk, yelling or screaming; noise with materials; horseplay, roughhousing or play fighting; and/or sustained out of seat behavior.	1 st Offense: Referral to Principal, parent contact 2 nd Offense: Referral to Principal, parent contact with possible 1-3 day suspension 3 rd Offense: Referral to Principal, parent contact and 3-5 day suspension
Disrespect/Insubordination/Defiance	Refusal to follow directions, talking back, rude to an adult.	1 st Offense: Referral to Principal, parent contact 2 nd Offense: Referral to Principal, parent contact with possible 1-3 suspension 3 rd Offense: Referral to Principal, parent contact with possible 3-5 day suspension
Severe Verbal Abuse	Name-calling, racial or ethnic slurs, or other derogatory statements which are offensive to another person.	1 st Offense: Referral to Principal, parent contact with possible suspension 2 nd Offense: Referral to Principal, parent contact with 1-3 day suspension 3 rd Offense: Referral to Principal, parent contact with 3-5 day suspension
Forgery	The act of copying something and/or signing, and/or creating documents with the intention of deceiving or cheating someone.	1 st Offense: Referral to Principal, parent contact with possible suspension 2 nd Offense: Referral to Principal, parent contact with 1 day suspension 3 rd Offense: Referral to Principal, parent contact with 2-3 day suspension

Destruction of School Property/Vandalism	Student deliberately defaces or impairs property.	1 st Offense: Referral to Principal, parent contact and restitution possible suspension, 2 nd Offense: Referral to Principal, parent contact with 1-3 day suspension and restitution 3 rd Offense: Referral to Principal, parent contact with 3-5 day suspension and restitution
Inappropriate Language/Gestures	The act of using obscene or profane language in verbal or written form in pictures, or obscene gestures on school property, during the school day, or at any school sponsored event.	1 st Offense: Referral to Principal, parent contact with possible suspension 2 nd Offense: Referral to Principal, parent contact with 1 day suspension 3 rd Offense: Referral to Principal, parent contact with 2-3 day suspension
Extreme Behavioral Misconduct	Any activity by a student that results in a serious/extreme health, welfare, and/or safety concern.	The Administrator reserves the right to assess and assign consequences at his/her discretion.

5. Rules for Safe Bus Conduct

The following rules are posted in each of the buses. The administration reserves the right to add or subtract from these rules as it deems necessary.

- ❖ Students shall be at the curb side of the street, well off the roadway, while waiting to board the bus.
- ❖ Students shall never cross the street behind a standing school bus to load or discharge.
- ❖ Students are to enter and exit from the front of the bus, except in emergency situations.
- ❖ Students are to remain seated at all times when the bus is moving.
- ❖ Students should not be involved in behavior that is distracting.
- ❖ Profane or abusive language will not be permitted.
- ❖ Students are not to put any part of their bodies outside of the bus at anytime.
- ❖ Eating or smoking is not permitted on the bus.
- ❖ Students are not to tamper with door handles or other safety equipment at any time.
- ❖ Students are not to throw any objects into, within, or out of the bus at anytime.
- ❖ Students must maintain silence at all railroad crossings.
- ❖ Students may be assigned seats by the bus driver when in the best interest of all students on the bus.

If a student deliberately damages or defaces any bus, his or her parents or guardians shall be responsible for all restoration costs.

The above rules are designed to protect all bus passengers from injury. Parents or guardians are urged to encourage their children to follow bus rules.

6. School Bus Conduct

- ❖ Students riding school buses will be regulated and acceptable discipline will be maintained. The bus drivers have the responsibility to make sure their students are transported safely. The driver is in complete charge of his/her bus at all times.
- ❖ When a discipline problem arises on a bus, the bus driver will write a conduct report on the student violator. The bus conduct report will be submitted to the principal or his/her designee. As a general procedure, misconduct will be treated in progression from steps one (1) through six (6):
 1. Verbal warning
 2. Written warning
 3. One (1) to five (5) day suspension from bus
 4. Six (6) to ten (10) day suspension from bus
 5. One month suspension from bus
 6. Suspension for balance of year from bus
- ❖ More serious offenses include, but are not limited to:

Drugs	Riding unassigned bus
Excessive noise	Smoking
Extending body parts from bus	Stealing
Fighting	Tampering with radio
Insubordination	Throwing objects
Littering	Vandalism
Moving in bus (not in seat)	Vulgarity
- ❖ The transportation phone number is 379-6370. Questions about bus information should be directed to the Transportation Director or his/her designee.

7. Search and Seizure

- ❖ School principals or their designees have the right and duty to search a student's person or locker if he/she has a high degree of suspicion that the individual has prohibitive matter at school. It is the school's duty to enforce school discipline and to protect the health and safety of the student and/or student body.

8. Due Process

- ❖ Due process includes proper notice of disciplinary action to be taken for the alleged infraction of the rules, plus some kind of hearing. The hearing shall inform the student of what rule s/he has violated and include the evidence. The student shall have the right to tell his/her side of the story.

9. Individuals with Disabilities

The American's with Disabilities Act (A.D.A.) and section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals that have access to the District's programs and facilities.

- ❖ A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law.
- ❖ Contact Mr. Tom Arkwright at 734-379-6360 to inquire about evaluation procedures and programs.

10. Limited English Proficiency

- ❖ Limited proficiency in the English Language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District.
- ❖ Therefore, it is the policy of the District that students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.
- ❖ Parents should contact the school to inquire about evaluation procedures and programs offered by the District.

Parent Section

1. Parent Teacher Organization (PTO)

- ❖ The P.T.O. is a supportive parent group that works closely with staff and community to improve and promote the ideals of a successful elementary education.
- ❖ The P.T.O. organizes and sponsors various activities throughout the school year. Any funds raised are spent on special classroom supplies, special school equipment, extra P.T.O. sponsored programs for the children, hospitality, and school beautification.
- ❖ The P.T.O. is responsible for programs such as: RIF, Santa's Workshop, Family Fun Nights, and many educational programs and refreshments for various meetings.
- ❖ Meetings are open to all parents, teachers, and friends of our School. We hope you will become involved by attending meetings and volunteering your time. Members may join at any time.

2. School Board Meetings

- ❖ The Gibraltar School Board meetings are held at the Board of Education Office in the Stark Learning Center which is located on the corner of Allen and Vreeland Roads. School Board meetings are open to the public and parents are encouraged to attend. Please see the district web site for meeting dates and times.

3. Equal Education Opportunity

- ❖ It is the policy of the Gibraltar School District to provide an equal education for all students.
- ❖ Any person that believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District Compliance Officer listed below.

Inquiries related to disability or discrimination should be directed to the:

District Compliance Officer,
19370 Vreeland Road, Woodhaven, MI 48183
734-379-6350

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

NOTES