

Oscar A. Carlson High School

Home of the Marauders

2016 – 2017



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.

Student Name (print): _____

Table of Contents	
Accidents	8
Athletics	8
Attendance Policy	8 – 10
Cell Phone Policy/Personal Communication Devices	26 – 27
Bell Schedule	7
Closed Campus	10 – 11
Collection of Debts	11
District, School, and Staff Contact Information	4, 5-6
Discipline Interventions	36 – 37
Discipline Procedures	37 – 54
Discipline Categories	25 – 36
Dress Code	28 – 29
Dual Enrollment and Direct College	20
Emergency Procedures	11 – 12
Final Exams	12
Fundraisers	12
General Guidelines and Procedures	8 – 25
Grading System Guidelines	12 – 13
Graduation Requirements	13 – 14
Grievance Procedure	44
Harassment / Bullying	14 – 17
Media Center / Library	18
Lost and Found	18 – 19
Medication	19
M-STEP	19
Motor Vehicles	32
National Honor Society	19
AdvancED	6
PBIS Expectations Matrix	45
Records - Students	20 – 21
Schedule Changes	21 – 22
School Rules and Regulations	25 – 45
Search and Seizure	23
Staff Directory	5 – 6
Student Rights	22 – 23
Tardy Policy	10
Telephone	24
Testing Out	24
Textbooks	29 – 30
Transportation Code of Conduct	34
Visitors	25

Principal Letter

Dear Marauder Family:

Welcome to the 2016-2017 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

Ron J. Jacobs
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. Ron J. Jacobs

Athletic Director - Mr. Dan Kalbfleisch

Principal's Secretary – Ms. Beth Wilson

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. Becthol	becthob@gibdist.net	Business
Ms. Begeman	begemal@gibdist.net	Language Arts
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
Ms. Dell	dellg@gibdist.net	Math / Science
Ms. Drumm	drumma@gibdist.net	Math
Mr. Fodor	fodora@gibdist.net	Sp. Education
Ms. Founier	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
Mr. Harris	harrisj@gibdist.net	Social Studies
Ms. Huber	huberk@gibdist.net	Math
Mr. Jablonski	jablonm@gibdist.net	Science
Ms. Korytkowski	korytkg@gibdist.net	Language Arts
Ms. LeBrun	littlek@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. Papke	papkek@gibdist.net	Social Work
Ms. Paultanis	paultad@gibdist.net	Sp. Education
Mr. Pehote	pehotem@gibdist.net	Media Specialist

Ms. Plozai	plozaij@gibdist.net	Language Arts
Ms. Poniatowski	poniatl@gibdist.net	Science
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
Mr. Schooley	schoold@gibdist.net	Vocational
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.
Mr. Symons	symonsj@gibdist.net	Social Studies
Mr. Walivaara	walivak@gibdist.net	Foreign Language
Ms. Walters	walterk@gibdist.net	Counseling
Ms. Warner	warnerk@gibdist.net	Art
Mr. Warren	warrenk@gibdist.net	Language Arts
Ms. Wilkin	wilkine@gibdist.net	Science
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'S BELL SCHEDULE

FULL DAY SCHEDULE

1st Hour	7:40	Tardy Bell
	8:35	Dismissal Bell
2nd Hour	8:40	Tardy Bell
	9:35	Dismissal Bell
MPT	9:40	Tardy Bell
	10:10	Dismissal Bell
3rd Hour	10:15	Tardy Bell
	11:10	Dismissal Bell
4th Hour	11:15	Tardy Bell (1st Lunch Begins)
	11:44	Tardy Bell (2nd Lunch Begins)
	12:13	Tardy Bell (3rd Lunch Begins)
	12:37	Dismissal Bell
5th Hour	12:42	Tardy Bell
	1:35	Dismissal Bell
6th Hour	1:40	Tardy Bell
	2:35	Dismissal Bell

MONDAY LATE START BELL SCHEDULE

1st Hour	8:40	Tardy Bell
	9:30	Dismissal Bell
2nd Hour	9:35	Tardy Bell
	10:25	Dismissal Bell
3rd Hour	10:30	Tardy Bell
	11:20	Dismissal Bell
4th Hour	11:25	Tardy Bell (1st Lunch Begins)
	11:54	Tardy Bell (2nd Lunch Begins)
	12:23	Tardy Bell (3rd Lunch Begins)
	12:47	Dismissal Bell
5th Hour	12:52	Tardy Bell
	1:41	Dismissal Bell
6th Hour	1:46	Tardy Bell
	2:35	Dismissal Bell

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.

ASSEMBLIES

Attendance is mandatory at assemblies when it is part of the scheduled school day. Failure to attend is considered skipping. Students are allowed to sign out if they have been pre-approved by the principal or assistant principal and parent(s) have notified the school at least two hours in advance of the assembly.

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. An unexcused absence may result from a one (1) day In-School Suspension to a ten (10) day Out-of-School Suspension.
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. A student is still required to attend all classes including those in which failure is imminent. A student is subject to suspension for failure to attend all classes.
15. A student is subject to suspension for the semester when attendance in four classes renders the student unable to pass the classes.
16. 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 orders to appear /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 loud speaker. 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 %	Letter Grade	Percent %
A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	E	0-59

GRADUATION REQUIREMENTS Please see district policy - 5460

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
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/A ppled 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			
***Remaining credits toward graduation are electives and must fit within a student's Career Pathway.				

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.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS – 5517.01

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff or third parties, including Board members, parents, guests, contractors, vendors and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal and psychological abuse, including hazing, gestures, comments, threats or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect and refusing to tolerate harassment or bullying is expected of staff, third parties, including Board members, parents, guests, contractors, vendors and volunteers to provide positive examples for student behavior.

This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

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.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegation of bullying or aggressive behavior (as a witness or otherwise) or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior 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 as indicated above.

Prevention/Training

The Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders aimed at the prevention of bullying or other aggressive behavior.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, she/he should report it immediately and allow the administration to determine the appropriate course of action.

“Aggressive Behavior” is defined as inappropriate conduct that is repeated enough or serious enough to negatively impact a student’s educational, physical or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats and hitting, pushing or shoving.

“At School” is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle or at a school-sponsored activity or event, whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

“Bullying” is defined as any gesture or written, verbal, graphic or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA) or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a

reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits or programs of one (1) or more students;
- B. Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking, and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

“Harassment” includes, but not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., form rival school, different state, rural area, city etc.)

“Intimidation/Menacing” includes, but not limited to any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.

“Staff” includes all school employees and Board members.

“Third Parties” includes, but not limited to coaches, school volunteers, parents, school visitors, service contractors, vendors or others engaged in district business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

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 to students who have maintained a 3.5 cumulative GPA. 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. **Falsifying I.D. cards will result in a three (3) day suspension.** 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 -The NHS faculty advisor receives a list of all sophomores and juniors with a GPA of 3.5 or better cumulative average. Letters are given to each possible candidate informing him or her of the right to be considered for membership, outlining the procedures and including the necessary forms. In order to be considered for membership, a student must do the following: 1.) Complete 15 hours of documented service and 5 hours of leadership in the summer. 2.) Complete all necessary forms. 3.) Return the forms by the due date. A list of candidates is given to the faculty for rating in the areas of scholarship, leadership, service, and character. The faculty returns forms to the advisor who numerically tabulates them. A committee of teachers then decides on the numerical factor necessary for membership, and any student at or above that benchmark is offered membership. All students chosen for membership will be notified in writing. ***Doing service/leadership hours does not guarantee membership.**

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 nonschool 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 SENIORS 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.

DISCIPLINE CATEGORIES

PUBLIC DISPLAYS OF AFFECTION

Parents will be contacted if students show public display of affection, hugging, kissing, etc. that is deemed serious. There is a time and a place for everything, and school is not the place for public displays of affection.

ALCOHOL AND /OR DRUGS

Consequence: Possession, under the influence, or distribution of alcohol and/or drugs as well as its paraphernalia will result in a nine (9) day suspension to possible expulsion. This policy includes but not limited to electronic devices such as vaporizers and synthetics, liquids, and waxes. Look-alike drugs and over-the-counter-drugs, such as diet pills, caffeine pills, etc., are not permitted in school and will be treated the same as substance abuse. Prescription drugs should be cleared by the Attendance Office at the beginning of the school day. Sobriety or Breathalyzer tests may be used if necessary to determine whether a student is under the influence of drugs or alcohol. Law enforcement may be contact in the event of a violation of said policy.

BATHROOM VIOLATIONS

Consequences:

1. Two or more students in a bathroom stall: 1st offense detention; 2nd offense – one (1) day suspension.

2. Dangerous or unauthorized behavior in restrooms (visible smoke from a stall, flicking of matches or lighter, blockage of facilities, etc.): one (1) to ten (10) day suspension, plus restitution.
3. Eating/lounging in lavatory: 1st offense – warning; 2nd offense – One (1) day suspension; 3rd offense – three (3) days suspension.
4. Student "look-outs" will not be tolerated and will be considered insubordinate: one day suspension.

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 extra-curricular 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:

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography).

Discipline will be imposed on an escalating scale ranging from a **warning to an expulsion** based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation.

Any PCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's main office until it is retrieved by the parent/guardian. PCDs in District custody will not be searched or otherwise tampered with by District personnel.

BEVERAGES

Students are allowed to have water in a closable container in all classes except for computer labs. No other beverages are allowed in classrooms.

Consequence: Confiscation of the beverage to a one (1) day suspension.

CHEATING & PLAGIARISM

Consequence: Students found cheating on any assignments, exams, tests or quizzes will receive a "0" or "E" for the grade and a one (1) day suspension to possible expulsion for the first (1st) violation. **A second (2nd) violation will result in progressive discipline and possible failure of the class.**

COMPUTER VIOLATIONS

(Every student must have an *Acceptable Use Policy* letter signed by parent on file.) Tampering with computer equipment or data, copyright infringement, unauthorized use of passwords and disruption of other student's work will not be tolerated. **Consequence:** Severe discipline as outlined in the *Acceptable Use Policy* authorization letter.

DEFACING SCHOOL PROPERTY

Consequence: A one (1) day suspension to possible expulsion include the responsibility of student(s) to remove offending material or full payment of having it repaired to previous condition if possible or having it replaced.

DRESS CODE

Carlson High School is proud of its students, and is judged by their demeanor, their behavior, and their achievements. Students represent not only themselves, but their families, and the school at large. To this end, Carlson High School maintains high standards of student dress and decorum in ensuring a safe, orderly, and productive learning environment as well as preparing students for the world of work. Business casual is the general standard for student attire.

Consequence: Failure to abide by the Dress Code may result in the following actions:

- First offense – One (1) hour detention
 - Second offense – One (1) day in-school suspension
 - Third offense – Two (2) days in-school suspension
1. Appropriateness, cleanliness, and decency should be prime consideration.
 2. Dress should be such that is not distracting to the educational objectives of the school.
 3. The latest in fashion is not always appropriate for school.
 4. Parents are primarily responsible for what a student wears to 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.
 5. Bare midriffs, halter or tank tops; no tears or holes in clothing, unless permanently patched, pajama pants, tights, leggings, spandex (tight fitting clothing), and skirts shorter than finger tip length are not allowed.
 6. Students who wear their pants below their waist (sagging) and students who have their midriff area exposed may be disciplined.
 7. Clothing with inappropriate or offensive logos/sayings (alcohol, drug, cigarettes, sexually demeaning, etc.) is not permitted.
 8. Students must wear shoes at all times. No slippers.
 9. Students are not allowed to wear coats, outer-wear jackets, windbreakers, hats, head coverings, sunglasses, or headbands during the school day. These items need to be placed in the student's locker upon entering the building.

10. Chains, excessive beads, thick necklaces with large pendants or spikes are not to be worn on one's body. They can be considered dangerous.

DISRESPECT AND GROSS DISRESPECT

Students being disrespectful towards other students, visitors, guests, and staff members will be disciplined accordingly. **Consequence:** A one (1) hour detention to a two (2) day suspension. Actions deemed to be serious or Gross Disrespect will consist of a minimum of a three (3) day out-of-school suspension to possible expulsion.

INAPPROPRIATE BEHAVIOR / DISORDERLY CONDUCT / DISRUPTION / HORSEPLAY

Classroom / Hallway / Cafeteria / School Events / School Wide

Student(s) engaging in practices that disrupts the educational process and / or unsafe behavior will be disciplined accordingly. **Consequence:** one (1) hour detention to three (3) days of suspension.

Actions Deemed Serious

Inappropriate behavior, disorderly conduct, disruption, and/ or horseplay.

Consequence: Three (3) days of suspension to possible expulsion. **Serious Disruptions** of the school will be prosecuted up to a ninety-three (93) day high misdemeanor.

EXTORTION

Extortion is a serious violation of the Student Code of Conduct and will not be tolerated. **Consequence:** Long-term suspension to possible expulsion.

EXTRA-CURRICULAR EVENTS

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.

FALSE DOCUMENTATION, LYING, SHARING AND/OR SPREADING RUMORS

Creating false documents or knowingly sharing inflammatory and/or false information. **Consequence:** One (1) day to suspension to possible expulsion.

FALSE FIRE ALARMS

Consequence: Long-term suspension to possible expulsion.

FELONY

Students involved in a felony, on or off school grounds, will be considered for disciplinary action which may include up to an expulsion from school. These situations will be considered on an individual basis by the school administration.

FIGHTING, INSTIGATING A FIGHT & ASSAULT

Consequence: Fighting and assaults may result in a nine (9) day suspension to possible expulsion and law enforcement may be contacted. Instigating a fight or near fight will result in a one (1) day suspension to possible expulsion.

GAMBLING

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

Consequence: A one (1) day suspension to possible expulsion.

GANGS

The Board of Education desires to keep district schools and students free from threats or harmful influence from any groups or gangs, which advocate drug use, violence, or disruptive behavior. The Board recognizes that the presence of some apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or some other attribute, may denote membership in gangs which advocate drug use, violence, or disruptive behavior. Beads or bandanas which display "colors", are not to be worn at any time during the school day or at extracurricular events.

1. Students involved with defacing school property: writing or having gang-related graffiti on school books, lockers, book bags, or personal objects, etc., will result in the penalties of a five (5) to ten (10) day suspension and probationary contract to return to school.
2. Any gang-related activity during the school day or at school-related activities will result in an indefinite suspension with a probationary contract being required prior to re-admittance to school or expulsion.

GRAFFITI

Consequence: Defacing school property is unacceptable and discipline will range from one (1) day suspension to possible expulsion plus the cost of restitution.

HALLWAY PASSES

Passes: In order to be excused during class time, **students must have their School Planner and the teacher's authorization.** (Students are not allowed to use someone else's planner.) Hall passes are restricted to three (3) emergency passes per semester per class. Students who need to use more than the allotted amount of hall passes will receive a detention for each pass thereafter. 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: A (1) hour detention to a one (1) day 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:** A one (1) day suspension 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

HAZING

Any forced, coerced, or requested act which could possibly jeopardize the safety, health, and/or physical or emotional well being of an individual will not be tolerated. Any student who feels that he or she has been requested to be a participant in hazing should report the incident to the administration immediately. **Consequence:** A one (1) day suspension to possible expulsion.

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

Consequence: A one (1) day suspension to possible expulsion.

INCENDIARY, ARSON, OR EXPLOSIVE DEVICES

Incendiary, Arson, and explosive devices are a serious violation of CHS code of conduct and disruptive to the school environment. **Consequence:** Five (5) day suspension to possible expulsion.

INSUBORDINATION

Insubordination is a deliberate refusal to obey a reasonable request or order given by a GSD staff member. **Consequence:** Each offense will include a one (1) day suspension to possible 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.

Consequences:

1. Late or unauthorized absence from lunch: detention to one (1) day suspension.
2. Failure to clean eating area: one week clean-up to one (1) day suspension.
3. Students found in the hall or late for lunch will be given a detention to a one (1) day suspension.

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.

PLANNER

All students must have a planner book. Failure to use the planner book for hallway passes will result in disciplinary actions. **Consequence:** A one (1) hour detention to a one (1) day suspension. If a planner is lost the replacement fee will be \$5.00.

PROFANITY OR OBSCENITIES

Consequence: A one (1) hour detention to possible expulsion.

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:** Failure to do so will result in the following:

- First (1st) offense a one (1) day in-school suspension
- Second (2nd) offense a two (2) day in-school suspension
- Third (3rd) offense a three (3) day out-of-school suspension

SKIPPING CLASS / SCHOOL ACTIVITY

Consequence: Students identified as having skipped a class, lunch, activity, or a day will receive the following:

- First (1st) offense a one (1) day in-school suspension
- Second (2nd) offense a two (2) day in-school suspension
- Third (3rd) offense a three (3) day in-school suspension

SNOWBALL FIGHTING

Consequence: One (1) day suspension to possible expulsion.

STRIKE / ASSAULT A TEACHER OR SCHOOL EMPLOYEE

Consequence: Indefinite suspension to possible expulsion.

SUSPENDED STUDENTS

Students who arrive at school or go to school sponsored activities during their out-of-school suspension may face further disciplinary actions and be subject to the City of Gibraltar's trespassing ordinance.

THEFT

Students involved in the theft of items will be subjected to disciplinary action and each offense will warrant substantially greater disciplinary steps. Also, police and the court system may be used as a remedy. School **Consequence:**

Students who steal from students, guests, visitors, CHS, and CHS staff members will be required to pay for losses or damages and be subject to:

- Misdemeanor thefts – A minimum of a three (3) day out-of-school suspension for the first offense and a minimum five (5) day out-of-school suspension to possible expulsion for every incident thereafter.
- Felony thefts – long-term suspension to possible expulsion.

TOBACCO (POSSESSION AND/OR USE OF ANY TOBACCO PRODUCT)

According to state law, the Michigan Penal Code and the City of Gibraltar code of ordinance: section 15-267(b) "A person shall not use or possess a tobacco product on school property." This applies to all buildings, grounds, and property owned, leased or controlled by a public school system.

Consequences: A person who violates this ordinance, subsection (b) is as follows:

- First (1st) offense is guilty of a civil infraction, punishable by the issuance of a ticket with a fine of not more than \$50.00 and three (3) day suspension.
- Second (2nd) offense is guilty of a civil infraction, punishable by the issuance of a ticket with a fine of not more than \$80.00 and five (5) day suspension.
- Third (3rd) offense Subsequent offenses are punishable in the discretion of the court by a fine of not more than \$500.00, a ten (10) day suspension and possible expulsion from school.

Possession of Lighters or Matches – Students found to be in possession of lighters or matches will receive a one (1) to five (5) day suspension.

Possession of Electronic Cigarettes or other Electronic Devices (vapor) – Students found to be in possession of these or similar (1) to five (9) day suspension.

TRANSPORTATION CODE OF CONDUCT

1. Students must enter and exit buses single file and in an orderly manner.
2. All students are to conduct themselves in a mannerly fashion:
 - a. No smoking (See Tobacco Policy)
 - b. No eating
 - c. No vandalism at bus stops or on the bus
 - d. No insubordinate behavior on buses.
3. Violation of any of the above will result in possible suspension from school, following the rules established in the Student Code of Conduct, 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.

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: One (1) hour detention to ten (10) day suspension.

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: A one (1) day suspension to possible expulsion; a police ticket may be issued as well. After confiscation, the items will be retained until the end of the semester or until the school administration deems appropriate.

VANDALISM AND PROPERTY DAMAGE

Consequence: Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If a student should happen to damage something by accident, he should report it to a teacher or the office immediately.

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 or be subject to disciplinary action.

WEAPONS

The Gibraltar School District will be in full compliance with the State of Michigan's "Weapons in Schools" law which requires the expulsion of any public school student who is found carrying a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over 3 inches, pocket knife opened by a mechanical device, iron bar, brass knuckles, or a necklace with a large pendant, spikes, etc...) in a school building or grounds. Weapons and knives with blades of any length are not allowed in school. Also, look-a-like weapons will be treated as real weapons under said policy.

Consequence: Students who make threats against school facility, staff, and/or student population and/or who is in possession of a dangerous weapon will be subject to suspension up to 180 school days and will be referred to law enforcement.

DISCIPLINE 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.

***Note:** When appropriate school administration may utilize a menu of alternatives to 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
4. temporary suspension, if possible.
5. Absences from class will count.
6. School work will count for credit.
7. 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.

***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.*

STATE PENALTIES

Expulsion: Public Act 104 requires the permanent expulsion of students in sixth grade or higher who intentionally hurt or try to harm a staff member, volunteer, or contractor in a school. Expulsion of up to 180 days also is required for verbal threats, bomb threats or similar actions.

Suspension by teacher: Public Act 103 lets a teacher suspend any student from a class, subject, or activity for up to one day if the educator "has good reason to believe" the pupil's conduct would merit suspension under the local board's student code.

Fights: Public Act 102 requires districts to expel a student in sixth grade or higher for up to 180 days for assaulting another student.

VIOLATIONS / MINIMUM PENALTIES (SUGGESTED)

Certain types of behavior are never appropriate in the Gibraltar Schools and are considered to be serious violations of the district's Code of Conduct. The following are the most common examples of serious violations with the suggested penalties that will be imposed for each. There are circumstances under which any of the violations when considered in context of the circumstances surrounding their occurrence and/or the student's past behavior record can lead to a recommendation for exclusion from school by way of suspension or expulsion.

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 the 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.
7. Temporary suspensions may be appealed to the Superintendent. The Superintendent's decision is final.

INDEFINITE SUSPENSION

Indefinite suspension, 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 deposition 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.

EXPULSIONS

1. Removal from school shall be on a permanent basis. The principal(s) shall recommend students for expulsion to the Superintendent.
2. Causes for expulsion are those defined in the school code.
3. Parents shall be notified of this action prior to the enforcement of the action.
4. Parents have the right to appeal an expulsion first to the Superintendent and then to the Board of Education. The Board's decision is final.

EMERGENCY REMOVAL, SUSPENSION, AND EXPULSION OF NONDISABLED STUDENTS

The Board of Education recognizes that exclusion from the educational programs of the District, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this District and one that cannot be imposed without due process since exclusion deprives a child of the right to an education. The Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct which is disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided said removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

For purposes of this policy, "suspension" shall be the short-term (not more than ten (10) days) or long-term suspension (for more than ten (10) days but less than permanent expulsion) of a student from a regular District program.

For purposes of this policy, unless otherwise defined in Federal and/or State law and Policy 5610.01, "expulsion" shall be the permanent exclusion of a student from the schools of this District. Students who are expelled permanently may petition for reinstatement under the provisions stipulated in Policy 5610.01.

The Superintendent may suspend a student for a period longer than ten (10) days or expel a student without Board approval. The Board shall act on any appeal to the decision.

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights described in Policy 5611 must be observed. The Superintendent shall check to make sure the student is not classified as disabled under Section 504.

No student, otherwise eligible for attendance, shall be excluded from a District program unless that student has substantially interfered with the maintenance of good order and/or the educational environment, or unless it is necessary to protect that student's or other students' physical or emotional safety and well-being.

A student may be removed from a class, subject, or activity for one (1) day by his/her teacher or principal for conduct as specified in the Code of Conduct. The student may be given a short-term suspension by the principal. A student so removed will be allowed to attend other classes taught by other teachers

during the term of the one (1) day removal. A student removed from the same class for ten (10) days will receive a due process hearing for each suspension beyond ten (10) days, consistent with required due process for long-term suspensions. The Board designates the Superintendent as its representative at any hearings regarding the appeal of a suspension.

A principal's decision to provide **more than ten (10) days** of suspension from school (indefinite suspension or expulsion) in a student disciplinary situation may be appealed to the Board of Education. The parent, guardian, or adult student shall request an appeal hearing with the Board of Education within five (5) school days of the principal's decision to suspend/expel or shall forfeit the right to appeal. Upon receipt of written request for an appeal hearing, the Superintendent shall provide a letter to the parents, guardians, or adult students, which outlines the time and location of the hearing and reviews the student's rights regarding this hearing.

The appeal hearing shall be within five (5) school days after the receipt of the request for hearing. After hearing all pertinent testimony, the Board of Education shall either support or modify the principal's decision. The Board of Education's decision shall be final. A principal's decision to provide not more than ten (10) days of suspension from school (temporary suspension) in a student disciplinary situation may be appealed to the Superintendent under the same guidelines as listed above. The Superintendent's decision shall be final.

PERMANENT EXPULSION

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

In compliance with State and Federal law, the Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

The Board need not expel for possession of a dangerous weapon if the student can establish to the satisfaction of the Board that:

- A. the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- B. the weapon was not knowingly possessed;
- C. the student did not know or have reason to know that the object

or instrument possessed constituted a dangerous weapon;

- D. the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

The above exceptions will not apply to student misconduct involving sexual conduct or arson.

The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student. The Board shall suspend or expel a student in grade six or above for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at a school building, property, or a school-related activity. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

The student may be enrolled, in lieu of expulsion, in the District's Alternative Education Program upon the principal's recommendation. Students enrolled in a program shall be physically separated at all times during the school day from the general student population.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to these students. The Superintendent shall ensure that the expulsion is duly noted in the student's record and that the student has been referred to the Department of Human Services or Mental Health Department within three (3) school days after the expulsion and the parents have been informed of the referral. Furthermore, the Superintendent shall ensure that, if a student who is expelled is below the age of sixteen (16), then notification of the expulsion shall be given to the Juvenile Division of the Probate Court. In compliance with Federal law, the Superintendent shall also refer any student, regardless of age, expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall ensure that a copy of this policy and Policy 5610 is sent to the State Department of Education as well as a description of the circumstances surrounding the expulsion of a student for possessing a weapon in a weapon-free school zone together with the name of the school, the number of students so expelled, and the types of weapons that were brought into the weapon-free school zone and other reasons listed in Policy 8400.

Students that are expelled under this policy may apply for reinstatement in accordance with the following guidelines:

- A. If the student is in grade 5 or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a

dangerous weapon, the parents, or legal guardian, may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.

B. If the student is in grade 5 or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, or legal guardian, may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.

C. If the student is in grade 6 or above at the time of the expulsion, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.

D. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent on District Form 5610.01 F1.

E. The Superintendent shall, within ten (10) school days after receiving the form, submit the request, together with any other information s/he deems pertinent to the requested reinstatement, to a Board-appointed committee consisting of two (2) Board members, a District administrator, a teacher, and a parent of a District student.

F. The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of:

1. the extent to which reinstatement would create a risk of harm to students or school personnel;
2. the extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
3. the age and maturity of the student;
4. the student's school record before the expulsion incident;
5. the student's attitude concerning the expulsion incident;
6. the student's behavior since the expulsion and the prospects for remediation;
7. if the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent who filed the reinstatement request to:
 - a. abide by a behavior contract which will involve the student, his/her parents, and the administration;
 - b. participate in an anger management program or other counseling activities;
 - c. cooperate in processing and discussing periodic progress **reviews**;
 - d. meet other conditions deemed appropriate by the committee;
 - e. accept the consequences for not fulfilling the agreed-upon conditions.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

In the event a student who has been permanently expelled from another school district requests admission to this District, the Board shall, in making its decision, follow the same procedure it has established in paragraph A-F above for the reinstatement of a District student.

The Superintendent shall ensure that Board policies and District guidelines regarding a student's rights to due process are adhered to when dealing with a possible expulsion under this policy.

DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

A. Students subject to short-term suspension:

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

B. Students subject to long-term suspension and expulsion:

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board or Superintendent to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board or Superintendent, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board or Superintendent must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy 5610 and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

***THE ADMINISTRATION MAY DEEM IT NECESSARY TO DISCIPLINE STUDENTS REGARDING OTHER IMPROPER**

BEHAVIOR NOT SPECIFICALLY LISTED IN THE OSCAR A. CARLSON HIGH SCHOOL'S CODE OF CONDUCT.

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 learning 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.		