

**Gibraltar Secondary School  
Student Handbook**



**2016-2017 School Year**

# ***Gibraltar Area Schools***

3924 Hwy. 42, Fish Creek, WI 54212-9755 Phone: 920-868-3284 Fax: 920-868-2714 www.gibraltar.k12.wi.us

**Dear Students and Families,**

Gibraltar Secondary School welcomes you to the 2016-2017 school year! GSS exists to facilitate the best possible environment for college and career readiness. Our community has provided you with a wonderful facility and all of the tools necessary to achieve this goal. Working together – students, teachers, staff, administrators, School Board members, parents and community– we hope to achieve our district’s mission and vision:

*It is our mission to foster a learning environment that promotes student growth and achievement, instructional excellence, and academic rigor by offering our students enriched learning experiences in the arts, athletics, athletics, and activities.*

*Gibraltar Schools, in partnership with family and community, will strive for excellence in educating each of our children to live in responsible, creative, and fulfilling lives in a global society.*

The GSS faculty and staff are committed to providing you with the best possible experience during your high school years. You are an important part of this equation. We encourage you to take advantage of the tremendous opportunities offered at GSS. Plan a course of study that meets your interests and your career goals. Become involved in activities and clubs. Pursue your interests and talents through the performing arts and/or athletics. Challenge yourself in your studies. Put in the time and effort to be the best that you can be.

The purpose of the GSS handbook is to assist you by outlining expectations and procedures and by providing basic information. We hope you will always be conscious of these expectations and abide by them as we strive to live the **“VIKING WAY”**: **Be Responsible, Be Respectful, and Be Safe!**

Best wishes for a successful and enjoyable school year,

Gibraltar Secondary School Administration, Faculty, and Staff

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your counselor or principal who you will find listed in the staff directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein is revised after June 30th, 2016, the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

## **EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT**

It is the policy (5517) of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate services. Parents who have question should contact the District Administrator at 920-868-3284.

Any person who believes that Gibraltar Secondary School or any other staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer.

The complaint procedure is described in Board Policies 2260 and 5517. The policies are available in the school office and on the District's web page.

Due to the sensitivity surrounding complains of harassment, timelines are flexible for initiating the complaint process; however, individual should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Gibraltar School District is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part, on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- a. Graffiti containing offensive language;
- b. Name calling, jokes or rumors;
- c. Threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- d. Notes or cartoons;
- e. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- f. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- g. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- h. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic

**SCHOOL ADDRESS**

Gibraltar Area Schools 3924  
Highway 42  
Fish Creek, Wisconsin 54212

SCHOOL PHONE NUMBER  
(920) 868-3284

SCHOOL WEBSITE  
[www.gibraltar.k12.wi.us](http://www.gibraltar.k12.wi.us)

**SCHOOL SONG**

(To the tune of the Northwestern fight song)

We're Gonna Fight On Gibraltar  
Fight for Victory  
We're The Mighty Vikings And  
We'll Win This Game You'll See

U Rah Rah!

We're Going To Really Glorify Our Name  
And We'll Send Our Mighty Vikes  
Of Blue And Gold  
Right On To Fame!

U Rah Rah Gibraltar,  
U Rah Rah Gibraltar,  
U Rah Rah Gibraltar! Gibraltar!

# Table of Contents

<b>Section One-</b> District Expectations/Policies	Page 1
<ul style="list-style-type: none"><li>• Student Expectations</li><li>• District Expectations</li><li>• Expectations for Parents</li><li>• School Board Policy</li><li>• Feedback/Concerns</li><li>• Non-Discrimination Policy</li></ul>	
<b>Section Two-</b> School Operation	Page 2-8
<ul style="list-style-type: none"><li>• Arrival Time</li><li>• Closed Campus</li><li>• Class Schedule</li><li>• Faculty , Staff, and Administration</li><li>• Fees</li><li>• Field Trips</li><li>• Lockers</li><li>• Use of Prescribed Medications</li><li>• Non-Prescribed Medications</li><li>• Direct Contact Communicable Disease</li><li>• Student Accidents/Illness/Concussion</li><li>• Announcements</li><li>• Picture I.D. Cards</li><li>• Insurance</li><li>• Individuals with Limited English Proficiency</li><li>• Lost &amp; Found</li><li>• Police and School Relations</li><li>• Student Records</li><li>• Emergency Closing and Delays</li><li>• Early Dismissal</li><li>• Supervision</li><li>• Telephone</li><li>• Textbooks</li><li>• Visitors</li><li>• Student Visitors to a Dance</li><li>• Work Permits</li><li>• Bus Transportation to School</li></ul>	
<b>Section Three-</b> School Safety	Page 9
<ul style="list-style-type: none"><li>• Fire, Tornado, &amp; Disaster Drills</li><li>• Run, Hide, Fight—Building Emergency Plan</li><li>• Security Drill</li><li>• Accidents</li></ul>	
<b>Section Four-</b> Academics	Page 10-12
<ul style="list-style-type: none"><li>• Gibraltar High School Graduation Requirements</li><li>• Graduation Ceremony</li><li>• Grade Classifications</li><li>• Scheduling and Assignment</li><li>• Schedule Changes</li><li>• Student Assessment</li><li>• Progress Reports/Report Cards</li><li>• Class Rank</li><li>• Honor Roll</li><li>• Scholarships/Awards</li><li>• Homework</li><li>• After-School Study</li><li>• Summer School</li><li>• Alternative Academic Programming</li></ul>	
<b>Section Five-</b> Support Services and Counseling	Page 13
<ul style="list-style-type: none"><li>• Support Services</li><li>• Counseling</li><li>• Student Contact Guidelines</li><li>• Student Assistance Program/Support Groups</li></ul>	

<ul style="list-style-type: none"> <li>• Military Recruiter Access</li> <li>• Big Brothers Big Sisters</li> </ul>	Page 14
<b>Section Six-</b> Physical Education <ul style="list-style-type: none"> <li>• Physical Education Facilities</li> <li>• Physical Education Medical Excuse</li> <li>• Physical Education Uniforms</li> </ul>	Page 15-16
<b>Section Seven-</b> Student Activities <ul style="list-style-type: none"> <li>• Co-Curricular Activities</li> <li>• Co-Curricular Code of Conduct</li> <li>• Leaving a Competition/Event with Parents</li> <li>• School Sponsored Publications and Productions</li> </ul>	Page 17-20
<b>Section Eight-</b> Attendance <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Compulsory School Attendance</li> <li>• Excuse for Absence</li> <li>• Release of Students to Authorized Persons</li> <li>• Excused Absences</li> <li>• Truancy</li> <li>• Unexcused Absences</li> <li>• Late Arrival and Early Dismissal</li> <li>• Habitual Truancy</li> <li>• Students Leaving School During the School Day</li> <li>• Make-up Coursework and Examinations</li> <li>• Tardiness</li> <li>• Student Attendance at School Events</li> </ul>	Page 20-27
<b>Section Nine-</b> Student Conduct and Behavior <ul style="list-style-type: none"> <li>• Student Behavior Expectations</li> <li>• Code of Conduct</li> <li>• Video Surveillance</li> <li>• Food and Beverages</li> <li>• Sexual Harassment</li> <li>• Weapons</li> <li>• Dress and Grooming</li> <li>• Care of Property</li> <li>• Use of Cell Phones or Electronic Communication Devices</li> <li>• Student Conduct</li> <li>• Drug Abuse Prevention</li> <li>• Use of Tobacco Prohibited</li> <li>• Search and Seizure</li> <li>• Student Rights of Expression</li> <li>• Bullying</li> <li>• Bus Conduct</li> <li>• Penalties for Infractions</li> <li>• Student Parking</li> </ul>	Page 29
<b>Section Ten-</b> Technology Use <ul style="list-style-type: none"> <li>• Student Education Technology Acceptable Use and Safety</li> </ul>	Page 30-34
<b>Section Eleven -</b> Student Discipline <ul style="list-style-type: none"> <li>• Positive Behavioral Interventions and Supports (PBIS)</li> <li>• Discipline Levels</li> <li>• Disciplinary Infractions and Consequences</li> <li>• Grounds for Removal of a Student from Class</li> <li>• Suspension and Expulsion</li> <li>• Discipline of Disabled Students</li> <li>• Due Process</li> </ul>	Page 35-36
<b>Section Twelve-</b> Dining Room and PEP Expectations <ul style="list-style-type: none"> <li>• Lunch</li> <li>• PEP Periods</li> <li>• Instructional Media Center (IMC)</li> <li>• Study Halls</li> </ul>	Page 37
<b>Appendix</b> <ul style="list-style-type: none"> <li>• PBIS Flowchart</li> <li>• Parking Permit</li> </ul>	

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## SECTION ONE

### District Expectations/Policies

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#### STUDENT EXPECTATIONS:

All members of the Gibraltar Secondary School (GSS) community are expected to be responsible, respectful, and safe. For students, this means that you:

- Do the best job you are capable of doing whether it is in the classroom, in the lab, or at extra-curricular events
- Make wise use of the facilities and equipment available to you
- Conduct yourselves in a mature fashion
- Respect the property and rights of others
- Cooperate and work with fellow classmates, teachers, and other school personnel

#### DISTRICT EXPECTATIONS:

Gibraltar Area Schools believes that all students are entitled to:

- A quality education by teachers with an interest in individual students
- Be treated with dignity and respect
- Consistent and fair treatment in relationship to school policies and expectations
- Attend a school that has a safe and healthy environment
- Due process when school policies are enforced

#### EXPECTATIONS FOR PARENTS:

Parent/Guardian support is a critical part of student success. The following are some of the areas in which students can be supported outside of the classroom:

- Actively participate in their child's education
- Communicate regularly with schools staff regarding the child's academic and behavioral progress
- Ensure that the child attends school promptly and report reasons for absences
- Report to school personnel any problems or conditions that may affect their child's daily performance at school
- Provide their child with the materials necessary to complete school work
- Provide positive role models in the community for students as well as extra-curricular events associated with the school

#### SCHOOL BOARD POLICY:

In addition to the information in this handbook, the Board of Education of Gibraltar Area Schools has developed district policies for the efficient operation of the district. Copies of the Board of Education policies can be found online and in the District Office.

#### FEEDBACK/CONCERNS:

All school rules are subject to regular review. Students or parents who have a suggestion for a change or a new procedure are encouraged to talk to a teacher, an administrator, or the Positive Behavioral Intervention and Support Committee. All suggestions will be given due consideration and presented to the Superintendent and the Board of Education where appropriate.

Individuals who are not satisfied with a decision or discussion regarding school procedures should contact the building principal. A complaint or challenge that remains unresolved after discussing the matter with the building principal must be submitted in writing and will be reviewed by the superintendent. The superintendent will confirm or reject the principal's decision. If the concerned party is not satisfied with the superintendent's decision, an appeal can be made through the school board.

#### NON-DISCRIMINATION POLICY:

The Board of Education is committed to providing an equal educational opportunity for all students of the district. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. The Board also is committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122—Nondiscrimination and Equal Employment Opportunity. (Policy 2260)

**Commented [GM1]:** Added non-discrimination policy per recommendation of the pupil non-discrimination report

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## SECTION TWO

### School Operation

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**ARRIVAL TIME:**

Students are expected to arrive promptly to school. Doors remain locked until 7:45 AM. Teachers are preparing for the day and do not have time to supervise students who have been brought early. Please remember the first classes do not start until 8:12 AM. Any student who does not properly enter and exit the building will be subject to disciplinary sanctions

**CLOSED CAMPUS:**

Students attending the Gibraltar Area Schools will remain on school property during the noon hour. Exceptions to this policy may be made by the building principal only when extenuating circumstances exist. No student is to leave the school grounds for any reason during school hours without parent or guardian permission and school authorization. The auto parking area is off limits to students during the school hours.

**CLASS SCHEDULE:**

PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	LUNCH/ PEP A	LUNCH/ PEP B	PERIOD 6	PERIOD 7	PERIOD 8
8:08- 8:51	8:55- 9:38	9:42- 10:25	10:29- 11:12	11:16- 11:59	12:03- 12:33	12:36- 1:06	1:09- 1:52	1:56- 2:39	2:43- 3:26

**FACULTY, STAFF, AND ADMINISTRATION:**

Art	Emily Salm/Laura Meikle
Athletic Director	Peggy Tanck
Science /Computer Science	Jan Dickson
Counseling	Chelsea Roberts
Dean of Students	Tim Mulrain
Science	Andy Hallett/Craig Carriere/Dave Tupa
Business	Mary Witteborg
Driver Education/Health	Trish Lindenberg
Advanced Learning Coordinator	Shaun Young
English	Lauren Bremer/Elaine Tripp/Angie Hallett
IMC Director	Mike Scoville
IMC Clerk	Iva Grasse
Industrial Arts	Duane L. Braun
Math	Ryan Herr/Anne Kifer
Music	Charlie Eckhardt/Mary Bondeson
Physical Education	Sammi Ruedy/Troy Zak
Secondary Principal	Gereon Methner
Pupil Services Secretary/Registrar	Mari Grenchik
Secondary Secretary	Kathy McConkey
Spanish	Rosa Nelson/Amanda Voigt
Learning Strategist	Paula Desotelle/Sueann Moroney/Becky Young
Social Studies	Bryan Dahlie/Andrew Holdmann/Katelyn Krajewski
Study Center Mentor	Christina Schoenwetter
Superintendent	Tina Van Meer
Technology Coordinator	Andrew Moore



**FEES:**

*Athletic Participation Fee* of \$50 per student in grades 7-12 per school-sponsored sport will be charged with a limit of \$150 per family per school year. Students who qualify for the federally funded free or reduced lunch food service program will be exempt from this fee. *Extracurricular Activity Participation Fee* of \$10 per student will be charged per participation in these specific activities only: high school play, musical, forensics, math team, and knowledge bowl (Academic Decathlon). *Campus Parking Permit Fee* of \$10 per school year will be charged per driver. The rearview mirror device is transferable from one vehicle to another. The purpose of the Permit is to identify the driver of each student vehicle in the campus parking lot. Fines for lost or damaged textbooks and all other fees will be assessed at the end of each semester. Students who do not pay the fines will not receive final grades or reports. Parents will also be notified of fines due. Students who produce a product in a class, which will be taken home by the student, will pay for the actual cost of the materials. *Fees for Driver's Education Program* will be equal to the local commercial fee charged for driver's training.

**FIELD TRIPS:**

For purposes of the following policies, student trips are defined into two categories: extracurricular and subject-centered field trips. When students participate in field trips that are conducted within the same *school day*, students shall be responsible for their own meals, curricular and non-curricular admission charges. The school will pay co-curricular registration and admission for participating in a contest.

Student trips requiring *overnight* lodging shall be, because of educational value or because students are involved in curricular, athletic, or extracurricular activity in a location where commuting is not practical. All such trips shall have prior approval by the administration following rules and regulations approved by the board of education. The school district shall make every effort to schedule field trips that do not require overnight lodging. When the uniqueness of the event requires in-state, overnight lodging, the school shall pay for transportation, lodging, curricular admission or co-curricular registration fees, and shall provide for a group meal, when appropriate. A group meal is a pre-arranged meal at a designated eating establishment for which the school will pre-pay all costs. The students shall be responsible for incidental meals and non-curricular admission charges. Out-of-state or out-of-country trips shall have board approval. Students shall pay all costs related to out-of-state and out-of-country trips.

**LOCKERS:**

A student locker is provided by the school for the convenience of the student solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the locker for any other purpose. The locker assigned to a student is not the student's private property or under his exclusive possession and may be opened and inspected by school authorities at any time. Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parents or guardian of the student (without liability to the school for safe keeping) unless the inspecting authority suspects that possession or storage of the unauthorized item found in the locker involves a violation of law, in which case the suspect material removed from the locker may be turned over to law enforcement officials. *All lockers are cleaned and ALL materials must be removed and discarded at the end of the school year. Students must remove all personal items and return all school-owned materials when vacating their school locker. GIBRALTAR SECONDARY SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.*

Note: Every middle school student will be assigned his/her own locker and padlock. Sharing a locker is not necessary. Students are encouraged to keep their lockers locked. If a padlock is lost a replacement must be secured from the office. Students must reimburse the district if their lock is lost.

Students enrolled in physical education courses will be issued physical education lockers in the locker room areas. Students are encouraged to lock any personal property in their assigned locker during physical education courses.

**Commented [TM2]:** This section was added as a proactive way to prevent theft or loss of student belongings

**USE OF PRESCRIBED MEDICATIONS:**

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

- a. Parents should, with their physician's advice, determine whether the medication can be adjusted to avoid administering the medication during school hours
- b. The Medication Request and Authorization Form and Form 5330 F1b (forthcoming) must be filed with the principal before the student will be allowed to begin taking any medication during school hours. The forms are available in the school office.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

**NON-PRESCRIBED MEDICATIONS:**

Staff and volunteers will not be permitted to dispense non prescribed drug products to any student without written parental consent.

The Nonprescription Drug Product Request and Authorization Form 5330 Fla (forthcoming) must be filed with the Principal before the student will be allowed to begin taking any medication during school hours.

For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents' request to administer a nonprescription drug product shall contain the following information:

- a. Student's name
- b. Date
- c. Name of medication
- d. Dosage and frequency
- e. Special handling and storage directions

Further, only those nonprescription drugs that are provided by the parent or guardian in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered.

Parents may authorize the school to administer a non-prescribed drug product using a form which is available at the school office. A physician does not have to authorize such medication, but all of the other conditions described above under the Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

If a student is found using or possessing a non-prescribed drug product without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the code.

**DIRECT CONTACT COMMUNICABLE DISEASES:**

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

**STUDENT ACCIDENTS/ILLNESS/CONCUSSION**

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. NO student will be released from school without proper parental permission.

Gibraltar Area Schools believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so,

summoning of medical assistance, notification of administrative personnel, notification of parents, and the filing of accident reports.

**ANNOUNCEMENTS:**

Student organizations, teachers, and staff are able to post announcements using a shared Google Document. The building secretary has access to this document as well.

**PICTURE I.D. CARDS:**

All Gibraltar Area schools students will receive a picture I.D. card to be utilized during the school year. Students **MUST** possess this I.D. card at ALL TIMES during the school day.

**INSURANCE:**

The school carries insurance to apply to student injuries received in the school or while in a school-sponsored activity. Anytime a student is injured, the incident will be immediately reported to a teacher or coach. The teacher or coach will file an accident report in the office. This insurance is secondary to any other insurance under which a student may be covered.

**INDIVIDUALS WITH DISABILITIES AND LIMITED ENGLISH PROFICIENCY:**

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

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More important, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact the Director of Learning at 920-868-3284.

**LOST & FOUND:**

The lost and found is located in the high school office. Students who find an item should turn it in to the office staff during passing periods or before or after school.

**POLICE AND SCHOOL RELATIONS:**

The School District of Gibraltar Area is committed to establishing a cooperative working relationship with all administrative sanctioned agencies whose representatives need to or wish to work with students. The district is also interested in ensuring that the rights of students and their parents/guardians are maintained while the student is a responsibility of the school district. Every effort of the Gibraltar Area Schools will be made to develop healthy attitudes toward law enforcement agencies and all other administratively sanctioned agencies and personnel in order to promote a better understanding and communication. Police officers will make every effort to interview students outside of school hours and outside the school setting in those cases where police assistance has not been requested by school authorities. In the event it becomes necessary for police to interrogate a student during normal school hours, such interrogations in the schools will be coordinated with class schedules.

When law enforcement personnel come to the schools, they shall be as inconspicuous as possible. Whenever possible, they shall wear plain clothes and drive unmarked cars when visiting the school. Actual summoning of a student from classes shall be done by the principal or his or her designee. The police officer shall be as unobtrusive as possible and the student should be seen in a setting which assures privacy, so as to avoid any possible embarrassment and/or stereotyping of the student as a consequence of the police contact. All interrogations of juveniles will be conducted with full regard for principles of fundamental fairness and in compliance with procedures and requirements established by law concerning interrogations of juveniles. A Police Contact Report will be kept by each administrator of all requests for police questioning of students either at the request of the school or by the police. The school will contact law enforcement officers should student behavior violate local or state statutes as well as school rules.

**STUDENT RECORDS:**

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of the students. The rights and responsibilities of students, parents and the District with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records—directory information and confidential records.

Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory information generally includes those student records which identify a student's name, address,

telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, photographs, name of school more recently previously attended and degrees and awards received. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a district's electronic systems, if, standing alone, it cannot be used to access student educational records, (i.e. a pin number, password, or other factor is also needed).

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parents consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact your school administrator or consult the Board's policy 8330-Student Records.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of student's records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory information and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- a. Political affiliations or beliefs of the student or his/her parents;
- b. Mental or psychological problems of the student or his/her family;
- c. Sex behavior or attitudes;
- d. Illegal, antisocial, self-incriminating or demeaning behavior;
- e. Critical appraisals of other individuals with whom respondents have close family relationships;
- f. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- g. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact your school administrator to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The District Administrator will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- a. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing (or for selling that information or otherwise providing that information to others for that purpose);
- b. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW 20202-4605  
 Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Individual inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov)

#### **EMERGENCY CLOSING AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations: WDOR radio station in Sturgeon Bay as well as the following TV stations: WLUK Fox 11, WFRV 5, WBAY 2, and NBC 26 News.

Parents and students are responsible for knowing about emergency closings and delays.

#### **EARLY DISMISSAL:**

No student will be allowed to leave school prior to dismissal time without a written request signed by the person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. If school closes early, WDOR will announce the bus departure time from the school.

#### **SUPERVISION:**

Students must leave the school grounds after the school day unless supervised by faculty or staff. Supervision is needed during ALL school activities. Unsupervised students may not "hang around" school after classes are dismissed.

#### **TELEPHONE:**

Students may request to use the telephone in the secondary office if needed. Students are prohibited from using the cellular phones and telephones in the classrooms. Students may use cellular phones during non-instructional times.

#### **TEXTBOOKS:**

Students are responsible for returning textbooks to their teachers at the end of the course. A student who mistreats a textbook or loses a textbook will be charged the fair price to replace it. Textbooks should be stored in lockers when they are not being used.

#### **VISITORS:**

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time.

Visitors' access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions.

Students may not bring visitors to school without first obtaining written permission from the Principal.

#### **STUDENT VISITORS TO A DANCE:**

Visitors may attend a school sponsored dance. A visitor must be sponsored by a Gibraltar Area School student and complete the dance attendance form one week in advance. Once the form is completed, the secondary school principal or dean of students will grant or deny attendance. This form is available in the secondary school office.

#### **WORK PERMITS:**

Work permits are issued in the District Administration Office. You need a work permit for each job you have until you turn eighteen. Students must appear in person to sign the work permit in the office. You will receive the permit at the time of completion. To apply for a permit, Students need to provide the following: Five-dollar fee and Social Security Number/Written parental permission/Birth or baptismal certificate (student must be at least age 14)/Written notice from anticipated employer stating the job and approximate hours

#### **BUS TRANSPORTATION TO SCHOOL:**

Bus transportation is provided for all eligible students. The bus schedule and route information by contacting the Transportation Director.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change and the Principal approves.

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## SECTION THREE

### School Safety

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**INTRODUCTION:**

The Gibraltar Area School District is dedicated to the safety of our students, staff, and community. As such, the district will create plans in preparation to respond to a number of emergency events. It is the district's hope that these plans will never need to be used, but it is also the district's responsibility to prepare for such events in a way that reinforces the safety of our students and the security of our buildings.

These plans were developed in collaboration with the Door County Sheriff's Department, The Gibraltar Police, The Gibraltar Fire Department, Door County Emergency Services, The Wisconsin Department of Natural Resources, and The Northern Door YMCA. Together, these agencies represent local resources and support systems for the community and school.

Key elements of these plans are prevention, protection, response, mitigation, and recovery. A brief overview of these plans is listed below. Periodically, the school will practice and run drills in collaboration with the different Door County emergency service agencies. In all cases, drills will be developmentally appropriate for students and will be carried out in a way that minimally impact the regular school day.

**FIRE, TORNADO & DISASTER DRILLS:**

Periodic safety drills will be held throughout the school year. Emergency procedures are posted in each GSS classroom. In the case of a fire evacuation, all individuals in the building are to leave promptly and quietly at the sound of the alarm. During a fire evacuation drill, all individuals are to return to the building when the recall bell sounds. In the case of a tornado or similar disaster students are to follow the directions of their instructors.

**RUN, HIDE, TAKE ACTION—BUILDING EMERGENCY PLAN:**

The Gibraltar Area Schools implements an options-based safety plan based on the Run, Hide, Take Action to help ensure the safety of the school population in the event of an unwelcome intruder. The school will periodically review these protocols.

**SECURITY DRILL:**

Security drills will be periodically practiced to help ensure the safety of the population of this school in the event of an unwelcome intruder, or if a dangerous situation arises. It is imperative that these drills are taken seriously by everyone involved every time they are practiced.

**ACCIDENTS:**

Any student suffering an injury during the school day or at a school activity should report the injury to the teacher/coach involved or to the GSS office. If medical attention is required, the office will follow the school's emergency procedures.

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## SECTION FOUR

### Academics

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#### GIBRALTAR HIGH SCHOOL GRADUATION REQUIREMENTS:

In order to be awarded a Gibraltar High School diploma, a successful K-12 student will satisfy each of the following elements of their public school education:

Completion of the board-approved credit requirements:

<b>English</b>	<b>4.0 credits</b>
<b>Social Studies</b>	<b>4.0 credits</b>
<b>Mathematics (completion of Algebra 2)</b>	<b>3.0 credits</b>
<b>Science</b>	<b>3.0 credits</b>
<b>Physical Education</b>	<b>2.0 credits</b>
<b>Health</b>	<b>0.5 credit</b>
<b>Fine Arts (Art, Band, or Choir)</b>	<b>1.0 credit</b>
<b>Technical Studies (Business Education, Computer Science, or Technology Education)</b>	<b>1.0 credit</b>
<b>Elective Credits</b>	<b>7.5 credits</b>
<b>Total Credits Required for Graduation</b>	<b>26.0 credits</b>

*and,*

- ❖ A graduate must complete a secondary math sequence that includes, but is not limited to Algebra 2.
- ❖ Achievement of a minimum grade point average of 1.5 after seven semesters of high school enrollment.
- ❖ The Service Learning requirement of 30 hours of community volunteer work must be completed prior to graduation. This requirement does not bear credit.
- ❖ Each graduate also is required to achieve proficiency on the Spanish 1 proficiency test.
- ❖ Each graduate is required to complete at least one course (.5 credit) using virtual education (ITV or computer-based).

In case of extenuating circumstances, this policy may be modified by the principal.

Students planning on pursuing post-secondary education should contact a counselor during the early stages of their high school career. The Gibraltar Secondary School Counselor is available to guide students through appropriate course selection in high school. Most colleges/universities require at least three years of math and science and some foreign language.



**GRADUATION CEREMONY:**

Attending the graduation service is a privilege offered by the Gibraltar Area Schools and the school board. In order to be eligible for graduation, a student must complete the required state and Gibraltar Area School graduation requirements, complete the service learning requirement and also pay all fines and fees 48 hours before the service.

Students participating in graduation are expected to respect the dignity of this event. Students will dress appropriately for a graduation service. Students are expected to participate in a sober, dignified manner that reflects the mission and vision of the school district. No decoration of graduation regalia is permitted. Seniors **MUST** attend all meetings and practices related to graduation. The secondary school principal may refuse participation to students who fail to adhere to these expectations.

**GRADE CLASSIFICATIONS:**

Final determination of grade level placement will be made prior to the start of the school year. A student who does not advance in grade level may be affected in terms of specific class activities, and other privileges and benefits afforded to the respective classification.

**SCHEDULING AND ASSIGNMENT:**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Counselling Office. It is important to note that some courses may be denied because of limited space or the need to complete prerequisite courses. Students are expected to follow their schedules and carry a course load of seven credits per year to be considered a full-time student. Any variation should be approved with a pass or schedule change.

**SCHEDULE CHANGES:**

It is highly recommended that schedule changes for first semester and/or yearlong courses be made before the start of the school year. Second semester changes should be made near the close of first semester. The principal must approve all schedule changes requested after the three day add/drop period. A required course may not be dropped. After the first three (3) class days of a course, students can no longer drop courses without getting a drop F for the course grade. In the case of extenuating circumstances, this rule could be waived by direction of the principal and a withdrawal (W) will be substituted. For middle school students, this policy only has bearing on band and choir as they are the only elective offerings.

**STUDENT ASSESSMENT:**

To measure student progress, students will be testing in accordance with State standards and District policy.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of students interest or talent. These are given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

**PROGRESS REPORTS/REPORT CARDS:**

Progress reports are issued at the end of the six and twelve-week marking periods and are sent home with students approximately one week following the conclusion of each marking period during a semester. The progress reports are intended to provide parents with information as to the student's performance in his/her classes.

Report cards are issued at the end of each semester, and are sent home by mail approximately 2 weeks after the conclusion of each semester.

**CLASS RANK:**

Class rank is computed by using official school records beginning with the ninth grade. Class rank is run for the first time at the end of the first semester of 10<sup>th</sup> grade. Transfer credits will be evaluated by course and a determination will be made for inclusion in GPA and rank. Total points divided by total credits determine GPA. Senior ranking based upon GPA is determined at the end of the 7<sup>th</sup> semester. College transcripts and final records are updated to reflect GPA at the close of the 8<sup>th</sup> semester.

**Commented [GM3]:** This was added to clarify existing practice

**HONOR ROLL:**

Honor Roll for 7<sup>th</sup> and 8<sup>th</sup> graders will be calculated at the end each semester. Honor Roll Criteria is: High Honors: 3.500 – 4.0, and Honors: 3.000- 3.499. Any grade of “F” or an “incomplete” will prevent students from being on the honor roll for that semester.

Honor Roll for 9<sup>th</sup> through 12<sup>th</sup> grade students will be calculated at the end each semester. Honor Roll Criteria is: Highest Honors: 4.000+, High Honors: 3.500 - 3.999, and Honors: 3.000- 3.499. A student must be enrolled in seven classes in order to be eligible. Grades from Drivers Education, PASS, Directed Study, Elementary Tutor, and several other non-traditional classes do not receive GPA weight, but any grade of “F” or an “incomplete” will prevent students from being on the honor roll for that semester.

**SCHOLARSHIPS/AWARDS:**

Gibraltar Secondary School maintains an impressive array of student awards and scholarship opportunities. The School Counseling Office maintains a directory of local scholarship programs along with their respective application procedures on the Gibraltar Area Schools website. In addition, numerous scholarship opportunities arise throughout the school year and are advertised via the announcements and district webpage. Many local scholarships are listed through the Door County Scholarship Network at <http://www.doorcountyscholarships.org>. Parents and students are encouraged to contact a counselor for additional scholarship information. An awards program is held each spring to recognize Senior Awards and scholarship recipients.

**HOMEWORK:**

Each student should write each class assignment in his/her student planner. Assignments should be recorded up to date and done each night. Some teachers may allow late assignments for partial credit. However, others will NOT accept work after it is due. 7<sup>th</sup> grade students can anticipate 5-6 hours of homework per week. Eighth grade students can anticipate 6 or more hours of weekly homework. High school students should be prepared for 8 or more hours of homework per week.

**AFTER-SCHOOL STUDY:**

Gibraltar Secondary provides opportunities for students to stay after school to receive additional instruction and study time on Tuesdays and Thursdays from 3:30-5:30. Students participating in after-school study must sign in, remain in supervised areas only, and use the time to work. Students who are unruly will not be allowed to continue participation in after-school study. Students may be picked up at any time after school by their parents, or may take advantage of our late bus route. Please contact the transportation director for information about the late bus drop-off locations.

**SUMMER SCHOOL:**

Students in grades 7-8 are encouraged to participate in our summer school enrichment program. Courses are offered that include a fun, blended approach to reading and math enrichment.

Summer school is offered for Gibraltar Secondary School students in grades 9-12 who are credit deficient, or need to recover credits for classes failed during the school year. Students will be placed in summer programming designed by Gibraltar teachers. Students who are significantly credit deficient may be placed in an alternative credit recovery program facilitated by Gibraltar teachers. Participation and good attendance is a requirement to earn credit in summer school. Students who require summer school should keep the attendance requirement in mind as they plan summer vacations, camps, employment, etc.

**ALTERNATIVE ACADEMIC PROGRAMMING:**

Gibraltar will have the ability to provide alternative academic programming for students. Students who fail a core course two or more times may be allowed to utilize an alternative academic course provided by the school. Students who are significantly credit deficient, as determined by administration, may also utilize alternative academic coursework. In such cases, a plan for academic success will be developed by the school with student and parent involvement.

**Commented [GM4]:** This is an added clarification for our PLATO and PASS credit recovery-style courses.

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## SECTION FIVE

### Support Services and Counseling

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**SUPPORT SERVICES:**

Gibraltar Secondary School operates within an inclusive education model regarding students with disabilities. Students with a disability are mainstreamed (placed into the traditional classroom when appropriate) with their peers. An educational specialist is available to provide support for both the student and the classroom instructor.

The primary emphasis of the educational specialist will be in the areas of reading, language and math. Educational specialists will also be available for consultation in all other curricular areas, and are intended to assist teachers in understanding the specific needs and curricular modifications of students with disabilities.

**COUNSELING:**

The goal of counseling is to assist each student in understanding himself/herself. Students may visit the counselor if challenged by a problem or when needing to talk to someone. Growing up means making choices about values, about friends, about life-style, and work. Counseling can help a student in evaluating a problem, creating a solution, and implementing proactive actions. Your school counselors can help you realize your full potential as a unique human being. Depending on your needs, your counselor can help you: assess strengths and limitations; apply for scholarships; select proper courses; decide on a career; develop a positive attitude; discover talents and abilities; organize alternative course; plan your future education; enroll or withdraw from school; gain work study status; and/or plan a study abroad.

**STUDENT CONTACT GUIDELINES:**

Students in the Gibraltar Area Schools have opportunities during the school year to become involved in individual and/or group counseling. Individual and/or group sessions may take place during the school day. The individual and group sessions may focus on but are not limited to: academic progress, personal growth, behavioral concerns, and/or developmental issues. Such meetings with the student(s) may be a one-time session or multiple sessions, depending on the particular need/issue. Students may refer themselves or be referred by school staff or parents for counseling. Student Services personnel are not mandated to seek parent permission to meet with a student for individual counseling. Parents will be notified in the event that their child participates in a counseling group. Parents who do not wish to have their child to meet with the Secondary School Counselor should notify the secondary principal at the beginning of each school year.

**STUDENT ASSISTANCE PROGRAM/SUPPORT GROUPS:**

The Gibraltar Comprehensive School Counseling Program offers a wide variety of resources to meet the concerns and challenges of Gibraltar students. Support Groups are designed to help students cope with life's ups and downs. These groups are available to every student and participation is voluntary.

In addition to support groups Gibraltar Secondary School Counseling provides information and awareness programs dealing with substance abuse. School Counseling Groups are offered based on student needs.

**MILITARY RECRUITER ACCESS:**

The federal legislation titled "No Child Left Behind Act of 2001", includes a provision that requires local school districts receiving federal assistance under the Act to provide access to 11<sup>th</sup> and 12<sup>th</sup> grade students' names, addresses, and telephone listings on request made by military recruiters. A student of majority or the parent of the student may request that the student's name, address and telephone listing not be released to military recruiters without prior written parental consent. Local school districts are required to notify parents of the option to make such a request and to comply with any request. Annually, students and parents will be informed of their rights regarding military recruiting. The Gibraltar School District will comply with this law. *115 STAT. 1112 PUBLIC LAW 107-107-(sec. 544) Dec. 28, 2001*

**BIG BROTHERS BIG SISTERS:**

Big Brothers Big Sisters is a non-profit organization that professionally matches youth with mentors. High school students must apply, supply references, and agree to give up one study hall per week. If selected, they meet once a week during the school year with their Little Brothers or Little Sisters. See the high school counselor or the dean of students for more information.

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## SECTION SIX

### PHYSICAL EDUCATION

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**PHYSICAL EDUCATION FACILITIES:**

Each student will be assigned a locker to be used for the year. Students are responsible for the care of their assigned locker. Each locker is equipped with a built-in lock. Students are responsible for their own belongings.

**PHYSICAL EDUCATION MEDICAL EXCUSE:**

A medical excuse from a doctor is needed if a student is unable to participate in physical education for more than two days. Students are required to bring a medical excuse from their doctor to the office. A copy will be kept on file in the office as well as forwarded to the PE teacher.

**PHYSICAL EDUCATION UNIFORMS:**

All pupils in grades 9-12 participating in physical education are required to wear special clothing consistent with the health, safety, and instructional needs of the program. Minimum appropriate attire for boys and girls is shorts and a T-shirt (solid blue shorts and a plain, white T-shirt - no printing, pictures, etc.), tennis shoes and socks. T-shirts with GHS printed on them (white with blue printing) and solid blue shorts (both with a space for the student's name) will be for sale in the high school office for a nominal fee. Any student who opts not to purchase them must wear a plain white T-shirt and solid blue shorts. Any time the students are expected to be outdoors and the temperature is below 60 degrees, appropriate clothing should be worn.

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## SECTION SEVEN

### Student Activities

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#### CO-CURRICULAR ACTIVITIES:

The following is a list of extra-curricular activities offered to students. You are encouraged to get involved with the club/activity that interests you. Listen and watch for announcements for meeting times. Students who are involved with co-curricular activities are obligated to abide by the activities code. Your advisor will give you further details.

<b>Clubs</b>		
7-12 Forensics 6-8 Intermediate School Play 9-12 Ecology Club 7-12 Student Council 6-8 Yearbook 9-12 Project 180	9-12 Peer Leaders 7-8 Peer Leaders 9-12 Jazz 7-12 Math Teams 9-12 Three Act or Musical Play 9-12 Yearbook	7-12 Class Officers 9-12 DECA 7-8 Junior Jazz 10-12 National Honor Society 9-12 Pep Band 9-12 Diversity Acceptance Alliance Club
<b>Athletics</b>		
<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
7-12 Football 6-12 Cross Country 7-12 Volleyball 9-12 Boys' Soccer	7-12 Basketball	9-12 Baseball 9-12 Golf 9-12 Girls' Soccer 9-12 Softball 6-12 Track and Field

#### CO-CURRICULAR CODE OF CONDUCT:

All grade 6-12 students who participate in the activities provided through co-curricular programming will read and acknowledge the expectations set forth Co-Curricular Code of Conduct. This document will be reviewed, signed, and filed in the secondary school office on an annual basis. The consequence for non-compliance is non-participation. The rules apply 24 hours per day and 365 days per year.

#### LEAVING A COMPETITION/EVENT WITH PARENTS:

Group or team members must use the mode of transportation approved by the school (i.e. bus, van, etc.) Any member who travels with the group or team must return with the group or team. If a student wishes to go to, or leave an event, via alternative transportation, the student **MUST** come to the office **PRIOR** to the competition and obtain a Travel Release Form. A Parent/guardian must first sign the form and then the form must be signed by an administrator and the coach/advisor of the event to be valid. Coaches can release an athlete to a parent at the site on a verbal request from the parent with an accompanying signature.

#### SCHOOL SPONSORED PUBLICATIONS AND PRODUCTIONS:

The Board of Education sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

The Board of Education sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

For the purposes of this policy, "school-sponsored student media" shall include both student publications and productions. "Student publications" shall include any written materials, (including but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school sponsored clothing), as well as material in the electronic or online form (including, but not limited to, websites, web logs

("blogs"), video or audio clips, and newsletters or announcements transmitted by e-mail, wireless broadcast or other similar distribution/dissemination). "Student productions" shall include vocal and theatrical performances, impromptu dramatic presentations, or any electronic media (including, but not limited to, radio and television programs, podcasts, and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). Further, the term "publication" shall include distribution and dissemination of a student publication; and the term "performance" shall include presentation and broadcast of a student production.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) to minors as defined by State or Federal Law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorized the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

All school-sponsored student publications and productions are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials review and, if necessary, restrict the style and/or content of all school-sponsored student publications and production prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues, but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

Students shall not be disciplined and/or retaliated against for exercising and/or asserting their free speech rights as defined in this policy. Nothing in this policy, however, restricts the Board's ability to impose post-publication/performance discipline related to a student engaging in the impermissible publication/performance of unprotected speech.

Advertising is permitted in all school-sponsored student publications/productions.

Advertisements submitted for publication or inclusion in a production shall be reviewed by the class/activity advisor and the building principal for a determination that they are appropriate for juveniles. The District Administrator retains the final authority to determine whether an advertisement is appropriate and will be included in a publication/production. Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).

#### General Prohibitions

Regardless of the status as non-public or limited-purpose public forums, the Board prohibits publications, productions and advertisements that promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election.

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## SECTION EIGHT

### Attendance

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**ATTENDANCE:**

Gibraltar Area Schools requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

**COMPULSORY STUDENT ATTENDANCE:**

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter, trimester, or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's Administrative Guidelines. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

**EXCUSE FOR ABSENCE:**

A parent of a student who is absent shall provide a verbal statement indicating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the School Attendance Officer and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

**RELEASE OF STUDENTS TO AUTHORIZED PERSONS:**

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parents shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized by a parent with authority to do so.

**EXCUSED ABSENCES:**

A student shall be excused from school for the following reasons:

**Physical or Mental Condition**

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds 10 days, the inability of the student to attend due to physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty (30) days.

**Obtaining Religious Instruction**

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by a school administrator. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his or her regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See Policy 5223 - Religious Instruction for further details.

Permission of Parent or Guardian

The student may be excused by his or her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any coursework missed during the absence. Examples for being absent that should be counted under this paragraph include, but are not limited to, the following:

- Professional and other necessary appointments (e.g. medical, dental, and legal) that cannot be scheduled outside of the school day
- To attend the funeral of a relative
- Legal proceedings that require the student's presence
- College visits
- Job fairs
- vacations

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements and file appropriate paperwork.

Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

Suspension or Expulsion

The student has been suspended or expelled.

Program or Curriculum Modification (High School Only)

Students may be excused from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

High School Equivalency - Secured Facilities (High School Only)

A student may be excused from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail. The student and his/her parent or guardian must agree that the student will continue to participate in such a program.

Child at Risk (High School Only)

The student is a "child at risk" as defined under State Law and is participating in program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

A student may be excused from school, as determined by the School Attendance Officer, for the following reasons:

- Quarantine
  - Quarantine of the student's home by a public health officer
- Illness of an immediate family member
  - The illness of an immediate family member
- Emergency
  - An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.

**TRUANCY:**

A student will be considered truant if he or she is absent part or all of one or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute - Sec. 118.15, Wis. Stat.



**UNEXCUSED ABSENCES:**

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal will determine on a case by case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

- Counseling the student;
- Requiring the student to make-up lost time;
- Requiring the student to make-up course work and/or examinations, as permitted under this Guideline;
- Conferring with the student's parents;
- Suspending the student from school;
- Referring the student to an appropriate agency for assistance.

Administrative action address unexcused absences shall be in accord with due process as defined in Policy 5611, the Student Code of Conduct, and other applicable Board Policies.

**LATE ARRIVAL AND EARLY DISMISSAL:**

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As an agent for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written or verbal request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by a school administrator.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

**HABITUAL TRUANCY:**

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of *five (5)* or more days on which school is held during a school semester.

When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

Parent/Guardian Responsibilities

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences.

Student Responsibilities

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

**STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY:**

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.

No student will be released to any government agency without proper warrant or written parental permission except in the event of any emergency as determined by principal.

**MAKE UP COURSEWORK AND EXAMINATIONS:**

A student whose absence from school was excused or unexcused shall be permitted to make up course work and examinations missed during the absence when he/she returns to school. It is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made up. Teachers shall have the discretion to adding substitute coursework and examination. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

**TARDINESS:**

- Students are not in their homeroom or in class when the late bell rings are considered tardy
- Students who attend any part of the class shall be recorded as present
- All students who are tardy to school should report to the principal's office to sign in
- When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.
- Teachers are requested to refer cases of chronic tardiness to the principal or appropriate administrator

**STUDENT ATTENDANCE AT SCHOOL EVENTS:**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event.

- The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

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## SECTION NINE

### Student Conduct and Behavior

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**STUDENT BEHAVIOR EXPECTATIONS:**

Gibraltar Area Schools students are expected to act in such a manner that their behavior will reflect favorably on the individual student and on the school, showing consideration for fellow students and creating a positive, cooperative school atmosphere.

The guiding principles at Gibraltar Secondary School are known as **"The Viking Way"**. The three core expectations of the "The Viking Way" are: **be respectful, be responsible, and be safe**. The staff and administration expect that students live the "The Viking Way" and conduct themselves as good citizens at all times; in classrooms, hallways, commons, on campus, and while at school activities.

**CODE OF CONDUCT:**

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Each student shall be expected to:

- Abide by national, State, and local laws as well as the rules of the school;
- Respect the civil rights of others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal regardless of the others ability, sex, sexual orientation, race, or ethnic background;
- Complete assigned tasks on time as directed;
- Help maintain a school environment that is safe, friendly, and productive;
- Act at all times in a manner that reflects pride in self, family, and in the school.

**VIDEO SURVEILLANCE:**

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

**FOOD AND BEVERAGES:**

For the promotion of good health, students may consume bottled water during the school day. Students are expected to use the trash cans whenever allowed to consume food or beverages in the classroom or hall.

**SEXUAL HARASSMENT:**

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- b. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include but is not limited to:

- a. Unwelcome verbal harassment or abuse;
- b. Unwelcome pressure for sexual activity;
- c. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- d. Unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- e. Unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- f. Unwelcome behavior or words directed at an individual because of their sex or sexual orientation;

Sexual harassment examples include, but are not limited to:

- a. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- b. Rating a person's sexuality or attractiveness;
- c. Staring or leering at various parts of another person's body;
- d. Spreading rumors about a person's sexuality;
- e. Letters, notes, telephone calls or materials of a sexual nature; and
- f. Displaying pictures, calendars, cartoons or other materials with sexual content;
- g. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- h. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the school that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a District employee or other adult member of the School District Community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact one of the Complaint Coordinators listed above.

A copy of the school's Anti-Harassment Policy, including the reporting, investigation, and resolution procedures, is available in the school office.

#### **WEAPONS:**

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District, including, but not limited to, property leased, owned, or contracted by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921 (a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- a. Weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers.
- b. Theatrical props used in appropriate settings approved by the District Administrator.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

#### **DRESS AND GROOMING:**

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (No)
- Does my clothing advertise something that is prohibited to minors? (No)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
- Would I interview for a job in this outfit? (Yes)
- Am I dressed appropriately for the weather? (Yes)
- Do I feel comfortable with my appearance? (Yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Student clothing must not distract from teaching and learning or contradict the philosophies and policies of the school. The style of student dress is not prescribed. However, clothing must not be suggestive or revealing through the exposure of the body. Clothing must cover a student's midriff, back, breasts and derriere. Given usual student physical activities, clothing must maintain coverage so that skin and undergarments are not inappropriately exposed. Short shorts or skirts, swimsuits, and suggestively tight-fitting or loosely draped clothing that distract other students and/or the teacher are prohibited. Belts or suspenders are to be worn to maintain pants and slacks at or above the hips. The wearing of hats and other head coverings, except those related with religious observances or for medical need is prohibited. Students are not to wear jackets, coats or other outerwear to class, unless specifically authorized by the classroom teacher. Clothing that has printed words or insignias must not violate the stated philosophies and policies of the school. For example, wording that is obscene, promotes the use of alcohol, drugs or tobacco, is harassing in nature or promotes insensitivity, or promotes sex is prohibited. Students who arrive at school inappropriately dressed will be removed from class until they are appropriately dressed. Short and skirt length for secondary school students must be the equivalent of 4.5 inches of inseam. Sleeveless tops must have a strap of at least two inches in width.

Students who representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

#### **CARE OF PROPERTY:**

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to School. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the students will also be subject to discipline according to the Code of Conduct.

#### **USE OF CELL PHONES OR ELECTRONIC COMMUNICATION DEVICES:**

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after-school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g. taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

For the 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.)), and/or other web-enabled devices of any type. Students may not use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "on" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or picture/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have

their PCD confiscated. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 –Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and 2) engage in “sexting”–i.e., sending , receiving, sharing, viewing, or possessing pictures, text messages, emails, or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child serves as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extracurricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). 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. If the PCD is confiscated, it will be released/returned to the student’s parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student’s name and held in a secure location in the building’s central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771–Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of PCDs brought onto its property.

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.

Students may use school phones to contact parents/guardians during the school day.

#### **STUDENT CONDUCT:**

The Board of Education has adopted the following Student Code of Conduct. The Code includes the types of behavior that will subject a student to disciplinary action. It is important to remember that the school’s rules apply at school, on school property, at school-sponsored events, and on school transportation.

It is the school staff’s responsibility to provide a safe and orderly learning environment. History has shown that certain students’ actions are compatible with the words “safe” and “orderly”. Discipline is within the sound discretion of the

school's staff and administration. Disciplinary action will be decided on a case by case basis and imposed only after review of the facts and/or special circumstances of the situation.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, suspension and/or expulsion from school.

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons.
2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
4. Arguing, taunting, baiting, bullying, cyber-bullying, inciting, or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
5. Disruption or intimidation caused by gang group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
11. Throwing objects in the classroom.
12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
13. Behavior that causes the teacher or other students fear of physical or psychological harm.
14. Willful damage to or theft of school property or the property of others.
15. Repeated use of profanity.
16. Using tobacco.
17. Failure to report knowledge of a weapon, bullying or threat of violence.
18. Purposely setting a fire.
19. Gambling.
20. Plagiarism and falsification of identification or school documents.
21. Issuing a false alarm or false report.
22. Trespassing.
23. Persistent absence or tardiness.
24. Unauthorized use of School or personal property.
25. Assisting another person to violate a School rule.
26. Inappropriate public displays of affection.
27. Violation of specific classroom or activity rules.
28. Violation of bus rules.
29. Refusal to accept discipline.
30. Criminal conduct.

#### **DRUG ABUSE PREVENTION:**

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the school should strive to prevent drug abuse and help drug abusers by educational, rather than punitive means.

For purposes of this policy, "drugs" shall mean:

- All dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- All chemicals which release toxic vapors;
- All alcoholic beverages;
- Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- "Look-alikes";
- Anabolic steroids;
- Any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike, and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines.

#### **USE OF TOBACCO PROHIBITED:**

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connections with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

#### **SEARCH AND SEIZURE:**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of other or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

All computers located in classrooms, labs or offices of the District are the District's property and are to be used by students, where appropriate, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

#### **STUDENT RIGHTS OF EXPRESSION:**

Gibraltar Area Schools recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
- B. Is obscene to minors, libelous, indecent, or vulgar
- C. Advertises any product or service not permitted to minors by law
- D. Intends to be insulting or harassing
- E. Intends to incite fighting or presents a likelihood of disrupting school or a school event



- F. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- G. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure of whether or not materials they wish to display meet school guidelines may present them to an administrator twenty-four (24) hours prior to display.

**BULLYING:**

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), though attacks on the property of another, or a combination of any of these. Examples of bullying include:

- 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.
- d. “Cyberbullying”—the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual group, that is intended to harm others.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

**Section 504/ADA Compliant**

Any person who believes that Gibraltar Area Schools or any staff person has discriminated against them in violation of the District’s Section 504/ADA policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer.

The complaint procedure is described in Administrative Guideline 2260.01B (forthcoming) and is available in the District Office.

**BUS CONDUCT:**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

- Be on time at the designated loading zone
- Stay off the road at all times while walking to and waiting for the bus
- Line up single file off the roadway to enter
- Wait until the bus is completely stopped before moving forward to enter
- Refrain from crossing a highway until the bus driver signals it is safe
- Go immediately to a seat and be seated

It is the parent's responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait. During the trip, each student is expected to follow the Viking Way on the bus:

#### Be Responsible

- Be ready when it is your turn to get off the bus
- Keep area clean - throw trash in the garbage on your way out
- Report any damage or messes to the bus driver

#### Be Respectful

- Use inside voices
- Keep hands and feet to self
- Keep sports equipment and school projects stored
- Use positive and kind language

#### Be Safe

- Follow the directions of the driver at all times
- Stay in your seat
- Keep the aisle clear

Leaving the bus, each student shall:

- Remain seated until the bus has stopped.
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe
- Be alert to a possible danger signal from the driver

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

#### PENALTIES FOR INFRACTIONS:

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

#### STUDENT PARKING:

Students are expected to drive responsibly and safely on school grounds. Cars driven by students, as well as adult employees, must be registered in the office and identified with the school-provided parking tag whenever parked on school grounds.

Students must park within the designated spaces only. Student must also maintain a safe, slow speed while driving on school property. Students are not permitted to park on grass, in driving lanes, or on or around any snowbanks or other equipment. Any student driver parking or driving in an inappropriate manner may lose the privilege of parking on school property.

The following statement will be provided to each student paying a fee to park a student-driven vehicle and each adult receiving a permit to park on the school campus:

*"I understand that all vehicles are subject to search when parked on School District property. Through accepting a parking permit, and as a condition of parking the vehicle on school property, I consent to a search of the vehicle by school officials any time, upon request. I understand that if I refuse to consent to a search of the vehicle upon request, I am subject to discipline, law enforcement authorities will be advised, and my parking permit will be revoked. I further understand that all vehicles parked on school property are subject to periodic external inspection using dogs, trained to detect the presence of illegal drugs and other unlawful items."*

Procedures for Searching a Vehicle with a Parking Permit Based upon a reasonable suspicion that unlawful items may be found in a vehicle, the administration will request the driver's assistance in conducting a search of the vehicle. Only a school administrator may conduct a search of a vehicle. The person to whom the permit was provided is allowed to be present during the time of the search. Should an unlawful item(s) be found in the vehicle, the administrator will follow school procedures for discipline. If the permit-holder refuses to allow the administrator to search the vehicle, the administrator will not search the vehicle, but may refer the suspicion to local law enforcement. Refusal to allow an administrator to respond to a reasonable suspicion and search a permitted vehicle will result in the immediate revocation of the driver's parking permit. Parking permits may also be revoked for behavioral infractions.

**Commented [TM5]:** I added this section to the bus conduct section to align with PBIS and the elementary school.

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## SECTION TEN

### Technology Use

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**STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY:**

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the school's policies and administrative guidelines. Prior to accessing the Internet at school, students must sign the Student Education Technology Acceptable Use and Safety Agreement each year.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of the Network to engage in "cyberbullying" is prohibited. "Cyberbullying" involves the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites or MySpace accounts, and defamatory online personal polling Web sites to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student or school staff members on a web site or on a web blog;
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. Using a camera or phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as Youtube;
4. Posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyber bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct

Students shall not access social media for personal use from the District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

## SECTION ELEVEN

### Student Discipline

#### POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

In compliance with the Wisconsin DPI the state of Wisconsin, GSS has incorporated PBIS into its student discipline procedures. PBIS is a student behavior management system that focuses on reinforcing appropriate student conduct. Under the GSS PBIS plan, teachers model and reinforce appropriate student behavior, and students are expected to follow the "Viking Way:" be respectful, be responsible, and be safe. The GSS staff and administration hope that by reinforcing the principals of PBIS, students can enjoy a safe and productive learning environment. Within the GSS PBIS plan, rules violations are classified into two major categories: minor offenses and major offenses. Teachers/administrators will determine whether a rules violation is major or minor based on the severity and frequency of the offense. See Appendix A for more information.

#### DISCIPLINE LEVELS:

When incidents occur outside of the classroom or when corrective actions taken by the classroom teacher have failed, or when the rule infraction is of a serious nature, the incident shall be referred to the administration for investigation and action. The severity of the consequences applied by the administrative team depends on two factors:

1. The seriousness of the offense
2. The previous disciplinary record of the student

In an effort to take both factors into account, a progression of consequences (Discipline Levels) has been adopted. A student who is referred for violating a rule within this code will receive at least the consequences that correspond to the entry-level for that offense. Student actions may violate several infraction categories, and students may receive a more strict consequence depending on the seriousness of the infraction.

The *potential* consequences for each level are as follows:

#### Minor Offenses:

**Level 0:** Student and teacher work out a plan for behavioral improvement. There are no formal administrative consequences if this plan is successful, and teachers issue and record a warning and then restate and reteach expectations and may issue a classroom consequence. Minor offenses become major offenses if the student repeats the behavior.

#### Major Offenses (Parent/Guardian will be contacted with each occurrence):

**Level 1:** School official will conference with student and issue a consequence.

**Level 2:** Administrative conference with parent(s), teachers, and student. Optional number of detentions and/or in-school suspension.

**Level 3:** One to three days of in-school or out-of-school suspension. Administrative conference with parent(s), teachers, and student as necessary.

**Level 4:** Three days of in-school or out-of-school suspension. Parent conference with administrator.

**Level 5:** Five days out-of-school suspension. Reentry conference with a parent/guardian is required and a written contract is made with the student.

**Level 6:** Out-of-school suspension pending an expulsion hearing before the Board of Education.

**Commented [GM6]:** Adjusted to reflect 5-day suspension maximum

#### DISCIPLINARY INFRACTIONS AND CONSEQUENCES:

##### RESPECT

INFRACTION	LEVEL	SPECIAL PROVISIONS
Defiance/Disrespect	0-6	May Include a Culmination of Repeated Offenses from Other Categories
Dress Code	0-3	
Physical Aggression	2-6	
Fighting	3-6	
Harassment/Bullying	0-6	
Inappropriate Display	0-6	
Inappropriate Language	0-6	
Theft	2-6	
Cell Phone/ Electronic Device	0-6	
Technology Misuse	0-6	

**RESPONSIBILITY**

INFRACTION	LEVEL	SPECIAL PROVISIONS
Academic Dishonesty	0-3	
Endangering Behavior	0-3	
Inappropriate Location	0-4	This may result in truancy
Property Misuse	0-6	
Tardiness	0-4	Excessive Tardiness May Result in Truancy Fines

**SAFETY**

INFRACTION	LEVEL	SPECIAL PROVISIONS
Alcohol	3-6	
Athletic Code Violation	2-6	Athletic ineligibility according to WIAA regulation. Suspension from social school events
Drugs	3-6	
Dangerous Weapon Not Firearm	3-6	
Nicotine Products	3-6	

Note: The Disciplinary Infractions and Consequences chart serves as a reference and guideline for staff and students. Unique circumstances may warrant different action by administration.

**GROUND FOR REMOVAL OF A STUDENT FROM CLASS:**

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the students may be removed from the class for a longer period of time within the discretion of the principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the School from further disciplining the students for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. Would result in suspension or expulsion under the Board's policies and procedures;
- B. Violates the behavior rules and expectations of the school;
- C. Is dangerous, disruptive, or unruly. Such behavior includes, but is not limited to, the following:
  1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom
  2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy
  3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment
  4. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations
  5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations
  6. Pushing, striking, or other inappropriate physical contact with a student or staff member
  7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means
  8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder
  9. Restricting another person's freedom to properly utilize classroom facilities or equipment
  10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions
  11. Throwing objects in the classroom
  12. Repeated disruptions or violations of classroom rules or excessive or disruptive talking
  13. Behavior that causes the teacher or other students fear of physical or psychological harm
  14. Willful damage to or theft of school property or the property of others
  15. Repeated use of profanity

- D. Interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
  - 1. Repeated reporting to class without bringing necessary materials to participate in class activities
  - 2. Possession of personal property by school rules or otherwise disruptive to the teaching and learning of others
- E. show disrespect or defiance of the teacher, exhibited in words, gestures, or other behavior.
- F. in inconsistent with class decorum and the ability of others to learn. Such behavior includes, but it is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

It is important to remember that the school's rules apply at school on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the administration's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

#### **SUSPENSION AND EXPULSION:**

##### A. Suspension

##### 1. Duration and Grounds for Suspension

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the students is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonable justified and based on any of the following misconduct:

- a. Noncompliance with school or School Board rules
- b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health and safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while note under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to "school days." Thus, a suspension period does not include weekend days or vacation days.

##### 2. Suspension Procedure

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The principal, within his or her discretion, may also inform the student's parents/guardian of the reason for the proposed suspension prior to suspending the student.

### 3. Notice of Suspension

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and be sending a copy of the notice home with the student. Oral notice may also be given to the student's parent or guardian; however, it will be confirmed in writing.

### 4. Sending a Student Home on the Day of Suspension

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the administrator shall attempt to contact the student's parent or guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

### 5. Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

### 6. Reference to the Suspension in the Student's Record

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a principal, administrator, or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

- The student was suspended unfairly or unjustly
- The suspension was inappropriate, given the nature of the alleged offense; or
- The student suffered undue consequences or penalties as a result of the suspension

The District Administrator in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

## B. Expulsion

### 1. Grounds for Expulsion

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- Repeatedly refused or neglected to obey the rules established by the School District
- Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- Engaged in conducts while at school or while under the supervision of a school authority that endangered the property, health, or safety of authors;
- Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

#### 2. Expulsion for Bringing a Firearm to School

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school, or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

#### 3. Expulsion Hearing

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

#### 4. Expulsion Order

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

#### 5. Student Records

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

#### **DISCIPLINE OF DISABLED STUDENTS:**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A) and the Americans with Disabilities Act (A.D.A).

#### **DUE PROCESS:**

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 suspension:**

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

##### B. **Students subject to expulsion:**

Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefor, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

**Commented [GM7]:** Updated to reflect exact language of 5611



## SECTION TWELVE

### Dining Room and PEP Expectations

#### LUNCH:

Students have the opportunity to purchase a school lunch through the lunch program or they may bring their own lunch from home. Students purchasing a school lunch must utilize their PIN numbers for the purchase. Lunch money can be deposited prior to the start of school, 7:00 - 7:25 a.m. daily.

#### Gibraltar Area Schools LUNCH GENERAL GUIDELINES:

- Students should act in an orderly manner to be served.
- Students are expected to pick up after themselves so that the commons area remains neat for the next people using it.
- Students are expected to maintain appropriate lunchtime decorum. Throwing food or inappropriate behavior will result in serving a detention or school rule violation citation.
- Students should place waste in the appropriate garbage/recycling receptacles when throwing things away.
- Students may not leave the school during lunch
- Students are expected to utilize lunch/PEP periods in an honest and respectful way

#### PEP Periods:

Gibraltar Area Schools provides a Personalized Education Period over the lunch hour for students to receive intervention and enrichment instruction. PEP periods are managed by a software program called Flexisched. Students are expected to utilize the Flexisched system to participate in PEP. PEP attendance is mandatory and will be counted the same as a regular class. Students who fail to attend PEP periods will incur the same consequences as failure to attend an academic course. Failure to sign up for PEP times will be treated as failure to attend a class.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Students	Attend Homeroom to set weekly schedule (Student may choose when teachers have not drafted them)	Attend PEP and Lunch	Attend PEP and Lunch	Attend PEP and Lunch	Attend PEP and Lunch	-	-
Teachers	Ensure that all students who should be drafted (i.e. are failing) are (click the TR button for drafted students), and facilitate completion of student schedules**	Intervention/Enrichment  Take Daily Attendance	Intervention/Enrichment  Take Daily Attendance	Intervention/Enrichment  Take Daily Attendance	Intervention/Enrichment  Take Daily Attendance  After 1:30, Teachers may draft students for next week	Teachers may draft students for next week	Teacher may draft students for next week

- Once student schedules are set on Monday, no modifications are permitted by the student, however teachers can adjust a student's individual schedule at a student's request.
- If a student is absent during homeroom, homeroom teachers **MUST** schedule students for PEP
- Paper passes are not allowed at any time during PEP

#### Priority Scheduling for PEP:

- 1=Academic intervention
- 2=Teacher Support (Request)
- 3=Group Request
- 4=Student Request

**INSTRUCTIONAL MEDIA CENTER (IMC):**

The objective of the IMC is to help young people become skillful and discriminating users of the IMC so that they may use any library with maximum efficiency. The IMC is designated as a quiet area for work and study. The computers are intended for instructional use. District policy applies to all technology. If a student abuses the use of the IMC, such as, but not limited to, destroying property, vandalizing equipment, adding or detracting programs on the computers or using the IMC to avoid classes, the student will be denied access to the IMC for a period of time. A student is required to have a pass to access the IMC. Individuals who have an excessive amount of materials out of the IMC beyond a reasonable limit of time may have their usage privileges revoked. Students are responsible for reporting missing material immediately. If the material is not found, reimbursement is expected. Audiovisual equipment, computers, and media supplies are available for school assignments. Permission must be obtained from IMC personnel to access this area.

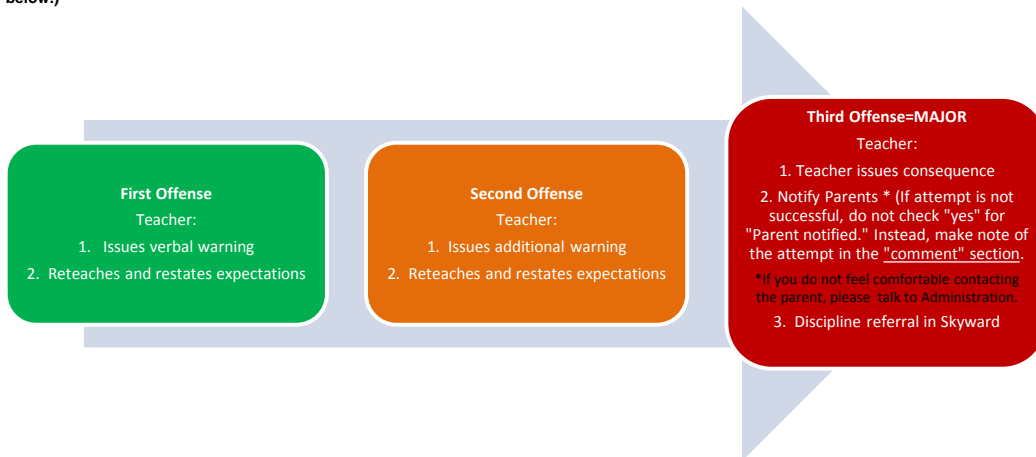
**STUDY HALLS:**

Depending upon individual schedule requirements, students may be assigned a study period during the school day. Students assigned to these study halls are expected to bring work materials and use the time productively; study hall is considered instructional time. The supervising study hall teacher is available for individual assistance, and prompt attendance is mandatory. All school rules apply to study hall; non-compliance will result in disciplinary action. Study hall time is the appropriate time for students to take care of routine business. With an appropriate pass, students may visit the Counseling Office; make up tests, labs, and assignments; or use the IMC.

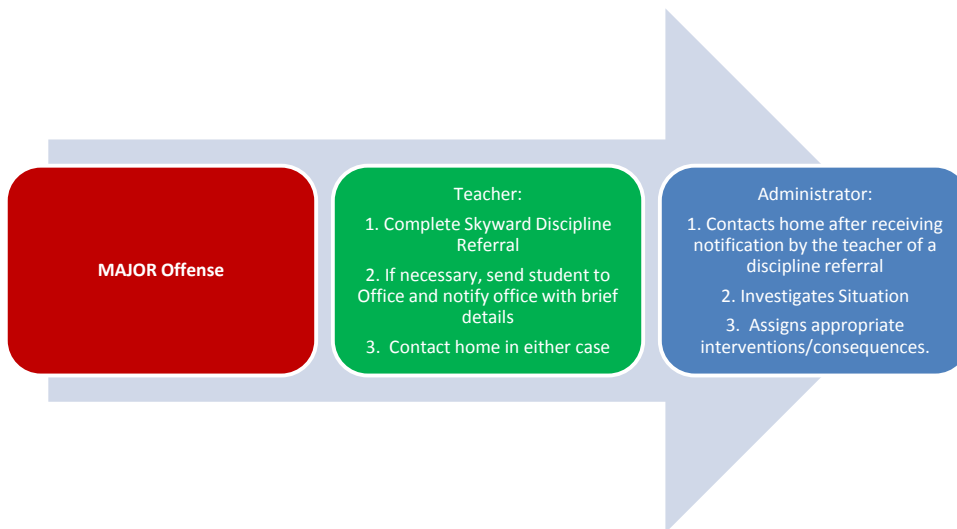
## APPENDIX A

### PBIS Flowchart

**Minor Offenses:** (Minor Behaviors are those behaviors that are often characterized as being of low intensity and are often best handled by/between the teacher, student, and/or parent. **Chronic minor behaviors may warrant being classified as a major behavior. See red box below.**)



**Major Offenses:** (Major Behaviors are those behaviors that often are characterized as being of high intensity and often result in inclusion of school administration with the teacher, student and parent in handling of the student behavior)



## 2017-2018 CAR REGISTRATION FORM

**Commented [GM8]:** This was added to the appendices to facilitate understanding of the parking lot regulations

Student's Name (*last*) \_\_\_\_\_ (*first*) \_\_\_\_\_

**Car #1**                      **License #** \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

Year \_\_\_\_\_

Person to whom car is registered \_\_\_\_\_

**Car #2**                      **License #** \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_

Person to whom car is registered \_\_\_\_\_

### Student Parking Agreement:

Students are expected to drive responsibly and safely on school grounds. Cars driven by students, as well as adult employees, must be registered in the office and identified with the school-provided parking tag whenever parked on school grounds.

Students must park within the designated spaces only. Student must also maintain a safe, slow speed while driving on school property.

Students are not permitted to park on grass, in driving lanes, or on or around any snowbanks or other equipment. Any student driver parking or driving in an inappropriate manner may lose the privilege of parking on school property.

The following statement will be provided to each student paying a fee to park a student-driven vehicle and each adult receiving a permit to park on the school campus:

*"I understand that all vehicles are subject to search when parked on School District property. Through accepting a parking permit, and as a condition of parking the vehicle on school property, I consent to a search of the vehicle by school officials any time, upon request. I understand that if I refuse to consent to a search of the vehicle upon request, I am subject to discipline, law enforcement authorities will be advised, and my parking permit will be revoked. I further understand that all vehicles parked on school property are subject to periodic external inspection using dogs, trained to detect the presence of illegal drugs and other unlawful items."*

**Procedures for Searching a Vehicle with a Parking Permit Based upon a reasonable suspicion that unlawful items may be found in a vehicle, the administration will request the driver's assistance in conducting a search of the vehicle. Only a school administrator may conduct a search of a vehicle. The person to whom the permit was provided is allowed to be present during the time of the search. Should an unlawful item(s) be found in the vehicle, the administrator will follow school procedures for discipline. If the permit-holder refuses to allow the administrator to search the vehicle, the administrator will not search the vehicle, but may refer the suspicion to local law enforcement. Refusal to allow an administrator to respond to a reasonable suspicion and search a permitted vehicle will result in the immediate revocation of the driver's parking permit. Parking permits may also be revoked for behavioral infractions.**

*I understand and agree to the above rules for student parking at Gibraltar Area Schools*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date