

Vision Statement

Gladstone Area High School will educate all students to become productive, well-rounded citizens, by providing a positive and drug-free learning environment. This environment will include support from parents and community; encompass a progressive, cooperative staff; and implement a diverse curriculum that meets the challenges of today and tomorrow. Our graduates will be knowledgeable, responsible, and self-motivated individuals who exhibit confidence, competence, and the ability to adapt in a changing society.

Board of Education

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|----------------------|-----------------|
| President | Linda Howlett |
| Vice President | Bob LaFave |
| Secretary | Jesse Seger |
| Treasurer | Henry Knoch |
| Trustee | Steve Tackman |
| Trustee | Tom Harrell |
| Trustee | Nathan Neumeier |

Board of Education usually meets on the third Monday of each month. Contact the superintendent's office, 428-2417, for location and time.

Administration

| | |
|----------------------------------|----------------|
| Superintendent of Schools | Jay Kulbertis |
| High School Principal | Andrew Jacques |
| Director of Media Services | Lori Wells |
| Director of Technology | Brad Doyen |

Supervisory

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|--------------------------------------|----------------|
| Athletic & Activities Director | David Lindbeck |
| Director of Building & Grounds | John Banwell |
| Director of Food Service | Nancy Monroe |
| Director of Transportation | Lester Duncan |

Support Staff

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|-----------------------------|--------------------|
| High School Secretary | Candice Barron |
| Guidance Secretary | Lori Tourangeau |
| Athletic Secretary | Amy Miron |
| Media Specialist | Patti Stevenson |
| School Nurse | Katie Sinclair |
| Custodian | Becky Eagle |
| Custodian | Karen Hughes |
| Cook | Rachell Lippens |
| Aide | Dawn Belongie |
| Aide | Sandy Eilola |
| Food Service Aide | Suzell Eisenberger |
| Food Service Aide | Pam Tauke |

Faculty

| | |
|-----------------------------|-------------------------|
| Gina Anderson | Band/Music, BA |
| Jeanne Brant | Peer to Peer, BS |
| Katrina Clausen | Science, BS |
| Mark Cousineau | Ind Arts, MA |
| Andy Cretens | Physical Ed, BA |
| Erik Dalgord | Math, BS |
| Melissa Egner | English/Soc Studies, BA |
| Christina Faymonville | Math, MA |
| Erika Fix | Economics, BS |
| Jeffyn Herioux | Student Services, MA |
| Judy Jensen | Special Ed, MA |
| Kent King | Math/Soc. Studies, BS |
| John Leonoff | Soc Studies, BS |
| Paula Lundin | Science, BS |
| Kristi Mayville | Special Ed |
| Crystal Ness | Special Ed |
| Jeannie Pearson | English, BA |
| Dane Quigley | English, BA |
| Halley Reichel | Spanish/Eng BA |
| Robin Schwartz | Math, MA |
| Lisa Thomas | Science, BS |
| Nicky Wangrud | English/Art, MA |
| Lori Wells | Alt Ed, MA |
| Casey Young | Science, BS |

Daily Schedule

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|---------------------------------|---------------|
| First Hour | 8:05 - 9:04 |
| Second Hour | 9:09 -10:06 |
| Third Hour | 10:11 - 11:08 |
| Lunch – 11:08-11:38 | |
| Fourth Hour | 11:13 - 12:10 |
| Lunch – 12:10 – 12:40 | |
| Fourth Hour | 11:43 - 12:40 |
| Fifth Hour | 12:45 - 1:42 |
| Sixth Hour | 1:47 - 2:44 |
| Back to 1 st hour .. | 2:44 – 2:52 |

Academics

Grades

Gladstone High School has a standard grading procedure, which is based on percentage, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent of mastery of subject matter by the student. In general, students are assigned grades based upon test results, homework, projects and personal management skills. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

The school uses the following grading system: Grade Point Value.

| | | |
|----|------|--------------------------------|
| A | 4.0 | Excellent Achievement |
| A- | 3.67 | |
| B+ | 3.33 | |
| B | 3.0 | Good Achievement |
| B- | 2.67 | |
| C+ | 2.33 | |
| C | 2.0 | Average Achievement |
| C- | 1.67 | |
| D+ | 1.33 | |
| D | 1.0 | Minimum Acceptable Achievement |
| D- | 0.67 | |
| F | 0.0 | |

| | | | |
|-----|------------|-----|----------------|
| F = | Failure | S = | Satisfactory |
| I = | Incomplete | U = | Unsatisfactory |

Honor Roll

To qualify for the honor roll, all grades **must be C or better**, students who receive a C- will not qualify for the honor roll no matter what GPA they may have; and citizenship must not be a 5.

| | |
|------------|-------------|
| 4.0 - 3.5 | High Honors |
| 3.49 – 3.0 | Honors |

Academic Letters/Pins

A student will receive an award for being on the "high honors" honor roll for three consecutive **semesters**, or the "honors" honor roll for five consecutive **semesters**, and/or for being on the honor roll for any six **semesters**.

Transfer students are eligible after completing two semesters at Gladstone.

| | |
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| Award 1st Time | 6" Block Chenille Letter |
| 2nd Time | Academic Pin |
| 3rd Time | Academic Pin |

Failures

Failing to attain a passing grade at the close of the school year means that the student must make-up this credit if he/she wishes to graduate with his/her class. If the subject failed is a required course, it must be repeated.

Student Grade Point Average (G.P.A.)

The G.P.A. is based upon semester grades. Students class rank will be determined tentatively for those juniors needing this information for college applications and scholarship purposes. Grade point averages will be compiled to the nearest hundredth of a point. When determining the top academic honors and scholarship purposes, we will use the Academic All-State formula (75% GPA/25% SAT). A G.P.A. class rank will still be calculated for college enrollment purposes only. In the case of a tie, the ACT Work Keys score will be used.

Student Grade Appeals

Any student who wishes to appeal a report card grade must do so under the following guidelines:

1. The instructor of the course in which the grade is to be appealed must be contacted within two (2) weeks of the end of the semester. If the matter cannot be resolved at that level, the student may then appeal to the principal who will assemble a committee of two faculty, and the Assistant Principal. The student will have the right to address the committee.
2. No grade appeals will be permitted outside of these time parameters. Appeal to the principal must take place within five (5) work days following the decision rendered by the appropriate faculty member.

Graduation Ceremony Requirements

1. Eight semesters of high school attendance are required for participation in the graduation ceremony.
2. For a senior student who has a credit deficit when graduation exercises are held, that senior student must be enrolled in and working toward credit recovery course work required to meet diploma criteria to participate in the graduation ceremony.

The following is a list of credits and core requirements to graduate from Gladstone High School as required by the Michigan Merit Curriculum:

| | |
|----|---|
| 22 | Total credits (16 required 6 elective) |
| 4 | Math |
| 4 | English |
| 3 | Science |
| 3 | Social Studies |
| 1 | Physical Ed/Health |
| 1 | Visual, Performing, Applied Arts |
| * | Completion of state endorsed achievement test (must be a scoreable effort). |

Scholarship

Final determination of scholarship recipients will be based on eight (8) semesters of high school attendance and academic work in the core curriculum of the high school.

Dual Enrollment

Students in 9th - 12th grade may enroll in a post-secondary program providing he/she meets the requirements established by law, by the district, and by the post secondary institution. Interested students should contact the Principal to obtain the necessary information. If a student does not earn a C- or better in the course, full tuition reimbursement will be required from the student to the district.

National Honor Society (NHS)

National Honor Society membership is based on scholarship, leadership, service, and character. Juniors and seniors with a cumulative G.P.A. of 3.5 or above are invited to apply for membership. Election criteria are available from the NHS advisor.

Attendance

GHS Attendance

We encourage regular attendance at school by all students. Daily attendance records will be maintained for each student. Regular attendance and punctuality contribute not only to the probability of scholastic success, but also to the development of responsible habits to help ensure success in college or career. Accordingly, class attendance and punctuality are relevant objective criterion by which a pupil's academic success may be determined. The purpose of the attendance policy is to help students develop responsibility and to maintain academic standards for earning credit. Attendance is taken daily in each class. A day's absence is computed per class. Therefore, throughout this document, a day's absence refers to an absence by class period.

Attendance Requirements:

Gladstone High School's attendance policy allows for (8) absences (excused, unexcused, or any combination thereof) per semester per class. Any student exceeding (8) absences may

not earn credit unless hours are made up.

Absence: An absence occurs whenever a student misses more than ten (10) minutes of the class period.

Types of Absences:

Absences for reasons not expressly identified as "excused absences" are considered to be "unexcused absences."

Students may not receive credit for assignments or tests which are missed because of an unexcused absence. The following absences are considered to be excused for the purpose of this policy:

1. Absences will be excused if a parent/guardian calls the school on the day of the absence. Notes for exemption will only be accepted under special circumstances, with approval by the building principal. Examples of exempt absences are medical illness, funeral attendance, religious obligation, doctor's appointment, etc.
2. School-related absences (field trips, extra-curricular activities, college visits, etc.) and school-imposed suspensions are considered exempt absences and do not count toward the semester total. Only two college visits per year.
3. A family vacation exemption can be used one time each academic year for up to a five-day absence. Family vacations must be pre-arranged at least a week ahead of time, the student must be accompanied by a parent/guardian, and arrangements for completing missed coursework must be made in advance.
4. Unexcused absences will be recorded whenever a student is absent without the knowledge or permission of a parent/ guardian or school authority. Leaving school without proper authorization will result in an unexcused absence. A later call by parent/guardian will not excuse the absence.

Consequences:

1. Absences that are exempt will not result in a penalty.
2. Absences that are unexcused will result in an immediate loss of credit for the coursework missed during the student's absence.
3. Absences that are excused will not result in a penalty if the coursework is successfully made up as prescribed by the teacher, and the number of excused absences does not exceed 8 per semester.
4. Excessive excused absences are defined as those beyond the 8th absence in each semester. A student who goes beyond eight (8) absences (excused, unexcused, or any combination thereof) in any one course will not be eligible to earn credit in that course for the semester without attending a makeup session(s) that is offered after-school on Tuesday and Thursday from 3:00 to 4:00P.M. (Times may vary.)

5. The accumulation of two (2) tardies in any one class will constitute a single absence which will then be subject to the attendance policy. Tardies will also be subject to discipline as deemed appropriate by the Principal(s) or Discipline Officer.
6. Prolonged Illness or Disability – To help the school keep a student current in his/her classes, a parent/guardian must contact the student's guidance counselor and assistant principal to make appropriate arrangements for the student's continuing education. In certain circumstances, alternative educational programs may be arranged. A doctor's statement may be required at the time of the illness. Any medical documentation must be on letterhead from the prescribing doctor and be specific to the date, time, illness, and how the illness specifically affects the student's attendance. For prolonged illnesses, updated documentation may be required.

Make-Up Sessions:

Each 1 hour make-up session after school will replace one hour of a missed classroom experience. These makeup sessions will be coded as M in PowerSchool to denote a makeup hour has been logged by the student. A student must makeup all missed time over 8 absences prior to final exams in order to earn credit for the semester. Makeup sessions are during the 2nd Quarter and 4th Quarter marking periods. They end at the Semesters.

Attendance Reward Incentive:

Students who have perfect attendance for the semester may be awarded for their perfect attendance.

Notification of Absence:

Parent's/guardian's are to notify the school on the day of the absence at 789-8385 if the student is going to be absent. When no excuse is provided on the day of absence it will be considered unexcused.

Make-up of Test and Other School Work:

Students may make-up the missed classes by:

- (1) working with their teacher an amount of time equal to the time necessary to comply with the policy;
- (2) completing pre-arranged subject work in Make-Up Sessions;
- (3) completing subject work via an independent assignment prepared and approved by their teacher.

Work shall be completed as prescribed by each teacher. Failure to complete the work in a timely manner will result in the student's grade being calculated with zeros for the missing assignments unless other arrangements have been worked out with the teacher. Make-up work due to separation/suspension,

field trips, sports and club activities, etc must be completed and turned in upon return to class. If a student misses a test for an excusable reason, he/she shall make arrangements with the teacher to take the test. The test does not have to be the same test previously administered to the class but shall essentially cover the same subject material. If the student is serving an in-school separation he/she shall be required to take the test that day. The test may be administered with the rest of their class, another teacher, or with other school personnel. If a student misses a test as a result of a suspension the student shall make-up the test within two (2) school days at the end of the suspension or at the teacher's convenience; teacher's choice.

Food/Beverages

No food or beverages shall be allowed in the classroom unless the teacher allows it. With no exceptions shall food or beverages be in the immediate vicinity of a computer.

Student Services

School to Work Training Program

In the program the student divides time between school and a part-time job. His/her in-school schedule includes a balanced combination of subjects required for graduation and also subjects related to the job. Performance and progress on the job are supervised by the employer in co-operation with the school director. This program is open to juniors and seniors whose applications have been approved. Interested students should contact the main office.

Health Center (Nurse's Office)

The Nurse's Office is located in the administrative area of the high school. Students who do not feel well should notify the Main Office. Nursing services include first aid, vision and hearing test, counseling and, if necessary, referrals made to the proper agency. Some health education materials are available.

Library (Media Center)

The Library consists of main reading room, computer center, study resource center, and conference room. The main reading room is available to students during school hours as a research and information center. Internet access is available upon signing a used agreement with the library staff.

Beverage Machines

Pop, juice, water and milk are available in the hall before school, during lunch, and after school.

Work Permits

Anyone below the age of eighteen who wishes to obtain a job must get a Michigan Work Permit prior to employment. It is unlawful for any establishment or person to employ any minor under the age of eighteen years until such permit has been issued. Work permits are issued in the Main Office and may be revoked for poor school attendance.

Student Discipline

The principal reserves the right to suspend a student and/or recommend expulsion for any misbehavior that constitutes a major interference with school purposes, whether that misbehavior is listed below or not. Furthermore, it will be the sole responsibility of the principal to categorize all misbehavior referred to him for disciplinary action.

DISCIPLINARY ACTION DEFINITIONS

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|---|----------------------------------|--------------------------------------|
| ZH - Zero Hour | DET- Detention | LP- Loss of Privileges |
| BS- Bus Suspension | E- Failing grade | OSS- Out-of-School Suspension |
| CRL- Credit Loss | ISS- In-school suspension | RE- Recommend expulsion |
| DEP- Enroll in and attend a drug Education program | RJ- Restorative Justice | RST- Restitution |

| BEHAVIOR | 1ST OFFENSE | 2ND OFFENSE | 3RD OFFENSE | 4TH OFFENSE |
|---|--------------------------|--------------------------|------------------------|--------------------|
| 1. Use of Drugs: possession, distributions, sale, use* | OSS (5 Days) DEP | RE | RE | RE |
| 2. Use of tobacco/vaping: possession, use | OSS (1-3 days) RJ | OSS (3-5 days) RJ | RE | RE |
| 3. Disorder/demonstration | ISS/OSS (1-3 days) RJ | ISS/OSS (3-5 days) RJ | OSS (7 days) RJ | RE |
| 4. Possession of weapon or Explosives | RE | RE | RE | RE |
| 5. Use of an object as a weapon | RE | RE | RE | RE |
| 6. Purposely setting a fire | RST/OSS (10 days) RE | RE | RE | RE |
| 7. Physically assaulting, cyber-bulling or verbally threatening a staff person, student or other person | OSS (1-3 days) RJ | OSS (3-5 days) RJ | RE | RE |
| 8. Extortion* | OSS (3 days) | OSS (10 days) | RE | RE |
| 9. Cheating – Test | E/ISS (1 day) | E/ISS (3 days) | E/ISS (5 days) | CRL |
| 10. Falsification of schoolwork Identification and/or forgery | E/ISS (1 day) | E/ISS (3 days) | E/ISS (5 days) | RE/CRL |
| 11. Setting false alarms/false reports* | OSS (3 days) RE | OSS (10 days) RE | RE | RE |
| 12. Trespassing | OSS (1 day) | OSS (3 day) | OSS (5 days) | RE |
| 13. Theft | RST/ISS (3 days) RJ | RST/ISS (5 days) RJ | RST/OSS (7 days) RJ | RE |
| | | | | |

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|--|-------------------------------------|------------------------------------|------------------------------------|--------------------|
| 14. Insubordination/disrespect | ISS (1 day) RJ | ISS (3 days) RJ | OSS (3 days) RJ | OSS (5 days) RJ |
| 15. Damaging property * | RST/DET (3 hours) | RST/ISS (1 day) | RST/ISS (5 days) | RE |
| 16. Truancy (skipping) | ISS (1 day) RJ | ISS (3 days) RJ | OSS (5 days) LP | RE |
| 17. Unauthorized use of school or private property | ISS (1 day) | ISS (3 days) | ISS (5 days) | RE |
| 18. Refusing to accept discipline | OSS (3 days) RJ | OSS (5 days) RJ | RE | RE |
| 19. Aiding and Abetting | OSS (3 days) | OSS (5 days) | RE | RE |
| 20. Engaging in displays of Affection | Warning | DET (1 hour) RJ | ISS (1 day) RJ | ISS (3 days) RJ |
| 21. Possession of electronic Equipment | Equipment confiscated End of day | Equipment confiscated Overnight | Equipment confiscated Overnight | LP |
| 22. Violation of bus rules | DET (1-5 hours) RJ | BS (5 days) RJ | BS (10 days) RJ | BS Off Bus |
| 23. Disruption of the education Process | ISS (1-3 days) RJ | ISS (3-5 days) RJ | OSS (10 days) RJ | RE |
| 24. Harassment | ISS (3 days) RJ | ISS (5 days) RJ | OSS (7 days) Court Referral | RE |
| 25. Violation of closed campus guidelines | ZH (3 days) | ZH (5 days) | ZH (10 days) | RE |

* The disciplinary consequences may start at a higher step on the scale, depending upon the degree of misbehavior in this classification.

The Board of Education has adopted a Student Discipline Code. The code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The chart provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

Student Discipline Code

1. The school has a “A Drug Free Zone” within the school boundaries as well as at any school activity and transportation. This means that - sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids and the like.
2. **Student Disorder/Demonstration** - Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration he/she is encouraged to contact the Principal to discuss the proper way to plan such an activity.
3. **Possession of a Weapon** - A weapon includes conventional objects like guns, pellet guns, knives, explosives or club type implements. It may also include any toy that is presented as a real weapon or an object converted from its original use of an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chains, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion.
4. **Extortion** - A threat, intimidation, force or deception to take or receive something from someone else.
5. **Trespassing** - Although schools are public facilities, law does allow the school to restrict access on school property. If a student has been removed, suspended or expelled, the student is not allowed on school property without authorization of the Principal.
6. **Aiding or Abetting** - If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion.
7. **Possession of Cell Phones and other Electronic Equipment** - Electronic equipment necessary in school is supplied by the school. Students are not to be in possession of cell phones/electronic devices during class time (start bell–end bell) unless instructed to by a staff member. Disciplinary action if rule is violated:
Offenses:
 1. Principal will keep item overnight.
 2. Principal will keep item overnight and parent must pick item up at the High School.
 3. Discretion of Principal
8. **Disruption of the Education Process** - Actions or manner of dress that interfere with school activities and disrupt the educational process are unacceptable.
9. **Harassment** - The harassment of other students or members of staff, or any other individuals is not permitted. Harassment could result in suspension or expulsion from school.
10. **Bullying** – The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events were students are under the school’s control, or where an employee is engaged in school business.

Bullying – intimidation of others by acts, such as but not limited to:
 - A. threatened or actual physical harm;
 - B. unwelcomed physical contact;
 - C. threatening or taunting verbal, written or electronic communications;
 - D. taking or extorting money or property;
 - E. damaging or destroying property;
 - F. blocking or impeding student movement;
 - G. electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held devise) for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., snapchat, facebook.com) to harass through unpleasant or aggressive messages.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. This type of

behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying or hazing, should immediately report the situation to the building principal, assistant principal, or the Superintendent.

11. **Videotapes on School Buses** – The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If an incident does occur on a bus, the videotape will be submitted to the principal and may be used as evidence of the misbehavior.

12. Our high school is a closed campus setting. Once you enter the building for the start of the school day, you may not leave the building for any reason except those listed here.

- (1) Appointments off school ground (follow sign out/sign in procedure).
- (2) Scheduled classes or work experience off our campus (follow sign out/sign in procedure).
- (3) Field trips scheduled by teachers.
- (4) Permission expressly granted by administrators.

Students are reminded that once you enter the building after arrival, there will be no loitering outside of the building. Doors used as bus drop entrances will be locked after the last bus arrives. Students who drive vehicles to and from school will use the front main entrance to the high school. You are to follow guidelines as printed for students who drive vehicles to school

Assurances - The Gladstone Area School District Board of Education complies with the federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. It is the Policy of the Gladstone Area School District Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluding from participation in, denied the benefits of or otherwise be subject to discrimination in any program activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

Inquires or complaints may be addressed to Mr. Andrew Jacques, District Coordinator, at 2100 State Hwy M-35, Gladstone, MI 49837 or 906/789-8314, for title VI, Title IX, and Section 504.

General Information

Commons Area

Students are expected to:

1. Pay for their lunch - no credit.
2. Keep the table areas clean.
3. Return trays and refuse.
4. Use good table and eating manners.
5. Pick up their chairs.

Lunch is available at no cost or reduced price to students of families where income is below a federal or state scale, or in cases of unusual circumstances. Information and application forms are available in the Office.

Students are expected to help keep our high school building clean by putting garbage in provided containers.

Emergency School Closings

In case of bad weather or other emergencies, the closing of school will be announced over radio stations WDBC (680 AM) and WGLQ (97 FM) between 6 a.m. and 9 a.m. Be sure to listen for the specific school name as the closing of elementary or junior high schools in our community, or the closing of schools in an adjacent community, will not mean we are closing.

Medication

All prescription drugs shall be stored in the school office. A parent/guardian is to bring the drug and directions for administering it to the main office. Parents must sign a medication permission form if medication is to be administered during school hours. Any unused medicine, unclaimed by the parent/guardian will be destroyed by school personnel at the end of the school year.

Passes

Passes will be available to students at the discretion of teachers and support staff as directed by the assistant principal.

Visitor's Pass

Students wishing to have a guest visit the school must inquire in the office one day prior to bringing the guest as to whether a visitor's pass may be issued. You must contact the principal in order to secure permission.

Telephone

Student telephone calls should be made only in cases of

emergency. Students will not be called to the telephone during class periods except in case of an emergency. Cell phone use will not be permitted at anytime for any reason during class time unless instructed by a staff member.

Textbooks

The Board of Education furnishes textbooks for students of the Gladstone Area Schools. Your books are loaned to you for use during the school year. If books are lost or damaged, you will be assessed a fine.

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| Lost Book - New(Hard cover) | Full purchase price |
| 1 year old | 90% of purchase price |
| 2 years old | 80% of purchase price |
| 3 years old | 70% of purchase price |
| 4 years old | 60% of purchase price |
| 5 years old | 50% of purchase price |
| Greater than 5 years | 40% of purchase price |

Valuables

Do not leave valuables in your locker at any time without locking the lock.

Lockers

Each high school student is assigned a locker to use during the school year. It is the responsibility of each student to maintain the locker in an orderly manner.

From time to time the administration may inspect lockers without student consent. Unauthorized materials may be removed and students subjected to disciplinary action under student discipline guidelines.

- Report all locker problems to the assistant principal
- Be sure your locker is properly locked when you leave it.
- Use only the locker assigned to you.
- Do not share your locker combination with another student.
- School is not responsible for stolen property in an unlocked locker.

Spare locker keys and/or the combination to your lock shall be given to the main office clerical staff.

Dress and Grooming

Reasonable standards for student dress and personal appearance are essential for the maintenance of an acceptable teaching and learning climate. Extremes of apparel or alteration of personal appearance are disruptive and are not compatible with the school setting. The following are prohibited:

- Clothing which makes reference to alcohol, tobacco, drugs, or is gender derogatory
- Hats or caps as well as coats in the classrooms. Hats

and caps are to be removed upon entering the building.

- Bare midriff tops, short shorts
- Sunglasses
- Bandanas
- Chains
- Facial painting

School Dances

- Dances are a school-sponsored event and privilege. These events are tobacco, drug, and alcohol free. All school rules will apply during the dance, and failure to comply with these rules may result in sanctions such as out of school suspension, police action, and/or removal from the dance.
- Any student who is currently serving a suspension will not be admitted to the dance (i.e., school function).
- No re-entry into the dance will be permitted for any student.
- All students will be observed for illegal substances prior to entry into the dance. Any student suspected of being under the influence of drugs and/or alcohol will be subject to evaluation, which may include a Breathalyzer test.
- All bags and coats must be checked upon entry to the dance.
- Any vehicles can be searched at any time.
- All guests must be signed in. A guest permission form may be used in some situations.
- The following dancing guidelines apply on and off the dance floor: Students are expected to dance in a respectable manner. Dancing that is inappropriate, overtly sexual in nature, or creates unsafe conditions is not allowed. School officials reserve the right to make decisions on suitable dancing and individuals who engage in the above-mentioned behaviors may be removed from the dance and parents/guardians may be notified.

Student Classification

To be classified as a senior, a student must have a minimum of 16 credits; a junior, 11 credits; a sophomore, 5 credits; other factors are considered in borderline cases. Occasionally a student just short of the required credits may continue with his class because their counselor feels the deficiency can be made up, or arrangements have been made to take additional classes.

Schedule Changes

It is imperative that careful consideration be given to the selection of elective subjects as schedule changes are virtually impossible. Students and parents should understand that classes are planned and teacher schedules are developed on the

basis of subjects selected by students during pre-registration. The subjects selected by the student and approved by the parent will comprise the student's schedule for the following school year. Schedule changes after the first two weeks of the semester must be completed with a parent/teacher/student/counselor conference. **Also, if moving from a Teacher to an online class, it must take place within the first two weeks of each Semester.**

Semester Exams

With the exception of serious illness, all students are expected to be present for semester exams. Due to the fact that final exams represents 20% of a student's grade, parents are requested not to schedule family vacations, dental, medical or other appointments for exam days.

Report Cards

Report cards are issued to students after each 9 week term.

Student Withdrawal

Any student who is withdrawing permanently from school for any reason must check with the main office to fill out withdrawal forms, turn in texts, and pay outstanding bills.

Semester Transfer Policy

No student will be transferred from a full year course at the end of the first semester except for the following instances:

- A student or teacher request such change, after a meeting with the teacher, student, parents, and counselor, a mutual decision for transfer is made
- A student transfers out of the district in which event one half credit will be granted.
- A student has made up one semester of a previously failed course.

Announcements

Public address, special and emergency announcements are made when necessary. All announcements must be approved by an administrator and are posted daily at various locations in the building.

Bulletin Boards

The bulletin board located by the Student Services Office is designated for student personal notices, including items for sale, lost-and-found, rides wanted, etc.

Communication with Students

All communications with students in classrooms by other students must be done through the Main Office.

Parking Areas

Students who use cars for transportation to and from school are expected to comply with the regulations listed below.

1. No hot rodding near school.
2. Cars are to be parked in designated areas.

3. Students are not to loiter in parked cars.
4. During the course of the day, including lunch, students are not to go to the parking areas or car unless special permission is granted. Permission may be granted by the principal or assistant principal.
5. Students taking part in activities immediately after school are not to move cars until the activity is over and they leave school.
6. Violation of any school parking lot or driving rules may result in the privilege to drive to school and park in school parking areas suspended for a period of time or revoked permanently.
7. As posted, students must purchase a Gladstone High School parking sticker or a parking ticket may be issued by local law enforcement agencies.

Illness In School

Students taken ill in school are to report to either the Nurse's Office or the Main Office. If necessary, an out-of-school excuse will be issued, parents contacted, and arrangements made for transportation home. **AT NO TIME SHOULD A STUDENT LEAVE SCHOOL WITHOUT PERMISSION FROM THE OFFICE.** A pass must be received from either the Nurse or Attendance Clerk when returning to class, indicating you were under their observation or care.

Out of Town Activities

Students participating in out-of-town, school sponsored activities must make the trip both ways in school-provided or school-approved transportation. Exceptions may be made in unusual situations, but requests for such exceptions must be presented in writing to the trip coordinator prior to the trip.

Fundraising In The School Building

Fundraising in the high school building is limited to school organizations. Officers or representatives of school organizations must secure a fundraising form from the Assistant Principal's office. Concurrent fundraising activities are not allowed.

Student Services

The basic concern of student services is the individual student's problems, adjustment and progress. This attitude develops a program which helps this student to:

- Understand himself/herself;
- Make the most of aptitudes and interests;
- Satisfactorily adjust to the environment; and
- Develop ability to make wise decisions and solve problems independently.

The services offered by the Student Services Department are many and varied, but basically they are as follows:

- Counseling - personal, educational and vocational;
- Testing - aptitude and achievement;
- Placement - in the proper school program;
- Parental conferences.

College Applications

Application forms for the state-supported Michigan schools plus many other schools located in and out of the state may be obtained in the Student Services Office. Seniors should confer with their counselor to determine when to begin making application to the schools of their choice.

Financial Aid

1. **Local** - Meet with your counselor to discuss the Gladstone Scholarship and Loans Foundation.
2. **Michigan Competitive Scholarship Program** - These are state scholarships awarded to Michigan residents to attend eligible public and private colleges or universities in Michigan. Students must achieve a qualifying score on the American College Test (ACT) and demonstrate financial need according to the required financial aid form.
3. **Tuition Grants Program** - A tuition grant is a separate source of assistance and is awarded on the basis of demonstrated financial need and enrollment at a private Michigan college. You do not have to take the ACT test for this grant.
4. **Federal Programs** -
 - a. Basic Grant Program
 - b. Guaranteed Loan Program
 - c. Educational Opportunity Grant
 - d. Work Study
 - e. National Direct Student Loan
5. Special programs
 - a. Vocational Rehabilitation
 - b. Bureau of Indian Affairs
6. F.A.F. (Financial Aid Form) F.F.S. (Family Financial Statement) – Students who are applying for financial aid or scholarships from a college, university, state or agency program will be required to have their parents file a financial statement. The F.A.F. of the College Scholarship Service and the F.F.S. of American College Testing are the two needs analysis presently in use. These are available from the counselor.

Information for Seniors**Graduation Announcements**

A committee comprised of the Representative Assembly and Senior Officer Members will select the announcement to be used by their class.

Final Examination

A senior may request taking the final examination in a class. Teachers may require seniors to take final examinations for justifiable reasons.

Senior List

The Main Office maintains an up-to-date alphabetical listing of all seniors who were enrolled at the beginning of the school year or who were added as senior students during the year. No senior is removed from this list during the school year for lack of sufficient credits due to course failures.

Graduation List

The graduation list is an alphabetical list of seniors who appear to be meeting graduation requirements and who, if they continue at a satisfactory level of performance, may participate in all graduation activities and receive a diploma. The graduation list actually is compiled only once, after the first semester senior grades have been determined. Seniors whose names do not appear on the graduation list at semester time will be notified that they will not graduate and should not make plans to participate in graduation activities. It is possible that a student may be taken off this list if a subject is dropped, or when, for some other reason, it is certain that graduation requirements cannot be met. Parents of seniors who receive a failing or unsatisfactory grade in a course needed for graduation will be notified after the first term of the second semester by the Guidance Counselor. Such students may still plan on taking part in all graduation activities, including commencement.

Athletics and Activities**Athletics**

Gladstone High School is proud of its traditions and accomplishments in athletics. Interscholastic competition for boys is sponsored in football, hockey, basketball, track, wrestling, cross-country, tennis, golf, swim, bowling, and hockey. Girls competition includes track, cross-country, golf, tennis, basketball, volleyball, competitive cheer, softball, swim, and bowling.

Athletic Code Agreement

Personal rules of conduct for athletes may be obtained from the Athletic Director. Athletic Code Agreement forms are required to be on file before athletic participation. Any offenses to the Athletic Code Agreement can be punishable prior to having the personal rules of conduct agreement on file.

Physical Examination

No student shall be eligible to represent Gladstone High School for whom there is not on file in the Athletic Office a physician's statement for the current school year certifying that the student has passed a physical examination and is physically able to compete in athletic practices and contests.

Self-Disclosure

Self-disclosure is defined as a request by a student to seek professional help for an alcohol, tobacco, or drug dependency

problem. This request for help shall be made through a school official prior to a violation of the school rules taking place, not as a result of a violation that has occurred.

Any student who seeks help as described above shall not face immediate disciplinary action.

IMPORTANT: In order for a student to be protected under “self-disclosure,” the student must seek help from a school official prior to a violation of school rules taking place. Should the student be found to have committed a violation before or during the time of assessment/treatment, all applicable rules as defined elsewhere in this document will be observed.

Student Education Technology

Acceptable Use and Safety

Students are authorized to use the Board's computers, laptops, tablets, personal communication devices (as defined by Policy 5136), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech") for educational purposes per policy 7540 and there within. Use of the Ed Tech is a privilege, not a right. When using the Ed Tech, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Ed Tech, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability.

Prior to accessing the Education Technology students and parents of minor students must sign the Student Education Technology Acceptable Use and Safety Agreement. Parents are encouraged to discuss their values with their children and encourage students to make decisions regarding their use of the Ed-Tech that is in accord with their personal and family values, in addition to the Board's standards.

Students are responsible for their behavior and communication using the Ed Tech and may be provided accounts for utilizing educational tools, such as a Google G Suite for Edu account. Students may only access and use the Ed Tech by using their assigned account and may only send school-related electronic communications using their District-assigned email addresses. Use of another person's account/email address/password is prohibited. Students may not allow other users to utilize their account/email address/password. Students may not go beyond their authorized access. Students are responsible for taking steps to prevent unauthorized access to their accounts.

Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the District's Network. Students may not intentionally disable any security

features of the Ed Tech.

Malicious use of the Ed Tech to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Ed Tech to engage in "hacking" or other unlawful activities.

Students shall not use the Ed Tech to 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 or transgender identity, age, height, weight, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.

Use of the Ed Tech to engage in cyberbullying is prohibited.

Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

Any use of the Ed Tech for commercial purposes, advertising, or political lobbying is prohibited.

Users have no right or expectation to privacy when using the Education Technology. The District reserves the right to access and inspect any facet of the Ed Tech, including, but not limited to, computers, laptops, tablets, personal communication devices, networks or Internet connections, online educational services, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein.

A student's use of the Education Technology constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Ed Tech and related storage and equipment.

Use of the Education Technology and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user. The Board is not responsible for the accuracy or quality of information obtained through its services.

Disclosure, use and/or dissemination of personally identifiable information of minors via the Education Technology is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Education Technology Acceptable Use and Safety Agreement Form."

Proprietary rights in the design of web sites hosted on Board-owned or leased servers remains at all times with the Board.

Any individual who is aware of a violation of the Board policy or this guideline, including inappropriate on-line contact, content, or conduct, such as sexting, harassment or cyberbullying, should bring it to the attention of the school principal or Superintendent immediately.

Violation of items within board policies (7540.X) will result in suspension from the use of district technology. Law enforcement and further consequences may also be incorporated based on the nature of the offense.