

Mission 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

President.....	John Skellenger
Vice President ..	Stephen O’Driscoll
Secretary	Patrick Madden
Treasurer	Gloria McDonnell
Trustee	Linda Howlett
Trustee	Gary Micheau
Trustee	Jeff Deacon

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	Brady Downey
Assistant Principal	John Mileski
Director of Media Services	Lori Wells
Director of Technology	Tom Davis

SUPERVISORY

Athletic & Activities Director.....	Matt Houle
Transportation Director/Sub Caller	Robert DeGrand
Director of Building & Grounds	Harold Flagstadt

Support Staff

High School Secretary	Wanda Chenier
Guidance Secretary	Candace Barron
Athletic Secretary.....	Gina Potvin
Media Specialist.....	Pam Chouinard
School Nurse.....	Pam Durbin
Custodian	Carol Clark
Custodian	Laurie Miller
Custodian	Bobbie Coates
Custodian	Frank Sinnaeve
Cook.....	Nancy Bratonia
Aide.....	Cindy Jacobson
Aide.....	Marty Nelsen

Faculty

Tim Barron	Science, BS
Kathleen Becker ..	Science, MA
Susan Beranek	Economics, BA
Cynthia Blahnik.....	French/Eng BA
Jeanne Brant	Health, BS
Cindi Davis.....	Art, BS
Beth Deacon	Math/Sci MA
Dave Florenski.....	Counselor
Francis Fryczynski.....	English, MA
Tim Gereau	Math, BA
Duncan Hebbard	English, MA
Jeffyn Herioux	English/Soc. Studies, MA
Kate Ignat	Special Ed, MA
Judy Jensen.....	Special Ed, MA
John Leonoff.....	Soc. Studies, BS
Paula Lundin.....	Science, MA
Thomas McLaughlin.....	Special Ed, BS
Michelle Miller.....	Spanish, BA
Bruce Murray.....	Special Ed, BS
James Murtha.....	Physical Ed, BS
Joyce Ness	Physical Ed, MA
Caren Nicholas	Eng, History, BS
Jeannie Pearson.....	English, BA
Robin Schwartz.....	Math, MA
William Sjoquist	Band, BS
Lisa Thomas	Science, BS
Richard Trombly.....	Soc Studies, BS
Jeannie Woelffer	Math, MA
Casey Young	Science, BS
Larry Young	Ind Arts, BA

Daily Schedule

Zero Hour.....	7:15 - 8:05
First Hour.....	8:10 - 9:07
Second Hour	9:12 -10:09
Third Hour	10:14 - 11:11
Fourth Hour (Lunch).....	11:16 - 12:13
Lunch – 11:11 – 12:43	
Fifth Hour	12:48 - 1:45
Sixth Hour.....	1:50 - 2:47

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 - 3.7	High Honors
3.69 - 2.8	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.

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. Class rank for the top ten students, for graduation exercise, will be based upon the semester grades at the end of the 8th semester. Grade point averages will be compiled to the nearest hundredth of a point. For the class of 2011, we will use the Academic All-State formula when determining the top academic honors. A G.P.A. class rank will still be calculated for college enrollment purposes only.

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 correspondence 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 for the graduate class of 2009 – 2010:

22	Total credits (13 required 9 elective)
3	Math
3	English
3	Science (a life science/biology is a requirement)
3	Social Studies, sequence is world geography, U.S. History, government/econ
1	Physical Ed/Health
	Completion of state endorsed achievement test (must be a scoreable effort).

Credits and Core requirements to graduate for the Class of 2011 & 2012, 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 scorable 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 11th or 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

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 attitudes of consistent performance that will carry over into

adult life. Accordingly, class attendance and punctuality are relevant objective criterion by which a pupil's course grade 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.

Absences – Responsibilities and Procedures

- Absences will be **excused** if a parent/guardian (or age of majority student) calls the school on the day of the absence. Notes will only be accepted under special circumstances, with approval by the building principal. Examples of normally excused absences are illness, funeral attendance, religious obligation, doctor's appointment, etc.
- *School-related absences* (field trips, extra-curricular activities, etc.) and school-imposed suspensions are considered **exempt** absences and do not count toward the semester total.
- **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.
- 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, the student must be accompanied by a parent/guardian, and arrangements for completing missed coursework must be made in advance.

Consequences

- Absences that are **exempt** will not result in a penalty.
- Absences that are **unexcused** will result in an immediate loss of credit for the coursework missed during the student's absence, and an immediate one-third reduction in the student's marking period grade.
- 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 is not excessive.
- **Excessive excused absences** are defined as those beyond the fourth absence in each marking period. After the fourth, each additional excused absence will result in a one-third grade reduction.
 - 0-4 no grade reduction
 - 5 One-third grade reduction (i.e., A to A-)
 - 6 Two-thirds grade reduction (i.e., A to B+)
 - 7 Full grade reduction (i.e., A to B)
 - And so on, in one-third increments.
- **Saturday school detention** will be available for those students who wish to make-up time and avoid a grade reduction. One hour of Saturday detention will make up

for one class absence. Absences must be made up within ten school days after the student's return to class.

- **Parents and students** will be alerted by the teacher when a student's accumulated absence total is in danger of exceeding the four-day limit.
- **Extended illness** or other extenuating circumstances will be dealt with on an individual basis by the Principal or Assistant Principal.

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 prearranged subject work in detention; (3) completing subject work via an independent assignment prepared and approved by their teacher. Work shall be completed by the time teachers turn in their student grades. Failure to complete the work in a timely manner will result with 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 must be completed and turned in upon return to class. Make-up work due to excused absences other than suspension must be completed within one week, five school days, of their return or the number of days absent whichever is shorter, unless other arrangements have been made with the teacher.

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.

Tardiness

Each student is expected to be in his/her assigned location

throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to their class. Any student who is late up to 10 minutes shall be disciplined by the teacher. Students who are more than 10 minutes late will be considered absent for that instructional period.

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

- | | | |
|--|----------------------------------|---------------------------------------|
| BS - Bus Suspension | DET - Detention | LP - Loss of Privileges |
| CRL - Credit Loss | E - Failing grade | OSS - Out of School Suspension |
| DEP - Enroll in and attend a drug Education program | ISS - Inschool suspension | RE - Recommend expulsion |
| | | RST - Restitution |

BEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
1. Use of Drugs: possession, distributions, sale, use*	OSS (? Days) DEP	RE	RE	RE
2. Use of tobacco: possession, use	OSS (1 day)	OSS (3 days)	OSS (5 days)	RE
3. Disorder/demonstration	ISS (1-3 days)	ISS (3-5 days)	OSS (7 days)	RE
4. Possession of weapon or explosives	RE			
5. Use of an object as a weapon	RE			
6. Purposely setting a fire	RST/OSS (10 days)	RE	RE	RE
7. Physically assaulting, cyber-bullying or verbally threatening a staff person, student or other person	OSS (? days)	OSS (? days)	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)	OSS (10 days)	RE	RE
12. Trespassing	ISS (1 day)	OSS (1 day)	OSS (5 days)	RE
13. Theft	RST/ISS (3 days)	RST/ISS (5 days)	RST/OSS (7 days)	RE
14. Insubordination/disrespect	ISS (1 day)	ISS (3 days)	OSS (3 days)	OSS (5 days)
15. Damaging property *	RST/DET (3 hours)	RST/ISS (1 day)	RST/ISS (5 days)	RE
16. Truancy (skipping)	ISS (1 day)	ISS (3 days)	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)	OSS (5 days)	RE	RE
19. Aiding and Abetting				
20. Engaging in displays of affection	Warning	DET (1 hour)	ISS (1 day)	ISS (3 days)
21. Possession of electronic equipment	DET (1 hour) Equipment confiscated	DET (2 hours) Equipment confiscated	OSS (1 day)	OSS (3 days)
22. Violation of bus rules	DET (1-5 hours)	BS (2 days)	BS (5 days)	BS (10 days)
23. Disruption of the education process	ISS (1-3 days)	ISS (3-5 days)	OSS (10 days)	RE
24. Harassment	ISS (3 days)	ISS (5 days)	OSS (7 days) Court Referral	RE
25. Violation of closed campus guidelines				

* 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 or 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 Electronic Equipment** - Electronic equipment necessary in school is supplied by the school. Students are not allowed to bring head sets, radios, "boom boxes", portable TV's, pagers, cellular telephones and the like without the permission of the Principal. The property will be confiscated and disciplinary action will be taken.
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 where 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 device)

for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., my space.com, 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 or 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 now 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. Brady Downey, District Coordinator, at 2100 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.

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 refuse in provided containers.

Driver's Education

Eligibility for driver's education is based on the student's birth date. A list will be compiled in the Main Office at the instructor's request using enrollment information already on file in the computer. The list will be posted outside the office and an announcement will be made.

Driver's education is a privilege; not an entitlement. A fee of \$300.00 + a \$15.00 book is payable to the instructor at the 1st class session. Students may sell their books to future driver education students.

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. Any non-emergency phone uses will be charged \$0.25.

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.

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

Soft Covered Books Half Price Damaged Books -

Minimum of \$3.00, up to full purchase price depending upon age and extent of damage done to book.

Valuables

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

Lost/Stolen Valuables

Lost and/or stolen valuables should be reported to the Assistant Principal via the lost/stolen report form immediately upon the discovery of the loss/theft.

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, spandex, short shorts, spaghetti straps
- Sunglasses
- Bandanas
- Chains
- Facial painting
- Excessively torn clothing

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.

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 students 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,

5. 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.
6. Students taking part in activities immediately after school are not to move cars until the activity is over and they leave school.
7. 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.

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 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 Admissions Information

The American College Testing program (ACT) is one of the

major college entrance examinations required by many schools for either acceptance or placement. The test is required for local memorial and State of Michigan scholarship programs. Interested Juniors and Seniors should check with the Guidance Counselor to find out when this test will be administered and the deadline for registration.

A fee is charged and must be remitted with registration. The nearest test center is Bay de Noc Community College. You may obtain registration materials from your counselor. Students wishing to be eligible for State of Michigan Financial Assistance must take the American College Test (ACT) no later than October of their senior year and release their score to the State of Michigan Scholarship Program (Code #2076).

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.

Catalogs

College, trade and technical, career and business catalogs may be found in the Student Services Office along with brochures and career monographs. A complete file of vocational information is maintained. These materials may be used in the office or checked out for use at home.

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 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 and hockey. Girls competition includes track, cross-country, golf, tennis, basketball, volleyball, competitive cheer, and softball.

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.

Administrative Guideline for Students

The intent of this document is to insure that students will comply with all Network and Internet acceptable use guidelines approved by the Gladstone School District, herein known as the District. The provisions contained within this document will be in effect for the duration that the student attends the Gladstone Area School District.

In exchange for the use of the District Network resources either at school, away from school, I understand and agree to the following conditions:

- A. The use of the Internet/Network is a privilege which may be revoked by the District at any time and for any appropriate reason. Reasons for revoking privileges include, but are not limited to, the altering of system software, placing of unauthorized information, computer viruses, or harmful programs on or through the computer system in either public or private messages. The District reserves the right to remove files, limit or deny access, and refer students for other disciplinary actions.
- B. The District reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use the District network resources to obtain, view, download, print, or otherwise gain access to such materials.
- C. All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial, for profit, or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
- D. The District and/or Network resources are intended for the exclusive use by their registered users. Students are responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of a student's account are the responsibility of the account holder. Use of an account by someone other than the registered holder is forbidden and may be grounds for loss of access privileges.
- E. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action as determined by the District. Misuse shall include but not be limited to:
- (1) intentionally seeking information on, obtaining copies of, or modifying files, other data, or password belonging to others.
 - (2) Misrepresenting other users on the network.
 - (3) Disrupting the operation of the Network through abuse of the hardware or software.
 - (4) Malicious use of the Network through harassment, profanity, vulgar statements or discriminatory remarks.
 - (5) Interfering with others using the Network.
 - (6) Extensive use for non-curriculum-related communication.
 - (7) Illegal installation of copyrighted software.
 - (8) Unauthorized modification, copying, or use of licensed or copyrighted software.
 - (9) Allowing anyone to use an account other than the account holder.
- F. The use of District and/or Network resources are for the purpose of: (in order of priority)
- (1) Support of the academic program.
 - (2) Telecommunications.
- (3) General Information.
- G. The District does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information or time) sustained or incurred in connection with the use, operation or inability to use the system.
- H. The student will diligently delete old mail messages on a timely basis for the personal mail directory to avoid excess use of the electronic mail disk space.
- I. The District may periodically make determinations on whether specific uses of the Network are consistent with the acceptable use practice. The District reserves the right to log Internet use and to monitor electronic mail space utilization and file server space utilization by the user. The District also reserves the right to remove a user account from the Network to prevent further unauthorized activity.
- J. Students may not download files, shareware or software from information services, the Internet, or electronic bulletin boards without the permission of the District Network Administrator. Students agree to check or have checked by the network Administrator, any file with a virus detection program before opening the file or use on district computers. Should students transfer a file, shareware, or software which infects the Network with a virus and cause damage, the student will be liable for any and all repair costs to make the Network once again fully operational, and may be subject to other disciplinary measures as determined by the District. Students will be liable to pay the cost or fee of any file, shareware or software transferred whether intentional or accidental, without such permission.
- K. Violation of any of the above provisions will result in, but not be limited to the following sanctions:
- (1) Loss of computer/network privileges for one week.
 - (2) Loss of computer/network privileges for one month.
 - (3) Loss of computer/network privileges for the remainder of the school year.
- The District reserves the right to impose the listed sanctions in order or the District may impose immediately a higher sanction if the situation warrants it.
- Specific limitations for using network resources are:
- Do not print anything from the internet without permission (classroom only).
 - Do not enter any chat rooms on the Internet.
 - Your home directory is to be used for data storage only. Unless it is specifically required for a class, and with instructor approval, no executable programs are to be stored in student home folders.
 - Students are not to download any programs or files from the

Internet without specific directions from an instructor. Specifically do not download such programs as Napster, ICQ, Microsoft Messenger, AOL Instant Messenger, Hotbar, RealAudio, games of any sort, WinAmp (or any other media player).

- Students are not to use any streaming audio or streaming video from the internet.
- Unless given specific approval from their instructor, students are not to run games of any kind on school computers.
- Students should only use their respective home drive folders (H:Drive) and as directed by their instructor, the building common drive (S Drive). Students are not to access or use the local machine C: drive or A: drive on the workstations, or any other network drive or folder. Students shall not access the home folder of any other network user.
- When using the Internet, students shall only access educationally appropriate web sites that relate to the classes they currently are enrolled in at Gladstone Area Public Schools.
- Students are not to use any of the Groupwise programs. In addition, Internet based e-mail clients such as Hotmail, YahooMail, ExciteMail, RocketMail, will not be permitted.
- Students are not to change any file or folder attributes. Students are not to change any computer settings. This includes, but is not limited to, display settings, background wallpaper, screen savers, borders, and date and time.

In consideration for the privileges of using the District and/or Network resources and in consideration for having access to the information contained on the Network, or by the Network, the student hereby releases the District, Network and their operators and administration from any and all claims of any nature arising from use, or inability to use the District and/or Network resources.

I agree to abide by such rules and regulations of system usage as listed on pages 1 & 2 and as may be further added from time to time by the District. I also agree that I will indemnify the District for any fees, expenses or damage incurred as a result of my use or misuse of the Network or equipment. These rules will be available in written form in the respective classrooms or library.

Class Officers

- Seniors -** Alex Pahnke, President
 Josh Cowen, Vice President
 RaeAnn Tourangeau, Secretary
 Zach Emling, Treasurer
 Joe Boch, Student Council Rep.
 Joe Evans, Student Council Rep.
 Advisor – Mrs. Jensen
- Juniors -** Jeanna Bialik, President
 Jessie Gagnon, Vice President
 Tricia Alexander, Secretary
 EmilyWhitmer, Treasurer
 Kollin Jensen, Student Council Rep.
 Hillary Mahoney, Student Council Rep.
 Advisor – Mrs. Hadel
- Sophomores -** Chelsea Ecklid, President
 Nick Olesak, Vice President
 Chris Bratonia, Secretary
 Haley Green, Treasurer
 Lindsey Lusardi, Student Council Rep.
 Paula Skultety, Student Council Rep.
 Advisor – Mrs. Deacon
- Freshmen -** Richie Hubert, President
 Ian Houle, Vice President
 Jayne Kleiber, Secretary
 Josh DeVet, Treasurer
 Laura Alexander, Student Council Rep.
 Kelly Coyne, Student Council Rep.
 Advisor –
- Student Council**
 Gabe Aschbacher, President
 Augie Skultety, Vice President
 Dylan Tauzer, Secretary
 Kayla Bialik, Treasurer
 Advisor – Mrs. Becker