

# **Welcome to Gladstone High School**

*Home of the Braves*

***2100 M-35  
Gladstone, MI 49837***

***906/428-9200  
906/789-8314 – Principal's Office  
906/789-8385 – Attendance  
906/789-8312 – FAX***



***2017-18***

## 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 .....	Steve O’Driscoll
Vice President ..	Linda Howlett
Secretary .....	Henry Knoch
Treasurer .....	Steve Tackman
Trustee .....	Tom Harrell
Trustee .....	Eric Thompson
Trustee .....	Jesse Seger

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
Director of Media Services .....	Lori Wells
Director of Technology .....	Brad Doyen

## SUPERVISORY

Athletic & Activities Director .....	Andrew Jacques
Director of Building & Grounds .....	Harold Flagstad

## Support Staff

High School Secretary .....	Candace Barron
Guidance Secretary .....	Lori Tourangeau
Athletic Secretary .....	Sharon Stephenson
Media Specialist .....	Patti Stevenson
School Nurse .....	Pam Durbin
Custodian .....	Wanda Flinn
Custodian .....	Becky Eagle
Custodian .....	Lori Moulds
Cook .....	Nancy Bratonia
Aide .....	Melissa Beauchamp
Aide .....	Sandy Eilola

## Faculty

Gina Anderson .....	Band/Music, BA
Tim Barron .....	Science, BS
Jeanne Brant .....	Health, BS
Andy Cretens .....	Physical Edu.
Michael Cretens .....	Ind Arts
Erik Dalgord .....	Math, BS
Erika Fix .....	Economics, BS
Tim Gereau .....	Math, BA
Jeffyn Herioux .....	Student Services, MA
Kate Ignat .....	Special Ed, MA
Judy Jensen .....	Special Ed, MA
Kent King .....	Soc. Studies, BS
John Leonoff .....	Soc Studies, BS
Paula Lundin .....	Science, BS
Kristi Mayville .....	Special Ed
Michelle Miller .....	Spanish, BA
Joyce Ness .....	Marketing/Alt Ed, MA
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
Casey Young .....	Science, BS
Larry Young .....	Ind Arts, BA

**Daily Schedule**

First Hour.....	8:05 - 9:04
Second Hour .....	9:09 -10:08
Third Hour .....	10:13 - 11:12
Fourth Hour (Lunch).....	11:17 - 12:15
Lunch – 11:12 – 12:45	
Fifth Hour .....	12:50 - 1:48
Sixth Hour.....	1:53 - 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 - 3.7	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. 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 Michigan Merit Exam Composite score will also be a factor.

**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

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/main office 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  
**CRL** - Credit Loss  
**DEP**- Enroll in and attend a drug Education program

**DET** - Detention  
**E** - Failing grade  
**ISS** - In-school suspension

**LP** - Loss of Privileges  
**OSS** - Out of School Suspension  
**RE** - Recommend expulsion  
**RST** - Restitution

<b>BEHAVIOR</b>	<b>1ST OFFENSE</b>	<b>2ND OFFENSE</b>	<b>3RD OFFENSE</b>	<b>4TH OFFENSE</b>
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-bulling 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 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**

- |  |   |
|--|---|
| <p>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.</p>  | <p>4. <b>Extortion</b> - A threat, intimidation, force or deception to take or receive something from someone else.</p>   |
| <p>2. <b>Student Disorder/Demonstration</b> - 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.</p> | <p>5. <b>Trespassing</b> - 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.</p>   |
| <p>3. <b>Possession of a Weapon</b> - 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</p>   | <p>6. <b>Aiding or Abetting</b> - If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion.</p> <p>7. <b>Possession of Cell Phones and other Electronic Equipment</b> - Electronic equipment necessary in school is supplied by the school. Students are not to be in possession of cell phones/electronic devises</p> |

during class time (start bell – end bell). 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 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 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.

### 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.

### 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

### 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

### 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 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, 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 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 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 ensure that students/staff comply with all Network and Internet Acceptable Use Guidelines and Procedures (AUGP) approved by the Gladstone School District, herein known as the District. This AUGP may be amended as situations arise, and the provisions contained within this document will be in effect for the duration that the student/staff is in the Gladstone Area School District.

In exchange for the use of the District computers and network resources, I understand and agree to the following conditions:

- A. The use of the Internet/Network use at school is a privilege that may be revoked by the District at any time and for any appropriate reason. Reasons for revoking network privileges include but are not limited to, altering of system software, placing unauthorized information, computer viruses, or other harmful files on or through the computer system. The District reserves the right to monitor files, remove files, limit or deny access to files, and refer students/staff for other appropriate disciplinary actions.
- B. The District reserves all rights to any and all data stored in files contained on the District Computers and/or District Files Servers. The district can and may remove any and all material which the district, at its sole discretion, believes may be unlawful, obscene, pornographic, offensive, or otherwise objectionable. Students/staff will not use the District network resources to obtain, view, download, print, or otherwise gain access to such materials.
- C. The District has implemented filtering software intended to block access to materials that are obscene, pornographic, harmful, or that the District determines to be inappropriate in a school setting. However, the District does not guarantee that school officials can control users' access to all such materials, or that users will not

have access to such materials while using the District's network resources. This filtering software operates only within the District I. wide area network (WAN). It is the intent of the District to comply with the Children's Internet Protection Act.

- D. All information services, features, and data contained on District Computers and/or File Servers are property of the district, and are provided by the district for the educational use of its registered users. Any use of these resources for commercial, profit, or any other unauthorized purposes (ie. advertisements, political lobbying, marketing), in any form, is expressly forbidden.
- E. The District and/or Network resources are intended for the exclusive use by their respective registered users. Students/Staff are responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of a student/staff account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of Network/Internet privileges.
- F. Any misuse of a student/staff account will result in suspension of the account privileges and/or 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 other users.
  - (2) Disrupting the operation of the Network through abuse of the hardware or software of any component of the network, including personal computers.
  - (3) Malicious use of the Network through harassment, profanity, vulgar statements or discriminatory remarks.
  - (4) Interfering with others using the Network.
  - (5) Extensive use of the network resources for non-curriculum purposes.
  - (6) Downloading or installing unauthorized software.
  - (7) Unauthorized modification, copying, or use of licensed or copyrighted software.
  - (8) Downloading, copying, or storing images, music, or video's on district computing resources that are not specifically required for a class or class project. Excessive images, music, or video's, as determined by the district, will be removed from district servers/computers.
- G. District provided e-mail is not to be considered private. This district system administrator does have access to all district electronic communication, and messages deemed in violation of this AUGP shall be dealt with accordingly.
- H. The District does not warrant that the functions of the network will meet any specific requirements that the user might have, or that it will be error free or uninterrupted; nor shall it be liable for any 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.
- I. The student/staff will diligently delete old, no longer needed files or images on a timely basis from their personal home folder and/or Common Drive to avoid excess use of server file space.
- J. The District may periodically make determinations on whether specific uses of the network are consistent with the Acceptable Use Guidelines and Procedures. The District reserves the right to monitor and log Internet use, user activity, and file server space utilization by the user. When deemed necessary, the District also reserves the right to remove a user account from the network to prevent further unauthorized activity.
- K. Students/Staff may not download files, shareware, or software from any source including the Internet without permission from the District Technology Director or their respective teacher.
- L. Students/Staff agree to check, or have checked, any file with a virus detection program before opening the file on any district computers. Should students/staff transfer/download a file or software that infects the network and cause damage, the student/staff will be liable for any and all costs to repair the network. Additionally, the student/staff may be subject to other disciplinary measures as determined by the District. Students/Staff will be liable to pay any and all costs or fees related to damage caused by any file, shareware or software transferred to the network, whether intentional or accidental, without such permission.
- M. Violations of this Acceptably Usage Guidelines and Procedures 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 indefinitely.
- The district reserves the right to impose these listed sanctions in any order, or the district may impose immediately a more severe sanction if the situation warrants.
- In consideration for the privileges of using district network resources, and in consideration for having access to the information contained on or by the district network resources, the student/staff 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 district network resources.
- N. Included with this AUGP is a list of specific examples that outline unacceptable usage of the District/Network resources. This is by no means a complete list, but rather is meant to help further clarify the intent of acceptable use of District/Network resources by students/staff. A copy of this complete Student/Staff Acceptable Usage Guidelines and Procedure document is available upon request at any of the Gladstone Area Schools building offices.

**Examples/Specifics:**

1. You are responsible for your unique network login username (eg. **10JJJONE**). No other student or staff has access to it. If you think someone else may know your password, it is your responsibility to have it changed. We will be happy to do this for you.
2. Your home directory is to be used for **data storage only**. Unless it is specifically required for a class, and only with instructor approval, no programs are to be stored in student home folders. Only educationally related images or pictures may be saved in student home folders. Any pictures that are saved must be needed for a class that the student is currently enrolled in, and delete when they are no longer needed for that class.
3. Students are **not** to download or save any programs, images, or files from the Internet without specific approval and directions from an instructor or the District Technology Director, Specifically, never download programs such as ICQ, Microsoft Messenger, AOL Instant Messenger, iTunes, RealAudio, games of any sort, WinAmp (or any other media player), or Weatherbug.
4. Students are **not** to access Internet Chat rooms of any kind, or access social networking websites such as MySpace.com, Facebook.com, or YouTube.com.
5. Students are **not** to use any flash-drives, thumb-drives or ram-drives on district computers without permission from their respective teacher or the district Technology Director.
6. 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.
7. Students are **not** to change any network or computer settings. This includes, but is not limited to, display settings, background wallpaper, screen savers, borders, date and time, and file attributes.
8. The Acceptable Use Guidelines and Procedures document is part of the Student and Staff Handbook. Any willful damage caused to district network computers or resources will be referred to local law enforcement authorities.

**Violation of any of the above listed items will result in suspension  
From the district network and school computers.**

**Class Officer**

**Seniors -** Chasey Maulding-Williams, President  
Cooper Koski, Vice President  
Kaitlyn Hardwick, Secretary  
Sophia Lippens, Treasurer  
Olivia Capodilupo, Student Council Rep.  
Matthew Falcon, Student Council Rep.  
Advisor – Mrs. Jensen

**Juniors -** Grace DeLaire, President  
Adam Bruce, Vice President  
Emma Caramella, Secretary  
Jake Strasler, Treasurer  
Reece Castor, Student Council Rep.  
Taylor Trudeau, Student Council Rep.

**Sophomores -** Lilly Griebel, President  
Rhys Wastell, Vice President  
Ashley Hurkman, Secretary  
Oliver Gagne, Treasurer

**Freshmen -** Megan Crow, President  
Lucas Hughes, Vice President  
Megan Robinson, Secretary  
Marnnea LaFave, Student Council Rep.

**Student Council:** Casey Krycia, President  
Matthew Swanson, Vice President  
Amber Lenards, Secretary  
Taylor McFarlane, Treasurer  
Advisor – Mrs. Wangrud