Gladwin Junior High Student/Guardian Handbook 2019-2020

401 North Bowery
Gladwin, MI 48624
Phone 989-426-3808
Fax 989-426-6038
www.gladwinschools.net
School Hours: 7:45-3:30

Superintendent: Rick Seebeck
Principal: Dave Mausolf
Dean of Students: Emily Cote
Athletic Director: Lauren Haines
Dear Students and Families:

Welcome to Gladwin Junior High. The 2019-2020 school year promises to be full of awesome and unique opportunities for our entire student body. The staff at GJH is here to support our students academically, socially, emotionally and behaviorally. Our goals are to challenge your child to do his/her best in all school endeavors. This includes celebrating successes, overcoming obstacles and learning from mistakes. At Gladwin Junior High, every day is a new day.

We always want our parents to feel they are welcomed into our building. If volunteering is something you are interested in, please fill out a form (which can be obtained in the main office or at www.gladwinschools.net under community and volunteer form) and contact Principal Dave Mausolf. Additionally, since a partnership between home and school is important, please make every effort to attend any or all of our school events, sporting events and parent-teacher conferences. If you can’t make it into the building during school hours, please attempt to stay connected with our staff through phone calls, Skyward, texts, and/or emails. Staff has been encouraged to reciprocate. To make communication easily accessible, you will find a staff directory in this handbook.

Please note that while we have tried our best to include everything possible in this handbook, all the rules and regulations necessary to operate a school system can not be included in a document of this type. Administration reserves the right to amend any provision in this handbook. The educational process is always kept in mind. Furthermore, administration retains the right to issue penalties for acts of discipline not directly stated herein and to alter any penalties. Again, this handbook is designed to be a reference for our students and their families. We are glad you are a part of our Gladwin family.

Dave Mausolf - Principal
Emily Cote - Dean of Students

Mission Statement
Gladwin Community Schools believe that all students can learn. We will provide a safe and caring environment where teaching and learning take place. Each student will receive the opportunity and encouragement to become a successful citizen.

Vision Statement
Our vision statement describes the staff expectations we hold and encourage growth to promote the following goals. We strive for a school community where:

1. Students, families, staff and community work in close partnership.
2. Teachers collaborate and use best practices to meet the needs of all of our students.
3. All students will learn.
4. All students are mutually respected and have ownership of their success.
2019-2020 School Calendar

First Day for Students  (half day)  Monday, August 26, 2019
No School  Friday, August 30, 2019
No School Labor Day  Monday, September 2, 2019
Parent Teacher Conferences(K-5 Only)(1/2 Day all students)  Thursday, October 10, 2019
End First Marking Period  Friday, October 25, 2019
½ Day for Students  Thursday, November 7, 2019
Parent Teacher Conferences(6th -12th Only)  Thursday, November 7, 2019
½ Day for Students/Staff  Friday, November 8, 2019
Professional Development (1/2 Day Students)  Wednesday, November 13, 2019
Professional Development (1/2 Day Students)  Thursday, November 14, 2019
Deer Season (No Students)  Friday, November 15, 2019
½ Day Students and Staff  Wednesday, November 28/29, 2019
Thanksgiving Break  Thursday, December 23, 2019
Christmas Break Begins (No School)  Thursday, January 6, 2020
Back to School  Friday, January 10, 2020
End 1st Semester  Monday, January 13, 2020
Teacher Records Day (No Students)  Thursday, January 16, 2020
Professional Development (Half Day Students)  Friday, January 17, 2020
Professional Development (Half Day Students)  Monday, February 3, 2020
Winter Break (No School)  Friday, February 28, 2020
Winter Break (No School)  Friday, March 20, 2020
End Third Marking Period  Monday, March 23, 2020
Spring Break Begins No School  March 30, 2020
Back To School (Monday)  Friday, April 10, 2020
Good Friday (No School)  Monday, May 25, 2020
Memorial Day (No School)  Tuesday, May 26, 2020
Back To School (Tuesday)  Thursday, June 4, 2020
½ Day Exams  Friday, June 5, 2020
½ Day Last Student Day  Monday, June 8, 2020
Teacher Records Day No Students

Important Phone Numbers

<table>
<thead>
<tr>
<th>Phone</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>426-7771</td>
</tr>
<tr>
<td>Intermediate</td>
<td>426-4531</td>
</tr>
<tr>
<td>Junior High</td>
<td>426-3808</td>
</tr>
<tr>
<td>High School</td>
<td>426-7341</td>
</tr>
<tr>
<td>Superintendent’s Office</td>
<td>426-9255</td>
</tr>
<tr>
<td>Athletic Office</td>
<td>426-5491</td>
</tr>
<tr>
<td>Bus Garage</td>
<td>426-8494</td>
</tr>
</tbody>
</table>
6th Grade Time Schedule

1st hour 8:25-9:18 (53 minutes)
2nd hour 9:22-10:12 (50 minutes)
3rd hour 10:16-11:06 (50 minutes)
4th hour 11:10-12:00 (50 minutes)
Advisory (5th ) 12:04-12:24 (20 minutes)
Lunch 12:24-12:44 (20 minutes)
Recess 12:44-12:59 (15 minutes)
WIN Time (6th ) 1:03-1:33 (30 minutes)
7th Hour 1:37-2:27 (50 minutes)
8th Hour 2:31-3:21 (50 minutes)
### 7th Grade Time Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st hour</td>
<td>8:25-9:18</td>
<td>53 minutes</td>
</tr>
<tr>
<td>2nd hour</td>
<td>9:22-10:12</td>
<td>50 minutes</td>
</tr>
<tr>
<td>3rd hour</td>
<td>10:16-11:06</td>
<td>50 minutes</td>
</tr>
<tr>
<td>4th hour</td>
<td>11:10-12:00</td>
<td>50 minutes</td>
</tr>
<tr>
<td>Recess</td>
<td>12:00-12:15</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:15-12:35</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Advisory (5th)</td>
<td>12:39-12:59</td>
<td>20 minutes</td>
</tr>
<tr>
<td>WIN Time (6th)</td>
<td>1:03-1:33</td>
<td>30 minutes</td>
</tr>
<tr>
<td>7th Hour</td>
<td>1:37-2:27</td>
<td>50 minutes</td>
</tr>
<tr>
<td>8th Hour</td>
<td>2:31-3:21</td>
<td>50 minutes</td>
</tr>
</tbody>
</table>
## 8th Grade Time Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st hour</td>
<td>8:25-9:18</td>
<td>53 minutes</td>
</tr>
<tr>
<td>2nd hour</td>
<td>9:22-10:12</td>
<td>50 minutes</td>
</tr>
<tr>
<td>3rd hour</td>
<td>10:16-11:06</td>
<td>50 minutes</td>
</tr>
<tr>
<td>4th hour</td>
<td>11:10-12:00</td>
<td>50 minutes</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:00-12:20</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Recess</td>
<td>12:20-12:35</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Advisory (5th)</td>
<td>12:39-12:59</td>
<td>20 minutes</td>
</tr>
<tr>
<td>WIN Time (6th)</td>
<td>1:03-1:33</td>
<td>30 minutes</td>
</tr>
<tr>
<td>7th Hour</td>
<td>1:37-2:27</td>
<td>50 minutes</td>
</tr>
<tr>
<td>8th Hour</td>
<td>2:31-3:21</td>
<td>50 minutes</td>
</tr>
</tbody>
</table>
## Staff Directory

<table>
<thead>
<tr>
<th>Office Staff</th>
<th>Title</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mausolf, Dave</td>
<td>Principal</td>
<td><a href="mailto:dmausolf@gladwinschools.net">dmausolf@gladwinschools.net</a></td>
</tr>
<tr>
<td>Cote, Emily</td>
<td>Dean of Students</td>
<td><a href="mailto:mscote@gladwinschools.net">mscote@gladwinschools.net</a></td>
</tr>
<tr>
<td>Hale, Kierstin</td>
<td>Instructional Coach</td>
<td><a href="mailto:mshale@gladwinschools.net">mshale@gladwinschools.net</a></td>
</tr>
<tr>
<td>Slade, Julie</td>
<td>Building Secretary</td>
<td><a href="mailto:msslade@gladwinschools.net">msslade@gladwinschools.net</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teaching Staff</th>
<th>Subject</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allen, Lorri</td>
<td>8th ELA/6th Grade Reading</td>
<td><a href="mailto:msallen@gladwinschools.net">msallen@gladwinschools.net</a></td>
</tr>
<tr>
<td>Baginski, Seth</td>
<td>7th ELA/6th Reading</td>
<td><a href="mailto:sbaginski@gladwinschools.net">sbaginski@gladwinschools.net</a></td>
</tr>
<tr>
<td>Billman, Amber</td>
<td>6th Grade Art</td>
<td><a href="mailto:msbillman@gladwinschools.net">msbillman@gladwinschools.net</a></td>
</tr>
<tr>
<td>Cantrell, Jeanne</td>
<td>7th Math/6th Flying G Pride</td>
<td><a href="mailto:jcantrell@gladwinschools.net">jcantrell@gladwinschools.net</a></td>
</tr>
<tr>
<td>Christensen, Sara</td>
<td>8th Science/Outdoor Education</td>
<td><a href="mailto:mschristensen@gladwinschools.net">mschristensen@gladwinschools.net</a></td>
</tr>
<tr>
<td>Cote, Emily</td>
<td>6th Special Education</td>
<td><a href="mailto:mscote@gladwinschools.net">mscote@gladwinschools.net</a></td>
</tr>
<tr>
<td>Cunningham, Kathy</td>
<td>Choir</td>
<td><a href="mailto:mscunningham@gladwinschools.net">mscunningham@gladwinschools.net</a></td>
</tr>
<tr>
<td>Dawley, Kari</td>
<td>6th Science</td>
<td><a href="mailto:msdawley@gladwinschools.net">msdawley@gladwinschools.net</a></td>
</tr>
<tr>
<td>Daniels, Jamie</td>
<td>6th Math</td>
<td><a href="mailto:mrdaniels@gladwinschools.net">mrdaniels@gladwinschools.net</a></td>
</tr>
<tr>
<td>Galeene, Michelle</td>
<td>7th/8th Art</td>
<td><a href="mailto:mgaleener@gladwinschools.net">mgaleener@gladwinschools.net</a></td>
</tr>
<tr>
<td>Gary, Troy</td>
<td>PE/Flying G Pride</td>
<td><a href="mailto:mrgary@gladwinschools.net">mrgary@gladwinschools.net</a></td>
</tr>
<tr>
<td>Gough, Kelly</td>
<td>Health/8th Flying G Pride</td>
<td><a href="mailto:kgough@gladwinschools.net">kgough@gladwinschools.net</a></td>
</tr>
<tr>
<td>Helmling, Doug</td>
<td>6th – 7th Computers &amp; 6th Grade Reading</td>
<td><a href="mailto:mhelmling@gladwinschools.net">mhelmling@gladwinschools.net</a></td>
</tr>
<tr>
<td>Hite, Darcy</td>
<td>6th ELA</td>
<td><a href="mailto:mshite@gladwinschools.net">mshite@gladwinschools.net</a></td>
</tr>
<tr>
<td>McCauley, Katrina</td>
<td>7th Science/Stem (Forensic Science)</td>
<td><a href="mailto:mmckauley@gladwinschools.net">mmckauley@gladwinschools.net</a></td>
</tr>
<tr>
<td>McDonald, Michele</td>
<td>8th Math/Team Science</td>
<td><a href="mailto:mmcdonald@gladwinschools.net">mmcdonald@gladwinschools.net</a></td>
</tr>
<tr>
<td>Ockerman, Kristine</td>
<td>6th – 7th – 8th ELA Special Education, Building Autism Coach</td>
<td><a href="mailto:msockerman@gladwinschools.net">msockerman@gladwinschools.net</a></td>
</tr>
<tr>
<td>Rayl, Mathew</td>
<td>6th Social Studies</td>
<td><a href="mailto:mrayl@gladwinschools.net">mrayl@gladwinschools.net</a></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Email</td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Shearer, Jacob</td>
<td>7th Geography</td>
<td><a href="mailto:jshearer@gladwinschools.net">jshearer@gladwinschools.net</a></td>
</tr>
<tr>
<td></td>
<td>7/8 Flying G Pride</td>
<td></td>
</tr>
<tr>
<td>Seiser, Michelle</td>
<td>7th Grade Special Education</td>
<td><a href="mailto:msseiser@gladwinschools.net">msseiser@gladwinschools.net</a></td>
</tr>
<tr>
<td>Volmering, Selena</td>
<td>6-8th Math, Special Education</td>
<td><a href="mailto:msvolmering@gladwinschools.net">msvolmering@gladwinschools.net</a></td>
</tr>
<tr>
<td>Wakeley-Sapienzay, Melissa</td>
<td>Band</td>
<td><a href="mailto:mwakeley@gladwinschools.net">mwakeley@gladwinschools.net</a></td>
</tr>
<tr>
<td>Wetmore, Tony</td>
<td>8th Grade US History, 8th Grade Computers</td>
<td><a href="mailto:anwetmore@gladwinschools.net">anwetmore@gladwinschools.net</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Support Staff</strong></td>
<td><strong>Title</strong></td>
<td><strong>Email</strong></td>
</tr>
<tr>
<td>Johnson, Candy</td>
<td>Library Paraprofessional</td>
<td><a href="mailto:msjohnson@gladwinschools.net">msjohnson@gladwinschools.net</a></td>
</tr>
<tr>
<td>Johnson, Pam</td>
<td>Clerical/Detention</td>
<td><a href="mailto:mspjohnson@gladwinschools.net">mspjohnson@gladwinschools.net</a></td>
</tr>
<tr>
<td>McIntosh, Kim</td>
<td>Paraprofessional</td>
<td><a href="mailto:msmcintosh@gladwinschools.net">msmcintosh@gladwinschools.net</a></td>
</tr>
<tr>
<td>Muma, Kelin</td>
<td>Paraprofessional</td>
<td><a href="mailto:mskmuma2@gladwinschools.net">mskmuma2@gladwinschools.net</a></td>
</tr>
<tr>
<td>Rowley, Megal</td>
<td>Math Paraprofessional</td>
<td><a href="mailto:msmrowley@gladwinschools.net">msmrowley@gladwinschools.net</a></td>
</tr>
<tr>
<td>Younkin, Amy</td>
<td>Assistant</td>
<td><a href="mailto:msyounkin@gladwinschools.net">msyounkin@gladwinschools.net</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Willford, Barb</td>
<td>Paraprofessional</td>
<td><a href="mailto:mswillford@gladwinschools.net">mswillford@gladwinschools.net</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sparks Staff</strong></td>
<td><strong>Hours</strong></td>
<td><strong>Email</strong></td>
</tr>
<tr>
<td>Thomas, Dave</td>
<td>10:00-6:30</td>
<td><a href="mailto:dtthomas@cgresd.net">dtthomas@cgresd.net</a></td>
</tr>
</tbody>
</table>

*Staff email can also be sent via Google Account by simply adding stu after @ sign. (i.e. mscote@stu.gladwinschools.net)

**Hi-Tec Staff**
Darren McCreary
Mandy McCreary

**Board of Education**
Carol Darlington, President
Linda Winarski, Vice President
Greg Alward, Treasurer
Brad Withrow, Secretary
Karrie Hulme, Trustee
Kerri Kirkton, Trustee
Announcements

Daily announcements are read to the entire student body between 8:25-8:30. Announcements include valuable information for staff, students and parents. Parents are encouraged and invited to read our daily announcements, if they wish. If you would like something put in the announcements, email Mrs. Cote @ mscote@gladwinschools.net. We do read student and staff birthdays daily. Announcements are completed on Google. The following link will allow you to see the announcements.

https://docs.google.com/document/d/1ogC0gc5LNm3QfKid8l4F8mrswjbo4yc-PfnKKhXXpKOw/edit

School Pictures

For educational purposes, all students will have their pictures taken whether parents plan to purchase a package or not. Geskus Photography is the company the school uses. Pictures are taken at orientation on Wednesday, August 21, 2019. If pictures are not taken at orientation, they can be taken on retake day on Thursday, September 19, 2019.

Breakfast/Lunch

Breakfast is free for all students. There are many options to choose from. Some of them include: cold cereal, Pop Tarts, cereal bars, breakfast sandwiches, fruit and yogurt, etc. Daily lunch options include: main entree, pizza, burgers, chicken sandwiches, salad bar and drink. There is also an option for a la carte purchases (cookies, chips, Switch drinks, etc.)

There are a few ways money can be put on your child’s account, online or in person. You can also track what your child is purchasing and limit, if necessary. To access “Send Money to School” you can find the link on www.gladwinschools.net. If your child’s account is overdrawn, he or she will be able to eat, but it is appreciated when overdue balances are paid as soon as possible.

Before and After School Procedures

- Once students arrive on campus, they are expected to stay on school property.
- The four main doors are unlocked by 7:20 on most days.
- Students are not directly supervised until 7:45.
- Students who arrive at school before 8:05 must report directly to the cafeteria.
- If a teacher has scheduled an appointment with a student, the student may go to the teacher’s room, if he/she is on site.
- Students are invited and encouraged to partake in our free breakfast.
- Students are expected to be sitting on a chair while eating.
- Students may use electronic devices until they leave the cafeteria or 8:20 (at the latest).
- At 8:20, students should be preparing for 1st hour.
- At times, the gym will be opened before school.
- Students are expected to exit the building no later than 15 minutes after school unless they are involved in extracurricular activities. No loitering in the hallways.
Morning Drop Off and Afternoon pick up

- Students can be dropped off in the morning by the flagpole (Door #22), at the front doors (Door #1), by the dumpster (Door #14) or the doors to the south east of the dumpster (#8). Keep in mind, that buses will begin dropping students off @7:30-8:00 in the front of the building so traffic can get backed up. It is always best to drop your child off by the dumpster to avoid traffic jams.
- Busses begin lining up in front of the school at 3:10. If you are parked in the bus lane, your car will be blocked in for 30 minutes. It is ALWAYS best to pick up your child in the back of the school.
- Work to develop a routine with your child so he/she knows where to go and what to do.
- It is a good idea to have a back up plan.
- As always, if you need to contact your child, you can do so through the office. If you need to leave a message, it will be delivered by office staff at 3:00.

Shuttling after School

- Student safety is our utmost concern. To ensure safety, students who ride the bus must ride the bus and students who walk, should walk.
- Buses 10-17 are at the junior high
- If students ride a bus (according to their address in Skyward), they MUST shuttle to the Intermediate School. They may NOT walk under any circumstances down Bowery, Cayuga, Ionia, or Spring Street. If there is a different plan after school, parents/legal guardians must call the office. Parents permission to walk is not acceptable.
- The only students who will be allowed to walk are the students who walk to school (according to bus garage)
- If junior high students are expected to pick up siblings from GIS or GES, they can still do that by riding the bus as those schools don’t dismiss until 3:36 so students have plenty of time to still fulfill that commitment. Please consider this your warning of the rule. If students choose to walk, the student will receive ½ day of in-school suspension.

Student Expectations

Students have the responsibility to follow established procedures, rules and guidelines. The following is expected of a Gladwin Junior High student:

- Be kind, respectful and courteous to everyone
- Respect the inherent human dignity and worth of everyone
- Study diligently and maintain the best possible level of academic achievement.
- Be punctual and present
- Refrain from untrue remarks and obscenity in verbal and written expression
- Dress and appear in a manner that meets responsible standards.
- Help maintain and improve the school environment, preserve school property and exercise the utmost care while using school facilities.
- Be mindful of others’ and their feelings
- Acknowledge authority and comply with reasonable adult requests
- Consistently act in an appropriate manner while in attendance at all school or school-related functions held on or off school grounds.
Tardies
Students who arrive late to school, no matter what the reason or who’s at fault, will be recorded as tardy. Three total tardies will result in a lunch/recess detention. Tardies start over every marking period. Students arriving late to class will be given a tardy. Again, three tardies will result in a lunch/recess detention. After 15 minutes, the tardy will become an absence. Persistent tardiness will be addressed on an individual basis with administration. Students must sign in at the attendance office and pick up a class prior to reporting to class.

Attendance/Absences
Encouraging regular school attendance is one of the most powerful ways you can prepare your child for success-both in school and in life. When you make school attendance a priority, you help your child get better grades, develop healthy life habits, avoid dangerous behavior and have a better chance of graduating from high school. When students are absent for fewer days, their grades and reading skills often improve—even among those students who are struggling in school. Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future. When kids are absent for an average of just two days of school per month—even when the absences are excused—it can have a negative impact. These absences can affect kids as early as Kindergarten. As a parent, you can prepare your child for a lifetime of success by making regular school attendance a priority. By figuring out the reason for your child’s absences—whether they’re physical or emotional—and taking advantage of support services such as Sparks, after school tutoring, lunch help you can help set your child on the path to success.

Reporting Absences:
Parents are expected to notify the office when their child is absent from school within 24 hours of the absence. If the school is notified within this amount of time, the absence will be excused. Parents should call the school at 426-3808. A doctor’s verification may be requested for prolonged illnesses. If your child is marked absent from a class, you will receive an automated call on the evening of the absence. If you receive an automated call that is incorrect, call the office and we will correct the error.

Truancy Policy/Protocol
Truancy is a problem in our community that can only be solved through the cooperative efforts of the school, parents, law enforcement officers, the Prosecuting Attorney, and the Family Division of the Circuit Court. This protocol has been developed so that we may work together in achieving the goal of regular attendance for all students.

The truancy law allows for Court intervention where a student repeatedly absents himself/herself from school, or repeatedly violates school rules or regulations, and the student, the student’s parent/guardian, and school officials have met regarding the student’s educational problems (excessive absences, behavioral issues, failing grades, etc.) and counseling, alternative agency services and additional school services have been offered to the student. MCL 712A.2 (a) (4).

Before a truancy petition can be filed in the Family Division of the Circuit Court and court intervention sought, the Prosecuting Attorney must have evidence that the juvenile is not attending
school or repeatedly violating school rules or regulations, and that the school has taken steps to help the student be successful. Thus, the school must keep a record of all contact with the parent/guardian detailing who participated in the contact; the place, date and time of the contact and a summary of what was discussed. It is also important to note if the child was to participate in any additional services, such as counseling, small group instruction, tutoring, etc.

Effective implementation of our efforts to eliminate truancy requires consistently following a uniform procedure. The first step begins with the school detecting the problem, and ends with the Prosecuting Attorney requesting court intervention from the Family Division of the Circuit Court. Ideally, the initial steps will resolve the truancy issue by working with the parents/guardians and the student prior to law enforcement involvement and court intervention. Discretion rests with the school at the initial step of this process.

Step 1: The school needs to monitor every student’s attendance. When a student has accumulated 5 full day absences, the school shall conduct a screening (at its discretion) to determine if there is a violation of the school districts attendance policy, and the school shall notify the student’s parents/guardians. A letter may be sent to the parents/guardians. If the school opts to send a letter, it shall be mailed via certified mail, return receipt requested, delivered to addressee only or mailed via first class to the parents/guardians with a proof of service or personally delivered with proof of service; with a copy to the Prosecuting Attorney.

Step 2: When the student accumulates 7 absences (as a whole) the school shall again notify the student’s parents/guardians of the lack of attendance. The school, after conducting a screening and at their discretion may submit a referral to the Prosecuting Attorney, as an intermediate action, requesting an inquiry before the Court in an effort to resolve any issues. If a second letter is sent, it must be delivered in the same means as outlined in Step 1. This second letter should also warn that the next step, if the truancy issue does not resolve, will be submitting a referral to the Prosecuting Attorney for delinquency and/or criminal charges. The Prosecuting Attorney Liaison, will send a copy of that letter to the schools.

Step 3: Contemporaneous to the second letter, a school official may hold a meeting with the student and the parents/guardians. This meeting should explore the reason(s) for the student’s truancy and determine what other interventions may be beneficial.

Step 4: The school official shall investigate the student’s circumstances and determine if the student’s absences are justified. If the school official determines that student’s parents/guardians failed to comply with the Compulsory School Attendance Act, the school official in charge of attendance shall give written notice to the parents/guardians in person or by registered mail requiring the student to appear in attendance on the next regular school day following receipt of notice. The intermediate superintendent or superintendent of schools shall notice the school official in charge of attendance of the failure on the part of the parent or other person in parental relation to comply with the notice. MCL380.1587
Step 5: After 10 absences, at the discretion of the school, the officer and/or school may refer the matter to the Prosecuting Attorney so Family Court intervention may be sought. If the officer/school deems appropriate, warrant requests from the parents/guardian shall also be submitted to the Prosecuting Attorney for failure to comply with the Compulsory School Attendance Act.

Hall Passes
During class time, students shall not be in the halls without a pass. Passes are to be shown to any staff member upon request. The reason for being out in the halls during curriculum must be an expression of an important one. Education takes place inside the classroom not in the halls.

Homework & Retake Policy:
It is the policy of GJHS that homework assignments are to practice skills/content or for review purposes. Homework is only assigned when there is a reasonable expectation that students have the skills necessary to be able to work on the assignment with some level of confidence. The following are recognized as sound reasons for homework:

- To reinforce through practice or drill
- To support and enrich classroom instruction
- To supplement, extend or make school experiences more meaningful
- To strengthen study skills and habits
- To accommodate differences in learning or working rates
- To broaden student outlooks and perspectives

Parents are our partners in education and are encouraged to take an interest in the homework of their students and give consideration to the time demands or assignments of their classes. GJHS recognizes that students master their learning at different paces. Students are expected to complete their assignments on time. However, if they are unable to do so, they must speak to their teacher for possible extensions. If completed homework assignments or tests (that are graded for accuracy) result in a low score, students may request the opportunity to rework the assignment or redo the test to demonstrate mastery. This rework policy will be based on the procedures established by their classroom teachers and if the student displayed honest effort on the first attempt.

Emergency Medical Information
In the event of an emergency, it is important that we have updated information in the Skyward computer system in case we need to immediately contact parents. As phone numbers, emergency contacts and addresses change, please call the school with updated information. Additionally, state law requires that all students must have an emergency medical card completed, signed by a parent or guardian and filed in the school office.

Student Release Procedures
If a student is to leave school with anyone other than a parent or legal guardian, that person’s name MUST be listed on the emergency form that is on Skyward. Phone consent to authorize others to pick up a child will NOT be accepted. This rule is for the safety, security, and concern of the student.
Illness and Fever
Often students come to the office not feeling well. When this happens, office personnel will assess the situation and determine how to best treat it. If a student has a fever, as recorded by the office thermometer, the student MUST go home. If the situation merits calling the school nurse, that will be done. At that point, the nurse will take over and, if necessary, will contact the parent with information. We will not administer medicine to students unless we have signed consent from a doctor.

Injury
At times, injuries will occur at school. Students are expected to report all injuries (small or large) to the office immediately following the incident.

Search and Seizure
School administration and/or designee retains the right to make routine inspections of any or all school property, including lockers/desks, property assigned to student, and personal property, if there is reasonable cause to do so.

Police Presence in the School
Gladwin Community Schools partners with local authorities to help maintain safety in the school setting. Police (school resource officer-Kyle Binger, other local police and/or state troopers) may enter the school from time to time for various reasons. Law enforcement may have access to students on school property during school hours for the purpose of interrogation or investigation. The following guidelines will be followed:

- First and foremost, parents will be informed of the situation involving their child. If the police deem it necessary to question/talk/interrogate the student, parents will be informed and have the right to be involved in the questioning.
- A guardian can give verbal permission for their child to be questioned.
- School administration will follow up with any necessary concerns.

Immunizations
Students must be current with all immunizations required by law or have an authorized waiver. If a student doesn’t have the necessary shots or waivers, the student and parent will be contacted via mail with a warning letter. This outlines the requirements and sets a deadline to get the shots or show that there is an appointment to get the shots. If that date is not complied with, the student and parent will receive an exclusion letter, which means that will not be able to attend school until the acceptable arrangements are made. Families who are interested in waiving immunizations for any reason should contact the Central Michigan District Health Department (Gladwin branch 426-9431) to obtain a waiver form or contact a medical doctor. This form MUST be on file with the school.

Alternate Bus Arrangements
If a student is riding the bus home with another student, the parent should contact the Transportation Department at 426-8494 with the details of the arrangements. It is not necessary to contact the Junior High.

Medication
Students are NOT allowed to possess any medicine at school. This can include but is not limited to Aspirin, Motrin, Excedrin, cough syrup, allergy tablets, pain relievers, etc. If students are on maintenance medicine, the school is happy to comply with administration of medicine. A doctor’s
permission is required. If the parents/guardians want the school to administer medicine during school hours, we must have a doctor’s approval. The school will NOT administer unauthorized medication to ANY student.

**Students with Asthma**
Students diagnosed with asthma can carry a prescribed inhaler and self-administer.

**Students with Allergies**
In the case of a student with severe allergies, the school must be notified by parent/guardian with written documentation of the allergy. The school will work with the parent to develop a personalized plan to manage the allergy. If an epi-pen is required to treat emergency shock scenarios, it should be housed in the office. All staff will be trained on how to administer epi-pens annually. It is required, by law, that each time an epi-pen is administered, emergency medical providers will be called. The parent may waive this right and seek medical attention on their own.

**Nondiscrimination Policy**
It is the policy of the Gladwin Community School District that no personal shall on the basis of race, color, national orgin, sex, or handicap be denied the benefits of, or be subjected to discrimination under any proram or activyt or in employement.

**Student Valuables**
Students are discouraged from bringing valuable items to school. This includes but is not limited to large sums of money, valuable jewelry, electronic equipment, etc. The school can not be responsible for lost, misplaced, or stolen items. It is important that school distributed locks are used to discourage theft.

**Student Fees, Fines, and Supplies**
Parents are asked to provide school supplies. Each grade provides a supply list. If any student has difficulty acquiring these items, office staff can help. Students are able to check two books out from the library for two weeks at a time. If a student loses a book, he/she is not allowed to check out another book. If, at the end of the year, a student cannot locate the book, the student will be charged the cost of the book. The student will not receive the following year’s schedule until the fine has been paid or the book returned.

**School Closings and Delays**
If school is closed or delayed due to inclement weather, an automated call will go out to all families. Phone calls will be made to all the numbers that are in Skyward.

**Fire, Lock Downs, and Tornado Drills**
To comply with safety laws, the school will conduct the required amount of fire drills, tornado drills and lockdown drills. Administration and teachers will guide students on protocol for all of the drills.

**Reporting a Potentially Dangerous Situation**
Should a student be aware of any dangerous situation or accidents, he/she is strongly encouraged to notify and report any staff person immediately.

**Visitors**
Gladwin Junior High always welcomes visitors in the building. To ensure building security and safety, all visitors will be required to utilize the buzz in system at the main doors. Visitors must then report to the office and obtain a visitor’s pass.
Library Availability
The library is open for student use from 8:05-8:20 and during most lunch periods. Students are encouraged to use this time to check grades, check out books, study, or take care of technology-related needs. Occasionally, the library will be closed during recess and students will be encouraged to go outdoors.

Lost and Found
GJH maintains a lost and found area. Each student is urged to cooperate by turning into the office all articles which are found. It is a good practice to label all personal items in some way. Several times a year, unclaimed items are donated.

Office Telephone Use
Office phones are for business usage. However, in the event of an emergency, students will be allowed to use them. These phone calls should be made during passing time, lunch time, before school or after school. If a parent needs to contact his/her child during the school day, calling the office at 426-3808 is the best plan. Messages are delivered at the end of the day, around 3:00. Making a plan ahead of time is ideal.

Social Media
The last thing young people want is another set of rules. But these days, social media comes with great responsibility. The fact is, irresponsible social media conduct could potentially have a negative impact on a student’s education. Most of the consequences are preventable, often with thought and a little foresight. Social Media includes but is not limited to Facebook, Instagram, SnapChat, Twitter, YouTube, etc.

The district discourages use of Social Media at Gladwin Junior High. At times, information that has been transferred over social media spills into the school environment. If it gets in the way of the educational process, the district will intervene in whatever way necessary.

Cellular Devices
Gaming devices and phones are allowed **before school only**. At 8:20-8:25, ALL devices should be stored in a secure locker that has been assigned to the student. Some students choose to stay in the cafeteria and utilize the device. However, if a student choose to walk the halls, the device must be in lockers before 8:25 and NOT on one’s body. Cellular phones and electronic communication devices are to be powered off and stored in a locker from 8:25-3:21. If a student choose to carry his/her device and are caught the following infractions will take place:

1. **1st offense** - The device will be confiscated and the parent/legal guardian will be required to come in, in-person and retrieve the device. The phone will not be released via phone call or through another individual.

2. **2nd offense** - The device will be confiscated and the parent/legal guardian will be required to come in, in-person and retrieve the device. The student will also receive 2 lunch detentions.

3. **3rd offense/repeated infractions** - parent conference before phone will be returned

Refusal to comply with a request for the device to be relinquished to a teacher or staff member will be treated as insubordination.

Field Trips/Class Trips
At various times throughout the year, classes will go on field trips. The field trips serve multiple purposes. Students are expected to have displayed continued appropriate behavior at orientation,
school personnel will have a year-long permission slip available to sign. Parents will be reminded via email, phone call or letter when these trips are nearing. The main trips include:
6th Grade-Loons, $5.00 lunch if families choose to participate (May), no phone allowed
7th Grade-Springs, no additional cost to families (May), no phone allowed
8th Grade-Mackinaw, no additional cost to families (May), phone allowed

**Progress Reports**

Progress reports are sent home periodically via email to help inform parents on their child’s progress, grades and/or missing work. This information is always available through Skyward. Checking Skyward is going to give you the most up-to-date information. Communicating with the teacher will give you a more complete picture.

**Report Cards**

Report cards will be issued at the end of each marking period. Skyward allows you to always be familiar with report card information, grades, assignments, missing work, attendance, tardies, etc. Skyward has a mobile app.

**Grading Scale**

Gladwin Junior High School uses the following system of grading:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>A</td>
</tr>
<tr>
<td>90</td>
<td>A-</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
</tr>
<tr>
<td>77-79</td>
<td>C+</td>
</tr>
<tr>
<td>73-76</td>
<td>C</td>
</tr>
<tr>
<td>70-72</td>
<td>C-</td>
</tr>
<tr>
<td>67-69</td>
<td>D+</td>
</tr>
<tr>
<td>63-66</td>
<td>D</td>
</tr>
<tr>
<td>60-62</td>
<td>D-</td>
</tr>
<tr>
<td>0-59</td>
<td>E</td>
</tr>
</tbody>
</table>

(Marking period grades will be rounded up at .5 through .9.)
Positive Rewards for Excellent Attendance
Knowing good attendance is important for future success, students who display “perfect” attendance will be acknowledged at the end of the year honor’s assembly.

Parent-Teacher Conferences
A big key to student success is having a good working relationship with the parents. One important way to facilitate this is through parent-teacher conferences. This year they will be on Thursday, November 7, 2019. Students attend school a ½ day with a 12:22 dismissal time and parent-teacher conferences begin at 1:00 and go into the evening with a short dinner break. If parents can’t attend this date, other arrangements can be made.

Acceptable Use Policy (AUP)
Each student is expected to read and sign an AUP. The AUP outlines expected behavior when using technology. Students need to complete the AUP only once while a student at GJH. Failure to follow the AUP may result in a disabled account.

School-Sponsored Clubs
Student Council-a year-long student organization responsible for sponsoring student life events including dances. Students must run for office. Before students vote, they must fill out a ballot and give a short speech. Requirements to be a class officer includes a minimum 2.0 GPA and display exemplary behavior with no more than 2 office referrals.
Head to Head-A competitive team in which students present in many categories like vocal, dramatic and instrumental performance, trivia, etc.
Builder’s Club-A service organization which participates in community service projects throughout the year.
Science Olympiad-A competitive team in which students present a project and compete with other schools. This begins in January and ends in March.
History Club-Students participate in and complete various history-related projects. Students may also participate in various out of school field trips to historical events and/or locations.

Athletics
Girls Opportunities
7th and 8th grade Volleyball (fall)
7th and 8th grade Cross Country (fall)
7th and 8th grade Basketball (winter)
7th and 8th grade Track
Boys Opportunities
7th and 8th grade Cross Country
7th and 8th grade Basketball
7th and 8th grade Track
According to MHSAA regulations, 6th grade students may participate in 7th grade sports and 7th grade students can participate in 8th grade sports. Gladwin Junior High athletes will follow the junior high/middle school regulations which have been written by the Michigan High School Athletic Association (MHSAA). Athletes must eligibility to play and that is passing 4/6 classes. Eligibility is figured weekly. There is a $25.00 participation fee for each sport played with a $50.00 cap. Additionally, there is an annual insurance payment of $5.00 required by all athletes.
Dances
GJH will sponsor dances periodically throughout the year. The cost for most all dances is $3.00, and they run from at 3:30-5:30. The 8th grade farewell dance will be at the Sportsman Club (1365 Shaw Road) from 6:00-8:30 and the cost for that one is $5.00. The farewell dance is a “dress up” dance. It will be held on Friday, May 15, 2020. Once students have paid, they are not allowed to leave unless a parent of legal guardian pick the student up early. Guests from other schools or homeschooled students are not permitted at any school dance. Since it is a school-sponsored event, all school rules apply. Prompt pick up is appreciated.

Dress Code
School is a place for education, and students are expected to dress appropriately for an educational environment. While fashion may change, the reason for being in school does not. Grooming and dress by our students is an expression of pride in self and our school. The primary responsibility for students dress rests with the parents/guardians. The school has the added responsibility of establishing and maintaining the proper atmosphere and dress which ensure the maximum opportunity to learn.
The following styles or manners of dress are prohibited and pertain to both male & female students:
- Shirts/tops cannot be too low cut where the chest is inappropriately revealed
- Holes in pants are permitted but can not be high on the thigh or showing undergarments
- Pajama pants are consisted sleepwear and are not allowed
- Hats need to be removed once a student enters the building
- Hoods on sweatshirts must be kept down at all times while in the building
- Coats, purses, bags, and backpacks are not to be taken into the classrooms.
- Shirts that show midriff area are not allowed
- Shirts that display vulgar or abusive messages
- Clothing obscenely advertising alcohol and/or drugs
- Shorts that are excessively short and excessively tight
- No attached chains are allowed to be attached to the belt area

Students who violate these rules will be asked to change in a reasonable time frame. The Aviary (our school clothing store) is another viable option for students. The Aviary has many types of clothing as well as a dressing room. If the student chooses not to change, parents can be called to bring alternate clothing. Repeated dress code violations will require a meeting with the parents/legal guardian.

Textbooks and Classroom Materials/Learning Aids
Books/materials/learning aids are loaned to students. Fines will be charged to students for items lost or abused beyond normal use.

Care of Property
Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities is senseless. Therefore, if a student does damage or loses school property, the student or his/her parents/legal guardian will be required to
pay for the replacement or damage. If the damage was intentional and with malice, discipline may also be administered.

**Lockers**
Each student is issued a locker and a unique lock with a combination they only know. Students should not share their combination with any other student. If there is a problem with the lock, students need to see Mrs. Johnson in the office. If the lock is continually dropped, it will not function properly. Students may be charged for multiple offenses. Due to enrollment numbers, 6th grade students will be sharing a locker. The lockers are assigned according to advisory classes. Seventh and eighth grade students are not allowed to share lockers unless they talk with Mrs. Cote or Mr. Mausolf first. Lockers are to be closed and locked after each passing time. Gym Lockers are provided for the convenience of students. Locks will be provided for use during physical education classes. Students are highly encouraged to lock up personal items and all valuables. Phones should NEVER be in the gym locker rooms.

**Drug Dissemination (Theft and Stealing)**
Dissemination of drugs, whatever their legal status, to fellow students endangers the physical health of those students and cannot be tolerated. Whether or not these are chemicals or controlled substances, their potential for causing harm is considerable and apparent. The possibility of an allergic reaction to such drugs does exist. A student may take an overdose or improperly mix a drug with another, creating a harmful interaction effect. Additionally, the distribution of any form of pills, however harmless, in school would directly contribute to the creation of a drug-oriented atmosphere.

Violation of the above rule could and/or will result in: immediate parent contact, immediate referral to police, a 10 day suspension, possible recommendation for expulsion and superintendent involvement. A comprehensive investigation will take place to determine the exact nature of each situation.

**Equal Education Opportunity**
It is the policy of the district to provide an equal education opportunity for all students. Any person who believes he/she has been discriminated against on the basis of her/his race, color, disability, religion, gender or national origin while at school or a school activity should immediately contact the compliance officer, Rick Seebeck at 989-426-9255. Complaints will be investigated in accordance with the procedure as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Principal can provide additional information concerning equal access to education opportunity.

**Youth Tobacco Act—Public Act 314**
Makes it illegal to sell, give or furnish tobacco products to anyone under the age of 18. It is also illegal for a minor to attempt to purchase possess or use tobacco in a public place and could be subject to a fine.

Other tobacco-like substances are also prohibited. They include but are not limited to cigars, vaping paraphernalia, e-cigarettes, smokeless tobacco, matches or lighters.

If a student violates this policy, he/she will be suspended for 8 days. Students will, however, have the option to enroll in a smoking cessation class at 10-16. The class is intended to educate students of the dangers of tobacco. The parents/legal guardians are responsible for enrolling in the program. If the class is successfully completed, the suspension will be reduced to 3 days. If a
second offense occurs, the student will receive an 8 day suspension. A third offense will result in referral to the Board of Education for an expulsion hearing.

**Dangerous Weapons**
Administration is required to report any situation where a dangerous weapon is involved on school grounds or in route to or from school to local law enforcement and parents or legal guardian. Administration reserves the right to make the final decision based on each situation. A careful and thorough investigation will be conducted.

**Public Display of Affection (PDA)**
- PDA is prohibited at Gladwin Junior High. This could include but isn’t limited to hugging, hand holding, kissing, sexual gestures or innuendos.

**School Counseling**
- As part of the educational services offered at GJH School, students and parents will have access to counseling services. These student services can include classroom guidance lessons, individual or group counseling, crisis intervention and/or parenting programing. Parent notification will be made in writing if ongoing individual or group counseling services are recommended or requested. All students may have access to classroom guidance lessons and crisis counseling without prior notification. To provide quality services to students all counseling sessions will be kept confidential, unless a student discloses information that is required by law to be reported by the service support team member. Support Services team members may consult with other professional peers regarding counseling treatment coordination and services. At GJH, these services will be provided by a licensed school social worker or interventionist.

**Sexual Harassment Policy**
Sexual harassment includes making unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal and/or physical conduct of a sexual nature. All students are expected to conduct themselves with respect for the dignity of others. Some examples of sexual harassment: sexual remarks/suggestions, unsolicited and unwelcome flirtations/advances/propositions, graphic/degrading comments about a student’s appearance/dress/authority, verbal abuse/sexual connotations, display of sexual suggestive objects/pictures, dirty jokes/offensive gestures, or conversation regarding personal sexual matters.

One of the most important aspects of a sexual harassment claim is determining that the behavior was unwelcome. Therefore, it is important to communicate to the harasser that the attention is unwanted. Any student who believes he or she has been subject to discriminatory and/or sexual harassment, insults, or intimidation shall report the incident to the administration. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school.

**Bullying Policy**
Bullying or other aggressive behavior is strictly prohibited at Gladwin Junior High. Bullying is defined as sustained and ongoing behavior toward another. It should not be confused with unkind or mean behavior. Bullying can include written, physical, verbal, and psychological abuse. It could include hazing, gestures, comments, and threats/actions to a student. Bullying could include harming one’s personal safety. Gladwin has a bullying policy which can be obtained on request.
Recess
- Gladwin Junior High has a closed campus. That means students are not allowed to leave school grounds during the school day, specifically at lunch.
- Students may not jump the fence.
- Students may not kick any balls for any reason.
- Students should try to keep balls off the roof.
- No throwing of objects (rocks, stones, snowballs, ice fragments, sticks)
- Stay away from the drainage hole. Leave manhole cover in place.
- Students need to walk to recess and walk back into the building on the sidewalk area, respectfully.
- Students need to exit the building expeditiously, without loitering.
- Octoball is meant to be a fun game. There are rules that need to be followed. Failure to follow these rules or over aggressive play will result in loss of privilege.
- No drinks or food allowed outside.
- Students can secure a library pass from the office staff or paraprofessionals.

Gladwin Community School Bus Rules
All students must observe the following bus regulations. They are designed with the safety of our kids in mind. It is critical that students cooperate with other passengers, bus drivers, and all school personnel to ensure safe transportation for all.

1. Students shall obey the driver and occupy the seat assigned by the driver/monitor at all times.
2. Students need to be seated when the bus is in motion.
3. Students must sit on the seat of the bus, face the front of the bus and keep feet and all personal belongings out of the aisle.
4. Passengers may not bring anything on the bus that cannot be safely and comfortably held on the lap. Nothing should be placed in the aisle, near the driver, or the emergency exits.
5. Students are expected to have exemplary behavior while riding the bus.
6. All male junior high/high school students will sit on opposite sides of the bus from the female junior high/high school students.
7. Students will not be permitted to get off the bus except at their regular stop unless they have PRIOR permission from the Transportation Supervisor. The supervisor can be reached at 426-8494. Leave a message if no one answers!
8. Passengers must make every effort to keep the bus clean and orderly. Any damage to the bus by its passengers will result in payment for repair and/or replacement. Suspension of transportation service for a period of time and possible referral to local authorities may result.
9. Students need to keep ALL body parts and items inside the bus at all times.
10. Students are not allowed to use rear door, side door and roof escape hatch except in an emergency.
11. Students are expected to use appropriate language and display appropriate behavior at all times. Use of discriminatory and/or sexual harassment, insults or intimidation on the basis
of race, color, origin, sex or handicap while on the bus are prohibited. Anyone violating this policy will be subject to disciplinary action determined by school personnel and transportation supervisor.

12. Eating and/or drinking is not allowed on the school bus. Exceptions will be made for medical reasons with documentation from the doctor, parents and or guardians.

13. Animals of any sort are not permitted on the bus.

14. Students are not to use cell phones while riding the bus. Taking pictures and making phone calls are strictly prohibited.

15. Students are not to use hair spray, perfumes, deodorants, or other types of sprays on the bus.

16. Passengers are not to use loud or undesirable language or gestures. Fighting, pushing, shoving and horseplay are strictly prohibited.

17. Students from the high school and junior are expected to ride a shuttle bus. Students are expected to ride their assigned bus. If students are shuttling to another building and their assigned bus is not a shuttle bus, then that is acceptable to ride an alternate bus and then locate their assigned bus.

18. Remember, the bus driver is not only responsible for the bus but also has complete authority to control the conduct of all passengers. All passengers must follow the above rules and regulations and any other instructions given by the bus driver/monitor to ensure the safety of all persons involved. If at any time, in the judgment of the driver/monitor, a student fails to follow instructions or violates bus rules and regulations, the driver/monitor will file a written bus conduct report. These reports will result in a warning notice to parents of the violator or suspension of transportation services.

19. Riding the school bus is a privilege! Don’t lose your ride!

School rules and bus rules coincide. The transportation department and the school work together to maintain the safest environment. Further, if a student chooses poor behavior on the bus, there could be school discipline.
Parents must sign and return this form BEFORE the student can utilize Gladwin Community Schools’ transportation.

Name ____________________________ Date __________________________

Grade __________ Bus and Route Number ____________

Violation of safety procedures Destruction of property
Writing on seats Fighting/Pushing/Tripping
Eating/Drinking/Littering Inappropriate Language/Behavior
Smoking/Chewing Rude, surly behavior
Other

Description of Incident:
______________________________________________________________________________
______________________________________________________________________________
________________________________________________________________________

Action Taken

Student denied bus privilege Student suspended
Student placed on probation Case referred to:

Comments:

Bus Driver’s Signature ______________________

Administrator’s Signature ______________________

Parent Signature ______________________