

**Gladwin High School**  
and  
**Gladwin Alternative Education**  
**Student Handbook**  
**2019-2020**



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**Gladwin, MI 48624**  
**GHS Office: 426-7341**  
**Alternative Education: 426-1891**  
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**[gladwinschools.net](http://gladwinschools.net)**

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*Parents and Students of GHS:*

*Welcome to the 2019-2020 school year. This handbook will provide important information, but by no means, is to be interpreted as being a complete list of procedures and regulations of the school. Rather, it will help you understand the expectations of Gladwin High School.*

***At GHS we recognize our students’ needs vary widely. With that in mind we are guided by a philosophy that is reflective of our community. Parents are our partners in providing a safe, caring environment where all students can learn. Students are afforded the opportunity to master their learning through a wide variety of supports and interventions. We empower our students to improve their learning and achieve their goals by fostering hope, respect, and perseverance.***

*You are fortunate to have a knowledgeable and supportive staff. We expect you to work hard and be respectful. We anticipate great things from you, and we are here to help you succeed. If you have any questions or concerns, please feel free to contact us. Make this your best year yet!*

*With Gladwin Pride:*

*Mrs. Brown  
Principal*

*Mr. Robinson  
Assistant Principal*

## IN A SUCCESSFUL SCHOOL

Staff members will use discipline with dignity at all times. Non-coercive methods will be utilized first and foremost. Situations may occur where firm behavior modification is necessary.

Regulations for student discipline are precisely and clearly stated and consistently enforced. Discipline for rule infractions is incremental; that is, repeat offenders receive harsher discipline. All staff members enforce the rules equally and consider such enforcement to be a professional responsibility. The bottom line is that all students are to act like mature ladies and gentlemen everywhere on our campus.

### ADMINISTRATION

Superintendent .....	Rick Seebeck
Business Manager .....	Mandi Zaborowski
High School Principal .....	Elizabeth Brown
Assistant Principal .....	Jason Robinson
Alternative Education Director .....	Elizabeth Brown/Jason Robinson
Athletic Director .....	Lauren Haines
Transportation Supervisor .....	Bernie Williamson
Maintenance Supervisor .....	Ron Smith
Custodial Supervisor .....	Ronda Smith
Food Service Director .....	Sharon Kennedy

### STAFF

Mrs. Baker .....	English/Psychology
Mrs. Baranek .....	Alternative Education
Ms. Billman .....	Art
Mr. Bragg .....	English
Ms. Burr .....	Science
Mr. Cherry .....	Social Studies
Mrs. Cunningham .....	Vocal Music
Mr. Donahue .....	Science
Mrs. Freds .....	School Counselor
Mr. French .....	Math
Mr. Helmling .....	Computers
Mr. Jarstfer .....	Business/Health
Mrs. Lundquist .....	Special Education/Library Paraprofessional
Mrs. Malosh .....	Special Education
Ms. Mills .....	Math
Ms. Minardi .....	English

Mr. Raymond.....	English
Mrs. Sapienza.....	Instrumental Music
Mrs. Mitchell-Seiser.....	Special Education
Mr. Smalley.....	Speech/Social Studies
Ms. Smith.....	Secretary
Mr. Taylor.....	Physical Education/Health
Mrs. Vasher.....	Math
Mr. Verellen.....	Science
Mrs. Verellen.....	Social Studies
Mrs. Wohlschlegel.....	Secretary
Mr. Woodbury.....	Special Education
Mrs. Woodbury.....	Business/Special Education
Ms. David.....	Spanish
Ms. Galeener.....	Applied Arts

**WHOM TO SEE FOR WHAT**

Academic Problems.....	Teacher/Counselor
Academic Requirements.....	Counselor
Alternative Education.....	Mrs. Brown/Mr. Robinson
Attendance.....	Mr. Robinson
Bus Problems.....	Mr. Williamson
Curriculum.....	Counselor
Detention.....	Mr. Robinson
Discipline.....	Mr. Robinson
Driver Education.....	Main Office
Lunch/Breakfast Program.....	Main Office
Graduation Information.....	Mrs. Wohlschlegel
Locker Problems.....	Mrs. Wohlschlegel
Medical Problems.....	Main Office
Scheduling.....	Counselor
Sports Information.....	Ms. Haines
Transcripts.....	Ms. Smith
Vehicle Registration.....	Main Office
Work Permits.....	Main Office

### **GENERAL INFORMATION**

Main Office Hours..... 7:45 A.M. – 4:00 P.M.  
Class Hours..... 8:25 A.M. – 3:21 P.M.

### **OFFICE PHONE NUMBERS**

Alternative Education ..... 426-1891  
Athletic Office ..... 426-5491  
Guidance Office ..... 426-8112  
Main Office/Attendance ..... 426-7341  
Superintendent..... 426-9255  
Elementary..... 426-7771  
Intermediate ..... 426-4531  
Junior High ..... 426-3808  
Maintenance/Transportation ..... 426-8494

Gladwin Community Schools' web page is [www.gladwinschools.net](http://www.gladwinschools.net). When inclement weather makes travel conditions unsafe, please be sure to listen to one of the following stations for notice of school being closed for the day: WGDN-103FM, WUPS-98.5, WCFX-95.3, WNEM-TV5, WWTV-9/10, WMPX/WRMX-97.7, WKKM-92, and WCEN-94.5. If you have listed a phone number with the school, you will also receive a phone call through the Gladwin Emergency Call System.

### **GLADWIN HIGH SCHOOL SCHEDULE**

1 <sup>st</sup> Hour	8:25-9:16am
2 <sup>nd</sup> Hour	9:21-10:17 am
3 <sup>rd</sup> Hour	10:22-11:13 am
Lunch	11:13-11:48 am
4 <sup>th</sup> Hour	11:53-12:44 pm
5 <sup>th</sup> Hour	12:49-1:40 pm
6 <sup>th</sup> Hour	1:45-2:36 pm
7 <sup>th</sup> Hour (IT)	2:41-3:21 pm

### **Alternative High School Schedule**

Block 1	8:20-9:50 am
Block 2	9:55-11:27 am
Lunch	11:27-12:02 pm
Block 3	12:07-1:39 pm
Block 4	1:44-3:16 pm

**FLYING G'S FIGHT SONG\***

Onward Gladwin! Onward Gladwin!  
Fight, Fight to the End!  
Watch Our Team Go in the Game-  
For We Most Always Win.  
Rah! Rah! Rah!  
Onward Gladwin! Onward Gladwin!  
Of Our Fame Shout Loud.  
Of Our High School and Team  
We're Proud! Proud! Proud!

\*Please stand whenever our school fight song is played.

**GLADWIN COMMUNITY SCHOOLS**  
**School Calendar 2017-18**

Professional Development (No Students) .....	August 19, 2019
Professional Development (No Students) .....	August 20, 2019
Professional Development (No Students) .....	August 21, 2019
½ First Day for Students .....	<b>Monday, August 26, 2019</b>
No School .....	Friday, August 30, 2019
No School (Labor Day) .....	Monday, September 2, 2019
Parent Teacher Conferences ( <b>K-5 only</b> ) (1/2 day all students) .....	October 10, 2019
End of First Marking Period .....	October 25, 2019
½ Day for Students .....	November 7, 2019
Parent Teacher Conferences ( <b>6<sup>th</sup>-12<sup>th</sup> Only</b> ) .....	November 7, 2019
½ Day for Students and Staff .....	November 8, 2019
Professional Development (Half Day Students) .....	November 13, 2019
Professional Development (Half Day Students) .....	November 14, 2019
Deer Season (No Students) .....	November 15, 2019
½ Day for Students and Staff .....	November 27, 2019
Thanksgiving Break .....	November 28 and 29, 2019
Christmas Break Begins (No School) .....	December 23, 2019
Back to School .....	January 6, 2020
End of 1 <sup>st</sup> Semester .....	January 10, 2020
Teacher Records Day (No Students) .....	January 13, 2020
Professional Development (Half Day Students) .....	January 16, 2020
Professional Development (Half Day Students) .....	January 17, 2020
Winter Break (No School) .....	February 3, 2020

Winter Break (No School) .....	February 28, 2020
End of Third Marking Period.....	March 20, 2020
Spring Break Begins (No School).....	March 23, 2020
Back to School (Monday).....	March 30, 2020
Good Friday (No School).....	April 10, 2020
Memorial Day (No School).....	May 25, 2020
Back to School (Tuesday) .....	May 26, 2020
½ Day for Students-Exams .....	June 4, 2020
½ Day for Students-Exams (Last Day for Students) .....	June 5, 2020
<b>Teacher Record Day-No Students .....</b>	<b>June 8, 2020</b>

**GLADWIN COMMUNITY SCHOOLS ACCEPTABLE USE POLICY**

The Gladwin Community School District believes that computer technology can positively affect the work and educational experience for students and staff of the district. It is, therefore, a goal of the school district to make technology available for all to use as they need.

In order to fulfill this commitment, it is essential to the district that the computer hardware, software, data, and networks be maintained in a secure environment and be used in a responsible manner.

**NO FLAMING/CYBER BULLYING**

Flaming, the act of making threatening or derogatory (put down) statements using a school device, is prohibited. There should be no obscene or objectionable pictures, graphics, or text on the computers. In addition, references to the making or inappropriate use of bomb, alcohol, tobacco, drugs, etc. is strictly prohibited.

**NO HACKING**

Malicious destruction of computer files (hacking) is a form of vandalism and is prohibited. The invasion of privacy on the local drive, GHS network or Internet is also unacceptable. Students are not to view, alter, customize, or sabotage common school menus. It is the responsibility of all users to ensure that they do not introduce computer viruses, Trojan Horses, or other files that may damage the systems.

**COMPUTER GAMES**

No computer games are to be loaded or played on any school computer.

**PASSWORD RESPONSIBILITY**

Students are responsible for the actions taken under his/her password. Passwords are to be kept confidential. If someone is logged in under another student’s name and misuses the computer, each person will pay the consequences of the actions.



### CONSEQUENCES

In an effort to protect the computer system that students and staff depend on, we appeal to each user to help police our technology. If you observe someone violating the rules above, please point it out to them. If they persist, notify the teacher. Repeat offenders may be denied total access to all school computers for the rest of their high school career.

- The first violation of the AUP will result in a warning to the student.
- The second violation will result in loss of computer usage for two weeks.
- The third violation will result in loss of computer usage for the remainder of the semester.
- Any further violations may result in suspension.

Extreme actions of computer vandalism or threats will be dealt with according to the Gladwin student discipline code and may result in suspension and/or expulsion.

### AIDING OR ABETTING VIOLATION OF SCHOOL RULES

If a student assists another student in violating any school rule, he/she will be disciplined and may be subject to suspension and/or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

### ALCOHOL AND OTHER DRUGS

Possessing, using or transferring any substance which produces abnormal behavior, or like substance which is given or taken with intent to produce abnormal behavior, is prohibited at all times in the school building, on any school property and during any school activity on or off campus. This includes drug paraphernalia, unauthorized prescription use and any other items associated with drug use.

Students who are using or who are in possession of alcohol and/or other drugs are subject to both school sanctions and fines via law enforcement agencies. If a student is caught using or in possession of alcohol and/or other drugs on school property (this includes being in school under the influence of alcohol and/or other drugs consumed off campus) the police will be called and the student may be arrested at the discretion of law enforcement.

- First offense: Ten day suspension and recommendation to outside counseling at no cost to the district.
- Second offense: Ten day suspension and recommendation for expulsion before the Board of Education.

## **ASSAULT**

Anyone found to have committed an assault will be disciplined up to and including expulsion per state mandated laws.

### **ASSAULTS – STUDENT TO ADULT – PUBLIC ACT 104**

The law requires the permanent expulsion of students in grade six and above who intentionally cause or intend to cause physical harm to a teacher, volunteer, employee, or contractor in a school. Students must reapply to the Board of Education for reinstatement. The bill also requires the expulsion of student for up to 180 days for verbal threats, bomb threats, or similar threats.

### **ASSAULTS – STUDENT TO STUDENT – HOUSE BILL 4240**

The Board shall expel a student in grade six or above to up to 180 days if the student commits a physical assault against another student on school property, on a school bus (or other school related vehicle), or at a school sponsored activity or event. The Board may modify the expulsion period on a case-by-case basis. This policy shall be applied in a manner consistent with rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

## **ABSENCES – CONTACTING SCHOOL**

It is important for parents to contact the school when their student is absent. Excused absences are absences excused by a parent/guardian on the first day of the return to school following the absence. Calls can be made to (989) 426-7341, email sent to [mwohlschlegel@gladwinschools.net](mailto:mwohlschlegel@gladwinschools.net), or a note sent with the student. Calling or emailing options are available 24 hours a day, seven days a week. Failure to call or send a note within 48 hours from the return to school will result in an unexcused absence.

## **ATTENDANCE PHILOSOPHY**

Because school attendance is a major factor related to academic success, the students of Gladwin High School are expected to attend school on a regular and consistent basis. Students must be present if they intend to take full advantage of the opportunities offered to them in the classroom. Regular attendance at school teaches self-discipline and responsibility which are characteristics of reliable and employable adults. It is the responsibility of the students, parents, faculty, and administration to recognize the importance of school attendance and its impact on academic achievement.

## **ATTENDANCE POLICY**

Michigan law (MCL 380.1561) requires student attendance to “be continuous and consecutive for the school year.” Students who have a pattern of excessive absences will be considered truant and referred to the prosecuting attorney and Probate Court.

School related absences, and absences due to hospitalization, or absences due to suspension will not be counted toward this policy. All other absences will be counted toward this policy.

### SKIPPING POLICY

Skipping is an unexcused absence and will be treated as such in the classroom. The number of hours skipped will be doubled to the number of hours of detention. Anyone skipping Saturday and/or after school detention may be suspended on the next official school day.

### PRE-ARRANGED ABSENCES

- A. Any request for a pre-arranged absence should be made to the assistant principal five days in advance.
- B. Parents and students should make every effort to schedule vacations, family trips, medical and dental appointments, family related work, and other personal business, at a time when school is not in session. We must all promote the importance of attendance and punctuality in school and in the work force.
- C. College visitations will be considered school related absences for students with Junior or Senior status, but are limited to two visits per school year. Written verification of appointments from the host school must be received by the attendance office in order to be considered school related and not count toward the attendance limit.
- D. Pre-arranged absence forms should be utilized and are available in the attendance or guidance office.

### APPEAL PROCESS FOR DISCIPLINE PURPOSES

To ensure that each student is given due process, the school has established the following appeal procedure for discipline purposes.

Parents will have two school days from the date of notification to register their written request for appeal with the principal, and should clearly define or explain the reasons the appeal is based upon. If a request for appeal is not received within two school days, the decision will stand. The appeal process for discipline purposes has three levels:

#### FIRST LEVEL

The principal or designee: A conference will be scheduled with parents/guardians as soon as possible following the request for appeal. A decision will be rendered within two school days of the conference. The conference can be conducted over the phone.

### SECOND LEVEL

The superintendent or designee: A conference will be scheduled with parents as soon as possible following the request for appeal. A decision will be rendered within two school days of the conference. The conference can be conducted over the phone.

### THIRD LEVEL

An appeal to the Board of Education shall be made in writing within two school days after the superintendent's action has been received. A Review Hearing will be held at a regularly scheduled Board meeting. A decision will be rendered by the Board within five school days of the Review Hearing.

During the appeal process, the student will remain in class and be entitled to complete all work for semester credit until such time that a final determination is made.

### ATTENDANCE INCENTIVES

The following incentives will be offered for students with excellent attendance.

Perfect attendance would mean no absences in any classes for the semester. Field trips and other school authorized events that are off-campus will not count as absences. Administration will have the final determination.

#### Additional Perfect Attendance Incentives:

End of Marking Period and/or Semester

- Name on attendance display board

First, Second, and Third Consecutive year

- Semester certificate for exemption from two final exams
- Name on attendance display board

Fourth Consecutive Year

- Semester certificate for exemption from two final exams
- Name on attendance display board

### ARRIVING LATE

Students coming into school after the start of the school day must sign in with the secretary in the main office.

### LEAVING EARLY – SIGN OUT

1. Students must report to the attendance office before they leave the building.
2. All students (even those 18 years or older) will be allowed to sign out if:
  - a. The parent or guardian comes into the office to pick up a student.

- b. The student has a note from a parent or guardian in advance with a phone number on the note so the school can contact the parent or guardian to verify the note.
  - c. The student has received permission from a front office employee after parental permission has been verified.
3. Students will be assigned to detention if they leave the school and do not sign out. A call from a parent or guardian after the student has left the building will not be accepted.
4. Students may not sign out for lunch. Parental permission is not accepted to allow students to go out for lunch. GHS has a closed campus lunch policy for the safety of our students.
5. Any student that arrives later than fifteen minutes after a class has started will be considered absent for that class period. Students leaving more than fifteen minutes before the end of a class period will also be considered absent for the class period.
6. Messages and packages will not be delivered to students unless an emergency exists as determined by administration. Students will be notified whenever possible of any items/messages that need to be picked up.

### **TARDY POLICY**

Tardy will be defined as “the student will be in the room prior to the ending of the tardy bell”. If a student anticipates late arrival to his/her next class, he/she should request a pass from his/her teacher. Habitual tardies will be referred to the Assistant Principal for review and disciplinary action.

If a student’s bus arrives late, he/she should go directly to his/her locker to pick up necessary materials and deposit his/her coat. Sign in at the attendance office and pick up a late bus pass for admittance into class.

The cutoff point for a tardy is fifteen minutes into a class, after which it is considered an absence. Oversleeping will be considered an “unexcused tardy”.

### **BULLYING/SAFE ENVIRONMENT**

The Gladwin Community School’s Mission Statement states that we will provide a safe, caring environment where teaching and learning take place. Bullying is repeated comments or actions that are intended to hurt a student emotionally or physically for the purpose of gaining power or entertainment. Bullying is not a disagreement between friends, a friend hardship, students fighting over an issue or students that are both involved in inappropriate horseplay that has gone too far.

Gladwin Board Policy Summary is as follows:

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse; including hazing, gestures, comments, threats or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Consequences for bullying include: meet with teacher, counselor, and/or administrator, detention, suspension, law enforcement involvement, and/or Board of Education meeting for possible expulsion.

Ways to handle/avoid bullying include: understand some people may do or say mean things, avoid people that are being mean, do not “fight back” back with physical aggression, be near an adult during unstructured times, do not befriend the bully, refrain from responding to questionable texts, emails, or social media postings, report the bullying to an adult.

While on school property, students shall not display in any way any affiliation with gangs or gang activity. Violations will result in disciplinary action taken by school officials.

### **CAMPUS DEPARTURE**

Students not involved in extended curricular activities should be off the campus within thirty minutes of the conclusion of the school day unless they have prearranged appointments with staff. In these cases, please make transportation arrangements ahead of time.

### **CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES**

Devices are not permitted to be used in class unless expressly permitted by the student’s classroom teacher. If students are allowed to use the devices for academic purposes within specific classrooms, they must use the school network. Items used in a manner not consistent with the above regulations will be taken and held in the office. The item will be returned only to the parent or legal guardian. Repeat offenders will receive disciplinary actions including detentions, Saturday detentions, or loss of privileges.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff have a reasonable expectation of privacy. A student improperly using any device to take or transmit images will face disciplinary

action up to and including suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” and pornographic images are prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and handed over to legal authorities.

Reasonable suspicion that a communication device has been used to violate district policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated. If a student refuses to give the electronic device (intact) to school personnel, they will be suspended for the day for insubordination.

### **CHEATING**

Our staff expects every student to do his/her own work unless told that it is acceptable to work with others. Any kind of cheating (copying someone else’s homework, borrowing a term paper, writing an answer on hands, plagiarizing from the Internet etc.) is wrong and will be dealt with accordingly. Letting someone copy work is also cheating. On-line plagiarism detection programs may be utilized by school personnel.

If you are caught cheating it will result in:

1. Zero on that assignment.
2. Five hours of detention.
3. A telephone call from the teacher will be made home to your parents explaining what has been done.
4. Second time cheating in any class the current academic year will result in two days suspension.
5. Third time cheating in any class the current academic year will result in four days suspension.

### **CLOSED CAMPUS**

Students are to be on school property at all times during the school day. Students are not to be in the school parking lots at any time (including lunch time) except for their arrival and departure from school. When outside, students are to stay in designated areas. If students wish to go to the parking lot during school hours, they must gain permission from an administrator. If a student leaves the campus without permission,

they will be assigned detention and/or lose their driving privileges. Repeat offenders are subject to suspension.

## **COUNSELING AND GUIDANCE DEPARTMENT**

### **Schedule Changes:**

During the registration process, students are encouraged to make careful course selections because of the impact of course registration on the development of the master schedule and staffing for the upcoming school year. All schedule changes will be strongly discouraged.

No schedule changes are allowed after the first three days of the semester. Students who drop a class after the first three days will automatically receive a NC (no credit) for the class (which is not included in the student's grade point average). Changes due to scheduling errors will be a priority. These include:

- No prerequisite
- Failed a prerequisite
- Gaps in schedule
- Credit for class already earned
- Failed class and scheduled to repeat with same teacher (when possible)

Not all requests for schedule changes can be honored. Examples of requests not honored are, but are not limited to:

- Changing teachers
- Changing class hours
- Requesting classes with friends
- Switching due to activities participation
- Dropping required classes
- Convenience

Students should note that fulfilling schedule change requests may create other uncontrollable changes in their schedule. DO NOT ASSUME a change has been made UNTIL the counselor returns the Schedule Change Request Form along with a new schedule to the student. Absences resulting when students do not attend their scheduled classes while waiting on schedule change requests are unexcused.

## **CREDIT INFORMATION - TEST-OUT OPTION**

Gladwin High School shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in a final exam in the course, and by exhibiting that mastery through the basis assessment



used in the course which may consist of a portfolio, performance, paper, project, or presentation. Credit earned under this section shall be based on a “pass” grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this section will be counted toward graduation. Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

Students wishing to request the test-out option must submit a written request to the administration no later than 2 weeks before the beginning of the semester. The test-out request form can be obtained in the guidance office and must have the counselor’s signature prior to being turned in to the principal.

### **DANCE REGULATIONS**

1. Face to face dancing only.
2. Once a student leaves the dance, he/she may not return. Once a student leaves the dance, they are to leave the school property! No sitting in cars.
3. Students may not go to lockers. Stay in the cafetorium and/or commons area....as chaperones permit.
4. Coats, jackets, purses, etc., must be left in the location provided. Students are responsible for all of their valuables.
5. All school regulations, including dress code, apply.
6. Adults who are twenty one or older may not attend the dance (except staff and chaperones). Administration has the right to request and check identification.
7. Follow all directions of the chaperones. Treat them with respect.
8. If you have been using or pretending to be using, any illegal or mood altering substance, hard intervention will take place.
9. Students are not allowed at dances if they are suspended, expelled, or not enrolled in our school.
10. Students must be on best behavior at all times. We expect your cooperation.
11. Students not enrolled at Gladwin High School must secure a guest pass from the front office at least one week in advance of the scheduled dance. The administration reserves the right to determine if the pass is issued.

### **DETENTION (AFTER SCHOOL AND SATURDAY DETENTION)**

Students must be on time to detention. Failure to attend an assigned detention may result in an increase of detention time and/or conference with parent/guardian and/or suspension. If a student is unable to attend an assigned detention, notification by parent/guardian must be given to the assistant principal or designee prior to the detention accompanied with a request for reassignment of the detention. Extenuating circumstances will be considered on an individual basis. If a student does not attend

assigned Saturday Detention or After School Detention, he/she may be suspended on the following school day.

Students should bring homework with them to work on during detention or a book to read. All school rules apply during detention. Students are not allowed to sleep, watch movies, use cell phones, play games/cards, listen to music, talk, etc. Failure to comply with detention rules may result in suspension on the following school day.

### **DRESS CODE**

Gladwin High School believes that students have the right to wear clothing that they feel comfortable in. However, the right of one student must end when it interferes with the rights of others. It is one of the purposes of this high school to attempt to teach manners and appropriate dress in public places. With this in mind, the following guidelines have been set:

1. Administration and staff have the right to determine whether or not clothing violates regulations or is inappropriate.
2. Students will not be allowed to wear hats or hoods of any kind in classrooms or in the halls, from the time they enter the building until they exit.
3. Students will not be allowed to wear clothing that advertises and/or promotes violence, alcohol products, tobacco products, drugs, drinking, smoking, or carries phrases, innuendos, and/or pictures of a sexual nature.
4. The clothing shall be clean and not be excessively torn. Any holes or tears mid-thigh or above must have something worn under it.
5. Students will not be allowed to wear pajamas/lounge pants, or spaghetti strap/razor back tank tops (tops must cover the shoulders and back).
6. Shorts or skirts may be worn provided they are not too tight or ripped and are fingertip or mid-thigh length. Athletic shorts worn during the school day should also follow these guidelines.
7. Sagging pants, bare backs, and bare midriffs are not allowed. Clothing that exposes the rib cage area and/or cleavage is prohibited. Underwear is not to be seen.
8. No earrings or dangling jewelry should be worn in Physical Education classes.
9. Students shall wear footwear at all times.
10. See-through clothing is not to be worn on this campus.
11. Students shall leave all coats in their lockers. No coats or jackets will be allowed to be worn (while in the building) during school hours. We suggest keeping a sweatshirt or sweater in ones locker which may be worn to class if needed. Dangerous accessories such as chains and/or spikes are not allowed.
12. Due to safety concerns, all bags, backpacks, purses, and other similar packages must be stored in lockers and are not to be brought into classrooms.

13. These regulations may be suspended on certain activity days if the administration gives permission.

Any student dressing in such a way as to be a disturbing influence upon the normal operation of the school, or dressing in a manner that creates a safety or health hazard will be required to change. Failure to do so will result in being reported to the building principal or assistant principal. Their decision will be considered final. Habitual violations of the dress code may result in being assigned to a detention. The student may be sent home to get appropriate clothing or be given other clothing to wear for the day. Students refusing to change inappropriate attire will be suspended.

### **DISPLAYS OF AFFECTION**

The only acceptable demonstration of affection between couples at GHS will be holding of hands (one hand each). No other behavior will be acceptable! Unacceptable behavior includes kissing, embracing, arms around shoulders, hands on hips, crowding into lockers, leaning on walls, pep assembly bleacher romance, lying on each other's laps, etc. Should unacceptable behavior be reported to the office, disciplinary action will be taken.

### **DRUG DISTRIBUTION**

Distribution 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 drug exists; and 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, in the restricted environment of the school would directly contribute to the creation of a drug oriented atmosphere and could lead to psychological dependence on the part of some students.

In addition, the Michigan Public Health Code prohibits the manufacture, distribution and/or possession of an imitation controlled substance and there are criminal penalties for violations. Violation of the above rule: police contact, parents are contacted, a ten day suspension, recommendation for expulsion is sent to the superintendent, collection of behavioral data (academic, disciplinary, attendance), and a parent conference is scheduled.

## **DUAL ENROLLMENT**

Students who are dual enrolled are taking both high school and college classes. The student must select whether the college class will be counted for college credit, for high school credit or credit for both before the class begins. If it is counted for high school credit, it will be included in the grade point average. Once the student begins the class, he/she may not drop the class after the first week.

In order to qualify for dual enrollment, students must meet minimum qualifying scores as set by the State of Michigan. This test is taken by high school sophomores.

Students may dual enroll for classes in the areas of the test in which the student was successful. Students passing all sections of the test may also dual enroll for classes not in the areas tested, such as Art, Vocational Education, or other non-core courses. Parents and students are encouraged to contact the student's counselor for additional information on dual enrollment.

## **EARLY GRADUATION**

A student who, for educational and/or vocational reasons, wishes to complete high school in less time than the normal four-year 9-12 sequence may request permission for early release. The student and parents/guardians must consult with the high school administration and guidance counselor in order to develop a graduation plan and written request for consideration of early graduation. The student must satisfactorily complete all state and local graduation requirements of subjects and credit units for consideration to be given to any request.

The student shall request, in writing to the board, permission for early release with reasons supporting his/her plan and request. The following are examples of, but not limited to, reasons that may be given consideration:

- Hardship circumstances
- Vocational opportunities
- Enlistment in the military service
- Pursuit of a continuous specialized education objective
- College entrance

The student's parent/guardian must submit a letter in support of the student's request for early release, and the letter is to accompany the student's written request. The request letters to the board are to be submitted to the Superintendent prior to the beginning of the student's last semester of anticipated completion of the required high school program.

Students not requesting early graduation status will be required to be enrolled in eight full semesters taking six classes each semester.

### **EXAM EXEMPTIONS**

Any student with three absences (excused and unexcused) or less in a semester **OR** have a “B-“ or better for both marking periods for every class may exempt two exams of their choice at the end of that semester. The office will keep track of this and give two exemption certificates to the eligible student who will give them to the teacher whose exam they are exempting. School related absences are the only absences that do not count toward these three absences. A school related absence is defined to be any school sponsored event.

#### **All students receive the following:**

Two exemptions if:

1. Any student with three absences (excused and unexcused) or less in a semester **OR** have a “B-“ or better for both marking periods for every class.
2. You have passed both nine-week marking periods.
3. You cannot exempt the same class that you exempted first semester.

#### **Seniors that are proficient on the MME receive the following first semester:**

Exempt all exams if:

1. Any student with three absences (excused and unexcused) or less in a semester **OR** have a “B-“ or better for both marking periods for every class.
2. You have passed both nine week marking periods.

#### **Senior exemptions for second semester:**

1. Any second semester senior with three absences (excused and unexcused) or less in a semester **OR** have a “B-“ or better for both marking periods for every class will be allowed to exempt all of his/her exams.
2. You have passed both nine week marking periods.

#### **Stipulations: (for all students)**

1. If a student is between two grades after the semester and exempts the exam, the final grade will be rounded down.
2. If a student exempts an exam, the teacher at his/her discretion, may allow the student to take the exam. If the exam helps the student, that grade will count.

If it does not help, the exam will not be counted. The exam exemption is used up either way.

3. Any student who has been suspended will not be eligible for any exam exemptions for the current semester.
4. Students in dual enrollment are still eligible for two exemptions.
5. Students who transfer into Gladwin High School after a semester begins are not eligible for exam exemptions.

### **EXCESSIVE DISCIPLINE REFERRALS**

Students receiving five discipline referrals per school year may have to bring their parents or guardians in for a meeting with an intervention team, which may consist of teachers, counselors, administrators, and other school personnel as deemed necessary by administration. Anyone with excessive referrals may be taken before the Board of Education for a possible expulsion hearing.

### **FIGHTING**

Fighting at GHS is strictly prohibited. Any student involved in the physical assault of another may be suspended or expelled for up to 180 days. Expulsion may be recommended for any student who is involved in fighting.

- First offense – up to 5 day suspension
- Second offense – up to 10 day suspension
- Third offense – expulsion hearing

### **FIRE DRILLS**

Fire drills are conducted at unannounced times during the school year. The fire drill warning is a hornlike sound. Teachers will explain these regulations at the beginning of each course. All students and personnel must move into designated areas during a fire drill. Any student who fails to follow procedures will be referred to the Assistant Principal for disciplinary action.

### **FOOD SERVICE DEPARTMENT INFORMATION**

The GHS Food Service Department offers each student the opportunity to eat breakfast and lunch. A meal account is assigned to each student with a corresponding personal 5 digit identification number. Students at Gladwin High will be expected to memorize this number. The number is unique and should not be shared with anyone.

The individual meal accounts are on a computerized point of sale system. The computer is located at the end of the food serving line and is operated by school staff. After inputting their 5 digit number into the computer, the cost of the meal will be deducted from their account and students will receive their meal. If a student qualifies for free or

reduced meals, the account will be set up to accept this and deduct the correct amount. All activity is confidential.

Deposits into the meal accounts can be made each morning before school starts. Students are allowed to charge a maximum of 2 meals only. After two meals are charged and not paid for, he/she will not be allowed to eat until all balances are paid. Letters may be sent to the home if charges happen. There will be absolutely no charging of meals during the last 2 weeks of school.

Meal accounts can be used to purchase any extra snack items unless parents inform us. As a parent, you may put a restriction on the meal account. You may restrict the amount spent or not allow it at all. Snack items available for purchase range from 25 cents to one dollar.

If, at the end of the year, there is money left in the meal account, that money belongs to the student. He/she may request it back in writing or it may be left there for the beginning of the following year.

Meal costs for the 2019-2020 school year will be free for breakfast and \$2.70 for lunch. Additional milk may be purchased for \$0.50.

### **GRADING SCALE**

Gladwin High School uses the following system of grading:

<u>Percentage</u>	<u>Letter</u>	<u>Grade Point Average:</u>	<u>Scale Points</u>
93-100	A	4.0	11
90-92	A-	3.7	10
87-89	B+	3.3	9
83-86	B	3.0	8
80-82	B-	2.7	7
77-79	C+	2.2	6
73-76	C	2.0	5
70-72	C-	1.7	4
67-69	D+	1.3	3
63-66	D	1.0	2
60-62	D-	0.7	1
0-59	E	0.0	0

(Marking period grades will be rounded up at .5 through .9.)

- Quarter Grade:

Nine week quarter grades will be based upon a letter grade with a minimum proficiency of 60%.

- Final Exam Grade:

The final exam grade will be based upon a letter grade with a minimum of 60%.

- Semester Grade:

The final grade will be based upon a 40% - 40% - 20% weight of marking periods and exam grade from the scale points above. Calculation sheets will be available upon request for additional support.

If a student that qualifies for an exam exemption chooses to exempt the exam, the final grade will be calculated with a 50% - 50% weight.

### **GRADUATION/CREDIT INFORMATION**

Any senior who does not have the required number of credits to graduate will not be allowed to walk with his/her class at graduation.

A total of twenty-two credits are required for graduation. All requirements must be fulfilled by 3:30 P.M. on the last day of senior exams.

Graduating seniors are to make sure all textbooks, library books, other materials, and athletic equipment are turned in to the proper teacher or place, and that all fees and/or fines are paid before graduation. Students not completing these requirements will not be allowed to participate in senior activities nor allowed to walk in graduation ceremonies.

To be eligible for Top Ten status and awards, including being named Valedictorian and Salutatorian, a student must have completed at least their last four semesters at Gladwin High School. Top Ten status will be determined on eight semesters. Class rank, including Valedictorian and Salutatorian, will be determined by GPA. In the event of a tie, the student with the highest SAT score will receive the higher ranking. SAT results must be submitted to the main office by the beginning of the fourth marking period.

Gladwin Community Schools believes strongly that students selected to the Top Ten of their class are held in high esteem. Inherent in this position of esteem is an increased level of personal responsibility and accountability. Students who are found in violation of the school alcohol, tobacco, or other drug policy, or who are found in violation of the law outside of school property or time, will not be removed from Top Ten status, but may have sanctions placed on activities relating to the Top Ten.



### **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 extremely important one. Education takes place inside the classroom, not in the halls.

### **HOMEWORK & RETAKE POLICY**

It is the policy of Gladwin High School 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. GHS 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.

### **LEAVING SCHOOL GROUNDS**

Gladwin High School is a closed campus. Once students arrive at school, they may not leave school grounds without permission. If any student, even if they are 18, must leave during the school day due to illness or appointments, the student must:

- A. Have parent permission either in writing or parent phone call (in advance).
- B. Sign out in the attendance office when he/she leaves.

Violations of this policy will result in after school or Saturday detentions.

### **LITTER**

Our goal each day is zero litter. Keep lockers, hallways and all areas of school and grounds clean. Discipline action can be taken for littering.

### **LOCKDOWN DRILLS**

Lockdown drills are conducted at unannounced times during the school year. Drills will begin via the P.A. system. Teachers will explain these regulations at the beginning of each course. All students and personnel must move into designated areas during a lockdown drill. Any student who fails to follow procedures will be referred to the Assistant Principal for disciplinary action.

### **LOCKERS AND GYM LOCKERS**

Each student is responsible for his or her locker and lock that they have been assigned. The school will assume no responsibility for student property lost or stolen from lockers due to student negligence. Do not share lockers or combinations. Student lockers belong to the school. They may be searched any time there is reason to believe that a law or school rule is being violated. Students with unlocked or missing locks may be assigned detention. Students may be charged for any damage to lockers and/or lost locks. The locker is 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. If you are not using a lock in the locker room, please keep valuables locked safely in your hall locker.

### **LOST AND FOUND**

Lost or found articles may be reported to or claimed in the main office. Since the school has no liability for students' property, judgment should be used when bringing valuables to school. At the end of each semester, articles still remaining in the main office will be distributed to local missions.

### **MAKE-UP WORK AND TESTS**

It is the student's responsibility to make up all work that is missed. Students missing class due to absences will be provided one day for each absence as reasonable make-up time for the completion of assignments. This includes absences due to suspension or that are school related. It is his/her responsibility to obtain homework assigned and have it completed when returning to class. Extenuating circumstances will be handled on a case by case basis.

Suspended students will be allowed to make up work for full credit. However, please realize there is no substitute for the classroom experience. With this in mind, it is appropriate for suspended students to forfeit credit which could only be obtained through class participation.

## **MEDICATION POLICY**

If a child requires medication during the school day, Michigan law and Gladwin Community Schools require the following:

1. Have your physician complete the Gladwin Community Schools Medication Authorization Form before medication, both prescription and non-prescription (over-the-counter), can be administered. Any changes in a prescription will require a newly signed Medication Authorization Form before any medication can be administered. Such changes include, but are not limited to, the type of medication, dosage, and/or the time and frequency of administration.
2. Complete the parent section of the Medication Authorization Form and return it to your child's school.
3. The parent must transport the medication to the school. The medication must be in the original, labeled container with the doctor's directions. Parents should ask the pharmacist for a duplicate container so that one bottle can be kept at home and the other at school.

If we do not have a signed authorization form, the medication will not be administered. A note from home sent to school with the medication will not be accepted.

Please do not send medication with the child. The transportation of medicine is the parent's responsibility – therefore, the parent must deliver and pick up the medication. This is for the protection of your child and others as medication may be lost or taken by other children while en route to school.

If a student is involved in a classroom field trip away from the school building, the administration of medication becomes the teacher and parent's responsibility. Please contact the student's teacher prior to scheduled trips so that appropriate arrangements can be made.

Please understand, the school is not obligated to administer medication, however, we are willing to meet and work with parents because we realize that children do become ill and need to take medication while at school. We hope that these guidelines will provide a safer environment for all children.

## **EXERCISE INDUCED ASTHMA ATTACKS**

Staff members are to be informed that exercise can induce acute asthma episodes for many students. A student with this medical condition shall be allowed to stop any physical activity in which he/she is having difficulty. Documentation from a physician should be provided to the office.

**NONDISCRIMINATION POLICY**

It is the policy of the Gladwin Community School District that no person shall on the basis of race, color, national origin, sex or handicap, be denied the benefits of, or be subjected to discrimination under any program or activity or in employment

**PARKING PERMIT – STUDENTS**

It is a privilege to park on school property. Students driving to school must register their vehicle and get a parking permit during registration week. Cost for each parking permit is \$5.00. If a student loses his/her permit, he/she is expected to purchase another one. Vehicles without a permit will result in disciplinary action for the driver. Students parked illegally on school property may have their vehicle towed at their expense and driving privileges taken away. Weapons and/or ammunition should not be on school property, including in vehicles.

The school reserves the right to search any vehicle on school property if they have reasonable suspicion of safety violations or the vehicle contains illegal substances. Students are responsible for the contents of the vehicle they drive. Students are not to have alcohol containers on school grounds.

**DESIGNATED STAFF AND STUDENT PARKING**

<u>LOTS</u>	<u>FOR WHOM</u>	<u>CAMPUS LOCATION</u>	<u>EXIT</u>
A	Staff	Northeast	East
B	Students/Guests	Southeast	East
C	Students/Guests	Southwest	West
D	Staff ONLY	West	West

All drivers are expected to drive slowly and carefully. Student drivers must only park in the student parking lots. Failure to comply will result in the loss of driving privileges and/or towing of vehicle. The School Board shall not be responsible for fire, theft, or other damage to automobiles or other vehicles which are parked or operated on school property. Any student who parks illegally, violates speed limits, or drives recklessly will have parking and/or driving privileges on campus revoked. Parking in fire lanes, reserved, or handicapped spaces without proper authorization is prohibited. Other disciplinary action could be taken.

Parking in an inappropriate manner on school property is strictly prohibited. Students should park between the marked lines and on the paved area. Parking in the yard or on top of a snow bank will not be permitted. Safety for all is the number one priority.

### **SAFETY AND DISRUPTIONS**

The safety of our students and having a disruption-free learning environment are our top priorities. This applies any time a student is on campus. To that end, any behaviors or objects that are deemed to be unsafe or are disruptive will be dealt with as a disciplinary matter. Objects could include laser pointers, tasers, skateboards, “Heelies”, in-line skates, etc. These items, and any other items that may cause a distraction or causes safety concerns, will be taken by staff and held in the main office until a parent can pick them up.

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student’s consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock’s combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students’ privacy rights will be respected regarding any items that are not illegal or against school policy.

### **SENIOR TRIP INFORMATION**

Any senior failing any class necessary for graduation at the end of the first nine weeks of the second semester may not be eligible for the trip.

Students who are on suspension at the time of the senior trip are not allowed to go on the trip. Students who have excessive discipline referrals throughout their high school career may not be eligible for the trip.

Students must comply with trip guidelines, which includes a ban on acquiring body piercing and tattoos while on the trip. Those who don’t comply may be sent home at the expense of the parents.

Any students not on the senior trip are expected to be in school during that time.

### **SIGNS AND POSTERS**

All posters must be approved by the respective teacher/coach and administration. Those who hang the posters or signs are responsible for removing them after they have served their designated purpose. Any student who defaces posters, signs, etc., will face disciplinary action.

### **SNAP SUSPENSIONS – PUBLIC ACT 103**

If a teacher in a public school has good reason to believe that a pupil's conduct in class or in any activity constitutes conduct for which the pupil may be suspended, the teacher may cause the pupil to be suspended from the class or from a school activity for up to one full school day. The teacher shall immediately report the suspension and the reason to a school administrator. The teacher shall ask the parent of the pupil to attend a parent-teacher conference regarding the suspension which may also include a counselor, a psychologist and/or an administrator.

### **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:**

- A. Sexual remarks or suggestions
- B. Unsolicited and unwelcome flirtations, advances, or propositions
- C. Graphic or degrading comments about a student's appearance, dress, or orientation
- D. Verbal abuse with sexual connotations
- E. Display of sexually suggestive objects or pictures
- F. Dirty jokes and offensive gestures
- G. Conversation regarding sexual matters which are too personal

**Note:** 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 subjected to discriminatory and/or sexual harassment, insults, or intimidation shall report the incident(s) to the guidance

counselors or to the administration. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school.

### **STUDENT CONDUCT**

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

#### **Each student shall be expected to:**

- abide by national, state, and local laws as well as the rules of the school
- respect the civil rights of others
- act courteously to adults and fellow students
- be prompt to school and attentive in class
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background
- complete assigned tasks on time and as directed
- help maintain a school environment that is safe, friendly, and productive
- act at all times in a manner that reflects pride in self, family, and in the school

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation.

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience may result in suspension or brought to the Board of Education for an expulsion hearing.

### **SUSPENSION**

The number of days a student is suspended refers to school days. Cancelled school days will not count toward the number of days suspended.

Students that are suspended are not allowed to attend or participate in any school functions on or off campus for that day. These students are not to be on school property, including buses, for any reason without approval from administration.

### **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.

## **TOBACCO AND OTHER ITEMS ASSOCIATED WITH TOBACCO USE**

**YOUTH TOBACCO ACT – PA314 (1988) prohibits minors from:** possessing or smoking cigarettes or cigars; chewing, sucking, or inhaling tobacco in any form on a public highway, street, alley, park, other lands used for public purposes, or in a public place of business or amusement. It does not apply to the private premises of a minor's parents.

Regardless of age, students are not permitted to possess or use cigarettes, other forms of tobacco, tobacco-like products, e-cigarettes, vapers, or any other items associated with tobacco use while they are on school property. This policy is effective during the day or when a student is attending school activities such as plays, practices, athletic events, senior activities, etc., whether at home or away. The previous sentence has been interpreted by the administration to mean that a student may not use or possess tobacco at any time on school property or at any school activity.

- First offense – If a student violates this policy, he/she will be suspended for eight days. Students will have the option to take a five day smoking cessation class to cut suspension time to three days.
- Second offense – full eight day suspension
- Third offense – Board of Education expulsion hearing

## **TORNADO AND EMERGENCY REGULATIONS**

In the case of any emergency, an announcement will be made via the public address system. It is important during tornado or emergency drills that students listen carefully to directions.

The tornado drill warning is a whistle. Students should take a hard cover book, if possible, and sit in the hallway or designated area. Backs should be to the wall with knees up, heads down, and books covering neck. Any student who fails to follow procedures will be referred to the Assistant Principal for disciplinary action.

## **TRANSFER STUDENTS**

Students transferring from or leaving Gladwin High School are to make sure all textbooks, library books, and materials are turned in to the proper teacher or place, and that all fees and/or fines are paid before they leave. It is important that a parent contacts the office to formally release the student.

## **VALUABLES**

There should be no radios, televisions, CD/tape players, cameras, iPod, Mp3, or other valuables brought into school by students. The school cannot accept responsibility for safety and security of valuables, including laptops, tablets, e-readers, etc. Students should not bring large sums of money to school. If it is necessary to bring money for



class or club projects, it should be turned in to the appropriate person upon arrival at school.

### **VANDALISM AND THEFT**

Students found to have participated in vandalism or theft while on school property will be subject to the following discipline procedure:

- First offense – five day suspension.
- Second offense – (in your high school career) ten day suspension and a Board of Education expulsion hearing.

### **VISITORS**

Students are not permitted to invite guests to attend classes with them or to visit them on school grounds during the school day. Non-students will be allowed on school grounds or in the school building only if they have business to conduct with a member of the high school staff. They must properly register in the main office and receive a visitor's pass. Business should be taken care of before school, during a conference period, or after school. Absolutely no unauthorized visitors are allowed to eat with students at lunch time.

### **WEAPONS – DANGEROUS**

Administration is required to report to a parent or guardian and the local law enforcement agency any situation where a dangerous weapon is found in the possession of a student. This includes while the student is at school, a school activity, or on a school bus. Students found in possession of a dangerous weapon will be subject to discipline proceedings up to and including a board expulsion hearing. A dangerous weapon may be defined as, including but not limited to, a firearm, look-alike weapons, chains, paintball guns, knife (regardless of length of blade) brass knuckles, explosive devices, etc. (as mandated by state law). In addition, students may not possess ammunition, mace, or pepper spray.

### **WEAPONS-KNOWLEDGE OF OR THREATS OF VIOLENCE**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to administration. Failure to report such knowledge may subject the student to discipline.