



**GLADSTONE  
JUNIOR HIGH  
HANDBOOK  
2023-24**

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**Address: 300 South 10<sup>th</sup> Street**

**Phone #: 428-2295**

**Fax#: 789-8404**

**Website: [www.gladstoneschools.com](http://www.gladstoneschools.com)**

**Facebook: @GladstoneAreaSchools**

**Instagram: @GladstoneAreaSchools**

## **MISSION STATEMENT**

**The Gladstone Area Junior High School will educate all students within a positive learning environment.**

It is a pleasure to welcome new and returning students to the Gladstone Area Junior High School. The staff, faculty, administration and community have worked hard to provide you with the best possible education. Our curriculum is designed to provide as many opportunities as possible. We expect everyone will use our facilities with pride and respect the rights of others who also share our school.

To the parents of our Junior High School students, we also extend a welcome. The education and progress your child makes depends upon you, your student, and the teachers. By working together, we can achieve what is best for all concerned. We encourage your Junior High School student to become involved in the functions and activities of the school.

School policies and regulations apply whenever and wherever the school has responsibility for students; including time spent traveling to and from school and at extra-curricular activities.

This handbook has been prepared as a tool to be used to help make the Gladstone Area Junior High School a positive learning environment. It contains the essential information needed about the policies and procedures at the Junior High School. We hope that you find the time here to be a rich and rewarding experience.

## **ADMINISTRATION**

Jay Kulbertis.....Superintendent, 789-8459

David Ballard.....Junior High School Principal, 789-8405

Lori Wells.....Director of Media Services, 789-8451

## **SUPERVISORY/SUPPORT**

Lester Duncan.....Transportation Coordinator, 428-4323

Jill Thompson.....Junior High School Secretary, 428-2295

Kathryn Sinclair.....School Nurse, 789-8316

Phil Light.....Maintenance and Custodial Supervisor, 789-8307

## **FACULTY**

Gina Anderson.....Band/Choir	Amy Lundberg.....Math/Computers/IS
Julie Beauchamp.....Special Education	Josh Martin.....Math
Kim Brancheau.....English	Roni Mayville.....Science, Mythbusters
Kacie Cartwright.....English	Martina Mileski.....Social Std./Computers/Comp. Science
April Dahlin.....English/Special Ed.	Katie Poma.....Math
Andrew Doutree.....Science	Patricia Roberts.....Special Education
Dan Faust.....Social Studies/CI	Alex Sjogren.....Social Studies
Deborah Johnson.....Science	Jon Smith.....Social Studies/MOS
Jordan LaPlant.....Physical Education	Danica Swanson.....Health/Personal Finance

**BUILDING AIDES:** Kasie Closs, Stella Ecklid, Julie Irving, Mackenzie Jensen, Dana Vranish

## **TIME SCHEDULE**

1st Bell.....8:10

First Period.....8:15 - 9:11

Second Period.....9:16 - 10:12

Third Period.....10:17 - 11:13

LUNCH A (Grade 6 & 7).....11:13 - 11:43

Fourth Period (Grade 7 & 8).....11:18 - 12:12

Fourth Period (Grade 6 & 7).....11:47 - 12:42

LUNCH B (Grade 7 & 8).....12:12 - 12:42

Fifth Period (Homeroom).....12:46 - 1:05

Sixth Period.....1:09 - 2:03

Seventh Period.....2:07 - 3:01

## **ACADEMIC REPORTING**

**Report cards** are issued four times a year. Grades indicate the level of academic achievement and citizenship for each class. The scholastic achievement grade indicates the results of tests, homework, discussion, and projects. The citizenship grade indicates respecting the rights, duties, and privileges of others; along with classroom attitude, behavior, and punctuality. Citizenship is reported on the report card with a numerical value ranging from 1 to 5 (1=excellent, 2=good, 3=average, 4=poor, 5=unacceptable). There is often a direct correlation between behavior in the classroom and achievement.

**Progress reports** attempt to inform the parents of their student's academic performance and behavior during the marking period. Students' progress is posted weekly on **PowerSchool** located on our homepage at [www.gladstoneschools.com](http://www.gladstoneschools.com). Please contact our office at 428-2295 if you do not know your password. It is the parent's responsibility to monitor their child's progress. Parents are encouraged to contact the school if there are any questions concerning the situation. Phone numbers and e-mail addresses can also be found on our web page.

**Honor roll** will consist of students who have received a "B" average or above in the regular education curriculum and not below a 3 in citizenship. Any student receiving an "F", or a 4 or 5 in citizenship, in any class will not be eligible for honor roll status.

### ***ACADEMIC HONESTY POLICY (Group 1 Violation)***

Gladstone Junior High School provides an opportunity for academic, social and personal growth for all students. The integrity of the school is dependent upon complete honesty at all times. While most students work hard at their education, some choose to be dishonest and try to get by on the work of others. These acts of dishonesty degrade other students, teachers and the school at large.

#### **Penalty for academic dishonesty:**

1st Offense: Total loss of credit for the assignment/test, one (1) hour detention, and notification to the principal's office, and parents.

2nd Offense: Total loss of credit for the assignment/test, two (1) hour detentions, and notification to the principal's office, and parents.

3rd Offense: Total loss of credit for the assignment/test, Saturday School or one (1) day suspension, and notification to the principal's office, and parents.

4<sup>th</sup> Offense: Administrative Discretion

Examples of dishonesty, but not limited to:

- ❖ Using hidden notes, copying, or helping another student in a test situation
- ❖ Plagiarism, allowing or turning in another student's work as one's own
- ❖ Buying or selling work for money
- ❖ Exchanging work via the Internet
- ❖ Claiming credit on group projects when no contribution was made
- ❖ Attaining answers from the internet without doing the work

## ***PLACEMENT/RETENTION***

Based upon the student not doing the caliber of work necessary to be promoted to the next grade level, **placement** in the next grade level or **retention** in the student's present grade may be in the best interest of the student. When this is considered, the following criteria will be used:

- ❖ **Current level of achievement:** The student is not succeeding in a majority of the required academic subjects as indicated by course failure over a number of marking periods or a significant decline in academic performance over an entire school year
- ❖ **Attendance:** The student is not attending school regularly and as a result is not succeeding.
- ❖ **Emotional, physical, social maturity:** The age, growth, maturity, and lack of ability of the student has prevented him/her to challenge the tasks of the grade level involved.
- ❖ **Potential for success at the next grade level:** The student is not working at grade level and is behind in the academic areas as evidenced by: classroom teacher analysis; professional assessment; or nationally formed assessment.

In the event that the possibility of retention arises, the teacher(s) will notify the parent(s) and principal of their concern, in addition to reflecting any concerns on their report cards, October-January. A staffing may take place at that time. Teacher(s) will notify principal of possible placement or retention considerations no later than early March. Parent(s) are notified of consideration in April and decisions on placement or retention is made May-June. Final decisions on student promotion, placement, or retention rest with the building principal.

## ***PARENT/TEACHER CONFERENCES***

District wide parent/teacher conferences are scheduled during the academic school year. Should a question arise concerning your student, individual conferences may be arranged by calling the Junior High School and making an appointment to meet with your student's teachers. Phone #'s and e-mail addresses can be found on our web page at [www.gladstoneschools.com](http://www.gladstoneschools.com)

## **ATTENDANCE**

The Michigan School code requires that student attendance at school be "continuous and consecutive". The code also states that absences are permissible only with "valid excuses". Excessive absences are disruptive to the educational process and usually result in poor class performance. Students cannot be taught if they are not in school. Therefore, it is the policy of the Gladstone Junior High that students are expected to attend all classes and that:

- ❖ Absences approved by school officials are excused absences.
- ❖ Parents should make every effort to avoid scheduling professional appointments during the school day. If unavoidable, prior notification would be appreciated.
- ❖ Absences due to travel require a pre-absence excuse. Pre-excused absence forms for students missing for an extended period of time may be picked up in the main office. All work will be made up upon the student's return to class.
- ❖ School sponsored activities are excused absences and students are encouraged to pick up their work before they leave for the day.

**While keeping records of student attendance is a school function, the primary responsibility for insuring regular attendance at school rests with the parent(s) and the student.**

Students must strive for good attendance if they are to derive the full benefit of the school program. Presence in a class helps to instill concepts of self-discipline and exposes a student to group interaction with the teacher and fellow students. Such presence enables a student to hear and participate

in class instruction, discussion, and other related experiences. Studies of student progress in school show a high correlation between attendance and success, or absence and failure.

### ***ABSENCE PROCEDURE***

**If the student has an absence, the parent is to call the school at 428-2295** or send a written explanation, signed by the student's parent/guardian, to the office within twenty-four (24) hours. Full credit will be given for make-up work resulting from an **excused** absence. A student will have one day per excused absence to make up work. A suspension is considered to be an excused absence. Failure to make up work within the allotted time may result in a zero grade earned for the missing assignments/tests. **It is the student's responsibility to take the initiative to arrange for make-up work.**

### ***PRE-EXCUSED ABSENCES***

Parents who know their child will be absent prior to being absent (vacation, family emergency ...) are asked to notify the office. **Students will receive their make-up work when they return.** Students will be allowed 1 day for every day they were absent to make up their work.

### ***TRUANCY***

The entire educational process is dependent upon regular attendance. The school will make every effort to contact parents when a pattern of poor attendance begins to develop. Accordingly, once a student has received their **5<sup>th</sup> absence per marking period in a class**, administration will review the attendance patterns and may contact parents and require a conference in order to discuss further actions. In addition, **5 non-consecutive absences in a 4-1/2 week period will result in loss of small incentive** for that period. If attendance continues to be a problem, parents will be contacted via administration and a conference/referral for truancy will be filed with our truancy officers.

### ***TARDINESS***

Tardiness will be addressed using the B.R.A.V.E.S. plan where each time a student is tardy, he/she may be issued an infraction. Students receiving 10 infractions per 4½ week period will not be eligible for the small incentive at the end of that period.

### ***DISMISSAL DURING SCHOOL HOURS***

No student is to leave classroom/school at anytime during the school day without permission from the teacher/office. If a student is unable to attend class for any reason, he/she should report to the office for assistance. Contact with a parent or a person listed on the emergency care card will be made if it seems advisable for the student to leave school. Any absence incurred due to failure to follow this procedure will be termed truancy and unexcused.

If a student needs to be dismissed during school hours, a parent/guardian or authorized person must report the need for dismissal to the office in person, by telephone, or by written authorization. When leaving, students must sign out in the office, noting the time of departure and destination. On return to school, the student must sign in as well.

### **CODE OF CONDUCT**

The Junior High School recognizes the worth and dignity of each individual. We believe that all students should be treated fairly, considerately, and consistently. Whether students are receiving instruction face-to-face or through online learning, every student is expected to follow the code of conduct described below. Any disciplinary action should fit the violation and should occur soon after the incident.

The primary intent of society in establishing public schools is to provide an opportunity for learning. To insure a positive learning environment:

- ❖ Each student must be responsible for respecting safety, property, feelings, and individual rights of others and themselves.
- ❖ Each student must be responsible for studying and maintaining the best possible level of academic achievement.
- ❖ Each student must be present and on time for the school day.
- ❖ Each student should come to class prepared for learning and have the necessary tools.
- ❖ Each student should respect and correctly use equipment.
- ❖ Each student should refrain from libel and slanderous remarks, as well as obscenity in verbal and nonverbal expressions.
- ❖ Each student should conduct him/herself in an appropriate manner at all times, especially while in school or at school related functions.
- ❖ Each student must adhere to rules and regulations established by the Board of Education and implemented by school administrators and teachers.

***Harassment/bullying of students is prohibited and will not be tolerated under any circumstance.*** Harassment/bullying is defined as inappropriate behavior that is repeated, or serious enough to negatively impact another student's educational, emotional, or physical well being. It may be any written, verbal, physical, or electronic communication that a reasonable person would know is likely to harm another person(s) by:

- interfering with educational opportunities
- affecting participation in programs/activities by placing a student in fear of physical harm or emotional distress
- having a detrimental effect on another student's physical or mental health or
- causing substantial disruption with the orderly operation of the school.

**Any student that believes he/she is being harassed/bullied should immediately report the situation to the teacher or principal.** Every student and/or staff member should report any situation that they believe to be harassment/bullying. Investigation of any reports or complaints will be prompt, followed by appropriate remedial action.

Any retaliation against another person for reporting, complaining, or participating in a harassment/bullying investigation is prohibited and will be handled in the same manner as harassment itself. False reports are also prohibited and may result in disciplinary action as well.

Further information can be found on the Gladstone Area Schools website under **Harassment/Bullying Policy.**

**Title IX Sexual Harassment Policy** prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations. Adults/students exposed to such unlawful acts need to complete a Title IX Sexual Harassment Formal Complaint Form and report allegations to the Title IX Coordinator.

***School-based behavioral threat assessment*** will be conducted when a student has made a school-based threat toward another student, teacher, or school itself. The Behavioral Threat Assessment and Management team (BTAM) will conduct a screening of the threat made. Their decision must consider age, developmental level, credibility, and history of concerns regarding the student who made the threat. Credibility of the threat is based on the student's presentation of what happened, whether others feel threatened, and consideration of other information known about the student and the situation in which the threat took place. If the screening results in a decision that there is a possible intent to harm, a full assessment will take place with law enforcement involvement.



**Inappropriate school conduct will be dealt with in a progressive order.** There can be reprimands, consultations, parental contact and/or conference, detention, suspension and expulsion. Students who ignore or continually violate school rules or regulations run the risk of suspension or expulsion from school. Michigan law reads, "The Board may authorize or order the suspension or expulsion from school of any pupil guilty of gross misdemeanor or persistent disobedience, or one having habits or bodily conditions detrimental to the school." A section of the Gladstone Area Board of Education policy relating to expulsion states, "The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in Sections 340.613 and 340.614 of the School Code."

In assuming the responsibility granted to it by law, the Board of Education establishes the following categories of misconduct:

- ❖ matters relating to public or private property
- ❖ matters pertaining to citizenship
- ❖ matters pertaining to attendance
- ❖ matters pertaining to other's safety
- ❖ persistent disobedience and/or breaking school rules and regulations
- ❖ gross misbehavior - conduct that is detrimental to the normal functioning of the school or school activities

When behavior is referred to the building administrator, it may be designated as a **Group 1, 2, 3, or 4 violation** and dealt with accordingly.

### **Group 1 Violations**

- ❖ minor disorderly conduct or school misbehavior (disruption)
- ❖ insubordination (defiance/disrespect)
- ❖ skipping class
- ❖ cheating or plagiarism
- ❖ swearing or inappropriate language and gestures
- ❖ petty larceny (value less than \$100)
- ❖ physical affection
- ❖ vandalism, superficial

#### **These violations will result in the following minimum actions:**

1st offense: One (1) hour detention

2nd offense: Two (1) hour detention

3rd offense: Saturday school and/or conference/staffing

4th offense: One (1) day suspension

5th offense: Up to five (5) days suspension

► **Subsequent violations will result in further disciplinary action at the discretion of the administrator.**

► **Students who fail to serve detention will be assigned the subsequent consequence and lunch detention until their time has been made up. A student receiving a suspension will be ineligible for any remaining incentives for that marking period.**

### **Group 2 Violations**

- ❖ disorderly conduct or school misbehavior
- ❖ gross insubordination/swearing toward staff
- ❖ fighting or intimidation of students
- ❖ larceny (value greater than \$100, but less than \$1000)
- ❖ vandalism, minor
- ❖ harassment (bullying)/sexual harassment
- ❖ leaving school premises without authorization during the school day
- ❖ smoking, chewing, vaping, or possession of tobacco or vaping products
- ❖ unauthorized taking pictures during school and posting on internet

#### **These violations will result in the following minimum actions:**

1st offense: Three (3) day suspension and removal from all activities during suspension

2nd offense: Up to five (5) day suspension and removal from all activities during suspension

3rd offense: Up to ten (10) days suspension and removal from all activities during suspension

▶ **Subsequent violations will result in further disciplinary action.**

▶ **Any group 2 violation may result in a referral to law enforcement officials for further action. A student receiving a suspension will be ineligible for any remaining incentives for that marking period.**

### **Group 3 Violations**

- ❖ gross disorderly conduct
- ❖ narcotics/drugs/medication or related incidents
- ❖ alcohol
- ❖ vandalism, major
- ❖ extortion
- ❖ grand larceny (value greater than \$1000)
- ❖ intimidation of school personnel

#### **These violations will result in the following minimum actions:**

1st offense: temporary suspension for up to ten (10) days and law enforcement officials notified

2nd offense: temporary suspension from school pending Board of Education hearing for consideration of expulsion and law enforcement officials notified

▶ **A student receiving a suspension will be ineligible for any remaining incentives for that marking period.**

### **Group 4 Violations**

- ❖ possession of weapon(s)
- ❖ arson
- ❖ explosives
- ❖ burglary

**Violation will result in the following minimum action:**

1st offense: suspension from school, pending Board of Education hearing on expulsion, and law enforcement officials notified

► **Administration reserves right to use their discretion when disciplining students for behavior not covered in above Group 1-4 violations.**

**DUE PROCESS**

***Procedural rules and regulations for the school community***

The procedures developed for the administration of discipline in the school are based on the constitutional rights of individuals and assure the protection of due process of law.

1. The administration shall be reasonable and fair in the application of discipline policies.
2. Every effort shall be made by administrators and faculty to resolve problems through effective utilization of school district resources in cooperation with student(s) and the parent(s)/guardian.
3. A student must be given an opportunity for a hearing with the appropriate school administrator if he/she or the parent/guardian indicates the desire for this. A hearing shall be held to allow the student and the parent/guardian to contest the appropriateness of the sanction imposed by a disciplinary authority, or to allege prejudice or unfairness.
4. Following this hearing the disciplinary action will be applied. The student or the parent/guardian may request a hearing with the superintendent or designee within two (2) days.
5. If dissatisfied with superintendent's decision, appeal may be presented to School Board.

***Suspension Procedures***

1. The student shall be informed of the specific charges, which could be the basis for disciplinary action to be taken against him/her.
2. The student will have the right to present to the school administrator any relevant information that will support his/her defense.
3. If the student is suspended by the school administrator, the administrator will notify the parents as soon as possible of the suspension, the reason for the suspension, and the steps necessary to effectuate the student's return to school.
4. If the parent(s)/guardian are dissatisfied with this action, they may appeal to the superintendent or designee to review the decision.
5. Suspensions are considered to be excused absences. Students are required to make up the work missed during the suspension.

***Expulsion Procedures***

1. Written notice of charges against a student shall be supplied to the student and the parent(s)/guardian. Included within this notice shall be a statement of the time and place for a hearing which shall be reasonable for the parent(s)/guardian involved.

2. A parent/guardian shall be present at the hearing.
3. The student and parent/guardian may be represented by legal counsel.
4. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she is allowed to offer testimony of other witnesses and other evidence.
5. The student shall be allowed to observe all evidence presented at the meeting.
6. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the meeting.
7. The Board of Education shall state, within a reasonable time after the hearing, its findings as to whether or not the student accused is guilty of the conduct charged and its decision as to expulsion.
8. No later than the next Board of Education meeting, the findings of the hearing authority shall be reduced to writing and sent to the student and the parent(s)/guardian.
9. The student and the parent(s)/guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority.

► **All appeals or requests for a hearing must be made within two (2) days following the date that disciplinary action was imposed or previous appeal was heard.**

### **COVID-19 RELATED INSTRUCTION**

Students having to receive instruction other than face-to-face due to being quarantined by a medical professional will be expected to follow all code of conduct rules as if they were in the classroom. The mode of instruction will be at the discretion of each individual teacher (packets, online platform, email, etc.). It is recommended students have a device in which to access the internet, not provided by the district, and have access to Google Chrome. If a student is absent, unable to attend class during a particular hour/day, ***it is the student's responsibility to contact their teacher*** via email, phone ... and request the lesson and assignment for that hour/day absent.

### **STUDENT SAFETY**

Fire drills, tornado drills, and lock downs are required by law and are an important safety precaution we practice in our school environment. It is essential that everyone obeys the procedures promptly and retreats to their assigned secure area.

#### ***FIRE DRILLS***

Fire drills are signaled with an intermittent fire alarm. Everyone is to clear the building promptly through the assigned exit routes. Exit routes are posted in each room to assist proper movement. Walk fast but do not run. Once outside, stay clear of the building and line up with your classmates. The teacher will take attendance outside at a secure assigned location.

#### ***TORNADO DRILLS***

Students and staff will be notified of a tornado over the intercom (PA). Students are to move into assigned hallways quietly, face an interior wall and assume a protective posture (duck and cover).

## ***LOCK DOWNS***

Lock downs are initiated by a directive over the intercom (PA). Teachers are to immediately secure their classroom door(s) with their NIGHTLOCK lockdown device and have students move out of sight. Teachers are not to open their doors under any circumstance. Students not in class at the time are to proceed to the safest, most secure location available. An administrator will unlock each teacher's door and verbally/visually communicate an all-clear signal.

## **HEALTH SERVICES**

### ***Emergency Care Information***

To conform to the wishes of the parents, information sheets must be filled out for each student and filed in the office for emergency situations. Telephone numbers for work and home of both parents and numbers of relatives or friends should be on the cards. Parents are asked to call and update this information when changes occur.

### ***Medication***

Students requiring medication during the school day must adhere to the following procedure:

1. Medication is to be brought to school by a parent or guardian and left in the original container with proper labeling and dosage.
2. The medication permission form must be signed by the parent or guardian.
3. Medication is to be kept in the school office.
4. Medication is to be taken in the presence of school personnel.
5. Any unused medicine, unclaimed by the parent, will be destroyed by school personnel at the end of the year.

### ***Accidents and Emergencies***

In case of an accident, no matter how minor, the student is to report the accident to the adult supervisor immediately. In case of a severe accident or acute illness, emergency care will be given and parents will be notified. Accident forms will be completed and given to the school nurse.

► **It is the students' responsibility to inform the school of injuries.**

### ***Illness***

If a student should become ill in school, he/she will be sent immediately to the office for first aid attention. If a decision is made that the student should be sent home, parent (neighbors or relatives if the parent is unavailable) will be notified to pick up the student. No medical service, other than emergency first aid will be applied by school personnel.

All students are expected to be outdoors during lunch time and to participate in physical education classes unless a doctor's statement indicates this is not possible.

## **TRANSPORTATION**

### ***BUS RULES***

1. Regular bus runs are used to transport students to and from school.
2. Only assigned students may ride the bus.
3. Permission to leave the bus at any point other than the student's regular stop must be obtained from the parent by written request and presented to the main office and/or the bus driver.
4. Misconduct while riding the bus will be handled by the bus driver, transportation director, and/or building administrator. Riding the bus is a privilege, not a right, and may be taken away.

### ***STUDENT DROP-OFF SITE***

Parents who wish to drive their child to school need to utilize **10<sup>th</sup> Street** for their drop-off site to avoid creating traffic congestion with busing on 11<sup>th</sup> Street.

### ***BICYCLES/MOPEDS***

Students who ride bicycles to school must park them in the bike rack upon arrival at school. Consideration should be given to anti-theft locks, since the school assumes no responsibility for maintaining security in this area. Bikes are to remain in the rack until school is dismissed for the day. No student will be allowed to ride their bike to classes at another site during the school day. Students are encouraged to become familiar with and practice traffic safety laws governing bicycle usage.

Students must have a valid license and have their moped properly registered in order to use as transportation to school. mopeds are not to be parked or driven on school grounds, during school hours unless these Michigan transportation laws are followed.

### ***SKATEBOARDS/ROLLERBLADES***

Due to limited space and safety issues, skateboards and rollerblades will not be permitted on school property. **Please do not bring skateboards/rollerblades (Heelys) to school.**

## **LUNCH PROGRAM**

The Gladstone Junior High School has a closed campus at lunch time. For this reason, students will not be allowed to leave school. Students may bring their own lunch or participate in the lunch program served by the school district.

We have a number of students in our school with serious allergies to peanuts and tree nuts. To avoid any serious reactions due to food allergies, the Gladstone Junior High School has become a **peanut-free school**. We appreciate your cooperation and support to keep all of our students safe.

Each student will have an account/PIN number. Money can be put on their account online or through the cafeteria. Free and reduced lunch forms are available in the office. The lunch room is a place where student relations may be developed. Here each student is expected to practice the general rules of good manners that should be found in the home.

- ❖ Be respectful to all cafeteria staff at all times
- ❖ No running, pushing, shoving or cutting in line
- ❖ Talk quietly in the lunch room and halls

- ❖ No throwing food
- ❖ Observe good dining room manners
- ❖ Put trash and pop cans in designated containers
- ❖ Food/beverages are not to be taken out of the dining area

### ***FOOD/BEVERAGES***

In accordance with our district's pesticide policy, no food or drink is allowed in the classroom, unless for a special occasion and approved by the teacher. All vending machines are located in the cafeteria and are to be utilized before school, at lunch, or after school only. Any items purchased must be consumed in the cafeteria. No drinks are allowed in lockers and will be disposed of if found.

## **EXTRACURRICULAR ACTIVITIES**

### ***PHILOSOPHY OF ATHLETICS/STUDENT ACTIVITIES***

The Gladstone Junior High School is proud of its traditions and accomplishments in encouraging, involving, and preparing its students for active participation in athletic and other extracurricular activities.

Although athletics is a small part of the junior high programming, every athlete is expected to maintain a high standard of academic excellence and conduct in and out of the classroom. Participation in athletics is dependent upon the athlete's good academic standing, in addition to other training rules outlined in the junior high Athletic Code of Conduct, distributed by coaches.

The Gladstone Junior High School will encourage and promote participation in athletics and other extracurricular activities for all students. In athletic programs that may have a large number of participants, emphasis will be kept on involving all interested students as feasibly possible. All student athletes will be given as much playing time as possible, as outlined by the school board approved NEOLA policies. Playing time will attempt to be more equal at the seventh grade level, but become skewed as athletes move to the next grade level. Our goal is to have all athletes in good standing participate in every event.

It is our goal to develop student interest in school activities and facilitate growth physically, emotionally, socially, and cognitively to prepare them for success in the high school and beyond.

### ***STUDENT ATHLETICS/ACTIVITIES***

Extracurricular activities are an important part of students' school experiences. Several of these are presently offered to the Junior High School students. Additional activities may be added.

- |                              |                   |
|------------------------------|-------------------|
| ❖ Basketball, girls and boys | ❖ Cheerleading    |
| ❖ Snow Club                  | ❖ Quiz Bowl       |
| ❖ Track, girls and boys      | ❖ Youth Football  |
| ❖ Science Olympiad           | ❖ Volleyball      |
| ❖ Cross country              | ❖ Builders Club   |
| ❖ Chess Club                 | ❖ Book Club       |
| ❖ Youth Wrestling            | ❖ Student Council |
| ❖ After School Programs      | ❖ Geography club  |

**► Any misbehavior at any extracurricular activity (home or away) may result in a suspension from all school activities for a time to be determined by a building administrator.**

## ***ATHLETIC CODE***

All athletes must abide by the Gladstone Junior High School athletic rules and regulations, distributed to each athlete, during their sports season in order to remain eligible to participate in that sport. Included in the rules and regulations are **academic eligibility requirements** where athletes must maintain both weekly and semester standards in order to participate in sports competition. Refer to the Academic Eligibility portion of the athletic rules and regulations for specific weekly and semester requirements. Athletes ineligible to compete in competition must still practice during their ineligibility.

## ***ATTENDANCE***

All athletes must not only attend school the day of an event, but must finish the school day in order to be eligible to play that evening, unless approved by school official.

## ***TRANSPORTATION***

All players must travel with their team to any away game. Students who wish to travel home with their parent must provide their coach with written authorization signed by their parent prior to leaving for the game. Players will be allowed to ride home with a friend **only** if they provide their coach with authorization signed by their parent **and** their friend's parent who will be providing the transportation.

## ***PHYSICALS***

All junior high students participating in any sporting activity must have a current sports physical on file in the office. A student cannot participate or even try out for a sport without a current sports physical on file.

## **MISCELLANEOUS**

### ***DRESS CODE***

Appearance, in combination with hygiene, is an important factor at the junior high level. Proper dress and good grooming are important. Fashion changes, but the reason for being in school does not. Students are here to learn. The responsibility for a student's attire resides with the student and parent(s)/guardian(s). Any clothing or accessory that presents a safety risk or disrupts the educational process will not be permitted. Students at the Gladstone Junior High School take pride not only in their building, but also in themselves. As a student, you are representing Gladstone Area Schools, so do so proudly.

**Students must recognize that distasteful and offensive clothing often create a distraction to others, therefore, are not appropriate in school.**

#### **1. Student clothing must include:**

- a) Shirt with fabric in the front, back, sides under the arms, and over the shoulders.
  - Must not be see through
  - Must cover the midriff when arms are at the students' side.
- b) Pants/shorts/skirts/dresses must extend to mid-thigh, at least.
- c) Footwear is to be worn at all times.

#### **2. Student clothing must NOT:**

- a) Disrupt the educational process.
- b) Damage school property (cleats, spikes, etc.)



- c) Contain slogans or symbols promoting alcohol, drug use, or any substances not allowed on school grounds.
  - d) Contain or display messages, pictures, or symbols that are offensive or obscene included but not limited to: hate speech, profanity, pornography or create a hostile, intimidating, or discriminatory environment based on any protected class or consistently marginalized group (race, sex, ethnicity, religion, disability, gender, cultural observances, etc.).
3. Hats, visors, bandanas, hoods, and sunglasses are not to be worn in the building during school, except for medical, religious, or authorized school events.
  4. Coats/blankets/backpacks are not to be worn/brought to class.

We recognize that styles and clothing trends change, but “good taste” always remains constant.

### ***ELECTRONIC DEVICES***

The use of **cell phones, earbuds, etc.** are not allowed during class hours by students. If phones, earbuds, etc. are brought into the classroom, they must be turned off and placed in cell phone pocket holder hung in each classroom. **At no time are cell phones/electronic devices to be used for taking pictures or recording video!** Cell phones and other electronic devices have grown in popularity, but have also become a target of theft, not to mention a venue in which students may share inappropriate language and video. **All electronic devices must be turned off and kept out of sight during classroom hours.** Any electronic device used during a classroom period will be confiscated and turned in to the principal’s office.

#### **Penalty for the use of electronic devices during class hours:**

**1st Offense:** Device will be confiscated and kept in the office, to be picked up at the end of the day. The following day, the device will be turned in to the principal’s office and kept the remainder of the school day, one full school day.

**2nd Offense:** Device will be confiscated, turned in to the principal’s office and returned at the end of 1 week (5 days). Parents notified of consequences for further violations.

**3rd Offense:** Device will be confiscated, turned in to the principal’s office and returned at the end of 2 weeks (10 days).

► **Penalties for further offenses will be at the discretion of Administration.**

### ***LIBRARY***

The Gladstone School and Public Library is available to Junior High School students and staff. Individually, students can use the library with a pass from the teacher. Materials for check out are fiction and non-fiction books. Students must use their picture ID library card to check out a book. If a card is lost, a \$.50 replacement fee will be charged for a new library card. All materials are checked out for a two week period and can be renewed for another two weeks. Any overdue material will be charged a fine of \$.05 per day and a replacement fee charged for lost material. Students are allowed to check out not more than five books at one time. Also, available for use in the library are magazines, newspapers, and reference books. A limited number of copies can be made free of charge for school related assignments. Educational videos are available for teacher checkout. Computers are available for use with a current AUP (acceptable use policy) completed. Students need a parent/guardian to come to the library and sign an AUP for computer use after school hours.

### ***LOCKERS***

Lockers are issued to students in the beginning of the school year. Students are expected to stay with their locker assignment unless given permission by an administrator to change.

Each student is responsible for keeping his/her locker clean both inside and out. It must be kept sanitary, which requires daily removal of perishable foods and food containers. Pictures that are of illegal substances, alcohol or tobacco advertisements or are sexually suggestive are not permitted. Nothing should be placed on the outside of lockers.

The school district owns the lockers and will maintain control of them while they are used by the students. Lockers may be inspected without notice. The school is responsible for providing a safe and healthy environment for students. Therefore, it is imperative nothing unsafe, unhealthy, illegal, or contrary to school policy be kept in lockers.

Students are encouraged to bring a lock for their locker. If the lock is a key lock, a duplicate key must be kept in the office. The school is not responsible for items taken out of an unlocked locker.

### ***LOST AND FOUND***

Articles found in school or on school grounds should be checked in at the office and then placed in the lost and found. If a student has lost an article, first check the lost and found area, then report the missing item to the office. Some items, such as those with great value, will be kept in the office until properly identified. Items not claimed will be turned over to a charitable organization.

### ***SATURDAY SCHOOL***

Saturday school may be assigned for more serious/repeated inappropriate behavior. Accordingly, parents will be notified prior to the scheduled detention time. Saturday school hours are from 8:00 am – 11:00am. Students must enter promptly at 8:00 am through the main entrance on 10<sup>th</sup> Street with homework/reading material to keep themselves busy.

### ***SCHOOL CLOSING***

Information regarding the closing of school due to weather conditions or some other unforeseen event is available by listening to all local radio and TV stations. Announcements will be made immediately when a decision has been made to close school. In addition, parents when creating an account in Powerschool can under "student preferences" choose whether they would like to be notified in other ways as well. Please contact the office if you would like more information on how to do so.

### ***SCHOOL ENTRANCES***

Students, parents, and visitors are asked to use the **10<sup>th</sup> street** Junior High School entrance only when entering the building. All other doors will be locked during the school day. All visitors are asked to check in at the Main Office upon entering the building.

### ***PARKING LOT***

The parking lot is the recreational area for Junior High School students before school, at lunch, and after school. As a safety measure, parents are asked to drop students off on **10<sup>th</sup> Street** and allow them to walk through the parking lot to the building. Students are our priority, please use caution.

### ***PERMISSION TO PHOTOGRAPH AND/OR VIDEOTAPE***

We recognize the value of audio, visual, and other types of electronic communication in providing

our students with the best education possible. In so doing, all students will be able to view and utilize photographs or videotapes in media presentations, which may be made available to other educational institutions through cable television, internet, or published media resources. Students' image, name, work product, school, and/or grade may be revealed without prior parent consent.

► ***If parents wish to deny the Gladstone Junior High School from providing their child access to view or utilize such technologies for educational purposes, parents must provide written documentation to the office at the GJHS present on the contact information form distributed to parents.***

#### **PARENT NOTIFICATION**

The school communicates by various means including sending emails, text messages, and phone calls for emergency purpose using the information you provide us. Unless otherwise noted, you agree that this information can be used for other important and relevant notifications pertaining to your students(s) including but not limited to: attendance, grades, school news, events, and lunch balances. Your contact numbers and notification preferences can be updated any time by logging in to the "Parent Portal" of Powerschool at <http://gaspowerschool.dsisd.k12.mi.us/public/>.

# THE B.R.A.V.E.S. PLAN

## HANDBOOK

### 2023-24



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# THE B.R.A.V.E.S. PLAN

The *B.R.A.V.E.S. Plan* is an incentive program that focuses on the students' academic, social, and behavioral efforts in our school environment. This environment consists of students, staff, and parents all working toward the same goal: achieving educational excellence.

As an acronym, the *B.R.A.V.E.S. Plan* represents:

**B**uilding  
**R**esponsibility  
**A**ttitude and  
**V**alues for  
**E**ducational  
**S**uccess

The ABC's of the *B.R.A.V.E.S. Plan*:

A= Academic Achievement  
B= Behavior on School Grounds/During School Hours  
C= Citizenship

Commitment in these three areas will result in a positive and rewarding experience for every student in the Gladstone Junior High.

The teachers, administrators and support staff of the Gladstone Junior High feel that children are our most valuable resource. We know that our students' education is of primary importance. We also realize that students learn best in an environment that promotes positive and safe interactions. In addition, we feel that students require a logical and understandable set of rewards and consequences for their behavior.

#### **GOALS:**

1. To promote safety in our school, parking lot, school grounds.
2. To make students aware that we are each responsible for our own actions.
3. To ensure that all people are to be treated with courtesy and respect.
4. To provide a positive atmosphere that establishes an effective learning environment.

#### **STUDENT EXPECTATIONS:**

1. Respond to any school personnel requests, respectfully and cooperatively.
2. Respect other's rights and property.
3. Actions must be safe for yourself and others.

# THE B.R.A.V.E.S. CARD

A sample card is shown here:

## GJHS B.R.A.V.E.S

BUILDING RESPONSIBLE ATTITUDE and VALUES  
for EDUCATIONAL SUCCESS

Date: \_\_\_\_\_

**SAMPLE**

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Homeroom: \_\_\_\_\_

## Aim for an Incentive

IMPROVEMENT NEEDED

- \_\_\_\_\_
- \_\_\_\_\_
- SAMPLE** \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



(H=HALLWAY, C=CAFETERIA, P=PARKING LOT, A=ASSEMBLY)  
(3 Gold Cards may be used to redeem 1 infraction) (1 time only)

**This card serves as a student's ticket to attend incentives that will be offered every 4 1/2 weeks. Every student is invited to attend incentives when they model good behavior during that time period. Incentives are theirs to lose, depending upon the choices they make. The B.R.A.V.E.S card provides our Gladstone Junior High staff with a systematic way to reward expected behavior while applying discipline with dignity for unwanted behaviors.**

### *What is it?*

The **B.R.A.V.E.S. Card** is a monitoring system used for **out of classroom behavior, grades, and tardiness.**

**\*\*Exception:** The B.R.A.V.E.S. Card is a tool that will be used by *substitute* teachers for classroom behavior in the absence of the regular education teacher.

### *Where is it used?*

The plan will be used to monitor student behaviors in the hallway, cafeteria, parking lot, assemblies, and other school-day activities. In the event of a teacher's absence, substitute teachers will use the card as a means to respond to classroom behavior.

It is the responsibility of each student to carry his/her **B.R.A.V.E.S. card** while on school grounds.

### *When will it be used?*

A new **B.R.A.V.E.S. card** will be issued every 4½ weeks by the student's homeroom teacher and the previous card will be collected. Thus, a student has an opportunity to start fresh, with no infractions, every 4½ weeks.

### *How will it be used?*

Any staff member who notices an inappropriate behavior will give the student an infraction on the student's card, citing the date, location (hallway, cafeteria, etc.) and the type of offense committed (i.e. tardiness, running, pushing, inappropriate language, etc.). Staff will also initial the card.

***How is attendance addressed with the B.R.A.V.E.S. card?***

Tardiness: If a student is tardy to class, he/she will be issued an infraction for each tardy earned. A student is tardy if they are late 10 minutes or less and absent from that period if they are 11 minutes or later to class per DSISD Truancy Policy.

***What happens if a student receives less than 10 infractions?***

At the end of a 4½ week period, students with less than 10 infractions will remain eligible for the scheduled small incentive. At the end of a 9-week cycle/marking period, students with less than 15 infractions in either 4½ week period will be eligible to participate in the large incentive.

***What happens if the student receives 5 infractions (in 4½ wks)?***

If a student receives their 5<sup>th</sup> infraction in a 4½ week period, their homeroom teacher will notify the office, collect the card, and issue the student a new card. The office will schedule a 1 hr. after school detention/tutoring for that student.

***When will a parent be notified of their son/daughter's infractions?***

After a student is issued a fifth infraction, and after school detention/tutoring will be scheduled. At that time, parents will be notified. Parents will be notified at every interval when an accumulation of infractions results in disciplinary action as show on the table on page 5.

***What happens if the student receives 10 or more infractions (in 4½ wks)?***

At 10 infractions, in addition to receiving another 1 hr. after school detention/tutoring, the student will lose the ability to participate in the small incentive. The student has now become ineligible to participate in the small incentive (held at the end of the first 4½ week period of each marking period). At 15 infractions, the student will lose the large incentive and will be assigned Saturday School. At 20 infractions in a 4½ week period, the student will be assigned another Saturday School and a conference will be set up with parents, teachers, and School Social Worker to develop a Behavior Plan.

***What happens if the student does not have his/her B.R.A.V.E.S. card?***

If a student is stopped for inappropriate behavior and does NOT have his/her **B.R.A.V.E.S. card**, an infraction will be given in addition to the original misconduct infraction earned, unless student can produce their card to that teacher by the end of the day without leaving class or interrupting instructional time.

***What happens if the student loses his/her B.R.A.V.E.S. card?***

The student will earn 2 infractions for a lost card. However, if the student finds the card by homeroom the next day and returns it to the homeroom teacher, he/she may be given a rebate of one infraction. If the student does not find his/her old card by the **next day**, the homeroom teacher will issue a new card.

# THE B.R.A.V.E.S. GOLD CARD

A sample card is shown here:



**Recognition of exemplary student achievement in areas of attendance and behavior will be highlighted each 4½ week period. Academics will be recognized each quarter (marking period). We believe that students who work hard and perpetuate a winning attitude should be acknowledged.**

- ▶ **Students with 0 absences during a 4½ week period will be issued a Gold Card.**
- ▶ **Students with 0 infractions during a 4½ week period will be issued a Gold Card.**
- ▶ **Students achieving honor role status at the end of a marking period will be issued a Gold Card.**
- ▶ **Students exhibiting exceptional behavior beyond the expected norm at any time may be issued a Gold Card.**

## ***What are some examples of how students can earn a Gold Card?***

Students who demonstrate exemplary behavior (i.e. perfect attendance for 4½ weeks, no infractions for 4½ weeks, academic excellence for the marking period, or an exceptional act beyond common courtesy) will be recognized with a **Gold Card**.

## ***What can the Gold Card be used for?***

**Gold Cards** can be used to buy items such as treats/prizes in the *Gold Card store* (during incentives), or for admission to junior high dances and activities, each gold card having the value of \$1. If a student loses their **B.R.A.V.E.S. card**, a gold card may be used to get a free replacement, *one time per semester*.

## ***Can students give an earned Gold Card to their friend?***

**Gold Cards** may be used only by the student who earned them. They are **NOT** transferable to other students.



# THE B.R.A.V.E.S. DISCIPLINE STEPS

Assertive discipline is a systematic approach based on rules, rewards and consequences. The role of the school is to maintain a caring and fair approach to discipline, whereby positive behavior can be taught and rewarded. Daily, the student's homeroom teacher will monitor the **B.R.A.V.E.S. card** and provide assistance.

Logical and understandable consequences for inappropriate student behavior are designed in our step approach. Each step reflects behavior that has occurred within a 4½ week time period. A student's accumulation of infractions will determine what type of disciplinary action is necessary.

Discipline Step	Teacher Action	Student Consequence
Step 1:  5 infractions (in 4½ weeks)	<ul style="list-style-type: none"> <li>• Notify office</li> </ul>	<ul style="list-style-type: none"> <li>• 1 hr. after school detention/tutoring</li> </ul>
Step 2:  10 infractions (in 4½ weeks)	<ul style="list-style-type: none"> <li>• Notify office</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of small incentive</li> <li>• 1 hr. after school detention/tutoring</li> </ul>
Step 3:  15 infractions (in 4½ weeks)	<ul style="list-style-type: none"> <li>• Notify office</li> <li>• Letter sent home</li> <li>• Letter signed and returned the next day</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of large incentive</li> <li>• Saturday School</li> </ul>
Step 4:  20 infractions (in 4½ weeks)	<ul style="list-style-type: none"> <li>• Notify office</li> <li>• Conference with parents, teachers, and School Social Worker</li> </ul>	<ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Develop a Behavior Plan</li> </ul>

- ▶ **Any student receiving a suspension will be ineligible for any remaining incentives for that marking period.**
- ▶ **Students failing no more than 1 class at the time of any incentive are eligible to participate.**
- ▶ **Five non-consecutive absences in a 4 ½ week period will result in loss of small incentive for that period.**

# INCENTIVE CALENDAR

Small Incentive

Large Incentive

**POSTED**



