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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)**

## **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 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, 789-8460

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

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

## **SUPERVISORY/SUPPORT**

Kelly Smith.....Transportation Director, 428-4323

Chris Nivison.....Junior High School Secretary, 428-2295

Pam Durbin.....School Nurse, 789-8316

Harold Flagstadt.....Director of Building and Grounds, 789-8439

## **FACULTY**

Gina Anderson.....Band/Choir

Roni Mayville.....Science/C.I./Life Skills

Jeanne Brant.....Health

Martina Mileski.....Social Studies/Computers

Deanna Cavadeas.....Math

Jim Murtha.....Gym

April Dahlin.....English/Special Ed.

Katie Poma.....Math/Science

Andrew Doutree.....Science/Computers

Halley Reichel.....Spanish

Melissa Egner.....Social Studies/English

Patricia Roberts.....Special Education

Ashley Hughes.....English

Alex Sjogren.....Social Studies/Computers

Kent King.....Social Studies

Jon Smith.....Social Studies/MOS

Brook Magnuson.....English, Science

Jeannie Woelffer.....Algebra

Kristi Mayville.....Special Education

## **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 every two weeks 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. During the fifth week of each marking period, teachers will send parents a written progress report if it is felt the work done by their student is unsatisfactory. Unsatisfactory reports will be sent for grades lower than a "C" or for performance considered to be lower than the student's ability. The progress report will attempt to analyze the reasons for the unsatisfactory work. These reports are also used as a warning that failure is likely unless improvement is made. 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 "E", 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, National Junior Honor Society advisor, and parents.

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

## ***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) of their concern, in addition to reflecting any concerns on their report cards, October-January. In that time frame, the Credit Recovery Team will meet with the principal. 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 and all efforts must be taken to make up missed work prior to travel. Pre-excused absence forms may be picked up in the main office.
- ❖ School sponsored activities are excused absences.

**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. If an absence is unexcused, a student will not be allowed to make up work, nor will the student be given credit for that 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, **3 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 5 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**

Junior High School, recognize the worth and dignity of each individual. We believe that all students should be treated fairly, considerately and consistently. 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 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 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**.

***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
- ❖ insubordination
- ❖ skipping class
- ❖ cheating or plagiarism
- ❖ swearing or inappropriate language and gestures
- ❖ loitering in the hallways or any unauthorized place
- ❖ physical affection

**These violations will result in the following minimum actions during each semester:**

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.**

► **Failure to serve detention will be treated as a 3<sup>rd</sup> offense Group 1 violation. 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
- ❖ stealing
- ❖ vandalism
- ❖ harassment (bullying)/sexual harassment
- ❖ leaving school premises without authorization during the school day
- ❖ forgery
- ❖ taking pictures during school and posting on internet

**These violations will result in the following minimum actions during each semester:**

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
- ❖ smoking, chewing, or possession of tobacco or related substances on school grounds
- ❖ alcohol
- ❖ extortion
- ❖ larceny
- ❖ 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 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, 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.**

## **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***

The signaling for a tornado will be an announcement over the intercom (PA). Students are to move into assigned hallways quietly, face an interior wall and assume a protective posture (drop and tuck).

### ***LOCK DOWNS***

Lock downs are initiated by a directive over the intercom (PA). Teachers are to immediately lock their classroom door(s) 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 Cards***

To conform to the wishes of the parents, emergency cards 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 Michigan Avenue.

### ***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 a lunch card and account. Money can be put on their account 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 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 as indicated.

- ❖ Basketball, girls and boys
- ❖ Track, girls and boys
- ❖ Cross country
- ❖ Youth Wrestling
- ❖ Cheerleading
- ❖ Youth Football
- ❖ Key Club
- ❖ Student Council
- ❖ Snow Club
- ❖ Science Olympiad
- ❖ Chess Club
- ❖ After School Programs
- ❖ Quiz Bowl

▶ **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 is an important factor in making and keeping friends. A reputation is gained by one's appearance and actions. Proper dress and good grooming are important, not only because of the impression made upon others, but also because of the effect dress has upon your attitudes and actions.

Students at the Gladstone Junior High School take pride not only in their building, but also in themselves. Keeping that in mind, students should come to school dressed neatly in clothes acceptable to parents, friends, and school staff.

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

- ❖ Students shall not wear hoods, halter tops, or strapless garments. Garments that are see through, cut low, or expose one's midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Skirts and shorts (walking shorts, dress shorts) must not be too short, extending beyond the student's finger tips when arms are extended to their sides. Undergarments must not be visible.
- ❖ Students shall not wear pants that when fastened sag or fit below the waist. All pants must fit around the waist and be properly fastened.
- ❖ Hats are not to be worn in the building during school, except for medical, religious, or authorized school events.
- ❖ Coats are not to be worn in classes.
- ❖ Students shall not wear clothing items containing messages that are offensive or obscene.
- ❖ Students shall not wear clothing items containing messages that denigrate others on the basis of race, religion, gender, sexual orientation or disability, or are inappropriate in any way.
- ❖ Apparel promoting alcohol, drug use, or violence are contrary to the school's mission and are not to be worn in school.

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

### ***ELECTRONIC DEVICES***

The use of **cell phones** is not allowed during class hours by students and must be turned off. **At no time are cell phones to be used for taking pictures or recording video!** Cameras and other electronic video/recording devices are not allowed in school. Cell phones, ipods/MP3 players/PSPs 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, turned in to the principal's office and returned at the end of the following day.

**2nd Offense:** Device will be confiscated, turned in to the principal's office and returned at the end of 1 week (7 days). Parents notified of consequences for further violations.

**3<sup>rd</sup> Offense:** Device will be confiscated, turned in to the principal's office and returned at the end of 2 weeks (14 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 combination, the combination must be kept on file in the office. 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 at the end of each semester.

## ***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 is available by listening to area radio stations: WDBC, WCMM, WCHT and WGLQ. Please do not call school personnel. Announcements will be made immediately when a decision has been made to close school. This decision will be made as early as possible, usually by 6 a.m.



## ***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. They will be issued a visitor's pass and are required to wear it while visiting the junior high. Anyone not wearing a visitor's pass will be asked to leave the building. Please make sure your pass is returned to the main office when exiting 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.***

## ***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/>.





