WELCOME

Dear Parents and Students,

Welcome to Gladwin Junior High School for the 2010-2011 school year. We are very excited about the upcoming year and promise academic excellence combined with enriching activities for our students. There will be many opportunities and challenges offered to you with the hope that you will not only advance your education but also contribute to making our school one of the best in Michigan. Your commitment and involvement is crucial to your personal success and to the success of Gladwin Junior High.

This handbook will guide you through your junior high experience. The intent of this handbook is to help both parents and students understand the policies and procedures that are in effect at Gladwin Junior High School. Each student will be guided through its contents while at school. After having had the opportunity to discuss the policies and procedures contained in this handbook, please sign and return the *Statement of Understanding* which accompanies this handbook. We believe that as partners in the education of your child, we can make tremendous progress.

As your child comes in the doors each day, they will find a staff that is caring and dedicated towards offering them the best education possible. With your help, these teachers will guide your child and teach them the skills that will be needed to be successful at this level and into the future. As a staff we are committed to the District Mission statement and will work with parents to do what is best for all kids.

As your child enters school we ask that they commit themselves to the following basic tenants of Gladwin Junior High:

1. **Come to school to learn.**
    a. **Complete assignments on time**
    b. **Achieve at highest potential**
    c. **Follow directions**
2. **Demonstrate positive behavior at all times.**
    a. **Respect yourself**
    b. **All adults, students and property.**

By following and practicing these basic tenants, you will assist in making this the best year you ever had in school.

Sincerely,

The Staff of Gladwin Junior High

Mission Statement

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

Broad Exit Outcomes

A Gladwin Community School student will:

1. Be motivated to continue the process of lifelong learning……LIFELONG LEARNER
2. Apply knowledge in diverse situations……..PROBLEM SOLVER
3. Be adaptable to change and to technology…….TECHNOLOGICALLY COMPETENT
4. Be a competent, goal setting and productive participant in society……PRODUCTIVE PARTICIPANT
5. Be a learner who can communicate diverse information effectively, cognitively and physically… COMMUNICATOR
6. Be a cooperative and productive team worker who is self-motivated, creative and industrious…….TEAM WORKER
7. Be a world citizen respectful of diverse cultures……WORLD CITIZEN

Gladwin Junior High School Staff

Administration

Mr. Seebeck	**Superintendent**
Mr. Beyer	**Principal**
Ms. Zaborowski	**Assistant Principal**

Office Staff

Ms. Slade	**School Secretary**

Faculty

Mr. Henry	7th	Science	Rm # 109	mrhenry@gcsnet.org
Mrs. Stoike	7th	Language Arts/Art	Rm # 121	msstoike@gcsnet.org
Mr. Boyer	8th	Algebra/Math	Rm # 105	mrboyer@gcsnet.org
Mrs. Baranek	6th/7th/8th	Math/Computers	Rm # 102	msbaranek@gcsnet.org
Mrs. Cameron	6th	Literacy Coach	Rm # 118.5	mscamerons@gcsnet.org
Mr. Christensen	7th	Geography	Rm #104	mrchristensen@gcsnet.org
Mrs. Christensen	8th	Science	Rm # 110	mschristensen@gcsnet.org
Mrs. Cunningham	7/8th	Choir	Rm # 123	mscunningham@gcsnet.org
Mrs. Dawley	6th	Science	Rm # 117	msdawley@gcsnet.org
Mr. Durfee	6th	Math	Rm # 119	mrdurfee@gcsnet.org
Ms. Brown	6th	Social Studies	Rm # 124	msbrown@gcsnet.org
Mr. Falls	6/7/8th	Band	Rm # 123	mrfalls@gcsnet.org
Mrs. Fruchey	6/7/8th	Special Needs	Rm # 103	msfruchey@gcsnet.org
Mr. Gary	6th	PE	Gym	mrgary@gcsnet.org
Mr. Helmling	6th	Reading	Rm # 125	mrhelmling@gcsnet.org
Mr. Henry	7th	Science	Rm # 109	mrhenry@gcsnet.org
Mrs. Hite	6th	Language Arts	Rm # 118	mshite@gcsnet.org
Mrs. Hughes	7/8th	Health Education	Rm # 111	mshughes@gcsnet.org
Ms. Heil	6/7/8th	Spanish	Rm #106	msheil@gcsnet.org
Mr. Meier	6/7/8th	Special Needs	Rm # 114	mrmeier@gcsnet.org
Mrs. McCummings	6/7/8th	Counselor	Office	mscummings@gcsnet.org
Mrs. Novak	6/7/8th	Special Needs	Rm # 115	msnovak@gcsnet.org
Mrs. Shellenbarge	8th	History	Rm # 101	msshells@gcsnet.org
Mrs. Pleiman	8th	Language Arts	Rm # 107	mspleiman@gcsnet.org
Mrs. Toaz	7th	Language Arts/Careers	Rm # 100	mstoaz@gcsnet.org
Ms. Mork	7th	Math/Flying G Pride	Rm # 108	msmork@gcsnet.org
Mrs. Volmering	7/8th	Special Needs	Rm # 116	msvolmering@gcsnet.org

Professional Services		Support Staff	
Mrs. Beadle	Social Worker	Mrs. VensAnderson	Social Worker
Mrs. Sandridge	Speech		
		Mrs. Greaves	Assistant
		Mrs. Johnson	Library Assistant
		Mrs. Keen	Assistant
		Ms. Lagalo	Assistant
		Mrs. P. Johnson	Assistant
		Mrs. Robinson	Assistant
		Mrs. Zelt	Assistant
		Ms. Mc Neil	Assistant
		Mrs. Cameron	Detention

District Phone Numbers

Superintendent's Office	426-9255
Elementary School	426-7771
Intermediate School	426-4351
Junior High School	426-3808
High School	426-7341
Athletic Office	426-5491
Bus Garage	426-8494

Gladwin Community Schools Website

www.gcsnet.org

Junior High Time Schedule

1st Hour	8:25-9:18	
2nd Hour	9:23-10:16	
3rd Hour	10:21-11:14	
4th Hour		
8th Grade	11:14-11:30	Recess
	11:30-11:49	Lunch
	11:54-12:47	4th Hour
	12:52-1:25	IT
6th Grade	11:19-11:52	IT
	11:52-12:11	Lunch
	12:11-12:27	Recess
	12:32-1:25	4th Hour
7th Grade	11:19-12:12	4th Hour
	12:12-12:31	Lunch
	12:31-12:47	Recess
	12:52-1:25	IT
5th Hour	1:30-2:23	
6th Hour	2:28-3:21	

K-12 Behavior Expectations

Be Prompt and Prepared

Come on Time

Come with needed materials

Come with assignments complete

Respect Authority

Listen to authority

Follow directions promptly

Accept responsibility

Respect Rights of Others

Use appropriate voice and language

Listen to speaker

Respect opinions and points of others

Refrain from harassment

Respect Property

Respect property of others

Respect your personal property

Display Appropriate Social Skills

Exhibit courtesy and tact

Interact with others appropriately

Display Appropriate Character

Build positive character

Practice productive character

Gladwin Junior High School

Student Commitment

As a student at Gladwin Junior High School, your commitment to being an active, responsible and respectful individual, begins with a fundamental understanding and acceptance of the values of our school. It is expected that all students will demonstrate the FLYING G WAY.

AS A GLADWIN JUNIOR HIGH STUDENT, I WILL BE AN ACTIVE LEARNER:

I will attend school. Appropriate attendance includes being on time, being prepared and attentive.

I will study. Studying is intentional that requires hard work.

I will demonstrate respect for my teachers and classmates and remain courteous.

AS A GLADWIN JUNIORHIGH STUDENT, I WILL TAKE RESPONSIBILITY FOR MY ACTIONS:

I recognize that every action I take is a personal choice and I am solely responsible for my own decisions.

I will not place blame on others for my actions.

I will accept responsibility for any mistakes; learn from those mistakes and work not to make the same mistake in the future.

AS A GLADWIN JUNIOR HIGH STUDENT, I WILL DEMONSTRATE RESPECT FOR EVERYONE:

I believe that the way others treat me is a direct response to the way I treat them. I will speak in a respectful manner at all times so that others may speak to me respectfully.

I believe that everyone has the right to be accepted for who they are and should be accepted without prejudice.

I will only speak kind words to those around me and avoid using words that tease or belittle.

I will always practice a Be Nice philosophy to my classmates and adults in the building.

Gladwin Junior High

Parent/Student/Teacher Compact

Parent Responsibilities

- Provide a quiet place to do homework
- Set aside a specific time to do homework
- Study area should be well-lit and well-equipped with pens, pencils, paper, ruler, markers, glue, dictionary, etc.
- Look over homework assignment to check for understanding
- Be available to assist
- Sign and return all papers that require a parent or guardian's signature
- Encourage positive attitudes toward school
- Require regular school attendance
- Attend parent-teacher conferences

Student Responsibilities

- Be actively engaged in the learning process
- Take home materials and information needed to complete the assignment
- Complete homework in a thorough, legible and timely manner
- Return homework on time
- Comply with school rules
- Attend school regularly
- Respect the personal rights and property of others

Teacher Responsibilities

- Provide quality teaching and leadership
- Assign relevant coursework
- Coordinate with other program to make sure nightly assignments do not exceed time limits
- Give corrective feedback
- Check that students understand the GLCE's
- Respect cultural, racial and ethnic differences
- Communicate on a regular basis with parents

Gladwin Junior High School
Parent Involvement Plan

In accordance with the requirements of the No Child Left Behind Act, Gladwin Junior High School will encourage parent/guardian participation in Title 1 programs. Parents/guardians must be offered substantial and meaningful opportunities to participate in the education of their children.

We have implemented the following actions to insure compliance with Federal Law:

1. The involvement of parents/guardians in the planning, implementation, evaluation, and improvement of Title 1 programs/services through participation on the Junior High School Improvement Team and Parent Advisory Committee.
2. Invitations to parents/guardians to attend at least an annual meeting, with additional meeting opportunities being available as needed, designed to provide Title 1 information and program services, and to solicit parent/guardians' suggestions on programs development, planning, evaluation, and operation.
3. Assistance to parents/guardians in understanding Title 1, including the providing of information in a language understandable for the parent/guardian.
4. Parent/guardian of Title 1 student selection for specific programs and selection process.
5. Disseminating information regarding their child's achievement and progress, through various means such as: report cards, personal contacts, and notes.
6. Opportunities to enhance parent/guardians' capacity to work with children in the home on school learning.
7. Professional development opportunities for teachers and staff to enhance their understanding of effective parent/guardian involvement strategies.
8. Other appropriate activities within various curricular areas will provide opportunities for parent/guardian involvement.
9. Assure that the policy/plan contains a compact that outlines how parents, school staff, students, and administrators share the responsibility of improved achievement.
10. Skyward grade book will be available via the internet to parent/guardians throughout the school year. This will allow parent/guardians immediate access to their child's academic progress at any given time.

Policies and Procedures

Absences

Students must attend school every day unless they are ill. School experiences are an important preparation for a young person's development. Class attendance is necessary for academic achievement, as well as for developing the habits and responsibilities necessary for citizenship: punctuality, dependability, and self-discipline. The purpose of the attendance policy is to help students develop these responsibilities and to maintain academic standards.

Students who miss the bus or who are suspended from the bus are still expected to attend school. Plans should be made ahead of time by parents as to the best possible procedure to follow if a student misses the bus. Students that arrive late to school are to report to the office and sign in before reporting to class.

Students absent from school **MAY NOT** participate in school activities after school hours. One half day of attendance (three class periods, excluding lunch) must be attended to participate in extra-curricular activities.

Reporting Absences

Parents must notify the school and provide a reason why their child was absent for all of or part of a school day. The school must be notified by note or phone call. If the school is notified within a reasonable amount of time, the absence will be excused. Parents should call the school at 426-3808 between the hours of 7:45a.m. and 3:45p.m. A doctor's verification may be required for prolonged illness.

Returning From an Absence

Upon returning from an absence, students should find out from each teacher what work was missed and how the work is to be made up. They should also find out when a convenient time to meet with the teacher for further help.

Positive Rewards for Good Attendance

If a student has two or less absences, and no tardies in a marking period, he/she automatically will be eligible for attendance incentives. A day is designated by an absence of an hour or more. Incentives include (but not limited to): a pass for a junior high athletic event, popcorn and pickle coupon, Students with perfect attendance will also have their name put on the bulletin board outside of the office.

Excessive Absence/Truancy

The following guidelines will be followed for students who have excessive absences and may be considered truancy problems. (Exceptions may be given by administration for valid and extenuating circumstances)

1. 5 days missed: letter home, phone call, copy to truant officer.

2. 8 days missed: letter home, phone call, copy to truant officer, meeting parent.

3. 10 days missed: letter and phone call home, notification to parent that next absence is referred to Probate Court

Tardy Policy

Students are expected to be on time for school and class. The tardy procedure starts over at the beginning of each nine week marking period. Tardies are kept for each individual class. The tardy procedure is as follows:

1st tardy: (unexcused) - Teacher talks to student

2nd tardy: (unexcused) –Student calls home.

3rd tardy: (unexcused) –Student calls home, level 1 violation.

4th tardy: (unexcused) – citizenship grade dropped

When a student accumulates a total of eight tardies per marking period, they will be placed on the no activities list for the remainder of the marking period.

An assigned seat, near the door, will be placed for students arriving late.

School Counseling

As part of the educational services offered at Gladwin Junior High School, students and parents will have access to counseling services. These student services can include classroom guidance lessons, individual or group counseling, crisis intervention and/or parenting programming.

Parent notification will be made in writing if ongoing individual or group counseling services are recommended or requested. All students may have access to classroom guidance lessons and crisis counseling without prior notification.

To provide quality services to students all counseling sessions will be kept confidential, unless a student discloses information that is required by law to be reported by the service support team member. Support Services team members may consult with other professional peers regarding counseling treatment coordination and services.

S.P.A.R.K.S. (Students Participating in Academics and Recreation for Knowledge and Success)

Gladwin Junior High School is offering S.P.A.R.K.S. program to its student body. Activities may include educational enrichment, tutoring, recreation, life skills, transitioning to the high school, food and nutrition, family enrichment activities, technology-based activities, community service and parent education. Students will be enrolled in the before and after-school program.

Dress Code

Dress or grooming which could be a health or safety hazard will not be allowed. Attire considered unkempt, distasteful, or inappropriate should not be worn to school or any school related activity, including the 8th grade farewell dance. Building administrators are authorized to make these judgments and to set rules for the total operation of the building. However, generally the following rules apply:

- Hats, bandanas, head bands, or hoods may not be worn in the building. Foot wear must be worn at all times.
- Clothing must not advertise alcohol or tobacco products, drugs, drinking, smoking or phrases, pictures, and/or implications of a sexual nature.
- Wrist bands or necklaces with spikes or any other dangerous accessories.
- Non-Prescription sunglasses are not allowed in the school building (exceptions may be made for special days)
- Clothing should be clean and free from rips and holes.
- Shorts are allowed as long as they are appropriate- not too tight, short, or worn they must be no shorter than 2 inches above the knee.
- Skirts must follow the shorts rule above.
- Shirts and dresses must cover the shoulder and have fitted armholes. Low cut, sheer, mesh, or strap or strapless are not permitted.
- Sagging pants are not allowed.
- Bare midriffs or backs are not acceptable.
- Coats are not to be worn in classrooms.
- Pajamas are not acceptable.
- Fishnet or see-through clothing is not allowed.
- Underwear is not to be seen.
- Healies are not allowed.
- Writing on the body is not acceptable and students will be required to wash it off.

The Administration reserves the right to determine whether clothing or personal decoration violates regulation or is inappropriate.

Before and After School

1. **Students who arrive at school before 8:05 A.M. must report to the cafeteria. Students are not allowed to be in the halls or stop at their lockers.**
2. **If an appointment has been made with a teacher, the student may go to the teacher's room.**
3. **At 8:05 A.M. students will be able to go directly to their lockers and will be able to remain in their locker area until the first bell at 8:20A.M.**
4. **Students may stay in the cafeteria if they wish to do homework or visit. Students must be seated while in the cafeteria.**
5. **The gym may be opened during the school before school. It is expected that they follow classroom rules. No drinks or food will be allowed. Violation will result in a denial of gym privileges for a period of time.**
6. **When the warning bell sounds students are to go to their class.**
7. **Students are to be out of the building fifteen minutes after their last class unless detained by a teacher, having a scheduled activity to attend, or detention.**
8. **Students out for an athletic team, choir, band practice, cheerleading, etc. should take necessary items with them such as jackets, books, band instruments, etc., when they go to practice and should not enter the halls when dismissed from practice.**
9. **Once students arrive on school (or adjacent to school) property in the morning they are to stay on school property.**
10. **Anyone driving and picking up students should park on the South side of the building away from the bus traffic.**
11. **Personal use of the school telephone during and after school will result in a 25 cent charge. Emergency calls only.**
12. **Students may not walk to the Elementary or Intermediate School without parent permission. They must use the shuttle busses.**

Hall Traffic Procedures

It is our aim to keep the halls neat in appearance, safe and orderly at all times. To do this, the cooperation of everyone is needed. Following are some guidelines governing use of the halls:

1. **Keep to the right when walking in the halls.**
2. **Be considerate of others using the halls, no shoving or pushing.**
3. **Avoid unnecessary noise and loud talk. Voice level 2**
4. **Do not run in the halls.**
5. **Students are not to be in the halls during class time without a pass.**
6. **Litter on the floor is everyone's responsibility. Everyone must chip in and keep the halls clean and neat.**
7. **Avoid unnecessary noise or loud talk, inside/quiet voices at all times.**

General Information

All students have responsibility to follow the rules and regulations of Gladwin Junior High School. Staff members have been instructed to enforce all rules and regulations and to handle any violations they may encounter.

Skateboards:

Skateboards are not allowed in Gladwin Junior High.

Electronic Devices:

a) **All radios, tape players , MP3 players, I-Pods, CD players, Game Boys, or other electronic games, pagers, phones, and other non related school electronic devise are not permitted in school. Staff witnessing them will pick them up and turn them in to the office. Students may ask for them at the end of the day.**
b) **Cell phones are permitted inside of school as long as they are turned off and in the student's locker. If found on, the phone will be taken and held in the office. The first offense, the students may pick them up at the end of the day. The second time, a parent will have to pick the phone up. Students found carrying cell phones on their person during the school day will lose the privilege of having a cell phone.**
c) **The school will not be responsible in the case of theft or damage to any electronic device or phone.**

Citizenship:

Citizenship is not taught as a separate subject. It is a part of every subject we teach. Each report card will rate the student as a citizen in that class. It is the hope that each student will come to Gladwin Junior High School with high standards of personal and group citizenship.

Citizenship Criteria:	Citizenship Score:
A. Responsibility (homework finished with quality)	1 = excels in all areas
B. Punctuality	2 = above average but slipped in 1/ 2 areas
C. Class Behavior (not disruptive, participates well)	3 = average in all areas
D. Work Ethic (staying on task)	4 = poor
E. Trustworthy	5 = totally unacceptable
F. Good Attitude towards others	

Students of Character:

Each week a student from each grade level will be selected and recognized as a "Student of Character". Criteria are based on citizenship in and out of class including lunch, passing time, recess, and school activities.

Marking System:

The student's achievement is recorded in the following manner:

A Superior	**D Below Average**
B Above Average	**E Failure**
C Average	**I Incomplete**

There are two marking periods each semester. Students will be marked according to scholastic achievement and citizenship. The scholastic achievement grade will indicate tests, homework, discussion, projects, etc. Citizenship will mean respecting the rights, duties, and privilege of others: attitude, behavior and punctuality.

Grades will be averaged for the semester. Each marking period will count for 50% of the students' grade. **There are no exams in the junior high.** An incomplete grade turns into an E after 30 days have expired. The only exception will for those taking a class for high school credit.

Progress Reports:

Progress reports will be sent home every three weeks of each marking period indicating a student may be failing a class for that marking period. The reports are sent home to the parents listing the problem areas and may indicate what needs to be done to improve them. Parents are encouraged to contact the teacher if there are any questions concerning the situation. Parents are also encouraged to obtain a password for access to the Skyward system to be able to access their child's grades and progress online.

Report Cards:

Report cards will be issued twice each semester. The first card will be issued after the ninth week of school.

Parent/Teacher Conferences:

Parent-Teacher conferences are held for parents to visit school and confer with staff. It is encouraged that your student attends conferences with you and teachers. Please see the school calendar in this handbook for the actual date of the conference. During the course of the year, parents should feel free to contact counselors, teachers, or the main office to arrange for an individual conference. Parents desiring to meet with a teacher are requested to call the school and arrange a convenient time for both parties. Teachers are available from 8:05-8:20 a.m., 3:21-3:36 p.m. and during their preparation period each. A 24-hour notice is appreciated for a parent/teacher meeting.

Honor Roll:

For all grades the Honor Roll will be computed two times each semester. The first honor roll will come out after the tenth week of school. In order to be on the honor roll the student must meet the following requirements:

3.00-3.74 Honors

3.75-4.00 Top Honors

Homework:

The purpose of homework is to reinforce regular classroom activities and assist in the accomplishment of specific objectives. Therefore homework shall be meaningful yet not excessive. Please contact the teacher if there are homework difficulties. The following recommendations have been set for homework in each of the three grades:

6th Grade……..on average 10 minutes per day per class.
7th Grade……..on average 20 minutes per day per class.
8th Grade……..on average 20 minutes per day per class.

Textbooks:

The district will supply all textbooks, workbooks, and other required materials. Lost or misused books will result in a student fine based on the book's current value.

Dismissal of Class Periods:

Teachers excuse their students at the end of their class period. Students must remain in their seats until dismissed by the teacher.

Library:

The library will be open for students use beginning at 8:05 a.m**.** Students are encouraged to use this time to check out books, work on homework, or take AR tests.

Library Fines and Fees:

Overdue library books will result in the levying of a fine until the books are turned in. Students may also be charged for other equipment that is issued and not returned.

No Activity Policy:

Throughout the school year a "No Activity List" will be published. Students will be put on this list for violating school rules. Students will not be allowed to attend in or after school activities for a minimum of one quarter and a maximum of up to one school year (see discipline policies.)

Those activities will include incentive activities, athletic events, school dances, school trips and any other appropriately deemed school activity not mentioned.

Dances:

Gladwin Junior High class officers may sponsor dances periodically during the school year. All dances must be approved by the principal. No student is permitted to leave a dance and return without permission from the faculty chaperons. Anyone causing a disturbance will be asked to leave and parents will be notified. Guests from another school are not permitted at dances. Dances end at 5:30p.m. and everyone must be picked up by 5:45p.m. All school rules dress code, and discipline policies apply to dance activities. Including the 8th grade farewell dance (see discipline policy for infractions that apply). Suspended or absent students are not allowed at dances.

Clubs, Organizations, and Competitions:

Present clubs, organizations and competitions include: Head To Head, Builders Club, Science Olympiad, Accelerated Reader, America and Me, Spelling Bee, Student Council. School clubs will be organized as the need arises throughout the year.

Class Officers:

Requirements to be a class officer:

1. Must maintain a 2.0 grade point average or better. An officer who falls below a C average must raise it by the end of the marking period or by progress report time, whichever is sooner.

2. Must be a good citizen with no more than 2 discipline referrals.

3. If an officer is removed from office a new officer will be appointed by the advisor.

Election of Class Officers:

1. Elections must be completed by the fourth Friday of each school year.

2. Each class will elect a president, vice-president, secretary, treasurer and 2 student reps.

3. The class advisor is responsible for conducting the election.

Healthy Choices:

We encourage students to only consume the water and juice that is available to them at lunchtime. Bringing pop and other energy drinks to consume before and during school is frowned upon. Students bringing these items to school may have them confiscated. Students may bring these items when a specific class and teacher has scheduled a special event that may require these.

Lost and Found:

Lost and found items are turned into the office. Items not claimed will be disposed of quarterly.

Lockers:

Gladwin Junior High students will be assigned a locker to share with another student. The locker assigned to the student is the only locker to be used for the remainder of the year unless changes are approved by Mr. Beyer and/or Ms. Zaborowski in the office. Following are some guidelines governing locker use:

A. Keep your locker locked and do not give out your combination.

B. Pictures, posters, signs, stickers etc. may be put in lockers using magnets to hold the in place. No tape or other adhesives are to be used on the lockers. Magnetic mirrors and other magnetic items may be used.

C. The school assumes no responsibility for lost articles. Money and valuables should not be left in lockers. If it is necessary to bring valuables to school, you may leave them in the office for safekeeping.

D. All lockers have a built in combination lock. Lockers should not be pegged.

E. Lockers are school property and are provided to you for the safekeeping of books and necessary supplies. Lockers are at all times under the jurisdiction of school authorities, and being such the school reserves the right to locker inspection by said authorities whenever such action would be in the best interest of the school.

G. Book bags, coats, purses and backpacks are to be kept in lockers.

Field Trips:

End of the year field trips are considered to be rewards for good behavior and academic achievement. Students must ride the bus to and from field trips. Any student with a Level 2 or 3 violation will not be eligible to attend field trips. All violations will be recorded in Skyward for teacher and parent access.

Fire Drills:

Follow posted instructions, inside each classroom.

Tornado Drills:

Follow posted instructions, inside each classroom.

Assembly Conduct:

A. Students should take their places quickly so that the program may commence on time.

B. Students should listen to what is presented. There should be no talking or whispering during the program.

C. Students will show respect to others at all times.

Bus Pick-up After School:

After school students are expected to use the shuttle busses to travel to the elementary or intermediate schools in order to get on their regular bus home. They **shall not walk over to the elementary or intermediate buildings.**

Accidents:

Any student who injures him/herself during the school day should inform their teacher, lunch assistant or aid, who will send the student to the office if it is warranted. It is a student's responsibility to inform the school of injuries as we cannot offer assistance unless we know a problem exists.

Communication With and Access to Students

Closed Campus:

-unless accompanied by a parent or guardian and appropriately signed out of the office, or with a teacher/staff member while on a school-sponsored activity, field trip or other educationally relevant activity.

Student Release Procedures:

If a student is to leave with ANYONE other than a parent or legal guardian, that person's name must be listed in writing on the emergency form on file for the student in the office. Phone consent to authorize others to pick up a child WILL NOT be accepted. This rule is intended to provide necessary security for the students while they are in school.

Visitors:

To ensure building security and safety, ALL visitors to Gladwin Junior High School **must** report to the office and acquire a visitors pass/nametag. No exceptions will be made.

If a parent wishes to see a staff member, it is preferable that they make arrangements in advance. Each teacher has a conference hour daily wherein they can meet with parents. Contact the office regarding these times.

Application of School Rules:

School rules apply whenever and wherever the school has responsibility for students. This includes any time students are traveling to or from school activities, and at extra-curricular activities at "home" or "away".

Lunch & Recess Period

Lunch Periods are 35 minutes in length and students will be assigned in the following manner:

8th Grade lunch: 11:14-11:30A.M.
6th Grade lunch: 11:52-12:11P.M.
7th Grade lunch: 12:12-12:31P.M.

All students will eat lunch in the cafeteria or in the courtyard, when available. It is the responsibility of each student to see that their eating area is clean.

6th Grade Lunch:

All 6th grade students must enter the cafeteria through the west doors by the gym. Sixth grade students must exit the cafeteria through the west doors. Sixth grade will exit and enter the building through the northwest doors by the gym.

7th and 8th Grade Lunch:

All 7th and 8th grade students will enter the cafeteria through either the east or west doors. When recess is over students will enter the building through the northwest doors by the gym.

Recess:

Gladwin Junior High School has a closed campus policy. Students are not allowed to leave school grounds during the school day.

At no time are students to be in the streets or on the sidewalks surrounding the school that are "off limits".

Teacher assistants have been hired by the Board of Education to supervise during this time. Students are to obey the Assistants at all times and respect their authority.

Rules for the Playground:

1. Stay within the boundaries stated.
2. No throwing of objects, i.e. stones, sticks, snowballs, etc.
3. Do not fight or play rough games.
4. If a ball should go into the street you must get permission from the playground assistant before going after it.

Students are required to report to recess within 5 minutes of the dismissal bell. Besides the playground the Library will be open for those students who have work to do or a book to read. Students may go to their lockers for a coat or books and report immediately to the library (limit 50) or the playground. The hallways will be clear of any students at all times during the lunch period. No one may leave the playground or library without the permission of the supervising adult.

Food Service Department Information:

~Let's Eat~

Each student will be given their own personal student ID number. This will be your number as you continue on through our school district. If you are a returning student or a student coming from Gladwin Intermediate School, the number you will be given is also the library number you used last year.

One of the ways this number will be used is to pay for and eat school meals. The Food Service Department will set up an account for you.

You will need to make deposits into your account in order to eat school meals. Deposits can be made in the morning before school starts or after you have eaten lunch. Deposits will be made in the cafeteria.

Students will be expected to memorize their number. When you go through the meal line, you will enter your 5 digit student ID number and the amount will be deducted from your account. We will not be accepting deposits while students are in the meal line.

Each Wednesday, after lunch has been served, a small a la cart will be open for you to buy items such as chocolate chip cookies, bottled water, chips, string cheese, etc. You can use your meal account to pay for these items. Parents may request that this privilege not be allowed and students will have to have money with them to purchase items from the a la cart.

The meal prices for our school year are:

Full paid lunch:	$1.75	Full paid breakfast:	$1.00
Reduced lunch:	$.40	Reduced breakfast:	$.30

Students will not be allowed to charge meals

Do not share your number with anyone!!

You may qualify for free or reduced meals. If you believe you may qualify, please complete the appropriate form and return it to the office before the first day of school. The form may be accessed at www.lunchapp.com.

Athletic Offerings & Eligibility

Gladwin Junior High School Athletic Teams:

7th & 8th Girls Volleyball	Played in the Months of September and October
7th & 8th Boys & Girls Cross Country	Ran in the Months of September and October
7th & 8th Girls Basketball	Played in the Months of November and December
7th & 8th Boys Basketball	Played in the Months of January and February
7th & 8th Boys and Girls Track	Ran in the Months of April and May

Gladwin Junior High athletes will follow the junior high/middle school regulations which have been written by the Michigan High School Athletic Association. These regulations apply to all member schools having seventh and/or eighth grades, both boys and girls interscholastic athletic competition.

Athletes must pass four (4) classes or 66% of their classes in order to be eligible.

There will be a $25 participation fee for junior high athletics, in each sport involved. The fee and acceptance forms must be on file in the athletic office (located at Gladwin High School) prior to the first contest. In addition, there is a $50 cap per student per school year. Students are required to have a physical and turn in a signed physical form and $5 insurance fee to the athletic office prior to the first practice.

Discipline Code

Our Philosophy of Discipline:

At Gladwin Junior High School we recognize that there are many factors which contribute to the success of students in sixth, seventh, and eighth grade. As a staff, we believe that students need:

- A great deal of acceptance and recognition for their positive behavior
- To see positive role models
- Praise and encouragement
- Consistency
- Boundaries for themselves and their classmates

As a student of Gladwin Junior High, we expect you to:

- Live up to the Gladwin Junior High Student Commitment to be an active learner, take responsibility for your actions
- Exhibit positive behavior at all times.
- Respect yourself
- Respect All adults, students, and property
- To accept and follow the student responsibilities under the Parent/Student/Teacher Compact
- To follow the Gladwin Junior High School Behavior Expectations
- To follow all rules/guidelines of the Gladwin Community Schools Acceptable Use policy

Behind chronic misbehavior there is a problem which needs to be examined. Discipline works best when teachers, staff, and parents communicate and cooperate. Offenders will be dealt with in a progressively more severe manner. All offenses will include a student plan to correct their behavior. For the sake of simplicity, the types of infractions have been grouped into three categories: Level 1, Level 2, and Level 3. These levels approximate the seriousness of the offense.

Level 1

A level 1 violation is any behavior which disrupts, interferes with, or detracts from learning. Examples of such prohibitive behaviors include, but are not limited to:

Insubordination	Technology Violation
Disrespect	Truancy
Disruptive Behavior	Showing Overt Affection
Excessive Tardiness	Inappropriate Dress

Students violating **Level 1** rules will be subjected to sanctions which include, but are not limited to:

- verbal reprimands
- parent conferences and/or phone calls
- detentions
- private consultations or referral to the principal or assistant principal

Level 2

In response to repetitive minor offenses (a total of any three Level 1 violations), more serious infractions, or referrals needing immediate attention, the principal or assistant principal may choose to apply disciplinary measures which are deemed appropriate. Examples or more serious infractions include, but are not limited to:

Forgery	Foul or Inappropriate Language
Any 3 combined Level 1 violations	Dishonesty Towards Staff
Violating Closed Campus	Violation of “No Touch” Policy
Sexual Harassment	Intimidation or Bullying
Skipping	Cheating
Vandalism or Theft	Truancy (5 or more per quarter)
Throwing Objects	Verbal Abuse
Providing False Information	
Fighting	

Students violating level 2 will be subject to sanctions which include, but are not limited to:

- Assigned to building and grounds clean-up detail.
- Before, After, or Saturday detention
- Placed on the No Pass and the No Activity List for the remainder of the quarter or 30 days, whichever is more
- Suspension for a minimum of 1 day up to 10 days.
- Petitioned to the court
- Recommendation for a long-term suspension or expulsion.
- ** The No Pass/No Activity list will be updated, published and posted weekly.

Level 3

One of the primary goals of Gladwin Junior High School is to provide a safe and orderly environment. Occasionally, situations arise which need immediate intervention. Prohibited behaviors include but are not limited to:

Repetitive **Level 2** offenses :

- Use, Possession, or Transfer of Tobacco Products
- Unauthorized Prescription Drugs
- Use, Possession, or transfer of Alcohol and/or Containers
- Arson, or Attempted Arson
- Use, Possession, or Transfer of Illegal Drugs or Look-Alike Drugs
- Use or Possession of Explosives
- Verbal or Physical Assault
- Dishonesty Acquiring Property Belonging to Another
- Bullying
- Stealing or Willfully Using Stolen Property
- Malicious Mischief
- Repeated Insubordination
- Vandalism of School or Personal Property
- Possession of Matches or Lighters
- Violations of State or Local Ordinances
- Intimidation or Threats toward Other Students or Staff
- Use, Possession or Transfer of Any Type of Weapon
- Sexual Harassment
- Violating Closed Campus

Students who violate these rules will be subject to:

- 1st Level 3 offense a minimum of a 3-day suspension, parent/student/administrator meeting before return to school.
- Placed on the NO PASS/NO ACTIVITY list for a minimum of 120 days.
- Behavior plan modified
- 2nd Level 3 offense a minimum of a 5-day suspension
- Parent/student/administrator meeting before return to school will be required.
- Possible reduction of school day
- Possible contact with law enforcement personnel.
- Possible recommendation for expulsion.
- A third, Level 3 offense will result in a minimum of a 10-day suspension
- Possible contact of law enforcement personnel.
- Possible recommendation of expulsion.

Once a student has received repetitive offense status under Level 1 they will be subject to the following; violation of any two of Level 2 offenses or any one of Level violations is considered automatic Level 3 status for further disciplinary action.

Drug Dissemination:

Dissemination of drugs, whatever their legal status, to fellow students endangers the physical health of those students and cannot be tolerated.

Whether or not these are chemicals or controlled substances, their potential for causing harm is considerable and apparent. The possibility of an allergic reaction to such drug exists; and a student may take an overdose or improperly mix a drug with another, creating a harmful interaction effect. Additionally, the distribution of any form of pills, however harmless, in the restricted environment of the school would directly contribute to the creation of a drug oriented atmosphere and could lead to psychological dependence on the part of some students.

In addition, the Michigan Public Health Code prohibits the manufacture, distribution and/or possession of an imitation controlled substance and there are criminal penalties for violations. Hard intervention will be followed. Violation of the above rule:

Immediate police contact, parents are contacted, a ten day suspension/recommendation for expulsion is sent to the superintendent, collection of behavioral data (academic, disciplinary, attendance), and a parent conference is scheduled.

Youth Tobacco Act-PA314 (1988)

Prohibits minors from possessing, smoking cigarettes or cigars, chewing, sucking, or inhaling tobacco in any form on a public highway, street, alley, park, other lands used for public purposes, or in a public place of business or amusement. It does not apply to the private premises of a minor's parent.

Students regardless of age, while they are on school property are not permitted to have in their possession or use cigarettes, other forms of tobacco, or other items associated with tobacco use. This policy is effective during the school day or when a student is attending school activities, such as plays, practices, athletic events, senior activities, etc. **THE PREVIOUS SENTENCE HAS BEEN INTERPRETED BY THE ADMINISTRATION TO MEAN THAT A STUDENT MAY NOT USE OR POSSES TOBACCO AT ANY TIME ON SCHOOL PROPERTY OR AT ANY SCHOOL ACTIVITY.**

If a student violates this policy, he/she will be suspended for 8 days. Students will have the option to take a 5 day smoking cessation class to cut suspension time to 3 days. Second offense-full 8 day unexcused suspension. Third offense-to Board of Education for expulsion hearing. After a three day unexcused suspension, the student may choose to enroll him/herself in a tobacco awareness class.

Dangerous Weapons

The principal or assistant principal is required to report to a pupil's parent or guardian and the local law enforcement agency any situation where a dangerous weapon is found in the possession of a pupil while the pupil is still in attendance at school or a school activity or is in route to or from school on a school bus. **THERE WILL BE AN AUTOMATIC SUSPENSION AND RECOMMENDATION FOR EXPULSION FROM SCHOOL FOR ANYONE CAUGHT WITH A WEAPON.**

Suspension:

Students who are suspended have the right to be informed of the specific charges against them. Parents will be informed by phone or letter of the reasons for the suspension. Parents have the right to appeal to the superintendent for a review of the administrations' decision. Students are expected to make up work during suspensions. Suspended students will have one day to make up their work for each day of suspension. However, we must realize that there is no substitute for the classroom experience. With this in mind, it is appropriate for suspended students to forfeit credit which could only be obtained through class participation.

Public Act 103-SNAP SUSPENSIONS

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

House Bill 4240-STUDENT TO STUDENT ASSAULTS

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

Public Act 104-STUDENT TO ADULT ASSAULTS

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

Gladwin Community Schools Medicine Policy

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

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

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

Please do not send medication to school with your child. The transportation of medicine is the parent's responsibility-therefore the parent must deliver and pick up medication. This is for the protection of your child and others as medication may be lost or taken by other children while in route to school. Also, the parent is responsible to bring in a month's supply of medication on the first day of each month, for those children who will be taking medications' on a regular basis during the school year.

All medications that are prescribed two, three, and four times a day, such as antibiotics, eye drops, decongestants, Ritalin, etc., will be given at the child's lunch hour so that classroom disruption can be avoided. This also includes medications such as Tylenol, cold tablets, and cough syrup. Please adjust the dosage schedule at home accordingly, so that all medications given at school will be administered at the child's lunch hour.

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

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

Management of Students With Asthma in the School Setting

The District will honor the parental/guardian request and doctor's written instructions that allow a child to carry and self medicate for asthma. If needed, school administrators may be in direct communication with the child's health care provider in order to resolve individual problems that may arise because of a child's asthma. All staff shall be informed about the early warning signs of an acute asthma episode and should be aware of emergency procedures and contacts in case a child needs medical assistance. Copies of "Signs of an Asthma Emergency" as published by the Michigan Department of Education, will be distributed to all staff members and shall be posted on appropriate bulletin boards in school buildings.

Any district staff member may assist a student in distress in self administration of a medication. For the purpose of this policy, distress refers to any obvious serious discomfort or threatening condition. The staff member should first confirm that the medication and dosage are proper for the student as conditions allow.

As soon as possible, the staff member shall notify the school administration, designated school medical response person, and/or the local emergency medical system. The staff member shall also complete a district incident/accident report form following the incident.

STUDENT RIGHTS AND POLICIES

GLADWIN COMMUNITY SCHOOLS NOTICE OF NONDISCRIMINATION POLICY

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

SEXUAL HARASSMENT POLICY

Sexual harassment includes making unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal and/or physical conduct of a sexual nature.

All students are expected to conduct themselves with respect for the dignity of others.

Some Examples of Sexual Harassment:

1. Sexual remarks or suggestions
2. Unsolicited and unwelcome flirtations, advances or propositions
3. Graphic or degrading comments about a student's appearance, dress, or authority
4. Verbal abuse with sexual connotations
5. Display of sexually suggestive objects or pictures
6. Dirty jokes and offensive gestures
7. Conversation regarding sexual matters which are too personal

NOTE: One the most important aspects of a sexual harassment claim is determining that the behavior was unwelcome. Therefore it is important to communicate to the harasser that the attention is unwanted.

Any student who believes he or she has been subjected to discriminatory and/or sexual harassment, insults, or intimidation shall report the incident(s) to the guidance counselor or to the administration. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school.

GLADWIN COMMUNITY SCHOOLS ACCEPTABLE USE AGREEMENT

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

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

Password Responsibility:

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

Gladwin Junior High School

Statement of Understanding

This handbook details the policies and procedures of the school and is intended to guide students while attending the junior high. As a student in this school, you are expected to follow the guidelines set forth in this handbook. As a parent of a junior high student, you need to be aware of the policies and procedures, which govern your students' rights and responsibilities. Therefore, it is essential that both parents and students review the handbook's contents carefully. After reviewing its contents, both student and parent should sign below, to insure proper distribution, reading, and knowledge of the handbook. **This page is to be removed from the handbook and returned to school.** It will be kept on file at the school.

The junior high emphasizes **respect, courtesy, and discipline,** three necessary ingredients for a good education. Expectations of you as a student are high. At all times we expect you to treat students, teachers, support staff, and administrators with respect. We expect you to participate and cooperate with them. We expect you to perform at your best. In short, we expect you to work diligently at achieving an education that will benefit you and society now and in the future.

We have read and reviewed the Gladwin Junior High School Handbook.

Please Print Below		Please Print Below	
_____	_____	_____	_____
Student's Name/Grade	Date	Parent's/Guardian's Name	Date

Please Sign Below		Please Sign Below	
_____	_____	_____	_____
Student's Name	Date	Parent's/Guardian's Name	Date

Mandi Asch-Zaborowski, Assistant Principal, Gladwin Junior High School