Gladwin High School
Student Handbook
2026-2027



1400 N. Spring St.
Gladwin, MI 48624
GHS Office: (989) 426-7341
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www.gladwinschools.net

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Parents and Students of GHS:

Welcome to the 2026-2027 school year. This handbook will provide important information, but by no means, is to be interpreted as being a complete list of procedures and regulations of the school. Rather, it will help you understand the expectations of Gladwin High School.

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

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

With Gladwin Pride:

Mrs. Brown	*Mr. Rayl*
Principal	*Assistant Principal*

ADMINISTRATION

Superintendent	Charles Frisbie
Business Manager	Angela McKenna
High School Principal	Elizabeth Brown
Assistant Principal	Mat Rayl
Athletic Director	Lauren Wetmore
Transportation Supervisor	Cyndee Balzer
Food Service Director	Sharon Kennedy

STAFF

Ms. Billman	Art
Ms. Bostian	English
Ms. Bully	Special Education/Library Paraprofessional
Mr. Cherry	English/Social Studies
Ms. David	Spanish
Ms. Freds	School Counselor

Ms. Fruchey	Special Education English
Ms. Gee	Secretary
Ms. Graves	Science
Mr. Guentert	Math
Ms. Heine	English
Mr. Mervyn	Health/PE
Ms. Kibler	Student Support Specialist
Ms. Kille	Social Studies
Ms. Lurie	Vocal Music
Ms. Malosh	Special Education Math
Ms. McLaughlin	Math
Ms. Merritt	Clerk
Mr. Morris	Social Studies
Mr. Robinson	Science
Ms. Mitchell-Seiser	Special Education English
Ms. Sapienza	Band
Ms. Smith	Secretary
Mr. Taratuta	Math
Ms. Travis	English
Ms. C. Verellen	Broadcasting/Publications & Inst. Coach
Mr. M. Verellen	Science
Ms. Wetmore	Health

WHOM TO SEE FOR WHAT

Academic Issues/Requirements	Teacher/Counseling Department
Alternative Education	Mrs. Brown/Ms. Bamberg-Whittaker
Attendance	Ms. Merritt/Mr. Rayl
Bus Issues	Ms. Balzer
Curriculum	Counseling Department
Discipline	Mr. Rayl
Lunch/Breakfast Program	Ms. Kennedy
Locker Issues	Mrs. Gee
Medical	Main Office
Scheduling	Counseling Department
Sports Information	Mrs. Wetmore
Transcripts	Ms. Smith
Vehicle Registration/Work Permits	Main Office

GENERAL INFORMATION

Main Office Hours	7:45 A.M. – 4:00 P.M.
Class Hours	8:05A.M. – 3:01 P.M.

OFFICE PHONE NUMBERS

Alternative Education	(989) 426-1891
Athletic Office	(989) 426-5491
Guidance Office	(989) 426-8112
Main Office/Attendance	(989) 426-7341
Superintendent	(989) 426-9255
Transportation	(989) 426-8494

Gladwin Community Schools' web page is www.gladwinschools.net. When inclement weather makes travel conditions unsafe, please be sure to listen to one of the following stations for notice of school being closed for the day: WGDN-103FM, WUPS-98.5,

WCFX-95.3, WNEM-TV5, WWTV-9/10, WMPX/WRMX-97.7, WKKM-92, and WCEN-94.5. The best way to stay informed is through the "Flying G App". This can be downloaded for free from the Google Play Store or the App Store.

GLADWIN HIGH SCHOOL SCHEDULE

1st Hour	8:05-8:57 am
2nd Hour	9:02-9:54 am
3rd Hour	9:59-11:01 am
Lunch	**11:01-11:36 pm**
4th Hour	11:41-12:33 pm
5th Hour	12:38-1:30 pm
6th Hour	1:35-2:27 pm
IT	2:32-3:01 pm

FLYING G'S FIGHT SONG*

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

*Please stand whenever our school fight song is played.

School Calendar

GLADWIN COMMUNITY SCHOOLS 2026-2027 DISTRICT CALENDAR OF EVENTS

August 2026

M	T	W	Th	F
3 X	4 X	5 X	6 X	7 X
10 X	11 X	12 X	13 X	14 X
17 P	18 P	19 P	20 X	21 X
24 H	25	26	27	28
31				

Comments:

September 2026

M	T	W	Th	F
	1	2	3	4 X
7 X	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Comments:

October 2026

M	T	W	Th	F
			1 H	2 X
5	6	7 C	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Comments:

November 2026

M	T	W	Th	F
2	3	4	5	6 P
9	10	11	12	13
16	17	18	19	20
23	24	25 H	26 X	27 X
30				

Comments:

December 2026

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18 X
21 X	22 X	23 X	24 X	25 X
28 X	29 X	30 X	31 X	

Comments:

January 2027

M	T	W	Th	F
				1 X
4	5	6	7	8
11	12	13	14	15
18 P	19	20	21	22
25	26	27	28	29

Comments:

February 2027

M	T	W	Th	F
1	2	3	4	5
8	9	10 C	11	12
15 X	16	17	18	19
22	23	24	25	26

Comments:

March 2027

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12 H
15	16	17	18	19
22	23	24	25	26
29 X	30 X	31 X		

Comments:
3/12 Half Day Teacher PD

April 2027

M	T	W	Th	F
			1 X	2 X
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Comments:

May 2027

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31 X				

Comments:

June 2027

M	T	W	Th	F
	1	2	3 H	4 H
7 P	8 X	9 X	10 X	11 X
14 X	15 X	16 X	17 X	18 X
21 X	22 X	23 X	24 X	25 X
28 X	29 X	30 X		

Comments:

Calendar Key:
X No School
H Half Day of School
P No Students Teacher Work Day
C Count Day

Full calendar of events can be found on our website:
www.gladwinschools.net

PD Day 1 (No Students).....August 17, 2026
PD Day 2 (No Students).....August 18, 2026
PD Day 3 (No Students).....August 19, 2026

Student First Day of School (½ Day).....August 24, 2026
No School (Friday/Labor Day).....September 4, 2026
No School (Monday/Labor Day).....September 7, 2026
First day of school *(preschool)*.....September 8, 2026
Parent Teacher Conferences (½ day students).....October 1, 2026
No School (Staff and Students).....October 2, 2026
No School for students (Staff PD).....November 6, 2026
Thanksgiving Break ½ Day.....November 25, 2026
Thanksgiving Day (No School).....November 26, 2026
Thanksgiving Break (No School).....November 27, 2026
End of 1st Semester.....December 17, 2026
Teacher Records Day (No Students).....December 18, 2026
Beginning of Winter Break (No School.....December 21, 2026
Back to School from Winter Break.....January 4, 2027
No School for students (Staff PD).....January 18, 2027
Mid-Winter Break (No School).....February 15, 2027
½ Day for students (Teacher full day w/ PD.....March 12, 2027
Beginning of Spring Break (No School).....March 29, 2027
Back to School From Spring Break.....April 5, 2027
Memorial Day (No School).....May 31, 2027
½ Day of School.....June 3, 2027
½ Day & Last Day of School.....June 4, 2027
Teacher Records Day (No Students).....June 7, 2027

GHS and GJHS Marking Period End Dates:
October 16 First Marking Period Ends
December 17 First Semester Ends
March 5 Third Marking Period Ends
June 4 Second Semester Ends

GIS and GES Term Dates:
October 16 First Term Ends
Progress Reports will be sent home between terms
June 4 Second Term Ends

Other Important Dates:
Homecoming September 18
Prom April 10
Graduation Class of 2027 June 6

Elementary Grades Pk-2 989.426.7771
Intermediate Grades 3-5 989.426.4531
Junior High Grades 6-8 989.426.3808
High School Grades 9-12 989.426.7341

Student Enrollment:
Gladwin Community Schools enrollment is done through Skyward. If you have a Skyward account, from having a student here previously, you will use that account. The Skyward button is on the website. If you have never had a student in Gladwin Community Schools you will click the New Student Enrollment button on our website. Please call the school building secretary with any questions

Inclement Weather:
Gladwin Community Schools may close when inclement weather makes travel conditions unsafe. Closing bulletins are normally released by 6 a.m. after a physical check of main roads, traditional trouble areas and checks with the local police and road commission are made. Upon the determination to close or delay by the Superintendent, the student and staff messaging systems will be activated to inform students and their families and district staff, that school has been cancelled or delayed due to the current weather conditions or will close early due to the same. The Gladwin Community School App will be the best communication for this and other important messages.

FOOD SERVICE DEPARTMENT INFORMATION

The GHS Food Service Department offers each student one free breakfast and lunch daily. An additional lunch is available for $3.40 and an additional breakfast is $2.15 which includes an additional milk. Students may purchase an additional milk only for $0.60. There is a no charge policy for students and adults. Both must have cash, check, or money in their account. A meal account is assigned to each student with a corresponding personal 5-digit identification number. Students at Gladwin High will be expected to memorize this number. The number is unique and should not be shared with anyone.

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

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

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

MEDICATION POLICY

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

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

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

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

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

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

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

SECTION I: **STUDENT EXPECTATIONS & CODE OF CONDUCT**

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

GHS students will show respect and dignity towards themselves, others, and their community in their words, actions, language, and appearance.

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

Administration reserves the right to determine if these expectations have been violated & are grounds for discipline.

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school
- respect the civil rights of others
- act courteously to adults and fellow students
- be prompt to school and attentive in class
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background
- complete assigned tasks on time and as directed
- help maintain a school environment that is safe, friendly, and productive
- act, speak, and appear at all times in a manner that reflects pride in self, family, and in the school
- exercise academic integrity
- will not aid others in violating school rules

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

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

GLADWIN COMMUNITY SCHOOLS ACCEPTABLE USE POLICY

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

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

NO FLAMING/CYBER BULLYING

Flaming, the act of making threatening or derogatory (put down) statements using an electronic device, is prohibited. There should be no obscene or objectionable pictures,

graphics, or text on the computers. In addition, references to the making or inappropriate use of bomb, alcohol, tobacco, drugs, etc. is strictly prohibited.

NO HACKING

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

COMPUTER GAMES

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

PASSWORD RESPONSIBILITY

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

CONSEQUENCES

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

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

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

ALCOHOL AND OTHER DRUGS

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

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

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

DRUG DISTRIBUTION

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

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

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

ASSAULT

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

ASSAULTS – STUDENT TO ADULT – PUBLIC ACT 104

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

ASSAULTS – STUDENT TO STUDENT – HOUSE BILL 4240

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

ATTENDANCE PHILOSOPHY

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

ATTENDANCE POLICY

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

School related absences, and any absence considered valid will not be counted toward this policy. Pre-arranged college visitations will be considered school related absences for students with junior or senior status, but are limited to two visits per school year. Written verification of appointments from the host school must be received by the attendance office in order to be considered school related and not count toward the attendance limit. All other absences will be counted toward this policy.

It is the student's responsibility to make up all work that is missed. This includes absences due to suspension or that are school related. It is his/her responsibility to check Google Classroom or other online platform, obtain homework assigned, and have it completed when returning to class. Extenuating circumstances will be handled on a case-by-case basis.

ABSENCES – CONTACTING SCHOOL

It is important for parents to contact the school when their student is absent. Parent confirmed absences are absences confirmed by a parent/guardian on the first day of the

return to school following the absence. Calls can be made to (989) 426-7341, email sent to jmerrit@gladwinschools.net or a note sent with the student. Calling or emailing options are available 24 hours a day, seven days a week. Failure to call or send a note within 48 hours from the return to school will result in an unexcused absence.

SKIPPING POLICY

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

ARRIVING LATE (For the School Day)

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

LEAVING EARLY – SIGN OUT

1. Students must report to the attendance office before they leave the building.
2. All students (even those 18 years or older) will be allowed to sign out if:
    a. The parent or guardian comes into the office to pick up a student.
    b. The student has a note from a parent or guardian in advance with a phone number on the note so the school can contact the parent or guardian to verify the note.
    c. The student has received permission from a front office employee after parental permission has been verified.
3. Students will be assigned to detention(s) if they leave the school and do not sign out. A call from a parent or guardian after the student has left the building will not be accepted.
4. For athletic and extracurricular eligibility purposes**,** any student that arrives later than ten minutes after a class has started will be considered absent for that class period. Students leaving more than fifteen minutes before the end of a class period will also be considered absent for the class period.
5. Messages and packages will not be delivered to students unless an emergency exists as determined by administration. Students will be notified whenever possible of any items/messages that need to be picked up.
6. Students may not sign out for lunch. Parental permission is not accepted to allow students to go out for lunch. GHS has a closed campus lunch policy for the safety of our students.

CLOSED CAMPUS

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

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

In addition, students are not to be in the school parking lots at any time (including lunch time) except for their arrival and departure from school. When outside, students are to stay in designated areas.

Violations of this policy will result in disciplinary action and/or lose their driving privileges.

TARDY/LATE POLICY

Tardy/Late will be defined as "the student will be in the room prior to the ending of the tardy bell". If a student anticipates late arrival to his/her next class, he/she should request a pass from his/her teacher. Habitual tardies will be referred to the Assistant Principal for review and disciplinary action. (3 tardies = 1 detention)

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

The cutoff point for a tardy is ten minutes into a class, after which it is considered an absence. Oversleeping will be considered tardy/late.

TRUANCY POLICY/PROTOCOL

Truancy is a problem in our community that can only be solved through the cooperative efforts of the school, parents, law enforcement officers, the Prosecuting Attorney, and the Family Division of the Circuit Court.

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

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

HALL PASSES

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

BULLYING/SAFE ENVIRONMENT

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

Gladwin Board Policy Summary is as follows:

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

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

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

CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES

In accordance with Michigan Law (MCL 380.1303a), the policy for personal electronic devices—including cell phones, smartwatches, headphones, earbuds, or other internet-connected electronics that can text, browse the web, or capture media—is defined by the following standards:

- **Instructional Time Restriction:** Electronics are not permitted to be used, seen, or heard during instructional time, regardless of the student's location (including classrooms, hallways, restrooms, etc.). Devices must be turned off or silenced and stored out of sight and not in their physical work space, such as in a backpack or locker, rather than on a desk or lap.
- **Permitted Use Times:** Students are only allowed to use personal electronics during non-instructional times, which include before the first morning bell, after the final dismissal bell, during passing times, and during their designated lunch time.
- **Teacher-Directed Exceptions:** Teachers may grant brief, temporary permission for device use to complete a specific educational task, such as two-factor authentication for FAFSA. Once that specific task is finished, the device must immediately be silenced and put away.
- **Higher Teacher Expectations**: Teachers have the right to elevate their cell phone policy in their classroom to be more restricted than that school wide policy. For example, if a teacher has a "wall to wall, no cell" policy in which phones are not allowed in their classroom at all, then students must follow that rule. The law and school sets the minimum standard of expectation.
- **Enforcement:** Staff members will confiscate any personal electronic devices that are visible, audible, or disruptive during restricted times. Confiscated items will be held securely in the main office and processed according to the policy listed below.
- **Electronic Use Policy**: All school rules and policy regarding technoloy uses in the classroom and with school technology and network still apply. See the "Acceptable Use Policy" for more detail.

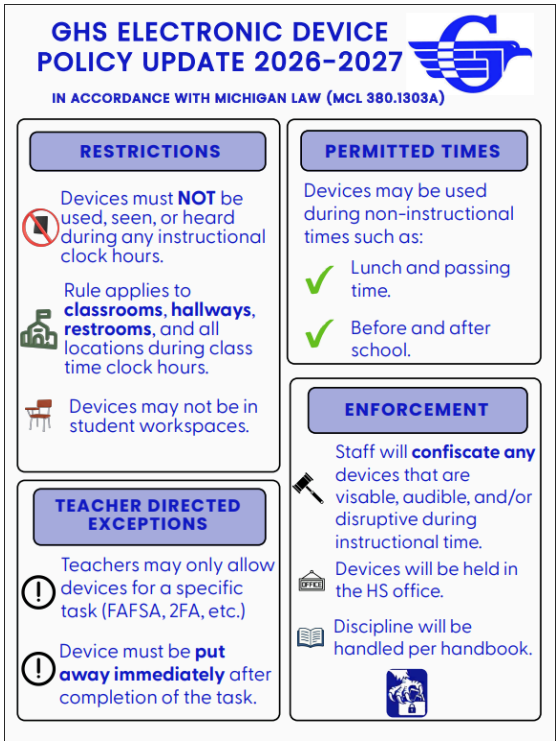
1st offense: The device will be returned to the student at the end of the day and a detention will be assigned.
2nd/3rd offense: The device will be returned only to a parent or legal guardian and a detention will be assigned.

4th offense: The device will be returned only to a parent or guardian and a Saturday School will be assigned.
-Additional offenses may result in loss of phone privileges at school.
-Students who bring in multiple devices in an attempt to bypass the cell phone policy may be suspended.

The school prohibits the use of a camera or any video device from any restroom, locker room or other location where students and staff have a reasonable expectation of privacy. A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

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

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



CHEATING

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

If you are caught cheating it will result in:

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

DANCE REGULATIONS

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

DETENTION (AFTER SCHOOL AND SATURDAY DETENTION)

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

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

DRESS CODE

Gladwin High School believes that students have the right to wear clothing that they feel comfortable in. However, the right of one student must end when it interferes with the rights of others. It is one of the purposes of this high school to attempt to teach manners and appropriate dress in public places. Students should be appropriately covered and clothing should be free of offensive language, statements, images, innuendos that are counterproductive to the learning environment.

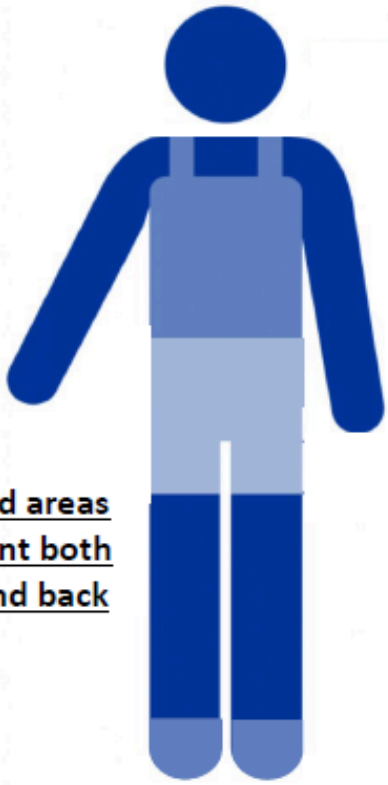
- Administration and staff have the right to determine whether or not clothing violates regulations or is inappropriate.

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

Gladwin High School

Gladwin High Schools Dress Code is a key component of preparing students for college and career readiness. Adherence to a dress code is an important part of the workplace to promote professionalism, safety, and security.

DRESS CODE



***Shaded areas represent both front and back**

Torso

*Clothing must cover stomachs, backs, chests, and include wide straps.
*Undergarments must be covered.

Legs

*Shorts, skirts, and dresses must be at least mid thigh in length.
*Undergarments must be covered.

Feet

Footwear must be worn at all times and be appropriate for the activity. Slippers are not permitted due to safety reasons.

*Pajamas and any clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, displays inappropriate pictures/writing is prohibited.

*Any clothing or accessories worn in a manner identified as gang-related is prohibited.

*Exceptions to dress code standards may be made for certain classes or school activities.

***GHS dress code is subject to change upon new trends and information which applies to safety concerns. Administration and staff have the right to determine if clothing violates dress code.**

DISPLAYS OF AFFECTION

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

EXCESSIVE DISCIPLINE REFERRALS

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

FIGHTING

Fighting at GHS is strictly prohibited. Any student involved in the physical assault of another may be suspended or expelled for up to 180 days and will be referred to the School Resource Officer for decisions regarding legal actions. Expulsion may be recommended for any student who is involved in fighting.

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

LOCKERS AND GYM LOCKERS

Each student is responsible for his or her locker and lock that they have been assigned. The school will assume no responsibility for student property lost or stolen from lockers due to student negligence. Do not share lockers or combinations. Student lockers belong to the school. They may be searched any time there is reason to believe that a law or school rule is being violated. Students with unlocked or missing locks may be assigned detention. Students may be charged for any damage to lockers and/or lost locks. The locker is to be closed and locked after each passing time.

Gym lockers are provided for the convenience of students. Locks will be provided for use during physical education classes. If you are not using a lock in the locker room, please keep valuables locked safely in your hall locker.

VALUABLES

Valuables should not be brought into school by students. The school cannot accept responsibility for safety and security of valuables, including electronic devices. Students should not bring large sums of money to school. If it is necessary to bring money for class or club projects, it should be turned in to the appropriate person upon arrival at school.

PARKING FOR STUDENTS

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

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

DESIGNATED STAFF AND STUDENT PARKING

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

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

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

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. Hand-held metal detectors may be used by administration in order to enable searches to become more accurate, efficient, and less intrusive. All searches may be conducted with or without a student's consent.

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

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

SAFETY AND SECURITY

In the event of a physical safety concern, we will implement all necessary measures to ensure the protection of every student. Students are highly encouraged if they see something concerning to say something to a trusted adult.

BAG AND PURSE POLICY

Students are not permitted to bring bags, purses, or similar personal items into classrooms. Exceptions: If you have a medically necessary item, you may be granted an exception with prior administrative approval.

COATS AND JACKETS

Coats and jackets are generally not permitted inside the school building during the school day. Teachers may, at times, allow them if classroom temperatures require it.

DOORS

We strongly encourage you to report anything suspicious or concerning to a staff member immediately. Your active participation helps us keep our school safe for everyone. For the safety of everyone, propping open any entrance door is strictly prohibited at any point during the day. All doors must remain closed and secured. Students should never let anyone into the building at any time.

CAMERA SYSTEM

To ensure a safe and secure environment for our entire Gladwin High School community, students, staff, and visitors, we have surveillance cameras in public areas such as hallways, entrances, cafeterias, gymnasiums, and parking lots. These cameras are here to discourage unwanted behavior, monitor activity, and aid in investigating any incidents. We never place cameras in private areas like restrooms or locker rooms. Please be aware that your presence in public areas of the school building or grounds means you may be recorded. School administrators and law enforcement will only review footage as needed.

VAPE DETECTORS

Vape detectors are installed in the bathrooms. These monitors measure particulate matter in the air. When administrators are alerted to the presence of a vaping incident in the bathroom, students in the bathroom may be searched with a non-intrusive metal detector in order to locate the vape device.

POLICE PRESENCE IN THE SCHOOL

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

- Parents will be informed of the situation involving their child if the police deem it necessary to question/talk/interrogate the student. Notification may happen after the police have talked to the student when student safety is at risk.
- School administration will follow up with any necessary concerns**.**

RESOURCE OFFICER AND K9 UNIT

Office Doyle has a police dog, “Coach,” who has been assigned to him as of the 26-27 school year. Though the dog might be friendly and students may want to pet him, he is on duty and should be treated as a member of the law enforcement

agency. The school resource officer and the dog will conduct regular hallway, parking lot, and locker sweeps to maintain a safe environment for students.

SIGNS AND POSTERS

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

SEXUAL HARASSMENT POLICY

Sexual harassment includes making unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal and/or physical conduct of a sexual nature. All students are expected to conduct themselves with respect for the dignity of others.

Some examples of sexual harassment:

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

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

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

SUSPENSION

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

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

SNAP SUSPENSIONS – PUBLIC ACT 103

If a teacher in a public school has good reason to believe that a pupil's conduct in class or in any activity constitutes conduct for which the pupil may be suspended, the teacher may cause the pupil to be suspended from the class or from a school activity for up to one full school day. The teacher shall immediately report the suspension and the reason to a school administrator. Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent/guardian attend a parent-/guardian-teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent/guardian requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

TEXTBOOKS AND CLASSROOM MATERIALS/LEARNING AIDS

Chromebooks and chargers/books/materials/learning aids are loaned to students. Fines will be charged to students for items lost or abused beyond normal use.

TOBACCO AND OTHER ITEMS ASSOCIATED WITH TOBACCO USE

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

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

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

- Second offense – full eight-day suspension
- Third offense – Board of Education expulsion hearing

VANDALISM AND THEFT

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

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

VISITORS

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

WEAPONS – DANGEROUS

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

WEAPONS-KNOWLEDGE OF OR THREATS OF VIOLENCE

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

APPEAL PROCESS FOR DISCIPLINE PURPOSES

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

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

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

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

THIRD LEVEL: (Only in cases of alleged violation of due process (Policy 5206A) by the superintendent)
An appeal to the Board of Education shall be made in writing within two school days after the superintendent's action has been received. A Review Hearing will be held at a regularly scheduled Board meeting. A decision will be rendered by the Board within five school days of the Review Hearing.
During the appeal process, the student will be placed in an alternative site setting in order to maintain academic progress and will be entitled to complete all work for semester credit until such time that a final determination is made.

SECTION TWO: ACADEMICS, COUNSELING, AND THE GUIDANCE DEPARTMENT

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

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

- To broaden student outlooks and perspectives

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

GRADING SCALE

Gladwin High School uses the following system of grading:

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

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

- Quarter Grade:

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

- Final Exam Grade:

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

- Semester Grade:

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

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

Exam Exemption Policy

All students can earn a maximum of two exam exemptions per semester based on meeting *either* attendance or academic achievement criteria.

Exemption Criteria

You can qualify for exemptions in one of two ways:

1. Attendance

- No more than 3 parent-confirmed and/or unexcused absences in a semester.
    - *Note: Valid or school-related absences (e.g., school-sponsored events) do not count towards this limit.*
- Earned a "C-" or better in *every class (including CTE)* for both marking periods.
- No more than 7 tardies in a semester.
- You cannot exempt the same class you exempted in the first semester.
- Students who have been suspended or have had discipline for habitual skipping are not eligible for exam exemptions in that semester. Students found to be deliberately skipping class in order to avoid tardy accumulation will forfeit all exam exemption privileges for that semester. Determinations will be made at the discretion of building administration based on attendance patterns and other relevant factors.

2. Academic Achievement

- Earned a "B-" or better in *every class (including CTE)* for both marking periods.
- No more than 7 tardies in a semester.
- You cannot exempt the same class you exempted in the first semester.
- Students who have been suspended or have had discipline for habitual skipping are not eligible for exam exemptions in that semester. Students found to be deliberately skipping class in order to avoid tardy accumulation will forfeit all exam exemption privileges for that semester. Determinations will be made at the discretion of building administration based on attendance patterns and other relevant factors.

Senior exemptions for first semester:

1. Any first semester senior with no more than 3 parent confirmed unexcused absences -OR- no more than 7 tardies in a semester OR have a “B-“ or better for both marking periods for every class will be allowed to exempt all of his/her exams.
2. You have passed both nine week marking periods.

Second Semester ONLY Exemption (for MME Proficient Seniors):

Seniors, starting with the Class of 2027, who are proficient on all four core areas of the Michigan Merit Exam (SAT and MSTEP taken in the spring of 11th grade) can earn exam exemptions for all classes the second semester ONLY, provided they also:

- Have no more than 7 tardies in a semester.
- Must be passing all classes (including CTE).
- Cannot exempt the same class second semester.
- Students who have been suspended or had discipline for habitual skipping are not eligible for exam exemptions in that semester. Students found to be deliberately skipping class in order to avoid tardy accumulation will forfeit all exam exemption privileges for that semester. Determinations will be made at the discretion of building administration based on attendance patterns and other relevant factors.

General Conditions and Application

- The office will provide an exam exemption certificate to eligible students. Present these to the teachers whose exams you wish to exempt prior to the exam for signature.
- If exempting an exam puts you between two grades, your final grade will be rounded down.
- Even if you exempt an exam, your teacher may, at their discretion, allow you to take it. If the exam improves your grade, it will count; if it doesn't, it won't. The exemption is still used in either case.
- Students in dual enrollment and CTE are still eligible for two exemptions.
- Students who transfer into Gladwin High School after a semester begins are not eligible for exam exemptions for that semester.

Any senior not proficient on the MME and all seniors in the second semester are still eligible for two exemptions based on the general exemption criteria (attendance or academic achievement).

SCHEDULE CHANGES

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

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

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

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

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

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

DUAL ENROLLMENT

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

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

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

Dual enrollment students in their first semester of taking college classes must remain on campus during their dedicated dual hour(s). Students in their second semester or later must remain on campus during their dedicated dual hour(s) if they earn a C- or lower in any of their dual or GHS classes in the previous semester.

Dual students must also remain on campus if they:

- Have poor attendance or are truant
- Are currently failing any classes, either at GHS or Dual

GRADUATION/CREDIT INFORMATION

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

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

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

CREDIT INFORMATION - TEST-OUT OPTION

Gladwin High School shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in a final exam in the course, and by exhibiting that mastery through the basis assessment used in the course which may consist of a portfolio, performance, paper, project, or presentation. Credit earned under this section shall be based on a “pass” grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this section will be counted toward graduation. Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

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

EARLY GRADUATION

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

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

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

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

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

CLASS RANK

To be eligible for Top Ten status and awards, including being named Valedictorian and Salutatorian, a student must have completed at least their last four semesters at Gladwin High School. Top Ten status will be determined on eight semesters.

For the Class of 2027 & 2028, class rank, including Valedictorian and Salutatorian, will be determined by GPA. In the event of a tie, the student with the highest SAT score will receive the higher ranking. SAT results must be submitted to the main office by the beginning of the fourth marking period. Starting with the Class of 2029 final class ranking will be determined by a calculation based half on overall GPA and half on the SAT Composite score. If another instrument replaces the requirement of the SAT, the overall

score on that instrument will account for half of the calculation. Three decimal points will be used in the calculation with no rounding.

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