

**MACKINAW CITY
JUNIOR/SENIOR HIGH SCHOOL
STUDENT HANDBOOK
2024 – 2025**

YOUR SCHOOL WILL BE AS GOOD AS YOU MAKE IT!!

THE CURRICULUM AND EXTRA CURRICULAR ACTIVITIES HAVE BEEN PLANNED WITH EACH OF YOU IN MIND: WE HOPE YOU MAKE THE BEST USE OF YOUR TIME HERE, AND THAT WE CAN HELP YOU TO BECOME A HAPPY, USEFUL CITIZEN OF OUR GREAT COUNTRY.

YOU CAN SHOW YOUR APPRECIATION TO THE COMMUNITY FOR PROVIDING THE BEST EDUCATIONAL OPPORTUNITIES BY TAKING PRIDE IN YOUR SCHOOL AND BY DOING YOUR BEST IN WHATEVER ACTIVITY YOU PARTICIPATE.

THE FACULTY WELCOMES EACH OF YOU AND STANDS READY TO HELP YOU WITH ANY PROBLEMS THAT YOU MAY HAVE.

ALL STUDENTS ARE SUBJECT TO ALL RULES AND REGULATIONS CONTAINED IN THIS HANDBOOK, BUT ARE NOT LIMITED TO ONLY THOSE STATED. IT WOULD BE VERY DIFFICULT TO LIST ALL INFRACTIONS OR BEHAVIORAL EXPECTATIONS. WITH THIS IN MIND, STUDENTS ARE ENCOURAGED TO READ AND FAMILIARIZE THEMSELVES BEYOND REPROACH. IF ANY QUESTIONS ARISE AS TO PROPER CONDUCT, PLEASE ASK BEFORE YOU ACT.

THESE RULES APPLY TO ANY STUDENT WHO IS ON SCHOOL PREMISES, IN A SCHOOL-RELATED VEHICLE, AT A SCHOOL-SPONSORED ACTIVITY, OR WHOSE CONDUCT AT ANY TIME OR PLACE DIRECTLY INTERFERES WITH THE OPERATIONS, DISCIPLINE, OR GENERAL WELFARE OF THE SCHOOL.

THIS HANDBOOK SUPERSEDES ALL PRIOR HANDBOOKS AND OTHER WRITTEN OR ORAL STATEMENTS REGARDING ANY ITEM IN THIS HANDBOOK.

THIS STUDENT HANDBOOK MAY LATER BE AMENDED TO INCLUDE ANY OTHER VIOLATION NOT PREVIOUSLY SPECIFIED. THE SCHOOL ADMINISTRATOR HAS DISCRETION TO MAKE EXCEPTIONS IN EXTREME CIRCUMSTANCES.

THE MISSION OF THE MACKINAW CITY SCHOOL DISTRICT IS TO:

- Endeavor to aid parents, the primary educators of their children, to build not only intellectual minds but strong character evidenced by integrity, loyalty and respect for self and others.
- Create a stimulating atmosphere where all students will be able to realize and explore their fullest potential.
- Encourage each student’s highest academic achievement, stressing the importance of education as a lifelong process.
- Cultivate creativity and enhance social, leadership and problem solving skills.
- Promote a sense of belonging and pride in our school and community.

BY:

- Maintaining high standards of commitment and excellence from administration, staff, parents, students and community.
- Providing a safe, orderly and pleasant school environment where enthusiasm and mutual respect are emphasized.
- Providing well-rounded academic and co-curricular programs.

GENERAL SCHOOL PROCEDURES

CLASS SCHEDULE

Zero Hour	7:00-7:45
1 st Hour	8:00-8:52
2 nd Hour	8:56-9:48
3 rd Hour	9:52-10:44
4 th Hour	10:48-11:40
Lunch	11:40-12:16
5 th Hour	12:16-1:08
6 th Hour	1:12-2:04
7 th Hour	2:08-3:00

INCLEMENT WEATHER PROCEDURE

On some days, school may be delayed for two hours to allow roads to be cleared. School will begin at 10:00 and no student will be allowed in the building until 10:00 a.m. Bus riders should adjust their pick-up by two hours.

Two Hour Delay Class Schedule

Zero Hour-Canceled

1st hour 10:00-10:30

2nd hour 10:34-11:04

3rd hour 11:08-11:40

Lunch 11:40-12:16

4th hour 12:16-12:46

5th hour 12:50-1:30

6th hour 1:34-2:14

7th hour -2:18-3:00

In the event of a two-hour delay WE **WILL NOT** BE SERVING HOT LUNCH. All students will need to bring a sack lunch.

In the event of a two-hour delay, it may become necessary to cancel classes for the entire day if weather conditions do not improve. The determination to delay or close school will be called in to local radio and television stations. Please do not call school or staff members, but listen to one of the following stations:

RADIO STATIONS

WJML 99 FM

KHQ 105.9 FM

WQLZ/WCBY 105.1 FM, 1240 AM

WMKC 102.9 FM & 940 AM

TELEVISION STATIONS

WWTU 9 & 10

WGTU/WGTQ 29 & 8

WPBN 7 & 4

Please keep this notice for future reference. Anyone having questions regarding this procedure should call immediately for clarification. **DO NOT WAIT** for the first storm!

ENROLLING IN SCHOOL

Students are expected to enroll in the attendance district in which they live. Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring: a birth certificate or similar document, custody papers from a court (if appropriate), proof of residency, and proof of immunization. In case of a temporary enrollment, parents will be notified of which records are necessary to complete the enrollment process.

EXITING MACKINAW SCHOOLS

When a student leaves school for any reason, he/she must report to the main office, turn in textbooks, and fulfill any other departure requirements.

ASSEMBLIES

Proceed to the gym in a quiet, orderly manner. Sit up and pay attention. **BE POLITE!**

LUNCH

Breakfast and hot lunch are available daily. Parents are encouraged to fill out a free and reduced meal application at the beginning of the school year.

ALL STUDENTS MAY EAT FREE MEALS FOR THE 2024-2025 SCHOOL YEAR

Lunch must be ordered by 8:30 am. If students will be late and would like hot lunch, please call the office to order for the day by 8:30 am.

From 11:40 – 11:56 all students will be in the multi-purpose room. From 11:56 – 12:16 all students will be in the gymnasium.

STUDENT GUESTS

A student guest must be approved by the administration at least two (2) days in advance. Such visitors are not allowed on exam days or if they are absent from their own school. Students should not embarrass their guests or themselves by bringing someone unannounced. The student must accompany his/her guest throughout the day and will be responsible for his/her conduct. The administration reserves the right to deny and limit the number of visitors per day.

OPEN CAMPUS

Juniors and Seniors will be able to leave campus during their seminars and lunch. Marking period grades will be checked every 4.5 weeks. Any Junior or Senior having less than an 80% average in any class will be required to stay in their seminars. Any Junior or Senior having less than 70% average in any class will be required to stay at school during lunch. Students who fall into these categories will remain so until the following grade check.

Any junior or senior that has more than 8 absences in a semester will be subject to the loss of open campus privileges and seminar privileges.

Open campus is a privilege not a right. Any violation of the school policies will forfeit your privileges of open campus. Administration has the right to deny open campus.

CLOSED CAMPUS

All students through tenth grade are not allowed to leave the school any time during the day including lunchtime. A violation of this policy will be considered truancy. Parents who choose to pick up their children during the day may sign them out at the school office.

ELECTRONIC COMMUNICATION DEVICES AND CELL PHONES

On-person use of electronic communication devices such as cell phones, beepers and pagers during school hours is prohibited. Mobile phones must be turned off during school hours (8:00 – 3:00) and stored in student locker. The school may confiscate such items and return to parents. Further offenses will result in confiscation until the end of the marking period.

All smart watches or other personal devices will be required to be placed away from students during tests or quizzes.

TELEPHONE USAGE AND NOTES TO STUDENTS

The office phone is for emergency use only. Notes to students should be kept to a minimum and they will be delivered to students at the end of the school day.

IN THE COMMUNITY

The laws of Michigan recognize that school children are responsible for their conduct on the way to and from school. However, the child is under the jurisdiction of school authorities. For the most part students are on their own. Does behavior on the streets and buses reflect credit on your home and school? In these situations, children have an opportunity to use judgment and self discipline because they are not directly under a teacher's supervision. The community supports our school! Support it.

CITIZENSHIP

YOUR TEACHERS AND PRINCIPAL/SUPERINTENDENT WILL BE ASKED TO RECOMMEND STUDENTS FOR CERTAIN JOBS. A GOOD CITIZEN CAN EXPECT A GOOD RECOMMENDATION. IT PAYS TO BE A GOOD CITIZEN!

A Good Citizen Will: Seek opportunities to serve his/her school and community, preserve an attractive school and discourage the destruction of property, build good character and personality, always be dependable and helpful, follow the rules of good sportsmanship, consider the rights of others, and follow the rules and regulations of the school, community, and society.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, he/she and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer use and

possible disciplinary action, up to and including suspension from school or referral to law enforcement authorities. Our school's acceptable use policy can be found at the end of this handbook. Please read and sign the document. After doing so, return to the school so that you may have access to the computer equipment.

QUESTIONS?

Parents are urged to visit the school regularly and attend classes. This should be scheduled in advance with the office. If parents have a concern or a problem, they should call the principal and he will discuss the problem promptly. Parents are urged to become involved in P.T.O. or any of our special interest booster groups, to chaperone activities, and to attend extra-curricular activities, as well as any daytime curricular activities. In case of questions, please feel free to call the main office at 436-8211.

CONFERENCES WITH TEACHERS

Individual conferences with students often help to solve problems and will improve the student-teacher relationship. In addition to scheduled conferences, parents are invited to visit the school and arrange for individual conferences with teachers during the school year. These conferences can be arranged during the teacher's conference period and before or after school by contacting the teacher and setting up a conference time. Contact the office for a teacher's conference period. Parents/guardians need to check in at the office before the scheduled conference time to have the teacher notified of their arrival.

EMERGENCY PROCEDURES:

Fire Drills...Follow the instructions given in each room. Fire drills will be held on regular unannounced intervals. Students should follow the teacher's instructions and exit of the building promptly, quietly, and orderly.

Tornado Drills...Students will go to the assigned area and sit on the floor with their heads between their knees. Heads should be covered with a book if available; if not, use arms. Silence is mandatory so instructions can be heard.

PERSONAL PROPERTY

Security of personal property is the responsibility of each student. Bicycles, cars and lockers, (hall and gym), should be kept locked at all times. The school cannot and will not accept responsibility for the valuables of students. **DO NOT UNDER ANY CIRCUMSTANCES REVEAL YOUR COMBINATION TO ANYONE ELSE!**

Any special items of value can be checked in the office for the day. Generally speaking, items of sizable value should not be brought to school.

LOCKERS AND EDUCATIONAL MATERIALS

Lockers, desks, and books are the property of the school, and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students will be required to pay for damaged and/or lost textbooks and non-consumable materials, other than that

caused by normal use. To maintain order and discipline in the schools, and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under the circumstances outlined below, and may seize any illegal, unauthorized contraband materials discovered in the search. Students should not expect privacy regarding items placed in school property, due to the fact that school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason and at any time without notice, without student consent, and without a search warrant (use of canines may be employed for inspections). A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student and/or his or her personal effects (e.g. bag, purse, book, and athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

LOST AND FOUND

The lost and found area is in the school office. Students who have lost items should check this area. Unclaimed items will be disposed of at the end of each semester.

VISITORS

All visitors are required to report to the main office to sign in and sign out. Only parents or guardians can have access to students during the day. Students may not bring visitors to school.

GRADUATION CEREMONY

Participating in a graduation ceremony is a privilege, not a right. Misconduct or poor behavior by students can cause a loss of this privilege. Care should be taken by graduates to keep this special time and ceremony one to be proud of by themselves, parents, and all others involved.

SCHOOL DANCES

1. Informal dances are from 8:00 p.m. - 11:00 p.m. A dance permit must be filled out and authorized by the principal a week prior to the event.
2. Formal dances are from 8:30 p.m. – 11:30 p.m.
3. A student leaving a dance early must have a written, signed note from their parents 24 hours prior to the dance and the student may not return to the dance.
4. Guests must conform to rules. Guests must be registered with the principal at least three days prior to a formal or informal dance.
5. All rules of conduct that are in effect during the regular school day are in effect at all school dances whether those in attendance are students at Mackinaw City High School or guests in our school. Clothing must abide by school dress code.
6. Dances must be chaperoned by class advisors or staff members and two other adult couples, who must be parent/guardians of Mackinaw City High School students (All

chaperones must be approved by the principal). The police department should be informed six days in advance that a dance is to be held. The principal will determine when police are to be in attendance.

STUDENT DRIVERS

- A. Students may park cars on the street **EAST** of the high school using perpendicular parking, forming one row only running north and south.
- B. Students may not take cars from the parking area without permission of the principal during the school day. The school day is from 8:00 a.m. until 3:00 p.m.
- C. Students may not go to the cars during the school hours without the approval of the principal.
- D. Mopeds, motorcycles, bicycles and other forms of transportation must be kept parked at the **EAST** end of the building.
- E. Any cars, mopeds, motorcycles or other means of transportation are subject to inspection by school officials when parked near the school if reasonable cause is shown.

TRANSPORTATION SERVICES

The purpose of school transportation is to get pupils who are legal residents of the Mackinaw City Public School District to and from the vicinity of the pupil's home and school in an efficient, safe, and economical manner. Other purposes include the provision of transportation for academic field trips in direct support of the curriculum and transportation for support of the co-curricular program (athletics, music, drama, etc.) within fiscal and energy resources of the district. Bus transportation is a privilege, not a right. Bus rules are designed for the safety of the passengers. Students who violate bus rules may forfeit their privilege to ride the bus.

STUDENT COUNCIL

Democratic living can be learned only by active participation. This organization is your opportunity for active participation in school government. Each class will have two representatives on the council elected in the spring or fall. The advisors shall consist of the two other faculty members. A strong school is the result of the support that is given to self-government.

CLASS ELECTIONS

Officers will be elected at the first class meeting, which will be held at the beginning of the school year.

CLOSE UP

Project Close Up is open to juniors and seniors, as well as sophomores with special permission only. Each year there is a one-week trip to Washington, D.C. for an in-depth study of our federal government. All applicants will be screened. Students who have demonstrated poor behavior in school and/or the community may be denied. More information will be distributed by the Close-Up director.

STUDENTS' RIGHTS AND RESPONSIBILITIES

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Section 100.4 of the department of education's regulation effectuating title VI of the civil rights act of 1964 requires that every application to the department for federal financial assistance make no distinction on the ground of race, color, or national origin in providing to individuals any service, financial aide, or other benefit under any program receiving federal assistance extended to the applicant by the department.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

Section 901 of Title IX of the education amendments of 1972 provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. To effectuate the nondiscrimination requirements of section 901 by issuing rules, regulations, and orders of general applicability. Pursuant to section 902, the department has issued 34 C.F.R. part 106 which became effective on July 21, 1975.

SECTION 504 OF THE REHABILITATION ACT OF 1972

Section 504 of the rehabilitation act of 1972, as amended, provides that no person shall be discriminated against on the basis of handicap, physical or mental impairment that substantially limits one or more of his/her major life activities. The compliance office will coordinate the districts efforts to comply with section 504 and to investigate and attempt to resolve grievances regarding alleged violations of section 504.

NONDISCRIMINATION POLICY

The Board of Education will comply with all local, state and federal laws and regulations prohibiting discrimination. No person, on the basis of race, color, religion, national origin, age, sex, or handicap shall be discriminated against, excluded from participation in or be denied benefits of any program for which the Board of Education is responsible.

(FOIA) FREEDOM OF INFORMATION ACT

Under the Family Educational Rights and Privacy Act (FERPA), schools are allowed to release directory or general information to those seeking information, such as institutions of higher learning and the military. Examples would include, but are not limited to a student's name, address, telephone listing, e-mail address, photograph, grade level, enrollment status, honors and awards, participation in officially recognized activities and sports, weight and height of athletic team members. Parents have rights of non-disclosure of directory information and should contact the principal of the school with their concerns. Should a parent or guardian elect to refuse the release of a student's information, written notice must be submitted to the school office no later than September 15th of the current school year.

HARASSMENT COMPLAINT PROCEDURE

- I.** Any person who believes he/she has been subjected to harassment is encouraged to express this belief to the offender in an effort to stop the offensive behavior. However, this is not a requirement for filing a complaint.
- II.** Any student who believes he/she has been the victim of harassment or has observed such actions is encouraged to report the alleged act(s) of harassment immediately to one of the appropriate persons listed:
 - A. Teacher
 - B. Counselor
 - C. Building Principal/Superintendent
 - D. President of the Board of Education
- III.** At no time shall a student be required or expected to report first directly to an allegedly offending person.
- IV.** A copy of the board of education policy and administrative regulations including the procedure regarding filing a complaint may be obtained from the office of the superintendent of schools.

SUSPENSION AND EXPULSION

When evidence shows that a student has violated the school's code of conduct, a suspension may take place; in a more serious matter, expulsion may occur. If a suspension or expulsion has taken place the student shall not be allowed to attend any school related activities and is not allowed on school property. Repeat offenders of minor infractions may also be removed from school for a specified period of time. Details of the length of removal will be provided at the time of each infraction. If a student is suspended more than one time during the school year, he/she will be at risk of receiving penalties on any school work that is missed during the suspension period.

STUDENT/PARENT APPEALS PROCESS

Students and parents have the opportunity to raise questions and concerns regarding the educational process at Mackinaw City Public Schools. **The process begins by directing their questions and concerns to the classroom teacher.** If mutual satisfaction is not reached, the appeal should then be taken to the next level: the building administrator, then to the superintendent, and lastly to the Board of Education. Mackinaw City Schools wants to ensure that your rights are protected, and will make every effort to resolve any concerns you may have.

EDUCATIONAL REQUIREMENTS

ACADEMICS: A MINIMUM OF 22 credits of high school work to be distributed as follows:

GRADUATING CLASS OF 2025:

SUBJECT

REQUIREMENTS

English	4 credits minimum
Mathematics	4 credits minimum
Science	3 credits minimum
Social Studies	3 credits minimum
Health/Physical Education	1 credit minimum
Visual, Performing, and Applied Arts	1 credit minimum
Foreign Language	2 credit minimum
Computer Experience	
Other Classes...	4 credit minimum

Total Graduation Requirement: 22 credits minimum

EARNING CREDIT

All students are required to take semester exams in order to earn credit toward graduation. Students earn credit in a semester class by successfully attaining one of the following:

- Passing each of the two quarters with a 60% or higher.
- Passing one quarter and the semester exam with a 60% or higher.
- Passing the exam with an 80% or higher.

Students in grades 6-12 will have the opportunity to opt out of the second semester exam in each class in which they have achieved a 90% or above in both the marking periods of that semester and have 4 or less days of absences.

CLASS OPT OUT PROCEDURE

Students may attempt to opt out of taking a class required for graduation and yet still earn the credit required by submitting an application to test out of a class. The test will be broken down into semesters (2 exams). Students must pass each with at least an 80%. The test must be taken before the start of the semester. The grade earned on the opt out test will not be calculated into the student's GPA.

STUDENT CLASSIFICATION

High school students are classified according to the number of units earned:

Freshman -	have completed the eighth grade
Sophomore -	have at least 5 credits completed
Junior -	have at least 10 credits completed
Senior -	have at least 16 credits completed

GRADING SYSTEM

The school year is divided into four grading periods approximately nine weeks in length. The traditional letter grades and corresponding percentage grades are provided below.

D- 60-62%	D 63-66%	D+ 67-69%
C- 70-72%	C 73-76%	C+ 77-79%
B- 80-82%	B 83-86%	B+ 87-89%
A- 92-90%	A 100-93%	

VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS

For a senior to be considered for Valedictorian or Salutatorian of their class, they must have been a full time student of Mackinaw City High School for a minimum of five full semesters, the last three being consecutive, consummating at graduation.

Students eligible for this honor who have not been in the Mackinaw City Schools for the required time are eligible only for honorary recognition and grade point average (G.P.A.) ranking in their class.

Designation of the school's Valedictorian and Salutatorian will be determined by the highest G.P.A. after seven semesters of high school, which generally occurs at the end of the 1st semester of the senior year.

The G.P.A. will be calculated on a four-point scale and figured two places past the decimal point (e.g., 3.82 will be higher than 3.81).

DUAL ENROLLMENT

The State School Aid Act details the procedure for students to enroll in off-site college classes and receive both college and high school credit. All of the following conditions must be met:

- A. The pupil has earned sufficient credits so that he or she is in at least grade 12.
- B. The pupil is enrolled in the district and is also enrolled in the post-secondary institution during the district's regular academic year. The Mackinaw City Public Schools shall pay tuition and fees under their section only for a course that is not offered by the district and is an academic course not ordinarily taken as an activity course.
- C. The pupil must provide his or her own transportation.
- D. The pupil must follow dual enrollment guidelines set by North Central Michigan College.

NATIONAL HONOR SOCIETY

Membership is open to all second semester sophomores, juniors, and seniors, subject to academic grade point average, service and citizenship both in the school and in their community. Honor students will be eligible for a major "M" award in the spring of their senior year.

HONOR ROLL

Any student receiving an A or B in all subjects will be on the Honor Roll.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments in an award assembly at the conclusion of the school year. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism.

STUDY HINTS

1. Write down assignments to be sure you understand what to do. Use the proper procedure for each class.
2. Study in the proper atmosphere: quiet, well-lit place, straight chair, and desk or table.
3. Organize the material to be studied. Prepare most difficult assignments first.
4. Become familiar with your book by studying the table of contents, the index and other tabulated materials, then use your textbooks as handbooks.
5. Do not fail to read material more than once if the meaning is not clear.
6. Take notes when preparing study assignments.
7. Make a mental summary of material read and studied.
8. Begin long-term assignments at the time they are assigned.
9. Follow the study hints suggested by your teacher.
10. Review for quizzes and tests when assigned.

SUBJECT LOAD

All students are required to carry at least **6 ACADEMIC UNITS EACH SEMESTER**. Students who enroll in a class cannot drop without the consent of the administration. Drop and adds are possible only until the second Friday of each semester.

ATTENDANCE AND BEHAVIOR

ATTENDANCE POLICY

The State Department of Public Instruction has established rules of attendance and each student is required to follow them. The rules are as follows: Absences are excused for personal illness and for death or sickness in the immediate family, and the teacher is required to let the student make up all work missed. **FOR EXCUSED ABSENCES**, permission will be given for the student to make up work, but in all cases, **THE STUDENT WILL HAVE THE RESPONSIBILITY OF MAKING ARRANGEMENTS AND OF MAKING UP THE MISSED WORK**. The teacher will be under no obligation to see that the student makes up the work. **WORK MUST BE MADE UP ON A ONE TO ONE RATIO - ONE DAY MISSED = ONE MAKE-UP DAY UPON THEIR RETURN**. Student work which has been requested before or during an absence will be due on the first day of the student's return. Documentation or other verification

may be required to excuse long-term absences.

The Mackinaw City Board of Education has established a maximum of **FOUR UNEXCUSED ABSENCES PER SEMESTER**. Any student accumulating four will receive no credit for each and all classes affected. He/she, accompanied by a parent or guardian, may have a meeting with the principal /superintendent at which time credit and future academic work will be discussed. The following outlines what is excused and what is not:

ANY ABSENCE OTHER THAN PERSONAL ILLNESS OR DEATH OR SICKNESS IN THE IMMEDIATE FAMILY OR A PREARRANGED ABSENCE WILL BE TREATED AS BEING UNEXCUSED. No credit will be allowed for make-up work. Lowered grades may result. Students who skip classes may be suspended until a satisfactory conference has been held with their parents.

Parents are expected to call the school by 9:00 a.m. any day their son or daughter is absent due to illness or due to an unexpected event. If a phone call is impossible the student should present a note from the parent explaining the absence immediately upon returning to school. All other absences should be prearranged with the appropriate form, available from the office, at least one week in advance of the absence, with the acceptance of the principal. After six absences from any class period per semester, the teacher will notify the principal. After the tenth absence the same procedure will be followed.

When a student has accumulated ten absences from any one class or classes, in any semester, the student will receive an incomplete for that course, and loss of credit. The student will be expected to remain in the class until the end of the semester. If there are extenuating circumstances to extend the ten days, the principal may do so, with the notification of affected staff members. A doctor's verification of illness may be required for prolonged absences. The principal reserves the authority to excuse or unexcuse any and all requests for absences. Excessive absenteeism will result in contact of the school liaison officer.

Students with more than 8 absences are prohibited from participating in day-long field trips and out-of-school club events. Any junior or senior that has more than 8 absences will be subject to the loss of open campus and seminar privileges.

School sponsored or sanctioned activities will not count toward the total ten absences.

PREARRANGED ABSENCES

The principal may grant excused absences to students in situations where they must miss school for reasons other than those covered above. In this situation the student must submit a completed **PREARRANGED ABSENCE FORM** to the high school office at least **ONE WEEK PRIOR TO THE REQUESTED ABSENCE**. These forms are available in the high school office or on our web site.

ATTENDANCE PROCEDURE FOR GRADES SIX THROUGH TWELVE

The parent of a pupil must call the school each time the pupil is absent. No admit slip from home will be necessary for excused absences. If a parent is unable to call the school, the absence will be considered unexcused until the office has been notified. Calls should be made to (231) 436-8211 by 9:00 a.m. on the day of the absence or as soon as possible in the event of an afternoon absence. Absences must be cleared by a parental phone call the day of the absence, or if phoning is impossible, a note the day the student returns.

DEFINING THE PROCEDURE FOR EXTENUATING CIRCUMSTANCES WOULD BE AS FOLLOWS:

1. Parent or guardian presents to the principal the reason why the ten-day limit should be extended.
 2. If there is reason to believe extenuating circumstances exist, a letter should be given to the principal listing the facts concerned, such as parent calls, doctor slips, etc. If sound reasons are shown to exist, the principal will extend the allowable absence beyond ten to the limit deemed necessary.
 3. In the event that it is not covered by the method in part 2 above, or is unacceptable, after the 10th absence occurs, an "E" grade will be issued in the class or classes. If a parents or guardian feels consideration for added absences should have been allowed, he or she can send a letter within fourteen days to the building principal stating the reasons for the days of absence with substantiating evidence for the appeals committee meeting.
 4. The review committee will be made up of the following people: the high school principal, counselor, two of the student's teachers, and two student council officers or representatives.
 5. The parent or guardian will be notified within five days of the receipt of an appeals committee decision.
 6. The ten days of absence per semester described in this policy are to be used for personal illness, professional appointments that could not be scheduled outside the regular school day, or serious personal or family business or problems.
- A student suspended from school for disciplinary problems for any number of days will have that number charged against the total ten permitted in the policy. If the suspension exceeds ten days the student may receive approval for an extension and be permitted to attend classes on a day-to-day basis, meaning that should he/she skip or be truant from any class thereafter, the student would not receive credit for that course.

TARDINESS

Students must be on time to all classes and seminars. Students that are tardy must secure a slip from the main office before entering the class. Failure to do so will count as an unexcused absence. Excessive tardiness may lead to suspension from school. After six tardy arrivals, the principal will make parent contact to discuss and find a

solution to the problem. (**Juniors and Seniors may lose their out of seminars or open lunch privileges**). Excessive tardiness will result in contact by the school liaison officer.

DEER HUNTING SEASON

See the principal for details.

STUDENT DRESS CODE

It is the responsibility of students and parents to see that school dress is appropriate. The intent of a dress code is to promote a strong academic environment, maintain discipline, and prevent disruption of the educational process. We want all students to take pride in their appearance, pride in their education, and pride in their school. The following is a list of specific items and guidelines to follow:

1. No low-cut tops, halter tops, bare midriff tops, tank tops less than 3” wide, or spaghetti strap tops may be worn either by boys or girls. See-through or open mesh tops are also unacceptable when worn alone. Shirts must cover the back completely from shoulders on down.
2. Clothing with suggestive or derogatory pictures or phrases, pajamas, chain style wallets or any hanging chains may not be worn.
3. Shorts or skorts will be permitted the first four and the last four weeks of school. These items must be hemmed and worn within 4 inches of the top of the knee cap.
4. Dresses and skirts must be no more than 4” above the top of the knee cap and should not be worn if it “climbs” up. A skirt or dress should cover front and back equally.
5. Legging style tights or yoga “pants” worn to school must be covered with a long top/shirt, shorts, or skirt extending long enough to cover the entire buttocks. Tights and leggings worn alone are not considered pants. Students should be sure they are wearing actual pants to school. No pants may be worn to school which have rips more than 4” above the kneecap.
6. Hats and hoods may not be worn in the building or at official school activities during the school year.
7. Any form of dress or hairstyle which is contrary to good hygiene or which is distractive or disruptive in appearance and detrimental to the purpose or conduct of the school, as determined by the school administration or school dress code liaison, will not be permitted.
8. Appropriate dress for gym classes will be determined by the instructor of the activity chosen.
9. Any questions regarding potential dress code violations for female students will be directed to the girl’s dress code liaison.
10. The dress code is in effect during the school day and during after school “in house” activities.

Students who wear inappropriate clothing will be asked to change or call their parents to bring them appropriate clothing. Students who do not comply with the standards of

acceptable dress while in school or at school activities will be sent home immediately to change and will be counted unexcused for classes missed. Repeat offenders will face additional suspensions.

BANNED CLOTHING POLICY

The Mackinaw City Public Schools strives to maintain a climate conducive to learning through standards of student behavior that are influenced by the culture and values of our community. The curriculum of the school and the policies of the Board of Education strive to teach students about the effects and consequences of the use of illegal substances such as alcohol, non-prescription drugs, and tobacco; of sexism; of violence; and of obscenity and vulgarity. When a student's clothing promotes any of those items, the result is a disruption of the educational process and a conflict with the curriculum of the school district. While the school district recognizes and accepts the responsibility of protecting the First Amendment to the Constitution rights of all students, students must accept the responsibility of the school district not to allow articles of clothing that are in conflict with the very values the community expects it to teach.

It is the policy of the Board of Education that no student is to be permitted to wear items of clothing, which promote or advertise any substance which is illegal to use or possess on school property or during student activities. In addition, no item of clothing is permitted which depicts or promotes sexism, violence, obscenity, gang symbols or colors, or vulgarity. This also includes bandannas, wrist bands (gel), laces, etc. Any student appearing at any school function or activity wearing an article of clothing banned by this policy will be ordered to immediately change the offending article of clothing. If the student has nothing else to wear, he/she will be sent home, not to return until the offending article of clothing is changed. Remember, the best method is to ask the school principal and gain approval before you wear an item.

STUDENT CODE OF CONDUCT

1. Smoking, drinking alcoholic beverages, or use of controlled substances is not permitted on school property by any student at any time and will result in immediate suspension.
2. Not only is possession of illegal drugs and controlled substances a suspendable offense, but also look alike items and inhalants that are or can be used for purposes other than they were manufactured for. Alcohol look-alike: Malt beverages labeled as non alcoholic (including, but not limited to Sharp's, O'Doul's, Kingsbury Malt Beverage, and Zing Malt Beverage) may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures under the student code of conduct. Drug look-alike: "Dissemination of drugs, whatever their legal status, to fellow students endangers the physical health of those students and need not be tolerated by the School Board. 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 drugs 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 a psychological dependence of the part of some students.” Wilson v. Collinsville Community Unit School District, 451NE2d 939, 942 (III App, 1983).

3. Restrooms are to be used only for the purposes for which they were built. Loitering will not be allowed.
4. Building hours are from 8:00 a.m. to 4:00 p.m. Students are not to be in the building at other times unless they have school permission or supervision.
5. There is to be no defacing of school property. Students will be charged for willful or negligent damage to school property.
6. Paper and other refuse should be disposed of in the proper receptacles.
7. Use of profanity is absolutely unnecessary and is unacceptable.
8. There is a time and place for all things. The school property is not the place for displays of affection. Courtesy and orderly behavior is essential for the enjoyment of all.
9. Lunch tickets and change will be given between 1st and 2nd hours ONLY.
10. No hats worn inside the school anytime. All coats should remain in lockers unless the principal authorizes due to low room temperatures.
11. No food, pop, or other beverages during regular school class hours. Food, beverages or gum in computer lab is strictly forbidden at all times
12. Weapons, or any item deemed to be a weapon by school officials, are not allowed on school property. Any item that could be harmful to oneself or others may be considered a weapon. Infraction of this rule will likely result in a suspension or expulsion.
13. Quarreling, fighting, bullying, and horseplay are unacceptable behaviors on school grounds at all times. Saturday detention or suspension may result.
14. Students are to dress for gym, but are to furnish their own gym attire including gym shoes.
15. Textbooks will be issued by the classroom teacher for each subject at the opening of school. Books will be returned at the end of the semester or school year to the teacher.
16. All textbooks for new students and those who leave before the end of the school year will be handled through the high school office. Any workbooks, magazines, equipment, or material required for a class will be distributed by the teacher.
17. There will be no rental fee for textbooks, workbooks, magazines, equipment, or materials required for a class. However, if a student wishes to work on a project that is not required, the student must purchase the material.
18. Students can be required to pay for damaged and/or lost textbooks, non-consumable materials and supplies, other than damage through normal use.
19. The school telephone is for school business and is to be used by students only in an

emergency situation.

20. Permission **MUST** be received to use the telephone.

21. Lockers are assigned and **MUST NOT BE CHANGED**. Lockers should be kept orderly at all times. If a student chooses to use a lock, the office must be given a key or the combination prior to the installation. When locks are issued from the office, it is mandatory that they be kept on the lockers at all times, or turned back into the office. Remember, the locker is loaned to the student by the school, and the right to inspect lockers is retained throughout the year.

IN CLASS:

1. Be at your own seat with proper materials for that class when the tardy bell rings.
2. Chairs and equipment shall be moved only at the teacher's request.
3. Please do not sit on windowsills or heaters.
4. A studious attitude should be maintained by each student at all times during class. A student should not interrupt with unnecessary talking and actions causing disturbances.
5. The inability to behave appropriately in class may lead to permanent removal from that class.
6. At no time will winter coats or blankets be permitted to be worn by students. Please dress appropriately for the weather and season.

BEHAVIOR ON THE BUS

Bus driving is a difficult task, and requires all the driver's attention. Disturbances on the bus that divert the driver's attention from driving create a hazard that affects the safety of everyone on the bus. It is necessary that pupils riding buses conduct themselves in the best possible manner. Pupils who cannot conduct themselves as good citizens will not be permitted to ride the buses. Bus transportation is a privilege, not a right.

SCHOOL DISCIPLINE PLAN

This discipline plan shall apply to any Mackinaw City 6th-12th grade student while on school grounds or attending any school event. Students will receive discipline points for the infractions outlined and will have the opportunity to have points removed from their total. The discipline associated with student point totals is outlined below. When a student has accumulated the point totals listed, the following actions will be taken.

Points	Action to be taken
(3)	<ul style="list-style-type: none">• Parents will be contacted by phone and mail.
(6)	<ul style="list-style-type: none">• Parents will be contacted by phone and mail.• 6th through 10th grade students will serve (1) Saturday detention.• The student's Open Campus privileges (Lunchtime and Seminar) will be suspended for 1-3 weeks.• Student Athletes will be disciplined according to the athletic code.
(9)	<ul style="list-style-type: none">• Student will be suspended (1-3 days) until school personnel, student, and/or parents can work out the problems at hand. Police, courts, and/or other referral services may be involved. Parents may accompany students to class in lieu of suspension upon administrator/teacher approval.• 6th through 10th grade students will serve (2) Saturday detentions.• The student's Open Campus privileges (Lunchtime and Seminar) will be revoked for the remainder of the school year.• Student Athletes will be disciplined according to the athletic code.• Student will be ineligible for upcoming exam exemption.
(12)	<ul style="list-style-type: none">• Student will be suspended (3-5 days) until school personnel, student, and/or parents can work out the problems at hand. Police, courts, and/or other referral services may be involved.• 6th through 10th grade students will serve (2) Saturday detentions.• The student's Open Campus privileges (Lunchtime and Seminar) will be revoked for the remainder of the school year.• The student will be prohibited from attending school activities such as dances, sporting events, class trips, and incentive days until total is reduced to below twelve points.• Student Athletes will be disciplined according to the athletic code.• Student will be ineligible for upcoming exam exemption.• Student will be prohibited from attending overnight school trips for the remainder of the school year.
(15)	<ul style="list-style-type: none">• Student will be suspended (up to 10 days) and may be recommended for long-term suspension or expulsion until school personnel, student, and/or parents can work out the problems at hand. Police, courts, and/or other referral services may be involved.• 6th through 10th grade students will serve (2) Saturday detentions.• The student's Open Campus privileges (Lunchtime and Seminar) will be revoked for the remainder of the school year.• The student will be prohibited from attending or participating in school activities such as dances, sporting events, class trips, and incentive days.• Students referred for discipline for any 15-point offence will be immediately suspended and expulsion proceedings before the Superintendent will be initiated.• Student will be ineligible for upcoming exam exemption.• Student will be prohibited from attending overnight school trips for the remainder of the school year.

Note:

- If a student is point-free for 30 calendar days, he/she will lose 2 points from his/her record.
- Any points earned during the last 30 calendar days of the school year will carry over to the following school year.
- Depending on severity of offence, suspension may be in school or out of school.
- Students must be signed in and out of Saturday detention by a parent or guardian.
- Seniors with twelve or more points will lose graduation ceremony privileges.

Discipline Points System

1 Point

- Unexcused Absence from a Class
- Unexcused Tardiness (2nd unexcused tardy and every additional tardy)
- Abuse of the gum, food, and beverage policy

1-3 Points

- Inappropriate behavior, dress and/or language on school grounds or at any school event
- Class disruption
- Insubordination
- Disrespect for others

3 Points

- Unexcused Absence (1/2 day or more)
- Cheating or plagiarism...discipline points and no credit for the assignment
- Possession of banned objects or substances (matches, lighters, electronic devices, pornography, cell phones, iPods, etc.)
- Failure to comply with discipline consequences
- Loitering in areas for other than intended purposes
- Forgery

3-6 Points

- Harassment (sexual, racial, or gender)
- Misuse and or abuse of school equipment
- Violation of Internet Use Policy

6 Points

- Use, or possession of controlled substances on school property (5-10 day suspension, possible expulsion, police referral)
- Stealing or Intentional Possession of property not belonging to student
- Fighting or provoking a fight (1-5 day suspension)
- Willful destruction of school property (under \$100 damages)

9 Points

- Willful destruction of school property (over \$100 damages)
- Prank fire alarms
- Extortion or physical threats

15 Points

- Bomb Threats
- Possession of Weapons or Use of Objects as Weapons
- Setting Fires
- Physical Assault
- Distribution or delivery of controlled substances.

Student Discipline Referral

Student Name _____

Date _____

NOTICE TO PARENTS

The purpose of this report is to inform you of a disciplinary problem involving your son/daughter along with the points assessed, as per the Student Discipline Points System.

Reason for Referral:

<p>Points</p> <ul style="list-style-type: none"> <input type="checkbox"/> 15 Bomb Threats <input type="checkbox"/> 15 Possession of weapons or Use of Objects as Weapons <input type="checkbox"/> 15 Setting fires <input type="checkbox"/> 15 Physical Assault <input type="checkbox"/> 15 Distribution or delivery of controlled substances <input type="checkbox"/> 9 Extortion or physical threats <input type="checkbox"/> 9 Prank fire alarms <input type="checkbox"/> 9 Willful destruction of school property over \$100 <input type="checkbox"/> 6 Willful destruction of school property under \$100 <input type="checkbox"/> 6 Fighting or provoking fighting (1-5 day suspension) <input type="checkbox"/> 6 Stealing or Intentional Possession of property not belonging to student <input type="checkbox"/> 6 Use or possession of controlled substances on school property (5-10 day suspension, police referral) <input type="checkbox"/> 3-6 Misuse/Abuse of school equipment <input type="checkbox"/> 3-6 Harassment (sexual, racial, gender) 	<p>Points</p> <ul style="list-style-type: none"> <input type="checkbox"/> 3-6 Violation of Internet Use Policy <input type="checkbox"/> 3 Loitering in areas for other than intended purposes <input type="checkbox"/> 3 Failure to comply with discipline plan <input type="checkbox"/> 3 Possession of banned objects or substances (matches, lighters, electronic devices, pornography, cell phones, iPods, etc.) <input type="checkbox"/> 3 Cheating or Plagiarism <input type="checkbox"/> 3 Unexcused Absence (1/2 day or more) <input type="checkbox"/> 3 Forgery <input type="checkbox"/> 1-3 Disrespect for Others <input type="checkbox"/> 1-3 Insubordination <input type="checkbox"/> 1-3 Class disruption <input type="checkbox"/> 1-3 Inappropriate behavior, dress and/or language on school grounds <input type="checkbox"/> 1 Abuse of the gum, food, and beverage policy <input type="checkbox"/> 1 Unexcused tardiness (2nd unexcused tardy and every additional tardy)...dates & class hour _____ <input type="checkbox"/> 1 Unexcused absence from a class...date & class hour _____
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Description of Behavior:

Signature: _____

Action Taken:

Principal Comments:

Points assessed this infraction: _____ Cumulative points: _____ Signature: _____

ATHLETIC/EXTRACURRICULAR POLICIES

MACKINAW CITY PUBLIC SCHOOL ATHLETIC CODE 2024-2025

ATHLETIC ACADEMIC POLICY

It is a privilege, not a requirement, for students to participate in interscholastic athletics. In addition to other related policies of the Board of Education that may pertain to interscholastic athletics, all participating students must adhere to the rules and regulations set forth by the administration and the Athletic Board of the school district. By becoming a member of a Mackinaw City High School athletic team, students become unique and special people in the eyes of the community, the coaches and the school. More is expected of them than of other students. Student athletes should:

- Be proud to be a Comet
- Be ready to sacrifice to be a Comet
- Give their best to their coaches, to their teammates, and to themselves.
- Represent their school with respect, dignity, and their best effort.

ATHLETICS PHILOSOPHY

A. Middle School

1. Student-athletes should be able to explore and expand interests and abilities.
2. Coaches should maximize opportunities for as many students as possible to participate.
3. Major focus on teaching and time commitment should focus on basic fundamentals of the activity. Emphasis is on building skills and participation.
4. As much playing time as possible will be made available for all participants.

B. Junior Varsity

1. The junior varsity level is a major transitional period that calls for a balance between participation and winning.
2. The major focus continues on the teaching of basic fundamentals to further develop the skill level of each participant, while stressing of more defined team concepts in all aspects of participation.
3. Whenever possible, each student-athlete will be given the opportunity to participate in practice and contests.
4. All student-athletes will perform in practice competition on a daily basis.

C. Varsity

1. Major focus on working toward the mastery of fundamentals to further develop individual skill level and enhance competitiveness of the team.

2. At the varsity level, the emphasis is on playing those who provide the team the best opportunity to win, without sacrificing the rules, good sportsmanship, and welfare of the team.

D. Rationale

1. The Board, administration and members of the coaching staff need a policy upon which to base decisions.
2. The central concept of this policy is that an athletic program is primarily to benefit the student's participation.
3. The policy emphasizes student participation at the middle school level. The intent at this level is to allow as many eligible students as possible the opportunity to learn and develop the skills necessary to succeed in a particular sport.
4. At the junior varsity and varsity levels, participation in athletics should allow individuals opportunity to refine and improve their skills while emphasizing the self-discipline and effort necessary for the development of a competitive athletic program.

ATHLETIC CODE

Representing the Mackinaw City Public Schools in interscholastic athletics is regarded as an honor and a privilege. All students who take part in interscholastic competition must fully understand that adherence to all parts of the Athletic Code is an essential condition to participation. Specific incidents of behavior or academic problems not covered in the Athletic Code are subject to the review and disciplinary action of the administration or coach. Examples could be, but are not limited to, shoplifting, vandalism or use of controlled substances. The purpose of the Athletic Code is not to restrict freedom, but to encourage athletes to practice and develop a greater appreciation for the values associated with responsible behavior, healthful living and good citizenship.

The athletes are reminded that they are frequently before the public, and that their actions may either enhance or downgrade the public's general opinion of athletics and athletes. Athletes should strive for the type of behavior and quality of character that will make them a credit to their team, coach, school and community.

ATHLETIC/EXTRACURRICULAR POLICIES

I. COVERAGE

Student athletes will be governed by the Athletic Code from the first day of student involvement in interscholastic athletics through graduation.

- A.** All athletes, managers, and other students who act as support personnel and who are in grades 6 through 12, must adhere to the principles of the Athletic Code.

II. TRAINING CODE

- A.** The Athletic Code will cover inclusively, but not exclusively, the following violations:
 1. Use or possession of tobacco products.

2. Use or possession of alcoholic beverages.
3. Misuse or illegal possession of drugs.
4. Theft or possession of athletic equipment without authorized consent
5. Violations of school rules and regulations or the public display of behavior which could generally be regarded as “unbecoming of an athlete”.

B. Additional violations of Athletic Code:

1. Possession of banned objects or substances (weapons, drugs, etc.)
2. Harassment (sexual, racial, gender)
3. Theft
4. Destruction of property
5. Fighting
6. Unexcused absences
7. Extortion
8. Physical and verbal assault
9. Setting fires
10. Bomb threats
11. Suspension from school
12. Inappropriate language and/or behavior on school grounds
13. Cheating

III. PROCEDURE

A. All violations shall be reported to the administration. What constitutes an acceptable source in the reporting of violations will be left to the discretion of the administration. The witness with firsthand information must report violations. Such witness must be willing to meet with the Athletic Council and the accused. It is the responsibility of the athlete, parent or guardian to notify the school of violations outside of the school program. This should be done immediately. One-year probation will begin when notification is made to school authorities.

B. The principal and/or athletic director shall arrange to hold a conference with the reported athlete and one of the athlete’s coaches.

C. The principal is the administrator responsible for invoking all penalties.

D. The principal shall notify the athlete’s parent/guardian of the applied penalty, in writing.

E. Students and their parents/guardians shall be informed of the Athletic Code prior to participation in interscholastic athletics. Students and at least one parent/guardian shall certify that they have read the Athletic Code and are aware of its effect. The physical card will act as a verification of understanding when signed by a parent/guardian.

ATHLETIC/EXTRACURRICULAR POLICIES

IV. PENALTIES

A. First Offense: Suspension from a minimum of one contest in sports of less than ten scheduled contests per season and a minimum of two contests in sports of

more than ten scheduled contests. Such suspension shall go into effect immediately following the offense. An athlete, once suspended, is automatically placed on probation for one year.

Upon completion of a probationary period said athlete is provided with a clean bill of eligibility.

1. If the suspension cannot be completed in the current season, the remaining portion shall be pro-rated over the next full season in which the athlete participates.
2. The athlete will be required to attend all team workouts and games during the suspension period unless specifically excused by the coach.
3. A suspended athlete will not be allowed to dress in the team uniform or participate in any competition or scrimmage during the suspension period.

B. Second Offense: Any suspendable offense during a probation period will result in suspension for one-half of a season. This will be based on the number of games in the season they are currently participating in or in the next season if they are not currently on a team.

C. Third Offense: Any suspendable offense during a probationary period will result in suspension from all athletics for a period of one year. A student who is on a one-year suspension has sat out a minimum of one sports season of a sport they had participated in the previous year and has shown good academic and social improvements may appeal the remainder of the suspension to the Athletic Council for consideration. Students who have not participated in high school athletics will be considered for appeal by the high school principal first. If consideration is given by the Athletic Council for participation inside of one-year, other sanctions or penalties will be imposed.

D. Fourth Offense: A third offense during a probationary period will result in a suspension for the remainder of the athlete's career.

E. The administration will have the authority to determine special circumstances that may arise affecting the above.

V. APPEAL

A. Within three school days following the application of a penalty, a student or parent/guardian may appeal the decision to the student's principal.

B. The principal shall call a meeting of the Athletic Council (Athletic Director, Principal, and all head coaches) to consider appeal and render a decision within three school days of the filing of the appeal.

VI. ELIGIBILITY

A. It is the desire of the Mackinaw City Schools to develop an academic policy for the athletic department, which is consistent with the high standards of the school. Strong academics are paramount to a sound interscholastic program. Athletes must meet the eligibility requirements of Mackinaw City High School which states that participants must have received credit in all subjects the previous week to remain

eligible After the first week of ineligibility, the student will be required to attend help hours that week. Upon the second time of ineligibility, the student will be required to attend help hours for the remainder of the athletic season or semester. If the students is ineligible for three consecutive weeks, he/she will be dropped from that sport and may no longer participate. This applies to all junior varsity and varsity sports offered at Mackinaw City High School. A three-week limit is not set on junior high sports. Teachers are responsible to report the status of their students.

B. Eligibility lists will be posted beginning the first allowable week of practice according to MHSAA guidelines and will continue throughout the end of the season. The school will honor a parent’s request for tougher academic requirement (e.g. a “C” or better average each week in all classes). The only requirement is that the parent makes the request and starts it at the beginning of the season. It will not be changed for any reason throughout the season. A strong athletic program is dependent on a strong academic program. Our desire is to have both working together, not opposed to each other.

C. Athletes must be in attendance for at least three periods of a school day in order to be eligible for participation in practice or competition of that date. Exceptions may be made for medical or dental appointments, funerals, approved educational absences, or extenuating circumstances, which are acceptable to the principal.

D. Student-Athletes are expected to attend school beginning at the start of the school day after an athletic competition. Students missing morning class hours, including zero hour, the day after a competition (who do not have an approved excuse listed in part C) will miss the first quarter/period of play in the next competition.

MHSAA ELIGIBILITY REGULATIONS (Summary)

1. Must be enrolled in a high school not later than the fourth Friday after Labor Day.
2. Must not have turned 19 before Sept.1.
3. Must have had a physical examination and MHSAA Information Consent Form completed since April 15, and it is on file in the school office.
4. Must not have been enrolled in more than eight semesters or 12 trimesters in high school (Grades 9-12).
5. Must have received credit for the equivalent of at least 66 percent of full class-load potential for a full time student in the previous academic term.

VII. PARTICIPATION

A. In order for a student-athlete to be eligible to participate in an athletic contest, they must have attended/participated in a minimum of 5 team practices. This rule also applies to students participating in sports with cooperative agreements as well.

B. In order to become a member of any athletic team, a student must join the team and attend practice no later than 1 week from the first allowable day of practice according to MHSAA guidelines. An exception will be made for Fall Sports (Cross Country & Volleyball), a student must join the team and attend practice for these Fall

Sports no later than the Friday of the first week of school. A student must also have their minimum of 5 team practices fulfilled within 6 weeks of the first allowable day of practice according to MHSAA guidelines. This rule also applies to students participating in sports with cooperative agreements as well. Exceptions may be made under the appeal process made before the Athletic Council (Principal, Athletic Director, Varsity Coaches).

C. Any boy or girl who wishes to participate may do so providing they pass a physical examination **after April 15th of the previous school year**, have their parent's consent, and maintain work in all of their school subjects.

PUBLIC ACTS 342 and 343 (Michigan Sports Concussion Awareness Laws)

These laws, effective June 30, 2013, require all levels of schools and youth sports organizations to educate, train and collect forms for non-MHSAA activities including physical education classes, intramural and out-of-season camps or clinics. The Understanding Concussion document and Concussion Awareness Acknowledgement form can be found in the Student Information Packet that is available for pickup at the Open House in August or on the first day of school in September. The information is also posted on the Athletics page of the GLCS website under Forms & Resources. It should be understood that for MHSAA sports, the existing rules meeting completion requirement by head coaches and concussion removal and return-to-play protocols, first begun in 2010, remain in effect. If a student is withheld from competition due to a suspected concussion, he or she may not return at all on that day and only on a subsequent day with the written clearance of an MD or DO. This is more stringent than the new law and must be followed for MHSAA competition and practices. Not adhering to this protocol results in ineligibility of the student and forfeiture of contests. Compliance with other respects of the new concussion law is accomplished through a website of the Michigan Department of Community Health (MDCH). Please review information at the following links:

MDCH: michigan.gov/sportsconcussion

MHSAA: www.mhsaa.com/schools/healthsafetyresources.aspx

VIII. AWARDS

A. Each coach will provide their athletes with the award requirements for that sport season before the first scheduled contest.

B. No athlete will be eligible for an award unless the athlete has completed the entire season including practices as well as games. Only exceptions being medical reasons or emergencies. **If a student-athlete is unable to compete, they are still expected to attend practices and fulfill all other team membership obligations in order to receive an award or varsity letter.**

It is expected that all students will conduct themselves as true sportsmen at all times. Students who do not conduct themselves as good Mackinaw City High School Citizens at all times will not be permitted to participate in interscholastic athletics.

IX. PARENT/COACH RELATIONSHIP

A. Parenting and coaching can be two very difficult vocations. By attempting to understand each position, we are better able to accept the actions of the other and provide greater benefit to the student-athletes.

Participation in interscholastic athletics is an integral component of the overall educational process.

Appropriate issues to discuss with coaches:

1. The treatment of your student-athlete; mentally and physically
2. Ways to help your student-athlete improve
3. Concerns about your student-athlete's behavior

Issues not appropriate to discuss with coaches:

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

X. ISSUES IN ATHLETICS

When a person (such as a student, a parent, a coach, a teacher, or an administrator) has a question, concern, or complaint regarding an athletic situation, the following line of communication is most effective, and will be expected, in resolving issues. Adhere to the "24-hour rule!"

A. STUDENT-ATHLETE STARTS WITH THE SOURCE. Talk directly with the head coach of that level, in private, face-to-face, away from the practice site or game arena. A telephone call may be necessary to arrange an appointment. After a contest is not the best time.

B. IF NECESSARY, TALK NEXT WITH THE VARSITY HEAD COACH OF THE SPORT;

C. IF NECESSARY, TALK NEXT WITH THE ATHLETIC DIRECTOR;

D. IF NECESSARY, TALK WITH THE PRINCIPAL;

E. If, following the student-athlete's communication through the chain of command above, a parent has a concern to discuss with a coach, the procedure to be followed is:

1. Call to set up an appointment.
2. Please do not attempt to confront a coach before or after a practice or contest. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution. Please follow the 24-hour rule. Since the focus of the meeting will be centered on the student-athlete and his/her athletic experience, the student-athlete should be present at the meeting.

MCPS AP Course Policy Agreement: 2024-2025 School Year

Online-Only Options

Pre-Requisites

World History	History Course
English	3 or more years of High School English
Psychology	Biology
Environmental Science	Biology
Biology	Biology, Chemistry, Algebra I
Government and Politics	World History, Civics
Physics	Physics, Chemistry

- Students must have a 2.75 grade point average or higher to be eligible to take Online AP courses.
- Students will be responsible for the cost of the AP exam (approximately \$95).
- Progress reports will be sent home to parent/guardian when school sends quarterly progress reports.
- There are three start dates to a semester; however, please know that choosing to start at the later dates will shorten your semester, as you can expect all semesters to end at the same time.
- All students will receive a credit/no credit score in PowerSchool for their AP Course, per the MCPS Handbook. MCPS will cover the cost of the AP Course if the student passes the semester with a 70%. AP grade does not affect GPA.
- **If a student does not meet this requirement, they will be responsible for the full cost of the semester course.** This price varies by course, and currently ranges from \$225 to \$375 per semester.
- Both the student and parent/guardian must agree to this before enrollment may occur.

Student Initials _____ Parent/Guardian Initials _____

Student Signature: _____

Date: _____

By signing this, you are agreeing to the MCPS AP Course Policy.

Parent/Guardian Signature: _____

Date: _____

By signing this, you are agreeing to the MCPS AP Course Policy.

AP Course Name: _____

Administrator Signature: _____

Chosen Start Date for course enrollment and corresponding end date:

Semester 1:

Semester 2:

MCPS AP Course Policy Agreement: 2024-2025 School Year

Taught by Lisa Rivera

Computer Science

None

Your Computer Science grade will count towards your Athletic and Seminar Eligibility. It will be calculated on a weekly basis, just as any other class in the MCPS Master Schedule. All students will receive a letter grade and percentage in PowerSchool for their AP Course, that does count towards GPA, per the MCPS Handbook. MCPS will cover the cost of the AP Course regardless of student success rate/semester grade, as it is offered as an “in-house” class that is a part of the Master Class Schedule.

Student Signature: _____

Date: _____

By signing this, you are agreeing to the MCPS AP Course Policy.

Parent/Guardian Signature: _____

Date: _____

By signing this, you are agreeing to the MCPS AP Course Policy.

AP Course Name: _____

Administrator Signature: _____

Date of enrollment: _____

Mackinaw City MS/HS

Acceptable Use Policy & Portable Device Loan Agreement

Form

A district portable device is being loaned to the Borrower for academic purposes. It is my responsibility to care for the equipment and ensure it is maintained in a safe environment. If the computer is lost, stolen or damaged, parents/guardians/students should immediately file a report with the high school administration and will be responsible for the cost or repairs or replacement of the computer.

The portable device is the property of Mackinaw City K-12 School, Mackinaw City, MI and is herewith being loaned to the student for educational purposes only for the academic school year. Students may not deface or destroy this property in any way. Inappropriate material on the machine may result in the student losing their right to use this computer. The equipment will be returned to the school at the end of each day or sooner if the student is discharged from school prior to the end of the school day. Students who do not return the device and any related materials (i.e. AC adapter) when requested may be subject to criminal prosecution or civil liability. Discipline points (6) may be given if the device is not returned to the school district each day.

If the device equipment is lost, stolen or damaged while in the Borrower's possession, Borrower is responsible for the replacement or repair thereof and Borrower agrees to indemnify the District against any claim occurring during or resulting from Borrower's possession or use of the District property, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to Borrower's use of the District Property.

Borrower may use portable device equipment only for non-commercial purposes, in accordance with the District's policies and rules. Any included software may be used only in accordance with the applicable license, and it is the Borrower's responsibility to be familiar with and to comply with the provisions of such license.

Borrower may not install or utilize any software in connection with Borrower's use of the portable device equipment other than software owned by the District and made available to Borrower in accordance with this receipt and agreement, and Borrower agrees not to make any unauthorized use of or modifications of such software.

The District is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's flash drive or other external devices, and Borrower agrees to use Borrower's best efforts to assure the district property is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession.

Portable device use is prohibited in the shop room (machine area only), gym, and multipurpose room.

By signing below, Borrower and Borrower's parent/guardian acknowledge and agree to the terms of use as spelled out in the District Acceptable Use Policy Summary and this Computer Loan Agreement Form. Additionally, they agree that Borrower's use of the District Property is a privilege, and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the District Property and to return the same in good condition and repair.

Parent's Signature _____
Print Name: _____

Student's Signature _____
Date: _____

Mackinaw City K-12 School District Acceptable Use Policy Summary

Student Responsibilities

Your laptop is an important learning tool and is for educational purposes only. In order to use your laptop each day, you must be willing to accept the following responsibilities:

- I know this computer is on loan to me. All district policies, procedures, applicable laws and the Network and Internet Policy must be followed. I understand that any violation could result in loss of the computer for my use.
- I will treat the laptop with care and will be responsible in using the laptop.
- I will not loan the laptop to others, it will stay in my possession at all times.
- I will not load or delete any software from the laptop and I will comply with all copyright laws.
- I will not remove or alter the laptop label or any inventory number.
- I will not give personal information when using the Internet.
- I will not attempt to make any repairs to the laptop.
- I understand that misuse or inappropriate use as determined by school personnel may result in any and/or all of the following:
 - o Student conference
 - o Parent conference
 - o Cancellation of access privileges and/or loss of computer privileges
 - o School disciplinary actions including civil or criminal liability under applicable laws

Parent Responsibilities

Your child has been issued a laptop computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of your child's computer.

- I will discuss school policies and expectations regarding the use of the computer and Internet and be sure they understand and accept the consequences of not following the required responsibilities.
- I know that if my child damages or destroys his or her computer I am responsible for the repair or replacement fee.

Terms and Conditions of this Contract

I. Personal Responsibility

I will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse can come in many forms, but it is commonly viewed as any messages sent or received that indicate or suggest unethical or illegal solicitation or activities, racism, sexism, inappropriate language, and other issues described below. My use of the Internet must be in support of education and research and within the educational goals and objectives of the Mackinaw City school district. I am personally responsible for this provision at all times when using the Internet. Use of product advertisement or political lobbying is prohibited; Transmission of any material in violation of any United States law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. The use

of the Internet is a privilege, not a right. Any inappropriate use will result in a cancellation of those privileges. The system administrator, in consultation with the appropriate faculty members and administrators, will decide what is appropriate use and the decision of this group will be final. The system administrator may close an account at any time if necessary. The administration or faculty of the Mackinaw City school district may request that the system administrator deny, revoke, or suspend specific use accounts.

Users shall not:

1. Use the computers for illegal, unlawful, or immoral purposes or to support or assist such purposes. Examples include the transmission of violent, threatening, defrauding, obscene, or otherwise illegal or unlawful materials.
2. Use the computers for commercial or political lobbying purposes.
3. Use the computers to disrupt network users, services or equipment.
4. Attempt to circumvent or subvert system or network security measures.
6. Use mail services to harass, intimidate, threaten, or otherwise annoy another person.
7. Use inappropriate language of any type, including using profanity and name-calling.
8. Use third party e-mail accounts using school devices. This is any e-mail account not provided by the school.
10. Any use of the computers and/or Internet that is deemed not appropriate by the instructor or school or that can be damaging in any way to anyone, including the user, is unacceptable. Violations will be dealt with sternly.

ACKNOWLEDGEMENT OF STUDENT HANDBOOK

We, _____ and _____
(Student name – please print) (Parent/Guardian name – please print)

have received and read the Mackinaw City Student Handbook for grades six through twelve. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects, and we also understand that policies are subject to change at any time.

(Parent/Guardian Signature)

(Date)

(Student Signature)

(Date)