

Mackinac Island Public School



Student/Parent Policy Handbook

2018-2019

General School Information

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection, which is located in the office; 7846 Main Street, Mackinac Island, MI 49757. You may also call the office at 906-847-3376 for any questions you may have.

School Board

The School Board governs the school district and is elected by the community. Current School Board members are:

| | | |
|----------------|----------------|----------------|
| Jason St. Onge | President | Term ends 2020 |
| Terry Andress | Vice President | Term ends 2022 |
| Jack Dehring | Secretary | Term ends 2018 |
| Jack Armstrong | Treasurer | Term ends 2022 |
| Urvana Morse | Trustee | Term ends 2020 |
| Laura Eiseler | Trustee | Term ends 2020 |
| Larry Rickley | Trustee | Term ends 2018 |

Staff

| | | |
|--------------------|---------------------|------------------------------|
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| Dan Goehler | Maintenance | dgoehler409@gmail.com |

MACKINAC ISLAND PUBLIC SCHOOL CODE OF STUDENT CONDUCT

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MISSION STATEMENT

The Mackinac Island Public School community is dedicated to inspiring all we serve to develop their full potential as lifelong learners.

INTRODUCTION

The Mackinac Island Public School Code of Student Conduct has been created through the cooperative efforts of the teachers, Superintendent, and Board of Education. Final approval of the Code of Student Conduct rests with the Mackinac Island Board of Education, which reserves the right to amend the Code of Student Conduct at a regular public meeting. If the Board wishes to consider amending a portion of the Code of Student Conduct, notification must be given in writing to the President of the Teachers' Association one week prior to that public meeting and allow said parties the right to express themselves at the meeting.

PHILOSOPHY

The primary purpose of the Mackinac Island Public School is to provide all students with the opportunity to develop themselves and their skills to the fullest extent of their ability through our resources. In order to maintain such an environment, it is necessary to implement a code of student conduct, which recognizes the dignity and worth of each individual and which provides reasonable and clear processes for resolving problems.

The Mackinac Island Board of Education believes that the policies and regulations encompassed in this Code of Student Conduct are reasonable and necessary to preserve the environment conducive to learning. Individual student's rights will be protected but no individual has the right to interrupt the learning environment of other students. The teachers are required to maintain a suitable environment for learning and administrators have the responsibility for maintaining and facilitating the educational program.

The Board of Education and Superintendent not only have the power but the responsibility of making and enforcing rules and regulations for the conduct of Mackinac Island Public School students. Mackinac Island Public School students are responsible to obey the rules and regulations made by the Board and Superintendent if such rules are reasonable, not arbitrary, and are not discriminatory. Conversely, no student has the right to decide which rules or regulation they will obey. Anyone having questions or requiring further explanation is asked to call the school at 847-3376.

ADULT BASKETBALL/VOLLEYBALL

These activities are designed for adults out of school - not students. Students are not permitted to participate in these activities during their own seasons. Out of season participation is allowed with written permission from the adult supervisor of the activity.

ATHLETICS

In as much as the Mackinac Island Board of Education recognizes the importance and need for a sound academic education, it also recognizes and encourages the value and importance of the sports program in the curriculum. Furthermore it is important to recognize that the sports program is something extra and a second priority.



Mackinac Island Public School is a member of the Michigan High School Athletic Association (MHSAA) through Board action and therefore subject to MHSAA rules, regulations and policies. Copies of these are located in the school office.

Athletic Team Eligibility

All students participating in the athletic program must agree to abide by all guidelines set by the MHSAA in addition to the following:

Coaches Responsibility

Coaches are responsible for developing disciplinary rules and guidelines for their athletic team. The rules and guidelines will be discussed with the athletes. A copy will be sent home for the parents/guardians and student to sign and return to the coach. The Superintendent will also have a copy of the rules and guidelines.

General Rules & Guidelines

A. Possession or Use of Alcohol, Drugs or Tobacco Products

1. The illegal possession or use of alcohol, drugs or tobacco products by the student/athlete will not be allowed during the school year/athletic season.
2. A student caught violating Part A, Number 1 during the school year and not participating in athletics, will be disciplined in reference to Controlled Substances on Page 7 in addition to Example 2.
3. Three strike rule: If an athlete is caught violating the policy their consequence begins on the date of the violation and they are placed on one year probation, meaning if they are caught violating the policy during the probation period they will move to the next strike.
4. Second and third strike violations begin a new one-year probationary period.
5. If an athlete is caught violating Part A, Number 1 during the athletic season discipline action will be as follows:
 - i. First Strike – Two-week suspension from contest participation.
Practice is required during suspension.
 - ii. Second Strike – One-month suspension from contest participation
Practice is required during suspension.
 - iii. Third Strike – One-year suspension from athletic program.
6. Student/Athletes caught with alcohol, drugs or tobacco products during an away contest will move from zero strike to second strike and first strike or second strike to third strike.
7. Student/Athletes caught violating the policy during summer break will be subject to the rules if reported to the school by local law enforcement officials or parents/guardians.

Example 1: An athlete is caught violating the policy on September 12, the following will apply:

- ◆ First strike consequence initiated
- ◆ One-year probation period begins on September 12 continuing through the following September 12.
- ◆ Second violation within probation period would constitute second strike consequence and begin a new one-year probationary period.
- ◆ Third violation within probation period will follow as per second violation.
- ◆ An athlete who was caught violating the policy and successfully completes their one-year probationary period will return to zero strikes.

Example 2: A student caught violating the policy and not an athlete but chooses to participate in an athletic season during the school year.

- ◆ Probationary period begins at the time of the violation
 - ◆ Strike one consequences satisfied due to Controlled Substances violation and consequences served. If further violations occur during the probation period, second and third strike consequences will be enforced.
 - ◆ Successfully completing probationary period returns student to zero strikes.
- B. The athlete will not demonstrate acts of disobedience and/or misbehavior at school, practice, athletic trips or games.
- C. The athlete is responsible for all equipment issued during the season and for helping to maintain the facilities and equipment that is used for the sport.
- D. The athlete will demonstrate good sportsmanship at all times.
- E. The athlete will follow all written and verbal rules of the coach.
- i. First offense: The parent/guardian and Superintendent will be notified. The athlete will be benched for two (2) games. The athlete will dress and sit on the bench if the game is at home. If the next game is away, the athlete will not participate.
 - ii. Second Offense: The parent/guardian and Superintendent will be notified. The athlete will be suspended from the team for the duration of the season, *with loss of credit*.

Leaving the team

The athlete is expected to be committed to the coach and the team and leaving/quitting a team is a serious matter. Without true commitment the athlete is not a contributing member of the team.

- i. First Offense: The athlete may be dismissed from the team depending on the circumstances and previous conduct of the athlete. The parent/guardian and Superintendent will be notified of the incident and a conference will be held with all involved. The athlete will be benched for two (2) games, if the athlete wishes to remain a member of the team.
- ii. Second Offense: The parent/guardian and Superintendent will be notified of the incident. The athlete will be suspended from the team for the duration of the season, *with loss of credit*.

Credit and Attendance

The athlete may receive one quarter (1/4) credit towards their one (1) credit graduation requirement by participating in a complete athletic season if they choose. Participation and attendance at practice is required of all athletes regardless *if credit is to be granted*. Following are the requirements for *credit* and attendance of practices:

- A. First unexcused absence will result in consequences imposed by the coach. Parent/Guardian notification.
- B. Second unexcused absence will result in consequences imposed by the coach. Parent/Guardian and Superintendent notification.
- C. Third unexcused absence will cause the athlete to be dismissed from the team and credit will be lost. Parent/Guardian and Superintendent notification.
- D. *Credit will be lost if an athlete is dismissed from a team for any reason as described in the Mackinac Island Public School Code of Student Conduct Athletics Section.*

An unexcused absence is an absence not having parent/guardian or coach knowledge and approval.

Game Day Attendance

Athletes must attend school the day of a scheduled game to participate in that game, unless the absence is due to pre-arranged doctor's appointment, wedding, funeral or family emergency. If the game is on a weekend, the athlete must attend school the preceding Friday. Athletes will not be allowed to leave school early on the day of the game.

Athletic Eligibility

Athletes must meet the following criteria to participate in scheduled athletic contests:

Phase I: Any athlete who has attained grades of C- or better in all classes for a semester will be automatically eligible for the entire next semester provided they maintain grades of C- or better during each progress report period and successive nine (9) week marking periods. (e.g. Grades of C- or better for the second semester of the previous school year will be used to determine eligibility for the first semester of the current school year.)

Phase II: In the event an athlete does not meet Phase I requirements he/she can still participate in athletics under the following conditions:

- a) The athlete must be passing all classes with a grade of C- or better.
- b) Grades will be determined by circulating an eligibility form on the last day of any school week (regardless of the length of the week) beginning with the first practice, which will determine the athlete's eligibility to play the next week. If the athlete fails to maintain a C- or better grade or exhibits behavioral problems they will be ineligible to play the following week. The week will begin on the following Monday. The athlete is expected to practice even if they are ineligible to play.
- c) Grades will be cumulative starting from the beginning of the nine (9) week period.
- d) Five (5) academic ineligibilities will result in the athlete's removal from the team for the remainder of the season.
- e) After the third ineligibility, written notice will be sent to the athlete's parent(s) guardian(s). After the fourth eligibility, written notice will again be sent followed by a conference which will involve the athlete, parent(s)/guardian(s), coach and superintendent or designee.

ATTENDANCE POLICY

ABSENCES

Absences will be classified as excused or unexcused. An excused absence is any absence having parent/guardian knowledge and approval and is communicated to the school via the parent/guardian (regardless of the student's age).

Excused Absences

Excused absences shall be limited to seven (7) absences per class, per semester not including: funerals, pre-arranged vacations (vacation limit: a ten (10) day limit with pre-arranged parent/guardian approval), and medical appointments. A written medical verification confirming the appointment must be submitted within five (5) days upon return to school (documentation of a continuing/existing medical problem could suffice.) School related activities are not considered absences.

Unexcused Absences

An unexcused absence is an absence not having parent/guardian knowledge and approval. An unexcused absence is also an absence which may be called in but exceeds seven (7) days and is not

covered by a medical verification signed by a physician or is not the result of a funeral or a pre-arranged vacation. Parents will be notified each time an unexcused absence occurs. An unexcused absence shall be handled as follows:

- A. One unexcused absence will be allowed per class each semester.
- B. On the second unexcused absence from a given class, the student will receive a one (1) day in-school-suspension with an opportunity to make up the work. Counseling will be provided.
- C. On the third unexcused absence from a given class, the teacher will lower the card marking by 1/3. Again, counseling will be provided.
- D. On the fourth unexcused absence for the semester, the student will be withdrawn from class.

1) An "F" grade will be given to a student who is withdrawn.

2) Students withdrawn from 1st or 7th hour will be given an "F" grade for that class and either a late arrival (2nd hour starting time) or an early dismissal (end of 6th hour) will be allowed.

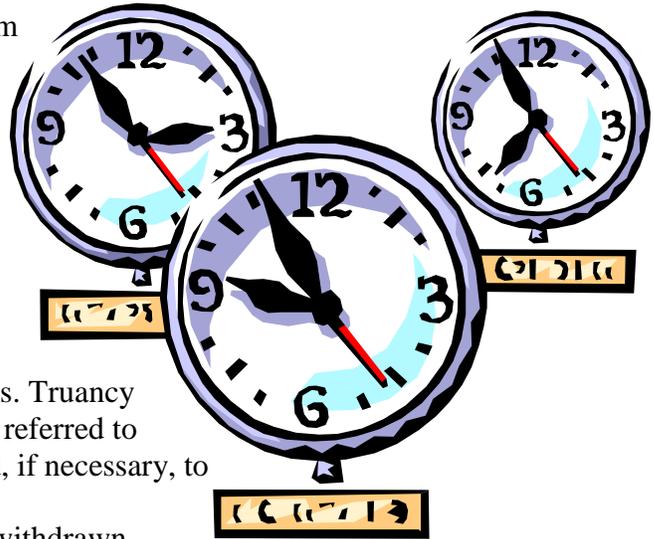
3) Students under 16 years of age may not be withdrawn from more than two (2) classes. Truancy among students below the age of 15 will be referred to the Intermediate School Superintendent and, if necessary, to the probate court.

4) No student 16 years old or older will be withdrawn from more than two (2) classes, including a late arrival or early dismissal. (Beyond 2 = withdrawal from school)

5) Students withdrawn from 2nd, 3rd, 4th, 5th, or 6th hour will be assigned study hall. The study hall will be staffed at a point in the semester when the need arises. An unexcused absence from study hall will be handled as follows:

a) One unexcused absence will be allowed.

b) On the second unexcused absence, the student 16 years old or older will be withdrawn from school if two classes have been altered. If not, the second unexcused absence will be handled as a second class alteration.



Tardy

A student shall be deemed tardy when not completely in the room when the bell stops ringing.

- a. Upon the third tardy in a semester, the student will be sent a warning that their semester grade will be lowered by 1/3 of a grade when they reach their 7th tardy and that the grade will be further lowered by 1/3 on each succeeding tardy for that class. A notification of possible future grade reduction will be mailed to the parent/guardian.
- b. Chronic tardiness will be referred to the superintendent or designee.
- c. Late arrival beyond ten (10) minutes will be considered an absence and not a tardy.

Make-Up

Make-up work will be allowed for excused absences. Non-test work must be made up within one week. Tests must be made up within two days. Teachers may make other arrangements as deemed appropriate within the time frame.

Suspensions

A suspension shall not constitute an absence and make-up work is encouraged for an out-of-school suspension. The unexcused absence policy will be enforced for students who fail to report for in-house suspension.

Vacation

Pre-arranged vacation time not to exceed (10) school days per school year will be allowed and considered excused. Vacations days must be pre-arranged five (5) days in advance. Parent/guardian knowledge and approval is required. All work must be completed before the vacation unless arrangements are made with the teacher.

Home Notification

The parent or guardian must call the office on the day of an absence to be considered excused. The office will notify the parent/guardian via phone of all unreported absences. (This will be done on the day of the absence.)

Re-Admissions

Student 16 years old or older withdrawn for attendance difficulty must appear before the Board for re-enrollment.

Open Campus

If a student wishes to leave the school during the lunch period, a written permission slip must be on file in the office at the beginning of the year. Permission to operate a snowmobile during the lunch hour must also be secured from the parent or guardian. The status of permission may be changed by the parent during the school year.

Late Arrival/Early Departure

Students coming to school late, leaving school or returning to school must report to the office to sign in or out. Students will be allowed to leave school (exclusive of high school lunch) only if they have a parental excuse and/or administrative permission. **STUDENTS LEAVING THE BUILDING WITHOUT PERMISSION WILL BE TREATED AS UNEXCUSED ABSENCES.**

CALENDAR

A current school year calendar will be displayed throughout the school year. Please contact the office if a copy is desired.

CELL PHONE

Cell phones are not allowed to be used by students. Students must either leave their phones at home or turn them into the office at 8:15. Phones will be kept in designated area until the end of the school day. Failure to abide by these rules will result in the following.

- 1st Offense – Phone will be confiscated, and parent/guardian must pick up phone from office.
- 2nd Offense – 2-day suspension
- 3rd Offense – 5-day suspension.

CLASS ACTIVITIES

Fund raising, and other projects conducted by student organizations must be approved by the group's

advisor and superintendent or designee. If the school building is used, it is the responsibility of the group to clean up and pay for any damage incurred. Financial responsibility rests with the group's advisor. It is the advisor's responsibility to properly deposit money, pay bills and keep accurate accounts of all receipts and expenditures. Additional guidelines are specified in the Board Policy Book.

CLASSES AND CURRICULUM

College Prep Curriculum

It is recommended that students who are planning to attend college schedule the following classes: English--Four Years, Math--Four Years; Natural Science--Four Years; Social Science--Three Years; Computer Science--One Year; and any classes offered which are in the students proposed field of study. It is also strongly recommended that students take a two-year sequence of a modern foreign language.

Dropping Courses (High School Only)

Within the first five days during which a student is becoming familiar with course content, a student may drop an elective course provided the reasons for dropping are reasonable, and the instructor and Superintendent grant permission. After the first five days, the request may be granted if the parents of the student grant permission and a conference between the student, parent(s), teacher and Superintendent find that it is in the best interest of the student to drop the course. Otherwise, dropping a course will result in a failing grade for the course. It is not recommended that a course be dropped after the first five days.

Independent Study

To accommodate students interested in classes not offered at M.I.P.S., there are materials on file for enrolling in independent study courses. A student considering this option is to check at the office. Independent study can also be used if a student must make up a failed course or has transferred from another school and needs to fulfill a graduation requirement. Such use of independent study will be restricted to students who will not be able to take the course during their normal school day. Financial responsibility for independent study courses will rest with the student.

Repeating Courses (High School Only)

Failure of a full year course results when a student fails both semesters of the course. Credit may be earned if the semester failed is repeated and passed. If a half year course is failed the student must repeat the entire course to earn credit. If a student wishes to repeat any other course which was not failed they must request permission from the administration.

Scheduling

When possible students will be scheduled before the end of the school year so they can plan for the next school year. All students will be expected to schedule a full seven (7) class periods for each school year.

CONTROLLED SUBSTANCES

Alcohol and Drug Abuse

The illegal possession or use of alcohol or drugs will not be allowed. Neither drinking of alcohol beverages nor illegal use of any controlled substance (drugs) is allowed by any person on school property or at any sponsored function, either home or away. No student who has been drinking alcoholic beverages or who is illegally under the influence of a controlled substance is allowed on school property. Possession of alcoholic beverages and illegal controlled substances is prohibited on

school property by any person. In the event of a violation of this policy, the following steps of discipline will be taken:

1. First Offense: The student will be automatically suspended (in-school) for not less than five days nor more than ten days. Any suspected violation of state law will be reported to law enforcement officials. Parents of students will be contacted and a conference arranged as soon as possible.
2. Second Offense: A second offense will result in a ten day suspension (out-of-school) to be followed by a hearing before the Board of Education.

Counseling and/or rehabilitative programs are available from many sources. The counselor can help any student receive professional assistance. Counseling/rehabilitative programs may be used in conjunction with penalties.

Tobacco Products

To ensure the highest standards of learning, as well as the safety, health and well-being of students, the Mackinac Island School District enforces Enrolled Senate Bill 459, the Tobacco-Free Schools Law, which took effect on September 1, 1993. The use of tobacco products by any student on school property or school sponsored event will result in the following disciplinary action:

The Tobacco-Free Schools Law makes the violation of this law/policy a misdemeanor with a fine of \$50.00. The Mackinac Island Police Department will be notified of an infraction. The student will be referred to the Principal/Superintendent. A one day suspension will be incurred. Parents will be notified. Notation will be placed in student's file. The student will be given the opportunity by the school district to eliminate their use of tobacco products through an assistance program and/or available resources.

COUNSELING

A student is urged to contact the Superintendent if he/she has questions about:

1. College requirements and applications
2. Scholarship opportunities
3. ACT/SAT Exams
4. MEAP, HSPT and CTBS exams
5. Career opportunities
6. Superintendent/Teachers are available to offer counseling for needs that students may have. If the staff cannot adequately solve or answer the student's questions we will seek assistance through other agencies.

DAILY TIME SCHEDULE

| | | | |
|------------------|----------------------|------------------|----------------------|
| 8:15 Doors Open | | 12:00 – 12:30 PM | Lunch |
| 8:20 – 9:14AM | 1 st hour | 12:30 – 1:20 PM | 5 th hour |
| 9:18 – 10:08AM | 2 nd hour | 1:24 – 2:14 PM | 6 th hour |
| 10:12 – 11:03AM | 3 rd hour | 2:18 – 3:10 PM | 7 th hour |
| 11:06 – 12:00 PM | 4 th hour | | |

Students are not permitted be in the building after 3:15 PM unless they are directly under the supervision of a teacher, coach or approved group sponsor. Upon completion of the scheduled after school activity, all students must depart the building in a timely manner. Students are not to let anyone into the building unless instructed by the supervisor of the activity.

DANCES, CLASS SOCIAL EVENTS

The sponsoring organization is responsible for requesting their event in writing at least three school days in advance. The request shall include the names of teacher and parent chaperones. Two chaperones are required: one chaperone must be a teacher. The event must be approved by the class advisor and superintendent or designee.

Event participants are limited to M.I.P.S. students, opposing teams and guest of M.I.P.S. students who have been signed up at least 24 hours in advance. Students are responsible for their guests.

The sponsoring organization shall be held responsible for the conduct of the students present. This means:

- a. request the aid of chaperone in removing troublemakers
- b. clean up mess and litter that results from activity
- c. pay for damages, if any, to school property.
- d. people that leave the activity will not be allowed to return.

DETENTION/SUSPENSION

Detention

Detention will be issued by a teacher or administrator at a date and time determined by the teacher or administrator. Failure to serve an assigned detention will result in an in-school suspension.

Lunch Detention

Students will serve their lunch detention in the main office. Upon completing their lunch, they may be asked to complete simple tasks around the office.

After School Detention

Students will report to the office once school has been dismissed. They will serve 90 minutes of detention. They will bring school work to complete. If they do not bring school work with them, cleaning and sanitizing classroom/office duties will be utilized.

In-School Suspension (ISS)

Time served in ISS will not be considered an absence from school and will be the preferred method of suspension at M.I.P.S. Rules will be available to affected students. Completion of assigned school work is expected, and credit will be earned. Contact with teachers and staff is to be minimal, and contact with other students is prohibited.

Out-of-School Suspension (OSS)

Out-of-school suspension will only be used when all other disciplinary actions have failed. Completion of all school work is expected if a student receives OSS.

DISCIPLINE

Teachers are responsible for developing classroom disciplinary rules and guidelines. These will be discussed with students, posted in the classroom, and a copy available in the Superintendent's office.

Teachers will develop procedures for dealing with disciplinary matters in their classroom. These procedures will include the following levels of teacher involvement in the disciplinary process:

- a. Student-teacher conference

- b. Detention in classroom supervised by teacher
- c. Parental contact
- d. Referral to Superintendent, when teacher has exhausted his/her resources.
- e. Superintendent will arrange for detention or appropriate disciplinary action.
- f. Non-Productive Behavior/Insubordination/Lack of Respect/ Profanity/ Continued General Misbehavior:

Students shall show respect for teachers, school staff, and fellow students. Fighting is a display of lack of respect. Insubordination shall be defined as refusal to follow the reasonable request of a Teacher, Superintendent, custodian, or other school employee. Non-Productive students shall be considered insubordinate. Profanity will not be tolerated on school property or at any school function. The first course of action will take place within the individual classroom by the individual teacher. When the student's behavior becomes so severe that the teacher feels he/she cannot correct it, the Superintendent will be called on for corrective measures.

- a. First Offense: The student will be referred to the Superintendent or designee.
- b. A conference may be set up which will include the Superintendent, parent/guardians, teacher and student.
- c. Second Offense: The student will be referred to the Superintendent or designee. A conference will be set up which will include the Superintendent, parent's/guardians, teacher and student. Suspension/detention will be a possibility if necessary.
- d. Third Offense: The student will be referred to the Superintendent or designee. The student shall be suspended for not less than five days and up to ten days.
- e. Fourth Offense: Same as the third offense. The student and the student's parent/guardian shall be required to appear before the Board of Education for a hearing.

ASSAULTS COMMITTED BY STUDENTS

Physicals Assaults

The Board shall permanently expel a student in grade 6 or above if the student commits a physical assault, as defined by MCL 380.1311a(12) B ; against a district employee or against a person engaged as a volunteer, as defined by board policy, or contractor for the district on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event.

Verbal Assaults Committed Against School Personnel

Any student in grade 6 or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or contractor for the district shall be expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis.

For the purpose of this policy "verbal assault" shall be defined as any willful verbal threat, including bomb threat, which is intended to place another in fear of immediate physical contact which will be painful and injurious, coupled with the apparent ability to execute the act.

Physicals Assaults Committed Against Other Students

The Board shall suspend or expel a student in grade 6 or above for up to 180 days if the student commits a physical assault, as defined by MCL 380.1310(3) (B) , 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.

Verbal Assaults Committed Against Other Students

Any student in grade 6 or above who commits, a verbal assault on school property, on a school bus or other school related vehicle, or at a school sponsored-activity or event against a fellow student shall be expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case by case basis.

For the purpose of this policy "verbal assault" shall be defined as any willful verbal threat, including bomb threat, which is intended to place another in fear of immediate physical contact which will be painful and injurious, coupled with the apparent ability to execute the act.

Reinstatement

The parent or legal guardian of a permanently expelled student, or an emancipated permanently expelled student may petition the board for reinstatement. The board will provide all due process rights to reinstatement as outlined in state law.

Application to Students with Disabilities

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

Implementation

The Superintendent shall develop specific procedures for dealing with expulsions authorized by this policy. Regulations ensuring due process to all students before an expulsion is imposed shall be developed with the advice of the district's attorney. The regulations shall include procedures for reporting violations of this policy to the board, procedures for referring permanently expelled students to appropriate Family Independence Agencies or County Community Health Agencies and specifics for the reinstatement of students.

MCL 380.1311a(12)(B) and MCL 380.1310(3)(B) define "Physical Assaults" intentionally causing or attempting to cause physical harm to another through force or violence."

CLASS, SUBJECT AND ACTIVITY SUSPENSIONS

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student engages in conduct prohibited by law, Board of Education Policy or the school's Student Code of Conduct.

Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he or she was suspended from or participate in after school extracurricular activities, until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension.

Students attending separate class periods throughout the school day shall be permitted during the term of the suspension to attend other classes taught by other teachers only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with Board of Education Policy and the school's Student Code of Conduct.

Any student suspended from the same class, subject, or activity for ten accumulative days during the school year shall be given a formal procedural hearing for each additional suspension beyond the

tenth day in accordance with due process requirements required by Board Policy for suspensions of ten days or more.

Application to Students with Disabilities

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

Implementation

The Superintendent shall develop detailed written regulations to implement this policy in compliance with state law requirements. He/She shall ensure uniform and consistent application of the policy and shall report to the Board as required on its effectiveness.

The regulations shall include safeguards for the dismissal of students suspended for more than ten accumulative days, procedures for reporting violations of this policy to appropriate members of the district's administration and procedures for calling an immediate conference with parent(s)/guardian(s) following a student's suspension.

DRESS CODE

Students have the right to an education free from interference and disruption brought about by inappropriate apparel of fellow students. Students whose dress or appearance interferes with or disrupts the educational process within the classroom, school building, or on school premises shall not be allowed in school.



The following list is meant to serve as a guideline:

1. **Clothing may not** promote or encourage the use of drugs, alcohol, or tobacco products.
2. **Clothing may not** exhibit illegal activities, vulgarities, obscenities, profanity, sexually explicit language/suggestions, or ethnic intimidation.
3. **Clothing may not** reveal bare midriff.
4. **Clothing may not** reveal undergarments.
5. Skirts/shorts must have extended hemlines to mid-thigh or be worn with opaque (non-see through tights/pants).
6. Hats and/or hoods may not be worn in school.

Violation of the above policy will be dealt with in the following manner:

First Offense: The student will be sent to the Superintendent's office. Parents will be notified. Parents will be asked to bring a change of clothing in good taste or student will be sent home to change clothing. A notation will be placed in student's file.

Second Offense: The student will be sent to the Superintendent's office. Parents will be notified. The student will be referred for detention for up to three days. A notation will be placed in the student's file.

Third Offense: The student will be sent to the Superintendent's office. Parents will be notified. Student will serve an out of school suspension. A notation will be placed in the student's file. A hearing before the Board of Education will be required before reinstatement.

An administrator may request a change in attire when a student's apparel creates a disruption to the educational environment.

ELIGIBILITY FOR NON-ATHLETIC EXTRA-CURRICULAR ACTIVITIES

These standards will determine a student's eligibility to participate in extracurricular events such as the Cultural Enrichment Program, Close-Up, Field Trips and any other non-athletic extracurricular activity:

- 1) Attitude
- 2) Effort
- 3) Cooperation
- 4) Completes Assignments
- 5) Classroom Behavior (Has not been sent to office for inappropriate behavior more than once)
- 6) Attendance (No unexcused absences)
- 7) Tardiness (Has not served detention during the previous nine (9) weeks marking period)

EMERGENCY CLOSING OF SCHOOL

In the event of mechanical failure, snow or ice storms, tornadoes, etc., the following procedures will be followed.

1. The decision to close school due to hazardous conditions is made by the Superintendent upon the recommendation of fellow staff members.
2. When the decision is made to close school it will be announced as soon as possible over local radio and TV stations. If time allows a phone call will be made notifying parents/students.
3. If school is closed while students are in school time will be allowed between the time of the announcement and the departure of the children so that arrangements can be made for elementary students whose parents are not home.
4. When the school closes, it closes to all students unless specifically approved by the Superintendent.
5. Athletic contests, practices, class projects, etc. may be permitted if the cause of the emergency school closing does not cause danger to the participants as determined by the Superintendent and Board President.



ENROLLMENT

Enrollment of students is accomplished by reporting to the office and arranging for transcripts of grades earned to be transferred from the previous school attended. Grade placement, selection of classes and other necessary paperwork will also be completed at this time.

Parents must accompany the student to the office.

FEES AND EXPENSES

In general, the district must provide, without cost, those materials used during the course of the school year. The board reserves the right to charge fees for: projects students take home, a refundable book rental, damages to school property, extracurricular activities and any other materials which the district is not required by law to provide.



FIELD TRIPS/SENIOR TRIP

Field trips designed to stimulate interest and inquiry and provide opportunities for social growth and development are considered appropriate extensions of the classrooms.

A sufficient number of chaperones are to accompany the group, keeping in mind the age and maturity of the group and the distance and nature of the activity. Further, it is urged that as many chaperones as possible be parents.

Permission and medical release forms will be required for all off island trips. Eligibility as defined earlier in the code of student conduct will apply.

FIRE DRILLS

Fire drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire.
2. Walk. No talking. Move quickly and quietly to designated area.

FOOD AND DRINK

Food and beverages are not allowed at any time in the computer lab, library or near any computers throughout the building. Food and beverages may be allowed in the classroom on special occasions as determined by the teacher and Superintendent. Students are allowed to have water only in their classrooms no other beverages allowed.

GRADUATION REQUIREMENTS

26 Credits grades 9-12 (Effective with the Class of 2018)

| Required classes | Credits Needed | Traditional Diploma |
|-------------------------------------|----------------|---|
| English | 1 | English 1 |
| | 1 | English 2 |
| | 1 | English 3 |
| | 1 | English 4 |
| | | 4 total |
| Math | 1 | Algebra I |
| | 1 | Geometry |
| | 1 | Algebra II |
| | 1 | Senior Math Choice |
| | | 4 total |
| Science | 1 | Biology |
| | 1 | Chemistry, Physics, Anatomy or Agricultural Science |
| | 2 | Choice |
| | | 4 total |
| Social Science | ½ | Government |
| | ½ | Economics |
| | 1 | World History |
| | 1 | US History |
| | 1 | Choice |
| | | 4 total |
| Physical Education | 1 | P.E. OR four seasons of completing a Varsity sport. |
| Health Education | 1 | Health |
| Visual & Performing Arts | 1 | Choice |
| Foreign Language | 2 | Choice |
| Business | 1 | Choice |
| Electives | 6 | Choice |

HONOR ROLL

Honor Roll Standards

1. Grades 8th – 12th
2. Minimum grade point average of 3.0
3. No Grade Lower Than C-
4. No More Than One C

Honor roll will be posted at the end of each nine (9) week marking period. A first and second semester honor roll and yearly honor roll will be posted

Grading Scale

| | | | |
|-----------|-------------|-----------|-------------|
| A | 4 | C | 2.00 |
| A- | 3.67 | C- | 1.67 |
| B+ | 3.33 | D+ | 1.33 |
| B | 3.00 | D | 1.00 |
| B- | 2.67 | D- | .67 |
| C+ | 2.33 | F | 0.0 |

INSURANCE

The Board at their discretion may provide insurance covering an injury to a student while participating in school sponsored activities. This is a supplemental policy and pays expenses not covered by the parent's policy, up to a specified amount. The fact that the Board may carry insurance does not mean it accepts financial responsibility for injuries. It is still the responsibility of the parents to claim injuries on their policy, or to pay for any medical expenses themselves. More information about the school's insurance is available in the office. The school must authorize a visit to the Medical Center. Unauthorized visits may result in the insurance carrier refusing to honor the claim.

INTERACTIVE TV (IATV)

Instruction for Mackinac Island Public School students on the Eastern Upper Peninsula IATV TV network is available. Students may enroll in IATV courses with the approval of the Superintendent. Students should consider the following factors regarding IATV:

- 1) Good behavior in the IATV classes is extremely important. An IATV student should be self-disciplined and able to work without close supervision.
- 2) Once a student makes the decision to enroll in an IATV course he/she shall remain in the course for the school year.
- 3) Students must agree to abide by the sending school's rules/guidelines.

LOCKERS

- A. Assigned by the administration.
- B. Areas are reserved for each some grade as determined by the administration.
- C. Valuables:

1. Do not leave money or other valuables in your locker.
2. If you must bring a sum of money to school, or have collected money from a class project, take the money to the office and it will be kept safely for you and credited to the proper account.
3. If the office is not open, turn all money in your possession over to your advisor until it can be secured in the office.

D. Care of lockers:

1. A locker is the property of the school, not the student. It is subject to inspection by the administration at any time. Locks may be cut to gain entrance if a key is not available.
2. Having a locker is a privilege, not a right.
3. Keep it clean and orderly.
4. Do not tamper with another person's locker. Those who do are immediately suspected of theft and/or any damages that may occur.

LUNCH

Lunch begins at 11:20-12:00 for elementary and 12:00-12:30 for high school. High School students may leave the school grounds at this time provided they have a signed open campus form in the office. This privilege may be revoked if abused.

It is expected that parents will pay their hot lunch bills, in advance, in the office. Students are expected to sign up for lunch during first hour classes. Students are to notify the office if there is a change in plans. Applications for free or reduced lunch and/or milk will be sent home at the beginning of the school year, but applications may be filled out at any time and are available in the office.

PARKING



Bicycles – The bicycle parking area is on the northwest side of the building for high school students. Bicycles are not to be parked on the sidewalks near any of the exits and must be placed in the racks provided.

Snowmobiles -Snowmobile parking is allowed on the West side of the building at least 100 feet from the building - behind the signs.



REPORT CARDS/PARENT-TEACHER CONFERENCES

Report cards are issued every nine (9) weeks and at the end of each semester. Academic progress, attitude, attendance and citizenship information will be included. Conferences will be scheduled at the end of each nine (9) week marking period, except for the last (9) week marking period.

Parents/Guardians are strongly encouraged to attend these conferences. Parents will conference with their child’s teachers on an individual basis.

RETENTION

Retention is based on the number of credits earned as detailed in grade level assignment cited earlier. Parents will be notified as soon as danger of failure becomes evident.

PROGRESS REPORTS

A progress report will be mailed every three weeks. If it is necessary a parent/teacher conference will be scheduled to discuss a student’s educational progress.

SNOWMOBILE USE

Please note that the agreement between the Board of Education and the City of Mackinac Island permits snowmobiles on school property under the following conditions:

1. Snowmobiles are operated in a safe, prudent manner.
2. Snowmobiles are to be parked in the area to the West of the high school entrance, behind the signs. This applies both to day and night.
3. Snowmobiles crossing school property shall travel North to South along a line approximately 100 feet West of the swing set at the elementary end.
4. Unless granted special permission for deliveries bringing or picking up injured/sick students snowmobiles are not to be operated near the entry ways of the building.
5. Once a student arrives on school grounds his/her snowmobile is to be parked. Students are not permitted to operate their snowmobiles other than at noon – to go home for lunch - or after school, unless by written permission from parent/guardian and Superintendent.
6. Police officials are empowered to ticket snowmobile operators for speeding, illegal parking, reckless driving, and operation in areas prohibited within this description.
7. School authorities - The Superintendent is empowered to prohibit students from operating snowmobiles on school property if they fail to follow the guidelines of this policy and/or disregard the safety of others.
8. A student must possess a valid snowmobile safety certificate or driver's license to use a snowmobile on school property.

STUDENT ANTI-HAZING/BULLYING

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District sponsored event.

Bullying Prohibited

Bullying is a form of harassment. For the purpose of this policy, “bullying” is defined as: “The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school.” Such conduct is disruptive of the educational process and, therefore bullying is not acceptable behavior in this District, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activities or event, or while enroute to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement or officials shall be notified of bullying incidents.

This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions or debate that is protected by state or federal law.

Hazing Prohibited

Soliciting, encouraging, aiding, or engaging in “hazing” on school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited.

“Hazing” means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club or athletic team sponsored or supported by the District, and whose membership is totally or predominately other students from the District.

Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the District, will be subject to one or more of the following disciplinary actions:

- Removal from participation in extra-curricular activities
- Conference with parent(s)/guardian(s)
- Suspension for up to 10 days
- Long term suspension for the remainder of the school term
- Long term suspension for the remainder of the school year i.e.: Longer than one term or semester, but less than a full school year
- Referral to an appropriate law enforcement agency
- Permanent expulsion from the School District

STUDENT MATERIALS/EQUIPMENT

Materials and equipment needed by the student to successfully complete classroom assignments will be distributed by the individual classroom teacher. It is expected that all material and equipment be properly used and taken care of. All unused materials and equipment must be returned at the request of the teacher or at the end of the school year. The Board reserves the right to issue materials and equipment using a ration system.

STUDENT RECORDS REVIEW

Parents and students 18 years old or older have the right to review student records and to have copies of these records. Available records include test scores, report cards, health records, attendance records and any other records, pertaining directly to the student's performance while enrolled in school. An appointment to review student records should be scheduled to allow the administration time to secure the records and time to assist the individuals with the review. For more information please contact the Superintendent.

TELEPHONE

The school telephones are for business or emergency use only. Failure to use the telephone in a courteous manner is prohibited as is use of the phone for long distance calls. No pupil will be called to the telephone. Messages will be delivered to elementary students. High school students will be notified of calls via a note on the bulletin board and, if possible, personal contact.

TESTING

M.I.P.S. is committed to various achievement, career planning and assessment tests. These tests are all very important and encouragement from home is crucial. Results are kept on file in the office and you are encouraged to discuss these results with pertinent school officials.

THEFT

Theft has not been a large problem in our school. However, students should always lock their lockers, which will help protect their belongings.

- A. Do not tempt students by leaving valuables unprotected.
- B. Mark all personal possessions, such as gym shoes, uniforms, towels, etc.
- C. Report the individual that is known to be the thief. By refusing to report the sneak thief because of fear of being called a squealer, one becomes an accomplice.

TITLE IX

The district firmly supports Title IX, the Federal law which prohibits discrimination in schools on the basis of sex. All students of M.I.P.S. will be given the equal treatment they deserve in all classes and services provided by the school.

TRANSFERRING ELSEWHERE

If a student is transferring to another school it is appropriate for the parents or student to inform the office of the transfer. Transfer of records will normally be handled by the office personnel at the school to which the transfer is being made. Transcripts will not be sent if we do not have a signed permission slip on file in the office. School records cannot be given to parents: they must be requested in writing by the receiving school.

VANDALISM AND PROPERTY DAMAGE

Our school buildings and equipment cost the taxpayers much to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion along with police notification may be necessary. If a student should happen to damage something by accident, report it to the teacher or the office immediately. Vandalism of another person's property will be dealt with severely. Restitution, detention, suspension, and notification of police are possible courses of action.

VISITORS

Parents are welcome to visit at any time, but we ask that you contact your child's teacher and or the Superintendent first to determine the best time for a classroom visitation. Student visitors must first get advance permission from the Superintendent and the teachers involved in the visit, and they are to report to the office on arrival and departure. A total of two consecutive days may be granted to student visitors.

WORK PERMITS

- A. Minors under 18 may not be employed without work permits issued by school authorities in the locality in which the minor resides.
- B. Work permits cannot be issued until:
 - 1. There is an offer of employment.
 - 2. The occupation at which the minor is to be employed has been approved by the State Department of Labor and Industry.
- C. Contact the office for additional information.

DUE PROCESS RIGHTS

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following

guidelines:

- A. Students subject to short-term suspension: A student must be given both written notice of his/her suspension and the reasons therefor, and the opportunity to respond to the charges against him/her prior to the suspension.
- B. Students subject to long-term suspension (greater than ten (10) days and expulsion: A student and his/her parent of guardian must be given written notice of the intention to suspend and expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. The hearing may be private, but the Board must act publicly.