# *Mackinaw*

# *High School*

# *Student Handbook*

# *2024-2025*



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## Mission Statement

The mission of Mackinaw High School is to educate, guide and challenge all students to develop lifelong learning skills necessary to be successfully contribute and compete in a rapidly changing global society

## Vision

The vision of Mackinaw High School is to promote a district where all stakeholders respect and embrace the differences of all, and act in a civil manner so students receive their education in a safe and supportive environment.

## Beliefs

We believe:

- learning is a life-long process
- the responsibility for learning is shared by students, families, staff and the community
- in respecting the worth, dignity, choices, ideas and diverse backgrounds of each individual
- effective communication, active participation, and cooperation are essential for learning
- in a safe, comfortable, flexible environment conducive to learning
- in providing equal opportunity and choices for learning

## School Improvement Goals

The School Improvement Goals for Mackinaw High School are:

- Improve student writing skills
- Improve student math skills
- Improve student knowledge of Career options
- Improve student reading skills
- Recruit and promote parent involvement

## Eligibility Information

The minimum qualifications for consideration when enrolling at Mackinaw High School are:

- have not already earned a high school diploma
- completed the 8th grade
- 15 years old by September 1st and no older than 22 on September 1st
- three proofs of residency
- original birth certificate
- copy of transcript
- updated immunization record ➢ picture I.D.
- enrollment is limited, therefore, students progressing in the previous years will be given priority
- your last two years attendance and discipline reports
- required completion of all forms in registration packet prior to orientation
- participation in orientation – parent/guardian must attend with students who are under 18.

## Required Credits for Graduation

A brief breakdown of credits required to graduate are as follows:

- Math 4
- English 4
- Science 3
- VPAA 1
- Advisory .5
- PE .5
- Social Studies 3
- Health .5
- Career Exploration .5
- Spanish 2.0

(or 1.0 in foreign language AND an additional 1.0 credit in VPAA)

Total = 19.0

## Additional Graduation Requirements

- Completion of all subject area checklists
- Completion of all Junior equivalent state testing
- Graduation Checklist
- EDP – Educational Development Plan
- Completion of Delta College Entrance Exam

## Tuition Students

Students attending Heritage High School during the day will be assessed a fee of $100.00 per class. **No tuition students will be accepted after March 14th. All work must be completed by May 29th.**

## Student/Scholastic Expectations

Daily student expectations:

1) Attendance all their classes
2) Bring a pencil or pen to write with
3) Bring paper to take notes on
4) Bring several folders to organize their different classroom materials
5) Have their student ID
6) Students who continue to have poor attendance, and subject to probation or dismissal.

**YOU ARE TO ATTEND SCHOOL EVERY DAY**. Those that do not attend during a 2-week period can be dropped from the program, or if you are repeatedly absent. Students who do not attend during the required Count day time period can also be dropped.

## Academic Layoff Period

If a student fails to show progress during an extended time period, the student may be placed on academic probation. The probation will range from 2 weeks to 4 weeks. The student's progress will be reviewed at beginning and end of the academic probation. If the student did not make acceptable improvements, the student will be placed on academic layoff. The Principal will determine the duration of the layoff. The layoff will generally coincide with the Mackinaw enrollment periods. While on academic layoff, a student will not attend school, but will complete homework assigned from one or more teachers. At the end of the layoff, the student will resume classes in the building.

## Annual Notice of the Right to Request a Personal Curriculum Modifying Michigan Merit Curriculum Requirements for Graduation with a Regular High School Diploma

**What is a personal curriculum?**

The personal curriculum (PC) is a process to modify specific Michigan Merit Curriculum (MMC) high school credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements.

**Who may request a personal curriculum?**

The parent or guardian of the student for whom a personal curriculum is sought, or the student if the student is of the age of majority or an emancipated minor may request a person curriculum.

Other potential requesters include, a teacher who is currently teaching the student (who currently teaches in, or whose expertise is in, a subject area proposed to modified by a PC, or who is determined by the principal to have qualifications otherwise relevant to developing a PC), or a school counselor or school employee qualified to act in a counseling role. If the request for a PC is made by the student's parent or legal guardian or, if the student is a least age 18 or is an emancipated minor, by the student, the school district shall develop a PC for the student pursuant to the parameters outlined in the 380.1278b(5) **When may a personal curriculum be requested?**

If the student has an Individualized Education Program (IEP), the personal curriculum request may be submitted prior to 9th grade, although any resulting PC may not be implemented until the onset of 9th grade. The earliest submission timeline for all other PC request is after the student has completed 9th grade. If the parent/guardian/student is interested in more information on the PC option, or would like to make a request of a PC, please contact your student's counselor.

## Advisories

- Students must meet with their assigned advisor once a week.
- Advisories are from 11:01-11:21 a.m. Monday through Thursday. Students must be in their advisor's room during advisory times. Students with PM only schedules must make an appointment with their advisor.
- If you do not meet with your advisor once a week and show progress in your school work, you can be put on academic probation for 2 weeks. If you do not progress in 2 weeks, you will be dropped from the program.
- Students must meet with their advisor to be eligible to receive advisory credit.
- In order to be granted credit, students are expected to participate in all Advisory assignments and activities.
- Advisory is a graduation requirement.

## Attendance

**Important:**

- Students must attend all classes each school day, even if a portion of their class work is on the online program.
- **Students not attending for a 2-week period can be dropped** **(also see bottom of page 3)**
- Students must carry their Mackinaw ID cards for admittance to the building**.** *A $5.00 fee will be charged for any replacement ID cards.*

**Students without their school ID may lose conduct points.**

- Students leaving the building are required to check out with security, if the student is under 18 they must be signed out by their guardian.
- Full time students 18 or over may only leave the building once. If a full time student leaves the building twice, they will be out for the remainder of the day.
- Half-time students will not be allowed to return if they leave the building.
- Students who walk off campus may not return that day.
- Student will not be permitted to leave and return later on ½ days of school such as Fridays or Professional Development days.

**Although there are no unexcused absences at Mackinaw, students may be dropped for not progressing in class. Students are expected to attend school daily to receive assistance, guidance, and assessment.**

## Students Under the Age of 18

Students who are not 18 years of age by September 1st are required by law to attend school all day every day unless excused by a parent. Parents of students who are under 18 must call in every day their child is absent.

## Counseling

Students may access the counselor for:

- Personal, educational, and vocational needs. ➢ Scheduling questions, state testing
- Questions about college or financial aid.
- Questions about graduation checklist, or requirements.
- Questions and help with EDP

## Testing Out Policy

Mackinaw is a proficiency based program. Upon entering Mackinaw, the students will take a placement test to determine their placements in the self-paced classes. Students may be placed at a higher level than where they would have been if placement had been only based on their transcripts. If the student tested out of a class based the placement test, credit will be awarded for that class. Students who receive a score of 480 in Evidence-Based Reading and Writing on the SAT, or a 530 in Math on their SAT, or proficient scores on the M-STEP test can be awarded credit as determined by that subject's teacher and the principal.

## Textbook Policy

If you wish to take a textbook home, a $50.00 money order or check must be left as a deposit. All checks will be deposited at the time of receipt. After all books have been checked back in, our Central Office will mail a refund check to your home. Students are limited to one book checked out at a time. All books must be returned before the LAST DAY OF SCHOOL in June. Dropped students must return all books no later than 2 weeks after their drop date. **No refunds will be issued after the last day of school.**

## Student Messages/Telephones

Please do not call or text your students when they are at school. Instead contact the main office and we will relay the information in a timely fashion. If your student is observed using their phones to check texts or voicemails this can disrupt class, and potentially cause your student to lose conduct points for use of cellphone during inappropriate times.

## Electronic Devices

Mackinaw is not responsible for any lost or stolen electronic devices on school property or at any school event. Mackinaw reserves the right to confiscate a student's cell phone or electronic device if it is deemed to be a **repeated** disruption to the educational process.

### Audio Speakers

Students listening to music during appropriate times MUST use headphones. The music should be audible only to a student wearing headphones.

## Cell Phones

**S**tudents will turn in all electronics and wireless headphones into a locker at Mackinaw High School. They will be responsible for carrying the key all day. If a key is lost the students will be charged $5. If a student has an emergency or needs to call home, they must use the phone at the security desk. If students need a phone number from their electronic phonebook they will be allowed to look it up at the security desk.

Students are **ONLY** permitted to use cell phones:

1. Before 8:50 a.m. in the main hallway or cafeteria.

2. When in the cafeteria during lunch.

Otherwise, cell phones are **never** to be visible, heard or used while in classrooms, hallways or bathrooms. This includes listening to music.

## Cell Phones Consequences

If a student is found to be using their cell phone, the following point deduction penalties will apply:

| | |
|---|---|
| 1st Offense | -20 points |
| 2nd Offense | -20 points and 1-day suspension |
| (phone and/or electronics will be confiscated at check in each day after the second phone offense) | |
| 3rd Offense | -20 points and 3 day suspension |
| 4th Offense | -20 points and 5 day suspension |
| 5th Offense | -20 points and 10-day suspension. |

## Student Lockers

Students will be assign a cellphone locker. Upon entering the school, students must put all wireless devices in the locker (i.e. air pod, cellphones, smart watches, etc.). Students will be responsible for carrying and keeping track of the locker key. If the student loses their assigned key, the student's items will remain locked up in the locker until the student pays $10 to the main office. The unlocking fee is used to purchase and install a new lock and keys.

## Food and Drinks

Breakfast and hot lunch are served daily. Students eligible for free or reduced meals should pick up a form in the office. Please do not bring fast food back to school. Students are not allowed to have snacks or drinks in the classroom. Only water is permitted.

## Hallways

Loitering in the hall is strictly prohibited. Student must plan appropriately to get to class on time prior to the bell. If you are waiting for a ride, notify security. Return to class and **work** until security calls for you. Students who attend Mackinaw are expected to come to school all day to learn, not walk the halls.

## Student Pick-up Procedure

- A student will not be allowed to wait for their ride in the security lobby during their school day.
- During the school day, drivers must notify school security they are here to pick up their student. The student will then be called out of class. Students under 18 must be signed out by the parent/guardian.
- Please try to keep early checkouts to a minimum.
- Do not block the driveway, or double park.
- Buses have the right of way in the drop off loop.

## Visitors

Visitors must sign in, show ID, and be subject to search at the security desk. Please do not bring friends to school. **Visitors are not allowed in the school or on school property.** Students who have been dropped from Mackinaw may not be on campus for any reason. Exception: parents and nonstudent adults who are on official business.

## School Closures

At various times during the year, school may be closed because of snow, sleet, loss of power, etc. The school will notify the local radio and television stations to announce the closing of school. Listen and watch for these announcements on TV channels WNEM (5), WEYI (25), WJRT (12) and radio channels WSAM/WKCQ, WKNX, WSAM/WIOG, WGER, WXOX, WHNN, WUCX-FM, Family Life Radio, and WKQZ-FM. The Saginaw Township Community Schools Alert system will notify you by e-mail, text and phone about school delays and closings.

**You may also check** www.stcs.org **website for closings and delays.**
If there is a **2 HOUR DELAY**, Mackinaw High School will open at 11:00.

**If Saginaw Township Community Schools are closed, Mackinaw is closed. PLEASE DO NOT CALL THE SCHOOL.**

## Work Permits

Students under eighteen (18) years of age must have a work permit before being allowed to work parttime. An application for a work permit must be obtained from the prospective employer (make sure that the employer's permit number is on the application) and brought to the office between the hours of 9:00 a.m. and 3:00 p.m. If this is done and the conditions of employment are acceptable, the student will be issued a work permit. In no case may a student under eighteen (18) years of age be employed without a permit, nor may the combined total number of hours of school and work exceed 48 hours. This is a state law and serious penalties could be invoked if violated.

## Student Information/Change of Address

If a student's name, street address, or telephone number changes at any time during the school year, the office should be notified immediately. Parents must provide proof of the new address. This is very important in keeping records up to date and being able to contact a parent or guardian in case of an emergency.

## Student Accidents

All student injuries are to be reported to the teacher/office so that the cause and extent of injury can be determined. A student accident report form must be completed and filed in the office.

## School District Policy on Copying

- Unauthorized copying of any software (including programs, applications, databases and code) which is licensed or protected by copyright is theft, and thus unethical, illegal and prohibited.
- No computer data or program shall be changed or deleted without the express permission from the persons owning the data or program.
- Copying audio or videotapes that are licensed or protected by copyright is also considered theft and is prohibited.

## Student Driving

Students must drive very slowly and park only in designated areas. Any student who does not demonstrate caution while driving will lose driving privileges.

Rule 1. All students must be licensed and their vehicles covered by insurance. The Saginaw Township Community School district is **NOT** responsible for either the vehicle or contents.
Rule 2. Students are not to loiter in the parking lot.
Rule 3. Speed on school property may not be in excess of ten (10) miles per hour. Saginaw Township Police will issue tickets to violators.
Rule 4. Students are not allowed to sit in any vehicle once it has been parked.
Rule 5. Once on school property, radio volume must be kept low.

First offense – verbal warning (points)
Second offense – 1-day loss of driving privileges (points)
Third offense – 3-day loss of driving privileges (points)
Fourth Offense – loss of driving privileges

## Student Dress

Students are expected to come to school groomed and dressed in such a manner as to assure all students the opportunity of obtaining the best possible education. The specific restrictions governing student dress are as follows:

1. Shoes must be worn at all times. – slippers are NOT permitted.
2. Student attire must not be provocative or conflict with good taste – no halter tops, spaghetti straps, belly shirts, cleavage must be covered. No short shorts, shorts must be the length of your arms (fingertip length) extended at your sides or longer.
3. Attire with sexual, drug related, or degrading messages is not permitted
4. Pants, and shorts must be worn around the waistline – boxers must be covered.
5. Bandanas, sunglasses, and chains hanging off pants may not be worn in school.
6. No see-through clothing is allowed.
7. The administration will make judgments where provocative styles of dress or appearance conflict with appropriate dress.
8. Hoodies (hooded shirts, sweatshirts) may not be pulled up around the head.
9. No pins or memorabilia, such as shirts depicting deceased people will be permitted.
10. Mackinaw reserves the right to require you to cover a tattoo deemed inappropriate or offensive; any inappropriate tattoos must be covered;
11. Violation of Mackinaw's dress code will result in -10 to -50 conduct points.

## Searches

**Search and Seizure:** 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 under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Students should not expect privacy regarding items brought to school because school property is subject to search at any time by school officials. Periodic AND ROUTINE general inspections may be conducted by school authorities, police personnel, private organizations or canines for any reason at any time without notice, without student consent, and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched by a school official UPON ENTRANCE TO THE SCHOOL AND WHILE IN THE SCHOOL. If a properly conducted search yields illegal contraband material, such findings shall be turned over to the proper authorities for ultimate disposition.

**Automobile & Vehicle Searches:** The school retains authority to conduct routine patrols and inspections of student parking lots. The interiors of student vehicles may be inspected whenever a school authority, police personnel, private organizations or canines have reasonable grounds to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice and without student consent.

If a search yields illegal or contraband materials, such materials may be used in school disciplinary proceedings.

**Vape Detectors**: Vape detectors have been installed in the student bathrooms. If the vape detector alerts, staff will go to the alerted areas and wait for all the students in the alerted bathroom to exit and then escort the students to security. Once at security, the staff will repeat the check in search procedure for all students who were present in the alerted bathroom.

SCHOOL PERSONNEL RESERVE THE RIGHT TO AND WILL IMMEDIATELY CONFISCATE ANY WEAPON, WEAPON LOOK-A-LIKE, OR ANY OTHER POTENTIALLY DANGEROUS OBJECT UPON DISCOVERY.

The school reserves the authority to place cameras in hallways, gym/cafeteria and on school grounds.

## Book Bags

Book bags and other large bags **will not** be permitted **in classrooms** at Mackinaw. Security is not responsible for items left behind the security check in station. If you bring items of value, you do so at, your own risk.

## Age of Majority

The Age of Majority Act became effective on January 1, 1972. Persons who have attained the age of 18 are recognized as adults as a matter of law. However, even though the 18-year-old requests that his/her education records not be sent to the parent/guardian, school officials may disregard his/her request if the records will be sent to the person who claims the student as a "dependent" for income tax purposes. The school may disregard an 18 or older student's request to remove their parents' phone number from the automated attendance calls or other emergency contact listings unless there is legal action stating otherwise.

## Family Educational Rights and Privacy Act of 1974

According to the Family Education Rights and Privacy Act, school districts are allowed to release student information to various associations, such as alumni groups, proprietary and/or trade schools, the military services and others. Student information may include the following:

- name, address, phone number (unless unlisted)
- date and place of birth
- major field of study
- participation in school activities
- dates of school attendance
- honors and awards/other similar information (i.e. honor roll members)

The above information may be released without securing the prior written consent of the parent or 18-year-old student. If a parent, or student who is 18 or older, wishes NOT to have any of the above information released, they must present a written objection to the office within the first two weeks of school.

In addition, a written objection must be submitted to the office within the first two weeks of school if you do NOT wish to have photos or video/audio taping of your student, (in school activities) to appear in newspaper articles. An opt-out form is available in your registration packet and in the school office.

## Computer Stations and Internet Access

- Student computer stations are available for students to use. Students may use school software only; **software brought from home cannot be used on school computers.**
- Students **cannot** access the Internet without a fully completed acceptable use policy, adopted by the Saginaw Township Community Schools Board of Education and Mackinaw High School. **These forms are available at registration and in the Mackinaw Office.**
- **Computers are to be used for school work only. Failure to adhere to this rule will result in point deductions.**

## Medications
## Prescription and Over-the-Counter

The district-wide policy will be in effect. Students who fail to register their prescription or over-the counter medication will be suspended at the end of the school day and may not return until the proper form is on file. A parent or legal guardian must personally deliver all medication, including over-the counter medicine along with the Administration of Medication Consent form to the school office. Over the-counter medications are any medications that may be purchased without a prescription. Examples of over-the-counter medicines are cough drops, antacids, headache medicine, etc. Prescription and over-the counter medicine forms **MUST** be signed by the student's doctor. Administration of Medication Consent form may be obtained online at www.stcs.org , in the school office, or at your doctor's office.

**Parents are urged to give medications at home and on a schedule other than during school hours. If it is necessary that a medication be given during school hours, the following regulations must be followed:**

## Administration of Prescription Drugs (K-12)

Medication must be prescribed by a physician/dentist or physician assistant and permission granted to the school to contact the physician/dentist if necessary.

- Medication must be brought to the school office by the parent or guardian in the original container with the appropriate label intact.
- The student's doctor and the parent/guardian must sign the Administration of Medication Consent form, granting the school permission to administer medication, according to regulations set therein including non-prescription/over-the-counter medications.
- Inhalers can only be carried by a student if the doctor states that on the Administration of Medication Consent form.
- **If a change is made regarding the prescription, a new consent form must be completed.**
- Medication will be given on a daily basis during lunch period or as directed by a physician.

## Epinephrine/Auvi-Q Injection Pens

Pursuant to state law, trained staff will administer an epinephrine auto-injector to any individual on school grounds who is believed to be having an anaphylactic reaction. If administered to a student, the parent/legal guardian will be notified.

## Concussions

Our understanding concerning the effects of concussion has significantly increased in recent years. Please review the enclosed insert concerning concussions.

## Fire Drills

Students will be informed which exit is to be used in each room. The following procedures will be used:

1. Each class will leave by its own exit according to the teacher's instructions.
2. All students must evacuate the building even though the event is a drill and not an actual emergency.
3. Teachers and hall monitors will take their attendance with them and be prepared to account for all students after evacuating the building.
4. Students are to stay together and remain calm and quiet at all times while fire drills are being conducted.

***Failure to immediately follow directives by staff during emergency drills and situations will result in disciplinary action***

## Tornado Drills

The following procedures will be followed:

1. The teacher will escort the class to the designated area where students will remain until the danger passes.
2. Students will be directed to assume a crouched position on the floor, facing the wall, with hands and arms held over the face and head for added protection.
3. No one will be dismissed from school during a tornado emergency even though the normal school day is over. Staff and students will remain in the protected areas until an "all clear" is given. If a parent appears at the school and insists upon taking a student with him/her, this will be permitted, however, the school will not be held responsible for the student's safety after leaving the property.
4. The teacher will take attendance after the class has reached its designated safety area.
5. Students are to remain calm.
6. Any students who are out-of-doors during a tornado warning are to return immediately to their classrooms to get emergency drill instructions.

***Failure to immediately follow directives by staff during emergency drills and situations will result in disciplinary action***

## Lockdown Drills

1) The school will conduct multiple school security drills per year
2) Secure mode is the level maintained when students are in classrooms and all doors are locked, and no hall movement is permitted without a staff member escort.
3) Lockdown mode is the level maintained when all students and staff engage the Night Lock Door Barricade from the inside of doorways, lights are turned off, students and staff secure themselves in a location in the room so no one is visible from the hallway door window. All students and staff must be silent. (Night Lock Door Barricades are small L-shaped pieces of metal the insert in the door and go into the floor. The devices prevent a door from being opened from the outside.)
4) Students who fail to follow directions during security drills are subject to disciplinary action.

***Failure to immediately follow directives by staff during emergency drills and situations will result in disciplinary action***

## Code of Conduct

The following policies are in effect:

1. On school property at any time
2. At all school sponsored or approved events and activities
3. On a Saginaw Township Community School bus, on a STARS bus and at the STARS bus stop
4. With respect to any misconduct toward any school employee or student

## CONSEQUENCES FOR VIOLATIONS OF THE CODE OF CONDUCT:

One or more of the following actions will be implemented at the discretion of an administrator:

- parent notification
- student conference
- behavioral contract
- police notification or referral to a community/professional agency
- restitution/restoration
- suspension/probation
- Point deduction
- Behavioral Layoff
- recommendation for expulsion (if appropriate)
- dismissal from the program

### Description of the Conduct Points System

Mackinaw's disciplinary system is based on a points system. The back page lists the designated points for behaviors. For positive write ups, points are added to a student's total. For negative write ups, students have points subtracted from their point total and may be suspended. The students must have more than zero points the entire school year or face being placed on behavioral layoff. Mackinaw students typically will start with 100 conduct points once enrolled, but in some cases students may start with 50, or even 25 conduct points based on previous disciplinary patterns or when they enroll during the school the year. Points cannot be shared with, or given to other students. At the beginning of each school year, the student's points are reset to 100. Points DO NOT RESET at the beginning of the second semester.

### Mentoring Program

Once a student has 20 or less conduct points remaining, the student is automatically assigned to the mentoring program. The student will be required to meet with the principal or designee on a weekly basis, at a designated time, to discuss academic progress, disciplinary issues, and strategies to reduce referrals. The mentoring program will last 5 weeks or as determined by the principal. Completion of the entire program can result in the student being awarded as many as 25 positive points, at which time the original advisor will resume their role.

### Behavioral Layoff

Students who lose all their accumulated points are subject to behavioral layoff. Behavioral layoffs are a built in way of giving students a second chance to remain at Mackinaw as opposed to being dropped for disciplinary reasons. Students on behavioral layoff will be assigned homework, but will work from home for a period of time. The student will have a designated return date from the behavioral layoff to coincide with enrollment periods or as determined by the principal.

When returning from the behavioral layoff, the student will start with 25 conduct points. Students must maintain those points while trying to earn more points for accomplishments (e.g., completing a class).

A student will become inactive if he/she fails to return within 5 days of the return date without other communication. The student's progress will be evaluated two weeks after returning from behavioral layoff. Students who do not show signs of improvement/effort may be dropped from the program for lack of interest.

### Appeal Board

Following return from behavioral layoff, a student who has lost all conduct points will meet with the Mackinaw Appeal Board for a status review. The student will be notified when the meeting will be held. At least a day prior to the meeting, the student should submit a letter to appeal board outlining why the student should remain at Mackinaw. At the meeting, the Appeal Board will discuss the matter with the student and parent. The student and parent will be notified of the decision within five business days of the hearing.

## Disciplinary Offenses

**Academic Dishonesty** the act of copying someone else's work and turning it in as your own work, this includes worksheets, homework, projects and others tasks assigned by teachers.

| | |
|---|---|
| First Offense: | -20 |
| Second Offense: | -20 + 3 days oss |
| Third Offense: | -20 + 5 days oss |
| Fourth Offense: | -20 + dismissal for program |

**Alcohol drinking, possession, use of, selling or under the influence of alcohol**

Students shall be subject to school probation and suspension as follows:

| | |
|---|---|
| First offense: | -45 + mandatory five (5)-day suspension plus class at Saginaw County Substance Abuse Office or ten (10)-day suspension. |
| Second offense: | -45 + mandatory ten (10)-day suspension plus must have completed class at Saginaw County Substance Abuse Office. |
| Third Offense: | dismissal |

**Suspicion of student drug/alcohol use: Loss of points and student sent home for the day (-35).*

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.

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| **Aggravated Assault and Battery** | **s**triking or unlawful touching of a victim without use of a weapon which causes infliction of an injury |
| First Offense: | Board hearing |
| **Amorous Behavior** | any kissing, hugging or body contact beyond hand holding is not allowed in the school. Students who fail to follow this rule may be asked to leave for the day. Situations involving sexual acts/touching may receive maximum penalty on the first offense. |
| First Offense: | -5 to -50 points + possible oss or Board hearing |
| Second Offense: | -5 to dismissal from program + possible oss up to 10 days |

**Arson/Explosives** — any act utilizing unauthorized fire, smoke, or explosives which presents a risk or danger to life or property

First Offense: Board hearing

**Assault** — a threat or attempt to do harm to another without a weapon, without physical contact and without physical injury, including verbal harassment/intimidation

First Offense: -50 to all points + ten (10) day suspension

Second Offense: dismissal from program

**Breaking and Entering** — breaking and entering any school building, facility, office, room, storage space or other enclosure without authority to do so

First Offense: dismissal from program

**Bullying**

**(Can be reported to any staff member)**

Bullying happens when someone is subjected to negative actions from one or more people. Cyber bullying is when bullies use the Internet, mobile phones or other electronic devices. Bullying takes various forms, including but not limited to:

- Teasing, taunting or verbal abuse
- Punching, shoving and physical acts
- Spreading rumors
- Excluding someone from a group
- Ganging up on others
- Sending mean text, e-mail or instant messages
- Posting damaging pictures or hurtful messages in blogs or on Web sites
- Spreading rumors or lies about someone, sometimes using a fake identity.

Bullying rules apply in a classroom, on school property, on a school bus or other school-related vehicle, and at school-sponsored activity or event regardless of whether it's held on school premises.

First Offense: Loss of points

Second Offense: Loss of points and suspension

Third Offense: Loss of points and 10 day suspension

Fourth Offense: Dismissal from program

**Computer hacking** — the act of altering computer programs/settings

First Offense: loss of points and suspension

Second Offense: loss of points and suspension

Third Offense: possible dismissal from program

**Disrespect toward Staff member OR Student** — Self-explanatory

First Offense: -35 + 1-10 day suspension

Second Offense: -35 + 10 day suspension

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| Third Offense: | -35 + suspension for remainder of the year |

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| **Dress Code** | inappropriate student dress based on page 7 under the Dress Code section |
| First Offense: | -10 to -50+ possibility of being sent home |
| Second Offense: | -10 to -50+ possibility of being sent home or oss |
| Third Offense: | -10 to -50 + possibility of being sent home or oss |
| Fourth Offense: | -10 to -50 + being sent home and/or oss |

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| **Drugs** | possession, use of, or under the influence of drugs or narcotics, including look alike substances or drug paraphernalia. |

<u>*Suspicion of student drug/alcohol use: Loss of points and student sent home for the day (-35).</u>

Students shall be subject to school probation and suspension as follows:

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| First offense: | -45 + mandatory five (5)-day suspension plus class at Saginaw County Substance Abuse Office or ten (10)-day suspension |
| Second offense: | oss pending Board level hearing |
| Third Offense: | expulsion |

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| **Electronic Devices** | the unauthorized use of personal electronic devices for non-educational purposes (excluding cellphones) to include but not limited to: headphones, iPods, iPads, personal computers, tablets, personal game systems |
| First Offense: | -5 to -20 points |
| Second Offense: | -5 to -20 points + possible oss |
| Third Offense: | -5 to -20 points + oss |

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| **False Alarm/Bomb Threat, Tampering with Fire Extinguishers, Fire Alarms, or Other Safety Devices** | Self-explanatory |
| First Offense: | oss pending Board level hearing |

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| **Felonious Assault** | striking with a weapon to do bodily harm – student will be subject to police notification |
| First Offense: | oss pending Board level hearing |
| **Fireworks, Combustibles** | the use or possession of devices made from explosive or flammable materials. (Fireworks include Class B and Class C fireworks as identified by state law.) |
| First Offense: | oss pending Board level hearing |
| **Forgery or False Information** | intentional misrepresentation of information that is given to any school district personnel |
| First Offense: | point loss + 1-10 day suspension depending on degree of offense, student may be dropped from the program with law enforcement notified |
| **Gambling** | participation in games of chance for money and/or other things of value |
| First Offense: | -35 + five (5) to ten (10) day suspension |
| Second Offense: | -35 + ten (10) day suspension |
| Third Offense: | recommend dismissal from program |
| **Gang Activity** | A student shall not wear or possess any clothing, jewelry, symbol or other items that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. Bandanas and memory memorabilia are prohibited.<br><br>A student shall not commit any act, verbal or nonverbal (gestures, handshakes, etc.) that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang; a student shall not commit to gang activity by (a) soliciting others for membership in any gang or gang related activity, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or violation of school district rules or policies, or (d) inciting other students to act with physical violence on any person. |
| First Offense: | -20 to loss of all points + one (1) to ten (10) day suspension |
| Second Offense: | -20 to all points + ten (10) day oss pending Board level hearing |

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| | verbal or non-verbal refusal to comply with a reasonable request or directive from any school |
| **Insubordination** | employee |
| First Offense: | -35 + one (1) to five (5) day suspension |
| Second Offense: | -35 + ten (10) day suspension |
| Third Offense: | Possible dismissal from program |

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| **Loitering** | the act of being in an unauthorized place, lingering aimlessly in or about school, or refusing to leave when directed to do so by school personnel |
| First Offense: | -5 to -20 + possible oss |
| Second Offense: | -5 to -20 + possible oss |
| Third Offense: | -5 to -20 + oss to dismissal from program |

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| **Mace or Pepper Gas** | the possession any gas ejecting device capable of rendering a person either temporarily or permanently disabled<br>(use of is classified as a weapon) |
| First Offense: | -20 to -50 + possible oss up to ten days |
| Second Offense: | -20 to -50 + oss and possible Bd level hearing |
| Third Offense: | -50 pending Bd level hearing |

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| **Rioting** | self-explanatory |
| First Offense: | Oss pending Board level hearing, recommend expulsion |

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| **Robbery and/or Extortion** | the act of obtaining or attempting to obtain money, goods, services or information from another by force or the threat of force or coercion |
| First Offense: | recommend dismissal from program |

**Selling of drugs & narcotics:**

students shall be subject to police involvement.

Selling drugs will result in dismissal from program.

**Sexual Harassment**

Saginaw Township Community Schools Board of Education policy for Sexual Harassment is as follows:

The Saginaw Township Board of Education is committed to providing an educational environment which is free of discrimination, intimidation and sexual harassment. Sexual harassment of students by other students or District employees is unlawful under both Michigan and Federal Law. This District will not tolerate any sexual harassment of students.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, and otherwise creating an intimidation, hostile, or offensive educational learning environment. All students are expected to conduct themselves with respect for the dignity of others.

Sexual harassment does not refer to behavior or occasional complements of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive that fails to respect the rights of others, that lowers morale and that, therefore, interferes with work effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include:

- verbal innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats
- non-verbal sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling and obscene gestures, unwelcome physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, and assault

All students will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur.

Appropriate disciplinary action will be taken against any student who violates this policy. Based on the seriousness of the offense, disciplinary action may include expulsion from school.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment to a teacher, counselor, or administrator.
Any high school student reporting an alleged act of harassment will be asked to complete the complaint form, unless the student requests help from the principal.

All complaints will be handled in a timely and confidential manner. In no event will information concerning a complaint be released by the district to third parties or to anyone who is not involved with the investigation, nor will anyone involved be permitted to discuss the subject outside the investigations except as required by law. (Law requires the reporting of all child abuse to the Department of Social Services.) The purpose of this provision is to protect the confidentiality of the student who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of any student or employee wrongfully charged with sexual harassment.

All such complaints will be investigated immediately by the District. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if they are a student, or termination from employment if they are an employee. Title IX Coordinator is the HR director. The contact phone number is 989-399-8035

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| **Sexual Harassment** | (based upon incident seriousness) |
| First Offense: | Loss of points |
| Second Offense: | Loss of points + oss |
| Third Offense: | Loss of points + oss pending Board level hearing |
| **Stealing, Possession, Transfer of Property of Others** | **t**he act of taking possession or transferring the property of another without the consent of the owner (including another student's class work) |
| First Offense: | Up to loss of all points and possible |
| Second Offense: | recommend dismissal |

**Threats and Violence to Staff or Vandalism of Their Property** — self-explanatory

First Offense: ten (10)-day suspension with a recommendation for dismissal - this will be in effect both on and off campus

**Tobacco** — It is illegal for students to smoke on school property or while attending a school-sponsored activity.
Tobacco, lighters, e-cigarettes type devices and chewing tobacco are not permitted within sight of school.
The Tobacco-Free Schools Law makes the violation of this policy a misdemeanor with a fine of $50.00. The Saginaw Township Police will be notified of an infraction.
Vape detectors are located in the bathroom. See searches for procedure when detectors alert on student bathrooms.
Students who violate the smoking tobacco products policy will be subject to the following:

First Offense: warning to -25 points

Second Offense: -25 + 3 days suspension from school

Third offense: -25 + 5 days suspension from school - student

**Trespassing** — The act of being in or about a school building, without having a legitimate reason or authorized permission

First Offense: -35 + five (5) to ten (10) day suspension
Second Offense: -35 + ten (10) day suspension
Third Offense: -35 + dismissal from program - police will be notified

**Vandalism** — the destruction, defacing, or damaging of school property or the property of others

First Offense: -20 to all points + possible oss and/or restitution
Second Offense: -20 to all points + ten (10) day suspension and/or restitution
Third Offense: -20 to dismissal from program - restitution

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| **Vulgarity** | Abusive language written or spoken that is offensive, or any gestures that are obscene or vulgar. (including pornography) |
| First Offense: | warning to -25 points + oss (based on degree of incident as determined by the administrator) |
| Second Offense: | -10 to -25 + possible oss |
| Third Offense: | -25 to subject to dismissal from program |
| **Weapons, Dangerous, or Concealment)** | possession of a dangerous weapon. Dangerous weapons will include, but not be limited to, firearms, blow guns, switchblade knives, straight knives, box cutters, utility knives, chains, clubs, piano wires, brass knuckles, including facsimile or replicas of the same, or any other similar article. **Students shall be subject to permanent expulsion from school.** |

**In Addition:**

* Any student who commits a repeated act which interrupts the educational process and who has failed to show progress, will be dismissed from Mackinaw.

* **Any** act which results in a physical danger to staff or students will result in dismissal from Mackinaw. This would include threats and fights.

## Board of Education Policy

**Administrators will consider the MCL380.1310d factors prior to suspending or recommending expulsion.**

**Possession of Dangerous Weapons**

When it is determined that a student has possessed a dangerous weapon on school property, at a school-sponsored activity, or in a school locker, that student shall be subject to permanent expulsion from school. Dangerous weapons will include, but not be limited to, firearms, blowguns, switchblades, knives, straight knives, box cutters, utility knives, chains, clubs, piano wires, brass knuckles, including facsimile or replicas of the same, or any other similar articles.

Any person carrying a firearm within 1,000 feet of a school shall be subject to criminal prosecution under the Gun-Free School Zone Act.

Any student possessing a firearm on school property or at a school-sponsored activity or in a school locker shall be recommended for a permanent expulsion.

Students in possession of a dangerous weapon/firearm or who commit arson or commit criminal sexual conduct on school district grounds, in school district buildings, or at any school district or school sponsored events, shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. A parent, legal guardian and/or student shall also be notified of the referral.

The School Board reserves to itself the authority to expel students.

The Saginaw Township Community School District complies with all Federal Laws and Regulations prohibiting discrimination and with all requirements and regulations of the Michigan Department of Education. It is the policy of the Saginaw Township Community School District that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education. Any questions or concerns should be directed to:

Tianna Smith
Saginaw Township Community Schools
3465 N. Center Road
P.O. Box 6278
Saginaw, Michigan 48603
Telephone: (989) 797-1800

MISCONDUCT – any student who willfully, obstructs, disrupts, or attempts to obstruct or disrupt the normal operations or function of a class or school. For some of these infractions, students will be suspended for a period of time. Police may be called in some instances. Restitution may also be required. Loss of 100 points constitutes the student being dropped from Mackinaw High School. If the student wishes to appeal, this must be done in writing 10 days within receipt of the 100 points. The conduct report correlates with the Mackinaw High School Handbook.

| Conduct | Points |
|---|---|
| **Class Completion-CHK** | **+10 to +20** |
| **Parent Attendance at P/T Conference-PAC** | **+20** |
| **Significant Behavior Improvement IA** | **+5 to +10** |
| **Student of the Month-SOM** | **+25** |
| **Student of the Month Nomination IA** | **+5** |
| Academic Dishonesty-ACD | -20 |
| Amorous Behavior-AMO | -5 to loss of all points |
| Any Other Violation of Handbook Rules | -5 to loss of all points |
| Belligerent Behavior-DSB | -35 |
| Bullying-BUL | -10 to -50 |
| Cell Phone use-CMD | -20 |
| Classroom disruption-DEI | -5 to -20 |
| Computer Hacking-IN | -30 to loss of points |
| Damage of property-VAN | -35 to loss of points/restitution |
| Disrespect to staff and students DST & DSS | -35 |
| Drug use-DRG | -45 |
| Electronic devices (excluding cell phones) ELD | -5 to -20 |
| Excessive exiting from class-DEI | -5 to -25 |
| Gang Activity-GNG | -20 to loss of all points |
| Harassment-HAR | -45 to loss of points |
| Inappropriate Dress-DRS | -10 to -50 |
| Inappropriate Remarks & Questions-PBD | -5 to -20 |
| Inappropriate Use of Technology-IN | -5 to loss of points |
| Incites Problems-INT | -25 |
| Insubordination-INS | -35 |
| Interference with Discipline-PBD | -10 to -25 |
| Loitering-LOI | -5 to -20 |
| Loud Cars (music, etc.)-DRV | -10 |
| Misrepresentation/Forgery-FRG | -35 |
| Obscene Behavior-VUL | -10 to -50 |
| Plagiarism-ACD | -35 |
| Racial/Ethnic Remarks-ETH | -10 to loss of all points |
| Refusal to work-REF | -5 to -20 |
| Sexual Remarks-VUL | -25 to loss of points |
| Speeding in the parking lot-DRV | -50 to loss of points |

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| Suspicion of drug use-PBD | -35 |
| Tobacco Use-TOB | -25 |
| Trespassing-UNA | -35 |
| Unauthorized Area-UNA | -15 to -35 |
| **Arson/Explosives-ARS** | **Loss of points** |
| **Fighting-FIT** | **Loss of points** |
| **Possession of a weapon-WPN** | **Loss of points** |
| **Rioting-RIO** | **Loss of points** |
| **Selling of Drugs-DRG** | **Loss of points** |
| **Theft-STL** | **Loss of points** |
| ****Students who test out of a class will not earn any positive points.** | |
| **Updated 04/29/24** | |