

Student Handbook 2013-2014

Boyne City High School

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BOYNE CITY HIGH SCHOOL HANDBOOK

STUDENT WELCOME

Welcome to Boyne City High School. We welcome you and extend our very best wishes for a pleasant and rewarding school year. The success you achieve will be directly related to the attitude and effort you put forth. We all need to work hard and in a cooperative fashion so that everyone can achieve maximum success.

Please review the information outlined within this handbook. We have included guidelines, basic rules, and expectations for BCHS students. However, the content by no means is intended to cover every existing or potential situation. The rules and expectations outlined within this handbook are in effect at all times that students are on school grounds and at any and all school functions (on or off campus).

Sincerely,
Karen Jarema, Principal

Mission Statement

Boyne City High School, in partnership with families and community, will provide a quality education in a secure and caring environment for all students so they become responsible adult citizens.

DAILY SCHEDULE

Students are encouraged to arrive no earlier than 30 minutes before their first class.

	Beginning Time	Ending Time
1 st Hour	8:25 am	9:24 am
2 nd Hour	9:28 am	10:28 am
3 rd Hour	10:32 am	11:31 am
4 th Hour	11:35 am	12:35 pm
LUNCH	12:35 pm	1:05 pm
5 th Hour	1:09 pm	2:09 pm
6 th Hour	2:13 pm	3:13 pm

Supervision of students is not provided beyond 15 minutes of the school day, except for school-sponsored activities. Students are not encouraged to remain in the building beyond this time.

EQUAL OPPORTUNITY/NONDISCRIMINATION STATEMENT

The Boyne City Public School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. The following person has been designated to handle inquiries regarding the School District's non-discrimination policies:

Civil Rights Coordinator
Boyne City Public Schools
321 S. Park St.; Boyne City, MI 49712
231.439.8190

STUDENT ATTENDANCE POLICY

Because we believe that regular school attendance is an asset to the learning process, the following attendance guidelines and procedures have been established.

Students are required to attend all of their scheduled classes.

Students must check in at the school office if they arrive late to school or are returning to school during the school day. **An absence is defined as missing 15 minutes or more of any class period.**

Students will be allowed seven (7) absences in each class period during each term. Parents will be notified by letter on the student's fourth (4th) and sixth (6th) absences.

On a student's eighth (8th) absence, the student will be required to achieve at least a C+ on the final exam to have his/her grade calculated for the semester. If the student does not attain a C+ grade on the exam, the student will receive no credit for the course.

These three types of absences do not count as either excused or unexcused absences in determining whether a student will lose credit in a class for excessive absenteeism. *

- a. Suspensions imposed by a school administrator
- b. School related absences
- c. Absences due to a death in the immediate family

*Any extenuating circumstances require individual consideration.

Students who accumulate more than a total of eleven (11) absences (absolute maximum of excused or a combination of excused/unexcused) will not earn credit for those classes. Students will not be withdrawn from those classes unless there are resultant behavior problems.

*Extenuating circumstances of a medical nature (such as a serious or extended illness or injury) must be brought to the attention of the building administrator immediately. Upon receipt of documentation from the doctor in charge that contains a diagnosis of the illness and the specific dates that the student could/can not be in school, an individualized attendance plan will be developed.

*Educational opportunities may also be an extenuating circumstance, and should be requested in advance to be allowed as an exemption.

An absence will be excused when the absence occurs due to personal illness or a death in the family. An absence for reasons of importance other than those mentioned above, should be discussed with and approved by office personnel before the absence occurs.

Personal business should be scheduled outside the school day, including dental and medical appointments. If such arrangements are not possible, students must obtain a slip from the dentist/doctor verifying their appointment in order to be excused.

Special trips or family vacations should be planned during vacation periods and weekends so that the school program can proceed without unnecessary interruption. If parents/guardians choose to take their student out of scheduled school programs, they need to realize that they are placing the student at an academic disadvantage.

Boyer City High School is a **closed campus**. If, at any time after a student arrives at school until the conclusion of the school day, a student finds it is necessary to leave the building, the student must obtain permission from office personnel and a parent/guardian and enter his/her name and destination on a sign-out sheet. Leaving school property without authorization is considered truancy and is a disciplinary issue.

Students will not be released from school to take or transport other students to or from school without office and parental permission.

GENERAL ABSENCE PROCEDURES

A parent or legal guardian must call the high school attendance line **by 8:15am the day after an absence**, or provide written excuse for their student's return to school the next day. **The attendance line is available 24 hours/day, 7 days/week.**

Students should ask their teachers about their attendance status if they are concerned. The teacher's attendance log will be used as the official record.

A student-parent-administrator conference may be requested in cases of excessive student absences and/or tardiness.

The school will contact the Truant Officer for those students who are not 16 years old (18 years old starting with the class of 2016 and beyond) and whose attendance is below the expectation.

Unexcused absences will be considered as truancy and students will be issued an "F" or "No Credit" on work missed. Truancy is also a disciplinary issue.

SCHOOL-RELATED ABSENCES

Any absence incurred by the student participating in a school activity is a school sponsored absence and these will be considered excused.

PRE-EXCUSED ABSENCES

Students who know in advance that they will be absent from school for three or more days are to bring a note to the main office from their parent/guardian(s) 5 days prior to their absence. A student will be given a pre-excused form to notify teachers and request assignments that will be missed. Students are responsible to obtain pre assignments. Pre assignments are due upon the student's return.

TRUANCY (SKIPPING)

Truancy is defined as missing all or any part of a school day(s) without the knowledge of both the school and the parent/guardian. A student who leaves school without proper school and parent permission, and then signing out of the office, will be considered truant (skipping). A student not in their scheduled class, but in the building or on school grounds "somewhere", without a pass is considered truant (skipping). Truancy/skipping is considered an unexcused absence and, therefore, missed work will receive "no credit".

- 1st Offense - Student will be given an unexcused absence, three discipline points assigned, and parent contact will be made.
- Further incidents will result in an unexcused absence, three discipline points assigned, and a required student success meeting with the student, parent, and school personnel where a plan for improvement will be developed.
- Continued incidents will follow the improvement plan (to include the involvement of the County Truant Officer in cases of students under the age of 16 – age 18 starting with the class of 2016 and beyond).

TARDIES

Report to the main office with a note when you report to school late. The note is to state the reason you are tardy. You will be given an admit slip to class and the tardy will be recorded as excused or unexcused. Unexcused tardiness is handled as a disciplinary matter and will be dealt with in the following manner on a semester basis.

Students who are late to class will be issued a tardy.

- **1st unexcused tardy** - Teacher discusses policy with student – giving reminder
- **2nd unexcused tardy** - Parent contact will be made by the teacher through mail.
- **3rd unexcused tardy** - Referral to office, 3 discipline points assigned, and parent contact made.

For every 3 unexcused tardies in a class, 3 disciplinary points will be assigned and a plan for improvement will be developed. Continued incidents will follow the improvement plan (to include the involvement of the County Truant Officer in cases of students under the age of 16 and 18 years old starting with the class of 2016 and beyond.

WORK MISSED DUE TO EXCUSED ABSENCE/SUSPENSION

A student is expected to ask his/her teachers for the work missed during an **excused absence**. Suspension is an excused absence. The student will be given an amount of time to complete make up work (usually 1 day for each day absent) by the teacher. Work assigned when the student was present in class, is expected to be submitted upon the student's return (unless other arrangements have been made with the teacher). **Make up work is the responsibility of the student.**

BCHS DISCIPLINE CODE

It is important that each student understand that he/she is solely responsible for his or her choices and behaviors. Students must always show respect to all members of our school. This includes teachers, secretaries, custodians, paraprofessionals, cooks, bus drivers, substitutes, peers, yourself, etc. If, at anytime, you are instructed to carry out a task or to correct your behavior, you are expected to comply.

We have three general expectations, that when met, will create a caring, safe, and cooperative environment for learning. These expectations are as follows:

- **Respect the rights of self & others at all times.**
- **Keep hands, feet, & other objects to oneself at all times.**
- **If you cannot say something nice or positive, do not say anything at all.**

When your choices infringe on the rights of others, your rights may end, and disciplinary action could result.

In all situations, parents/guardian and/or student and school personnel will work out the problems at hand. Police, courts, HAP, and/or other referral services may be involved. (Parents/guardian may accompany students to class in lieu of suspension.)

This code may be amended to include any other violation not specified. The school administrator may make exceptions at his/her discretion.

POINT ASSESSMENT

Inappropriate behavior of students while on school grounds and/or at school events will be issued disciplinary points at the following levels:

MAJOR INFRACTIONS: all offenses in this category will include suspension as defined by the discipline code.

- 15 Distribution/delivery of alcohol, illegal drugs, drug paraphernalia, or “look-alikes” on school property. Police referral and HAP referral made.
- 15 Arson (defined as deliberately setting a fire)
- 15 Unprovoked assault of a teacher, student, school employee, or any other person on school property*
- 15 Unauthorized sale, possession, or use of illegal or dangerous weapons (knives, pipes, clubs, firearms, use or threat of use of any object to cause bodily harm).
- 9 Bomb threats or false alarms
- 9 Vandalism over \$100.00. (Restitution will be made for any damage done to school or personal property.) **
- 9 Use of, under the influence of, or in possession of alcohol, illegal drugs, drug paraphernalia, or “look-alikes” on school property. (Breathalyzer may be used) Police referral and HAP referral made.
- 9 Gross Misconduct
- 6 Vandalism under \$100.00. (Restitution will be made for any damage done to school or personal property.)**
- 6 Possession of firecrackers and all other incendiary devices
- 6 Extortion or physical threats
- 6 Fighting/Physical Aggressiveness
- 6 Possession of stolen property (property not belonging to the student)
- 6 Use of, distribution of, or possession of tobacco. Police and HAP referral made.
- 6 Harassment - all types
- 6 Disorderly Conduct - Any behavior that infringes on the rights and/or safety of others.

MINOR INFRACTIONS

- 3 Insubordination (refusal to comply with reasonable request of school authorities or gross disrespect to school personnel).The following is the procedure for classroom insubordination:
 - 1st offense** - a warning and/or discipline by the teacher
 - 2nd offense** – referral to the office, points assigned, parent contact made.
- 3 Unauthorized leaving of the building or school grounds
- 3 Possession of inappropriate/disruptive items.
- 3 Inappropriate, obscene and/or lewd behavior (obvious suggestive sexual gestures exhibited in view of students or staff members) and/or blatant use of profane language (including cursing and swearing)
- 3 Second or third violation of the BCHS iPad Acceptable Use Policy
- 3 Plagiarism, Cheating, Misuse of permits/forgery--the act of illegally using, writing, or displaying in writing the names or works of another person, or falsifying times, dates, grades, addresses, or other information.
- 3 Unexcused Absence/Truancy

*State law mandates any student in grade six (6) or above that commits either a physical/verbal assault against a district employee/volunteer or a physical assault against another student be expelled from school. (State law definitions of assault have to be met)

**The state of Michigan has passed legislation which makes parents financially liable for property damage by vandalism. This includes all school property, furniture and books.

SUSPENSION

Students may be suspended by the administrator for up to 10 days at a time. When a student has been suspended, the administrator will contact the parent/guardian and discuss the issue. For repeat offenses or severe cases parents may be required to attend a conference before a student is permitted to return to school. Suspensions are excused absences and assignments may be made up for time spent on suspension.

Students on suspension are not to be on school property during school hours unless a pre-arranged conference has been approved with a school official. Students on suspension may not attend any school sponsored activities.

LEVELS OF DISPOSITION

1. At six (6) points a parent will be contacted by phone or mail; and a student may be suspended for one (1) to three (3) days.
2. At nine (9) points a parent will be contacted by phone or mail; and a student may be suspended for three (3) to ten (10) days.
3. At twelve (12) points a parent will be contacted by phone or mail; a student may be suspended from school for five (5) to ten (10) days; and student will be placed on student probation (see below).
4. At fifteen (15) points a student will be suspended for three (3) to ten (10) days and may be recommended to the Board for long term suspension (more than 10 days) or expulsion. Students who return from long term suspension or expulsion will begin with nine (9) points.
5. Students referred for discipline for a) possession of dangerous weapons, b) sale of drugs, c) arson, or d) unprovoked assault will be immediately suspended and expulsion proceedings before the Board of Education will be initiated.
6. Any points assessed during the final four weeks of school will be held over to the following school year on the individual's point record.

POINT ROLL BACK

If a student accumulates zero points for nine weeks from the last points earned, the points total will be reduced by three points by action of the building administrator.

A student may have points rolled back if they volunteer to complete a community service project. One hour of community service served after the school day will reduce a student's total points by one point. The type of community service a student engages in must meet the approval of the building administrator. Once a student has accumulated a total of 12 disciplinary points for the school year, community service rollback will no longer be an option.

PETITION TO THE COURT

After attempts to work with any student through the normal discipline routes such as one-on-one conferences, loss of privileges, etc. have not been successful in improving student cooperation and after working with the parents/guardians and they have not been successful in helping the student change his/her inappropriate behaviors, the administration will use the route of petitioning the court.

EXPULSION

The board shall have the authority to expel a student for persistent disobedience of school rules, or for a malicious or willful violation of the Discipline Code, whenever the Board determines such action to be necessary. In any such instance, the administrator will adhere to existing board policy. The student and his/her parents or guardians shall be informed in writing of the alleged violation of this policy and of the fact that expulsion of the student is the discipline imposed.

State law mandates any student who

- Possesses, in a weapon-free school zone, a dangerous weapon, or
- Commits arson, or
- Rapes someone, or
- Commits assault against a district employee and /or student(s) while on school grounds or during school activities, or
- Makes a bomb threat regarding the school

shall be expelled from the school district by the Board of Education, subject to possible reinstatement as outlined by the law (copies of the complete policy are available from the building administrator).

DUE PROCESS

When there is a discipline referral, the administrator will explain the nature of the referral to the student. The student may admit or deny the accusations at this time. If the student denies the nature of the supporting evidence, as presented, the student may explain his/her side of the incident.

When disciplinary measures are administered, the student and/or parent may request a conference with the administrator involved. If the parent(s) after discussion with the building administrator does not agree with the disposition, may appeal the assignment of multiple day suspensions to the superintendent.

GLOSSARY OF TERMS IN THE DISCIPLINARY CODE

DANGEROUS WEAPON OR "LOOK ALIKE WEAPON"

A "dangerous weapon" is a firearm, a "look alike" pellet/BB/air gun, a dagger, dirk, or stiletto knife with a blade three inches or longer, a knife opened by mechanical device, iron bar or brass knuckles. Other objects deemed as weapons may not lead to expulsion but will be investigated and will result in disciplinary consequences that will include suspension. Copies of the complete weapons policy are available from the building administrator.

EXTORTION/PHYSICAL THREAT

No student shall use force, undue, or illegal power to obtain money or other property from another individual and/or make threats against the physical and/or mental well being of another individual in/on school property or at any school event.

FALSE ALARMS

Students found to have made false alarms that lead to the evacuation of the school building with no just cause for the alarm will be choosing disciplinary action.

GENERAL HARASSMENT/BULLYING

This includes constant teasing or any behavior that may threaten a person's security. Such behavior may include, but is not limited to, verbal or written comments as well as unacceptable physical presence, obscene or demeaning comments, gestures or suggestive actions.

PLAGIARISM/CHEATING

Boyer City High School believes it is important for students to learn and practice integrity. Plagiarism (passing off other people's words, work, or ideas as one's own) and cheating are dishonest acts. Technology has made these acts easier to conduct – internet, text messaging, etc., but no matter how you cheat or plagiarize, it is still a dishonest act. BCHS has created a policy that applies to all classes and situations.

1st offense: 0 points earned on assignment/test, office referral, and 3 discipline points assigned

2nd offense: 0 points received on assignment/test, office referral, discipline points, and potential loss of credit for the class.

POSSESSION

Possession is defined as having physical possession or having knowledge of possession.

SEXUAL HARASSMENT

Federal law prohibits sexual/gender discrimination in school. Boyne City Public School has a sexual harassment and intimidation policy (a copy of which can be obtained upon request). The policy, as well as guidelines for implementing it, requires that an environment be maintained for students which is free from discrimination due to gender, including sexual insult, intimidation or harassment. Repeated sexually demeaning comments, inappropriate sexual language, sexual gestures, touching, drawings, rumors, along with other sexually inappropriate behaviors may be construed as sexual harassment. Any incidents of suspected sexual harassment should be reported immediately. If it is found that an employee or student has engaged in discrimination due to gender, sexual harassment, sexual insult or assault, action will be taken to stop the conduct. The sexual harassment policy also specifies that the target of sexual harassment may be referred for follow up assessment or counseling.

STUDENTS' DRESS GUIDELINES

Students' dress and grooming is a student and parental responsibility. It may be necessary for the school administrator to confer with students and parents and take such corrective measures as necessary in instances where dress and grooming are dangerous to safety, detrimental to good health, or distracting to the learning process. The following guidelines have been formulated to promote health, safety, decency and respect and include but are not limited to:

1. All clothing and accessories will be worn as intended.
2. All clothing or accessories that promote or suggest drugs, alcohol, tobacco, sexual innuendo, or vulgar content are not allowed in school.
3. Fish net shirts, conspicuously thin garments, tube tops, spaghetti strapped shirts, **exposed bra straps**, halter tops and any wear which shows a bare midriff or cleavage are not to be worn.
4. A bottom garment (worn at the waist) must cover at least to mid-thigh. A bottom garment will be considered acceptable length if it touches or is below the longest tip of the hand when the student stands erect and places arms and hands down at his/her side.
5. Pants, jeans, slacks, shorts, etc. are to be worn in a manner which "covers" under garments.
6. Footwear will be worn. No mechanical roller type shoes may be worn.
7. A reasonable cleanliness of person and wearing apparel shall be expected as a matter of health and courtesy to others.
8. Head coverings (hats, bandanas, scarves, hoods, etc.) are not to be worn inside any of the school buildings during the school day. Students choosing to wear such items can expect the items to be kept in the school office throughout the day.
9. Coats/jackets are not to be worn in classes.
10. The use and/or possession of any apparel, jewelry, accessory, or manner of grooming (including bandanas) which, by the virtue of its color, arrangement, or trademark, denotes gang membership is prohibited.
11. Chains attached to shirts, pants, wallets, etc. are not to be worn while on school property and/or at school activities/events. Students choosing to have such items can expect the items to be kept in the school office throughout the day.
12. Persons will be required to conform to additional health and safety standards in specific classes as the content and curriculum allow.

If a problem concerning the above guidelines arises, the staff member will inform the student that a correction is needed. If the problem is not corrected, the student is referred to the office. Students will not be allowed to remain in school until a correction can be made. Continued dress code violations will be seen as insubordination.

SCHOOL PROPERTY

LOCKERS

Lockers are the property of the school and should be used properly by students. No decorating or writing on the facing of the lockers is permitted. **While you may want to decorate the inside of your locker, good taste will be expected and only temporary items (no stickers) are permitted.** Such items as pin-ups, alcohol or other drug materials, vulgar or suggestive materials, etc. are not to be used.

Combination locks will be provided to insure the most protection for your materials. However, only school locks are to be placed on lockers. If your lock is lost, there will be a \$5.00 replacement cost for a new one. Combinations should not be given out to other students.

Students will be assigned to one locker and are not to transfer to another locker without permission from the office.

THE SCHOOL WILL NOT ASSUME THE RESPONSIBILITY FOR PERSONAL ITEMS THAT ARE LOST OR STOLEN.

SEARCH OF SCHOOL LOCKERS/PROPERTY

The following rules shall apply to the search of school property assigned to specific students (lockers, etc.) and the seizure of items in his/her possession.

- 1) Lockers are school property and are assigned to students for storage of appropriate clothing, books, iPad and necessary school materials. Thus, students have no reasonable expectations of privacy in these areas.
- 2) Periodic, general inspection of school property may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. Students will be held accountable for whatever is contained in school property issued to them by the school.
- 3) Lockers, desks and other storage devices may be inspected at any time school authorities have reason to believe health or personal school safety is in suspect or when illegal material are believed to be present. All illegal or inappropriate items will be seized.
- 4) Items which may be used to disrupt or interfere with the educational process may be removed from students.
- 5) Law enforcement authorities may be called in to aid in locker searches or seizures. (This could include the use of law enforcement equipment such as drug dogs.)

TEXTBOOKS

Students will be issued textbooks for their classes through the Media Center. Once received, students are responsible for the care of each book. If a book is lost or damaged, the student will be charged for the cost of replacing or repair.

iPADS

Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-EX: MSN Messenger, ICQ, etc

- Internet/Computer Games
- Use of outside data disks or external attachments without prior approval from the administration
- Use/take of student or staff videos or photographs without prior permission
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc)
- Downloading apps
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Boyne City District's web filter through a web proxy
- iPads that malfunction or are damaged must be reported to the Media Center. The school district will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.
- iPad damage: Students are responsible for any and all damage.
- iPads that are stolen must be reported immediately to the Office and the Police Department.

LEGAL PROPRIETY

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent
- Plagiarism is a violation of the BCHS Discipline Code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to BCHS Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

MISCELLANEOUS INFORMATION

BIKES, SKATEBOARDS, SCOOTERS

Racks are provided for students riding bikes to school. Bikes must be kept in these racks throughout the school day. They are not to be ridden once you have arrived at school (this includes other transportation devices such as skateboards, scooters, etc.). Once school begins the bike rack is off limits to all students for security and safety reasons. THE SCHOOL WILL NOT ASSUME THE RESPONSIBILITY FOR BIKES DAMAGED OR STOLEN WHILE STORED AT THE BIKE RACK OR SKATEBOARDS/SCOOTERS THAT ARE BROUGHT TO SCHOOL.

CELL PHONES/COMMUNICATION DEVICES

The use of cell phones, or other communication devices are **not to be seen or heard during any instructional/class time**. They may only be used before or after school, between classes, or at lunch time. Violation of this policy will be treated as insubordination, and 3 points will be assigned.

THE SCHOOL DOES NOT TAKE ANY RESPONSIBILITY FOR THE LOSS/DAMAGE OF THESE ITEMS IF BROUGHT TO SCHOOL.

COMMUNICATION TO DIVORCED FAMILIES

In the case of children of divorced/single parents, unless there is a court order or legal document the school will assume that the custodial parent alone has the responsibility for custodial care, control and education of said children. All education records (report cards, progress reports, disciplinary reports, etc.) will be sent to the custodial parent.

Non-custodial parents may request education records by contacting the School Office. Under the Family Educational Rights and Privacy Act, parents shall have access to their children's educational records. A FERPA regulation preserves equal access for both parents, unless there is a legal document to the contrary.

COMPUTER/NETWORK USAGE POLICY & CONSEQUENCES:

To ensure a safe, reliable, and efficient network for your use, the following rules must be followed:

1. Computers, the Internet, and email will be used during school time for educational purposes only.
2. Users will not access chat rooms or ICQ files.
3. No games will be played on the computers.
4. Users will not login under another user's network id.
5. Users will not tamper with any of the established settings of the hardware or software.
6. Users will not download any files or programs without the teacher's permission. No music, games, or videos for non-educational purposes.

CONSEQUENCES FOR VIOLATING THE NETWORK & INTERNET USAGE POLICY:

1. Students will be referred to the office upon making the choice to violate the policy.
2. An administrator shall meet with the student to process the following consequences per our discipline code:
 - Level 1 Insubordination
 - Level 2 Vandalism (under \$100)
 - Level 3 Vandalism (over \$100)/Gross Misconduct
3. Depending upon the violation, there may also be
 - Loss of network/internet privileges;
 - suspension from school, and if warranted a recommendation to the Board for expulsion;
 - referral to appropriate law enforcement authorities;
 - confiscation of inappropriate materials;
 - financial restitution for any unauthorized expenses or damages.

DANCES

Any organization requesting to sponsor a dance must apply first through the Student Council and secondly through the High School Office. All requests must be received **at least two weeks in advance**. The following rules have been established to help make the dances a positive experience:

1. One hour after the dance starts the doors are closed.
2. All regular dances must end by 11:30 P.M. Clean up must be completed by 12:00.
3. The police will be notified of the dance.
4. At least four (4) parents/guardian and two (2) staff members will chaperone each dance.
5. Guests must obtain guest permits in the high school office prior to the dance.
6. Once a participant leaves the dance, he or she will not be allowed to re-enter the dance.
7. Any student exhibiting inappropriate behavior will receive appropriate disciplinary action and will not be allowed to remain at the dance.

DIRECTORY INFORMATION

The district may disclose appropriately designated "Directory Information" from a student's record without prior written consent of the parent(s), unless advised by the parent to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the district to include the information in certain school publications such as honor roll recognition lists, graduation programs, athletic programs, playbills, to name just a few.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without consent such as companies that manufacture class rings or publish yearbooks. In addition, federal law require school districts to provide military recruiters, upon request, with names, addresses and telephone listings - unless parents have advised the district in writing that they do not want their student's information disclosed without consent.

If a parent does not want the district to disclose directory information without prior written consent, the appropriate building's office should be notified in writing.

Boyer City Public Schools has designated the following information as directory information: Student's name; Age or year in school; Participation in officially recognized activities and sports; Weight and height of members of athletic teams; Photograph or digital media; Degrees, honors, and awards received; and Major field of study.

ACCOMMODATING PERSONS WITH DISABILITIES

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

DRIVING TO SCHOOL

Students wanting to drive to school must obtain, complete and return a parking permit form to the main office. Parking permits will then be issued.

Students must park in the lot designated as 'student parking.' The following rules are in effect for students using the parking lot:

- Students shall operate their vehicles on grounds in a safe manner and in accordance with driving laws.
- Vehicles **must** be parked in the spaces provided.
- Students are not to loiter in their vehicles/the parking lot upon arriving at school – but report directly to the school building. **STUDENTS WILL NEED A PASS FROM THE OFFICE DURING THE SCHOOL DAY (including lunch) TO BE IN THE PARKING LOT (for emergency purposes only).**
- Parking permits **must** be displayed in the vehicle.

- Snowmobiles and all terrain vehicles are not allowed on campus.
- The school assumes **NO RESPONSIBILITY** for damage or vandalism to vehicles on school property.
- Law enforcement authorities may be called in to aid in vehicle searches or seizures. This may include the use of law enforcement drug dogs or equipment.
- The school retains authority to conduct routine patrols of student parking lots and inspections of automobiles on school property; such patrols and inspections may be conducted without notice and/or consent.

Failure to comply with written parking rules will result in the following disciplinary action:

- Level 1 Loss of parking privileges for 10 days. Law enforcement may be contacted.
- Level 2 Loss of parking privileges for 40 days. Law enforcement may be contacted.
- Level 3 Removal of the parking permit and the privilege to park on school grounds. Law enforcement may be contacted.

Other disciplinary infractions that are violated while driving/parking at school will be processed per discipline code in addition to the above.

ELECTRONIC DEVICES

Students may bring radios/CD players, mp3/ipods to school if they are individual (earphone), pocket sized devices. **These items are not to be in the classroom, without specific teacher permission. If these devices are used inappropriately and/or violate the classroom rule, student will be referred to the office for insubordination.**

THE SCHOOL DOES NOT TAKE ANY RESPONSIBILITY FOR THE LOSS/DAMAGE OF THESE ITEMS IF BROUGHT TO SCHOOL.

ELECTRONIC SURVEILLANCE

The use of electronic surveillance equipment may be used on school grounds and in school vehicles as part of enforcement of the school district rules and regulations.

FOOD & BEVERAGES AT SCHOOL

With the exception of clear plastic water bottles, food and beverages are to be kept in the cafeteria section of the school building.

HUMAN ASSISTANCE PROGRAM (HAP)

The Human Assistance Program is designed to help school personnel identify behaviors that may indicate a student is failing to thrive academically and/or socially and assist the family in attaining appropriate human services within the community. School personnel do not diagnose; they are trained to observe behaviors that may indicate a child is experiencing difficulties.

With the assistance of a core team at each building, recommendations for the student are shared with the parents. This may include changes in the student’s school environment, involving the student in school community activities or providing a human service assessment.

When a human service assessment is recommended, if the parents wish, a core team member will help them make the first assessment appointment with a licensed professional agency in the community. This first appointment is currently paid for through grant funds.

INAPPROPRIATE / DISRUPTIVE ITEMS

Possession of any item that is illegal and/or disruptive to the educational setting of school is prohibited at school and at school functions. This includes but is not limited to things such as pocket knives, laser lights, squirt guns, shaving cream, firecrackers, obscene materials, lighters and incendiary devices, etc.

Further, the use or possession of gang paraphernalia, gang signs, correspondence or verbal/non-verbal communication that denotes gang membership is also prohibited.

Inappropriate items will be immediately confiscated and depending upon the article and situation, may be disposed of or kept until parents pick them up. Disciplinary action or police involvement may also be taken.

LOST AND FOUND

Lost items are to be turned into the office. Items not claimed by the end of each term are donated to local charity.

LUNCH & BREAKFAST PROGRAM

In order to have a successful school food program, we have chosen to computerize our money handling. Each student is issued an I. D. / meal card for use with this system. Use of I.D. numbers allows for confidentiality and non-discrimination for students using free or reduced meal benefits. Children have an account identified by their student i.d. number. We encourage parents to use the pre-payment feature of these accounts. Although we gladly accept payments at anytime, the breakfast mealtime is best as the cashier is less busy.

Charging meals is not allowed. If a student has forgotten money, an emergency charge can be arranged by calling the kitchen at 439-8149, talking to our cashier at breakfast or stopping in the office. No further charges will be accepted until the emergency charge is paid. **No charging of ala Carte items is allowed.**

Meal Prices:

Breakfast	\$1.50
Lunch	\$2.50

Students are not permitted in the upstairs of the building or in the locker rooms without a pass from a staff person. Students may use the library, visit the school store (when open), or play in the gym during their lunch.

Appropriate and responsible behavior is expected in the commons area at all times. Choosing inappropriate behavior will result in disciplinary referral and or loss of privileges.

MICHIGAN MERIT EXAM TESTING

MARCH 4, 5, & 6, 2014

- All Juniors participate
- Seniors who have not completed any or all parts of the MME will be required to complete the entire 3-day assessment.

MEDIA CENTER

Students are allowed to borrow up to two library books/materials at one time, for a period of two weeks. Students are allowed to renew any library books/materials for an additional two weeks. Students are responsible for returning books/materials on a timely basis and in the same condition as when they received them. If books/materials are lost or damaged, students are responsible for their repair or replacement. Repeated incidents of overdue books/materials will result in limiting the student to checking out one library book or material at a time. The Media Center is a place to work QUIETLY. Noise levels will be determined by Media Center personnel. Students may be returned to class if too loud.

MOVING

If your family decides to move during the school year please do the following:

When moving within school district:

- Report new address and phone number to the school secretary as soon as you are aware of them.

- When moving outside the district:
- notify the school office with a ‘last day of attendance’ as soon as possible.
- make arrangements to turn in all materials and fines.
- Complete an exit form

PUBLIC DISPLAY OF AFFECTION

There is a time and a place to show your affection, and that time and place is not at school or while attending school functions. Displays of affection may seem appropriate to those involved but may make others feel uncomfortable. The rule is simple: Anything beyond handholding is not permitted at school.

SALE OF MERCHANDISE

If a class or organization wishes to sponsor a money-making project through the sale of an item, it must first be approved by the Principal. No individual student is to sell things at school for personal profit.

STUDENT INSURANCE

The Boyne City School District carries a general liability coverage policy for accidental injuries suffered by students during the school day. The coverage is excess in nature, covering expenses that exceed those covered by the family’s own insurance policy. An accident report will be made out by the School Nurse and parents may pick up the required papers at the Nurse’s Office. **The school does NOT carry insurance that covers any of the co-curricular/athletic activities.**

STUDENT MEDICATIONS

No medication, prescription or over-the-counter, may be kept by a student at school. ALL medication must be kept locked in the health room. The school nurse or designee may administer medication, prescription or over-the-counter, to a student ONLY with a written prescription by a physician and written parental authorization. Forms for medication administration including self-administration of “emergency” medications at school may be obtained from the school nurse.

STUDENT VISITORS

Other than parent/guardian, students are not to have visitors during the school day (including lunchtime).

Although not encouraged, students may request to have a student guest attend school with them for a maximum of 1 day. Permission from the principal and teachers must be gained at least one day in advance. There is a limit of one guest per student. Visitors will not be allowed during days before holidays/vacations, testing situations or the last day of school.

TRESPASSING

Anyone who is not currently a student at Boyne City High School, who comes on the property or into the building without a legitimate reason and without signing in at the office, will be considered trespassing. Trespassing situations can be reported to law enforcement.

TELEPHONE

School phones are generally for business use only. Students are permitted to use them only upon receiving permission from a staff member. Use of the school phones should be limited to emergency situations.

VOLUNTEERS IN SCHOOL

All school volunteers must complete the “Volunteer Information Form” (available in the school office) and be approved by the school principal before assisting at school. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out of the main office and receive a visitor badge before going to their destination.

WORK PERMITS

You must be 14 years of age to obtain a working permit. Students who need working permits need to obtain a job first and then see the secretary who will help you with the appropriate paper work.

REQUIREMENTS FOR GRADUATION

General Requirements

1. Boyne City High School operates on a four-year comprehensive program, which means that students are expected to maintain a full program for four years. Any exceptions to this, due to illness, marriage, advanced placements, etc. will be handled administratively on an individual basis.
2. There is one graduation diploma issued from Boyne City High School, which is referred to as the high school diploma.
3. To participate in commencement ceremonies and be listed in the program a student must meet the graduation requirements prior to graduation rehearsal, and must be enrolled in the Boyne City High School during the final trimester.

Required Subjects & Credits

Boyne City High School prepares a Course Description Guide which includes specific course requirements and total number of credits required for graduation for each class. Please reference this guide.

Personal Curriculum

A parent or legal guardian of a student may request a personal curriculum for the student that modifies certain Michigan Merit Standard requirements. If a personal curriculum is approved and all of the requirements are met, then the Board may award a high school diploma. Personal Curriculum guidelines are outlined by the Michigan Department of Education. Requests are to be made to the High School Counselor.

COMPETENCY TESTING

Michigan Legislature allows students to attempt a “comp out” of certain required classes. The process to ‘comp out’ involves taking the particular comprehensive exam(s) of a given course and scoring at a grade equivalency of “C+” or better. Each semester is tested separately. To comp out of a year-long course, all applicable terms must be passed with a C+ or better.

Students successfully testing out of a required course earn course credit (Credit/No Credit which is not figured into grade point averages). Students can have one attempt at testing out, after which unsuccessful candidates must take the required course. Interested students should meet with the Counselor to discuss competency testing options.

The high school competency test periods for the 2013/14 academic year will be during the weeks of October 7, 2013 and April 14, 2014. In order to obtain guidelines and information in a timely fashion, students must sign up in the Counseling Center for specific competency tests at least one month prior to test dates.

PE WAIVER

Students successfully completing two athletic seasons may apply for a PE waiver through the counseling center. A PE waiver (2 seasons) equals one term of PE. No credit is issued, but the equivalent PE graduation requirement is waived. Only one term of PE may be waived in this manner.

GRADING PROCEDURES

Grading is an integral part of the evaluation process used in the high school to assess the progress of our students. The BCHS Grading system has a primary scale and a weighted scale. Courses use the primary 4.0 scale, unless noted as a weighted scale class.

BCHS Primary Scale is based on a 4.00 system as follows:

A =4.00	B =3.00	C =2.00	D =1.00
A- =3.67	B- =2.67	C- =1.67	D- =0.67
B+=3.33	C+=2.33	D+=1.33	E =0.00

BCHS Weighted Scale is based on a 4.33 system as follows:

A =4.33	B =3.33	C =2.33	D =1.33
A- = 4.00	B- =3.00	C- =2.00	D- = 1.00
B+= 3.67	C+=2.67	D+=1.67	E = 0.00

Documentation toward a term grade will come from, but not be limited to, daily work done in class, homework, projects, reports, quizzes, tests or other forms of documentation that demonstrates the students' level of mastery. Grades will be averaged and reported through regular progress reports.

Credit is given on a term basis, if a student passes the class with a D- or better. The end-of-term exam will be weighted no more than 20% of the final grade.

The cumulative grade point average is determined by averaging together the point value of all the final semester/term grades.

PROGRESS REPORTS

Current grade information is available online through PowerSchool, which is accessed through the Boyne City Public School webpage, www.boyne.k12.mi.us . PowerSchool access information can be gotten from the HS office at any time. Parents wishing progress reports to be mailed, will have an opportunity to request this of the HS office at the start of the school year. Mailed reports will go out on week six of each term. At any time that you feel a concern, you are encouraged to call and set up an appointment to discuss the progress of your student.

REPORT CARDS

Report cards will be mailed home the week after the end of the term. At the end of the school year, report cards may be picked up at the office the week school is out. All fines and fees are to be paid up before final report cards are received.

INCOMPLETE GRADES

Incomplete grades reported on a report card must be made up within two weeks from the end of the term. After that time, the incomplete grade (I) will be recorded as a failing grade unless the teacher has made the change in the office. Extensions beyond two weeks would need specific instructions issued in writing and approved by the administration.

CHANGING AND DROPPING CLASSES

1. Student-initiated changes are allowed during the week before classes begin with parent/guardian and counselor approval.
2. No changes will be allowed for the first week of classes, unless initiated by school staff.

3. Student-initiated changes may be made during the second week of classes only with approval of parent/guardian, teacher, and administrator. After the second week of classes, changes are allowed only under extenuating circumstances.
4. After three (3) weeks in a term, any dropping of a course will result in an "F" grade for the semester.

PARENT - TEACHER CONFERENCES

Formal parent-teacher conferences will be held twice a year. Appointments may be made at this time for all High School parents to meet with their student's teachers. All parents are encouraged to take part in these. However, at any time parents feel their students are experiencing difficulty at school you are not only welcome to, but are encouraged to call and set up a conference with a teacher(s). The best way to clarify concerns is to talk with the teachers directly.

ACADEMIC LETTERS

Academic Letters are given to students that meet the qualifying standards listed below. Cumulative grade point averages at the end of the 2nd term of each school year will be used for the purpose of identifying honorees. The criteria for selection are as follows:

- **Freshman - 3.5**
- **Sophomores - 3.3**
- **Juniors - 3.2**
- **Seniors - 3.1**

HONOR ROLL GUIDELINES

Any student who earns a 3.00 or higher G.P.A., and has earned credit in all classes, will qualify for the Honor Roll. Honor Roll is recognized each term. A student who receives an incomplete will not be listed on the Honor Roll for that term.

BUS REGULATIONS

Whenever a student chooses to break the rules on the bus, they will be subject to a progression of discipline as follows:

1st incident: Verbal warning by bus driver.

- **2nd incident:** Written warning and driver will contact student's parents.
- **3rd incident:** 1-day suspension and a conference between student and building administrator.
- **4th incident:** 3-day suspension and a conference between bus driver, student, and building administrator.
- **5th incident:** 5-day suspension and a conference between student, parents, driver and building administrator.
- **6th incident:** Loss of bus privileges for an extended period, possibly for the remainder of the school year.

****This is a general guide; subject to change depending on the severity of the incident.****

Examples of behavior that would result in immediate referral are listed below. This is not intended to be a complete list. The Transportation Office reserves the right to refer students to building administrators whenever appropriate in their opinion.

1. Extortion/threats of physical harm
2. Physical aggressiveness
3. Harassment
4. Vandalism
5. Weapon possession of any kind
6. Alcohol, drug, tobacco (use, possession, or consumption)
7. Gross insubordination

Only a building administrator has the right to suspend any transported students from the privilege of riding on a school bus for an extended period of time for willful disobedience of rules.

BCHS CO-CURRICULAR HANDBOOK

INTRODUCTION

This portion of the Student handbook is designed for students and parents to help define the role of co-curricular activities in Boyne City High School. All guidelines listed in the BCHS Student Handbook apply to our Co-Curricular Handbook.

PHILOSOPHY:

- The Administration and Staff of Boyne City Public Schools consider co-curricular activities to be an integral part of the educational process with experiences that aid in the development of physical, mental and emotional skills. The co-curricular programs shall be directed such that the guiding principle is the welfare of all the students.

OBJECTIVES OF PARTICIPATION:

- Broaden and develop strength of character
- To develop team concepts and positive attitudes
- Develop leadership
- To learn to accept constructive criticism
- Develop a sense of pride
- To learn skills, tactics, and strategies unique to each activity

MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION

Boyne City Public Schools are voluntary members of the Michigan High School Athletic Association and compete only with member schools. As a member school district, the secondary schools of Boyne City agree to abide by, and enforce, all rules and regulations promulgated by the M.H.S.A.A.

Research indicates a student involved in co-curricular activities has a greater chance for success during adulthood; therefore, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. The information provided within this handbook will help to make experiences with Boyne City High School's co-curricular programs less stressful and more enjoyable for you and your student.

CO-CURRICULAR CODE

Interscholastic sports and co-curricular activities are a part of our total educational culture and an important part of the high school experience. Every attempt should be made to encourage as many students as possible to share in the benefits of co-curricular activities. The program shall be so directed that the welfare of students will be the rule. Every effort should be made to assume broad-based student participation.

- A participant is defined as any student who chooses to take part in co-curricular activities.
- Co-curricular activities are any and all groups, teams, clubs, etc. that exist to enhance a student's total educational program, are participated in voluntarily, and in general, take place beyond the classroom school day.

ACADEMIC & BEHAVIORAL ELIGIBILITY:

M.H.S.A.A. eligibility rules will be in effect in addition to B.C.H.S. eligibility rules. Every student participating in a co-curricular activity will be evaluated in regard to eligibility. Teachers report Academic/Behavior eligibility weekly. Eligibility runs from Sunday to Sunday. The following eligibility rules apply:

1. Unless pre-excused, a student must be in attendance for a full day of school to participate in practices, contests or performances.
2. Students reporting one or more D's will be placed on "Warning" status. During this period, students will be responsible for working to improve grades and reporting to coaches and administrators on a weekly basis until grades improve.
3. Students reporting one or two F's will be placed on "Probation" status. During this probationary period, students will be responsible for working to improve grades and reporting to coaches and administrators on a weekly basis until grades improve.
4. Students reporting at least three F's or consecutive failing grades in the same class at a two week grade check will be deemed ineligible until grades improve.
5. Non-passing grades will be determined on a weekly cumulative basis for each semester, not on an isolated week's work.
6. Students reported with non-acceptable behavior two weeks in a row may be subject to suspension from play.
8. Ineligible students will not be excused from school for school-sponsored event
7. Student academic forms are due at the end of the day. Forms not submitted will result in one additional step in the student's academic status. In case of error, Athletic Director or Administrator will clarify.

CONDUCT:

Conduct in and out of school shall be such as to bring no discredit to the participants, parents, school, or team. Unsportsmanlike conduct will be handled by the coach/advisor. Possible suspension will be governed at the discretion of the coach/advisor and administration for misconduct.

SUSPENSION:

Any student suspended from school will lose his or her privilege to participate in said sport/activity throughout the duration of his/her suspension. They may not attend school activities or practice during suspension from school.

PENALTIES FOR VIOLATIONS:

(Parents or guardians will be notified in all cases of suspension)

1. In the case of suspensions the participant will be ineligible for the duration of the suspension.
2. No penalties will run concurrently. For example: If a second offense occurs during the first suspension, the second penalty will begin at the conclusion of the first suspension.
3. Participants suspended from school may not attend any school/co-curricular function during the suspension from school. This includes all practices.

SUBSTANCE ABUSE POLICY:

This portion of the co-curricular policy addresses substance abuse issues only. Each individual co-curricular activity may have additional requirements addressed in their appropriate handbook.

1. Use, possession, concealment or being under the influence of the following (but not limited to):
 - Alcohol
 - Tobacco
 - Illegal drugs
 - "Look alike" drugs
 - Performance enhancing or mood altering substances
 - a) **Intervention: "STEP ZERO"** Students are given a one-time opportunity to seek the help of the H.A.P process without incurring eligibility penalties by self-referring prior to any specific violation. Any school personal can also recommend a student to H.A.P prior to any specific violation. Students under step zero will:
 - Submit a letter to and meet with the H.A.P team
 - Follow all H.A.P team recommendations
 - Agree to submit to random drug test for the school year
 - b) **First Violation: "STEP ONE"** After confirmation of a first violation (confirmation is considered to be any one of the following):
 - Admitting to the offense to a coach/advisor or administrator.
 - When a school administrator investigates an accusation and determines evidence is such to confirm (all due process has occurred including: the right to confront the accuser).
 - The student will lose eligibility from Co-Curricular activities for 90 school days. The Human Assistance Program or representative(s) of the team will meet with the student and parent(s) to discuss the options available for a plan of assistance. Upon compliance of the H.A.P. team recommendations the student may request early reinstatement.
 - Agree to submit to random drug test for the school year
 - c) **Repeat Violation: "STEP TWO"** After confirmation of a second violation, the student shall lose eligibility for one calendar year. The Human Assistance team will meet with the student and parent(s) and discuss the options available for a plan of assistance. Upon compliance of the H.A.P. team recommendations the student may request early reinstatement.
2. Distribution or sale of alcohol and/or other drugs:

After confirmation the student shall lose eligibility for one calendar year. The Human Assistance team will meet with the student and parent(s) and discuss the options available for a plan of assistance. Upon compliance of the H.A.P. team's recommendation the student may request early reinstatement.
 3. After one calendar year with no violations the student's record is cleared of all previous violations.
 4. This policy will be in effect twelve months a year. The statute of limitations for violations will be one month before the end of the previous year as well as the entire length of the summer.

PROCEDURE FOR HANDLING VIOLATIONS:

1. Investigation by head coach/advisor.
2. Report is to be written to the Principal or Athletic Director within three (3) days. (Co-Curricular Code Violation Report).
3. Notification to parents of violation.
4. Disciplinary action taken by Administrator.

APPEAL STEPS:

1. 1st Level of Appeal

- a. Parent contacts building administrator of appeal.
- b. Review by H.A.P team within (3) days of parent notification.
- c. Parent and participant are notified of H.A.P. team decision.

2. 2nd Level of Appeal

- a. Parent to contact Superintendent within (3) days of Co-Curricular Council review.
- b. Superintendent Review, within (5) days of Appeal by Parent.
- c. Parent and participant are notified of Superintendent's decision.

3. 3rd Level of Appeal

- a. Written notification to Superintendent of Appeal.
- b. Board Review, at next Board meeting.

ATTENDANCE REQUIREMENT TO PARTICIPATE IN EVENT:

1. ANY PARTICIPANT MUST BE IN SCHOOL THE ENTIRE DAY TO BE ELIGIBLE FOR PRACTICE OR EVENT, unless excused by the Principal or Athletic Director.
2. **IN CASE OF SATURDAY EVENTS, PARTICIPANTS MUST BE IN SCHOOL THE ENTIRE DAY FRIDAY**, unless excused by the Principal or Athletic Director.
3. If a participant is absent from school the day of a contest, practice or meeting, he/she needs to notify the coach or advisor.
4. Absence from a contest and/or practice or meetings requires Parent/Guardian contact to be excused.

EXCUSED ABSENCE FROM SCHOOL FOR CO-CURRICULAR EVENTS:

1. If a "school-sponsored" co-curricular event requires the student to be absent during the school day, the absence shall be excused.
2. The participant must take responsibility for classroom work missed because of events scheduled during school days.
3. When a student becomes ineligible, they will not be excused from school if their school-sponsored event takes place during the school day.

TRAVEL TO AND FROM "AWAY EVENTS":

All participants are encouraged to travel and return from "away events" with the team. A written note to the Principal or Athletic Director is required before any participant may ride home with anyone other than parents. Coaches/advisors have the authority to allow a participant to ride with their own parents, if parents contact the coach/advisor personally.

EQUIPMENT:

All uniforms and equipment issued to the participant and not returned to the coach/advisor at the end of the season must be paid for or it will be considered as theft & treated as such. The coach/advisor will fill out an equipment card for each participant and check off when it is returned at the end of the season. (This should be done within 3 days after season ends). Note: PLEASE REFER TO EQUIPMENT RESPONSIBILITY IN THE FOLLOWING PAGES.

LYING, CHEATING, ABUSE:

Consequences for lying, cheating, or abuse of coaches/advisors, teammates or others will be determined by the head coach/advisor. (A.D. & Principal may become involved if necessary)

RULES NOT OUTLINED IN CO-CURRICULAR CODE:

Head coaches/advisors have the right to develop additional rules and regulations for his/her team provided they are approved by Athletic Director and/or Principal before the start of the season.

ADDITIONAL ATHLETIC CO-CURRICULAR REGULATIONS:

1. An athlete desiring to quit an established group and join another group *must* do so before his/her first athletic contest, and shall first seek agreement with both coaches and the Athletic Director. Players that quit must turn in all equipment to the head coach.
2. Two Sport/Activity Policy (In same season). An athlete may participate in two sports in the same season but must clear it with the Athletic Director and both coaches. One sport/activity must be chosen as the primary sport/activity and arrangements must be worked out with the coaches.

POTENTIAL DANGERS IN CO-CURRICULAR PARTICIPATION

Parents and participants should fully understand and appreciate the risk of serious personal injury associated with participation in co-curricular activities. Reducing injuries, without subtracting from the experience, is a continuous goal of our coaching and administrative staff. In the event of an injury to a teammate, participants are instructed to immediately report this to the coach/advisor, do not touch the injured teammate, and allow adequate space for emergency personnel.

Concussion Law: Effective June 30th, 2013, Michigan State law states requires all coaches, employees, volunteers, and other adults involved with a youth athletic activity to complete a concussion awareness on-line training program.

Boyer City Public Schools must provide educational materials on the signs/symptoms and consequences of concussions to each student and their parents/guardians and obtain a signed statement acknowledging receipt of the information. Information and material will be provided to all parents/guardians prior to the start of each season at mandatory preseason meetings.

The law also requires immediate removal of an athlete from physical participation in an athletic activity who is suspected of sustaining a concussion. The student athlete must then receive written clearance from an appropriate health professional before he or she can return to physical activity.

PARENT/COACH COMMUNICATION

PARENT/COACH RELATIONSHIP:

Being a parent or a coach/advisor can be a difficult, yet rewarding job. Open communications between the two parties can make both jobs much easier. As parents, when your child becomes involved in our program, you are entitled to understand the expectations that are placed on your child. This begins with clear communication from the coach/advisor of your student's program.

COMMUNICATION YOU SHOULD EXPECT FROM YOUR SON/DAUGHTER'S COACH/ADVISOR:

1. Philosophy of the coach/advisor
2. Expectation the coach/advisor has for your child as well as all the participants in the group
3. Locations and times of all meetings, practices and contests.
4. Team requirements, i.e., fees, special equipment, off-season conditioning
5. Procedure should your child be injured during practice
6. Discipline that results in the denial of your student's participation.

COMMUNICATION COACHES/ADVISORS EXPECT FROM PARENTS:

1. Concerns expressed directly to the coach/advisor
2. Notification of any schedule conflicts well in advance
3. Specific concerns in regard to a coach/advisor's philosophy and/or expectations.

As your student becomes involved in the programs at Boyne City, he/she will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach/advisor is encouraged.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES:

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

It can be very difficult to accept your student not getting as much playing time or participation time as you may hope. Coaches/advisors are professionals. They make decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can and should be discussed with your student's coaches/advisors. Other things, such as those that follow, should be left to the discretion of the coach/advisor. There are situations that may require a conference between the coach/advisor and the parent, for example: participation time, team strategy, play calling, etc. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern.

1. Call the coach/advisor directly to set up an appointment
2. If the coach/advisor cannot be reached, call the BCHS Athletic Director at 439-8155 or the BCHS main office at 439-8100.
3. Please do not attempt to confront a coach/advisor before, during, or after a contest or practice. These can be emotional times for both parties. Meetings of this nature do not promote resolution.

THE NEXT STEP:

What can a parent do if the meeting with the coach/advisor did not provide a satisfactory resolution?

1. Call and set up an appointment with the Athletic Director or administrator to discuss the situation.
2. At this meeting the appropriate next step can be determined.

EQUIPMENT RESPONSIBILITY

Boyne City Schools will make every attempt to outfit its co-curricular participants with the best uniforms and equipment we can afford. We issue this equipment to the participants for their use and protection. It is the responsibility of the participant, and ultimately his/her parents, to safeguard and maintain this equipment. All equipment is to be turned in by the student, to his/her coach/advisor when called for, and no later than three (3) days after the conclusion of the season. Equipment will be issued and noted on an equipment card. **It is the student's responsibility to see that his/her equipment is checked off by the coach/advisor upon its return.** Equipment not handled in this way, in a timely manner, i.e. left in a locker, at the door, sent in by someone else will be deemed lost or stolen, and the student will be charged replacement value. No equipment will be issued a student, nor will the student participate in the activity or its practices until this obligation is satisfied. Diplomas will be withheld until these conditions are met.

MEDICAL CLEARANCE FOR ATHLETIC PARTICIPANTS

Physical examinations and a record thereof, will be filed before each sport season with the Athletic Director. It is the responsibility of the individual athlete to obtain his/her physical before practice begins. **NO ATHLETE MAY PARTICIPATE IN ANY PRACTICE, OR GAME WITHOUT A PHYSICAL ON RECORD.**

A physical examination is required for each school year. The examination may take place anytime after April 15th of the previous school year. Within one week of the start of practice, the coach must submit to the athletic office an alphabetized list of "contestants".

No athlete will be allowed to practice until his/her physical card is handed **to the coach or athletic office.** No athlete will be allowed to practice until his/her parent has completed the permission slip section and medical consent form on the physical form and is on file in the athletic office. A student who is under a doctor's care for

illness or injury shall not be allowed to participate in an athletic practice or contest until he/she has written permission from the physician to do so.

MEDICAL INSURANCE

Boyne City Public Schools does not carry any medical insurance that covers students while participating in any co-curricular/ athletic activities.

CO-CURRICULAR AWARDS POLICY

VARSITY CO-CURRICULARS:

Varsity Certificate
Letter (One time only)
Pins, given for each varsity co-curricular season (after letter is received)
Any additional special awards

JUNIOR VARSITY (JV) ATHLETICS & FRESHMAN ATHLETICS

Certificates (No letters)

NON-VARSITY CO-CURRICULARS

Certificates (No letters)

A record of awards is available in both the BCHS Athletic and BCHS Main Office for all students that participate in co-curricular activities.



Boyne City School Song

Ever on Boyne City, we will Fight, Fight Fight!
We will always win this game.
Marching onward true to the Red and Blue
Ever on the road to fame.
If we ever find that we are left behind
We'll be fighting just the same.
So we're always right if we just Fight, Fight, Fight!
For the good Boyne City name. Fight!!!

Michigan Career Pathways and High School Course Selection

When selecting high school courses, use your selected Career Pathway, documented in your Educational Development Plan, as a guide to enrollment in the appropriate courses best suited for obtaining future goals.

Arts and Communication

Careers in this path are related to the humanities and performing, visual, literary, and media arts. These include architecture; graphic, interior and fashion design; writing; film; fine arts; journalism; languages; media; advertising; and public relations.

Business, Management, Marketing and Technology

Careers in this path are related to the business environment. These include entrepreneur, sales, marketing, computer/information systems, finance, accounting, personnel, economics, and management.

Engineering/Manufacturing and Industrial Technology

Careers in this path are related to technologies necessary to design, develop, install, and maintain physical systems. These include engineering, manufacturing, construction, service, and related technologies.

Health Sciences

Careers in this path are related to the promotion of health and treatment of disease. These include research, prevention, treatment, and related health technologies.

Human Services

Careers in this path are related to economic, political, and social systems. These include education, government, law and law enforcement, leisure and recreation, military, religion, child care, social services, and personal services.

Natural Resources and Agriscience

Careers in this path are related to agriculture, the environment, and natural resources. These include agricultural sciences, earth sciences, environmental sciences, fisheries, forestry, horticulture, and wildlife.

Employability Skills

Michigan employers have identified certain skills and traits that are necessary to enter the workforce and maintain employment. You will find that these are not just employability skills and traits, but also lifelong skills and traits. (This information is from the Michigan Occupational Information System).

Academic Skills

Reading and understanding written materials

- Understanding charts and graphs
- Understanding basic mathematics
- Using mathematics to solve problems
- Using research and library skills
- Using tools and equipment
- Speaking in the language in which business is conducted
- Writing in the language in which business is conducted
- Using the scientific method to solve problems

Teamwork Skills

- Participating actively in a group
- Knowing the group's rules and values
- Listening to other group members
- Expressing ideas to other group members
- Being sensitive to group member's opinions
- Being willing to compromise, if necessary, to accomplish a goal
- Being a leader or a follower to best accomplish a goal
- Working in changing settings and with different people

Personal Management Skills

- Attending school/work daily and on time
- Demonstrating self-control
- Developing a career plan
- Developing verbal instructions
- Developing written instructions
- Identifying and suggesting new ways to get jobs done
- Knowing personal strengths and weaknesses
- Learning new skills
- Meeting school/work deadlines
- Paying attention to details
- Working without supervision

GRIEVANCE PROCEDURES

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
SECTION 504 OF THE REHABILITATION ACT OF 1973
TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990

The Board does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic in its programs and activities, including employment opportunities.

I. **Section I**

Any person believing that the Boyne City School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, and (4) Title II of the Americans with Disabilities Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Peter Moss
Boyne City School District
Early Childhood Educational Building
321 South Park Street
Boyne City, Michigan 49712
(231)-439-8190

II. **Section II**

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps.

Step

1Investigation by the District's Civil Rights Coordinator: A person may initiate a formal investigation by filing a written complaint with the District's Civil Rights Coordinator. The complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, and describe the alleged discriminatory action in sufficient detail to inform the Civil Rights Coordinator of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the Civil Rights Coordinator for good cause. The Civil Rights Coordinator will conduct an impartial investigation of the complaint. As part of the investigation, the Civil Rights Coordinator shall permit the complainant to present witnesses and other evidence in support of his/her complaint. The investigation shall be completed within ten (10) business days of the written complaint being filed. The Civil Rights Coordinator will notify the complainant in writing of his/her decision and will maintain the District's files and records relating to the complaint.

Step 2

If the complainant is not satisfied with the Civil Rights Coordinator's Step 1 decision, s/he may submit, in writing, a signed statement of appeal to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

III. **Section III – Complainant Rights**

- A. The complainant may be represented, at his/her own cost, at any of the above-described meetings/hearings.
- B. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case in the appropriate Federal District Court. Use of this internal complaint procedures is not a prerequisite to the pursuit of other remedies.
- C. The Civil Rights Coordinator will provide a copy of the District's complaint procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

D. A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

IV. Prohibition Against Retaliation

The Board will not discriminate against, coerce, intimidate, threaten, or interfere with any individual because the person opposed any act or practice made unlawful by any Federal civil rights law, or because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under those laws or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

V. OCR Headquarters Contact Information

Students and parents and representatives of education institutions may, at any time, contact the enforcement offices if you wish to file a complaint or need assistance on a problem or assistance to prevent civil rights problems. Contact the OCR headquarters office if you have a question on national policy, to make a Freedom of Information request for information that is national in scope, or to request publications or other assistance that is not available online.

The OCR office for Michigan is located at: **The OCR National Headquarters is located at:**

Cleveland Office
Office for Civil Rights
U. S. Department of Education
600 Superior Avenue East, Suite 750
Cleveland, OH 4114-2611
Telephone: 216-522-4970
FAX: 216-522-7573
TDD: 877-521-2172
Email: OCR.Cleveland@ed.gov

U.S. Department of Education
Office for Civil Rights
Customer Service Team
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 1-800-421-3481
FAX: 202-246-6840
TDD: 877-521-2172
Email: OCR@ed.gov