

# **Boyne City Middle School**

## **STUDENT HANDBOOK**

**2013-2014**



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**Boyne City Middle School**  
**2013-14**  
**Handbook and Agenda**

**Mission Statement**

The intent of BCMS, in partnership with families and community, is to assist all students in achieving high levels of academic performance. We will encourage students to be cooperative and responsible learners who are successful in an ever-changing world.

**Welcome Students and Parents**

Parents and Students,

Welcome to the Boyne City Middle School 2013-2014 school year!

The teachers, staff, and administration realize each child is unique and special. We also realize and welcome our responsibility to ensure each student reaches maximum potential: academically, physically, socially, and emotionally. We encourage students to make realistic, self-directed, and responsible decisions to prepare for the future. We are committed to providing academic and life-learning experiences for your child.

The students at Boyne City Middle School are our inspiration. Our expectations are fair and we encourage each student to be honest, work to the best of their ability, and respect others. Also, we encourage communication between home and school. The teachers at Boyne City Middle School are dedicated to educating your child. The experience is further enriched because you, as parents, are involved in your child's education. We welcome your involvement, questions and comments.

Thank you for your confidence in us to prepare your child for the future. We appreciate your support for Boyne City Middle School. If you have questions or concerns throughout the school year, please feel free to contact me.

Regards,

Michael D. Wilson  
Boyne City Middle School Principal



## Boyne City Middle School Rambler PRIDE

**P**ractise Safety  
**R**espect Others  
**I**ncrease Responsibility  
**D**emonstrate Integrity  
**E**nvision Success

### **The Three Main School Rules:**

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

### **Daily Schedule**

Supervision of the cafeteria and the playground begins at 8:00 a.m. Students may enter the building **temporarily** to lock up their iPads and backpacks in their lockers, but they must return outside until 8:15a.m., unless they are purchasing breakfast in the cafeteria. At 8:25 a.m., students are expected to be in their first period seats with their class materials. Each grade level schedule is structured differently; however each grade level contains the following:

- Language Arts
- Social Studies
- Mathematics
- Science
- Enrichment Classes
- Lunch

*Supervision of students is not provided beyond 3:30 p.m. with the exception of school-sponsored activities. Therefore, students not involved with a supervised activity will be asked to vacate the building.*

### **Equal Education Opportunity**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Peter Moss, Superintendent  
Boyne City Public School District  
231-439-8190

Complaints will be investigated in accordance with the procedures as described in Board Policy KAAB-R. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## Student Dress Code

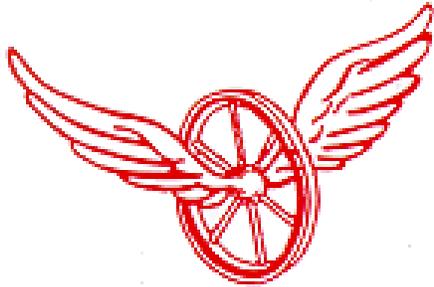
Students' dress and grooming is a student and parental responsibility. It may be necessary for school staff to confer with students and/or parents to take corrective measures in instances where dress and grooming are dangerous to safety, detrimental to good health, offensive to others, or distracting to the learning process. The following dress code has been formulated to promote health, safety, decency and respect. This includes but is not limited to the following:

1. All clothing and accessories will be worn as intended (e.g. no sleepwear).
2. All clothing or accessories that promote or suggest drugs, alcohol, tobacco, sexual innuendo, violence or vulgar/obscene content are not allowed in school.
3. Clothing deemed ragged, torn or with excessive holes is not allowed.
4. Any clothing which inappropriately exposes areas of the body or undergarments is not to be worn. This includes, but is not limited to, fish net shirts, conspicuously thin garments, tube tops, halter tops, midriffs, and spaghetti straps.
5. All shorts, skirts and dresses must be fingertip length or below. They should be worn so no undergarments or skin are showing. The wearing of leggings or tights does not exclude a person from this rule.
6. Straps on tops must be at least one inch wide. They should be worn so no undergarments are showing.
7. Pants, jeans, slacks, shorts, etc., are to be worn appropriately. They are not to be worn "shackled" or low on the hips. They should be worn so no skin or undergarments are showing.
8. Footwear will be worn. No mechanical roller-type shoes or cloth-soled bedroom slippers may be worn.
9. A reasonable cleanliness of person and wearing apparel shall be expected as a matter of health and courtesy to others.
10. Head coverings (hats, bandanas, scarves, etc.) are not to be worn inside any of the school buildings.
11. Coats/jackets are not to be worn to class.
12. 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.
13. Chains or accessories (e.g. spiked bracelets) that are deemed unsafe or inappropriate are not to be worn while on school property and/or at school activities/events.
14. Students should refrain from writing on themselves. Students with excessive amounts of writing on their body will be asked to wash it off.
15. Students will be required to conform to additional health and safety standards in specific classes as the content and curriculum allow (i.e. science labs, gym, etc.)

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, it will then be referred to a building administrator. Students choosing to not correct the problem will be choosing suspension and parent involvement. The final decision is left to the discretion of school personnel.

See Board Policies JCDB and JCDB-R





**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 will be fighting just the same,  
So we're always right if we will fight, fight, fight!  
For the good Boyne City name, fight!!!*

**Grading procedures**

Grading is an integral part of the evaluation process used in the middle school to assess the progress of our students. Students should expect to have an average of two (2) to three (3) documentations of their progress recorded during a five-day week.

Documentation may take the form of letter grades, numerical points, a check or minus system, or a narrative form. Documentation will come from, but not be limited to, daily work done in class or as homework, projects, reports, quizzes, tests or other forms of documentation that demonstrates the student's level of mastery. Grades will be averaged and reported every nine-week marking period. Each nine week marking period is graded separately. Determination as to passing or failing for the year is based on averaging the four marking period grades.

The BCMS grading guidelines are based on a 4.00 system as follows:

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

The grade point average (G.P.A.) at the 7<sup>th</sup> and 8<sup>th</sup> grades will be computed by averaging the grades for all classes that report letter grades. The 5<sup>th</sup> and 6<sup>th</sup> Grade G.P.A. will be computed by averaging academic core classes only.

**Letter Grades (no E's)**

- 5<sup>th</sup> – 8<sup>th</sup> Grade Core Classes
- 7<sup>th</sup>8<sup>th</sup> Grade Band, Encore, AVID, and Flex
- 8<sup>th</sup> Grade Shop

**O/S/U/NI**

- 5<sup>th</sup>/6<sup>th</sup> Grade Flex, AVID
- 5<sup>th</sup>/6<sup>th</sup> Grade Encore
- 6<sup>th</sup> Grade Band



O-Outstanding, S-Satisfactory, U-Unsatisfactory

Parents may access assignments and grades through PowerSchool, our on-line grading system at [www.boyne.k12.mi.us](http://www.boyne.k12.mi.us)

**Incomplete grades**

Incomplete grades reported on a report card, must be made up within two weeks from the end of the marking period. 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 the **two weeks would need specific instructions issued in writing and approved by the administration.**

See Board Policies JBD-R, JF and JF-R

### **Student progress**

The best way for parents to know their children’s progress is to log into PowerSchool. Parents can access up-to-date grades and assignment information any time they log in. Fifth graders will be assigned a log-in early in the school year. This log-in is good throughout middle school. Teachers will notify parents of students who are seen as academically at-risk of not passing a class. Upon receiving communication from teachers, or at any time they feel a concern, parents are encouraged to call and set up an appointment to discuss the progress of their children. Parents may request a progress report for core subjects be mailed home midway through the marking period.

### **Report cards**

Report card marking periods will be nine (9) weeks in length. Report cards will be mailed home three to five days after the end of each marking period. Final report cards will be mailed home three to five days after the end of the school year. See Board Policies JF and JF-R

### **Retention**

Achievement is a very important part of schooling. **Students are expected to achieve passing grades in three of four marking periods for all classes in which they receive grades to assure promotion to the next grade level.** Students who fail to meet this standard may be retained in their current grade. In addition to students who are failing, any students who are on the verge of failing may be referred to summer school or the after school program for additional remediation.

Parents of students who are at risk of not meeting this standard will be promptly notified and a conference will be scheduled to discuss possible retention of the student in jeopardy, however the principal has the final decision of promotion or retention for the student. All tutorial and support programs remain available on an “as needed” basis for students who are having difficulty passing their classes.

Students that are not retained and did not achieve passing grades in three of the four marking periods may be placed by the Principal in one or more of the following programs.

### **Retention agreement**

Students with failing grades in classes will be promoted with the understanding that if they academically performed at or near the same level the following year, they will be retained.

### **Repeat a class**

Any student earning failing grades in a class could be directed to repeat that class in the next grade.

### **Honor roll guidelines**

Any student who earns all A’s and who has no grade lower than an A- will qualify for the “All A Honor Roll.” Any student who earns all A’s and B’s and who has no grade lower than a B- will qualify for the “A-B Honor Roll.”

### **Attendance roll**

Attendance is recorded on a half-day (missing 1-3 class periods) basis or full day basis (missing more than 3 class periods). For the attendance roll purpose, two categories will be used: Excellent and Perfect.



The following guidelines will be used to determine if a student qualifies for the attendance roll.

Excellent – no more than four absences for the year with no more than two in any semester.

Perfect – no absences for the entire year.

### **Parent/teacher conferences**

School-wide parent-teacher conferences will be held twice a year, in the fall and again in the spring. Appointments may be made at this time for all Middle School parents to meet with their children'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. This may be accomplished by a phone conversation, but is usually more successful when parents, teacher(s) and sometimes students sit down together and work out a course of corrective action.

A cooperative spirit of parents and school working together makes for the best situation. Don't wait until it is a full-blown problem. Let's work together from the start to make our kids the best we can.

See Board Policies JF, JFAB and JFAC

### **School-Sponsored Activities and Field Trip Rules and Regulations**

Activity nights and field trips are for Boyne City Middle School students only. No elementary or high school students are permitted unless approved by the school principal.

#### **Objectives:**

- To provide an opportunity for students to develop appropriate social skills in a positive and controlled environment.
- To provide opportunities which will develop organizational and leadership skills.
- To provide for wholesome activities which can nurture the development of positive peer relations.

The following general guidelines are also to be followed:

- Activity must be planned and submitted to Principal at least one week in advance for approval.
- 5 or 6 chaperones minimum (more if activity or area warrants). This will include at least 2 staff members and a minimum of 3 parents.
- Parent volunteers may be asked to consent to a criminal history search.
- Activities for B.C.M.S. students only. No outside guests permitted.
- Once a student arrives for an activity he/she may not leave before it ends.
- All students participating in school sponsored activities and/or field studies must use the mode of transportation provided by the school. No student may deviate from this arrangement without prior permission from the administration.
- No new admittance will be allowed after the first half-hour unless prior approval is received.
- All school rules apply at activities. These events are for students. Students should be able to enjoy themselves and still be in control of their behavior. Students violating rules or out of control will have their parents called to pick them up or will remain in a time out area until the activity is over. Further disciplinary action, such as loss of the privilege to attend other school events may be imposed.
- The sponsoring group must set up and clean up. Clean-up is done at the conclusion of the activity.

Activities are provided for the enjoyment of the students. We encourage all students to consider taking part in them. When you choose to participate, we also ask that you make yourself aware of the guidelines and follow them. Students who are found in violation may be denied permission to attend future events. See Board Policies IDA, JAA, JCAC-R, JCDA, JCDA-R, JCDA, JCDA, JCDAB, JCDAC, JCDAD, JDD-R, JGA, JGFB, JH and JH-R

## Pre-Algebra and Algebra 1 placements

Students in the 7th and 8th grades, who reach set scores on the MEAP, EXPLORE, math tests and meet other specific requirements, will be offered these advanced math classes. In order to remain in Pre-Algebra class, students must earn a semester and final grade average of a B-. Students not maintaining this goal will return to the regular math class. In order to remain in the Algebra 1 class, students must earn a semester grade of a B-. If the student has overall grade of a B- and successfully pass the end of course assessment they will be recommended to receive Algebra 1 credit. Students not maintaining this goal are strongly recommended to retake Algebra 1 as a high school freshman. If a student still wants to stay on track for Calculus, they take: Algebra 1, Geometry, Algebra 2 in their 9th and 10th grade years, FST in 11th grade and Calculus in 12th grade.

## Algebra 1 credit

Due to new High School requirements for High School graduation, 8th grade students taking Algebra classes will have the opportunity to earn High School credit. These classes will follow the curriculum expectations and grading standards found in the High School. If a student still wants to stay on track for calculus they take Algebra 1, Geometry, Algebra 2 in their 9th and 10th grade years, FST in 11th grade and Calculus in 12th grade.

## 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. Such items as pin-ups, alcohol or other drug materials, vulgar or suggestive materials, etc. are prohibited.

Combination locks will be provided by the school, and students are encouraged to protect their materials. However, only school locks are to be placed on lockers. If a lock becomes damaged/lost/stolen, a new school lock must be purchased from the office for \$5.00. 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. Students are encouraged to leave personal, valuable items at home. *THE SCHOOL WILL NOT ASSUME THE RESPONSIBILITY FOR PERSONAL ITEMS WHEN LOST OR STOLEN.*

See Board Policies JCAB and JCAB-R



### Textbooks and supplies

Teachers will issue textbooks to students for their classes. Once received and signed for, 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 repairing the book. Paper and pencils are also available to students. Pencils are given to students at the start of each marking period.

### Search of school property

The following rules shall apply to the search of school property assigned to specific students (lockers, desks, etc.) and the seizure of items in their possession. *Supreme Court Case: New Jersey v. T.L.O., 1985*

1. Lockers and desks are school property and are assigned to students for storage of appropriate clothing, books and necessary school materials. Thus, students have no reasonable expectations of privacy in these areas.
2. Periodic, general inspection of lockers and desks 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 desks and lockers issued to them by the school.
3. Lockers, desks and other storage devices may be inspected any time school authorities have reason to believe the health or personal school safety is at risk or when illegal material is believed to be present. All inappropriate or illegal items will be seized.

4. Any items, which may be used to disrupt or interfere with the educational process, may be taken 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.

See Board Policies JCAB, JCAB-R, JCDA, JCDB-R, JHC and JHCA.



### **Bus Transportation Policy**

Student transportation will be considered a privilege to be enjoyed by a student only as long as he/she accepts responsibility for his/her own conduct, carefully follows all rules and regulations, and positively responds to the directions and requests of the bus driver. This policy seeks to assure two guiding premises:

- **Students have the right to a safe ride to and from school**
- **The bus driver has the right to operate the bus in a safe manner without distractions**

The following rules of conduct are established by School Board policy in order to assure the safe and orderly operation of school buses any time students are onboard.

1. Students must be at the bus stop on time and wait off the roadway. The driver will not wait for tardy students.
2. Students are to walk immediately to their assigned seat and sit down. No more than three (3) students per seat. Students are expected to remain in their assigned seats throughout the bus ride.
3. Any time the bus is in motion, all students must be properly seated and facing the front of the bus.
4. Students will be expected to keep conversation on the bus at reasonable levels. There is to be no shouting, screaming, etc.
5. Students may leave the bus only with the consent of the bus driver.
6. Students, upon leaving the bus and needing to cross the roadway, must cross in front of the bus at a distance of about ten (10) feet.
7. The driver is responsible for his/her bus at all times. Students are to obey the driver's instructions at all times.
8. Students may not eat or drink on the bus, unless given permission by the bus driver
9. Radios, CD players, MP3 players, i-Pod, etc., are only permitted with the consent of the bus driver and the use of a headset.

Any time a student is at school, which includes riding a school bus, the following rules are in effect:

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

### **Riding a different bus**

Students who wish to ride a different bus for a specific purpose on a particular day may do so by contacting the school transportation office (439-8245) to determine if there is space available. The bus driver will allow a student to ride a different bus only if the student has permission from their parent/guardian and the approval of the transportation office.

### **New students/students who move**

Parents/Guardians of new students in the district should contact the Boyne City Public Schools Transportation Office (439-8245) to make arrangements for a student to ride the bus to and from school. The transportation office will be able to assign students a bus route, a bus stop location and advise what time of day the bus should be picking them up or dropping them off. Please notify the transportation office any time a student moves within the district, so that the student may be reassigned to the proper bus and accurate bus rosters can be maintained.

## Bus discipline

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

**First incident:** Verbal warning by bus driver.

**Second incident:** Written warning (incident report) and driver contacts student's parents.

**Third incident:** One-day suspension from bus and conference between student and administrator.

**Fourth incident:** Three-day suspension from bus and a conference between driver, student, and administrator.

**Fifth incident:** Five-day suspension and a conference between student, parents, driver and administrator.

**Sixth 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.

- Extortion/threats of physical harm
- Physical aggressiveness
- Harassment
- Vandalism
- Weapon possession of any kind
- Alcohol, drug, tobacco (use, possession, or consumption of)
- Gross insubordination

Only a building principal or 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 the rules. A building administrator may also make the determination that further consequences are appropriate, including detentions, suspension, and referral for expulsion etc.

See Board Policies JA, JC and JDC

## Attendance Expectations

Student attendance, tardiness, check-in and check-out are handled through the main office. If you need to contact the middle school regarding these attendance matters, please use the Attendance Line at 439-8244.

### Excused absences

The Michigan School Codes requires that student attendance be **continuous and consecutive**. They may only be absent with a "valid excuse." Examples of valid excuses would be personal illness, emergency at home, doctor/dental appointment, funerals for relatives/close friends, and pre-excused vacation with parents. As a district, we believe that students need to attend school a minimum of **85%** of the school year in order to fully achieve their academic potential.

Whenever a student is absent, parents/guardians should call the Attendance Line to report the absence. Phone calls need to be made by 9:25 a.m. on the day of an absence to avoid being called by the School Messenger system.

If a parent has not contacted the school by phone, the student must bring a note from home. The note should be dated, give the student's name and grade, reason for the absence, the date(s) of the absence, and be signed by the parent/guardian. Parents will have a maximum of 48 hours to provide a valid excuse for a student's absence, if not, the absence will be unexcused.

Students, who have an unexcused absence, will be considered truant. (See Truancy) Suspension from school for disciplinary reasons is considered an excused absence.

### **Unexcused absences**

**Any absence that is not excused within 48 hours is considered unexcused.** Unexcused absences will be considered truant. (See Truancy)

### **Pre-excused absences**

**In general, parents are discouraged from excusing students from school.** Regular attendance contributes to student academic success. Students who know in advance that they will be absent from school for three or more days must bring a note from their parents or guardians to the office **five days prior** to their absence. The Principal will issue the student a pre-excused form to take to class for the teachers' signatures. Teachers may provide up to five days worth of assignments. Pre-assigned schoolwork is due when the student returns to school. After the teacher's have signed the form, the student is to return the form to the office at least 24 hours before the days of absence.

See Board Policies JB, JBC-R, JBD, JBD-R and JGCC-R

### **Truancy, chronic absenteeism, and/or skipping**

Truancy is defined as missing all or any part of a school day(s) without the approval of both school and parent/guardian. A student not in his/her scheduled class, but in the building or on school grounds "somewhere" without a pass is skipping class and considered truant. State law requires all students less than 16 years of age to be in school. Thus, truancy/skipping is a disciplinary matter and will be dealt with as follows:

First truancy 1-3 lunch detentions and parent contact

Second truancy 3-5 lunch detentions and parent contact

Third truancy detention at Great Lakes, parents will be contacted and will need to appear for a conference meeting with building administrator

Fourth truancy any subsequent truancy will result in referral to county truancy officer as habitual truancy. Petition to probate court may be filed.

See Board Policies JBE and JBE-R

### **Tardiness**

Students must report to the middle school office when coming to school after 8:25 a.m., which is the beginning of the school day. Parents should call the attendance line (439-8244) or provide a note explaining the reason for their student coming to school late. If a student reports to school after 8:25 a.m. and prior to 9:00 a.m., the late reporting will be recorded as a tardy. Reporting to school after 9:00 a.m. will result in a half-day absence. Students missing more than three class periods will be marked absent for a full day. After reporting to the middle school office students will be given an admit slip to class and the absence/tardy will be recorded as excused or unexcused.

Any student, while in school, who is tardy between class periods will need a pass from the sending teacher to the receiving teacher to be admitted to class. He/she should go directly to the next class and not to the office. Any student, who is less than five minutes late to class without a pass, will receive an **unexcused tardy**. If a student is more than five minutes late without a pass, it will be recorded as an unexcused absence. This student will be sent to the office. (See Unexcused Absences)

Unexcused tardiness is handled as a disciplinary matter and will be dealt with **per class period on a marking period basis**:

First tardy The teacher will record the unexcused tardy and discuss policy with the student.

Second tardy The teacher will record the unexcused tardy.

The student will report to the office RTP area for a lunch time detention. A plan is not required.

Third tardy+ The teacher will record the unexcused tardy. The student will serve two (2) lunchtime detentions. (4<sup>th</sup> tardy = 3 detentions, 5<sup>th</sup> tardy = 4 detentions, etc.). The teacher will call the student's parents to discuss the continued problem with tardiness. Further interventions with the student will include the involvement of the Student Success Team and the county Truancy Officer. Consequences of truancy may also apply. (see Truancy)

### **Make-up work**

Make-up work is the responsibility of the student. A student is expected to ask his/her teacher(s) for the work missed during an absence. Time allowed for make-up work will be at least the same amount of time as the time the student was absent.

See Board Policies JB, JB-R, JBC-R, JBD, JBD-R AND JGCC-R

### **Signing in and out**

All students accompanied by their parent must sign in with the middle school office if they are arriving late to school or returning to school during the school day.

All students leaving school during regular school hours must be accompanied by a parent and must sign out with the middle school office. For the safety of all students the middle school office requires parent/guardian permission in order to allow a student to sign out. Failure to sign out may result in being considered **absent unexcused**.

Any time a student leaves a classroom, other than scheduled passing times, they will need to have the teacher's permission and a pass from that teacher.

### **Closed campus policy**

The middle school has a closed campus, which means a student must remain on the middle school campus from the time they arrive in the morning until school is dismissed for the day. The only exception would be if a student has a class scheduled at another facility (High School or Elementary School). This includes the lunch period. Students may not leave without the permission of parents and the Attendance Office. Students who violate this policy will be considered **truant** (see Truancy).

See Board Policy JGH-R

### **Human Assistance Program**

The Human Assistance Program is designed to help school personnel identify behaviors that may indicate a child is failing to thrive academically and/or socially due to suspected substance abuse. Assistance is provided to the family in attaining appropriate human services within the community.

See Board Policies JD-R and JE

### **BCMS Discipline Code**

The rules and procedures found in this section cover many situations. It is important that each student understands that he/she is solely responsible for his/her choices and behavior. You should also understand that respect is expected at all times to all members of our school. This includes teachers, secretaries, custodians, paraprofessionals, cooks, bus drivers, substitutes, peers, yourself, etc. If, at any time, you are instructed to carry out a task or to correct your behavior, you are expected to comply.

As a school, we are very concerned with having a safe environment for learning. Therefore, **violence will not be tolerated**. Violence means:

- **Any behavior that hurts or threatens to hurt any person's body, feelings, or property.**

We have **three very general rules**, but when followed, they will create a caring, safe, cooperative environment for learning. These rules are as follows:

1. Respect the rights of self and others at all times.
2. Keep your hands, feet and other objects to yourself at all times.
3. If you cannot say something nice or positive, do not say or do anything at all.

Remember, you are here first and foremost to learn. As an individual, your rights may end and result in consequences/disciplinary action, if your choices infringe on others' rights.

As part of due process, the administration will investigate each case on an individual basis. Upon determining a violation has occurred, the consequences below will generally be followed. However, the administration/designee reserves the right to alter the consequences if his/her investigation warrants, in his/her opinion, an alternative solution.

See Board Policies JD, JDB, JDC and JDD

### **Disciplinary matters**

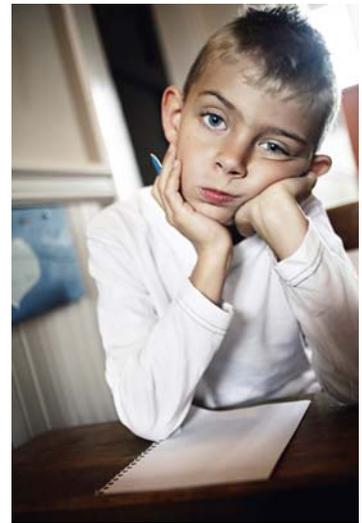
The staff is important in maintaining good discipline, both in the classroom and the school in general. Every staff person has authority over every child from 5<sup>th</sup> through 8<sup>th</sup> grade. When students choose to act inappropriately, various disciplinary actions may follow.

### **Responsible Behavior**

When working with students, all staff will use a variety of behavior management techniques (primarily Responsible Thinking Process and Life Space Crisis Intervention) to help students be successful. If a student continues to cause disruption, the student will be choosing to report to the office RTP area.

The office RTP area is a place where students can de-escalate, drain off emotions, and compose themselves. They work with the Student Success Advisor to develop a plan for improving behavior. When students' actions warrant a visit to the office RTP area, they remain there during that class/lunch/recess time until they have completed the Responsible Thinking Process. The procedure is as follows:

1. Students will sign-in and take assigned seats
2. Students will be reminded of the office RTP area expectations
3. When students are ready, they will process what happened and what they will do differently next time to be more successful
4. Student Success Advisor will give guidance to students as needed
5. When students are ready and they complete their plans for success, they will return to the class/lunch/recess time



*Failure to comply with these expectations and being disruptive in the office RTP area will result in students meeting with the SSA or Principal, calling home, and potentially being suspended from school for the remainder of the day or longer depending on the situation. A plan for changing the disruptive behavior must be completed by students during the time of suspension. A parent/guardian, along with each student, must meet with the Student Success Advisor or the Principal to negotiate the student's re-admittance to school.*

After classroom disruptions, when a student returns to the classroom from the office RTP area, he/she sits in a transition seat. This will allow the student to immediately be involved in the classroom learning. Student and classroom staff will negotiate the final plan in a reasonable period of time (usually 1 to 2 class periods). Until the student's plan is finalized, he/she will remain in the transition seat.

We believe learning appropriate social interaction skills is an important part of each person's education. The Responsible Thinking Process provides an additional opportunity to learn and work on these skills.

## **Detention**

Tardiness, truancy, as well as minor disciplinary infractions during lunchtime, on the playground, in the hallways, or in other areas outside of class usually result in the assignment of a lunch detention. The person assigning the detention will contact the parent/guardian, discuss the problem, and establish the date(s) to serve.

Detentions will be served at lunchtime. The student will report to the office RTP area and sign-in for detention. Students will be permitted to bring their lunch or arrangements to obtain lunch from the cafeteria will be made by the Student Success Advisor.

Failure to report to detention as scheduled and in a timely fashion, may result in additional detention being assigned. In extenuating circumstances, after-school detentions may be assigned by administration only.

## **Suspension**

Students may be suspended from school by an administrator for up to 10 days at a time. When a student has been suspended from school the administrator will contact the parent/guardian and discuss the issue. For repeat offenses or severe cases, parents will be required to attend a staffing before a student is permitted to return to school. Homework must be made up for time spent on suspension. Suspended students are not to be on school property and are not to attend any school activities for the duration of the suspension.

In some circumstances, the Great Lakes Academic Center's detention room (located in Boyne Falls, but a part of the Boyne City Public School District) may be used for in-school suspensions.

The following types of inappropriate behavior will generally result in suspensions:

### **I. Use, possession, concealment or under the influence of a controlled substance** which are the following, but not limited to:

- alcohol
- tobacco
- illegal drugs
- "look alike" drugs
- performance enhancing or mood altering substances
- non-prescription / over-the-counter drugs

#### Possession

Three days of suspension, police referral and referral to the Human Assistance Program; future infractions will result in progressive discipline and referral to the Board of Education.

See Board Policy JCDA

### **II. Alcohol and Other Controlled Substances**

#### Smoking/Consumption/Under the Influence

Three to five days of suspension, police referral and referral to the Human Assistance Program; future infractions will result in progressive discipline and referral to the Board of Education.

#### Selling/Supplying

Five to ten days of suspension, police referral and referral to Human Assistance Program; future infractions will result in progressive discipline and referral to the Board of Education.

See Board Policies JCD, JCDA, JCDAB, JCDAC

### **III. Serious Belligerence/Insubordination**

This includes, but is not limited to, continued uncooperative behavior, disrespect to others or open disobedience which is done in an aggressive, rebellious or challenging fashion.

Level I            One to three days of suspension

Level II           Three to five days of suspension

#### **IV. Vandalism/Destruction of School Property**

First offense Depending on the incident - One to two days of suspension plus payment of costs\*  
Second offense Depending on the incident - Three to five days of suspension; police involvement; payment of costs\*

\*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. See Board Policies JCDA-R and JGG-R

#### **V. Physical or Verbal Aggression**

This includes, but is not limited to, repeated problems with pushing, shoving or other forms of physical horseplay, planned fight with intent to beat up or harm another person, battery, assault\* or threatening others, continued use of inappropriate language or use of obscene gestures.

Level I depending on severity, 1 to 5-day suspension with possible police involvement.

Level II depending on severity, 3 to 10-day suspension with possible police involvement.

Level III 5 to 10 day suspension with police involvement.

\*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)

See Board Policies JCD, JCDAD, JCDAE

#### **VI. Sexual Harassment**

Federal law prohibits sexual/gender discrimination in school. Boyne City Public Schools 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 and 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. That action may include suspension or expulsion.

The sexual harassment policy also specifies that the target of sexual harassment may be referred for follow up assessment or counseling.

See Board Policies GAAD, JCDA-R, JCDA-H and JD-R

#### **VII. General Harassment**

This includes constant teasing or any behavior which 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.

Level I 1-3 day suspension.

Level II 3-5 day suspension, police referral

Level III 5-10 day suspension, police referral

See Board Policies GAAD, JCDA-R, JCDA-H and JD-R

## **VIII. Bullying**

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- i) *Physical* – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- ii) *Verbal* – taunting, malicious teasing, insulting, name calling, making threats.
- iii) *Psychological* – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

When a student is involved during the school year in bullying and/or general harassment of another student, s/he will attend classes with the school counselor. These classes will focus on strengthening interpersonal skills and learning the consequences of bullying. See Board Policies JCDA-F

## **IX. Possession of Dangerous Weapon**

State law mandates any student who possesses a dangerous weapon in a weapon-free school zone be expelled permanently from the school district by the Board of Education. This is subject to possible reinstatement, as outlined by the law (copies of the complete policy are available from the building administrator).

A “dangerous weapon” is defined as, but not limited to, a firearm, gun, revolver pistol, dagger, dirk, stiletto, knife with a blade three inches or longer, a knife opened by mechanical device, iron bar or brass knuckles.

“Weapon-free school zone” means school property (building, playing field or property used for school purposes to impart instruction to children or used for school-sponsored events, and includes the area up to 1,000 feet surrounding school property), or a vehicle used by the school to transport students to or from school property.

Students should not bring any item that can be construed as a weapon to school. The following examples are intended to be a guide and are not exhaustive. Items such as Leatherman tools, Swiss army knives, razors, metal nail files, hammers, and other weapon-like items are forbidden. Possession of such items will be investigated and will result in disciplinary consequences to include suspension.

See Board Policies JCAB-R, JCD, JCDA-R, JCDAD, and JCDAD-R

## **X. 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 laser lights, squirt guns, shaving cream, firecrackers, obscene materials, lighters, and incendiary devices,

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

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

See Board Policies JCDA-R and JCDB-R

## **XI. Electronic Devices**

Students may not use a cell phone, pager, recording devices, cameras, or other electronic communication devices during regular school hours unless otherwise stipulated as necessary for communication or other learning purposes. All phones must be turned off and out of sight between 7:55 a.m. and 3:15 p.m. A violation of this rule will result in confiscation of the device and parents/guardians will be notified. The cell phone and/or device will be handed over to the parent only. Repeated violations of this policy will be seen as insubordination and may result in a ban on such electronic device use at school.



Students may bring portable music devices, such as radios, CD players, MP3, or I-Pod to school if they are pocket size and used with headphones. These devices may only be used before school, during lunch and after school. They must be out of sight while not in use. They are not to be used in the classroom. ***THE SCHOOL DOES NOT TAKE ANY RESPONSIBILITY FOR THE LOSS OR DAMAGE OF THESE ITEMS IF BROUGHT TO SCHOOL.***

See Board Policy JD-R

## **XII. Falsification of school work, plagiarism, and forgery**

Cheating, plagiarism, and forgery are forms of lying and subject students to academic penalties, disciplinary action, and suspension.

## **XIII. Possession of Stolen Property/Theft**

Students shall not steal, receive, or be in possession of stolen property. Any of these choices will result in school disciplinary action, suspension, and may have police involvement.

## **XIV. False Fire Alarms**

Students found to have made false alarms that lead to evacuation of the school building with no just cause for the alarm will be choosing disciplinary action that includes, but is not limited to, suspension from school.

## **Social suspension**

Students acting inappropriately at school sponsored activities may be suspended from attending future school sponsored activities for a period to be determined by a building administrator. *Please review policies regarding co-curricular activities and school sponsored activities.*

See Board Policies JDB-R, JC, JCAC-R, JCDAB, JCDAC, JCDAD, JD, JDC, JDD and JDD-R

## **Petition to court**

After attempts to work with any student through the normal discipline routes have not been successful in improving student cooperation and after working with the parents/guardian and they too have not been successful in helping the student change his/her inappropriate behaviors, the administration may use Great Lakes Academic Center, out of school suspension or petition the court.

See Board Policies JB-R and JBE-R

## **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 this policy 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 guardian 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).

See Board Policies JBD-R, JC, JCAC-R, JCDA, JCDA-R, JCDAB, JCDAC, JCDAD, JD, JDC, JDD, JDD-R, and JCDAE

### **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.

See Board Policies JA, JC, JCAA, JCAA-R, JD-R, JDC-R and JQ-R



### **Co-curricular Policy**

The co-curricular policy addresses eligibility and substance abuse issues for after-school and extra-school activities only. Each individual co-curricular activity may have additional requirements addressed in their particular handbook.

Co-curricular activities are defined as all school sponsored athletic teams, school sponsored academic competitions, clubs, band performances, drama, student council, and any other school sponsored activity.

See Board Policies IDA, JAA, JCDA, JCDAB, JCDAC, JCDAD JDD-R, JH and JH-R

### **Sportsmanship**

The following standards are expected of every person who attends an athletic event:

- Being courteous to all
- Knowing the rules, abiding by and respecting the official's decisions
- Winning with character and losing with dignity
- Displaying appreciation for good performance regardless of the team
- Exercising self-control and reflecting positively upon yourself, team and school
- Permitting only positive sportsmanlike behavior to reflect on our school and its activities

Unsportsman-like conduct may result in a social suspension.

### **Academic/behavioral eligibility**

Every student participating in a co-curricular activity will be evaluated weekly in regard to academic and behavior eligibility. Grades will be audited and the participant will be contacted if he/she is determined to be ineligible. Eligibility runs from Sunday to Sunday. The following eligibility rules apply:

1. Unless pre-excused, a student must be in attendance (by 9:00 a.m.) and remain for a full day of school to participate in practices, contests or performances.
2. Students earning two or more failing grades in the same week will be declared ineligible for a minimum of one week. When those students earn passing grades in all subjects, they will become eligible again.

3. A student is permitted one failing grade. He/she will have until the next eligibility check to obtain a passing grade. If the student receives a failing grade for two consecutive weeks in the same class he/she will be ineligible for a minimum of one week.
4. Failing grades will be determined weekly on a cumulative basis each marking period rather than not just based on the single week's work.
5. Students receiving unacceptable behavior reports or poor citizenship may be considered ineligible.
6. Eligibility can be restored when the student obtains eligibility reports showing that they are passing all classes once the ineligibility has expired.

See Board Policies JBCA, JD-R, JN and JRB

### **Substance abuse issues**

This policy is a twelve-month policy and is in effect both on and off school property.

1. Use, possession, concealment or under the influence of a controlled substance which are the following, but not limited to:

- alcohol
- tobacco
- illegal drugs
- "look alike" drugs
- performance enhancing or mood altering substances
- non-prescription / over-the-counter drugs

### **2. Distribution or sale of alcohol or other drugs**

#### **First Violation**

After confirmation of the first violation, the student will lose eligibility from all co-curricular activities for 90 school days. 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 Human Assistance team will meet with the student and parent(s) and discuss the options available for a plan of assistance. Upon compliance with the H.A.P. team recommendations the student may request early reinstatement. See Board Policies JD-R and JDD-R

### **Miscellaneous Information**

#### **Lost and found**

Each year many items are turned in to the lost and found, but never claimed. Items not claimed by their rightful owners by the end of each semester are donated. Check with the school office to claim non-clothing items. Lost clothing is usually displayed in the cafeteria. Students may not remove items from the lost and found that do not belong to them. This will be considered theft.

#### **Phones**

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

*Cell phones see Electronic Devices*

#### **Public display of affection**

Students are not to be holding hands, kiss or initiate other public displays of affection on campus. They are to maintain a distance of at least six inches apart.

#### **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. Boyne City Public Schools has designated the following information as directory information:

- Student's name
- Age or year in school
- Address (military recruiters only)
- Telephone listing (military recruiters only)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph or digital media
- Degrees, honors, and awards received
- Major field of study

### **Immunizations**

The state of Michigan requires that children be adequately immunized to attend school. The requirements for all children enrolled in 6<sup>th</sup> grade and for all children 7 through 18 years changing school districts are:

- One dose of meningococcal conjugate vaccine (MCV4) on or after the 11<sup>th</sup> birthday
- One dose of tetanus/diphtheria/acellular pertussis (Tdap) on or after the 11<sup>th</sup> birthday if 5 years since last dose of tetanus/diphtheria vaccine (DTaP, Td, DT) which would make the total 6 doses in all.
- Two doses of varicella (Var) or history of chickenpox disease.

State law mandates that students must be excluded from school if proper proof of immunization is not on file or a waiver has not been signed.

### **Student medications**

The nurse is happy to provide medications and/or treatments to students at school so that they can stay healthy and learn. The district has a "medication administration" policy which says, in part, that the parent must provide the school with:

1. An authorization form signed by the parent and prescribing physician
2. Name of the medication, dose, time, and duration of the prescription
3. The original medication container with the student's name and prescription legible and intact.

No medication, prescription or over the counter, may be kept or carried by a student at school. All medication must be transported to and from school by an adult and are to be kept locked in the nurse's office or main office.

Forms for medication administration, including self-administration of emergency or rescue medications, may be obtained from the school nurse. Please call your school nurse with any questions or concerns at 439-8253.

See Board Policies JGFG and JGFG-R

### **Student insurance**

The Boyne City School District carries accident insurance on all students at no cost to parents for school related activities. This insurance covers medical expenses, which the student's regular insurance does not cover. Students must have reported these accidents/injuries to the office if parents are going to collect on the insurance. Forms are obtained from the school nurse or the secretary.

See Board Policies JGA and JGA-R

### **Bikes, skateboards and scooters**

Racks are provided for students riding bikes, skateboards and scooters to school. Bikes, skateboards and scooters must be kept in these racks throughout the school day. They are not to be ridden once students have arrived at school (this includes other transportation devices such as roller blades, roller shoes, etc.). Bikes, skateboards, etc. must be walked while on school property. When 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, skateboards, or other items stolen or damaged while stored at the bike rack.**

See Board Policy JGF

### **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.

### **Student visitors**

Student visitors are not permitted without the permission of the building principal. Visits when permitted will only be allowed during lunch. Visitors will not be allowed during the days before holidays/vacations, on testing days, or the last day of school. Upon arrival to the building, student visitors must report to the Principal's office.

See Board Policies KM and KMA

### **Moving**

If a student's family moves during the school year, please do the following:

1. When moving within the school district bring in a new address and phone number to the school secretary as soon as available.
2. When moving outside the district and planning to remain at BCMS contact the school office and complete open enrollment forms.
3. When moving outside the district and planning to attend school elsewhere contact the school office and obtain withdrawal forms.

See Board Policy JBC

### **Electronic surveillance**

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

### **Lunch and breakfast program**

In order to have a successful school food program, we have chosen to computerize our credit system. Each student is issued an I.D./Meal card for use with this program. This allows any free or reduced student to be processed with confidentiality and without discrimination. This system also provides parents the convenience of pre-paying meals for their student, using our website [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com). You may link this site from our school website. Pre-payments of cash or checks can be given to the cashier or front office.

Pre-payments of cash must be in an envelope clearly marked with the student's name. Food Service is not responsible for cash payments until they are received by our staff and entered into the computer system.

*Charging is an emergency privilege.* If a student has forgotten money, a charge slip can be arranged by talking to the cashier at breakfast. The cashier will not accept charges without a charge slip. No further charges will be accepted until the emergency charge is paid. No charging of ala carte is allowed.

Breakfast is served for all students in the cafeteria prior to the school day beginning. Cost of a regular school breakfast is projected to be \$1.40 per day or \$7.00 per week. Cost of hot lunches is \$2.20 per day or \$11.00 per week. \*Please try to use the on-line payment method whenever possible ([www.sendmoneytoschool.com](http://www.sendmoneytoschool.com)).

The noon hour will consist of two parts, a lunch period in the cafeteria (all food items must be eaten in the cafeteria) and a required recreation time that is held on the playground or in the gymnasium. In the winter if the

weather drops below 10 ° F or a wind chill below 0 ° F students will be permitted to stay in at lunch and or before school.

Because we have several lunch periods, some students are also in class; therefore, no students are permitted in the main building without a pass from a staff person. Students may, however, use the library at noon, but to do so they must obtain a pass from the lunch parapro.

See Board Policies EEA, JGH, JGH-R, JGHA and JGHA-R

### **Food and beverages at school**

There is to be no drinks (except water), candy or other food items **in classes or hallways** during the school day. The only exception is during classroom activities that have been approved by the staff in advance. When students are bringing beverages to school for consumption at breakfast, lunch or after school, be aware that glass bottles and open containers are prohibited. Water bottles may be permitted in the classrooms. Guidelines will be provided by classroom teachers.

Caffeinated snacks and drinks such as pop and/or energy drinks are prohibited for consumption except on special occasions supervised by the teacher. Excessive caffeine may hinder the student's ability to focus on school tasks.

### **Sale of merchandise**

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

### **Communication to divorced families**

For children of divorced/single parents, unless there is a court order or legal document, on file, the school will assume that the parent with physical custody 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 parent with physical custody. Birth parents may request educational records by contacting the Middle School Office. Under the Family Educational Rights and Privacy Act, parents shall have access to their children's educational records. FERPA regulations preserve equal access for both parents, unless there is a legal document to the contrary.

### **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.

See Board Policies IFBC and IFBD

### **Volunteers in school**

School volunteers may be required to complete a criminal background check (available in the superintendent's 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.

### **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.

## **KAAB-R GRIEVANCE PROCEDURES**

FOR 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

### **I. 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 1**

Investigation 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.

## II. 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 procedure 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.

## III. 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.

## IV. 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:  
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](mailto:OCR.Cleveland@ed.gov)

The OCR National Headquarters is located at:  
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](mailto:OCR@ed.gov)

## Technology Acceptable Use and Network/Internet Policy

### Technology Acceptable Use and Network/Internet/iPad Policy

1. All students will have **network/internet access (and iPad use)** at school, unless a parent/guardian notifies the school in writing that they do not want their students to have access at school.
2. Due to quickly changing technology, new rules may be invoked as the district deems necessary. Check with media center staff or building administrator if there are any questions.



3. Students do not have a reasonable expectation of privacy in his/her use of the District's Network or any part of it. Administration reserves the right to monitor all student network/internet/iPad activity.
4. All students will be provided an account name, password, and school e-mail.
5. All students will be provided an iPad to borrow.

### **Network rules**

To ensure a safe, reliable, and efficient network for student use, the following rules exist:

- 1) Computers, Printers, iPads, Internet, and Network supplies may only be used for educational purposes (to accomplish class assignments).
- 2) Users may log in only under their own name for network/internet/iPad usage.
- 3) Unless given permission by a staff person, no games may be played on the computers in the media center or computer labs or on the iPads.
- 4) Users may only download files with staff's permission as needed to accomplish class assignments. No program downloads of any kind at any time.
- 5) No tampering with any of the established settings of the network hardware or software.

### **Consequences for violating above rules**

- 1) Staff will correct minor violations in the classroom
- 2) If staff deems necessary, student will be referred to the office upon breaking a rule
- 3) An administrator will meet with student and consequences may include the following:
  - ~do an assignment using another learning tool (e.g. pen & paper, etc.)
  - ~loss of network/internet/iPad privileges (may lose iPad take home privilege)
  - ~confiscation of inappropriate materials
  - ~financial restitution for any unauthorized expenses or damages
  - ~referral to appropriate law enforcement authorities
  - ~suspension from school, and if warranted recommendation to the Board for expulsion
- 4) The school may provide stand-alone computers for students who break rules
- 5) The public library also provides Internet access for those who lose privilege at school

### **iPads for Educational Purposes:**

- 1) Basic Information: Students will be required to use iPad technology in the classroom. Please consult your iPad policies and procedures manual for questions concerning the proper use and care of the iPad. Students are responsible for care and all information acquired and stored on the iPad while borrowed from the school.
- 2) Off limits areas for iPads: Under no circumstances are iPads ever allowed in bathrooms or in locker rooms. The iPads should not be in the cafeteria or out on the playground. iPads must be locked up in students' hallway lockers. Locks will be provided by BCMS.
- 3) Video/Picture Taking & Distribution:

While in the care of Boyne City Public Schools, students have the right to an educational environment that is free from unauthorized recording of pictures, video, and audio. Unauthorized recording or distribution of pictures, video, and audio are prohibited. This includes but is not limited to actions while at school, on school grounds, at a school sanctioned event or while being transported in a school vehicle. A specific example of what is not allowed is taking a photo of a peer and then putting that photo on your Facebook page.
- 4) Expenses:

In order to borrow an iPad from BCMS, each student will pay an annual, non-refundable \$15 insurance fee per year. In addition to the insurance fee, in the event that the iPad is damaged, lost, or stolen restitution will be expected as follows: If the iPad screen is broken, an additional fee of

\$50 will need to be paid to Boyne City Middle School. If the iPad is lost, stolen, or sustains significant damage, an additional fee of \$100 will need to be paid to BCMS (note: the cost of an iPad is \$530, but with insurance replacement cost is kept much lower). It is important to remember that the school has the ability to track the location of each iPad and remotely control access to the device. In the event of loss or theft, it is very important to immediately notify school personnel. If administration deems appropriate loss or theft will be reported to the police. Inaccurate claims will result in charges being filed with the police department.

*We would like to thank the following groups for making this assignment book possible:  
Boyne City Public School Board of Education, Administrators and Staff*

*NOTICE OF NONDISCRIMINATION: In reference to Policy JAA-B, Boyne City Public School does not discriminate on the basis of religion, race, color, national origin, sex, or disability in its programs, activities or employment. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of gender, religion, race, color, national origin or ancestry, disability, marital status, place of residence within the boundaries of the District, or social or economic status, and/or any other legally protected characteristic, to learn through the curriculum offered in this District.*

*Inquiries related to discrimination on the basis of disability should be directed to Section 504 Coordinator: 1025 Boyne Ave, Boyne City, MI, 49712, (231)439-8200.  
Direct all other inquiries related to discrimination to: Superintendent, 321 S. Park St., Boyne City, MI, 49712, (231) 439-8190*