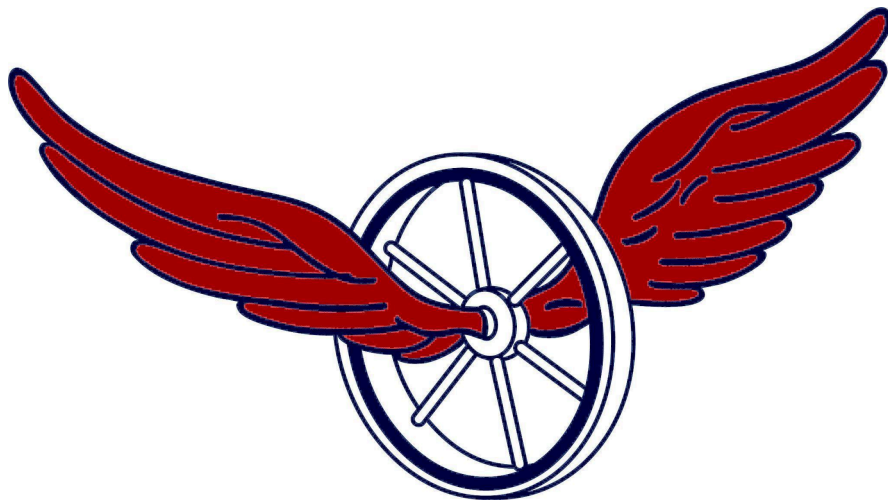


Student Handbook

2025-2026

Boyne City Elementary School



Mission Statement

Boyne City Elementary School, in collaboration with parents and the community, strives to promote excellence in education by:

- Building a solid academic foundation through a diverse and challenging curriculum.
- Empowering students to shape their future.
- Fostering high expectations.
- Communicating and instilling a respect for others.
- Nurturing self-directed, confident, and creative learners.
- Developing the critical thinking and integrity needed to face the challenges of a global society.



930 Brockway St.
Boyne City, MI. 49712
Telephone: 231-439-8300
Attendance Line: 231-439-8299
Fax: 231-439-8251

Student Welcome

Welcome to Boyne City Elementary School. This school belongs to the students, parents, and community of Boyne City. Our goal is to provide a warm, caring, and successful experience for all who enter our building.

This Student-Parent Handbook is designed to welcome new parents and students to our school. For our returning families, this is a review/update of our policies and procedures. We all look forward to a great year at Boyne City Elementary!

Sincerely,

Mike Amabile
Elementary Principal

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their students with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the at any time, consistent with applicable law and policy.

Table of Contents

IMPORTANT INFORMATION	6
2025-2026 DISTRICT CALENDAR	7
2025-2026 DAILY SCHEDULE	8
NOTICE OF NON-DISCRIMINATION	9
Examples of Unlawful Harassment	10
SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES	11
Attendance	11
Absences due to illness	11
Planned absences	11
Students are expected to:	11
BIKES, SKATEBOARDS, SCOOTERS	12
Books and Supplies	12
Bulletin Boards	12
Bullying	12
Cell Phone Use	12
Cheating, Plagiarism, and Academic Dishonesty	13
Children's Protective Services Investigations	13
Classroom Behavior	13
Closed Campus	14
Communicable Diseases	14
Concussion Protocol	14
Damage to School Property	14
Dress and Grooming	14
Dress Code	15
Emergency Contact Information	16
Fees	16
Field Trips	16
First Aid, Illness, or Injury at School	16
Food Services	17
Head Lice	18
Homeless Children and Youth	18
Immunizations	18
INAPPROPRIATE / DISRUPTIVE ITEMS	19
Law Enforcement Interviews	19
Limited English Proficiency	19

Lost and Found	20
Media Center	20
Medication	20
Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers	20
Parent Involvement in Education	21
Parties	21
Playground/Recess Rules	21
Protection of Pupil Rights	21
Public Display of Affection	21
Registration	21
A parent or legal guardian must accompany all new students enrolling at Boyne City Elementary School. Students need a copy of their birth certificate, a proof of residency and immunization/waiver record to register.	21
Rights of Custodial and Non-Custodial Parents	22
SALE OF MERCHANDISE	22
Search and Seizure	22
Student Education Records	23
Right to Request Explanation or Interpretation	23
Right to Request Amendment of Education Records	23
Directory Information	23
Address Confidentiality Program	23
STUDENT INSURANCE	24
Technology	24
Threat Assessment and Response	24
Transportation Services	24
School Vehicle Rules	24
School Vehicle Misconduct Consequences	26
Video Surveillance and Photographs	26
TELEPHONE	26
TRESPASSING	26
Withdrawal From School	27
SECTION II: ACADEMICS	28
Grades	28
Homework	28
Placement	28
Students with Disabilities	29
Summer School	29
SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS	30
Extracurricular Activities	30

Student-Initiated Non-Curricular Clubs	30
Transportation To/From Extracurricular Activities	31
SECTION IV: DISCIPLINE AND CODE OF CONDUCT	32
Discipline Generally	32
Forms of School Discipline & Applicable Due Process	32
In-School Suspension	32
Removal for 10 or Fewer School Days	32
Removal for More than 10 and Fewer than 60 School Days	33
Removal for 60 or More School Days	33
Student Code of Conduct	33
DUE PROCESS	36
GLOSSARY OF TERMS IN THE DISCIPLINARY CODE	36
FALSE ALARMS	36
PLAGIARISM/CHEATING	36
POSSESSION	36
RESTORATIVE PRACTICES	36
APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION (INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT)	38
TITLE IX GRIEVANCE PROCEDURES	38
5202 Unlawful Discrimination, Harassment, and Retaliation Against Students	38
Appendix B: Anti-Bullying	45
Appendix F: Acceptable Use Agreement	46
Boyne City School Song	49
APPENDIX B: ANTI-BULLYING	50
APPENDIX C: PARENT INVOLVEMENT IN EDUCATION	51
APPENDIX D: PROTECTION OF PUPIL RIGHTS	52
APPENDIX E: DIRECTORY INFORMATION AND OPT OUT FORM	53
APPENDIX F: ACCEPTABLE USE AGREEMENT	54

IMPORTANT INFORMATION

District Website

<https://www.boyne.k12.mi.us/>

Board Policies

Board Policies are available at: [Board Policies](#)

Addresses

Boyne City Elementary School
930 Brockway St
Boyne City, MI 49712

Boyne City Middle School
1025 Boyne Ave
Boyne City, MI 49712

Boyne City High School
1035 Boyne Ave
Boyne City, MI 49712

Morgan Shaw Program
321 S Park St
Boyne City, MI 49712

Early Learners Program
321 S Park St
Boyne City, MI 49712

Contact Information

Main Office: 231-439-8300

Fax: 231-439-8251

Transportation: 231-439-8245

Athletics: 231-439-8164

Administration

Superintendent: Patrick Little

Special Education Director: Mike Wilson

Athletic Director: Matt Windle

Transportation Director: Lea Howie

High School Principal: Adam Stefanski

High School Vice Principal: John Hertel

Middle School Principal: Mike Wilson

Middle School Vice Principal: Erin Bybee-Wilcox

Elementary School Principal: Mike Amabile

2025-2026 DISTRICT CALENDAR



Boyer City Public Schools

Excellence in Academics, Arts & Athletics

Central Office • Patrick Little, Superintendent • 321 South Park St. • Boyer City, MI 49712 • Phone 231.439.8190 • Fax 231.439.8195

2025-2026 District Calendar

<u>Date</u>	<u>Event</u>
7/28 - 8/1/2025	HS Band Camp
8/11/2025	HS Athletic Practices Begin
8/27/2025	Staff P.D. / Parent Open House
8/28/2025	Staff P.D. / Parent Open House
9/1/2025	Labor Day - No School Students & Staff
9/2/2025	First Day of School - Full Day
10/16/2025	½ Day Students- Parent-Teacher Conferences
10/17/2025	½ Day Students- Parent-Teacher Conferences
11/5/2025	ISD Wide PD - No School for Students
11/26/2025	½ Day Students & Staff
11/27 - 11/28/2025	Thanksgiving Break - No School Students & Staff
12/22 - 1/2/2026	Winter Break
1/5/2026	School Resumes
1/23/2026	½ Day Students - Full Day Staff
2/13/2026	½ Day Students - Full Day Staff
2/16/2026	Mid-Winter Break - No School Students & Staff
3/12/2026	½ Day Students - Parent-Teacher Conferences
3/13/2026	½ Day Students - Parent-Teacher Conferences
3/27 - 4/6/2026	Spring Break
4/6/2026	Make-up day if needed (2nd priority) - Full Day
5/22/2026	½ Day Staff - No Students
5/22/2026	Make-up day if needed (1st priority)
5/25/2026	Memorial Day - No School Students & Staff
6/11/2026	½ Day - Last Day of School

2025-2026 DAILY SCHEDULE

Elementary School Daily Schedule

8:00 a.m. - Doors Open Only for Breakfast or Outdoor Recess

8:10 a.m. - Doors Open - First Bell

8:20 a.m. - Tardy Bell

10:50 - 11:15 - Kindergarten Lunch

11:05 - 11:30 - 1st Grade Lunch

11:25 - 11:50 - 2nd Grade Lunch

11:40 - 12:05 - 4th Grade Lunch

12:00 - 12:25 - 3rd Grade Lunch

3:08 p.m. - Dismissal of Bus Students

School staff will supervise students on school grounds from 8am to 3:15pm. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

Emergency School Closing Procedures

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner: **a phone call, email, and text message will be sent via the District notification system, closure message will be posted to our social media, and the local news and radio stations will be notified.**

Children will be transported home in the same manner as they arrived unless special arrangements have been made.

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Title IX Coordinator
Erin Bybee-Wilcox
1025 Boyne Ave, Boyne City, MI 49712
231-439-8231
ebybee-wilcox@boyne.k12.mi.us

Title IX Coordinator
John Hertel
1035 Boyne Ave, Boyne City, MI 49712
231-439-8132
jhertel@boyne.k12.mi.us

Section 504 Coordinator
Mike Wilson
1025 Boyne Ave, Boyne City, MI 49712
231-439-8230
mwilson@boyne.k12.mi.us

Civil Rights Coordinator/Employment Compliance Officer
Patrick Little
321 S Park St, Boyne City, MI 49712
231-439-8191
plittle@boyne.k12.mi.us

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at [Board Policies](#).

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the Grievance Process described by Policy.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

Examples of Unlawful Harassment

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment. Policy 3115 is attached to this handbook as Appendix A.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct. Policy 3115 is attached to this handbook as Appendix A.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 3118, attached to this handbook as Appendix A.

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the elementary school attendance line **by 8:15am the day after an absence, or provide a written excuse for their student's return to school the next day.** The attendance line is available 24 hours/day, 7 days/week.

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent:

[Link to Policy 5301 Compulsory Attendance Absenteeism and Truancy](#)

If a student arrives at school after 8:20 and prior to 9:00 they will be considered tardy. Reporting to school after 9:00 will result in a half-day absence.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student.

Planned absences

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

Students are expected to:

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

For more information, see Policy 5301.

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.**

Books and Supplies

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Bulletin Boards

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

Bullying

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

Cell Phone Use

Students may not use cell phones or non-educational devices during school hours. Cell phones or other electronic devices must be stored in the student's backpack during school hours if a student chooses to bring them to school.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be

subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.]

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Closed Campus

[Link to Policy 5801 - Closed Campus](#)

Communicable Diseases

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

Concussion Protocol

Before allowing a student to participate in any athletic activity, including physical education, the District will annually:

- A. Provide educational materials on concussion awareness to each student and to the student's Parent; and
- B. Obtain a statement signed by each student and respective Parent acknowledging receipt of concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

The District's complete concussion protocol is in Policy 5712 including information on student removal from activity for possible concussion and return-to-play requirements.

Please click [HERE](#) to view the MHSAA provided Concussion Awareness Educational Materials.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or

substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

Dressing for Weather

All students are expected to go outside during recess times. We believe that this opportunity is vital to children's social and developmental growth. Any student with medical documentation will not be required to go outside for recess

The following are suggestions to help your child enjoy the noon hour and recess during the winter months:

- 1. Children are asked to wear clothing adequate for outdoor play in winter***
- 2. We ask parents to put the child's name in every item of clothing, including boots.***

3. Parents are asked to be sure that children come to school in the morning with clothing that matches the weather.

Emergency Contact Information

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Fees

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and non-curricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and non-curricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Parents will have signed a comprehensive permission slip at the beginning of the year covering all school-sponsored field trips.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

First Aid, Illness, or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Food Services

We provide a complete breakfast and lunch program. Our cafeteria serves a daily hot lunch and has milk available for students who bring lunch from home. Cafeteria staff will not be able to warm up lunch items for students that carry their lunch. If you would like your child to have something hot for lunch please have them purchase a school lunch.

BREAKFAST		LUNCH
Student	FREE	FREE
(Reduced)	FREE	FREE
Milk	.75	.75
Adult		\$5.25

Meal Charges:

Please note: Any charged lunches must be paid within 10 school days. Children should not charge more than 3 meals without prior approval.

Prepayments:

Please note: Prepayments should be given to the cashier on Mondays. You may also pre-pay for your child's lunch account via the Internet on www.sendmoneytoschool.com. If you have any questions please do not hesitate to contact the BCPS Food Service Department for more information at 439-8148

Biometric Identification System

Our Food Service Department uses a biometric finger scanning identification system in all school cafeterias in an effort to provide accurate student identification as well as security for our student meal accounts. Using a finger scanner, the software scans certain unique points on the finger to create and store individual templates that identify each student. We are not fingerprinting the students. No fingerprints can be recreated or delivered to any agency, governmental or otherwise. Our food service system allows students who qualify for free or reduced meals to be processed with confidentiality and without discrimination. This system also provides parents the convenience of pre-paying meals for their children.

Fund Raising

Only fund raising activities for school-related projects that directly benefit the elementary students will be allowed on school property.

Head Lice

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent/guardian and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Mary Hickman
930 Brockway St
231-439-8256
mhickman@boyne.k12.mi.us

For detailed information about Homeless Children and Youth, see [Policy 5307](#).

Immunizations

For a student entering the District for the first time and entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not

received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS or have received the official exemption/waiver from the local health department. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with [Policy 5713](#) and state law.

Incontinence and Hygiene

For the health and well-being of the staff and students, children are expected to be continent of bowel and bladder by the time they enter elementary school. However, we understand there are occasions when accidents happen and a child may have an isolated episode of incontinence. We will do everything we can to make accommodations when this occurs.

When repeated bowel or bladder incontinent episodes occur, it will be the parent/guardian's responsibility to clean up and provide clean clothes for the child. The school will call and inform the parent of the repeated accidents, the parent/guardian will be expected to come in and care for the child, and the school will put a bowel/bladder behavior modification plan in place.

Good hygiene is an important part of a child's health and self-esteem. When students come to school clean and odor-free, it makes for a healthy and inviting learning environment that is free from distraction. Thank you for your cooperation in this matter.

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.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with [Policy 5201](#). Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and

instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Lost and Found

All lost and found items are to be taken to **the front office. Students may claim lost articles on the lost and found shelves located outside of the front office.** Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Media Center

Students must check out materials from the media specialist on duty. Each borrower is responsible for all materials checked out in the borrower's name. Each student is responsible for any fine that accumulates on materials charged to the student. Students may also be required to pay for any damage they cause to materials.

Medication

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see [Policy 5703](#).

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with [Policy 5703](#). A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Parent Involvement in Education

A copy of the District's Parent Involvement in Education policy, [Policy 5401](#), is attached as Appendix C.

Parties

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

Playground/Recess Rules

Students must follow these rules during recess or while using the playground:

1. Be respectful of classmates, staff, and equipment.
2. Be safe at all times. Contact sports are not permitted.
3. Only leave the playground area with permission from a staff member.

Students who violate these rules may be disciplined.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix D.

Public Display of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others.

Registration

A parent or legal guardian must accompany all new students enrolling at Boyne City Elementary School. Students need a copy of their birth certificate, a proof of residency and immunization/waiver record to register.

New Students or 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.

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

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.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

Directory Information

The District designates the following information as directory information:

[Link to Policy 5309 - Student Records and Directory Information](#)

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix E. This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

Address Confidentiality Program

The District will not disclose a student's or parent's phone number or address or the parent's employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's parent notifies the District that the student or the student's parent has obtained a participation card issued by the department of attorney general.

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.**

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix F before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Threat Assessment and Response

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by email, or by telephone. Students may also report threats through the OK2SAY program.

Boyne City Public School Staff is trained in Behavioral Threat Assessment Management (BTAM) through a program offered by the Michigan State Police and will use that protocol when investigating potential threats.

Transportation Services

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. A parent must also send a signed note indicating the student's name and address where the student is going.

School Vehicle Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

TELEPHONE

Students are discouraged from making telephone calls from school unless it is an emergency. Calls to go home with another student, attend a party, etc. are not permitted.

Parents wishing to get a message to their child before the end of the school day should call the school before 2:30. Messages received after 2:30 run the risk of not getting to the child.

TRESPASSING

Anyone who is not currently a student at Boyne City Elementary 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.

Visitors & Volunteers in School

Adult:

Parents and other community members are expected to check with the office upon entering the building. This regulation is not intended to discourage parent-teacher-community contact, but rather to avoid unnecessary interruption and to

safeguard students and staff. Parents are welcome to join their student for lunch anytime, but will be asked to check in at the office and obtain a visitors badge.

Student:

In general, non-resident student visitation is discouraged. Administrator or classroom teacher may give special permission for such a visit if it does not interrupt the normal instructional schedule.

Volunteers are very important to the total program at school. We encourage all interested adults to volunteer. Please contact the classroom teacher or the office if you can help.

A volunteer differs from a school visitor in that volunteers work directly with individual students or groups of students outside of the direct supervision of the classroom teacher. We ask that all volunteers complete the “Volunteer Application Form” (available in the school office) and be approved by the school principal before assisting at school. Volunteers are required to check in and out of the main office and receive a volunteer badge before going to their destination.

Withdrawal From School

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

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

When moving within school district:

- Report a 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

SECTION II: ACADEMICS

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool.

To register for PowerSchool, contact the main HS Office at 231-439-8100 or the District Office at 231-439-8190.

Grades

Report cards will be issued at least once each semester.

We believe in providing parents with a detailed description of their child's progress towards academic objectives.

- October: Parent Teacher Conferences
- 1st Semester ends: January - Report cards sent home with students
- March: Parent Teacher Conferences
- 2nd Semester ends: June - End of year - Report cards sent home with students on the last day of school.

Additional Conferences

Parents are welcome and encouraged to come to school to talk with their child's teacher. Appointments should be made with the teacher so that the time will be convenient for both teacher and parent.

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

Placement

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

It is the goal of Boyne City Elementary School to make each classroom as heterogeneously grouped as possible. Students are placed in classrooms with the following considerations in mind:

1. Even balance between boys/girls
2. Equal numbers of students in special programs
3. Equal combination of student ability levels
4. Teacher recommendation

Students with Disabilities

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact Mr. Amabile.

Summer School

Due to the limited number of seats, summer school is offered based on teacher recommendations. Families of students recommended will be sent home with an invitation, and must be able to commit to attending all four weeks with few to no absences. The summer school schedule will be included in the invitation, and we ask parents to send back a signed form committing to the program.

SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

For the 2025-2026 school year, the District offers the following student clubs, activities, and athletics:

Girls Get Fit

Youth Basketball

Youth Wrestling

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

Extracurricular Activities

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix G) and any applicable team rules.

For more information, see [Policy 5507](#).

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see [Policy 5510](#).

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

Discipline Generally

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

Forms of School Discipline & Applicable Due Process

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

[Link to Policy 5206 - Student Discipline](#)

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe

disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk;
6. Whether restorative practices will be used to address the behavior; and
7. Whether a lesser intervention would properly address the behavior.

The District will also comply with Policy 5206 Section I for victims of an alleged sexual assault.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Student Conduct

Our school code of conduct and disciplinary plan is called R.T.P.. This stands for Responsible Thinking Process. You, the parent, are an important part of this program and your understanding will help it succeed. Please read and discuss this plan with your child, particularly the escalating consequences section for misbehavior. The Responsible Thinking Process room is the place where students go to work on a plan.

R.T.P. Procedure

1. After any staff member has exhausted all options normally used to elicit appropriate behavior from a student, the student will be referred to the Responsible Thinking Process (R.T.P.) room.
2. The student will be given a choice to go to the R.T.P. room on his/her own. If needed, a staff member will assist the student in getting to the R.T.P. room. Every attempt will be made to avoid a power struggle. If a student runs, staff will not chase the student, but keep visual contact and call for assistance. Communication with students will be made in a neutral voice tone with clear directions for expected behaviors.
3. There are four basic behaviors that warrant a visit to the R.T.P. room: 1. repeated refusal to follow directions, which results in a disruption 2. doing harm to self or others 3. destroying property 4. sexual harassment – repeated threats, gestures or comments of a sexual nature
5. Parents will be notified each time a student chooses to visit the R.T.P. room. This communication will take the form of the R.T.P. referral form and will require a parent signature and subsequent return of the signed form to school. If the behavior is chronic, an Intervention Team conference will be held to develop a plan for that student. The parent(s), teacher, and appropriate R.T.P. staff member will participate as necessary.
6. While in the R.T.P. room, the student will be assisted in making a plan for appropriate behavior. Staff will use common behavior expectations, positive behavior supports, and responsibility training/modeling in helping the student to develop the plan.
7. When the child demonstrates appropriate behavior and completes a plan, a teaching interaction will be made regarding the appropriate behavior(s) needed to be successful in school.

8. A detailed log is kept on R.T.P. room activity. All behaviors and interventions are noted. A R.T.P. a staff member can assist you in reviewing any concerns regarding your child.

The R.T.P. is not a “punishment” or “time-out” room. It is an opportunity for our students to re-focus on the behaviors necessary to succeed in Boyne City Elementary School. It is a cooling down, thinking it through, and extra practice place.

Escalating Consequences

1. Staff interaction

- a. re-teaching behavior expectations

2. Isolation within environment

- a. quiet corner, thinking chair, etc.
- b. cafeteria quiet table
- c. playground restricted area

3. Responsible Thinking Process (R.T.P.) Room

4. In-School Suspension

- a. in the R.T.P. room
- b. consultation with parents, staff and Principal

5. Out-of-School Suspension

- a. at home
- b. consultation with parents, staff, and Principal

Parent contact may be initiated at any level.

Weapons Free School Zone

Michigan Public Act 328 effective January 1, 1995 establishes “weapons free” school zones on all school property (buildings, playing fields, etc). The weapons free zone extends 1000 feet beyond school property. Please refer to Board Policy for details regarding consequences for weapons in school.

Also, be aware that mandatory expulsion is required if a student commits rape or arson in or on any school property. The school is required by law to notify police agencies whenever a student is found in possession of a dangerous weapon. Any physical threat by one student to another involving any type of weapon is subject to legal charges of assault and battery.

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: Leatherman tools, Swiss Army knives, razors, metal nail files, hammers, etc. Possession of such items will be investigated and will result in disciplinary consequences including suspension.

When your choices infringe on the rights of others, your rights may be limited, 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.) When deemed necessary, the threat assessment team will conduct a thorough behavioral threat assessment.

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

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

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.

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. If a student is present in a location where the Vape sensor is triggered, a search is conducted by administration. If no physical possession of an inappropriate device is found, a warning will be issued. If a second search is conducted due to a triggered Vape sensor and no possession is found, a second warning will be issued. If a third search is conducted for a similar suspicion of possession of an inappropriate device, the situation will be treated with assumed possession. Similarly, a student refusing a reasonable suspicion search will be treated as having possession.

RESTORATIVE PRACTICES

Before suspending or expelling a student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student's misconduct, recognizing the Board's objective of minimizing out-of-school suspensions and expulsions. Likewise, teachers, administrators, and the Board must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration

to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, harassment, and cyberbullying.

All victim-offender conferences must be conducted consistent with state and federal law and Policies. No student who claims to be the victim of unlawful harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice.

**APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION
(INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT)**

[Link to Policy 3115 Non-Discrimination Anti-Harassment and Non-Retaliation](#)

[Link to Policy 3118 Title IX Sexual Harassment](#)

TITLE IX GRIEVANCE PROCEDURES

5202 Unlawful Discrimination, Harassment, and Retaliation Against Students

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

This Policy applies to student-to-student conduct and staff-to-student conduct. See Policy 4102 for District personnel harassment.

Complaints alleging Title IX sexual harassment (staff-to-staff, staff-to-student, student-to-student, or student-to-staff) are governed by Policy 3118.

This Policy applies to all conduct occurring on school property, including in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, at a school-sponsored activity or event whether or not it is held on school premises, or conduct with a direct nexus to school.

The District will comply with all applicable state and federal laws related to unlawful discrimination.

A. Student Handbooks

The Superintendent or designee will include in student handbooks a statement explaining the District's policy against unlawful discrimination, including unlawful harassment and retaliation. This statement must include an explanation of types of unlawful discrimination, examples of harassment, reporting requirements, and consequences as described in this Policy.

B. Types of Unlawful Harassment

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a student because of the student's race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of:

1. creating an intimidating, hostile, or offensive environment; or
2. unreasonably interfering with the student's ability to benefit from the District's educational programs or activities.

Race, color, and national origin harassment is prohibited by Title VI of the Civil Rights Act of 1964 and

the Michigan Elliott-Larsen Civil Rights Act. Race, color, and national origin harassment is unwelcome conduct based on a student's actual or perceived race, color, or national origin. Race, color, and national origin harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, and national origin harassment.

Disability harassment is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a student's actual or perceived disability. Disability harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

Sex-based harassment is prohibited by Title IX of the Education Amendments of 1972 and the Michigan Elliott-Larsen Civil Rights Act. For the definition of sexual harassment under Title IX, see Policy 3118. Sex-based harassment prohibited by this Policy includes harassment based on gender identity or sexual orientation. This Policy also prohibits harassment of a sexual nature that does not rise to the level of Title IX sexual harassment, as defined in Policy 3118.

C. Reporting Requirements

District personnel must immediately report incidents of alleged unlawful discrimination, including incidents that District personnel witness or about which they receive reports or information, regardless of whether the incidents are verbal, visual, or physical, and whether the incidents also constitute harassment, bullying, or hazing.

District personnel who witness an act of unlawful discrimination must intervene immediately, unless circumstances would make intervention dangerous. A person who is unable to intervene should promptly attempt to find another person who is able to intervene, contact a building administrator, or contact law enforcement, as the situation requires.

Any student who witnesses an act of unlawful discrimination is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination, including unlawful harassment and retaliation. A student may also anonymously report an incident of unlawful discrimination, including unlawful harassment and retaliation. The District will investigate anonymous reports pursuant to its investigation procedures described below. Minor students do not need parent/guardian permission to file complaints or participate in the formal complaint resolution process described below.

D. How to Report Unlawful Discrimination

If you or someone you know has been the victim of sex-based discrimination, harassment, or retaliation, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

John Hertel, High School Assistant Principal
231-439-8132
1035 Boyne Ave.
Boyne City, Michigan 49712
jhertel@Boyne.k12.mi.us

For information on the District's Title IX Sexual Harassment Grievance Process, see Policy 3118

If you or someone you know has been the victim of disability-based discrimination, harassment, or retaliation, you may file a complaint with:

Mike Wilson, Middle School Principal
231-439-8230
1025 Boyne Ave
Boyne City, MI 49712
mwilson@boyne.k12.mi.us

If you or someone you know has been the victim of any other type of unlawful discrimination, harassment, or retaliation, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Pat Little, Boyne City Superintendent
231-439-8190
321 South Park Street
Boyne City, MI 49712
plittle@boyne.k12.mi.us

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made verbally or in writing.

The coordinators identified above will document all unlawful discrimination reports, as well as any incidents they personally observe. The District will retain this documentation in accordance with applicable record retention requirements.

E. Complaint Process

Any person who has been the victim of unlawful discrimination or any person who has witnessed an incident of unlawful discrimination may make a complaint at any time. District personnel who receive a complaint of unlawful discrimination must immediately document the reported incident and notify the appropriate coordinator identified above by the end of the next school day.

F. Investigation Timelines

The District will initiate an investigation with two school days after receiving a complaint of unlawful discrimination. In most cases, an investigation will be completed within 20 school days.

The District will attempt to comply with all law enforcement requests for cooperation. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend its investigation. The District will promptly resume its investigation as soon as it is notified by the law enforcement agency that the law enforcement agency has completed its evidence gathering process. This delay should not exceed 10 school days. If the District's investigation is suspended, interim steps will be taken to provide for the safety of the alleged victim or victims and the school community and to avoid potential retaliation. Those steps may include suspending the alleged perpetrator from work or school until the investigation is complete. If the law enforcement agency does not notify the District within 10 school days that the investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

Within 5 school days after completing the investigation, the District will separately notify, in writing, the alleged victim and the alleged perpetrator of the investigation's outcome. Any disciplinary action against

the alleged perpetrator will be implemented in accordance with the due process standards contained within Policy 5206.

An alleged perpetrator's status as a student with a disability will not affect the District's obligation to protect the alleged victim during and after an investigation.

G. Investigation Procedures

The District will use the following procedures when initiating and conducting investigations of unlawful discrimination:

1. Any written or verbal report of unlawful discrimination or harassment, including anonymous written or verbal reports, will be promptly addressed and investigated.
2. The District will assure the alleged victim that:
 - a. the complaint will be fully investigated;
 - b. the alleged victim's identity will be kept confidential during the investigation, to the extent possible;
 - c. the alleged victim will not be retaliated against by the District; and
 - d. the District will enforce its non-retaliation policy.
3. The District will take preventative measures to ensure that others, including the alleged perpetrator, do not retaliate against the alleged victim during or after the investigation.
4. The District will notify the alleged victim that the victim will not be required to confront the alleged perpetrator during the investigation, that steps will be taken to immediately ensure that the alleged conduct does not continue, and that retaliation is prohibited.
5. The District will interview any witnesses identified by the alleged victim and the alleged perpetrator. All witnesses will be assured that their identities will be kept confidential during the investigation, to the extent both possible and practical, and that retaliation is prohibited.
6. The District will implement individualized interim measures during the investigation to ensure that any unlawful conduct does not continue. Interim measures may include, but are not limited to, temporary schedule changes, no-contact directives, short-term suspensions, changes to class schedules or lockers, and student escorts.
7. The District will take action to end unlawful discrimination, including monitoring that the conduct does not reoccur and modifying responses if the unlawful discrimination does reoccur.
8. If the alleged victim is a minor student, the District will notify the student's parent/guardian of the complaint. The parent/guardian will be informed of the investigation's status, as appropriate.
9. Unless otherwise required by law, if an alleged victim has been discriminated against or harassed based on sexual orientation, gender identity, or non-compliance with gender stereotypes, the District will first consult with the student to determine an appropriate method of notifying the student's parent/guardian of the complaint.
10. All documentation, including witness statements, must be kept with the complaint and reports.
11. The District will use the preponderance of the evidence standard as the appropriate standard to substantiate allegations of unlawful discrimination.

12. If the District determines that a school official's impartiality has been compromised during the investigation process, that school official will be removed from the investigation and have no further involvement.
13. If an alleged victim requests complete confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the alleged victim's request. If an alleged victim insists that the victim's name or other identifying information not be disclosed to the alleged perpetrator, the appropriate coordinator or designee will notify the alleged victim that the District's ability to investigate and respond to the complaint may be limited.

H. Remedies

The District will take appropriate and effective measures to promptly remedy effects of unlawful discrimination. Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. providing an escort to ensure that the victim can safely attend classes and school activities;
2. providing the victim with school-based counseling services;
3. providing the victim with academic support services, such as tutoring;
4. rearranging course schedules, to the extent practicable, to minimize contact between the victim and perpetrator;
5. moving the victim's or the perpetrator's locker;
6. issuing a "no contact" directive to the perpetrator; or
7. imposing discipline consistent with Policy 5206 and the student code of conduct.

Whenever possible, the District will strive to ensure that the victim's academic and other school-related schedules remain intact.

These remedies may also be available to any other student who is or was affected by unlawful discrimination.

The applicable coordinator should also consider whether broader remedies are required, which may include, but are not limited to:

1. assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. additional staff training;
3. a climate survey; or
4. letters to students, staff, and parents/guardians reminding them of their obligations under this Policy and applicable handbooks.

If the alleged victim is a student with a disability, the Superintendent or designee will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the alleged victim continues to receive a free appropriate public education.

B. Investigation Report

After the investigation concludes, the appropriate coordinator or designee will create an investigation report. The report must include the following information:

1. the alleged victim's name, a description, or identifying information;
2. the alleged victim's relevant protected class(es);

3. the name, a description, or identifying information about the person making the report, if not the alleged victim;
4. the protected class(es) of the person making the report, if not the alleged victim;
5. the nature of the allegation, a description of the alleged incident(s), and the date and time (if known) of the alleged incident(s);
6. the name(s) and protected classes of all persons alleged to have committed the unlawful discrimination, if known, or a description/identifying information available if the name is not known;
7. the name(s) or description/identifying information and protected classes of all known witnesses to the alleged incident;
8. any written statement of the person making the report, the alleged victim (if different than the reporter), the alleged perpetrator(s), and any known witnesses;
9. the applicable standard of evidence, conclusion, and recommendations; and
10. the response by District personnel, including the date any incident was reported to law enforcement.

C. Filing a False Report

Any person who knowingly or maliciously files a false report of unlawful discrimination, including unlawful harassment or retaliation, will be subject to discipline, up to and including expulsion.

D. Retaliation

Retaliation against a person who reports unlawful discrimination is prohibited. Any person who retaliates against a person who reports suspected unlawful discrimination will be disciplined in accordance with Policy 5206. This prohibition against retaliation also applies to retaliation against people who participate in or cooperate with an investigation related to a complaint.

E. Office for Civil Rights

Any person who believes that he or she was the victim of unlawful discrimination may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education
Office for Civil Rights
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
Phone: (216) 522-4970
E-mail: OCR.Cleveland@ed.gov

This complaint may be filed before, during, or after filing a complaint with the District. A person may forego filing a complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to unlawful discrimination also file a complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions. An investigation by OCR will occur separately from any District investigation.

F. Appeal Process

An alleged victim of unlawful discrimination who believes that the District's investigation reached an incorrect result may present additional evidence at any time.

An alleged victim or alleged perpetrator may appeal the investigation findings and conclusions to the Superintendent. Upon receipt of an appeal, the Superintendent or designee will review the investigation report, contact additional witnesses, consider all additional evidence, and may re-interview any witnesses. The Superintendent will then notify the parties in writing of the decision. The Superintendent or designee

is not required to give deference to the investigation report and may consider any new, previously unavailable evidence in evaluating the appeal.

A student found to have perpetrated unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

G. Training

The District will provide to District personnel training on responding to and investigating unlawful discrimination. This training is mandatory for all District personnel responsible for implementing and enforcing anti-discrimination and anti-harassment laws and related policies and procedures. The Superintendent or designee will ensure that District personnel are notified of mandatory training sessions.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.8, 106.9; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: 8/9/2021

APPENDIX B: ANTI-BULLYING

[Link to Policy 5207 Anti-Bullying Policy](#)

APPENDIX C: PARENT INVOLVEMENT IN EDUCATION

[Link to Policy 5401 Parent Involvement in Education](#)

APPENDIX D: PROTECTION OF PUPIL RIGHTS

[Link to Policy 5308 Protection of Pupil Rights](#)

APPENDIX E: DIRECTORY INFORMATION AND OPT OUT FORM

[Link to Policy 5309 Student Records and Directory Information](#)

APPENDIX F: ACCEPTABLE USE AGREEMENT

[Link to Policy 3116 District Technology and Acceptable Use Agreement](#)

Acceptable Use & Loan Agreement

The Acceptable Use Agreement provides guidelines for using hardware and software on individual computers, electronic devices, networks, and/or software owned and/or maintained by the Boyne City Public School District. The guidelines establish rights and responsibilities for all users.

Student Responsibilities

Please initial to acknowledge your agreement to the following:

- _____ *I will respect the rights of others, use appropriate language, and avoid offensive or inflammatory material.*
- _____ *I will not share my password, account, or device with anyone, use another's account, nor represent myself as someone else. I accept full responsibility for the use of my account.*
- _____ *I will not engage in illegal activities, including, but not limited to, plagiarism, tampering with hardware, software, or documents; vandalism; unauthorized entry or destruction of files; or deliberate introduction of computer viruses.*
- _____ *I will not share, make, or post online identifying information about any members of the BCPS community without permission.*
- _____ *I will use all BCPS devices/equipment for educational purposes only.*
- _____ *I will return all devices/equipment owned by Boyne City Public Schools if I withdraw from Boyne City Public Schools, or at the end of the academic school year.*
- _____ *I will not install, remove, or use any software not provided or authorized by BCPS.*
- _____ *I will not deface, destroy, or alter the device or its identification.*
- _____ *I will notify the appropriate person immediately if the device/equipment is damaged or becomes inoperable, and not attempt to repair it myself.*
- _____ *I acknowledge that use of the device/equipment is a privilege.*
- _____ *I understand that Boyne City Public School personnel can review or monitor content, websites accessed, and/or emails received or sent, as well as track the location of my device.*
- _____ *I will follow all handbook rules and guidelines as they pertain to the use of school devices, software, and networks.*

Parent Responsibilities

Your child has been issued a device to improve and personalize his/her education this year. The following guidelines must be followed to ensure the safe, efficient, and ethical operation of this equipment.

Please initial to acknowledge your agreement to the following:

- _____ *I will supervise my child's use of the device outside of the school, including internet and email usage.*
- _____ *I will not attempt to repair the device, nor will I attempt to clean it with anything other than a soft, dry cloth.*
- _____ *I will report to the school any problems with the device.*
- _____ *I will not load, install, or delete any software on or off the device.*
- _____ *I will make sure that my child brings the device, fully charged, to school every day and transports it safely.*
- _____ *I may be asked to bring the device to school if my child comes to school without it.*
(Cont'd)
- _____ *I understand that Boyne City Public School personnel can review or monitor websites visited and/or emails received or sent.*
- _____ *I will return the device to Boyne City Public Schools at the end of the academic year, and/or immediately upon my child's withdrawal from this District.*

Insurance: The Boyne City Public School system has developed a cost-effective insurance program for our families to prevent the cost of total device replacement in the event of accidental damage. We provide insurance to all families for only **\$20 for each student device**. Please note that insurance does not cover intentional damage. If the device is accidentally damaged, lost, or stolen, under this plan, restitution will be required as follows:

<u>iPad (Grades K-4)</u>	
Repair Cost	Restitution
\$0-75	\$20
\$76-299	\$50
\$300+	\$150

<u>Chromebook (Grades 5-9)</u>	
Repair Cost	Restitution
\$0-50	\$15
\$51-150	\$25
\$150+	\$75

<u>Chromebook (Grades 10-12)</u>	
Repair Cost	Restitution
\$0-75	\$20
\$76-200	\$50
\$201+	\$100

The initials and/or signatures on this Agreement are binding and indicate that the parties have read the terms and conditions and understand their meanings.

I understand that a violation of any part of this agreement may result in one or all of the following:

- **Loss of device/equipment**
- **Sanctions as prescribed by the student handbook**
- **Monetary reimbursement to Boyne City Public Schools or other appropriate sources**
- **Criminal or civil prosecution**

Also, I acknowledge that I have been loaned one (1) charger (N/A at ES), one (1) case, and one (1) computer or iPad that is the property of the Boyne City Public Schools.

Also, I have read or been explained the contents of this document and will abide by it.

Printed Student Name _____

Signed _____ Date _____

Printed Parent/Guardian Name _____

Signed _____ Date _____

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!!!

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