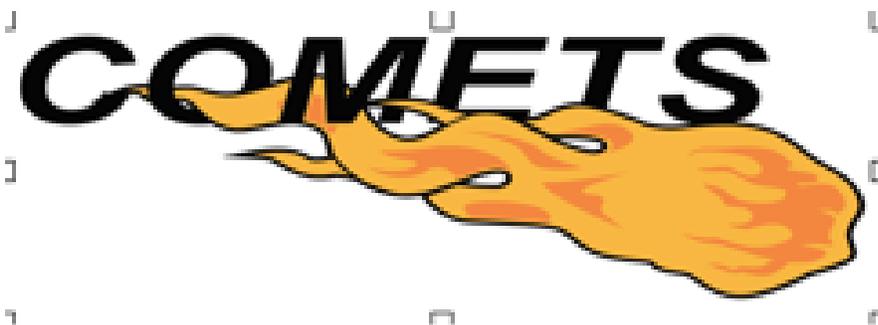


**BOYDEN-HULL
JH/HS
HANDBOOK**



2
0
2
0
-
2
0
2
1

TABLE OF CONTENTS

	Page		Page
Table of Contents	2	Truancy	18
Activity Handbook Table of Contents	3		
Introduction	4	Tardiness	18
Statement of Nondiscrimination	5	Conduct in Hallways	18
Statement for Child Abuse Reporting	5	Conduct in Locker Rooms	18
HS Student Council & Class Officers	6	Conduct During Noon Hour	18
BH Course Offerings	7	Detention	18
Scope of the Handbook	8	Suspensions	19
School Office Procedure	8	Due Process	19
Telephone/Hotline/Web Site	8	Unacceptable Behavior	19-21
Use of the Building	8	Disciplinary Possibilities	21
Church Night	8	Students Removed From Class for	21
Visiting School	8	Cell Phone Policy	21
Cars, Mopeds, and Motorcycles	9	Academic Integrity Policy	22
Student Dress	9	Passes for Leaving School	23
Immunizations/Medication	9	Junior/Senior Prom	23
Meal Prices & Book Rentals	9-10	Senior Skip Day/Day of Prom	23
"No School" Announcements	10	Library	23
Locked/Unlocked Doors	10	Internet Use	23
Water Bottle Policy	10	Etiquette	23
Curriculum	11	Consequences	24
Staff	11	Photo Copy Rules	24
Multicultural Gender Fair (MCGF)	12	Guidance and Counseling	24
Requirements for Graduation/Early Graduation	12	School Nurse/Medical Services	24
Special Students/Drop Outs/At Risk/Transfer Student	12-13	Daily Announcements	24-25
Classification of Students	13	Student Lockers	25
Registration	13	Student Government	25
Changes of Schedule	13	Beverage Machine/Food in Classrooms	25
Grades/Course Credit/Grade Point Average	14	Assemblies and Pep Meetings	25-26
Honor Roll	14	Class, Club & Organization Meetings	26
Failing Course Work	14	Parties and Dances	26
Down List	14	School Transportation	26
Transcripts	14	Pep Bus Procedure/Practice Shuttle Bus	27
Study Hall Guidelines	14-15	Courses Taken for High School Credit	27
Semester Test Taking	15	Post Secondary Enrollment	27
Report Cards	15	Credit Recovery	27
Incompletes	15	Accelerated Math Program	28
The School Day	16	Juevenile Court Reporting	28
Excused Absences	16-17	Mandatory Reporting	28
JH Promotion	17		
Senior Absences	17		
College Visitation Absences	17		
Work Release	17		

ACTIVITY HANDBOOK TABLE OF CONTENTS

	Page
Activity Handbook	29
Statement of Philosophy	30
Objectives of Activities Program	30
Physical Examinations	30
Insurance	30-31
Injury Reports	31
Personal Appearance	31
Attendance in School	31
Conduct on Trips	31
School Transportation	31
Use of Abusive Language and/or Personal	32
Confrontation (fighting)	32
Changing Activities	32
Procedure for Dropping from an Activity	32
Gymnasium/Weight Room Procedures	32
Towels (High School Level Only)	32
Equipment Used	32
Unauthorized Possession of School-Owned	32
Equipment (athletic or otherwise)	32
Training Rules & Eligibility-Student Conduct of Code	32
Philosophy	32
Approved Activities	33
Related Rules	33
Alcohol, Tobacco and Drugs	33
Involvement with Law Enforcement Agencies	33
Offenses/Occurrences	33-34
Other Related Occurrences - items C-J	34
Appeals	34
JH/HS Academic Eligibility	35
Miscellaneous Eligibility Requirements	35
Informal Questioning and Notice of Hearing	36
Hearing and Activity Council	36
Student Representation	36
Other Witnesses	36
Decision of the Activity Council	36
Report of Decision to Board	36
Appeal	37
Awards	37
State Guidelines for Awards	38
National Honor Selection & Review Process	38
Forms	38
Special Student Status Form	39
Harassment/Bullying Complaint and	40-41
Witness Disclosure Form	
Internet Rules/Permission Form	42
NCAA Eligibility Standards	43-44
JH Activities – Participation Requirements	45
Overall Floor Plan of JH/HS Building	46

TAKE RESPONSIBILITY FOR YOUR ACTIONS

TO: THE STUDENTS OF BOYDEN-HULL JR/SR HIGH SCHOOL

FROM: MR. POTTEBAUM, PRINCIPAL

Welcome to your school! Accomplishments and successes mark the entire history of the Boyden-Hull Community School. You are now a part of that on-going legacy, although you are here in this building for a short six years.

What courses you take and how well you do in them, as well as how you handle the social interactions you will face, will determine how high and far you personally will progress here at Boyden-Hull, and in your life. Your full participation is needed and wanted! The reputation and memories developed will be determined strictly by you and your peers. May you take advantage of the opportunities available and leave a positive mark on your school while insuring the quality of your education.

Included in this handbook are various notes for your information, and a code of discipline which you are responsible to uphold. There is no magic formula, however, to insure appropriate conduct by all those in our school system. We are all human and risk showing all the human traits, both positive and negative, which control our lives. But by taking responsibility for ones actions, we will all learn what is appropriate and, indeed, promote a comfortable and safe environment in which to learn. That in the end is the one thing that I must insure to you, an opportunity to learn in the best possible environment possible with 300+ people in the building. I need your help and maturity to do that.

The Board of Directors of the school has approved this handbook, and can add or delete any or all sections of it at anytime they deem necessary. Therefore, this handbook is a guide and may not contain all policies in effect.

I promise I will do what I feel is best for those involved in this process we call "education". We may not always see eye-to-eye, but I hope we can learn to always look for what is good and appropriate for the student body and Boyden-Hull school while meeting your own personal needs. What we do here will determine how well you do in your future endeavors and relationships. It is important!

May your 2020-21 school year be fulfilling and a success. Know that my office door is always open to you and your concerns. By all of us being dedicated and by taking responsibilities for all our actions, we are all sure to have a good year.

STATEMENT OF NONDISCRIMINATION

It is the policy of the Boyden-Hull Community School not to discriminate on the basis of real or perceived age, race, creed, color, religion, national origin, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status in its educational program, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life styles open to women as well as men in our society. One of the objectives of our total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title IX, Title VI, of Section 504 may be directed to the Elementary Principal, to the Director of Civil Rights Commission, Des Moines, Iowa or the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

STATEMENT FOR CHILD ABUSE REPORTING

Complaints regarding child abuse by school district employees may be reported to (Bill Francis or Dan Pottebaum), who have been designated the investigators by the Board of Education. Help can be reached by phoning 439-2440 at the Hull offices. They shall make an investigation into the matter and make a written report to the person making the complaint. Other rights may be afforded individuals making complaint. Please contact the Hull office for such information.

SCHOOL NAME: BOYDEN-HULL
SCHOOL MASCOT: COMETS
SCHOOL COLORS: BLACK & GOLD
WHICH SPORTS: HS=BB, VB, Golf

SCHOOL NAME: BH/RV
SCHOOL MASCOT: NIGHTHAWKS
SCHOOL COLORS: BLUE/SILVER/BLACK
WHICH SPORTS: HS=FB, CC, TRK, BASEBALL,
JH=VB, BB & TRK
SB, WR, & SOCCER
JH=FB, BB, SB, & WR

COMET SCHOOL SONG:
(On Wisconsin)

Onward Comets, Onward Comets
Fight for all your fame.
Pass the ball around the (opponent's name),
We will win this game. Rah, Rah, Rah!
Onward Comets, Onward Comets
Keep your colors true, black and gold. Yeh!
Fight Comets fight for we are all for you. Rah!

NIGHTHAWK SCHOOL SONG:
(Minnesota Rouser)

Mighty Nighthawks hats off to thee
To our colors we will ever be
Strong and True united are we
Standing proud we're moving onward
Fight on to Victory!

BOYDEN-HULL MISSION PHILOSOPHY:

The Board of Education of the Boyden-Hull Community School District believes that individuals should be accepted into the educational programs as they are, they shall be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral changes that will effect continuing satisfactory adjustment to life.

STUDENT GOVERNMENT: STUDENTS WHO MAKE A DIFFERENCE FOR YOU!

President: TBD
Vice-President: TBD
Secretary: TBD
Treasurer: TBD
Student Council Class Reps:
Seniors: TBD
Juniors: TBD
Sophomores: TBD
Freshmen: TBD
Advisor: Mrs. Visscher & Mr. Zevenbergen

CLASS OFFICERS:

	<u>President</u>	<u>Vice-President</u>	<u>Secretary</u>	<u>Treasurer</u>
Seniors				
Juniors				
<u>Prom Chairperson(s):</u>				
Sophomores				
Freshmen				

BH WEB SITE: www.bhcomets.com

BOYDEN-HULL HIGH SCHOOL COURSE OFFERINGS 2019-20

PRE-REGISTRATION FOR THE FOLLOWING YEAR BEGINS IN MARCH EACH YEAR. ALWAYS HAVE A THOUGHT AS TO HOW YOU ARE DOING IN YOUR 4-YEAR PLAN AND BE READY TO MAKE ADJUSTMENTS!

Language Arts 70 English 9 71 English 10 72 American Exp. 74 Appreciation of Lit. 75 Tech Prep English 76 College Prep English 77 Honors English 79 Fund. of English	Mathematics 99 Pre-Algebra 100 Algebra I 103 Geometry 104 Algebra II 105 Advanced Math 107 AP Calculus 113/--- Statistics (Polycom-RV) ---/114 Trigonometry(Polycom-RV) 102 Consumer Math 97 * Fundamental Math *Teacher Recommendation Only	Science 130 Physical Science 131 Biology 132 Chemistry 133 Anatomy & Physiology 134 Physics 139/--- Environmental Science (Fall-Even) 137/--- Biology II (Fall/Odd) ---/136 Forensic Science (Each Spring)
Social Studies 160 World History 161 U.S. History 162/--- American Government ---/163 Economics 164/--- Psychology ---/165 Sociology 166 Current Geography ---/167 Ethics	PE & Health 197 9th Grade PE/Health 198 General PE (10-12) 202/--- Health & Wellness 203 Sports Nutrition 195 CNA (Offered either in Spring or Fall based on interest) 10-12	Foreign Language 340 Spanish I 341 Spanish II 342 Spanish III 343 Spanish IV
Visual & Fine Arts 290/--- Art I ---/291 Paint & Design 292/--- Clay & Sculpture ---/293 Photo Design 300 Advanced Art 294 Concert Band 295/--- Band Auxilliary (No Credit) 296 Concert Choir	Business (CTE) 250/--- Computer Apps 251 Introduction to Business 252 Accounting ---/253 Automated Accounting 254/254 Personal Financial Literacy 255/--- Business Law 256/--- Entrepreneurship I ---/257 Entrepreneurship II 258 Advanced Computer Apps ---/259 Basic Computer Programming ---/260 Advanced Computer Prog.	Family & Consumer Sciences 360 Family & Consumer Science 361/--- Textiles & Clothing ---/362 Child Development & Parenting 363/--- Culinary I ---/364 Culinary II
Agriculture 230 Introduction to AFNS 231 Animal Science (Even) 232 Crop Science (Odd) 233 Farm Implement Prev. Main. & Repair (Fall) 234 Hort. Science & Landscape (Spring) 237 Agriculture Bus. & Man. (Fall)	Building Trades 400 Foundation of Ind. Technology 401 Drafting 402 Principles of Cabinetry 403 Conststruction Projects 404 Building Trades 405 Renewable Energy & App 406 Industrial Power & Tech. 407 Welding & Metal Technology 408 Manufacturing Processes 409 Advanced Manufacturing	Miscellaneous 78 Writing for Publications 420 Gifted & Talented 261 Agriculture Work Experience 262 Building Trades Work Experience 263 Business Work Experience 264 Health Sciences Work Experience

Have you registered for (7) classes for 1st Semester and (7)classes for 2nd Semester.

Students Enrolling in Concurrent and/or CTE Courses must the NCC Registration Forms by May 1st and submit with their 4-Year Plan to Guidance Counselor! Your next step is to see Mr. Francis, review your 4-year plan, get his approval, and then enter your requests on JMC at the BH Website. (www.bhcomets.com)

It is the policy of the Boyden-Hull Community School District not to discriminate on the basis of sex, national origin, creed, age, marital status, or physical disability in the educational programs or activities which it operates.

SCOPE OF THE HANDBOOK

This handbook has been prepared to provide each Boyden-Hull Jr/Sr High School student pertinent information concerning the school and its policies. A too elaborate detailing of rules would imply a lack of faith in pupils' ability to follow rules. On the other hand, too few explanations would place an unfair burden on human judgment. It is written in an effort to clarify rather than obscure the Rules and Regulations adopted by the Boyden-Hull Board of Education.

This guide is not to be considered inflexible. The items contained herein are open for suggestion and revision. School is a living, moving organization and all material dealing with it must necessarily be adaptable. It is the responsibility of each student to familiarize himself/herself with the general plan of conduct. In so doing, the pupil assumes his just share of the responsibility that it takes to make a good citizen.

GENERAL INFORMATION

School Office Procedure

The central office and principal's office is open from 7:45 a.m. until 4:30 p.m. each school day. It is advisable for parents to call the building principal for appointments when arranging conferences with staff members. Emergency messages will be delivered to students as soon as possible. Students will not be interrupted in classes unless the call is an emergency. We usually are unable to deliver messages that are of a non-emergency and personal nature.

Telephone/Hotline/Web Site Address:

Office telephones are intended for business use only by central office staff. An answering machine shall be in operation on the telephone number 439-2440 outside of regular school hours. This addition of technology is to assist Parents in leaving messages as to their child's absences or other concerns. Parents are encouraged to follow the Boyden-Hull Twitter Account (@bh_csd) and the Boyden-Hull JH/HS FaceBook page. Our web site address is: www.bhcomets.com

Use of the Building

In accordance to board policy, Boyden-Hull school allows students to use the building before and after school; during the evening, and on weekends, provided an adult is on duty and responsible for the activity. Only those students who have legitimate business should be in the building during these times. **Students are not to be in the building without supervision before 8:00 a.m. or after 4:00 p.m.** except during days of inclement weather. The building and weight room will close at 5:00 p.m. each day except when an adult is in attendance.

Church Night- (BH 508.2) (BH 508.2A)

Wednesday night is designated as Church Night. The school cooperates with the local churches by not scheduling school functions or permitting practices or games after 6:00 p.m. on these nights. Exceptions occur when an agency, outside the school, schedules tournaments or meetings to be held on Wednesday nights.

Visiting School

Parents are encouraged to visit classrooms during the school year. However, because of the increased activity associated with the starting and closing of the school year, visitations are not permitted during the first two weeks and the last two weeks of school, except by special invitation from a teacher. Parents are to meet with the principal before their visitation so that he may assist them with the day's schedule. Preschool children are not permitted to visit school unless accompanied by an adult. Students from other schools may visit our school by first obtaining permission from the principal. These visits will be approved for half days or full days only and are not for the purpose of just visiting during study halls. A current Boyden-Hull student must accept responsibility for the visitor while they are visiting our school. No one is allowed in our building without checking into the office first and gaining approval for visiting. No student visitation shall generally be allowed during the first and last week of each semester, nor on the day preceding a vacation.

Cars, Mopeds and Motorcycles - (BH 502.4, 802.6)

Students are encouraged to ride school transportation whenever possible. When using other types of transportation, we designate different parking areas for safety reasons.

Students are not permitted to drive cars, mopeds, or motorcycles during the school day or even at lunch time, without prior permission from the principal. Students are to park mopeds in the reserved area in the student parking lot (Due to Construction). Students who drive cars to school are not allowed to drive past the bus loading zones before or after school until all buses have departed. This means if the buses are present we assume students are present, so for safety reasons, **DO NOT DRIVE PAST THEM OR YOU MAY BE RECEIVE A CITATION!** Parents are urged to let off and pick up younger students on the east side of school and not in the bus loading zones. Students are not to ride or sit in cars during noon hour, unless approval has been received from the Principal. This also means **no driving** home during lunchtime without prior permission from the principal. No blanket permission to drive during lunchtime will be given to a student. All fire lanes and walkways around school are to be clear of vehicles at all times. This includes those to the North and West of the building. It goes without saying that all State laws regarding driving or parking are in effect while you are on school grounds or at a school function. This means, among other things, that you must park appropriately, leave fire lanes and driveways open, not park on the lawn, and not block handicapped parking areas. The West parking driveway is RESERVED for school vehicles only, and is not to be used for parking. Unauthorized vehicles may be ticketed at a fine of \$25 per incident. If the violator does not pay the fine, the school district will turn the matter over to small claims court and the violator will be responsible for court fees associated in addition to the fine. Effective September 1, 2013. No loitering in the school parking lot after 10 p.m. Students maybe ticketed by any law enforcement agency.

Student Dress

Boyden-Hull Jr/Sr High School does not have established standards for personal appearance on dress. We have considered this to be a personal and family matter and assume that all who are members of this school will exercise good judgment. It is expected, therefore, that all students will come to school appropriately dressed. However, if a student is not dressed in proper attire, he/she will be sent home to make the necessary changes, (i.e. no shirt, no shoes, etc.). Students are expected to place caps or stocking hats in their locker at the start of the school day. Hats, stocking caps, and hoods are not allowed to be worn during the school day. Clothing with pictures and/or slogans that infer, suggest, hint or imply an obscenity or have sexual overtones or advertise tobacco, alcohol, weapons and/or violence, drugs or drug paraphernalia or relate to gang identity or activities in any way, shape or form will not be acceptable. Undergarments showing or scant clothing worn, shall be inappropriate. It is our belief that clothes and personal appearance directly influence a student's behavior and attitude. Student dress must not affect the learning climate in a negative or disruptive way. Students that do not comply to this policy or refuse to change their dress when asked may have discipline as a result of their non-compliance.

Immunization/Medication (BH 507.1, 507.2, 507.4)

It is common for students to be required by their Doctor to take medication during the school day. Such required medication, by our school policy, shall only be administered by the school nurse or the office secretary. Written authorization from the parent and Doctor is required and the medication must be in the original prescription bottle. Students must bring the medication and the proper written permission to the office when the medication is required. Because of the possibility of loss or theft, all medications must be stored in the office with the secretaries, and not in your lockers. It is also required for all students to show proof of the proper immunizations. All students are expected to have all vaccinations up to date at the start of each school year. Immunizations required by the State of Iowa are: DPT (Diphtheria, Pertussis, Tetanus), Polio, MMR (Measles, Mumps, Rubella), Hepatitis B, Varicella (Chicken Pox), and Meningitis. The school nurse shall maintain the immunization records on each student. If a family wishes to obtain a waiver for medical or religious reasons, the family is required to provide the necessary documentation at the time of registration prior to the student attending school.

Payments and Rentals (BH 503.3) -

Textbook Rental - Each high school student is asked to pay \$30.00* to cover the cost of replacement and repair of textbooks and cost of workbooks for the year. The junior high fee is \$20.00* a year. (*-Fees that may be waived or reduced for those that qualify - application is in the office.)

Insurance - Students wishing to participate in school-sponsored insurance programs are responsible for payment of their own premiums. All students who participate in athletics or cheerleading are encouraged to carry personal insurance or utilize the school sponsored insurance that is offered to the student.

Fees 2020-21

Textbook/Online, 7-8	\$ 40.00 pr. yr.*	Student Yearly Activity Pass	\$ 30.00
Textbook/Online, 9-12	45.00 pr. yr.*	Student Admission at Gate	\$ 5.00
Band Uniform Rental 9-12	10.00 pr. yr.	Adult (10 events)	\$ 40.00
Band Instrumental Rental 7-12	50.00 pr. yr.	Family (Parent and Students K-12)	\$175.00
Choir Robe Rental 9-12	10.00 pr. Yr.	Senior Citizen (Year)	\$ 25.00
7-12 percussion	25.00 pr. yr. – (Not including sticks & student is responsible for head breakage)		
Lunch Prices:			
Student Lunch (7-12)	\$ 2.90*		
(K-6)	\$ 2.75*		
Adult Lunch	\$ 3.85		
Breakfast	\$ 1.50*		
Adult Breakfast	\$ 1.60		

***Fees that may be waived or reduced for those that qualify - applications are in the office. (BH 503.3R1, 503.3E1) All checks should be made payable to the "Boyden-Hull School".**

Lunch/Breakfast Tickets and Meals

Depositing money into ones lunch account may be done before or after school, study halls, or during the student’s respective lunch period. Notes will be placed in lockers and e-mails will be sent to the parents when student’s lunch accounts are low or have a negative lunch balance. This is the student’s notification that more money is needed for their lunch account. We will be limiting the amount a student will be allowed to charge on their lunch account if it is a negative balance. A student that has a negative balance of \$20 or more will not be allowed to eat school lunch until they bring lunch money for their account. If that occurs, they will need to bring their own sack lunch and if it happens they forget, we will provide a cold lunch option for that student on that day. We remind families that they can complete a Free/Reduced Lunch Application at any time during the school year. There will be no borrowing from another student’s account. Meals cannot be purchased in the lunch line. If you are a guest, we ask tht you purchase your lunch when you sign in the office. 100-day lunch tickets may also be purchased as an option to the student. On days of a late start, no breakfast will be served.

"No School" Announcements (BH 508.6)

"No School" announcements necessary because of inclement weather will be announced via School Messenger or over radio stations KIWA (1550) Sheldon, Iowa, KSOU (1090) Sioux Center, Iowa, KNWC (96.5) Sioux Falls, SD, KCAU-Channel 9 (TV), KTIV-Channel 4 (TV), KELO-Channel 11 (TV), KSFY-Channel 13 (TV), KMEG-Channel 14 (TV), KDLT-Channel 8 (TV). and the Boyden-Hull Community School Website. Usually these announcements will be made by 7:00 a.m. on the days of cancellation.

Locked/Unlocked Doors

1. Students may enter the Administration Entrance, Gym/Theater Entrance, East Entrance, and NE Entrance by custodial garage prior to the school day beginning at 8:15 am. Once the school day begins at 8:15 am, all these doors will be locked and visitors and students coming to the school building will need to use the Administration Entrance with the AirPhone Access.
2. For activities, only the doors by the Gym/Theatre and Art Room shall be unlocked. Everyone, including athletes, shall enter at these doors. The only exception shall be if another door is specifically supervised by a school employee. All West doors are to remain **locked** during games and other activities.

Water Bottle Policy

The Boyden-Hull CSD recognizes that well hydrated students perform better in the classroom. In respect to this research, we will allow our students to carry water bottles with them to their classes. Students may bring their own water containers but they must meet the following criteria:

- They must be of a reasonable size.
- If a student is disruptive with a water bottle, he/she will lose the privilege of carrying one.

A student who wishes to take advantage of this privilege must also be willing to have the water bottle inspected at any time by any school employee. Students must have special permission by the office to drink any other drink other than water from their water bottles. This is to avoid spills in lockers and classrooms that may attract insects or give off smells as they ferment in their lockers.

CURRICULUM

Curriculum Definition

Curriculum refers to all of the experiences which pupils have while they are under the direction of the school. Thus, the term "curriculum" includes both subjects taught in the classroom and activities such as music, speech and athletics. It has been common practice to refer to the latter as extracurricular activities to distinguish them from classroom subjects.

Thus, there are two phases of our curriculum: (1) classroom subjects and (2) student activities. Both are important to a well rounded high school education, but the classroom subjects or the academic phase has priority over the privilege of taking part in activities.

Should the student or the school as a whole emphasize only the academic phase, school life would become monotonous and might result in a lowering of school morale. If the individual or the school places an over-emphasis on activities, the academic phase is bound to be neglected. One phase need not suffer at the expense of the other. We believe it is possible to excel in both.

<u>Faculty</u>	<u>Class</u>	<u>Support Staff</u>	<u>Position</u>
<u>Megan Alexander</u>	<u>K-12 G/T</u>	Nathan Alexander	Girls BB Coach
Hope Bosler	Art	Randy Baartman	Head Custodian
Tim Brunsting	JH Exp., Business, CC Coach	Sue Boone	Para-Professional
?????	JH/HS PE	Cory Brandt	Head FB/B Track Coach
Amanda Meyer	JH/HS LA, Asst. Speech	Angie Den Besten	Para-Professional
Janine De Bruin	JH/HS Science & Math	Lynn De Stigter	Para-Professional
Jill K. De Ruyter	HS FCS, FCCLA, JH Exp.	Megan Den Hartog	Para-Professional
Rebecca Draayer	Literacy Coach, Asst. SB Coach	Tara Doorenbos	Para-Professional/JH G BB
Brent Fedders	HS Ag & Ind. Arts, FFA, JH Exp	Nate Harmsen	JH Wrestling
Bill Francis	Guidance, NHS, Head BB	Justine Draayer	Head VB Coach
Sara Friedrichsen	JH/HS Math, Asst. BB	Lori Hoven	Business Manager
Trevor Friedel	EL Instructor/At-Risk Coord./Asst. FB	Lisa Jansma	Librarian
Kim Godtland	JH/HS Vocal, JH Exp., Show Choir	Julie Johnson	Administrative Asst.
Steve Grond	Superintendent	Bob Kleinwolterink	Asst. BB Coach
Abigail Gustafson	JH Special Education/JH VB	Andreas Maassen	School Nurse
Carla Hibma	JH/HS LA, Yearbook, Photo Gallery	Heather Mesman	Asst. VB Coach
Emily Laackmann	JH & HS Band	?????	JH/HS Library Aid
?????	Technology Coordinator	Brian Moser	Asst. FB & BB/B Track Coach
Seth Lewison	HS Math, Head Girls Soccer	Bob Oostra	Custodian
Brice Montgomery	Industrial Technology	Kymberly Pease	Para-Professional
Jeff Meyn	HS Business, Asst. BB, Act. Dir	Todd Puttmann	HS Girls Track
Stacie Myers	HS Spanish, Cheerleading, Pep Club	Scott Vanden Brink	Head WR
John Olson	HS Social Studies, JH FB & BB, G Golf	Tabbitha Bonestroo	Para-Professional
Dan Pottebaum	HS Principal, Student Council	Pam Van Sloten	Para-Professional
Isaiah Richter	JH/HS LA, JH G BB, JH B BB	Heather Walton	Custodian
Heidi Vanden Top	SC Special Education	Tracey Wilkens	Custodian
Rob Van't Land	JH/HS Social Studies, JH FB & Track	Angel Vierya	Para-Professional
Brad Van Roekel	HS Special Education, B Golf		
Russ Verburg	HS Science		
Julie Visscher	HS LA, Speech, Instruct. Coach, Student Council		
Kent Zevenbergen	HS Science, Quiz Bowl, Student Council		

Multicultural Gender Fair (MCGF) (BH 603.4)

Content - Course content will support positive intergroup relations and serve to lessen stereotyping and prejudice on the basis of race, sex, or handicap by including the contributions of minority group members, as well as women and examples familiar to those groups. The content should support the expanding choices in nontraditional fields for men and women, as well.

Instructional Materials - All texts, supplementary materials, AV aids, software, bulletin boards and any other instructional materials are consistent with MCNS standards. Where any of the materials is inconsistent, supplementary materials will be used to help meet MCNS standards.

Teaching Strategies - All teaching methods and approaches are consistent with MCNS standards.

Enrollment - Shall not be limited on the basis of race, sex, or handicap.

Requirements for Graduation/Early Graduations (BH 505.6)

As of the graduating Class of 2016, you will need the following as requirements for graduation:

- 4 years of English – including English 9, English 10, American Literature, and Senior English which includes Honors English, College Prep English or Tech Prep English
- 3 years of Math – including Alg I or equivalent
- 3 years of Science – including Physical Science and Biology
- 3 years of Social Studies – including American Gov't., U.S. Hist and World History
- 4 years of PE
- 1 semester of Personal Finance & Literacy
- Electives to meet the 47 credit graduation requirement (Class of 2016)

One credit per semester is given for each subject including Band and Choir and one half credit per semester is given for Physical Education

All students are required to have a written 4-year plan on file in the Guidance Office, that includes career options and outline of coursework needed to support the plan. A parental signature is required on the plan.

A candidate for a high school diploma at BoydenHull High School must be registered as either a "regular" or "special" student. A "regular" student must be enrolled in at least seven (7) courses each semester. This means that no student may register for more than one regular study hall per regular school day. The student must be enrolled and pass Physical Education each semester (except by special request from licensed physician). The student must have taken and passed the requirements as listed above. The Principal may excuse a student from taking the PE requirement, if that student requests to register in a 8th academic course. Except in situations where the welfare of the student is in jeopardy, students will not be permitted to alter their course enrollment after the first week of the semester. All courses are available to members of both sexes. **No one may participate in the graduation ceremony who has not met the credit requirements.**

EARLY GRADUATION: Students may graduate prior to the completion of 4 years if the course work required for graduation has been fulfilled. The student must make such intentions known by October 1st so as to gain approval of the Board of Education. (BH 505.7) Students will not be eligible for any further activities other than the graduation ceremony, once they have met the requirements for graduation, and have ended enrollment at BH.

Special Students/Dropouts/At Risk/Transfer Students

1) Special Student Status (BH 604.5) - The Boyden-Hull High School has an obligation to provide as much instruction it can to each student during their years in high school. We also feel it prudent for students to take full advantage of all academic and extra curricular areas of the school. Upon showing need however, a student may request that they be granted "special student" status. Special student status is meant to provide a means for a student to finish school while handling a family hardship, medical related conditions or a school related reason. Gaining employment shall not be a major consideration for granting special student status. The request must be made to the Board of Education for its consideration. The student may be exempt from certain attendance and class load requirements. PE requirements shall not be waived unless excused by a Doctor. In any event, a "special student" must successfully complete the minimum graduation requirements of the "regular" student before a high school diploma can be granted. Special students are **ineligible** to participate in **all** school sponsored student activities except for Prom and Graduation. Parents should consult the Principal for further instruction on how to proceed.

2) Dropouts/At Risk Students (BH 604.5) - Some students may also be permitted to enroll in the Alternative High School Program at Boyden-Hull or NCC. This enrollment is on a case-by case basis as approved by the Administration and where circumstances warrant this change. The student so enrolled, is ineligible for all school sponsored activities except Graduation. This means a student enrolled in the alternative high school does not enjoy the same privileges as regular students. They may not participate in Prom or Homecoming, etc. There are also attendance requirements at the alternative high school which the student must meet as well as a required course completion rate. Failing to meet these guidelines may lead to dismissal from the program.

3) Special Needs Students (BH 603.3) - Individual Education Plans (IEP's) determined by displayed special needs, shall also bring special considerations in the Regular Ed, Alternative High School or Special Student Status designations.

4) Transfer Students - When a student transfers in to Boyden-Hull, their credits and GPA are reviewed. All students must meet our policies concerning graduation requirements.

Special Student Status, and the Alternative High School programs are intended to be a support mechanism for Boyden-Hull to help all students complete their high school diploma. If a need exists, visit with the Principal to determine eligibility for these programs. Eligibility for these programs is determined on a case-by-case basis by the school Administration.

Classification of Students

To be classified 10th grade - you must have 8 credits at beginning of year

To be classified 11th grade - you must have 18 credits at beginning of year, and meet other course completion requirements.

To be classified 12th grade - you must have 28 credits at beginning of year

Registration

School registration is held prior to the first day of school. Students will receive their daily schedule and should check course program with the Guidance Counselor and have class schedule approved by the principal on this day. Students also will pay all fees and may buy their meal ticket at this time. REGISTRATION IS FINALIZED FOR THE ENTIRE YEAR AT THIS TIME. New students into the district must provide an up-to-date certificate of immunizations at the time of enrollment.

Changes of Schedule

Only in special cases, when it is obvious that serious error in course selection has been made, will changes be permitted.

Changes of student's schedules will usually be allowed only during the first week of each semester. Students are allowed to change their schedules if they follow the proper procedures listed below:

- 1) Pick up schedule change sheet from Guidance Counselor and discuss possible change with him.
- 2) Receive approval from all instructors involved.
- 3) Secure parents', teachers', principal and counselor's signatures approving of change.
- 4) Turn signed sheet into the office. **(No changes are made until paper work is turned in!) THIS MEANS YOU DON'T PHYSICALLY CHANGE CLASSES UNTIL PAPER WORK IS DONE AND HANDED IN AT THE OFFICE.**
- 5) Meet the time guideline for schedule changes.

MANNERS - Staff & Student Expectations

It is the belief that staff and students must maintain a high expectation in the use of MANNERS at school. This was reinforced in a staff professional development. In schools where there is a high expectation and use of MANNERS, there is less bullying and conflict because the staff and students are respectful and courteous to others. The Boyden-Hull JH/HS will expect these basic MANNERS from their staff and students:

1. Golden Rule - **“Do unto others as you would have them do unto you.”** We ask staff and students to treat others as they would want others to treat them: respect and courtesy. We do not always need to agree or believe the same things, but we can respect the other persons point of view and be courteous.
2. Greetings - Greet one another with a “Good Morning” or “Welcome.” We all want to belong and want to feel welcomed. As staff and students, greet one another as you come into class with a hello, good morning, good afternoon, or simply a “high five” or “fist pump.” This will have a positive impact on your experience in the classroom and school.
3. Ask - Don’t Tell - Be respectful when requesting something of another person or wanting to do something. Too often we tell others what we are going to do. For instance, “I am going to my locker to get my notebook” rather than asking, “Please may I go to my locker to get my notebook.” Using “please” and “thank you” will also say a lot about you as a person.
4. E-mail/Digital Communication - As we continue to get deeper into the 21st Century, we continue to rely on digital communication more and more. That does not mean that manners do not matter. In your digital communication, make an emphasis of using a greeting, use grammar that is courteous and not demanding, and end with a closure. Too often we are in a rush and use limited characters to express your thoughts and needs. Remind yourself that an e-mail is not a text, a snap, or a tweet.
5. Clean up after yourself - Take pride in the appearance of our school and classrooms. At the conclusion of lunch, staff and students are expected to wash and dry their tables for the next eating shift or group of students. When staff and students are finished with their trays, they are to return their silverware and trays to the dishwashing window and place in the appropriate buckets. If a staff or student member sees something on the ground, please stop, pick it up, and throw it away.
6. Foul Language/Swearing - In school, staff and student are expected to use proper language. Foul/derogatory language or swearing is not permitted. Staff and students are expected to use language appropriate to the educational setting. Failure to abide will result in re-training or discipline.

Grades/Course Credit/Grade Point Average

Grades earned in any course shall reflect the student's daily attendance and performance, as well as the fulfillment of other requirements as may be established by the teacher. To earn credit in any course, a student is obligated to fulfill the course requirements as may be established by the teacher and administration. Our High School GPA's are figured on a 4.0 scale. No weighting of classes is done. PE is not part of the GPA, although the credits do count toward graduation. To receive credit and GPA points for a class, the student must successfully complete the course. Junior High students who are accelerated into HS classes, and who successfully complete the course, will have the credit count toward graduation, but will not receive GPA points. Semester tests count as 1/5 of the semester grade. Grading scale that will be used for all JH/HS students is as follows:

A	100-95	C	80-78
A-	94-93	C-	77-75
B+	92-90	D+	74-72
B	89-87	D	71-69
B-	86-84	D-	68-66
C+	83-81	F	65 & Below

Honor Roll

The Boyden-Hull High School publishes an Honor Roll grade point of 3.8 or above or all A's (including A's) in all academic subjects and a Merit Roll grade point of 3.0 or above in all academic subjects at the end of each nine weeks and at the end of each semester. Having any incompletes will withhold a student's name from the Honor Roll until incompletes are done. This may result in a student's name not being included on the published Honor Roll List. Students classified either as a regular student or on special student status may be included on the Honor Rolls.

Student Interventions

The Boyden-Hull JH/HS has interventions put into place to aid and assist students in their success. Teachers will update grades weekly in the student information system to help students and parents stay informed of their current progress. Students are given a username and password to access the student information system. Parents can also access the student information system with an username and password received at the time of registering their student(s) or at any time during the year by contacting their JH/HS Office. Parents have the opportunity to receive e-mail alerts notifying them of absences, tardies, and grades.

A. Level I - Missing Scores

Each Monday, the At-Risk instructor will e-mail all students and parents if a student has 3 or more missing/late assignments during that current grading period. At this time, the student is invited to attend the After School Program.

B. Level II - Success Study Hall

Each week, missing scores/late assignments along with progress and attendance reports are reviewed by a group of teachers. If it is determined, a student will be assigned to a Success Study Hall during the periods they have study hall. Success Study Hall is a smaller and quieter study hall that will enable the student to complete work with less interruption and have more opportunity to get assistance.

C. Level III - Check In/Check Out Program

Each week, students who have been placed in a Success Study Hall will be reviewed. If a student continues to struggle, they will be required to take part in the Check In/Check Out Program. Upon arriving at school, these students will Check In with the At-Risk Instructor to verify if the work that is due that day is complete. If the student has not completed the homework for that day, they are required to stay in the After School Program that day. The parent will be notified of this required attendance.

At the conclusion of the school day, the student will Check Out with the At Risk Instructor. At this time, the student will verify they have all assignments due the next day written down in their daily planner and have homework along with them to complete.

If a student continues to struggle and the Intervention Team believes a general education plan needs to be created, one will be created with the student and parents to add any additional supports necessary for the student to be successful. The goal of the different levels of interventions stated above are to prevent students from failing course work, falling behind their peers in their learning, and avoid retention. The student's attitude and effort in receiving these interventions will have the greatest impact on their future success.

Failing Course Work

It is the student's responsibility to enroll in the proper courses to meet all graduation requirements. If a student fails a required course, it is his/her responsibility to see the counselor or to reschedule the deficiency as soon as possible.

Transcripts

Each current student is allowed four transcripts to be sent to any institution free of charge; thereafter, a fee of 50 cents will be charged for additional transcript mailing. Upon graduation, all transcript requests will be filled free of charge.

Study Hall Expectations:

Students are to report to study hall when not assigned to a class or supervised activity. In the study hall we are required to provide quality study time, in an appropriate climate, for each student in school. The supervisors of each study hall have the duty to enforce the following guidelines:

1. There will be a seating chart. SUPERVISORS CAN CHANGE THESE AT ANY TIME.
2. Students are encouraged to bring all study materials with them to study hall. If they need to return to their locker, they must ask for permission and sign in and out from their study hall.
3. Any student in Success Study Hall shall have limited privileges and shall be seated alone at a table if possible.
4. Everyone, who wishes to talk with someone at another table, must ask permission (manners) to do so and remain standing while doing so. A time limit shall be determined by the study hall supervisor.

5. Passes are needed to leave the commons/library area. Music lessons shall be on the posted schedule or you'll need a pass as well.
6. All students leaving the commons area or library shall sign out with the supervisor. Unless instructed otherwise. All students must return to the study hall before the end of the period.
7. No beverages (other than water), snack, or candy shall be brought to study hall.
8. Supervisors may cancel privileges at any time. THEY ARE IN CHARGE!
9. A student not able to follow the study hall rules and expectations can be assigned study hall in the office for a length of time appropriate to re-train.

THE MAIN ATTITUDE SHALL BE THAT STUDY HALL IS TO HAVE AN APPROPRIATE ENVIRONMENT FOR STUDYING AS DETERMINED BY THE SUPERVISOR!! IT IS NOT A TIME TO VISIT, TALK OR PHONE OR ROAM AROUND THE BUILDING!

Semester Test Taking (BH 505.5)

Semester tests are an appropriate way to determine your accumulated knowledge in a subject. The goal of the end of the semester assessment (semester test) is to determine if the major objectives of the semester have been mastered. These assessments shall be aligned to the teacher's curriculum maps and learning objectives for the semester. Each teacher will be given the discretion how they will assess the learning during the semester or year. This may be a project, paper, test, or other forms of an assessment. The year end assessment may not exceed 20% of the students semester grade. Career and Technical Educations courses need to complete their assessment at the end of their coursework to measure skills in their Programs of Study.

Report Cards (BH 505.2)

Report cards are printed for each quarter of the school year. They are of the non-returning variety. Approximately one week after the completion of the quarter, a report card of grades earned shall be distributed to each student. They are expected to deliver the report to their parent. Copies shall be available in the office to parents who request such.

Incompletes

Any student who has not met the class requirements at the end of any grading period, shall be given an incomplete on their report card for that course. This policy would be in conjunction with the Missing Scores Policy. Any missing/late assignment during the last week of the grading period will have the 1 week grace period to rectify an incomplete grade on a report card. Any missing/late assignments not turned in within the week will be converted to zeros for the assignments. Take responsibility for your course work by getting all required material turned in on time!

Missing Scores

Meeting deadlines and completing work in a timely manner is an Employability Skill (Iowa Core) :21.6–8.ES.5 and 21.9–12.ES.5, Essential Concept and/or Skill: Demonstrate productivity and accountability while aspiring to meet high expectations. Teachers will report missing scores by placing a "M" or "MI" in the grading system. Students that were absent will be given the opportunity to make up the missing score based on the number of days they were absent. For example, if a student is absent 2 days, they will be allowed 2 days to make up the work for the 2 days missed. A student with extenuating circumstances may have additional time allowed if approved by the teacher and administration for reasons such as medical or family emergencies. If the work is incomplete or not handed in, it is considered late. Late work will be handled in following manner. Students will have 1 week to turn in late work. If the student does not turn the late assignment in within a weeks time of its due date, it will be given a zero in the grade book.

The School Day

In the 2019-20 school year, Boyden-Hull made a change in class schedule times to accommodate the construction timelines for the Summer of 2019 and Summer 2020.

Class times on Monday, Tuesday, Thursday and Friday shall be **8:15 a.m. – 3:30 p.m.** On Wednesdays, the class times will be **8:15 a.m. – 2:30 p.m.**, an early dismissal.

ATTENDANCE

Students are expected to be present and punctual for all classes throughout the school year. **This means that students are to be in their seat when the bell rings.**

Excused Absences (BH 501.3, 501.9, 505.10, 501.10)

Students are expected to be present and punctual for all classes throughout the school year. This means that students are to be in their seat when the bell rings. Excused Absences (BH 501.3, 501.9, 505.10, 501.10) Excused absences, up to five per semester, will be determined by the parent. At the JH/HS, absences are recorded per period.

Exceeding 5 absences for any given period, may require making up time or loss of Open Campus privileges.

Consideration of absences during a study hall period is given for regularly schedule appointments such as ortho appointments. When sickness or higher obligation to the family necessitates an absence, parents should notify the school in advance of the absence with a note, or a phone call, or a personal conversation with the principal or an office secretary. If a student is asked for a note, it shall be delivered WITHIN ONE SCHOOL DAY of the request for the absence or tardy to be excused. When possible, makeup work should be finished before the absence occurs. No additional time shall be given for work completion for assignments in which due dates were set before the absence day or for work due during prearranged absences. If a student is absent for over half the class period (23 minutes), it will constitute one absence for that period.

Students absent for partial days must also report to the office upon their return to school so they will not be counted absent for a full day. At that time they will be given an admit slip to return to the classes that he/she missed. Makeup slips for school activity absences (blue sheets) and personal reasons (green sheet) will be issued for absences that the student know prior to the absence. All makeup work is the responsibility of the student. Work not made up within the specified time as directed by the teacher, will result in a failure of the work missed.

All students are to report to the office before leaving school for ANY reason. Absences beyond the five times per semester (per class period) may be required to make up the missed time! A student who is absent from any class in excess of five (5) times per semester may be dropped from that course and they will receive no credit. If medical or bereavement circumstances arise after a student has reached his/her allowable limits, additional absences may be granted by the principal if the request is made prior to the absence. Medical absences may require a Doctor's verification. Students who must go to court for any reason, shall be counted absent from school. The Principal must be kept well informed.

The principal will notify parents when students are approaching the allowable limits of absenteeism. Such notifications are sent when the student reaches their 5 absences. Students and parents have access to their attendance records via JMC and we encourage them to check their attendance as they check grades. This attendance policy is not intended to foster open campus or open noon hours. If a student's absence exceeds the 5 day limit for a given period, the absence shall be unexcused unless deemed excused by the Principal.

All students are to report to the office before leaving school for ANY reason. Students must be seen by the nurse, or secretary in the nurses absences, prior to being allowed to leave school due to illness. We ask that students NOT contact parent(s)/guardian(s) prior to seeing the nurse/secretary to leave school.

Absences beyond the five times per semester may be required to make up the missed time!" A student who is absent from any class in excess of five (5) times per semester may be dropped from that course and they will receive no credit. If medical or bereavement circumstances arise after a student has reached his/her allowable limits, additional absences may be granted by the principal if the request is made prior to the absence. Medical absences may require a Doctor's verification. Hospitalization of the student during the 5-day period may be considered good reason for the Principal to extend the allowable absent days. The Principal must be kept well informed.

The principal will notify parents when students are approaching the allowable limits of absenteeism. Such notifications are sent when the student reaches 3 and 5 absences. **When a student has absences due to illness of 5 or more consecutive days, a doctor's note is required.**

This attendance policy is not intended to foster open campus or open noon hours. Such requests will not be approved by the school.

Students who must go to court for any reason, shall be counted absent from school. If they exceed the 5-day limit, the absence shall be unexcused unless deemed excused by the Principal.

JH Promotion (BH 505.3)

Core subjects in the Junior High shall be those in (Reading, Language Arts, Math, Science, and Social Studies). Of these five subjects, a student shall be required to pass three per year to be promoted to the next grade level. Each teacher shall average the first and second semester grade in each class to arrive at a "yearly" average to determine the final yearly grade. If a student fails 3 classes for the year in the seventh or eighth grade, they shall be **retained** at that grade level. If an eighth grade student fails less than three subjects, they shall be promoted, but must retake those subjects the following year. Again, the yearly average shall determine if a subject is passed or not. A seventh grade student, who fails less than three core subjects, shall be promoted **without** having to retake the subjects. This policy is meant to define a minimum level of achievement for promotion.

Senior Absence Second Semester

Seniors are given six additional days of absences during the second semester. These are Prom Day and also the last five days of regularly scheduled school. These six days are not counted in the usual 5 days of absences referred to in the regular attendance policy. All other absences must be approved by the Principal in order to be excused. Illness, college visitation and family bereavement are examples of absences that may be excused, although not inclusive. All others shall be unexcused and may require making up time if the student has exceeded the attendance policy and the additional days granted to seniors. It is noted that this policy is in addition to the regular attendance policy for all students.

College Visitation Absences

To be able to help a student make wise career and college choices, the student is required to record all college visitations with the Guidance office. The Counselor offers to make the appointments for all college/school visitations for the students. Be advised that going on a visitation on an activity or game day, may prevent your participation in the activity that evening. Students must be in school the half day before an activity in order to participate in that activity, unless excused by the Principal. Students **must inform the office and their teachers** when arranging a college visit. Each senior may have up to **3 COLLEGE VISITATIONS during their senior year. These 3 days will not count against the 5 days allowed per semester. A student exceeding 3 college visits may be required to make up time.**

Work Release

Students may be granted early release from school 1st or 8th period without penalty, provided classes will not be missed and schedules will not be changed. **Note:** Schedules will not be changed to allow for this option. The student's parents *and/or employers* must verify that work is the reason for this release. Each request will be considered on an individual basis and any abuse of this privilege including *discipline, attendance or academic problems*, will result in it's discontinuance for that student. Once revoked, a student will have to reapply for the privilege. Work release is not allowed when taking work experience courses. A study hall is forfeited for work release.

If a student, who has the work release privilege, is absent from school, they are counted absent for the work release period as well. Students shall be at the work place as approved, or privilege shall be revoked. Such things as being seen at other places or driving around town is not permitted.

Truancy (BH 501.10)

Students who are absent for any full day or part of a school day without the expressed consent and knowledge of their parents and school will be classified as truant. No credit in any subject will be given and automatic suspension may result. Repeated truancy occurrences may lead to expulsion from school.

Tardiness

Tardies may be excused upon the same reasonable grounds as those considered for absences (call or note from parent) within one school day. It is the responsibility of the student to bring any required note to the office within one school day of the tardy, or the tardy shall be unexcused. Students who are tardy for 1st period class must get a tardy slip from the office before they will be admitted to class. Tardies for periods 2-8 will be recorded on the JMC program by the teacher. The teacher must make the student aware of this unexcused tardy. Students will be allowed three unexcused tardies per semester with no penalty; however, the student will be assigned one detention period starting on the fourth unexcused tardy and each succeeding unexcused tardy per semester.

In addition, a student must report directly to class after receiving a tardy pass from a teacher or the office. Not reporting to the class will result in a classification of truancy. In other words, don't visit the restroom, locker, study hall, or other places not listed on the pass. Directly report to your designated area.

Conduct in Hallways (BH 503.1)

For the obvious reasons of safety and good manners, running is never permitted in hallways! Students moving to lunch, the library, dismissal, classes, fire or tornado drills must walk. In passing through the different parts of the building, students should respect the business part of learning by passing quietly. Appropriate behavior at all times is essential. Roughhousing, hitting, tripping, handholding or amorous behavior with couples is always inappropriate in the school setting. Good common sense must be active at all times, for the safety and welfare of those attending BoydenHull. All students are subject to the discipline by any staff member.

Whenever a student finds it necessary to leave a classroom, he/she must obtain a pass from the supervising teacher (study hall students must always sign out). The hall pass is the student's proof that he/she has permission to be out of class. The student must always return to his/her original class at least five minutes before the bell rings, unless other arrangements have been made with the teacher in charge. Those students found in violation of not having a pass in hand will receive an automatic detention period.

Conduct in Locker Rooms

During PE class or any Athletic events no one but class or team members, managers and coaches are allowed in the locker rooms. This policy is to prevent others from being suspect to vandalism, theft etc.

Conduct During the Noon Hour

The JH/HS will run a "closed" noon hour. This means that each student (except those having permission from the office to eat at home) must remain in the commons during the lunch period. A note from home stating a request that the student would like to eat at home every day, must be on file in the office prior to the student leaving the building at lunchtime. Failure to have the note may result in a detention for each time in violation. A posted lunch lineup shall be followed in each lunch period with no budging allowed. All lunch will be eaten in the commons. No student will be permitted to drive a motor vehicle or be a passenger in one during the noon hour, unless approval has been received from the principal. All students are responsible for getting back to their 5th and 6th period classes on time. Students are not to be in the halls during lunch hour.

No food may be ordered and delivered to the school for lunch purposes. Lunch brought from home is permitted. However, one is not to have a parent bring lunches for an entire group without permission from the office. The beverage machine is off limits during the lunch period. Any inappropriate behavior displayed during the lunch period shall result in immediate disciplinary measures up to and including suspension from school. Such behavior

includes throwing food, leaving a mess on the table or floor, rowdy behavior in the lunch line, or other disrupting behavior.

Detention (BH 503.1)

Courts have ruled that teachers are expected to serve in the same capacity as parents while supervising students and therefore are entitled to the same authority and must assume the same responsibilities. By the attorney general's ruling, it has been established that requiring students to remain after school for disciplinary reasons is a reasonable corrective measure and that students so disciplined must supply their own transportation. Students assigned a detention are to report to the office or teacher's classroom as directed, at the designated time and for further instructions. Student must arrange to serve the detention within one day of receiving notice of receiving one. The student shall be given only 24 hours to serve detentions assigned because of behavior or academic problems. Failure to report as assigned, risks double detention time and with further problems in reporting for detention, possible consideration of suspension from school. Most detentions shall be for 45 minutes, and may require work other than schoolwork during that time. The detention time may also be assigned for a non-school day, ie..Saturday morning. When serving detention in the office, you will sign in and out in order to have proof of time served.

Suspensions (BH 503.1, 503.2A, 503.2A-R)

In-school suspensions – students are restricted to an area within the building and have no interaction with other students. Students suspended "out of school" are not to be in school for any reason during that time of suspension. Suspended students will not receive credit for work (excluding major tests that may be made up) in any class missed during that suspension; however, that work must be made up to satisfy specific course requirements. A second suspension could lead to a Board of Education Hearing.

Due Process (BH 503.2A, 503.2A-R)

When a student violates school rules or the discipline code and the Superintendent or Principal determines that the student's presence in school is detrimental to the best interests of the school, the student may be temporarily dismissed from school for up to three days.

The student is entitled to notification of cause of action and will be given appropriate time for a hearing. Notification of the action shall be made in writing to the parent of the student and shall list time and date for the hearing. An informal hearing with the student can be held at any time.

Other rights are guaranteed each individual in this case, which are not listed in this handbook. Contact the school for a full statement of procedures and guidelines to follow.

Unacceptable Behavior (BH 503.1)

While it is impossible to draw lines which absolutely distinguish between different types of behavior and approaches to discipline, we can generally see discipline problems falling into six areas. Unacceptable behavior is:

1. **Using language or displaying actions impeding the learning processes of you or others.** This includes but is not limited to: A) Showing disrespect for authority either verbally or nonverbally; B) Being a disruptive influence; or C) Insubordination - unwillingness to comply with reasonable requests made of you by an authority. An authority is ANY adult employed by the school in ANY capacity.
2. **Using language or displaying actions degrading the dignity of others in school, on school property, at school activities or on school transportation.** This includes but is not limited to: A) Amorous behavior in school, on school grounds, at school functions or on transportation; B) Inappropriate conduct on route or activity bus routes; C) Using inappropriate language in or around school ie... Swearing, name calling, etc.; D) Harassment (BH 507.7, 507.7R), Hazing and Bullying of any kind. Harassment includes, but is not limited to: 1) Verbal or written harassment or abuse based on real or perceived age, race, creed, color, religion, national origin, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status that is designed to embarrass, distress, agitate, disturb or trouble, whether you are told to stop or not, it shall be harassment; 2) Hazing activities; 3) Pressure for sexual activity; 4) Repeated remarks to a person with sexual or demeaning implications; 5) Unwelcome touching; 6) Suggesting or demanding sexual involvement,

accompanied by implied or explicit threats concerning one's grades, achievements, etc., such that it creates a hostile learning environment. Harassment can be physical, spoken or written. It involves unwanted touching, cornering, pinching, grabbing, staring or leering, sexual jokes, demeaning comments about sexual prowess, someone's body or bodily functions, unwelcome letters or notes, pictures, inappropriate items, displays or signs or bathroom graffiti. ANYONE WHO FEELS THEY ARE EXPERIENCING SUCH, SHOULD REPORT TO THE HIGH SCHOOL PRINCIPAL WHO SHALL INVESTIGATE. THOSE FOUND IN VIOLATION OF THIS POLICY, RISK ALL DISCIPLINARY ACTIONS, UP TO AND INCLUDING EXPULSION.

3. **Willfully destroying, defacing, or stealing personal or school property at Boyden-Hull or other schools.**
This includes but is not limited to: A) Disregarding school neatness; B) Projecting missiles; C) Scattering paper or other materials about the school properties; D) Doing wheelies on the Athletic Fields, Courts, or Skateboarding or Roller Blading on sidewalk, cement areas or parking lots or in the school hallways or Commons; E) The same disregard for the safety of the personal property of others, i.e. stealing, vandalism, or the destruction of the personal property of other students or staff. Cheating is stealing the work of another, or being given work done by another. This includes copying the works of others without giving adequate documentation. Whether "cutting and pasting" off of Internet sources or providing either your work for others to use or presenting someone else's work as yours, is plagiarism and will result in very serious consequences. Using threats or bribes to take someone's schoolwork, fits into this category as well. Take responsibility for your academic work! Cheating also extends to our technology capabilities. Using another's computer generated material as your own is also plagiarism and cheating! All are inappropriate and will result in serious disciplinary action, including reporting to public law enforcement agencies.

4. **Displaying actions that could be detrimental to the health or safety of others in school, on school property, or at school activities (BH 503.1).** This includes but is not limited to: A) Fighting (all parties); B) Running in school or displaying rowdy behavior; C) Doing wheelies with a vehicle, or roller blading, while on school property or in the school building; D) Possession of controlled substances or prescription drugs that are NOT prescribed to you; E) Possessing or using of Laser Pointers or Tasers in school, on school transportation, on school property or while at school functions. F) Possessing weapons (BH 502.6) in school, on school transportation, on school property or while at school functions. Weapons can be a firearm, explosive, muffler, silencer, knife, poison gas, pepper spray, etc. 1) **Please note that possessing a weapon in school, at school activities, on the school grounds or school transportation, shall risk EXPULSION from school for up to one year.** 2) **ALSO NOTE: WE HAVE ZERO TOLERANCE TOWARD THE POSSESSION OF ANY APPARENT WEAPON INCLUDING PLASTIC/TOY GUNS, BB GUNS AND PELLET GUNS, ETC.** If you need to have such at school for plays, Newton Hills trip, etc, please ask your teacher for the proper procedure or you also risk expulsion from school for up to one year!! 3) Just a reminder that the student parking lot is on school grounds. If you should be found with a weapon in a car parked in the school parking lot, you could be expelled for up to one year!

5. **(BH 502.9 & 507.9) No student shall distribute, dispense, possess, or use, or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor; or unlawfully manufacture, distribute, dispense, possess tobacco, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substances, or look alikes, or other prescription drugs not specifically prescribed to the student who possesses such, while in school, on school property on school transportation or at school activities.** Because we don't want students flaunting this rule, it shall be possession or usage if we can see you using or possessing such items, from school property. This means, don't drive by or walk across the street to drink, smoke, etc. Board policy 507.9 further requires that "a student who violates this policy shall satisfactorily complete a drug abuse assistance or rehabilitation program approved by the school board. If the student fails to satisfactorily complete such a program, the student shall be suspended or expelled from school, at the discretion of the Board." ANY student, even of legal age, may not be in conflict with this rule.

6. **Student conduct which causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises.** This includes but is not limited to: A) An assault against an employee, student or visitor

on school property or on property within the jurisdiction of the district including school transportation, or while at a school sponsored function. Assault is defined as: 1) Any act intended to cause pain or injury or intended to cause physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act (like a big person threatens a smaller younger person), 2) Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act. This means if you are doing things like kicking or swinging at someone, even if your intent was NOT to hit the person, you are in violation of this code. 3) Intentionally pointing of any firearm toward another or displays in a threatening manner any dangerous weapon toward another. 4) CELL PHONES and other such devices cause a material and substantial disruption to the normal operation of the school. **Between the hours of 8:20 a.m. and 3:25 p.m., cell phones may not be on your person.** This means you can bring cell phones to school, but they must be left in your locker. Violations of this policy shall result in the phone or device being confiscated with possible parental conference following. Any exceptions shall only be with the Principal's approval. (BH 503.1, 507.7, 507.7R)

Disciplinary Possibilities

The Boyden-Hull Community School has various disciplinary methods at hand. We hope the students choose self discipline as their own guide, however, the following are also possibilities depending upon circumstances:

1. Self Discipline
2. Teacher Discipline - assigned detention time, conference, etc.
3. Parent Discipline - conference with school parties
4. Detention - attendance during non-school hours including Saturday mornings
5. InSchool Suspension
6. Restriction from activities and/or school transportation
7. Out-of-School Short Term Suspension - (BH 503.2A, 503.2A-R)
8. Out-of-School Long Term Suspension
9. Conditional Suspension (Probationary Period)
10. Expulsion - as determined by the Board of Education - (BH 503.2B)
11. Public Law Enforcement

Students Removed from Class for Disciplinary Reasons (BH 503.1, 503.2A)

It is the belief of the parents, teachers, administration and Board of Education of this school district that every student has the right to an education free from disturbances, distractions or misconduct in the classroom. Therefore, it shall be the policy of BoydenHull Community School that when a student disrupts a class, he/she may be asked to leave the classroom. **That student removed from class, shall report directly to the principal's office whether told to go there or not.** If told to leave the classroom for disciplinary reasons, the student must report directly to the office for a meeting with the Principal and further actions. Failure to do so could risk suspension from school. There shall be no confusion on the part of the student if removed at any time from the classroom. Go directly to the office without detours.

1. First offense Student punished and parents notified in writing by the teacher with approval of Principal.
2. Second offense In the same course, student will be punished and parents called by the Principal for a conference. The conference will be with the student, Parents, Teacher and Principal. The student will also be required to schedule in appropriate counseling time with the guidance counselor.
3. Third offense In the same course the student may be dropped from that particular course for the remainder of the year and may receive no credit for the semester. He/she is given an opportunity for a hearing, which will be scheduled accordingly.

Cell Phone Policy:

Students may have their cell phones in their lockers during school hours. Students are allowed to check their cell phones during the 3 minute passing time between classes. Students are not to have their cell phones with them in their classes unless otherwise directed by a teacher for a class activity. High School students may have their cell phones with them during their lunch period. JH students cannot have their cell phones with them during lunch. We remind HS students to return their cell phones to their lockers at the end their lunch period and that their cell phones need to be on silent. In addition, a student who has a Smart watch that is connected to their cell phone will be allowed to continue to wear the watch unless it becomes a distraction to the student or class. A student who wears a

smart watch may be asked to remove their watch during an assessment so that the integrity of the assessment is not compromised. Failure to follow the above expectations will result in the following disciplinary actions:

- **1st Offense** – Student will lose his/her cell phone for the remainder of the day. Student will pick up the cell phone from the principal and receive a 30 minute detention for the 1st Offense. Parents/Guardians will be notified.
- **2nd Offense** – Student will lose his/her cell phone for the remainder of the day. A Parent/Guardian will be required to pick up the cell phone from the principal and the student will receive 2 - 30 minute detentions for the 2nd Offense.
- **3rd Offense** – Student will lose his/her cell phone for the remainder of the day. A Parent/Guardian will be required to pickup the cell phone from the principal and notified that either the cell phone does not come to school with the student or the student must bring their cell phone to the office at the start of the day and pick it up at the conclusion of the school day.

Academic Integrity Policy

Boyden-Hull JH/HS is a place where learning and knowledge are based on the core values of respect, excellence, accountability, consideration, and honesty. We hold our students to the highest standards of performance and integrity and expect each student and staff member to maintain those standards and strive for continuous improvement. We expect Boyden-Hull students to take responsibility for their actions and thus maintain academic honesty and a positive learning environment. Record of offenses of the Academic Integrity Policy will be kept in a student discipline folder. When a JH student is promoted to high school, they will begin with no offenses.

Webster's New Collegiate Dictionary

Simply put, academic integrity means doing schoolwork honestly. Cheating is gaining advantage dishonestly; plagiarism, a form of cheating, is presenting someone else's words or ideas as if they were your own. Students are sometimes legitimately unsure about what is acceptable and what isn't. Teachers should clearly communicate their expectations to students and make every effort to avoid situations in which students are confused about how they are expected to meet assignment requirements.

TYPES OF VIOLATIONS

Cheating: Using or attempting to use unauthorized material, information, or study aids in any academic exercise.

Facilitation: Helping or attempting to help another student violate any provision of the Academic Integrity Policy.

Falsification: Making up information/data or a citation in any academic exercise.

Plagiarism: Representing the words or ideas of another as one's own in any academic exercise.

VIOLATIONS & LEVELS

LEVEL I OFFENSES - A student proven guilty of a violation of the academic integrity policy on a Daily assignment (worksheet, problem set, vocabulary, etc...) will be allowed 3 violations.

1st offense will result in "0," parent notification and Academic Integrity Policy violation will be noted in students JMC academic records.

2nd offense will result in a "0," parent notification and Academic Integrity Policy violation will be noted in students JMC academic records. Student & Parent/Guardian will be informed that another violation will result in loss of credit for the course for the 3rd offense occurs in.

3rd offense will result in loss of credit for the course in which they violated the academic integrity policy.

LEVEL II OFFENSES – A student proven guilty of a violation of the academic integrity policy on an Assessment or Project (quizzes, tests, papers, projects, etc...) will be allowed 2 violations.

1st offense of Level II Violation – Student and parent will be notified of the violation. Student will receive a "0" for the Assessment or Project. Academic Integrity Policy violation will be noted in students JMC Academic records. Student will be warned about second offense to the Academic Integrity Policy and the ramifications.

2nd offense of Level II Violation – Student and parent will be notified of the second violation. Student will receive a failing grade for the semester and removed from the class. Academic Integrity Policy violation will be noted in students JMC academic records.

Passes for Leaving School

Pass requests to leave the school buildings while school is in session, including the lunch period, must be cleared through the principal's office. Leaving school without permission is classified as truancy. Such trancies may be punished in a most severe way up to and including suspension from school depending on the circumstances.

Junior/Senior Prom

The Grand March, meal and dance are school sponsored events for juniors and seniors. Dates from students outside of the Boyden-Hull district will be listed on the student's RSVP and will be verified by a junior class sponsor or the HS Principal.

Senior Skip Day/Day of Prom

Traditionally, on the day of Prom, seniors have been given a "Senior Skip Day". This practice will be continued without loss of credit for seniors as long as behavior and conduct is acceptable. Such a rule never intended for Prom to be a lost academic day of school for younger students. Prom servers and prom dates other than the Juniors and Seniors may not have permission to miss school on Prom day without good reason. Hair, tuxedo and other appointments need to be taken care of outside of school time. All absences on this day will need to be approved beforehand, by the Principal.

SCHOOL SERVICES

Library

Students using the library are asked to be quiet and busy all the time. The library is a place for quiet study by individuals not persons working together. Conference rooms or the commons are available for use by groups of students. The conference room in the library must be arranged for in advance by the teacher and students wishing to utilize it. A class or group scheduled for the library takes precedence over any other individuals. Anyone unable to find materials may ask the assistant or head librarian for help. All materials leaving the library must be checked out according to proper procedure. High school students are not to exit from the library into the hallway for any purpose including going to their locker. Pop, Candy, Rolls or other food items are not allowed without permission.

Internet Use (BH 603.12) (Internet Permission Form BH 603.12R shown in back of booklet)

The use of the Boyden-Hull School Internet account must be in support of education and research and be consistent with the educational objectives of Boyden-Hull. When the Student accesses other organization's networks via the Boyden-Hull's computer or network, the Student must follow the rules and guidelines governing the use of both the Boyden-Hull School's network and the organization's network. Any noncompliance by a Student with this Acceptable Use Policy may result in disciplinary action, revocation of network usage privileges, revocation of allocated computer and/or legal action, both civil and criminal.

Although students will usually be under teacher supervision while on the network within the district, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value. Students should not expect any level of confidentiality when using the school's network or Internet. Our network is monitored using a content filter. Individual student laptops can be monitored during each class period using LanSchool. Teachers may block students' laptops, limit browsing ability, or message students if they are not doing what is expected or appropriate.

Students will be expected to abide by the following network etiquette:

- The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and sources.
- If the student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Examples of Students Violation of Rules and Regulations but not limited to the following:

1. Sending or displaying offensive messages or pictures.
2. Using obscene language.
3. Using another's password to use the computer system or Internet.
4. Harassing, bullying, insulting, or attacking others.
5. Damaging computers, systems or networks.
6. Violating copyright laws.
7. Violating the right of privacy of others.
8. Trespassing in another's work, directory or computer.
9. Spreading computer viruses.
10. Hate mail, discriminatory names, racial and ethnic slurs, and other antisocial behavior.
11. Use of the network or computer to access or process pornographic materials.
12. Using E-Mail capabilities.

Student Violations - Consequences and Notifications.

A student who accesses restricted items on the Internet or has violated the rules shall be sent to the principal's office.

Photo Copy Rules: (This applies to any copy machine in the building)

Because of excessive time and materials used, photo copying will be limited as follows:

1. All copying of a personal nature will cost \$.25 a page.
2. Copying of school-related material will only be allowed with written permission of the effected teacher. This means you may not copy other student's notes, review worksheets, etc. Material from the teacher will not be copied even with payment.
3. Copying for organizations (Pep Club, Cheerleading, etc.) must be approved by sponsor and charged back to that organization.
4. No copying will be allowed without an adult present to approve.
5. All copyright laws must be obeyed

Guidance and Counseling Services

Guidance services available in our school fall into the following major categories:

1. Counseling - The counseling service makes it possible for a student to discuss anything that might be concerning him/her. Problems with parents, teachers, or other students are examples of things discussed in the counseling relationship. The student can be assured that whatever he/she discusses with the counselor will be held in strict confidence.
2. Information - The counselor can provide students with many different kinds of information. He has information about hundreds of different careers and many types of educational and training opportunities open to students after graduation. The counselor also has information on matters of personal concern such as sex, venereal disease, drugs, etc.
3. Appraisal (BH 505.5) - The appraisal service makes it possible for a student to work toward a very important goal to increase self-understanding. The counselor can help a student to know himself better both through personal interviews and through the interpretation of achievement, aptitude and interest tests.

4. Placement - The counselor can help a student with course selection and scheduling. He can also help the student in making wise decisions in regard to placement after graduation, whether this means a job, a vocational training program or a college.

School Nurse/Medical Services

The school Nurse is employed to provide medical expertise and resources for our students and District. Counseling and providing information for medical concerns to both students and their parents is a major responsibility of this person. The school Nurse may also be requested to make home visits to appraise the well being of absent students. This home visit may be required if a student has been absent 5-days in the semester and is again ill. Before a student is excused because of illness, they must be seen by the school nurse.

Daily Announcements/Communications

Announcements must be approved by the sponsor and should be submitted to the office of the principal by 8:05 a.m. of the day they are to be read over the intercommunication system. Announcements will be given at the beginning of first period after the 8:20 tardy bell rings.

The Boyden-Hull school sends out various communications to Parents. These may be of a disciplinary nature, an academic progress nature or a congratulatory nature. We also send out a monthly newsletter during the school year to all families with students in our district and to anyone else who requests such. Some of these include notices of absences at 5 days per semester, tardies over three a semester, notice of your child doing better or endanger or failing a course or a congratulatory card to recognize an accomplishment your child has gained, and notices of detentions given. We want to keep both the student and their Parent's informed in a timely fashion. Anyone who wishes to be added to our newsletter mailing list may request such by calling the office with the proper mailing information. This might be a great way to get school information to grandparents etc. By working together, we in the Boyden-Hull District can do great things. We will begin putting the newsletter on our school website at www.bhcomets.com Let us know if your family would rather download the newsletter, rather than having it sent in the mail. We also recommend that families with internet capabilities use the BH website to check grades and lunch fund totals. We thank you for saving postage costs.

Student Lockers - (BH 502.5, 502.8)

Student lockers are the property of the school district. The principal will assign each student a locker to be used for his/her four years of high school, or in some cases, it may be necessary for two students to use the same locker. Students are expected to use their own lockers and to keep them neat. **DO NOT MARK, DEFACE OR DISPLAY SEXUAL OR OBSCENE MATERIAL, TOBACCO OR ALCOHOL ADVERTISEMENTS IN OR ON THE LOCKERS!** Valuables should never be left in student lockers. Each student is urged to use a school combination lock (free of charge) on his or her locker to prevent vandalism or theft. If personal locks are preferred, then a second key or combination must be registered in the office. Students using school locks will be responsible for returning those locks at the end of the school year or will be charged \$3.00 for replacement. The school district is not responsible for any losses. Students will be assessed a fee at the end of the school year if their assigned locker is damaged. Switching of lockers is permitted only if approval is given in the office. Students are responsible for the originally assigned locker until the office change is done. **THE SCHOOL RETAINS THE RIGHT TO PERIODICALLY INSPECT ALL LOCKERS OR A RANDOM SELECTION OF LOCKERS WITHOUT PRIOR NOTICE.**

No open or unopened beverages, pop or water, shall be stored in the locker. **Important:** No obscene material, weapons, prohibited items such as tobacco, alcohol, drugs or other controlled substances or look alike are allowed at any time in lockers. You risk suspension with any such items.

Student Government (BH 504.1)

Students are encouraged to learn and practice democratic procedures by handling student affairs through the student council and other organizations. Council, class and club meetings may be held only with the approval and presence of the sponsor. Robert's Rules of order shall prevail and accurate minutes of all meetings shall be kept by the secretary. Student organizations necessarily are limited in responsibility and authority and therefore all actions and decisions are subject to review and subsequent approval or rejection by school authorities.

Vending Machine/Food in Classrooms

The vending machine is the sole way for the Boyden-Hull Student Council to raise money for its activities. Because of Federal and State regulations, you may not purchase food from the machines during the Lunch period.

NO food or beverage is allowed in classrooms. Treats, snacks, breakfast, and the like will **NOT** be allowed. Only food that pertains to the curriculum or the lesson will be allowed with the teacher approval. If a student is allowed to have food in the classroom, it is the responsibility of the staff and student to make sure they clean up after themselves.

Assemblies and Pep Meeting

1. When an assembly is called, pass directly to the meeting location as quickly and quietly as possible (without running).
2. Attendance at all assemblies and pep meetings is required of all students.
3. Applause is an art. Applaud heartily at the proper time and in a courteous way. Whistling is not an acceptable display of approval according to standards of etiquette.
4. Display sportsmanship at all athletic activities.
5. Pep meetings are organized by the cheerleaders and their sponsor. Arrangements are to be made with and approved by the principal and coach at least one week in advance of the pep meeting.
6. There will be no more than one pep meeting a week (exception: tournaments).
7. After assemblies or pep meetings, the principal or another member of the staff will excuse the student body.

Class, Club and Organization Meetings

Meetings, whenever possible, should be scheduled out of class time. They must be coordinated through the office by giving notice at least one week in advance in order that they be put on the weekly calendar.

Parties and Dances (BH 504.4A)

High school parties and dances (including Homecoming) are sponsored by the school for students in grades 9-12 only. No Junior High student shall be allowed, even as a date to an older student. Alternative HS students are not allowed to attend without BH date. Students who come to school parties and dances must stay in the building once they come in. High school parties and dances are to be held on Friday or Saturday nights. Cleanup must be completed and the building cleared by 12:00 a.m. The building must be cleaned after each event. Permission to hold parties or dances must be granted by the sponsors and cleared through the Student Council and principal. Parties and dances must be scheduled at least two weeks in advance.

The privilege of junior high attending their parties, social events and Newton Hills must be earned. As per recommendation from our Student Councils, JH students who are not in good academic standing for two or more core subjects (Language Arts, Reading, Math, Social Studies and Science) the Friday preceding an activity shall not be eligible to attend that activity.

School Transportation

Students are expected to behave on school buses in the same manner as they are asked to behave in school. Students are asked to give special consideration for younger riders and assist the bus driver in emergency situations. Misbehavior on buses after one warning will result in the student's supplying his/her own transportation to and from school. Parents will be informed of the misconduct upon the first warning. School bus transportation is a privilege that can be taken away when the student's conduct jeopardizes the safety of other passengers and a wholesome work environment for the driver.

The school will and is required to provide transportation for any and all outside-of-school practices, rehearsals or meetings that are school sponsored provided requests are made at least one day in advance. The school provides transportation for students who participate in school sponsored activities held out of town. Students are expected to ride on the bus to and from the event. Only when a student's parent follows one of these two procedures can an exception be made:

1. The parent will call the school office and also send a note that the student brings to the office stating who is to provide transportation other than themselves. Students may only ride home with another family member who is older than them or another parent designated by his/her parent or guardian. Students will not be allowed to ride home with other students or non-family members. The secretary writes the change on the official list and gives it to the coach or sponsor. The person, whom the parent names as giving this alternate transportation, must sign the student out with the coach on this official student list at the time of the activity. Any other special conditions must be cleared by the administration before the activity. The sponsor does not have the authority to make exceptions to the rule.
2. The parent will personally give the coach, director or sponsor at this activity, a note giving permission for that student to ride home from the event as stated in option #1 above, with transportation other than that provided by the school after the event.

This policy assures the parent and the school that the student is riding with the correct person and that the coach(s) knows for whom they are responsible.

However, any coach, director or sponsor, with the administration's approval, may require all students to ride to and/or from any event in which they participate in school provided transportation. It is reasonable to expect students to make appropriate arrangements regarding possible work hours or other commitments so they do not have conflicts with their school commitments.

Pep Bus Procedure/Practice Shuttle Buses

1. When traveling to Rock Valley (during football), it is considered a home game and a shuttle will run just like when we have a game in Hull. No minimum is needed to have a bus, although we like to know if anyone is going to need a ride. The activity tickets are accepted in both places. Cheerleaders may choose to ride the bus or drive to Rock Valley.
2. When traveling to away athletic events, we need a minimum of 25 students (including cheerleaders). Fees must be paid before you can sign up. If a bus results, the cheerleaders would ride this bus without a cost to them. If we don't get enough to ride a bus, the cheerleading sponsor is responsible for driving the cheerleaders to the game or making arrangements with the coaches for using the team transportation for cheerleaders.
3. When going to state events, if we offer a spectator bus, the actual cost is divided among those signing up. We set a minimum number needed and again ask for the cost plus the cost of a ticket. I believe the cost going to the state basketball tournament in recent years was \$16.00 including the ticket.
4. When we have practices and events between Boyden-Hull or Boyden-Hull/Rock Valley, we provide a shuttle at no cost and no minimum number is required. The coach or sponsor must request a vehicle each time however. This applies to pep band, athletic practices, JH jazz band, concerts etc.
5. If you sign up to ride to the event, you must also return on the bus.
6. No one can just "show up" to ride a spectator bus. Sponsors are not allowed to add names and collect money for additional students on a school bus.

Courses Taken For High School Credit

A. Post Secondary Enrollment (PSEO)/Concurrent Enrollment Courses/IOAPA(BH 604.7)

Juniors and Seniors and identified G/T students in grades 9-10 can earn credit toward high school graduation at Post-secondary institutions, Internet or Iowa Online Advanced Placement Academy (IOAPA). The Board of Education shall consider such requests on a case-by-case basis and will reimburse up to \$250.00 for tuition and other costs. Check with the Guidance Counselor if interested. There is a registration deadline, so your Concurrent Enrollment/PSEO form should be completed at pre-registration time in the spring.

Other information:

- 1). The post-secondary courses may not take precedence over our own programs, both academic and extracurricular, at Boyden-Hull. This means a student may not miss any other class or activity, performances, game, concert, etc., that they have already committed to.
- 2). Student must have at least a 2.5 Cum GPA.
- 3). You may not audit a post-secondary course and each class will gain you 1 credit toward high school graduation for each 3 credit hour course taken in a college course if successfully completed. The grade is awarded by the college and may only be available at the end of the semester. A "quarter" grade may not be available for our report cards.

- 4). You must successfully complete the course. You must also complete the course in the allotted time. No extensions on time will be allowed. All grades count toward your grade point average.
- 5). Students are responsible for all textbook, eBooks, and classroom materials needed to take these courses. Any class textbook loaned or checked out by the guidance office are the property of Boyden-Hull. If a textbook is issued to a Boyden-Hull student, it must be returned in good condition. If it is not returned or is not in good condition, fines or replacement cost of the book will be assessed.
- 6). Students enrolled in Concurrent Enrollment Courses will be given 1 period for every two online courses.
- 7). If you qualify and are approved to take a post-secondary course, you must be a “regular” student carrying at least seven (7) courses. If the class is offered during the day, it may become part of that class load.
- 8). Any student may be removed from a post-secondary course for improper conduct or behavior that is not appropriate. In other words, you are still a Boyden-Hull student and must abide by our school’s rules.

B. Credit Recovery

Students may be permitted to make-up previously failed courses using Odyssey Ware or at a Post Secondary institution. Permission must be gained through the instructor and administration (Student that fails 2nd semester Algebra or Physical Science that continues into the next year of math or science continues to struggle) Students utilizing the Odyssey Ware program must be in good standing with the school district in regards to attendance and tardy policies. If permission is granted, 30 hours per credit must be spent in class or learning center to be granted credit at Boyden-Hull. No regular Boyden-Hull hours (classes) shall be missed, skipped, etc., to make-up needed time in the NCC Learning Center. If a student is absent from Boyden-Hull, they **MAY NOT** be at another institution making up required time in those classes. Students must pay their own cost on such courses. Permission to begin a GED program is usually not granted to any student before age 18. Special circumstances may warrant an exception to this policy. Again, use the Guidance Counselor as the first step in such deliberations.

C. Accelerated Math Program

Acceleration in the math program is an enrichment option for those students who excel in math and are socially prepared to be with other students. Inclusion in this program is determined by test scores, performance in previous years, maturity, and parental approval. Entry into the acceleration program assumes the child would take five years of math, up through Calculus, in high school. The High School math faculty evaluates performance level of those students under consideration for advancement. High school math credits gained at the Junior High level count toward High School graduation, although it will not count in the Grade Point Average.

Juvenile Court Reporting

Be advised that the school district receives reports from the Juvenile Court on any child that has committed a delinquent act. Such reports may lead to further action under the “Student Conduct Code” part of our student policies.

Our Mandatory Reporting

Certain school personnel have been charged with serious duties as it relates to reporting:

1). **Mandatory reporting in abuse situations**

Be advised that when any staff member suspects that you may be a victim of child abuse, they are required to report such to the proper authorities outside the school. Your well being and safety is our very first priority.

2). **Reporting of Dropouts from school**

Be advised that Iowa Code 321.213B provides for the revocation of a juvenile’s driver’s license if that juvenile (under age of 18) voluntarily drops out of school. Dropping out of school before the age of 18 may result in the revocation of your driver’s license.

3). **Reporting of Progress on IEP (Individual Education Plans)**

We are required to report to the parents of special education students, the progress of their child on their IEP goals at least as often as we report to non-disabled child’s parents. We shall report such progress every quarter (9 weeks).

4). **Violating School Permit Rules**

Our local administrative rules require that students abide by the laws of maintaining the privilege of having a school permit. Failure to abide by the laws will result in being reported to the Department of Transportation.

ACTIVITIES HANDBOOK

Welcome to the activity program activities at the Boyden-Hull School. We are happy to have you try out for one or more activities in our school and hope you can realize some satisfaction and enjoyment for your efforts.

Boyden-Hull has developed some fine traditions in its history. With what we feel is an excellent activities program we hope to continue to provide the young ladies and gentlemen of Boyden-Hull an opportunity to become a part of that rewarding experience.

Our philosophy is to have as many young people as possible gain as much enjoyment as possible in our programs. Some students will win scholarships and possible careers in some activity fields; this is considered a "fringe" benefit of our program, rather than a general objective. All participants represent the best student body and school anywhere. Your hard work makes Boyden-Hull #1.

Good Luck,
Boyden-Hull Community School

**BE PROUD TO BE A
COMET
AND
A NIGHTHAWK**

I. STATEMENT OF PHILOSOPHY

The Boyden-Hull Community School Board of Education, the Boyden-Hull Community School administration, and members of the boys and girls activity groups believe the competitive activities program is a part of the overall educational program of the school.

To be of maximum effectiveness, the activities program must be closely coordinated with the general instructional program of the school. It must be such that the number of students accommodated and the educational aims achieved justify its inclusion in the overall educational program. It must also be based on a spirit of nonprofessionalism so participation is regarded as a privileged opportunity.

Activities are for all students who are physically able to participate, who qualify under eligibility requirements, and who adhere to the rules set forth by the state and local school officials.

II. OBJECTIVES OF ACTIVITIES PROGRAM

- A. To provide opportunity to enjoy one of America's greatest traditions - the privilege of competition.
- B. To provide a "whole school" interest and activity.
- C. To teach students habits of health, safety and cooperation.
- D. To teach new skills and offer opportunities to improve those already possessed.
- E. To provide opportunities to develop lasting friendships with other participants and opponents.
- F. To give students an early understanding that participation in activities is leadership training, which is a privilege that also carries responsibilities with it.
- G. To provide opportunities to exemplify and observe good sportsmanship.
- H. To provide opportunities for students to place group above self; to learn to practice self discipline for the overall Benefit of the team or group of which he or she is a member.
- I. To provide opportunities to learn of the benefits of following rules.
- J. To provide the student opportunities to experience the satisfaction of self sacrifice in an attempt to contribute to the development of esprit de corps: development of a feeling of unity and belonging; school pride; teamwork and the respect for rules and authority.
- K. To consider interscholastic activities as extended opportunities for the school.

III. PHYSICAL EXAMINATIONS

The Boyden-Hull school district requires all athletes and cheerleaders to have a physical examination before starting practice each year. This exam may be taken any time within the calendar year previous to the athletic season. Examination forms are available either in the school office or from your physician.

IV. INSURANCE (BH 507.6B)

Our school policy requires that all athletes, managers, and cheerleaders, be covered by insurance before they participate in any practice. All have the option of:

- A. Family Insurance which requires a note from the parents stating that family coverage is provided (insurance waiver) or
- B. School Insurance which is available in two different types:
 - 1. All student insurance (excluding football)
 - 2. All student insurance plus football (the school aids in payment of the extra football premium)

V. INJURY REPORTS

A. Any student, if injured on way to school, during school, on the way home from school, or during a school sponsored activity, should make sure an Injury Report has been filled out and turned into the office. If student is covered by school insurance, it is his/her responsibility to report to the office to initiate an Insurance Claim.

B. Athletes injured in sports should make sure the coach has filled out an Injury Report and submitted it to the office. Athletes, too, have the responsibility of follow up to initiate the Insurance Claim if the injury resulted in ambulance service, doctor's care, or hospital expenses. Remember insurance companies have no way of knowing about an injury unless you inform them through a claim sheet.

VI. GENERAL RULES

A. PERSONAL APPEARANCE

Sponsor or Coach's discretion to establish reasonable guidelines at the beginning of each season as to personal appearance.

B. ATTENDANCE IN SCHOOL

Students will be allowed to participate in practice or contests, parties or dances, and performances or activities only if they are in school the 1/2-DAY PRIOR TO THE ACTIVITY ON A SCHOOL DAY. Individual exceptions may be approved by the Principal when arranged in advance.

C. CONDUCT ON TRIPS

1. Activities participants will be considered as "goodwill" ambassadors for Boyden-Hull.
2. Activities participants conduct themselves as ladies and gentlemen at all times, both on and off the playing field, before, during, and after performances or games.
3. Students will be neatly dressed on all activity trips.
4. Students will be expected to behave as ladies and gentlemen at all times on buses.
5. Any damage to buses caused by activity students will be paid for by the students. Said students, by this kind of behavior, will be risking dismissal from the activity.

D. SCHOOL TRANSPORTATION

The school will provide transportation for any and all outside of school practices, rehearsals or meetings that are school sponsored provided requests are made at least one day in advance. The school provides transportation for students who participate in school sponsored activities held out of town. Students are expected to ride on the bus to and from the event. Only when a student's parent follows one of these two procedures can an exception be made:

1. The parent will call the school office and also send a note that the student brings to the office stating who is to provide transportation other than themselves. The secretary writes the change on the official list and gives it to the coach or sponsor. The person, whom the parent names as giving this alternate transportation, must sign the student out with the coach on this official student list at the time of the activity. Any other special conditions must be cleared by the administration before the activity.
2. The parent will personally sign the official list at the time of the activity giving permission for that student to ride home from the event with transportation other than that provided by the school after the event.

This policy assures the parent and the school that the student is riding with the correct person and that the coach(s) knows who they are responsible for.

However, any coach, director or sponsor, with the administration's approval, may require all students to ride to and/or from any event in which they participate in school provided transportation.

E. USE OF ABUSIVE LANGUAGE AND/OR PERSONAL CONFRONTATION (FIGHTING)

Any offense - Game or practice session: Director/Coach/Sponsor's discretion

NOTE: All officials working interscholastic contests are required by the Iowa High School Athletic Association to:

- 1) Eject anyone who strikes an opponent in the face with his fist,
- 2) To make an official report of said incident to the ISHAA for follow up by the State office.

F. CHANGING ACTIVITIES

Students will be allowed to transfer from one activity to another during a given season only upon mutual agreement of both coaches and with the approval of the principal.

G. PROCEDURE FOR DROPPING FROM AN ACTIVITY

Students will, when quitting an activity, do the following:

1. Notify the director/coach/sponsor immediately
2. Immediately turn in all school equipment and uniforms that have been issued.

H. GYMNASIUM/WEIGHT ROOM PROCEDURES

1. At no time is it permissible for individuals or groups to work out in the gymnasium or weight room without authorized supervision. This means the adult or teacher must be in attendance in that area or room!
2. At no time will individuals or groups be working out, jogging, or just "messaging around" while teams or squads are having an official practice session.
3. Students in the gymnasium for one sport practice will refrain from using equipment not specifically for their sport or activity.
4. Open gym means just that, it is open to all Boyden-Hull students in grades 7-12, not just a specific team or group.

I. TOWELS (High School level only)

1. One towel will be issued to each athlete after each game or practice.
2. Towels are to be returned to the Dirty Towel receptacle before you leave the locker room.

J. EQUIPMENT ISSUED

Students have full responsibility for all equipment checked out to them. This includes maintaining it in satisfactory condition (with normal wear expected) and returning all items checked out to them at the conclusion of the season. Students are responsible for items lost or misplaced.

K. UNAUTHORIZED POSSESSION OF SCHOOL-OWNED EQUIPMENT (Athletic or otherwise)

No Boyden-Hull student shall have in his possession any school owned equipment, from this school or any other school, athletic department or otherwise, other than that which is to be worn for practices, games and meets. At no time is school equipment to be worn in public, except for practices and game/meets. This includes all activities, athletics, music, cheerleading etc.

Penalties for violations of this equipment rule will be determined by the activity sponsor and/or the administration. Penalties could include suspension from school activities or requiring the purchase or replacement of the item(s).

VII. TRAINING RULES AND ELIGIBILITY – STUDENT CODE OF CONDUCT

The following policy will apply to any student who participates in any extra-curricular program of the school.

ELIGIBILITY AND PHILOSOPHY OF EXTRA CURRICULARS The Board of Directors of the Boyden-Hull Community School District offers a variety of voluntary activities to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the

board, administration, and individual activity coaches and sponsors. The principal or athletic director shall keep records of violations of the Student Code of Conduct Rule.

The following activities are covered by the board's policy and these rules:

The following list of activities are affected by the Student Code of Conduct and the Academic eligibility rules: Jazz Band, Flag Corp, Show Choir, Show Choir Choreographer and Spotter, IHSMA solo/small ensemble contest, Honor Band, Drum Major, All-State Music, FCCLA, FFA, Pep Club, Drama and Musical Productions, Speech Competition, Football, Volleyball, Wrestling, Cross Country, Basketball, Track, Golf, Softball, Baseball, Cheerleading, Spanish Club, S.T.O.R.M., Quiz Bowl, Swing Show, Student Council Officer or Representative, Graduation ushers and escorts, Prom waiter and waitress, Music Trip, Senior Open Campus, Jr. High Activities, and or any other student extra-curricular activity of the school.

The following activities and events are a part of a student's grade. Student will be required to miss events according to the "Student Code of Conduct." However, the student will be given an opportunity to recover the credit at the discretion of the instructor and principal for the missed performance(s). The activities are: Band concerts, Pep Band, Choir concerts, Treble Clef Chorus, Bass Clef Chorus, and State Large Group Band and Choir Competitions.

Note: Attendance at Prom and Graduation are not listed under these activities and therefore are not affected by academic or "Student Code of Conduct" violations. They are considered events and not activities

STUDENT GOOD CONDUCT - RELATED RULES

A. Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Student Code of Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Student Code of Conduct Rule for a preponderance of evidence of any of the following behaviors:

- possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
- possession, use, or purchase of tobacco products, regardless of the student's age; this includes e-cigarettes, vaping devices, and other nicotine vaping products.
- possession, use, or purchase of illegal drugs or the unauthorized substance;
- possession, use, or purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- inappropriate or offensive conduct, such as fighting, insubordination (unwillingness to comply with a reasonable request), hazing, or harassment of others.

B. When the administration believes it is more likely than not that the student violated the Student Code of Conduct Rule during the school year or summer, the student is subject to a loss of eligibility as follows:

First Occurrence - Offenders are subject to suspension from a minimum of (3) public performance dates and must complete a minimum of (10) hours of school service. Students who do not complete the school service hours as prescribed will have their suspension increased to a minimum of (5) public performance dates. An additional (1) event suspension will be added to students who do not admit their guilt to the principal within (3) school days of the violation.

Second Occurrence - Offenders are subject to suspension from a minimum of (6) public performance dates. Substance abuse offenders will be required to successfully complete a minimum of (6) hours of counseling (at student's expense) within a time frame and at an agency prescribed by school administration. Substance abuse offenders will be required to complete a minimum of (20) hours of school service as prescribed by school administration. Non substance abuse offenders will be required to complete a minimum of (40) hours of school service. Students who do not complete the counseling and/or the school service hours as prescribed will have their suspension increased to a minimum of (12) public performance dates. An additional (2) event suspension will be added to students who do not admit their guilt to the principal within (3) school days of the violation.

Third Occurrence - One-year suspension from all extra-curricular activities with an appeal to the appeals committee established by the principal. The appeal may not be made before (1) calendar year has elapsed. Provisions of the appeal will include school attendance, behavior and academic performance; ADTU (Alcohol and Drug Treatment Unit) evaluation in cases of substance abuse; a minimum of (3) letters of recommendation from employer, parent/guardian, counselor, or clergy.

Special Circumstance - A student who has not been convicted of a policy violation, but voluntarily seeks help by entering a 30- or 45-day inpatient treatment program for substance use/abuse will be eligible for extra curricular activities immediately upon his/her return to school (first and second occurrence).

C. All students will begin high school with a clean slate. High School begins in the summer following 8th grade, and the Student Code of Conduct Policy remains in effect year around.

D. Students who go 365 days without a violation will be placed back on Step 1 (1st Occurrence).

E. The period of ineligibility attaches immediately upon a finding of the violation if the student is currently engaged in an extracurricular activity. If not currently engaged or if the ineligibility is not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.

F. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate. A student that is deemed ineligible will not travel with the team and it would be the parent(s)/guardian(s) responsibility to get them to and from a state event. The player may be allowed to sit/stand on the sideline at the state event if deemed permissible by the administration and coaches. If the student drops out of an activity prior to completion of the period of ineligibility, the penalty or remainder of the penalty will attach when the student next seeks to go out for an activity.

G. Students will not be allowed to begin a season in progress and must finish a season in good standing with the coach/sponsor and administration to use it as suspension time.

H. If denial of a violation is followed by later conviction, the denial serves as the first offense, and the second offense penalty is instated.

I. Students who are ineligible at the conclusion of an activity may possibly not receive a letter or award for that activity based on the violation. The letter or award for this activity will then be determined by the coach, athletic director, and principal.

J. If a student transfers in from another Iowa school or an out of state school district and the student had not yet completed a period of ineligibility for a violation of the Student Code of Conduct Rule in the previous school or school district, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's violation in the previous district.

K. Appeals:

- Any student who is found by the administration to have violated the Student Code of Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect pending the superintendent's decision.
- If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. The review by the board will be in closed session unless the student's parent/guardian (or the student, if student is 18) requests an open session. The grounds for the appeal to the school board are limited to the following: the student did not violate the Student Code of Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.
- If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

VIII. ACADEMIC ELIGIBILITY

During the school year, academic eligibility will be evaluated at every midterm, the end of the 1st and 3rd quarters and at the end of the 1st and 2nd semesters. To be eligible to participate in activities, a student must be passing all regular academic courses (courses that receive full credit). Student will bring a signed progress report from the instructor of the course in question to the high school principal by that Monday at noon. Any student not passing ALL courses at the end of the grading period or midterms, will be declared ineligible (meaning the student will not dress for or compete) as follows:

MIDTERM and 1ST, 2ND, 3RD, 4TH Quarters FAILURE: Two (2) weeks ineligibility from any activity. If the student is still failing any class at the end of the two weeks, the student will be ineligible another two weeks. (Ineligibility will start on the Monday noon after grades are due.)

1ST OR 2ND SEMESTER FAILURE: If the student fails any course at the end of a semester, they will be ineligible for the next 30 consecutive calendar days. (State mandated “No Pass, No Play” eligibility rule)

***This policy will include ALL 7th-12th grade students involved in extracurricular activities in which the student is a participant.*

***Any students trying out for any activity (cheerleading, swing show, etc.), must be academically eligible upon the time of tryouts.*

*** BH CSD will also not allow students to participate in an activity for the sole purpose of fulfilling academic eligibility unless they are considered to be a bona fide participant (Participated in the activity in the prior school year).*

***Any student removed from class or has served an In School Suspension may be held out of practice or competition in that night's events at the coach's discretion.*

***Other Eligibility Requirements: (as set forth by the ISHAA and other state associations.)*

IX. MISCELLANEOUS ELIGIBILITY REQUIREMENTS

YOU ARE NOT ELIGIBLE

A. High School

- 1. If you do not have a physician's certificate of fitness issued this school year, or if you are twenty years of age or over.**
- 2. If you do not have a concussion form signed by both player and parent at the start of an activity.**
- 3. If you have attended high school for more than eight (8) consecutive semesters, upon entering the ninth grade for the first time.** A student who engages in athletics during the summer following the 8th grade is also eligible to compete during the summer following 12th grade. (Twenty days of attendance or playing in one contest constitutes a semester).
- 4. If not enrolled in or receiving credit in at least four full-credit classes.** BH requires students to enroll in 7 courses a semester which includes PE and music. At the end of the grading period in which a grade and credit are awarded, the student must not be failing ANY courses.
- 5. If you were out of school last semester** or if you entered school this semester later than the second week of school.
- 6. Transfer Rule** - If you have changed schools this semester. (Except upon the change of residence of your parents). 90

school days ineligible period will be required to become eligible. Some exceptions apply for open enrolled students when it comes to competition under the varsity level. Check with your AD.

7. If you have ever accepted an award for your high school participation from an outside group other than an inexpensive unframed, unmounted paper certificate of recognition, or, **if you have ever received any money for expenses or otherwise for your participation in an athletic event.**

8. (BH-504.5A) If you have competed on an outside school team as a team member or as an individual while out for a sport and during that sport season without the previous written consent of your Superintendent, High School Principal and Athletic Director. (Example: While you were out for wrestling and during wrestling season you want to participate on an outside school wrestling team or tournament, you would have to have permission from the school Superintendent, Principal, and Athletic Director or otherwise you would be declared ineligible. Once wrestling season is over, you can participate without written permission.) Violation of this policy will result in a two-week suspension from participation in the sport in which the violation occurred.

9. If you have ever trained with a college squad or have participated in a college event, or have engaged in that sport professionally.

10. If your habits and conduct either in or out of school are such as to make you unworthy to represent the sportsmanship ideals, principles and standards of the Boyden-Hull Community Schools. This could be violations of the “Code of Conduct”, though not limited exclusively to that.

11. You may not be eligible if you are transferring or moving from another school district while being ineligible at that school. (BH 503.4B)

B. Junior High

1. If you are 16 or older

2. If you have completed more than 4 semesters of participation in grades 7 and 8.

X. DUE PROCESS FOR LOSS OF ELIGIBILITY OTHER THAN ACADEMIC REASONS

A. INFORMAL QUESTIONING AND NOTICE OF HEARING

A student may be questioned informally by a staff member or administrator when there is reason to question continued eligibility of that student. However, when official action is being considered to declare a student ineligible, the student shall be notified in writing that his continued eligibility is being questioned. That notice shall include:

1. The reason for considering the loss of eligibility.
2. The time and place of a hearing called to determine continued ineligibility.

B. HEARING AND ACTIVITY COUNCIL

The hearing shall be conducted by an Activities Council. The makeup of that council may vary from case to case, but shall include:

1. At least one administrator from the district.
2. At least one sponsor/director/coach from activities in which the student is involved. If there is more than one activity, more than one sponsor or coach may be involved. If the student is in no activity, a staff member shall be randomly selected to be on the council.
3. The Activity Director for the District (Athletic Director)

C. STUDENT REPRESENTATION

At the hearing, the student may be represented by himself, his parents or a designated representative (parents or the representative must be able to attend at the time the hearing is scheduled).

D. OTHER WITNESSES

Witnesses with pertinent information concerning the situation may be called in by either side.

E. DECISION OF THE ACTIVITY COUNCIL

The decision of the School Activity Council shall be filed in writing with the Superintendent of Schools and a copy shall be sent to the student or his parents. **A STUDENT WILL NOT BE MADE INELIGIBLE UNTIL SUCH A**

DECISION OF THE ACTIVITY COUNCIL HAS BEEN FILED.

F. All decisions regarding student ineligibility as a result of conduct and training violations shall be reported to the Board of Education of the Boyden-Hull Community School within twenty-four hours of such decision.

G. APPEAL

If dissatisfied with the decision of the Activity Council, the decision may be appealed to the Boyden-Hull Community School Board by filing a written notice of such intent with the Superintendent of Schools within one week of receiving the decision of the Activity Council.

XI. AWARDS

A. Letters will be awarded upon the recommendation of the head coach or sponsor of each sport or activity. This recommendation will be based upon the requirements set prior to the season. Mere "membership" is not enough to earn a letter. Be sure that you understand all of the requirements. Generally, the following will be considered in making recommendations:

1. Number of quarters played or team points earned and/or completion of extra required activity
2. Practice/performance attendance
3. General attitude
4. Loyalty, cooperation and contribution to the squad/group
5. Citizenship
6. Successful completion of the season or organization responsibilities.

B. AWARD SYSTEM Athletics

1. JH Awards

A. 7th Grade -Two or more activities, they get a monogram letter and participation certificate.

a. If they are involved in one activity, they will only get a participation certificate.

B. 8th Grade -

a. If a student is involved in 1 activity in 8th Grade, but it is the same activity they were involved in 7th grade, they receive a monogram letter and participation certificate.

b. If a student is involved in 1 activity in 7th grade and goes out for two different activities in 8th grade, they will receive a monogram letter and participation certificate.

2. Freshmen (or first participation in a sport at high school level)

a. Numerals

b. Certificate of participation

3. Junior Varsity

a. Certificate of participation

4. Varsity

a. First varsity letter

1) BH letter

2) Pin for sport

3) Bar

b. Succeeding times lettering

1) Bar for each time lettered in sport

2) Pin for each new sport lettered in.

AWARDS

Activities in the Boyden-Hull District will follow the same state guidelines as the Iowa High School Athletic Association, Iowa Girls High School Athletic Union, Iowa High School Music Association, and Iowa High School Speech Association uses.

"The awards rule is actually quite simple. The student may receive from the school the customary medal or ribbon for competing in an interscholastic contest, meet or tournament. The medal or ribbon may be equivalent to such medal or ribbon awarded by the Association in a state sponsored event. The student may not receive any other award for his/her participation in an interscholastic contest. The student's own school may award him/her a trophy, plaque, cup, unattached letter, monogram or other insignia of his/her school, provided the award is not in excess of \$10 in value. Schools may give their outstanding athlete, musician or thespian an award. As to the question of what can an outside school organization or individual do for the high school athlete, the only award permitted by an organization or individual is an inexpensive, unmounted, unframed paper certificate of recognition. The organization or individual may give the entire squad a free dinner, provided the local school administrator approves of the banquet including an inexpensive table favor, if such is given to every person attending the banquet. The outsidetool group may give money to the local school to buy a plaque or trophy in which the outstanding athlete's name is inscribed, and the trophy or plaque shall then become the property of the school.

If a student participates in an outside school activity during the school year, he may accept a statuette trophy, plaque or cup for winning this particular event as long as this award is not in violation of the amateur rule for that particular organization sponsoring this activity. He/she may not receive any other award the value of which exceeds ten dollars (\$10). At no time may any student accept an award of money or in the form thereof. During the summer months, a student may enter an event in any activity as an individual or as a member of a team or group not representing his school. If such student wins an award, he may accept the award provided it does not violate the amateur award rule of the sponsoring organization of the activity. Whenever a student violates the award provisions as herein outlined, he/she becomes ineligible in the activity in which he violated."

All awards given to students in activities must be approved by the administration before purchase of the award.

XII. NATIONAL HONOR SELECTION AND REVIEW PROCESS

Students in grades 10-12 are eligible for selection into the National Honor Society if they hold a cumulative GPA of 3.5 at the end of the first semester. Each person meeting this scholarship level will be asked to complete an information sheet citing personal evidence of achievement in the four "Ideals" of National Honor Society of Scholarship, Leadership, Service and Character. Those students who return the completed sheet by the due date are considered for membership into the National Honor Society by the faculty committee. Final selections to the National Honor Society are in May, with the induction ceremony at the Awards Program. Those who do not return the information sheet will not be considered for selection to NHS.

All current members of the National Honor Society are also reviewed at this time, using the same procedures. Anyone not meeting the guidelines, risks being put on probation.

FORMS

Students may use the following examples:

1. Special Student Status Request Form
2. Post-secondary Registration Form
3. Harassment Complaint Form
4. Internet Permission Form
5. NCAA Eligibility Standards
6. Junior High Activities – Participation Requirements
6. Overall Floor Plan of newly remodeled JH/HS Building
7. Curriculum/Course Offerings

FORM #1

BOYDEN-HULL COMMUNITY SCHOOL

SPECIAL STUDENT STATUS REQUEST/PERMISSION FORM

NAME:

DATE:

SPECIAL STUDENT STATUS - Our high school has an obligation to provide as much instruction it can to each student during their years in high school. We also feel it prudent for students to take full advantage of all academic and extra curricular areas of the school. Upon showing need, however, a student may request that they be granted "special student" status. Such a designation is meant to provide a means for a student to finish high school while handling a family hardship, medical related conditions, or other school related reasons. Gaining employment **SHALL NOT** be a major consideration for granting special student status. The request must be made to the Board of Education for its consideration and final approval or disapproval. The student may be exempt from certain attendance and class load requirements, but PE shall not be waived unless excused by a Doctor. In any event, a "special student" must successfully complete the minimum graduation requirements of the "regular" student before a high school diploma can be granted. Special students are **INELIGIBLE** to participate in any and all school sponsored student activities except for Prom and Graduation. Parents should consult the Principal with any questions.

IT IS UP TO THE STUDENT TO CHECK WITH THE GUIDANCE COUNSELOR ABOUT CREDITS NEEDED FOR GRADUATION.

REASON FOR REQUEST (YOU MUST STATE A NEED THAT MEETS THE GUIDELINES):

PROPOSED SCHEDULE FOR ATTENDANCE AT SCHOOL:

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE

SPECIAL STUDENT STATUS MAY NOT BEGIN BEFORE APPROVED BY THE BOARD. THEREFORE, STUDENTS MUST MAKE APPLICATION BEFORE A SEMESTER BEGINS.

DATE TAKEN TO BOARD OF EDUCATION:

RESULTS: _____ APPROVED

_____ REFUSED

PRINCIPAL SIGNATURE

DATE

FORM #3
104.E1

ANTI-HARASSMENT/BULLYING COMPLAINT FORM

Name of complainant:

Position of complainant:

Date of complaint:

Name of alleged harasser or bully:

Date and place of incident or incidents:

Description of misconduct:

Name of witnesses (if any):

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information:

I agree that all of the information on this form is accurate and true to the best of my knowledge:

Signature:

Date:

FORM #3
104.E2

ANTI-HARASSMENT/BULLYING WITNESS DISCLOSURE FORM

Name of Witness:

Position of Witness:

Date of testimony, interview:

Description of incident witnessed:

Any other information:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature

Date

INTERNET RULES FOR STUDENTS AT BOYDEN-HULL

Be aware that each student must abide by the rules to protect their continued privilege of using the Internet and the BH computer network. The following shall be in effect:

- 1.) All students shall have this form on file, a permission form signed by their parent. The new students will be inserviced on the operation of the network, and will be asking their parents to sign their permission form.
- 2.) For Internet safety, Boyden-Hull implements district-wide Internet content filtering without access to student or staff bypass. The filtering protects against access to visual depictions that are obscene, child pornography, or anything the school district deems harmful to minors. (FCC Rule Section 54.250 (c) (1) (i), (ii) and (v))
- 3.) Students should not have any expectations of privacy or confidentiality in the context of electronic communications or other computer files sent, received, or stored in their directory on the Boyden-Hull school computer system. No personal e-mail is allowed.
- 3.) For personal safety and security of students, e-mail, chat rooms and other forms of direct electronic communication are not allowed except with express permission and under the supervision of Boyden-Hull faculty/staff. Relative to the Internet, students may not use or include any information that could identify themselves, other students or staff. The school accepts no liability for students who may receive material or have contacts through the Internet connection that are essentially prohibited by our policies or law. (FCC Rule Section 54.250 (c) (1) (iv))
- 4.) The Internet and network ID or password that the student is given, is provided only for THAT student’s personal use. They should not share it, nor use another student’s ID or password, regardless of how the password was obtained or found out. If a student suspects someone else is using their password, the student needs to immediately talk to Ms. Groom-Meeks to get their password changed. A student using another password shall be severely disciplined.
- 5.) Students must follow the copyright law! They may not copy and forward, copy and download, or copy and upload to the network or server, any copyrighted material without the permission of the original author, or of their teacher, Principal or Tech Coordinator. This includes text and/or music. Copyrighted material is ANYTHING WRITTEN BY SOMEONE ELSE! Students shall not access another student’s work to either see it, change it, or corrupt it in any way.
- 6.) Students will not use the district Internet/Intranet for any unlawful activities by minors. Hacking of our computer system or anyone else’s computer system is NOT okay! The releasing of viruses, worms, or programs that will, or could damage the system, or disrupt the normal operation of the computer system is prohibited. (FCC Rule Section 54.250 (c) (1) (iii))
- 7.) Students may not use the network to conduct personal business or solicit sales.
- 8.) ALL Internet sites containing sexually explicit material (those showing female or male nudity, for example), are off limits to students. Active attempts to go to these sites will result in immediate loss of network and Internet privileges.
- 9.) Violation of the rules will result in a conference with the Principal and could result in the student’s removal from the Boyden-Hull computer network for a certain period of time. Repeated infractions will result in further hearings, a note home to their parents and possible removal from the network for the remainder of the school year.

All students must have a signed permission sheet turned in to the Principal’s office.

Student Name (Please Print)

Graduation Year

Date

Parent Signature

Date

NCAA ELIGIBILITY CENTER QUICK REFERENCE SHEET



Core Courses

- NCAA Division I requires 16 core courses. See the chart below for the breakdown of this 16 core-course requirement.
- NCAA Division II currently requires 14 core courses. Division II will require 16 core courses for students enrolling on or after August 1, 2013. See the breakdown of core-course requirements below.

Test Scores

- Division I uses a sliding scale to match test scores and core grade-point averages. The sliding scale for those requirements is shown on page two of this sheet.
- Division II requires a minimum SAT score of 820 or an ACT sum score of 68.
- The SAT score used for NCAA purposes includes only the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a sum of the following four sections: English, mathematics, reading and science.
- When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.

Grade-Point Average

- Be sure to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website (www.eligibilitycenter.org). Use the list as a guide.
- Only courses that appear on your school's List of NCAA Courses will be used in the calculation of the core grade-point average. Use the list as a guide.
- Division I core grade-point-average requirements are listed on the sliding scale on Page No. 2 of this sheet.
- The Division II core grade-point-average requirement is a minimum of 2.000.
- Remember, the NCAA grade-point average is calculated using NCAA core courses only.

DIVISION I 16 Core Courses

- 4 years of English.
- 3 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

DIVISION II 14 Core Courses

- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 2 years of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 3 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

DIVISION II 16 Core Courses (2013 and After)

- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 3 years of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

NCAA DIVISION I SLIDING SCALE CORE GRADE-POINT AVERAGE/ TEST-SCORE		
Core GPA	SAT <small>Verbal and Math ONLY</small>	ACT
3.550 & above	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	55
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	59
2.700	730	60
2.675	740-750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840-850	70
2.425	860	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	80
2.125	960	81
2.100	970	82
2.075	980	83
2.050	990	84
2.025	1000	85
2.000	1010	86

For more information, visit the NCAA Eligibility Center website at www.eligibilitycenter.org.

Junior High Activities-Requirements to Participate

Activity	Are there tryouts	When are practices held?	Where are practices held?	Transportation provided for practice?	Is a physical required to participate	What equipment is required?	Other expenses	Number of games/events?	Where are the home games/events held?	*Transportation provided back to Boyden or Hull after a home event?	Phone available after events?	To take your child home after an event?	Can you take your child's friend home after an event/Can a friend's parents take your child home after an event?
JH Football	No	3:30-5:30	Hull Practice Field South of School	Yes-Bus back to Boyden	Yes	Shorts, shirt, socks, underwear, shoes - No metal tips or spikes allowed	None	5	Hull or Rock Valley	Yes	Yes	Parent's sign out	Requires a note and phone call from parents to principal's office 439-2440
JH Volleyball	No	3:30-5:30	Boyden Elem Gym	Yes-Bus back to Hull	Yes	Proper shoes	None	18	Boyden Elem Gym	Yes	Coach's cell ph.	Parent's sign out	Requires a note and phone call from parents to principal's office 439-2440
JH B/G Basketball	No	3:45-5:30	Boyden Elem Gym	Yes	Yes	Good shoes & practice jersey (opt)	Practice Jersey - \$20 (opt)	9	Boyden Elem Gym 4:15pm	Yes	Yes	Parent's sign out	Requires a note and phone call from parents to principal's office 439-2440
JH Track/Cross Country	No	3:30-5:00	AE Hestia Field-Hull	Yes	Yes	Shoes, socks, shirt, shorts, underwear	None	7	AE Hestia Field-Hull/Golf course	Yes	Yes	Parent's sign out	Requires a note and phone call from parents to principal's office 439-2440
JH Band	No	JH Band MWF/Jazz Band	Jr/Sr High School	Yes for Jazz Band	No	Instrument, white shirt, black pants, black shoes	Instrument rental if not owned by student	6 Concerts Pep Band 11-14 Games (opt for JH) March at Tulip Festival	Jr/Sr High - Hull Tulip Festival - Orange City	Yes - Not for Pep Band	Yes	Parent's sign out by bus	Requires a note and phone call from parents to principal's office 439-2440 and band director
JH Choir	No	During School Day	Jr/Sr High School	NA	No	Provided	None	3 Concerts & JH Contest	Jr/Sr High Hull	Yes if necessary	Yes	Parents provide transportation	Requires a note and phone call from parents to principal's office 439-2440

*Transportation is usually available after every event. However, the student needs to talk with the coach/director prior to the day of the event to make sure transportation is available.