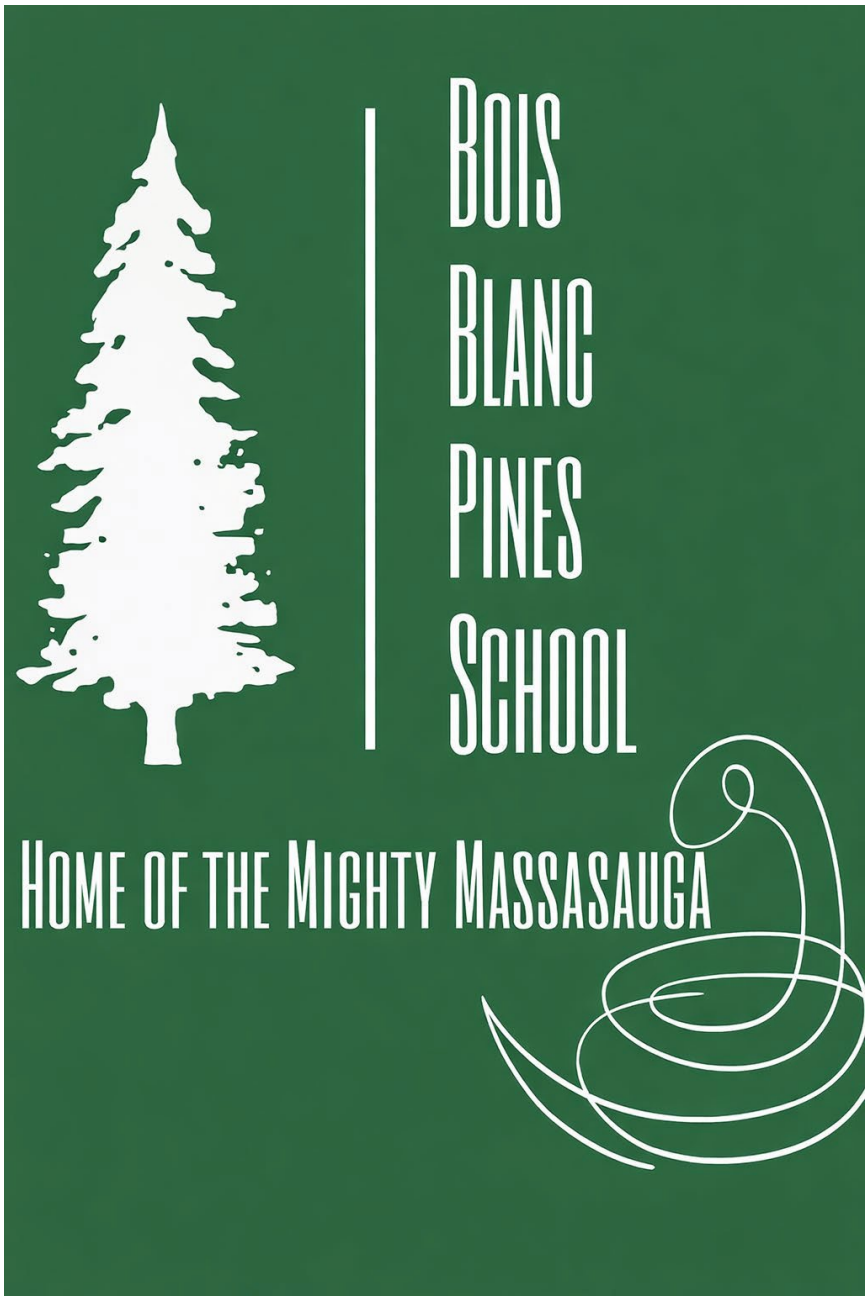
Bois Blanc Pines School District



2026-2027 Student Handbook

Equal Education Opportunity

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin or other protected characteristics as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint with Angie McArthur, (906) 632-3373.

BOIS BLANC PINES SCHOOL DISTRICT

The faculty and staff of Bois Blanc Pines School District welcome you to what promises to be an exciting school year. Our educators strive for excellence in all they do, and we guarantee a solid, well-rounded education for your children.

This handbook is prepared as a guide for students, parents and staff. It is prepared with as much information as possible to help students have a successful education while attending Bois Blanc Pines School. Careful consideration has been given to all areas when compiling this guide. However, it remains only a condensed guide and is ever-changing. We will make every attempt to keep it up to date. This handbook contains important information you should know. Become familiar with it and keep it available for reference. Questions may still arise from time to time about policy or other such guidelines. If they do, we encourage students and parents to contact the teacher or a school board member.

If the handbook is ambiguous or conflicts with these policies and guidelines, the Bylaws and School Policy guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subject.

Please check out our website at https://boisblanc.eupschools.org/ for a link to our Bylaws and Policies.

Bois Blanc Pines School Board

The School Board governs the school district and is elected by the community. Current School Board members are:

- Linda Wells, term ends 2028
- Pat Devlin, term ends 2026
- Jim Gilligan, term ends 2028
- Phillip Radala, term ends 2026
- Benjamin East, term ends 2026

The School Board has hired the following staff to operate the school:

- Superintendent/Administrator – Dr. Angie McArthur
- Teacher and Custodian – Michelle Reynolds

District Mission Statement

The mission of the Bois Blanc Pines School District, in cooperation with parents and community, is to provide an opportunity to nurture intellectual, physical, emotional and social development in children through participation in a comprehensive curriculum presented in a positive atmosphere, which will prepare them for roles as productive, responsible citizens. We will work to enhance our children's natural curiosity and instill in them a love of learning that will serve them for a lifetime.

General School Information

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the district's website boisblanc.eupschools.org.

Physical Location
100 Sioux Avenue
Pointe aux Pins, MI 49775

Mailing address
P. O. Box 876
Pointe aux Pins, MI 49775

Phone number
231-634-7225

School Day

The school day begins at 9:00 a.m. Students should not be dropped off any earlier than 10 minutes prior to the start of the school day. The school day concludes at 3:45 p.m. A school calendar is available on our school website showing holidays, professional development days, etc. Please check the website frequently for updates.

Parent Involvement in the School

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation in developing and implementing solutions to problems that may be encountered, and continuing communication regarding the process in accomplishing the goal(s). Parents should be meaningfully involved in:

A. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing desired learning outcomes.
B. Providing a mutually supportive school and home environment which encourages learning.
C. Establishing meaningful learning outcomes which support the development of responsible members of society.
D. Supporting a consistent and shared approach to child guidance and discipline.
E. Providing proper health, safety, and well-being for their child.

Visitors

All visitors, including parents and siblings, must have prior permission before entering the school. School aged students that wish to attend as guests during the school year are not permitted. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

Policy/Legal Backing: NEOLA 9150 School Visitors

Emergency School Closings

If the school must be closed, or the opening is delayed, we will notify parents through communication via phone calls or text messages. Parents need to ensure that their most recent phone numbers and contact information is up to date with the teacher.

Policy/Legal Backing: NEOLA 8420 Emergency School Closing

Accommodating Persons with Disabilities

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

Policy/Legal Backing: PRESS 8:70, Accommodating Individuals with Disabilities

Equal Opportunity/Nondiscrimination Statement

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

EUPISD Director of Finance and Human Resource
315 Armory Place Sault Ste. Marie, MI 49783
(906) 632-3373 ext. 5126
Email: titleix@eupschools.org

Office for Civil Rights U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115
(216) 522-2668

Policy/Legal Backing: NEOLA 2260 Nondiscrimination and Access to Equal Educational Opportunity

Animals on School Property

To assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the teacher in the case of a unique educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Policy/Legal Backing: NEOLA 8390 Animals on District Property

School Volunteers/Chaperons

Volunteers are encouraged and must be preapproved by the teacher. According to Michigan State Law, volunteers and/or chaperones are required to pass a background check before you are allowed to help. Please have this handled before the day of the event due to the turnaround time that is needed to ensure everyone's safety.

Policy/Legal Backing: NEOLA 3120.09 Volunteers

Crowd-Funding Pages

Any group that would like to set up a crowd-funded page like "GoFundMe" or "Kickstarter" needs to have prior approval from the Board of Education. All pages will be terminated if this approval is not gained before starting the page(s).

Policy/Legal Backing: NEOLA 6605 Crowdfunding

Attendance

Michigan law requires that whoever has custody or control of any child between the ages of 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:

1. The parent/legal guardian of a child who is at least age 16 has provided school officials with a written notice that the child has the permission of the parent/legal guardian to stop attending school.
2. The child is attending a state-approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
3. The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
4. The child is aged 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
5. The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public-school property during public school hours, upon written request of the parent/legal guardian.
6. The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

Policy/Legal Backing: NEOLA 5200 Attendance; NEOLA 5223 Absences for Religious Instruction; NEOLA 5230 Late Arrival/Early Dismissal; MCL 380.1561

Student Absences

There are two types of absences: excused and unexcused. Excused absences include illness, observance of a religious holiday, death in the immediate family, family emergency, or other reasons as approved by the teacher or administrator. All other absences are considered unexcused**. The teacher or administrator must approve pre-arranged excused absences**. When a student accumulates ten or more unexcused or excused absences, the school will require documentation from the parent or guardian to show written verification of absences.

Students who have more than 10 absences during the semester, **regardless of the reason**, will be considered **truant,** and truancy officers may be informed. At that time, parents will be expected to provide verified documentation explaining the reasons for the absences.

Students reporting more than 30 minutes late for school will be marked absent for the first half of the school day.

Policy/Legal Backing: NEOLA 5200 Attendance; NEOLA 5223 Absences for Religious Instruction; NEOLA 5230 Late Arrival/Early Dismissal

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the teacher or administrator at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Policy/Legal Backing: NEOLA 5223 Absences for Religious Instruction

Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

Policy/Legal Backing: NEOLA 5200 Attendance

Homebound and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of medical condition, may be eligible for instruction in the student's home or hospital. For information on homebound or hospital instruction, contact the superintendent or administrator.

Policy/Legal Backing: NEOLA 2412 Homebound Instruction Program

Immunizations

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived or delayed in the following circumstances:

A. A valid medical contraindication exists to receiving the vaccine. The child's physician must provide written certification of the contraindication.
B. The student's parent/guardian holds religious or philosophical beliefs against receiving a vaccination. The parent/guardian must submit a written statement before a waiver is granted.
C. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

Students that do not have up-to-date immunizations on record may be required to not attend school until those immunizations are completed or a waiver is on file at the Health Department. Notice of this will go out at the end of October of each school year and students will be expected to have their immunizations recorded by November to attend school. See the chart of vaccines required by the State of Michigan at the end of this handbook.

Policy/Legal Backing: NEOLA 5320 Immunization

Medication Policy

Medications are prescription, non-prescription and/or homeopathic drugs/remedies. Medications will be given only with a written order from the physician/licensed prescriber and written permission from a parent/guardian. A "Medication Administration" form can be picked up from the office and must be completed prior to bringing the medication to the school. Medication, whether or not it is prescription or over the counter, **must be delivered to school by an adult**.

The physician/licensed prescriber's order should include:

- Name of student
- Name of medication
- Specific dosage
- Time(s) medication is to be given
- Date of authorization and termination of administration
- Possible side effects of the medication
- Special instructions pertinent to the child or medication
- Name, address, phone number and signature of physician

New authorization is needed at the beginning of each school year. Any change in medication, dosage or time(s) will require a new authorization from the parent/guardian and new instructions from the physician/licensed prescriber. All medications will be counted together by the parent and staff and recorded in the student medication record when received. No more than a 26-school day supply will be kept at the school.

Students may be authorized to carry their medication with them and self-administer it (Inhalers, Epi-Pens, and Diabetic Supplies) if the following are met:

- Both the parent/guardian and the physician/licensed prescriber have completed the "Medical Authorization form for self-administration" form
- The parent/guardian, physician/licensed prescriber and the building administration have determined that the student is capable and responsible to self-administer his/her medication(s) and have provided instructions for this.
- It is understood that the school staff will not supervise, monitor, or maintain records of self-administered medication.
- Any misuses of medication that violates district policies, such as the selling or giving away of medication, will result in the revocation of self-administration privileges and may result in referral to law enforcement officials.
- Building administration may disallow self-administration if they deem it necessary for the safety of the student population.

All medication will be administered only from containers properly labeled by a pharmacist or other licensed dispenser of medicine (most pharmacists will provide an extra labeled bottle on request). Unused medication will be picked up by the parent/guardian. Empty containers shall be promptly returned to the parent via the student. No medication will remain in the building over the summer. Unused medication not picked up by the parent/guardian or contaminated medication will be disposed of properly.

Policy/Legal Backing: NEOLA 5330 Use of Medications; MCL 380.1178; MCL 380.1179

SMOKE, DRUG AND ALCOHOL-FREE SCHOOLS:

The Bois Blanc Pines School District Board of Education has a policy making all school buildings and properties smoke, drug and alcohol-free. This policy includes all school related activities, such as field trips on and off the island, school picnics, etc.

SCHOOL BOARD POLICY ON SMOKE, DRUG AND ALCOHOL-FREE SCHOOLS:

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include smoking items, any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a ''look-a-like'' controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by the State, the District will also notify law enforcement officials.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each year our school shall conduct the required drills required by the State of Michigan. Below is the 2025-2026 drill schedule. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students. The school has worked with the Michigan State Police Department in establishing an Emergency Operation Plan that takes into consideration most emergency situations that a school could face in a year. Staff are informed of their roles and responsibilities during emergency events.

Fire Drill

Five drills, three must be completed by December 1

Tornado Drill

Two drills, one must be completed in March

Safety/Security

Three drills, one must be completed prior to December 1 and one after January 1.

- One drill shall include security measures that are appropriate to an emergency, such as the release of hazardous material.

- One drill shall include security measures for a potentially dangerous individual on or near the school premises.
- Seek input from the administration of the school and local public safety on the nature of the drill.

Policy/Legal Backing: NEOLA 8420 Emergency Evacuation of Schools; MCL 29.19

Communicable Diseases

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the teacher if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school with a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Policy/Legal Backing: NEOLA 8450 Control of Casual-Contact Communicable Diseases; NEOLA 8453 Direct Contact Communicable Diseases

Head Lice

The school will observe the following protocols regarding head lice.

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Parents/Guardians are encouraged to pick up their student from school when notified. To treat the infestation, use a medicated shampoo and/or contact your physician.
3. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Policy/Legal Backing: NEOLA 8450A Head Lice Policy

Emergency Medical Authorization

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or another first responder. Parents are asked to please keep emergency medical forms up to date.

Policy/Legal Backing: NEOLA 5341 Emergency Medical Authorization

Due Process Rights

Before a student may be suspended or expelled from school, there are specific procedures that must be followed:

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified, in writing within one (1) day of the reason for and the length of the suspension.

When a student is suspended, he/she may make-up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned. A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-Term Suspension or Expulsion from School

When a student is being considered for long-term suspension of more than ten (10) days or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- The charge and related evidence.
- The time and place of the Board meeting.
- The length of the recommended suspension or expulsion.
- A brief description of the hearing procedure.
- A statement that the student may bring parents, guardians, and counsel.
- A statement that the student may give testimony, present evidence, and provide a defense.
- A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

After notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. The opportunity to earn grades or credit ends when a student is expelled.

Discipline of Students with Disabilities: Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

Policy/Legal Backing: NEOLA 5611 Due Process Rights

Student Pictures

The school board sanctions the practice of contracting with commercial photographers to take pictures and make them available to parents as part of the total school program. No parent shall be pressured to purchase photographs.

Hazing

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are always prohibited. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

Policy/Legal Backing: NEOLA 5516 Student Hazing; MCL 750.411t

Bullying, Intimidation, Harassment and Threatening

Bullying, intimidation, harassment and threatening are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students and staff against retaliation for reporting incidents of bullying, intimidation, harassment or threatening, and will take disciplinary action against any student or legal action against adults who participate in such conduct.

No person shall harass, intimidate bully or threat another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, bullying or threatening whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation, harassment and threatening or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation, harassment or threatening will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline

policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Policy/Legal Backing: NEOLA 5517.01 Bullying and Other Aggressive Behavior towards Students; NEOLA 3362 Anti-Harassment

Sexual Harassment

Sexual harassment has no place in school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and related grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to the school's building principal or Superintendent.

Policy/Legal Backing: NEOLA 5517 Harassment of Students; MCL 380.1300a

Physical Assault

Physical assault is defined as: "intentionally causing or attempting to cause physical harm to another through force or violence." Any student in grade 6 or above who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days. A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 days.

Policy/Legal Backing: NEOLA 5610.01 Permanent Expulsion; MCL 380.1310; MCL 380.1311a

Code of Conduct for Students

Students are expected to conduct themselves in a reasonable, orderly manner at all times. It will be also expected that they will display the highest level of respect for all members of the school community. The commission of, or participation in, activities that are among those defined as criminal under the laws of the State of Michigan is prohibited. This includes activities in school buildings, on school property, or at school sponsored events. Disciplinary action may be taken by the school regardless of whether or not criminal charges result.

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety and welfare of all students and employees of the Bois Blanc School District, the Board of Education has adopted regulations along with guidelines for consequences when regulations are violated. Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in this District.

Field Trips

Field trips are a worthwhile part of a student’s education and are designed to be entertaining and educational. Students and parents are expected to exhibit proper and acceptable behavior during each field trip. If improper behavior is exhibited, those students and parents may lose the privilege of being

included in the next field trip. Due to the spontaneity of the island, it may occasionally be necessary to get verbal, text or email approval for off the school property visits. For clarification, a walk is not considered a field trip. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

We have limited space for field trip chaperones. Chaperones may not bring younger siblings or friends on field trips. As a chaperone, your help is needed in supervising students. The use of tobacco products, alcohol, or display of physical affection at any time during a field trip – even out-of-sight of students is prohibited. Your cooperation is greatly appreciated.

Dress Code

Clothing worn by students shall be neat, clean, and in good repair for the personal health and safety of the student. Students are expected to come to school dressed for outdoor recess during the day. We ask parents to pay close attention to how their child is dressed, particularly during the winter months (boots, gloves, hats, etc.). Slippers must always be worn in the classroom (unless directed by the classroom teacher). Open-toed shoes, including flip flops, are not recommended at school for health and safety reasons. Gym shoes are required for Physical Education class. Immodest clothing of such types that distracts from the school's mission shall not be worn. Clothing bearing printing, slogans, mottos, and advertisements that violate the school's mission shall not be worn. The teacher will determine if the dress code is not being followed.

Student Fees and Charges

There is no fee for textbooks, workbooks or other supplies provided by the school. All parents should understand that their students are responsible for the care and safekeeping of all school materials provided for their use. If any school property is lost, stolen or seriously damaged (pages ripped, pages missing, permanent marks, ruined), the student may be charged the full replacement price.

Policy/Legal Backing: NEOLA 5513 Care of District Property; NEOLA 6152 Student Fees, Fines, and Supplies; NEOLA 9160 Charges for Industrial/Technical Projects

Internet Acceptable Use

All use of the school district's electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Unacceptable Use

The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are:

a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law.

b. Unauthorized downloading of software.
c. Downloading copyrighted material for other than personal use.
d. Using the network for private financial or commercial gain.
e. Wastefully using resources, such as file space.
f. Hacking or gaining unauthorized access to files, resources, or entities.
g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph.
h. Using another user's account or password.
i. Posting material authored or created by another without his/her consent.
j. Posting anonymous messages.
k. Using the network for commercial or private advertising.
l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
m. Using the network while access privileges are suspended or revoked.

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the network in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the network to be private property.

No Warranties

The school district makes no warranties of any kind, whether expressed or implied, for the service it provides. The school district is not responsible for any damage the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school district relating to, or arising out of, any violation of these procedures.

Security

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do

not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Copyright Web Publishing Rules

Copyright law prohibits the republishing of text or graphics found on the Web without express written permission.

a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permission before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the Web site displaying the material may not be considered a source of permission.
d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail

The E-mail system is owned and controlled by the school district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

a. The school district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
b. Each person should use the same degree of care in drafting an e-mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
c. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all e-mail messages transmitted to external recipients.

d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
e. Use of the District's e-mail system constitutes consent to these regulations.

In order to have computer rights at Bois Blanc School District, Appendices B must be filled out and returned to the school.

Policy/Legal Backing: NEOLA 2531 Copyrighted Works; NEOLA 7540.01 Technology Privacy; NEOLA 7540.03 Student Network and Internet Acceptable Use and Safety; NEOLA 7540.05, 7550 Electronic Mail

Education of Students with Disabilities

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

1. Has a physical or mental impairment which substantially limits one or more of such person's major life activities.
2. Has a record of such an impairment; or,
3. Is regarded as having such an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Policy/Legal Backing: NEOLA 2460 Special Education; NEOLA 2460.02 Least Restrictive Environment Position Statement

Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education of Section 504 student will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any student with a disability whose misconduct is not a manifestation of his/her disability may be suspended or expelled pursuant to school disciplinary procedures.

Policy/Legal Backing: NEOLA 5605 Suspension/Expulsion of Students with Disabilities

Student Privacy Protections

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a school official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material: A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Policy/Legal Backing: NEOLA 2416 Student Privacy and Parental Access to Information; 20 USC 1232h MCL 380.1137

Student Records

School student records are confidential and information from them will not be released other than as provided by law. A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student aged 18 or older.
2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. **RIGHT TO PREVENT DISCLOSURES**: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

   Family Policy and Compliance Office
   U.S. Department of Education
   600 Independence Ave, SW
   Washington, DC 20202-4605
5. **RIGHT TO OBTAIN POLICY**: You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from the Superintendent.
6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION**: Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information the Board of Education of the has designated the following personally identifiable information contained in a student's education record as "directory information:" student's name; address, telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; and, bus surveillance video tape for disciplinary use only.

You have 20 days from the receipt of this notice to advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information. Your objections should be addressed to the Superintendent.

Policy/Legal Backing: NEOLA 2416 Student Privacy and Parental Access to Information; NEOLA 5780 Student/Parent Rights; NEOLA 8330 Student Records

Title IX: Discrimination and Sexual Harassment

Pursuant to Title IX of the Education Amendments of 1972, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving of federal financial assistance." Using the guideline of Title IX, Bois Blanc School District Board of Education is committed to providing students with a learning environment free from sexual harassment or gender discriminatory behavior.

It shall be a violation of policy for any student, teacher, administrator, school personnel, agents, volunteers, or third parties subject to the supervision and control of the school board to harass or discriminate against a student based upon sex. Acts of sexual harassment or inappropriate employee-student relations or student-peer relations are prohibited at all times during the school day including while on school-sponsored transportation, during observation or participation in after-school activities, and during school-related functions such as sporting events, social activities or field trips.

Sexual Harassment Defined

Sexual harassment is any unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive as to create an intimidating, hostile or abusive educational environment; or substantially or unreasonably interferes with an individual's education; or limit an individual's ability to participate in or benefit from the education program. Such conduct includes but is not limited to:

- verbal harassment or abuse.
- pressure for sexual activity.
- sexually motivated or inappropriate hugging, kissing, patting, massaging or pinching.
- sexual behavior or words, including demands for sexual favors.
- implied or overt threats accompanied with demand for sexual favors.
- remarks of a sexual nature about a person's clothing or body.
- fondling or grabbing.
- spreading sexual gossip.
- subjecting someone to sexual materials; and
- sexual assault or rape.

Gender Discrimination Defined

Gender discrimination occurs when different treatment or consideration takes place due to the sex or gender of the individual rather than individual merit. The behavior complained of must be directed toward a specific gender and free from any reasonable justification. Under the regulation of Title IX, the Bois Blanc School District Board of Education prohibits gender discrimination in areas including but not limited to:

- educational assistance, i.e., tutoring, after-school learning.
- counseling services.
- receiving college preparation materials.
- receiving preparatory materials for school testing.
- physical education and athletics.

- student rules and policies; and
- extracurricular activities.

The Bois Blanc School District Board of Education is committed to providing a positive learning environment and will enforce that all individuals, regardless of gender, receive equitable treatment and benefits. Any student who believes he or she has been the victim of harassment or discriminatory behavior must immediately report such behavior to the Title IX Coordinator. The Title IX Coordinator will then notify the school principal of the alleged acts.

Reporting and Investigating Harassment or Discriminatory Behavior

A. **Reporting:** Any student who believes he/she has been the victim of harassment or discriminatory behavior by another student, teacher, administrator, school personnel, agent, volunteer or third party is to immediately report the alleged conduct. A student need not fill out a formal complaint when reporting alleged harassment or discriminatory behavior. The reporting of harassment or discriminatory acts can be informal or made orally to the Title IX Coordinator or another designated authority. Generally, a report should be made within 45 days of the conduct or act giving rise to the complaint.

B. **Investigation**: The Bois Blanc School District Board of Education will act to investigate all complaints, formal or informal, verbal or written of sexual harassment or other discriminatory acts and will discipline or take appropriate action against any student, teacher, administrator, school personnel, agent, volunteer, or a third party who is found to have violated this policy. The Bois Blanc School District Board of Education will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Bois Blanc School District Board of Education's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. Before the commencement of any investigation, the parent(s) or guardian(s) of each student involved in the allegations, including witnesses, will be contacted.

The investigation may include, but is not limited to reviewing documentation, conducting phone conferences, on-site observations, or personal interviews with the complainant, the individual(s) against whom the complaint is filed, individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. Parents or guardians may only be present for interviews involving their child.

In determining whether alleged conduct constitutes a violation of this policy, the Bois Blanc School District Board of Education should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. A preponderance of evidence standard of proof will be applied to all situations involving complaints and grievances alleging harassment and discriminatory acts.

The investigation by the Bois Blanc School District Board of Education will be completed within 10 school days. If the investigation should take longer than the allotted 10 days, all parties involved will receive written notice of the estimated date for the investigation to be completed. At all times during the investigation, the Bois Blanc School District Board of Education designee will keep all matters confidential when applicable. At the conclusion of the investigation, the Bois Blanc School District Board of Education designee will provide a written report to the Superintendent. The report shall include a determination of whether the allegations have been corroborated and found to be factual. Generally, the report will be submitted to the Superintendent within a period of 15 days.

If at any time during the investigation the complaint is deemed to include false reports provided by a student or any school employee, the individual will be subjected to disciplinary action that includes, but is not limited to suspension, expulsion, or termination of employment.

All students subjected to sexual harassment or discriminatory behavior will be provided all available support services from counselors, school psychologists, and school social workers to receive adequate emotional and physical support. No reprisals will be taken against any complainant on account of any complaint made in good faith and subsequently decided as a result of an investigation.

Informal Grievance

Alleged Acts not involving the principal or member of Bois Blanc School District Board of Education. The student may elect to have an informal grievance when the nature of the grievance concerns the behavior of any peer or school employee (other than the principal or member of the Bois Blanc School District Board of Education). It is not required that a student have an informal grievance.

1. Within five days following the event or condition that is the basis for the grievance, the complainant may request a meeting with the student or employee with whom they disagree, members of the grievance committee, and the Title IX Coordinator (the principal may or may not be present during this first meeting of the informal grievance process).
2. Within five days following the conference request, the student or employee may elect to confer with the complainant under the supervision of the Title IX Coordinator and attempt to resolve the grievance through an oral response.
3. If the complainant is not satisfied with the student or employee's oral response, the informal grievance will advance to the principal in the event that the original grievance did not involve the principal. The principal will take the notes provided by the Title IX Coordinator and schedule another meeting in an attempt to resolve the conflict between the complainant and the student or the employee. At the conclusion of the meeting, the principal shall then consider the informal grievance and provide an oral or written response to the complainant within five days.
4. In the event that the complainant is still not satisfied with the outcome of the grievance, he/she must file a formal grievance within five days of the oral or written response of the principal or the grievance will be deemed abandoned.

Alleged Acts Involving the principal or member of the Bois Blanc School District Board of Education.
If the nature of grievance involves the misconduct of the principal or any board member of the Bois Blanc School District Board of Education, the complainant must first contact the Title IX Coordinator.

1. The complainant has five days to request an appointment with the Title IX Coordinator following the event or condition.
2. Serving as mediator, the Title IX Coordinator will then schedule an appointment with the complainant, the principal or board member designee. Before the conclusion of the meeting, the principal or the board designee must attempt to resolve the grievance verbally. If the complainant is not satisfied with the verbal response, he/she must file a formal grievance within five days of the verbal response, or the grievance is deemed abandoned.

Formal Grievance: A student may elect to first participate in the formal grievance procedure.

1. Step One: Under the formal grievance, generally, the complainant should submit his/her complaint in writing within 45 days. The Formal Grievance form (copy of the form is located in the administrative office of each school) may be used but is not required. The student should address the form to the principal or his/her designee, who will then present a copy of the form to the person who is the nature of the grievance. The complainant must provide the following information in order to be considered complete:
    - name of the person against whom the grievance is against.
    - the specific nature of the grievance.
    - date, time, and place of the event or condition that caused the grievance.
    - witnesses present during the alleged act(s).
    - the name and title of the third-party representative (if applicable) of the complainant.
    - the action requested to resolve the grievance.
    - the signature of the complainant.
2. The principal may schedule a meeting with the complainant and the person who is the subject matter of the grievance. The person(s) who the grievance is against shall respond to the complainant in writing within five days of the meeting and present it to the principal. The principal will make a copy of the response and submit it to the complainant.
3. In the event that the complainant is not satisfied with the response, the principal will begin an investigation and will schedule another meeting with the complainant where the principal will explain the nature of the investigation and provide an approximate timeline for the investigation. At the conclusion of the investigation, the principal may schedule a meeting with the complainant, the person whom the grievance is against, and a Board designee. The Board designee will serve as mediator and attempt to resolve the conflict. Within five days of the meeting, the Board designee will provide the complainant with a written response outlining his/her decision about the complainant's grievance.

Student Appeals Process

If the complainant is still not satisfied with the result of the formal grievance process, he/she may appeal the decision with 30 days of receipt.

1. The complainant must direct all notifications of appeal to the attention of the Formal Grievance Form. Within 10 days of receiving the Formal Grievance Form, the Superintendent will then review any documentation leading to this event and present his/her response in writing to the complainant.
2. If the complainant is not satisfied with the response of the Superintendent, he/she has five days to submit a written request to the members of the Bois Blanc School District Board of Education to schedule a grievance hearing. The Bois Blanc School District Board of Education will provide the complainant with a least two days' notice of the grievance hearing. The complainant, parents/guardians third party representative (if applicable), and the person whom the grievance is against are asked to be present at the hearing.
3. The complainant or any party representing the complainant, as well as the opposing party, will be allowed to present a five-minute opening statement. Each side will then have no more than 30 minutes to present their position. Following the presentation of positions, each side will have no more than five minutes to present a closing statement. During any part of the presentation, each party may present the Bois Blanc School District Board of Education with any copies of documentation to aid the Board in its review. It is required that each board member receive at least three copies of all materials presented.
4. Upon the conclusion of the presentations, Bois Blanc School District Board of Education will convene privately to make a decision and verbally present the decision to the parties. Each party will also receive a written response from the Bois Blanc School District Board of Education within five days of the grievance hearing.

This completes the Bois Blanc School District Board of Education's formal grievance process.

Policy/Legal Backing: Title VI, Civil Rights Act of 1964; Title VII, Civil Rights Act of 1964; as amended by the Equal Opportunity Act of 1972; Executive Order 11246, as amended by E.O. 11375; Title IX, Education Amendments of 1972; 34 C.F.R. 106.41 of the Title IX Regulation; Section 504, Rehabilitation Act of 1973; Education for all Handicapped Children Act of 1975; Age Discrimination Act of 1975; P.L. 94-135; 15CFR8.a

Child Find Notice

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district, PSA or Charter School is required regarding child find responsibilities. School districts, intermediate units and charter schools are required to conduct child find activities for children ages 3-26 who may be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the school district where the child attends. Private School: The school district within whose boundaries the non-profit private school is located is responsible for child find activities. The school district responsible for child find activities for students placed by their parents in a for-profit private school is the district of residence.

Bois Blanc School District Child Find Policy requires that all children below twenty-six years of age residing within the district who have a disability and who are in need of special education and related services are located, identified, and evaluated in accordance with all federal regulations and state standards. If you suspect that your child may have a disability, please contact:

Contact Person

Consent

Schools cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. The school district, Charter, PSA or nonpublic will ask for parent's written consent to evaluate a child. A procedural safeguards document will be provided to the parent upon the district receiving parental consent to evaluate a child for a suspected disability.

For students transferring from in state or out of state- the school will review enrollment data and educational performance in the prior district. If the student is already special education eligible, the district will implement the current IEP or hold a new IEP within 30 school days of enrollment. IF the student has had a history of poor performance in school, the student will be processed through the SAT process for consideration of a need for support and ultimately an evaluation for special education eligibility.

Evaluation Process

When parental consent is obtained, the district has 30 school days in which to conduct the evaluation(s) and hold an Individualized Education Planning (IEP) meeting.

Documentation of Child Find activities- required to maintain documentation of identification procedures, dates of entry into school, or notification by parents of concerns regarding developmental or education progress by their child, and dates of screening in the student's permanent records.

If you have any questions about this, please contact **Jodi Beatty at 906-440-8013.**

Teacher Qualifications

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements; is teaching under an emergency permit or other provisional status by which the state licensing criteria have been waived;
- the teacher's college major;
- whether the teacher has any advanced degrees and, if so, the subject of those degrees; and
- the educational background of any paraprofessionals or other instructional aides that provide services directly to your child.

Questions outside of these above will need to be documented and formally submitted. Responses to these questions are up to the leadership of the school district.

Policy/Legal Backing: NEOLA 8320 Personnel Files; NEOLA 9120 Public Information Program

Review of Instructional Materials and Activities

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education.

Any parent who wishes to review materials or observe instruction must contact the teacher prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Standardized Testing

Students and parents/guardians should be aware that students will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year.
2. Ensure students get a good night's sleep the night before exams.
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein.
4. Remind and emphasize for students the importance of good performance on standardized testing.
5. Ensure students are on time and prepared for tests, with appropriate materials,
6. Teach students the importance of honesty and ethics during the performance of these and other tests.
7. Encourage students to relax on testing day.

Mandated Reporters

School teachers, counselors, social workers, paraprofessionals, aides and administrators are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

Policy/Legal Backing: NEOLA 8462 Student Abuse and Neglect; MCL 722.621 et seq.

Bois Blanc Pines School Communication Plan

The Board is committed to communicating with parents at a level and in a language, they can understand.

External Communication

District to Parents

School/staff may contact parents through a variety of means.

- Facebook and Facebook Messenger
- Texting
- Zoom
- Direct distribution to parents

Parents to Teacher

Parents may contact the school through email, phone, teacher-initiated classroom apps, student planners, or handwritten notes

Please make the classroom TEACHER the first contact regarding the concerns outlined. Please allow 24 hours for teacher to respond to ANY concern, including the following:

- A conference
- Student issues
- Questions about student grades, behavior or specific activities related to the classroom
- Classroom policies and procedures
- School-wide events
- Attendance Calendar
- Skyward access
- Curriculum specific to the classroom.

Parents to Administrator

Please contact the ADMINISTRATOR for information and assistance regarding the following content: Please allow 24 hours for administrator to respond.

- School programs, policies, and procedures
- Unresolved issues after teacher contact
- Security or safety related to school or student
- Feedback and/or suggestions about school-wide issues

Parents to School Board

Please contact the SCHOOL BOARD for information regarding the following content: Board responses will be made within a 24-hour period.

- Transportation
- Skyward access
- Facilities
- District-wide programs, policies, and procedures

District to Community

School/staff may contact the community through a variety of means.

- Facebook
- Board meetings
- District Website

Internal Communication

For Information Only (One-Way Communication)

Calendar: The district will utilize the district calendar for the effective communication of all dates and events. While all individual staff members have their own private calendars, the district will maintain a calendar that is shared district-wide with the following information:

- Conferences
- Class events
- Fundraisers

- School closures/holidays
- Special Events
- Field Trips
- School Board meeting dates

Email: All employees are responsible for the information communicated via Google email.

Information with Feedback (Two-Way Communication)

At either the district or building level, important information that leadership would expect to be known, understood, and discussed will be communicated electronically using the district's Google email system. When messages of this nature are sent and received, it is expected and requested that receivers will respond to these emails. All employees are responsible for the information communicated via Google email. To decipher the urgency necessary in responding, the district will use the following email coding system at the beginning of the subject line of EVERY two-way communication email:

- **RR: Response Required** - correspondence must be responded to by the end of the workday or within 24 hours of when the message was sent. ALL staff, including administration, taking sick or personal time are exempt from this expectation until the day of his/her return.
- **AR: Action Required** - must be responded to within 48 hours of the time the email was sent, excluding weekends and holidays. ALL staff, including administration, taking sick or personal time are exempt from this expectation until the day of his/her return.
- **FYI: For information purposes only** - no response required)

For ALL communication requiring a receipt, staff is required to click 'send receipts.' Staff will know when receipts are required as the email will send this prompt.

Committee(s) to School Board

District Improvement Team (DIT): The administrator will bring the DIT communication report, created by the DIT, to the monthly school board meeting. This report will also be sent out via email monthly to all staff. This will be a standing agenda item on the DIT agenda that will be filled in during the monthly meeting.

Selection Process

Regional Selection Tool: Administration, staff, school board, and other stakeholders will use the selection tool when looking at new programs, practices, trainings, initiatives, and building/infrastructure improvements. When the tool is completed, it will either be selected, rejected, or revised by the BBP School Board. Submissions should be brought to a board meeting and also an email sent to the administrator informing them of the submission.

Grading and Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing, and parent discretion.

- 92.41-100 = A
- 89.41-92.4 = A-
- 86.41-89.4 = B+
- 82.41-86.4= B
- 79.5-82.4 = B-
- 76.41-79.49 = C+
- 72.41-76.4 = C
- 69.41-72.4 = C-
- 66.41-69.4 = D+
- 62.41-66.4 = D
- 59.41-62.4 = D-
- 59.4 or less = E

- 1: Below Grade Level
- 2: At Grade Leve
- 3: Above Grade Level
- 4: Advanced

- I: Incomplete
- NI: Needs Improvement
- U: Unsatisfactory

Education Development Plans (EDP)

The Revised School Code (380.1278b (11)) from the State of Michigan states that "An educational development plan shall be designed to assist pupils to identify career development goals as they relate to academic requirements"

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. All homework assigned will be directly related to the curriculum of the class it was assigned from and will be included in the assessments and final grades of that class. Homework is at the discretion of the teacher.

The purpose of homework is:

- To improve the learning process
- To create and stimulate interest on the part of the student
- To develop self-discipline
- To aid in the mastery of skills.

Gangs

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Students' Rights of Expression

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. Material cannot be displayed if it:
    1. Is obscene to minors, libelous, indecent and pervasively or vulgar
    2. Advertises any product or service not permitted to minors by law
    3. Intends to be insulting or harassing
    4. Intends to incite fighting or presents a likelihood of disrupting school or a school event
    5. Presents a clear and present likelihood that either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

Non-School-Sponsored Publications/Websites

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on copyright.
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; or
4. Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Policy/Legal: NEOLA2531; NEOLA 7540.05, NEOLA 7550, NEOLA 7540.01

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment, Personal Effects of Students

School authorities may inspect, and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law

enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Policy/Legal Backing: NEOLA 5771 Search and Seizure; MCL 380.1306; MCL 380.1313

Appendices A

Student and Parent Verification of Receipt

TO THE STUDENT:

Show the STUDENT HANDBOOK to your parent(s) or guardian(s). Ask him/her to read it, discuss it or any part of it with you, and to sign and date in the appropriate place. Then sign and date it yourself. Return this page to the teacher or teacher's aide by the second Friday of the school year. Note: This handbook is available online via our school website: boisblanc.eupschools.org

I have had the opportunity to read and discuss with my child the policies, rules and procedures of Bois Blanc Pines School as contained within the STUDENT HANDBOOK.

_____ _____

Signature of Parent or Legal Guardian Date

I attest that the above signature is that of my parent or legal guardian; I further attest that I have READ and am familiar with the contents of the Bois Blanc Pines School STUDENT HANDBOOK; I understand the rules and policies stated within said handbook apply to me, as well as all students at Bois Blanc Pines School. I agree the below signature indicates that I have received ample opportunity to have knowledge of said rules and policies and have been given fair warning of the consequences of violation of them.

_____ _____

Signature of Student Date

Appendices B

Internet Acceptable Use Sign Off

ACKNOWLEDGMENT

Any user who violates the Internet Acceptable Use Policy shall be subject to disciplinary action including, but not limited to, revocation of access privileges. Additionally, if a user's conduct constitutes a violation of copyright laws, the user and/or the user's parent or guardian may be subject to prosecution under such laws. Any user who intentionally or negligently damages or destroys district hardware and/or software will also be responsible for all costs associated with repair and/or replacement parts and services.

In consideration for using the school district's network/Internet connection and/or email and having access to public networks, I release the school district and its board members, employees, and agents from any claims and damages arising from my use, or inability to use the network/Internet. I recognize and accept that I may be subject to discipline for any inappropriate use of the district's network/Internet connection and/or email.

Print Student's Name	Date	Student's Signature

I have read the school district's Internet Use policy. I give my permission for my child to use the school district's internet, and I understand that I may be liable for any and all misuse of the internet perpetrated by my child. I hereby grant permission for my child to participate in the school's internet and internet-based educational programs.

In consideration for using the school district's network/Internet connection and/or e-mail and having access to public networks, I release the school district and its board members, employees, and agents from any claims and damages arising from my use, or inability to use the network/Internet. I recognize and accept that I may be subject to discipline for any inappropriate use of the district's network/Internet connection and/or e-mail.

Print Parent/Guardian's Name	Date	Parent/Guardian's Signature

Appendices C

Student Medication Authorization Form

(Required when a student needs to take prescription and non-prescription medication to be taken at school.)

Student's Name	Birth Date as xx/xx/xxxx	Grade	Date

School medications and health care services are administered following these guidelines:

- Physician/prescriber signed and dated authorization to administer the medication
- Parent/guardian signed and dated authorization to administer the medication
- The medication must be in the original labeled container as dispensed or the manufacturer's labeled container
- The medication label must contain the student's name, name of the medication and directions for use and date
- Annual renewal of authorization and immediate notification of changes is required.

Medication/Treatment _____

Dosage/ Time to be administered _____

Other medication the student takes _____

May the student self-administer the medication under the supervision of a school designee?

- ☐ Yes
- ☐ No

Administration Instructions: _____

Date to discontinue, re-evaluate, or follow-up: _____

Physician/s Signature	Date Signed	Physician's Emergency Phone Number

Parent Authorization*: I acknowledge that I am primarily responsible for administering medication to my child. In the event that I am unable to do so or in the event of a medical emergency, I authorize Bois Blanc School District and its employees and agents, on my behalf and stead, to administer or to attempt to administer to my child or to allow my child to self-administer while under the supervision of an employee or agent of the School District, lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medication to my child to be performed by an individual other than a school nurse and I specifically consent to such practices. I further acknowledge and agree that when lawfully prescribed medication is so administered or attempted to be administered, I waive any claims that I might have against the School District, its employees and agents arising out of the administration of said medication.*

Parent's Signature	Date Signed	Parent's Phone No.	Parent's Emergency Phone No.

Appendices D

Authorization for Student Self-Medication Form

(Required if student has authorization to self-administer asthma medication and/or an Epinephrine Auto-Injector)

School Year: _____ Student_____ DOB _____

Physician, Physician Assistant or Advanced Practice RN Authorization

I certify that this student has been instructed in the use and self-administration of their emergency asthma medication and/or Epinephrine auto-injector (or EpiPen®). He/she understands the need for the medication and the necessity to report to school personnel any utilization of the medication and/or any unusual side effects. He/she has been given instructions and is capable of using this medication independently.

Will this student self-carry medication?

- ☐ Yes
- ☐ No

Will a second set of medication be kept in the health office at school?

- ☐ Yes
- ☐ No

_____ _____

Prescriber's Signature Date Signed

_____ _____

Prescriber's Emergency Phone Number Prescriber's Address

Parent Authorization

I authorize my child to self-administer the above-referenced medication at school, school-sponsored activities, while under the supervision of school personnel, and before/after normal school activities such as before/after school care on school operated property. (We recommend that you provide an additional dose of the medication to be kept at school in the event that your child forgets or loses his/her medication.)

Parent Signature: _____ Date: _____

Student Authorization

I agree to:

- Demonstrate correct use of the inhaler or Epinephrine auto-injector using a trainer/demonstrator to the designated school personnel.
- Never share the inhaler or Epinephrine auto-injector with another person.
- Notify a teacher or other responsible adult if there is not marked improvement in my breathing within several minutes after two puffs of the inhaler.
- Immediately notify a teacher or another responsible adult if I use my Epinephrine auto-injector.

Student Signature: _____ Date: _____

Field Trip Permission

Students will have the opportunity to take various field trips throughout the school year. In an effort to reduce cost and expedite communications we are providing this year long permission slip for your convenience. The purpose of every field trip is to enhance the learning experiences of the students at Bois Blanc School District through direct observations, applications, and participation.

Participation Consent: I consent to the participation of my child in Bois Blanc School District off-site activities during the 2025-2026 school year. I understand the teacher will still notify me of any field trips that may occur. By signing this permission slip it eliminates a need for every field trip that is taken.

Student Name: _____ Grade: _____

Parent Signature: _____

Date: _____

Parent Pick-Up Release Form

To better ensure the safety of your child, we are asking that all parent/guardians complete this Pick- up Release Form. We realize that there may be times when someone other than yourself may have to pick up your child at school and you are unable to send a note or call the school to notify us.

Please complete this form at the bottom of this page and return it to your teacher. If we do not know the person coming to pick up your child, we will ask for identification. If the person is not on the list, we will not release your child to that person. ***We still ask that, if possible, you write a note or call the school, if someone other than yourself will be picking up your child.***

If this form is not returned, we will not release your child to anyone other than the parent/guardian. If you have any questions, please call the school.

Please list all people, including yourself, who are allowed to pick up your child.

Name *example: Mary Smith*	**Relationship to Child** *example: Neighbor*

Print Student's Name: _____

Teacher: _____

Date: _____

Parent/Guardian Signature: _____

Vaccines Required for School Entry in Michigan

Whenever children are in group settings there is a chance for disease to spread. Children must follow vaccine laws to attend school. These laws are the minimum standard for preventing disease outbreaks in group settings. The best way to protect children from serious diseases is to follow the recommended vaccination schedule at Vaccines & Immunizations | Vaccines & Immunizations | CDC. When following the recommended schedule children are fully protected and any school vaccination requirements are met.
See also: MDHHS-Pub-1378.pdf

All Kindergarteners and 4-6 year old transfer students

- **Diphtheria, Tetanus, Pertussis** (DTP, DTaP, Tdap)
  4 doses DTP or DTap; 1 dose must be at or after 4 years of age
- **Polio**
  4 doses or 3 doses if dose 3 was given on at or after 4 years of age
- **Measles, Mumps, Rubella** (MMR)*
  2 doses at or after 12 months of age
- **Hepatitis B***
  3 doses
- **Meningococcal Conjugate** (MenACWY)
  None
- **Varicella** (Chickenpox)*
  2 doses at or after 12 months of age or Current lab immunity or History of varicella disease

All 7th Graders and 7-18 year old transfer students

- **Diphtheria, Tetanus, Pertussis** (DTP, DTaP, Tdap)
  4 doses diphtheria and tetanus – OR – 3 doses if 1st dose given on or after 1 year of age, 1 dose Tdap at 11 years of age or older upon entry into 7th grade or higher
- **Polio**
  4 doses or 3 doses if dose 3 was given on at or after 4 years of age
- **Measles, Mumps, Rubella** (MMR)*
  2 doses at or after 12 months of age
- **Hepatitis B***
  3 doses
- **Meningococcal Conjugate** (MenACWY)
  1 dose at 11 years of age or older upon entry into 7th grade or higher
- **Varicella** (Chickenpox)*
  2 doses at or after 12 months of age or Current lab immunity or History of varicella disease

**If the child has not received these vaccines, documented immunity is required. All doses of vaccines must be valid (correct spacing and ages) for school entry purposes. These rules apply to children who are above ages upon entry into school. During disease outbreaks, incompletely vaccinated children may be excluded from school. Parents and guardians choosing to decline vaccines must obtain a certified non-medical waiver from a local health department. Read more about waivers at Division of Immunization*

The calendar on the school website is the school's official calendar. Should there be any discrepancies between this posting and the website, the website will prevail.

2026-2027 School Calendar

Bois Blanc Pines School

DATE	EVENT/HOLIDAY	TYPE	NOTES
9/7/2026	Labor Day	Federal	No School
9/8/2026	First Day of School		
10/12/2026	**Regional PD**		No School
11/26/2026	Thanksgiving Day		No School
11/27/2026	Thanksgiving break		No School
12/11/2026	**Profesional Development**		No School
12/23-1/1/2027	Winter Break		No School
2/12/2027	Break		No School
2/15/2027	**Regional PD**		No School
3/29-4/2/2027	Spring Break		No School
4/30/2027	**Profesional Development**		No School
5/31/2027	Memorial Day		No School
6/9/2027	Last Day of School		
Total days of Instruction			176
PD Included as instructional days			4
	Total Days of Instruction		180
4 days before school			
	Teacher Work days		No students

August 2026

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					0

September 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						17

October 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						21

November 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						19

December 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						15

January 2027

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						20

February 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
						18

March 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						20

April 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						19

May 2027

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					20

June 2027

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						7

July 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						0

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