

**Boise City**

**WILDCATS**



**Parent & Student Handbook**

**2021-2022**

# Policy Acknowledgment Form

**I** have read, understand and have explained to my child the policies (including, but not limited to the Code of Student Conduct, Cell Phone Use Policy, and Internet Policy for Acceptable Use and Safety) contained in this Parent and Student Handbook.

Student Name: (Please print) \_\_\_\_\_

Parent/Guardian Name: (Please print) \_\_\_\_\_











Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_








Student Signature (Grade 5 through 12): \_\_\_\_\_ Date: \_\_\_\_\_







Student Handbook















2020—2021

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## **FOREWARD**

This booklet is not intended as a legal document, but rather is an attempt to provide students with guidelines. These guidelines will provide for the maximum operational efficiency of our school. This booklet is not all-inclusive in that it does not contain a complete list of policies and procedures of Boise City Public Schools. The complete official book of policies and procedures is located in the Superintendent's Office and on the district website.

## **NONDISCRIMINATION**

The Boise City School District is committed to a policy of nondiscrimination in relation to race, national origin, religion, age, gender, marital status, or physical handicap under the provisions of Titles VI and IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (PL 101-336), the Individuals with Disabilities Act (PL 101-476), the Education of the Handicapped Act Amendments of 1990, and the Family Rights and Privacy Act of 1994.

**Any complaint pertaining to nondiscrimination should follow procedures outlined in Boise City Board of Education Policy DAA-P and should utilize the form found in Boise City Board of Education Policy DAA-E. Both the procedures and the form can be obtained from any district office.**

Inquiries concerning the application of nondiscrimination policies may be referred to the Office of Superintendent.

## **MISSION AND PURPOSE**

Boise City Schools have the responsibility to meet the educational needs of all students by providing an equal opportunity, fostering lifelong learning, and preparing students to participate in a democratic society.

The purpose of this handbook is to provide student information concerning Boise City Public Schools. Read and carefully study this handbook as it contains policies and procedures to follow this year. This handbook was designed to provide information that will help you, as a student, appreciate your school and understand the various phases of your school life.

Many of the problems that might occur daily in your school routine can be answered by referencing this handbook therefore, you will become better oriented and do a better job while in attendance at Boise City Schools. Your teachers and administrators are prepared at all times to counsel with you on any problem, should one arise. Please feel free to call upon them.

## **CHARACTER EDUCATION**

Boise City School District has a long history of teaching and values positive attributes for civic behavior. The district has developed a variety of programs, which identify and recognize common traits of positive actions. The following are traits which our civics/character education programs teach and facilitate:

- RESPECT...Showing consideration for yourself, others, property, rules, and authority
- RESPONSIBILITY...Being accountable for one's decisions, actions, and their consequences
- HONESTY...Being truthful
- COURAGE...Holding to your convictions
- GRATITUDE...Demonstrating an attitude of appreciation
- COMPASSION...Showing concern for the well-being of others
- JUSTICE...Advocating impartial fair treatment
- PERSEVERENCE...Staying with a task

## **ACCREDITATION**

Boise City Public School is a fully accredited institution, being accredited with the Oklahoma State Department of Education. Accreditation status for 2017-2018; No Deficiencies.

## **BUS REGULATIONS**

All school buses will leave the high school building five minutes after the dismissal bell. Buses will start their routes at such a time in the morning so that they will arrive at the school building 15 to 30 minutes prior to the first bell.

In order to protect all students riding Boise City School buses, safety precautions are a must. All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or conduct rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the Principal and/or other staff.

It is the school's responsibility to transport students to after-school activities that are school related such as athletic events, etc. Please note that bus drivers will not drop students off at stops other than their regular stops without signed authorization to do so.

General bus regulations:

- 1) Students should remain seated during the movement of the bus. NO STANDING or CHANGING SEATS.
- 2) There will be no vandalism on the bus.
- 3) There will be no arms, heads, or body parts out of the windows.
- 4) There will be no objects thrown inside or outside of the bus.
- 5) There will be no fighting or inappropriate language.
- 6) School rules apply on the school bus.



**PARENTS RIGHT TO KNOW**

*Section 1111 (h) (6)*

- (A) *Qualifications—At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the students’ classroom teachers, including, at minimum, the following:*
- (i) *Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.*
  - (ii) *Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.*
  - (iii) *The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.*
  - (iv) *Whether the child is provided services by paraprofessionals and, if so, their qualifications.*
- (B) *Additional Information—In addition to the information that parents may request under subparagraph*
- a. *A school that receives funds under this part shall provide to each individual parent—*
    - “(I) information on the level of achievement of the parent’s child in each of the state academic assessments as required under this part; and*
    - “(ii) timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.*
- (C) *Format—The notice and information provided to parents under this paragraph shall be in an understandable and uniform format, and, to the extent practicable, provided in a language that the parents can understand.*

***PARENTS RIGHT-TO-KNOW***

**PARENT NOTIFICATION LETTER**

August 10, 2020

Dear Parents and Guardians:

In accordance with the *No Child Left Behind Act of 2001* (NCLB), Section 111(h)(6) PARENTS RIGHT-TO

KNOW, this is a notification from the Boise City School District to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your students' classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and fields of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified.

If you have any questions or concerns, please feel free to contact the Elementary School Principal, Mrs. Teresa Craiker (580)544-3161, or the Junior High and High School Principal, Mr. John Farmer at (580)544-3111.

Sincerely,

Mr. Bob Cochran  
Superintendent  
Boise City Schools

## **ANNUAL NOTIFICATION OF RIGHTS FERPA & AHERA**

### **STUDENT PRIVACY RIGHTS**

(notification to parents)

The Boise City Public School System is notifying parents and eligible students of the following rights under the Family Education Rights and Privacy Act (FERPA) of 1964 and this policy.

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control over other people's access to the student's education record.
3. The right to seek to correct the student's education record in a hearing, if necessary.
4. The right to report violations of the FERPA to the Department of Health, Education, and Welfare.
5. The right to be informed about the FERPA rights.

6. The district will arrange to provide translation of this notice to non-English speaking parents in their native language.
7. A copy of the FERPA plan will be found in the school Superintendent's office.

All rights and protections given parents under the FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student".

### **AHERA COMPLIANCE**

This is to inform you that Boise City Schools is in compliance with regulations established by the Asbestos Hazard Emergency Response Act (AHERA) calling for schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure.

Tests conducted on October 30, 1997 by a licensed laboratory revealed asbestos materials in some areas of our facility. None pose a hazard to any student or employee and they are being maintained in a manner which will insure that they do not become a hazard in the future. Staff members have been trained in appropriate maintenance of the materials in order to assure the safety of all who use this facility.

If you have any questions, please contact the Office of the Superintendent. A copy of the management plan is also located in the Principal's office.

**THIS ANNUAL NOTICE IS PRESENTED IN COMPLIANCE WITH REGULATIONS ESTABLISHED BY AHERA.**

*Date: July, 1, 2020*

*To: Students, Parents, and Employees of Boise City Schools*

*From: Boise City Board of Education*

### **DIRECTORY INFORMATION**

The following information has been designated as "Directory Information" for students of Boise City Schools:

1. The student's name;
2. The names of the student's parents and/or guardian(s);
3. The student's date of birth;
4. The student's class designation (i.e., first grade, tenth grade, etc.)
5. The student's extracurricular participation;
6. The student's achievement awards or honors;
7. The student's weight and height if a member of an athletic team;
8. The student's photograph; and
9. The school or school district the student attended before the student enrolled in this school district.

Parents or guardians may select or choose information from the above printed list to not be printed and to notify in writing to the respective building administration of the item or items to be excluded as

“Directory Information” for that student. This notification must be completed by the last business day in August.

**NOTES FROM THE ADMINISTRATION**

The public school in America is a learning and teaching institution. Very little teaching can occur unless there is a desire for learning on the part of the student. Self-discipline is a first step toward learning and a very necessary one to gaining knowledge. Each student should discipline himself/herself to the task of obtaining the best education possible.

Self-discipline, honesty, and strength of character should be instilled in a person so that when the person is called upon to defend these principles,-that person will not disgrace the school, the person, or the person’s country.

The rules and regulations in this handbook have been developed over the past several years by input from the students, State Department of Education, school personnel, parents, and the Boise City School Board of Education. The purpose of preparing the handbook is to make Boise City Public Schools a better place to prepare for life’s work.

We are confident that this will be accomplished if you will follow the guidelines written and established in the handbook. We hope that you have a pleasant and productive school year.

John Farmer, Junior High/High School Principal	580-544-3111/2612
Teresa Craiker, Elementary Principal	580-544-3161
Tangee Cayton, School Counselor	580-544-3111/3161
Bob Cochran, Superintendent	580-544-3110

**STATE STATUTES FOR MANDATORY ATTENDANCE**

**(Neglect or Refusal to Compel Child to Attend School—Exceptions)**

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless such child has been screened as provided for in Section 1210.282 of this title and such child is determined not to be ready for kindergarten, or a parent, guardian, or other person having custody of the child, provides by certified mail prior to enrollment or at any time during that first year, notification of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age, or unless other means of education are provided for the full term the schools of the district are in session. A full day of kindergarten shall be required of all children five (5) years of age or older as appropriately provided for by Section 1210.282 of this title, or as otherwise excepted from same by this section.

It shall be the duty of the attendance officer to enforce the provisions of this section. Any parent, guardian, custodian, child or other person violating any of the provisions of this section shall be guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine of not less than Five Dollars (\$5.00) nor more than Twenty-five Dollars (\$25.00) for the first offense, not less than Ten Dollars (\$10.00) nor more than Fifty Dollars (\$50.00) for the second offense, and not less than Twenty-five

Dollars (\$25.00) more than One Hundred Dollars (\$100.00) for each subsequent offense. Each day the child remains out of school after the written warning has been given or the child has been ordered to school by the juvenile court may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, the attendance records of the child or ward of the court may be presented in court by any authorized employee of the school district. **(70-10-105)**

### **SCHOOL DAYS**

There are up to one hundred and eighty (171) full teaching days during the school year with not more than five (5) days used for professional meetings. The school schedule for the current year is available on the school website, but as a general rule, school will be closed on the following days: 3 staff development (in-service) days, Thanksgiving, Christmas Holidays, Easter Holiday, and a Spring Break. Snow days are also built into the calendar and will be NO SCHOOL days if not used. The dates will vary from year to year.

### **ATTENDANCE**

Absence from school, regardless of the reason, limits your child's educational opportunities and can negatively affect the student's grades, academic achievement, promotion, graduation, self-esteem and future employment. Together, it's our responsibility to encourage good attendance.

The importance of regular attendance cannot be over emphasized. The student should be in school every day that he/she is physically able. It is extremely difficult to successfully keep up with class work if attendance is irregular. If a student is repeatedly absent without proper cause, proper authorities will be notified. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities.

Moreover, you should know that our District, like all districts in the state, *only receives state funding for students who are actually in attendance*. A state law enables the state to withhold funding from your local school for each absence. If your child is well and can attend school, please encourage regular attendance. Whenever possible, schedule doctor appointments and other non-school activities outside of the instructional day.

At Boise City School District, it is requested that parent/guardian provides written documentation of medical appointments. If a student acquires an excessive number of absences because of illness, written documentation will be required. If a student must leave the campus during the day, he/she must officially check out in the office. If a student must leave a class for an appointment, he/she should obtain a permit to leave the campus from the office prior to that class time. Teachers are instructed that the student is to be released only if he/she has obtained the necessary documentation and permission.

A student will be counted absent according to the ruling of the State Department of Education which states: "Any student must be counted absent if he/she is not actually present for classes although the cause of the absence is beyond the student's control. A student's absence for a school activity is not included in the above statement."

1. Excused absence will be granted for the following reasons:
  - A. Personal or family illnesses (family illnesses are subject to administrative approval). If the personal illness requires a visit to a health care provider

and a note is presented immediately upon return to school, the absence will not count against test exemption status for the student.

- B. Death in the immediate family
- C. Medical appointments (May require Doctors' statement/note to be excused)
- D. Prescheduled appointments with a healthcare provider. will not count against test exemption status of the student if a note from the provider is presented to the office immediately upon returning to school
- E. A student who provides written orders from a health care provider not to return to school for a specified time due to illness, will not have those days counted against test exemption status if a note from the provider is presented to the office immediately upon returning to school
- F. Legal matters, including service on a grand, multicounty grand, or petit jury
- G. Extenuating circumstances deemed necessary by the principal
- H. Observance of holidays required by student's religious affiliation.
- I. When a family is leaving town (including sibling participation in school activities) and desires to take the student with them provided that:
  - 2. The school is notified in advance of the absence.
  - 3. A student procures assignments in advance of the absence.
  - 4. All assigned work is turned in accordance with prior agreements with the student's teacher(s).
  - 5. All make-up tests, etc. are made up at the direction of the individual teacher. (One day for each day missed will be allowed for makeup work)
  - 6. Absences for all other reasons may be excused by the principal or may be treated as a degree of truancy.

It is the responsibility of the parent to notify the school if a child is to be absent for one of the above reasons. The school will attempt to contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning or virtual online program approved by the school district and are meeting the following requirements:
  - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
  - b. The student is on pace for on-time completion of the course as required by the school district,
  - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

#### School Activity

1. The student will be allowed to be absent from the classroom for a maximum of **ten (10) days per semester** to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.

#### Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up. Unexcused absences can result in truancy action. Three unexcused absences shall be regarded as sufficient cause to drop a pupil from the roll, provided that a warning notice shall have been sent to the parents or guardians

### Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. It is the responsibility of the parent/guardian of a student to ensure that the student is in attendance at school and/or to contact the school when a student will be absent for any reason.

### Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 10 minutes late is counted absent for the period.
3. Each 3 unexcused tardies will constitute an unexcused absence from that class.

Any student who exceeds the day limit for unexcused absences may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

### Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year, exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

### Attendance/Activities Regulations

The State Board of Education encourages students to be in attendance in their regularly scheduled classes so that a maximum of learning can occur. The State Board of Education establishes the following attendance/activities regulations:

- A. Regulation 1: It is the intent of the State Board of Education that the superintendent (principal in a dependent school district) and local board of education annually review the scheduling of activities so that minimal interruptions occur in the instructional program of the child.
- B. Regulation 2: The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) days for any one class period of each semester. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete. (The



criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education.)

- C. Regulation 3: Each local board of education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education.
  - D. Regulation 4: Each school district shall be responsible for maintaining an addendum to the attendance records to verify the conditions within the school system that apply to the above regulations.
  - E. Regulation 5: Procedures for filing complaints:
    - 1. A signed written complaint must first be filed with the local board of education. If the complaint is not resolved at the local level, then the complaint should be filed with the Accreditation Section of the State Board of Education. Upon receipt of the complaint, the Accreditation Section shall appoint a monitoring team to make an on-site visit and file a written report to the State Board of Education and Accreditation Section. This complaint must include a list of name(s), date(s), and class(es) missed which exceed Regulation 2.
    - 2. The school district shall provide to the monitoring team during the on-site visit, the necessary records to verify or deny the violation as specified in the written complaint.
    - 3. The monitoring team shall submit a written report to the superintendent (principal in a dependent school district) and local board of education within ten (10) days of the on-site visit.
  - F. Regulation 6: Upon recommendation of the monitoring team, the superintendent (principal in a dependent school district) may be called to appear before the State Board of Education for determination of the appropriate action to be taken. In cases of flagrant violation, state funds may be deducted/withheld from the school district.
6. Attendance/Activities Regulations – The Boise City Board of Education establishes the following attendance/activities regulations to supplement those established by the State Board of Education:
- A. Regulation 1: The building principal shall be responsible for maintaining records to verify the attendance pertaining to activities for each student enrolled.
  - B. Regulation 2: A student may participate in the following without loss of hours from the ten (10) day activity rule:
    - 1. Any state or national convention for an organization in which they are an active member and/or officer

2. Participation in academic testing or contests
3. Student page to Senate or House of Representatives
4. Career Day: college or vocational
5. One day visit by seniors to institution of higher education
6. Educational assemblies, field trips, or leadership conferences
7. Travel time to activities
8. District, regional, or state competition in which the school participates and for which the student is enrolled and the sponsor has listed qualifications.

Absences from school will either be excused or unexcused.

**Any unexcused time from school shall be made up as determined by the Principal.**

Parents are encouraged to make doctor appointments after school or during school breaks. If appointments must be made during school time, please avoid using the same class period.

**A student must be in attendance a minimum of eighty-five (85%) of the time in every assigned class to receive credit in that class per semester. A student that has missed more than fifteen percent (15%) for a semester (13 days) will be awarded a grade of "F", unless a waiver is in effect.**

Students who believe that their excessive absences are due to extenuating circumstances may request a review of their case by the attendance committee. The attendance committee will consist of the principal, two core teachers, and one elective teacher. Upon hearing the student and/or parent/guardian appeal, the attendance committee may:

- Deny the appeal and subsequently course credit
- Grant the appeal and course credit
- Grant a conditional appeal contingent upon the student meeting the requirements of an attendance contract.
- 

Factors such as current levels of academic performance, disciplinary history, health conditions, and summative or formative test performance may be taken into consideration by the attendance committee.

The maximum number of absences for school-sponsored activities is 10 in each school year, for each class. State and national competitions do not count toward this limit.

**THE PRINCIPAL WILL MAKE THE FINAL DETERMINATION AS TO WHETHER OR NOT AN ABSENCE IS EXCUSED OR UNEXCUSED.**

## **ACTIVITIES PARTICIPATION**

Students must also be in attendance the day prior to, day of, and the following school day after an activity. Students that are absent from school for any part of the day an activity is held, regardless if the activity is held at home or away, will not be permitted to take part in the activity or attend the activity. Any exceptions must be approved by the principal. The-exceptions will be made for doctor's appointments scheduled related to that particular athletic event or organizational activity. Dr.'s notes will be required to be presented when deemed necessary. Rationale: If the activity is important enough for the student to attend then attending school should also be important. If a student is too sick to attend school they are likely to sick to attend the activity.

## **MAKE UP WORK**

When a student is absent and would like homework assignments, please call the Principal's office by 8:45 a.m. so that all teachers may be notified. Teachers will need ample time to prepare the assignments. Homework may be picked up at the end of the day (3:30 p.m.) in the office. Students will have one school day to make up the work missed for each day absent unless granted additional time by the teacher. For example, a student absent on Monday will receive the missed assignments in each class period upon returning Tuesday. Those assignments will be due Wednesday at the beginning of each class period. Failure to make up work within the prescribed time will result in a "0" for the work missed.

Any examination or test, announced during the student's presence in the class or which is regularly scheduled (i.e., nine-weeks or semester), and is missed by the student due to any type of excused absence, shall be made up on the day the student returns to the class or at the time designated by the teacher. If the test is administered on the day the student returns to class, the student shall be obligated to take the test on that day. Should the student be absent at the time the test is announced, and if it is not regularly scheduled, either of which would prevent the student from being aware of the scheduled test, then the test shall be administered one day following return to class. Any exceptions to this policy concerning administering the test shall be limited to those exceptions made by the Principal.

**If an absence is excused, it is the responsibility of the student and/or parent to make arrangements for seeing that all missed work is completed.**

## **TARDINESS**

Be on time by being in your classroom and in your chair at the start of class. Punctuality is a desirable virtue to acquire for pupils and teachers alike. Teachers will take attendance and record tardies and absences in each class period. Office staff will review this data.

In an effort to curb tardies and absenteeism students that have five or more tardies will have a closed campus. This pertains to morning bell and lunch bell.

Other consequences may be imposed in an effort to curb chronic tardies and absences.

**Tardiness will convert to absences if three or more tardies have accumulated and may result in detention service. In-school suspension may also be enforced for tardiness according to the discretion of the Principal.**

**Excessive tardiness could be considered as truancy and action with the appropriate officials would become necessary.**

**Students who are less than 15 minutes late to class will be considered tardy; 15 minutes or more will result in an unexcused absence in the class.**

Possible consequences for tardies are as follows:

- warning
- 5 tardies whether in morning or after lunch will result in a closed campus for the student, parents notified.
- 3 unexcused absences will result in a closed campus for the student.

Subsequent tardies should result in a parent conference with the principal and a behavior modification plan initiated to reduce tardiness. At the semester, the tardy count will start over at zero.

### **CLOSING OF SCHOOL**

The official announcement of the closing of school due to inclement weather or other emergencies will be announced over as many local media outlets as possible. All parents should leave directions with the principal as to where to send children in case of school closing due to emergencies.

### **WITHDRAWAL FROM SCHOOL**

When a student must withdraw from school during the school term, a parent/guardian must report to the Principal's office the day their child is to leave unless the student is 18 years of age. All school property assigned to the student must be returned along with paying any debts owed, and completing other requirements as necessary. Transcripts may not be forwarded to the student's next school if the correct withdrawal procedure is not completed.

### **FLAG SALUTE AND MOMENT OF SILENCE**

In keeping with appropriate levels of civic pride and state law, Boise City Public Schools will appropriately conduct daily flag salutes. It is the policy of the Boise City Public Schools that each school site shall observe a moment of silence each day for the purpose of allowing each student, in the exercise of individual choice, to reflect, meditate, pray or engage in any other silent activity that does not interfere with, or impede other students in the exercise of their individual choices. (NOTE: this provision is in compliance with legislation as passed during the 2002 regular legislative session).

### **STUDENT DRESS AND GROOMING CODE**

We believe that student dress and grooming are primarily the responsibility of the students and their parents. However, a proper atmosphere for learning in the school is the responsibility of the school. We also believe that personal appearance is an important factor in developing and maintaining an attitude and atmosphere, which is conducive to learning on the part of the student in the school.

We realize stylishness is important, but there are some types of dress and grooming which are more appropriate for specific types of activities and/or locations than others. Experience has shown that there are extremes in dress and grooming that lead to disruption of the learning process in school.

Our desire is to present advisory guidelines for dress and grooming which will be appropriate and acceptable to students, school personnel, and parents. We believe that these guidelines are realistic, reasonable, and easily interpreted. It is impossible to list every item on which there might be a question, but listed are the guidelines of items most often mentioned. Also included are what we have found to be the most important aspects of dress and grooming which affect students in a school environment. The Principals of Boise City Schools have the responsibility and authority to make the decision on questions of dress and grooming.

Any student not adhering to the guidelines presented herewith will be subject to appropriate disciplinary action. Students who are in violation of the school dress policy will be asked to exchange inappropriate clothing for more suitable attire. Failure to comply will result in further disciplinary action. Flagrant abuse may result in suspension.

We realize student dress is a highly controversial and emotional topic that will require continued and consistent cooperation of students, parents, and school personnel. Your cooperation will be of great assistance as we strive together to provide the best possible atmosphere for learning within our school.

*GUIDELINES:*

1. Hair is to be neat, clean, and well groomed.
2. Clothing is to be in good taste, clean, neat, and a style for school wear:
  - A. Clothing with inappropriate or offensive patches, writing, printing, or designs on it is not to be worn.
    1. No clothing with obscenity or inferred obscenity.
    2. No clothing with references to drugs, alcohol, tobacco, gangs or otherwise inappropriate symbols.
  - B. Shoes are to be worn at all times.
  - C. Shirts are to be of standard length—long enough to tuck in and stay in during the course of normal movement throughout the school day.
  - D. Tank tops, see-through mesh or net shirts, strapless, spaghetti straps, low-cut/deep scoop neck, bare backs, halter-tops, and tight-fitting shirts are not allowed. Sleeveless shirts (button-down front) may be worn only if the openings permit no inappropriate visibility of the body.
  - E. If the garment inappropriately expresses the body, it is not appropriate attire for school (i.e., midriff tops).
  - F. No undergarments are to be worn as outside clothing. No type of loungewear (i.e. pajamas) will be allowed.
  - G. Offensive tattoos will be covered at all times. Other tattoos will be addressed in relation to the educational activity.
  - H. No hats, head coverings, or distracting head ornaments will be worn in the school building or cafeteria. Hoods on sweatshirts must not be pulled up on head while inside buildings.

- I. Dresses must cover the body in an appropriate manner and be no shorter than 3-inches above the top of the knee. Tight-fitting, see-through dresses are not appropriate attire for school.
- J. Jeans, pants, shorts, and skirts must be worn at the natural waist and no shorter than 3inches above the knee in length (including slits). Spandex shorts or any clothes that are tight fitting or see-through would not be appropriate attire for school.
- K. Due to the vast number of potentially inappropriate clothing or appearance situations, other infractions could include, but are not limited to, excessive holes, tears, logos, signs, etc.
- L. Situations and circumstances that are not addressed in the Student Dress and Grooming Code may be handled by the principal on a case by case basis.

### **BULLYING**

“Harassment, intimidation, and bullying”, as defined by Oklahoma Statutes at 70 O.S. §24-100.2, means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic stature, or any other distinguishing characteristic.

“At school” means on school grounds, in school vehicles, at designated school bus stops, at school sponsored activities, or at school-sanctioned events.

Harassment, intimidation, and bullying are specifically prohibited by the Boise City Schools district. Students violating the prohibitions set forth in this policy shall be subjected to any and all disciplinary measures the district deems appropriate.

Prevention of and education about harassment, intimidation, and bullying behavior by students shall be addressed by the district in its Safe Schools committees pursuant to 70 O. S. §24-100.

Boise City Schools is committed to creating and maintaining a learning environment that is free from bullying and harassment. Repeated bullying offenses will result in suspension. Bullying is defined in the following ways:

- Bullying is aggressive behavior or intentional harm-doing.
- Bullying can be physical, verbal, emotional, or sexual.
- Bullying occurs within an interpersonal relationship characterized by an imbalance of power.
- Examples of bullying: name calling, telling mean jokes about someone, threatening to hurt someone, taking things without permission, using physical size as an advantage over someone smaller.
- Cyberbullying the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature will not be tolerated.

**ADMINISTRATION OF ACTIVITY FUNDS**  
**(See also the Activity Account Handbook)**

The funds collected from all activities must be submitted to the Principal's office. The sponsor(s) and the Principal must approve expenditures in the name of the class/organization. An invoice or ticket for the purchased item must be presented to said office. This ticket or invoice must show an itemized list of the purchase, the date of purchase, the name of the business, and the signature of the individual making the purchase. No bills will be paid unless procedure is followed.

*DO NOT CHARGE PURCHASES TO BOISE CITY HIGH SCHOOL WITHOUT AUTHORIZATION.*

**ACADEMIC HONOR CODE**

*"Honesty is the first chapter in the book of wisdom"*

Thomas Jefferson

Honor is defined as a keen sense of right and wrong and an adherence to action or principles considered right. (Webster's Dictionary, end College Edition)

**Statement of Purpose**

A school is an academic community of lifelong learners. Its fundamental purpose is the pursuit of knowledge. Like all communities, the school can only function properly when its members adhere to clearly established goals and values. Essential to the fundamental purpose of the school is the commitment to the principles of truth, integrity, and academic honesty.

Academic dishonesty is a corrosive force in a school's academic life. It jeopardizes the quality of education and depreciates the genuine achievement of others.

**Expectations**

- Each student is assumed to be an honorable person
- Each student is a person who can be trusted at all times
- Each student is forthright under all circumstances
- Each student is a person who, if he says he will do something, will do it because he is giving his word and pledging his honor
- Each student is expected to help others achieve their personal best. Students will always be ready to judge honorable and dishonorable behavior when they see it around them. Students must neither permit behavior of a dishonorable type, nor must they accept anything that results from dishonorable behavior.

**What is academic dishonesty?**

- ***Cheating:*** Intentionally (and without permission) using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- ***Fabrication:*** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

- **Facilitation:** Intentionally or knowingly helping or attempting to help another student violate any provision of the Academic Honor Code.
- **Plagiarism:** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

### **Consequences**

- Students committing academic dishonesty will receive a zero for their work.
- Parents of the students will be notified by the teacher(s) of honor code violations.  
**Additionally, students may face one or more of the following consequences as determined by the teacher and/or Principal:**
  - Removal from National Honor Society (if applicable)
  - Removal from the honor roll

**NOTE:** The ramifications of academic dishonesty can be far-reaching. It can impact a student's grade point average and class standing; it can impact the chances of a student's acceptance to a college or a job; additionally, it can impact potential recommendations for scholarship awards.

### **CORPORAL PUNISHMENT**

Corporal punishment (padding) may be carried out on any student at the discretion of the parent or guardian with concurrence by the Principal.

### **SCHOOL VISITORS**

All visitors to the school must first clear through the Principal's office. No visitors or pets are allowed in the classrooms.

### **FIRE AND CIVIL DEFENSE DRILLS**

At the beginning of the school term students will be given instructions on evacuating the school building in case of emergency. General instructions include: teachers take charge; everyone walks rapidly and avoids crowding and running; and stay in groups when out of the building so the teacher may be able to check the class roll. The signal to evacuate for a fire or fire drill will be an intercom announcement or the use of the fire alarm. The signal to take cover for a tornado drill will be an intercom announcement or other means of notification. Evacuation procedures are posted in each room of each building. Other mandated drills will also be performed during the school year. The supervising teacher will give instructions.

### **SCHOOL INSURANCE**

It will be the responsibility of the Principal and Superintendent to select a reputable company through which patrons may purchase insurance for their children. The purchase of the insurance will not be compulsory and will be entirely at the discretion of the parents. Parents, please read the fine print on the school insurance because the insurance is usually supplemental to a family's regular policy.



## **LAWS REGARDING WEAPONS**

### **Possession of a Firearm on School Property**

1. It shall be unlawful for any person to have in his or her possession on any public or private school property or while in any school bus or vehicle used by any school for the transportation of students or teachers any firearm or weapon designated in Section 1272 of this title, except as provided in subsection C of this section or as otherwise authorized by law.
2. "School property" means any publicly or privately-owned property held for purposes of elementary, secondary or vocational-technical education, and shall not include property owned by public school districts or private educational entities where such property is leased or rented to an individual or corporation and used for purposes other than educational.
3. Firearms and weapons are allowed on school property and deemed not in violation of subsection A of this section as follows:
  - a. A gun or knife designed for hunting or fishing purposes kept in a privately-owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act, provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property;
  - b. A gun or knife used for the purposes of participating in the Oklahoma Department of Wildlife Conservation certified hunter training education course or any other hunting, fishing, safety or firearms training courses, or a recognized firearms sports event, team shooting program or competition, or living history reenactment, provided the course or event is approved by the principal or chief administrator of the school where the course or event is offered, and provided the weapon is properly displayed or stored as required by law pending participation in the course, event, program or competition; and
  - c. Weapons in the possession of any peace officer or other person authorized by law to possess a weapon in the performance of their duties and responsibilities.
4. Any person violating the provisions of this section shall, upon conviction, be guilty of a felony punishable by a fine not to exceed Five Thousand Dollars (\$5,000.00), and imprisonment for not more than two (2) years. Any person convicted of violating the provisions of this section after having been issued a concealed handgun license pursuant to the provisions of the Oklahoma Self-Defense Act shall have the license permanently revoked and shall be liable for an administrative fine of One Hundred Dollars (\$100.00) upon a hearing and determination by the Oklahoma State Bureau of Investigation that the person is in violation of the provisions of this section.

### **Section 1272 - Unlawful Carry**

It shall be unlawful for any person to carry upon or about his or her person, or in a purse or other container belonging to the person, any pistol, revolver, shotgun or rifle whether loaded or unloaded or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a

blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon be concealed or unconcealed...

#### **Federal Law>>>>>`SEC. 14601. GUN-FREE REQUIREMENTS.**

(1) In general.--Except as provided in paragraph (3), each State receiving Federal funds under this Act shall have in effect a State law requiring local educational agencies to expel from school for a period of not less than one year a student who is determined to have brought a weapon to a school under the jurisdiction of local educational agencies in that State, except that such State law shall allow the chief administering officer of such local educational agency to modify such expulsion requirement for a student on a case-by-case basis. `(2) Construction.--Nothing in this title shall be construed to prevent a State from allowing a local educational agency that has expelled a student from such a student's regular school setting from providing educational services to such student in an alternative setting. `(3) Special rule.-- `(A) Any State that has a law in effect prior to the date of enactment of the Improving America's Schools Act of 1994 which is in conflict with the not less than one year expulsion requirement described in paragraph (1) shall have the period of time described in subparagraph (B) to comply with such requirement. `(B) The period of time shall be the period beginning on the date of enactment of the Improving America's Schools Act and ending one year after such date.

“(4) Definition. --For the purpose of this section, the term `weapon' means a firearm as such term is defined in section 921 of title 18, United States Code.

“(c) Special Rule. --The provisions of this section shall be construed in a manner consistent with the Individuals with Disabilities Education Act. `(d) Report to State.--Each local educational agency requesting assistance from the State educational agency that is to be provided from funds made available to the State under this Act shall provide to the State, in the application requesting such assistance-- `(1) an assurance that such local educational agency is in compliance with the State law required by subsection (b); and `(2) a description of the circumstances surrounding any expulsions imposed under the State law required by subsection (b), including-- `(A) the name of the school concerned; `(B) the number of students expelled from such school; and `(C) the type of weapons concerned. `(e) Reporting. --Each State shall report the information described in subsection (c) to the Secretary on an annual basis. `(f) Report to Congress. --Two years after the date of enactment of the Improving America's Schools Act of 1994, the Secretary shall report to Congress if any State is not in compliance with the requirements of this title.

**Definition(s)** As used in this chapter— The term “firearm” means:

**(A)** Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; **(B)** the frame or receiver of any such weapon; **(C)** any firearm muffler or firearm silencer; or **(D)** any destructive device. Such term does not include an antique firearm.

#### **CAFETERIA**

The Boise City School cafeteria is a clean, friendly place. Please keep all food and waste paper on the tray and return it to the proper place. The tables, chairs, and floor must be kept clean. Students must never push, yell, run, or cut in line. All food must be eaten in the cafeteria. NO GUM CHEWING!

**All cafeteria bills will be PRE-PAID. Students will not be allowed to charge for breakfast and/or lunch. Forms are available in the Principal's office for prepaying lunches. The student will receive a notice when he/she has one prepaid meal left.**

Free and reduced lunches are available for low-income families or families with special hardship conditions. These forms must be renewed yearly. Forms are available in the Principal's office.

STUDENT MEAL PRICES:

Breakfast—**PreK-6** --\$1.10 **7<sup>th</sup>-12<sup>th</sup>** --\$1.35

Reduced Breakfast **PK-12:** \$0.30

Lunch—**Prek-6**--\$2.50 **7<sup>th</sup>-12<sup>th</sup>** --\$2.75

Reduced Pay Lunch **PK-12:** \$0.40

CAFETERIA BEHAVIOR

The cafeteria, besides being a place to eat, is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners, which one should find in the home.

Some simple rules of courteous behavior that would make the lunch period pleasant and relaxed follow.

- Observing good dining room standards at the table.
- Leaving the table and surrounding area clean and orderly.
- Replacing chairs and putting trash in the proper container.
- Not leaving the cafeteria while eating or carrying food.

TELEPHONES

**Telephones in the school offices are off limits to students** except for situations such as illness, emergencies, etc. Students must have permission from office personnel to use the office telephone. **Telephones are provided to conduct school business, not personal business.** Office personnel will deliver all important messages to the student if such a situation is merited. No student will be called from class for telephone messages unless an emergency situation is in effect.

Outgoing calls will be held to a minimum. Abuse of telephone privileges will result in termination of such privileges. A student who desires to make a long distance call on the school telephone for an organization or activity must be accompanied by the class or organization sponsor.

ASSEMBLIES

Clapping is an acceptable form of applause. Whistling, shouting, and booing are not acceptable. Good attention to the program is expected.

- Students will file in by grade level
- Students stay seated until they have been dismissed
- Students' feet should remain on the floor
- Food and beverages are not permitted in the auditorium
- After dismissal, students will exit the auditorium in a quiet and orderly manner.

ANNOUNCEMENTS

A bulletin will be provided to the teachers weekly and as needed. This bulletin will contain upcoming events, announcements, etc. The bulletin will be displayed on the school's website if timely submitted

and on the main bulletin boards. Information to be included in the bulletin must be submitted to the Principal's office for approval to post the information by the seventh period of each day. Students will not be allowed to request items to be placed on the bulletin but must do so through the respective class or organization sponsor. The intercom should be used sparingly so information will need to be supplied through bulletins.

### **BULLETIN BOARDS**

The bulletin boards will be used for students and parents to obtain information. The daily bulletin will be placed on the central bulletin board for student reference. The Superintendent must approve any advertising placed on the bulletin boards in advance.

### **PETITIONS**

No student or organization will circulate any petitions for any reason without permission of the Superintendent and/or Principal. If any question arises as to the policy of the school, it should be brought to the attention of the Superintendent or Principal.

### **PRIVACY RIGHTS OF STUDENTS, SEARCHES, ETC.**

#### **Oklahoma State Law, O.S. §, 24-102**

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in the pupil's possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

### **LOCKERS**

Lockers will be provided for all students' grades 5 - 12 and are assigned during enrollment. Each student is responsible for that student's locker and the contents. The school reserves the right to search lockers for any safety concern. Valuables should not be left in lockers at any time. The school **will not be** responsible for lost or stolen articles. Lockers are for storage of school related materials. The principals should be given a key or combination to locks placed on lockers. There will be periodic locker checks for neatness and cleanliness. **NO TAPE OR STICKERS MAY BE USED ON LOCKERS!**

### **SCHOOL EQUIPMENT**

State School Law will not permit the loaning of school equipment. No equipment should be removed from the school building without permission of the Superintendent, and then only under the direct supervision of a specific school personnel or other official of the school.

### **GRIEVANCE POLICY**

The procedures for filing a complaint are outlined in the Boise City Board of Education policy manual— Policy DAA, DAA-P. This includes grievances with federal programs such as Title IV, Title IX, XI-Section 504 ADA. Prior to the filing of a written complaint, the grievant is encouraged to visit with the Principal.

Reasonable effort should be made to resolve the problem or complaint before filing a formal complaint. The principal, superintendent or school board may request the grievant to place their grievance in writing for historical purposes.

### **SOLICITING FUNDS**

Soliciting funds from community businesses will be kept to a minimum. All fund-raising activities must meet the approval of the Boise City School Board and must be scheduled in advance. All funds shall be deposited into the activity funds in the manner established by the Principal.

Fund-raising activities will be limited to two per year for organizations and 1 per year for each class (Fun Fest will count as the second fund-raiser for each class).

### **POLICY CHANGES**

This comprehensive handbook is not all inclusive of the rules, regulations, and policies of the Boise City School District. The administration and/or school board may change these, and notice will be given to

the student body, verbally or in writing, of the change. If a student or parent/guardian is not sure about a rule or regulation, or has not seen it in writing, they should ask before moving forward.

## **ELEMENTARY INFORMATION**

### **DISCIPLINE PLAN**

The goal of any discipline policy should be to correct the misconduct of the individual and to promote adherence by the student and other students to the policies and regulations of the district. The Boise City Public Schools, in order to provide quality education for all of its students, will not tolerate disruptive acts that interfere with the learning environment of the school, the safety of its students or the damaging of property. Students, while enrolled in the Boise City Elementary School, have the right to feel safe at school. Students shall be under the supervision of and accountable to school personnel. *Parents are responsible for teaching their children proper behavior and how to conduct themselves appropriately at school.* The school's primary responsibility is to educate children and to communicate with the parent regarding their child's academics and behavior.

### **APPEALS**

Parents have the right to appeal decisions affecting their children. The proper procedure is as follows:

1. Discuss the matter with the child's teacher if it concerns a decision made by the teacher.
2. If not satisfied after a conference with the teacher, discuss the matter with the principal.
3. If not satisfied with the decision of the principal, make an appointment and discuss the matter with the superintendent.
4. If needed, a request to be heard by the Board of Education may be made through the office of the Superintendent.

### **LIBRARY**

#### **Library Policy and Procedures**

- Students may check out up to two books at one time
- Students will pay replacement cost for lost books
- Once a lost book has been paid for the student will not be refunded if the book is found at a later date.
- Period of checkout for regular circulated items is two weeks

### **CELL PHONE USAGE**

Cellphones are not allowed during school hours. Students may choose one of three options for storage of their cellphones during the school day. 1, Leave cellphone in their vehicle. 2, Leave cellphone in their bag, phone must be powered down. 3, Turn phone into lock box provided by the school until school is out. If a student is caught with a cellphone during school hours they will be reprimanded.

1<sup>st</sup> offense- Phone will be confiscated and parent/guardian will be contacted to pick up phone.

2<sup>nd</sup> offense-Phone will be confiscated, parent/guardian will be called, and student will be placed in ISS.

3<sup>rd</sup> offense- Phone will be confiscated, parent/guardian will be called, and student will be placed in OSS.

4<sup>th</sup> offense- Student may be subject to expulsion.

### **ACTIVITY TRIPS**

The Principal and/or the Superintendent must approve school-sponsored activities and/or trips at least seven (7) days prior to the event. Any student who plans to participate in an activity that will require them to miss school must complete the missed schoolwork prior to leaving on the activity (exceptions can be made by the decision of the Principal).

While on a school-sponsored trip, students will dress in a manner requested by the sponsor(s). Administrators or faculty members have the responsibility for any jurisdiction over students while in attendance at any school activity, whether it is at Boise City School or away.

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) days for any one class period of each school year, unless excused by the O.S.S.A.A. or the principal.

**The school will resist in scheduling any type of activities on Wednesday evenings after 6:30 or on Sundays.**

## **JUNIOR HIGH SCHOOL AND HIGH SCHOOL INFORMATION**

### **ATHLETICS**

Boise City Public Schools is a member of the Oklahoma Secondary Schools Activities Association. The rules of this association will be strictly adhered to in all phases of school sports in which the student represents the school.

The Student Activities/Athletic Handbook should be referenced for specifics such as eligibility, practice information, etc.

### **BASKETBALL HOMECOMING**

**Basketball Queen** shall be chosen by the members of the boys' basketball team. Any junior or senior girl who is a member of the girls' varsity team and is in good standing as a team member is eligible to be a queen candidate. Four candidates will be chosen and the team will elect the Basketball Queen by secret ballot.

**Basketball King** shall be chosen by the members of the girls' basketball team. Any junior or senior boy who is a member of the boys' varsity team and is in good standing as a team member is eligible to be a king candidate. Four candidates will be chosen and the team will elect the Basketball King by secret ballot.

## **BELL SCHEDULE**

	<b>MONDAY - FRIDAY</b>
1 <sup>ST</sup> PERIOD	8:00 AM – 8:53 AM
BREAKFAST	8:53 AM – 9:13 AM
2 <sup>ND</sup> PERIOD	9:17 AM – 10:10 AM
3 <sup>RD</sup> PERIOD	10:14 AM – 11:07 AM
4 <sup>TH</sup> PERIOD	11:11 AM – 12:04 PM
LUNCH	12:04 PM – 12:34 PM
5 <sup>TH</sup> PERIOD	12:38 PM – 1:31 PM
6 <sup>TH</sup> PERIOD	1:35 PM – 2:30 PM
7 <sup>TH</sup> PERIOD	2:34 PM – 3:30 PM

## **CAREER-TECHNICAL EDUCATION**

Boise City High Schools provides *CareerTech* classes for students— such as Agriculture Education/Tech Connect/Automotive Services/Construction. Information for each program is available from each of the respective classroom instructors.

## **CELL PHONE / ELECTRONIC DEVICE POLICY**

Cell phones, tablets, computers, and other electronic devices should not be used in any manner which hinders the educational process, or causes a distraction. Faculty and staff have the right to prohibit the use of electronic devices. Students are subject to disciplinary action for improperly using technology, acting defiantly, or otherwise inappropriately using electronic devices.

## **CHEERLEADING**

Cheerleaders shall be chosen by a method designated by the Principal in the Spring of each school year. The position of cheerleader does not carry over the subsequent year; however, a person may be selected again.

## **CLASS OFFICER ELECTIONS**

Student Council will conduct class officer elections during the first two- (2) weeks of school. Dates and instructions will be announced prior to the deadline of submitting names for the office. Any student who has attended the Boise City Public Schools for at least one semester and has a grade average of 80 or above may file for an office.



## **CLASSIFICATION**

It is strongly recommended that each student enroll in at least one extracurricular activity. Completion of 6 units of course credit is required for Sophomore classification, 11 units for Juniors, and 17 units for Seniors.

## **CODE OF ETHICS**

**It is the duty of all concerned with high school competitive events:**

- To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- To stress the values derived from playing the game fairly.
- To show cordial courtesy to visiting teams and officials.
- To establish a happy relationship between visitors and hosts.
- To respect the integrity and judgment of sports officials.
- To achieve a thorough understanding and acceptance of the rules.
- To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.

### **DO:**

- Cheer when the Wildcats come on the field or court.
- Cheer for good playing and outstanding acts of sportsmanship.
- Be quiet when a team or player is penalized.
- Be gracious and courteous hosts to visiting players and officials.

### **DO NOT:**

- Boo officials or players.
- Do something to bring discredit to Boise City School.

## **COLLEGE ENTRANCE REQUIREMENTS**

College admission requirements vary from college to college. It is important that students check early with the college they plan to attend to learn of these requirements. Students would also check on these requirements with the counselor who can provide this information. Students planning to attend a college or university in Oklahoma must complete the following curricular requirements in high school:

<b>(Units/Years)</b>	<b>Course Area</b>
4	English
3	Lab Science (all BCHS sciences are lab sciences)
3	Mathematics (not including Pre-Algebra and Consumer Math)
3	History (including 1 unit of US History)
2	Computer Sciences or Foreign Language

These thirteen high school units set forth above will be required for admission in Oklahoma. One unit of Computer Science and two units of foreign language are strongly recommended.

### **CONCURRENT ENROLLMENT**

An eleventh-grade student enrolled in an accredited Oklahoma high school may, if he/she meets the requirements set forth below, be admitted provisionally to a college or university in The Oklahoma State System of Higher Education as a special student.

- A. He/she must meet the published criteria of the State Regents (other than high school graduation and curricular requirements) for admission to the institution for which application is being made. This includes having participated in the American College Testing (ACT) program or Scholastic Aptitude Test (SAT).
- B. He/she must be enrolled in less than a full-time load (fewer than six courses per semester) at the high school in which he or she is attending, as attested by the Principal.
- C. He/she must be eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year, as attested by the Principal.

A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours of college work. The collegiate portion of the student's workload must be taken from regular faculty members of the institution and may be provided off-campus if approved by the State Regents, and may use alternative delivery systems if approved by the State Regents.

A student is otherwise eligible under this policy and may enroll in a maximum of nine semester-credit hours during a summer session or a term at a college/university of the State System without the necessity of being concurrently enrolled in high school classes during the summer term. (Students may only enroll in curricular areas where the student has met the curricular requirements or college admission).

Currently admitted high school students will not be allowed to enroll in any zero-level courses offered by colleges/universities designed to remove high school deficiencies.

In order for concurrent courses to be substituted for regular high school course credit, the concurrent course must contain all of the objectives that the high school course would present to the student. If a high school course is a full year then a student must take a full year of the same or comparable concurrent courses in order to substitute the concurrent course for the high school course. If the high school course is only one semester in length, the student may take only a comparable semester concurrent course to satisfy the high school requirement. The principal and counselor will make the final determination regarding the proper compatibility of a concurrent course or courses to the corresponding high school course(s).

### **COURSES**

Ag Communication  
Ag Science

Ag Mech, Animal Science  
Algebra I, II

Physical Science, Biology I  
Construction Technology  
Electricity  
English I, II, III, IV,  
Geometry  
Instrumental Music I, II, III, IV  
Foundation of Tech, Advanced Tech Design  
US History  
World History  
Concurrent College Enrollment

Earth Science, Chemistry I  
Earth Science  
Eng. Design, Foundation of Design,  
Geography  
Government  
Oklahoma History  
Trigonometry  
Vocal Music I, II, III, IV  
Yearbook

### **CUMULATIVE RECORDS**

Your cumulative folder is the history of all of your schoolwork. It contains transcripts and health records. Also contained in it are the results of such tests of achievement, personality, aptitudes, mental maturity, and social adjustment that you have taken. You and your parents (upon request) may view them. They will be given to you at the completion of your senior year. However, a student's final transcript will remain on file at Boise City High School.

### **DROPPING CLASSES AND CHANGING SCHEDULES**

In order to make a schedule change, a student must first request a change in writing. **There will be no schedule changes after the 1st week of school each semester. A schedule change must be requested with the counselor and be approved by the counselor and principal to be considered.**

Since prior planning was done to develop the schedule, changes in schedules will not always be granted. Schedule changes will be made for the following reasons only:

- ✓ repeating a class which has already been passed,
- ✓ another course is needed for graduation, or
- ✓ student has been placed into an inappropriate level class or does not meet the prerequisite.

If the student's schedule is changed during the year at an appropriate time and the change is for a bona fide reason, there shall be no grade reduction, and the teachers concerned will be notified of such change by the Principal.

Late enrollees will be scheduled to meet the needs of the student and the school situation. The Principal reserves the right to transfer students in classes if the change is of benefit to the class, the school, or the student.

A student who enrolls late in a class and has no grade to transfer into that class shall meet with the Principal or counselor and the teacher of the class. At this meeting, the teacher can relate to the student what is required of him/her to obtain full credit for that class.

## **ELECTRONIC NETWORK FACILITES/INTERNET**

The Boise City Board of Education recognizes that part of the school district's responsibility in preparing our students for the twenty-first century is to provide them access to the tools they will be using as adults. Each Boise City High School student must have a signed student agreement on file in the Principal's office to use the computers/software/network and Internet available.

The "Acceptable Use Policy" and "Internet Information" is made available in the enrollment packet each year. The "Student Agreement" must be signed by the student and the parent/guardian and returned each school year by the assigned date.

## **FOOTBALL HOMECOMING**

The cheerleaders/pep club will plan homecoming activities. Student Council and cheerleaders/pep club shall be in charge of conducting balloting and selection of Football Sweetheart and Homecoming Queen.

**Football Sweetheart** shall be chosen by the football team members. Coaches may select the method for selecting escort(s).

**Homecoming Queen:** The Senior class shall elect four candidates from the Senior class to serve as Homecoming Queen candidates. The student body will then vote by secret ballot to determine the Homecoming Queen from the four elected candidates. Voting for the Homecoming Queen will be by secret ballot of the entire student body at a time designated by the Student Council. Freshman, Sophomore, and Junior classes will elect by secret ballot, one girl from each of the respective classes to serve as class Princess. Any girl enrolled at Boise City High School is eligible for nomination with the exception of the Football Sweetheart. (This activity will be done at the September or October class meeting, depending upon the date selected for Homecoming) The date for choosing the candidates will be announced at the appropriate time. Escorts for Football Homecoming will be the Senior football players.

## **GRADING SYSTEM**

100 – 90	A	Superior
80 – 89	B	Above Average
70 – 79	C	Average
60 – 69	D	Below Average
Below 60	F	No Credit
	I	Incomplete

**Academic Eligibility is set as 60 and above in order to participate in school activities.**

Grades will be given in athletics but will not be considered in GPA calculations related to the determination of any academic honors. No "0"s (zeros) will be given for disciplinary reasons other than discipline issues related to in-school suspension or out-of-school suspension.

## **GRADUATION DRESS CODE**

Students should be dressed in formal attire, in addition to their graduation attire. Footwear should be neat, clean, in good repair, and appropriate for graduation. A senior class sponsor and/or principal (based on his or her judgment) have the right to ask a student to amend their attire.

## **GRADUATION REQUIREMENTS**

Beginning with students entering the ninth grade in the 2006-2007 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level. In lieu of the requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student.

**College Preparatory/Work Ready Curriculum for High School Graduation** (Title 70 O.S. § 11-103.6)

**4 Units English**, to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

**3 Units Mathematics** limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Statistics & Probability, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

**3 Units Laboratory Science** limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

**3 Units History and Citizenship Skills** including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;

**2 Units of the same Foreign or non-English language, or 2 Units Computer Technology** approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

**1 Additional Unit** selected from the courses listed above or career and technology education courses approved for college admission requirements; and

**1 Unit or Set of Competencies Fine Arts** such as music, art, or drama, or 1 Unit or Set of Competencies of Speech

**Personal Financial Literacy** Students shall complete the requirements for a personal financial literacy passport (70 O.S. § 11-103.6H)

**CPR/AED** Beginning with the 2015-2016 school year, all students enrolled in public school shall receive instruction in cardiopulmonary resuscitation (CPR) and awareness of the purpose of an automated defibrillator (AED) at least once between 9<sup>th</sup> grade and graduation (70 O.S. § 1210.199)

## **6 Electives**

### **23 Total Credits (Units or Sets of Competencies)**

**Core Curriculum** (Title 70 O.S. § 11-103.6 and State Board of Education Regulations)

Students who entered the ninth grade prior to the 2006-2007 school year shall enroll in the core curriculum for high school graduation. Beginning with students entering the ninth grade in the 2006-2007 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students may enroll in the core curriculum for high school graduation upon written approval of the parent or legal guardian.

#### **4 Units or Sets of Competencies Language Arts**

1 Grammar and Composition, and

3 which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advanced English Courses, or other English courses with content and/or rigor equal to or above grammar and composition.

#### **3 Units or Sets of Competencies Mathematics**

1 Algebra I or Algebra I taught in a contextual methodology, and

2 which may include, but are not limited to, the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability; Computer Science I; Computer Science II; Mathematics of Finance,\*Intermediate Algebra;\* contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other mathematics courses with content and/or rigor equal to or above Algebra I.

#### **3 Units or Sets of Competencies Science**

1 Biology I or Biology I taught in a contextual methodology, and

2 in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I; Physics; Biology II; Chemistry II; Physical Science; Earth Science; Botany; Zoology; Physiology; Astronomy; Applied Biology/Chemistry; Applied Physics; Principles of Technology; qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science); contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of

Education and the independent district board of education; or other science courses with content and/or rigor equal to or above Biology I.

### **3 Units or Sets of Competencies Social Studies**

1 United States History,

1/2 to 1 United States Government,

1/2 Oklahoma History, and

1/2 to 1 which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.

**2 Units or Sets of Competencies The Arts** which may include, but are not limited to, courses in Visual Arts and General Music.

**Personal Financial Literacy** Students shall complete the requirements for a personal financial literacy passport (70 O.S. § 11-103.6H)

**CPR/AED** Beginning with the 2015-2016 school year, all students enrolled in public school shall receive instruction in cardiopulmonary resuscitation (CPR) and awareness of the purpose of an automated defibrillator (AED) at least once between 9<sup>th</sup> grade and graduation (70 O.S. § 1210.199)

### **8 Electives**

### **23 Total Credits (Units or Sets of Competencies)**

#### **Diploma of Distinction**

## **Diplomas of Distinction**

Diplomas of Distinction (DOD) recognize students for their excellence in scholarship, character, leadership, and service. A DOD is designed to honor students who have successfully completed a series of rigorous courses and other criteria. To be considered for a Diploma of Distinction a student must meet the requirements and successfully complete the application process.

Significant time, work, skill, and internal motivation is needed for this program, which encourages students to show initiative, take responsibility, and show leadership through managing and documenting their experiences.

## **Scholarship**

The requirements a student needs to fulfill for the Diploma of Distinction are:

- Having attained a senior class standing
- Achieved a cumulative subject area grade point average of at least 3.5 with no final course grade below 75.
- Earned credits in courses:
  - 4 units of English
  - 4 units of Math
  - 4 units of Science

- 3 units of Social Studies
- 2 units of the same foreign language or 2 units of approved computer programming.
- 2 credits of Advanced Placement courses. To further encourage students to select demanding courses, participation in Advanced Placement courses (offered online) is a segment of the DOD formula. AP courses are available in a wide variety of subject areas.
- 1 credit unit from 4 years of athletics or from an approved Health and Personal Fitness course.

Attended Boise City High School for at least one full semester.

#### Build a Portfolio

- Service log
- Personal experiences from service
- Personal goals
- Test Scores
- Grade Transcripts
- Awards
- Personal projects
- Letters of Recommendation
- Leadership experience in one or more areas or project

Complete a Senior Capstone Project that includes:

- The project
- Presentation of the project
- Research paper about the project

## Character

In order to fulfill requirements for the DOD, a student must demonstrate the following characteristics:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

A student of character will take criticism willingly and accept recommendations graciously. This student will consistently exemplify desirable behavior such as cheerfulness, friendliness, poise and stability.

Significantly, a student of character will uphold principles of morality and ethics. Additionally, students will:

- Comply with school regulations
- Regularly show courtesy, concern and respect for others
- Observe instructions and rules, and is honest and reliable
- Manifest truthfulness in obedience to rules, not cheating in written work, and showing an unwillingness to profit by the mistake of others

## Service



In order to fulfill requirements for the DOD, a student must demonstrate service to their community through proof of community involvement. The type of community involvement varies, therefore if there is any question whatsoever concerning the acceptability of a specific activity, seek pre-approval from the superintendent.

- The student must complete a minimum of 100 community service hours with no less than 20 hours in each high school year.
- Throughout the 9-12 grades the student must participate in at least one athletic program and one student activity such as a club or organization.

## **Portfolio**

The student will build a portfolio that must contain:

- Service logs
- Written narrative of personal experiences from service
- Personal goals
- Test scores
- Grade transcripts
- Awards
- Personal projects
- Letters of recommendation (2)
- Leadership experience

## **Senior Capstone Project**

- Research paper about the project
- Project
- Presentation of the project

## **Walking in White**

Graduating Seniors who have earned a Diploma of Distinction have the honor of participating in graduation ceremonies with a white cap and gown — “Walking in White”.

### **HONOR ROLLS, SEMESTER AND NINE WEEKS**

To qualify for the Superintendent’s Honor Roll, a student must make no grade lower than an “A”. For the Principal’s Honor Roll, a student must have no grade lower than a “B”.

An incomplete grade in any course renders the student ineligible for the honor roll until the incomplete is made up to a qualifying grade. Incomplete grades must be made up within one week of the quarter closing date.

### **IN-SCHOOL DETENTION GUIDELINES**

Students serving in-school detention shall be permitted to make up and receive credit for assignments during in-school suspension.

### **INSTRUMENTAL MUSIC/VOCAL MUSIC**

One unit credit will be given per year of satisfactory participation in band or vocal music. To receive a letter in band/choir, a student must be a high school band/choir member in good standing and must have made a one or two rating on a band solo at an OSSAA sponsored district competition.

### **LETTER AWARDS**

Requirements for lettering at Boise City High School are provided in the Student Activities and Athletic Handbook and will be explained by the respective sport coach at the pre-season meeting.

### **MR. AND MISS BCHS**

Student Council will conduct voting for Mr. and Miss BCHS. Candidates will be chosen by a secret ballot vote of the student body. A ballot containing the names of all seniors will be used for selecting five candidates for each royalty. A final ballot of candidate's names will be used for voting on Mr. and Miss BCHS.

### **NATIONAL HONOR SOCIETY**

The name of this organization shall be the Boise City High School Chapter of the National Honor Society. The purpose of this organization shall be to encourage higher scholastic achievement and to promote leadership and to develop strong character among chapter members.

To be eligible for membership, a student must be a sophomore, junior, or a senior with a grade average of 3.5 or higher. Candidates shall then be evaluated on service, leadership, and character. This shall be done by a written application submitted to the BCHS NHS Faculty Council.

### **OKLAHOMA HONOR SOCIETY**

The top ten percent of the junior high and high school enrollment will be eligible for membership. Membership will be based upon work done during the first semester of the current year and the second semester of the preceding year. The standing of students enrolled in the first year of junior high or high school will be based on the work done during the first semester of the current year.

**ONLINE STUDENTS, ELIGIBILITY**

**\*\*This policy applies to students who are involved in activities.\*\*** **\*\*\*Because new policies and procedures may emerge regarding the eligibility of online students, this policy is subject to change.\*\*\***  
In order for a student who is taking an online class, such as Odyssey, to be eligible, for each week of class that has transpired, the student must complete a minimum of 3% of the coursework. This applies to each and every online class. Also, the student must earn a grade of at least 70% in each and every class. This shall not apply to college classes (concurrent enrollment) if the class is not being counted toward graduation.

**CONCURRENT ENROLLMENT**

Students enrolled in college courses or other outside online courses for concurrent or college credit must allow the counselor and principal access to their grades on a continual basis to allow the counselor and principal to accurately determine satisfactory progress in the course(s) as well as provide a method of determining eligibility for those enrolled students. Failure to grant counselor and principal access to grades in any college or other outside online course will result in immediate ineligibility for the student until such time as that required access is given. At that time, the counselor and/or principal will determine eligibility for activity participation and will continue to do so for the duration of the course(s) in which the student enrolls in this manner.

**ORGANIZATIONS/EXTRACURRICULAR ACTIVITIES**

- |                        |                                  |              |
|------------------------|----------------------------------|--------------|
| Academic Bowl          | Instrumental Band/Vocal Music    | B-Club       |
| Cheerleaders           | Fellowship of Christian Athletes | FFA          |
| Gifted/Talented        | Interact                         | Math Club    |
| National Honor Society | Oklahoma Honor Society           | Science Club |
| Student Council        | TSA                              | Yearbook     |
| Shooting Sports        |                                  |              |

**ORGANIZATIONAL OFFICERS**

Each organization may conduct officer elections from their membership according to the constitution and bylaws of that organization. Sponsor(s) for the approved organizations will be designated by the administration.

**PROFICIENCY BASED PROMOTIONS**

Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum once per semester.

Proficiency for advancing to the next level will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration. Successful completion will be recorded with a grade (percentage made plus three). Failure to demonstrate proficiency will not be noted on transcripts.

Students will be allowed to take proficiency assessment in multiple subject areas.

Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

### **PROGRESS CARDS/REPORT CARDS**

Progress cards will be issued between the 3<sup>rd</sup> and 5<sup>th</sup> week of each 9-weeks. Report cards will be issued after the end of each quarter (9 weeks). The progress cards and report cards will be available for parental pick up. A schedule of report dates will be posted to the school's website.

Parents are urged to confer with the Principal and teachers when there is a question concerning these cards or the grades of the student.

### **ONLINE ACCESS TO STUDENT GRADES**

Boise City Schools provide access to real time student grades to parents. In order to gain this access, students and parents can request login information from the Principal's office.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences will be held once per semester. However, if a student is experiencing difficulty in a class or classes, please do not hesitate to call the Principal's office to establish a conference with your student's teacher or teachers.

Parent-Teacher Conference dates:

October 13	5:00 pm – 8:00 pm
October 14	8:00 am – 12:00 pm
March 3	5:00 pm – 8:00 pm
March 4	8:00 am –12:00 pm

### **PROM**

**Specific rules will be provided for students eligible to attend the prom. Those rules will include, but not be limited to the following areas:**

**Prom Dress Code**

**Arrival/Departure**

**Drug /Tobacco/Alcohol Prohibition**

**Dancing Protocol**

## **Discipline Procedures**

**-Out of school dates must be signed up and approved through the principal's office by, the first business day of the month in which the prom is scheduled.**

**IF A STUDENT IS ASKED TO LEAVE THE PRE-PROM BANQUET BECAUSE OF INAPPROPRIATE ACTIONS OR DRESS, THEY WILL NOT BE PERMITTED TO ATTEND THE PROM**

**\_\_\_ PROM ATTENDANCE POLICY**—Prom is open to any student in grades 9-12 of BCHS. Adult sponsors will serve as chaperones and supervise all events of the evening. Once a student enters the building to attend the Prom, the student will be refused re-entrance if they leave. Dress codes will be enforced.

**\_\_\_ CODE OF ETHICS & CONDUCT**—Adult sponsors reserve the right to ask anyone attending the sponsored Prom to leave if their attire, behavior, and/or speech are deemed inappropriate based on the judgment of the sponsors. Parents will be called if needed to pick up their youth. If a student has driven him/herself to the event, he/she will be asked to leave. Parents WILL BE NOTIFIED of the inappropriate behavior. The sponsors have the right to monitor all music played at the Prom.

**\_\_\_ AGE LIMIT**—A high school prom is for high school students. Inviting a person who is not a high school student is discouraged. Any person who is not a high school student should be approved by the principal on or before the first business day of the month in which the prom is scheduled.

## **ROTARY STUDENT OF THE MONTH**

The Boise City Rotary Club has given the following guidelines for selection of Rotary Student of the Month:

“A student of Boise City High School will be chosen before the last Wednesday of each month as the Rotary Student of the Month. Three students will be nominated by the public relations officer of the Student Council and one of those nominees shall be selected by the faculty of BCHS as the Rotary Student of the Month. The choice will be based on scholarship, citizenship, and social adjustment. The student must maintain a B average in academic subjects, be actively involved in the school and the community, and be respected and accepted by classmates and faculty.”

**NOTE:** The Student Council sponsors have designated the public relations officer to consist of a committee of three (3) Student Council officers, the President, Vice-President, and Parliamentarian. This committee will meet on the fourth Monday of each month to choose the nominations for Rotary Student of the Month.

Any student or faculty member who would like to recommend a student for this honor may submit the student name (in writing, stating reasons for the recommendation), to a Student Council class representative, committee member, or sponsor prior to the meeting date. The committee will discuss names submitted, along with the recommendation, and will nominate three (3) students to be presented to the faculty for voting. A printed ballot will consist of the students nominated and reasons why they were chosen.

From the Rotary Students of the Month, a committee of the Boise City Rotary Club chooses an outstanding senior student. That student is presented the *Rotary Student of the Year Award* at the graduation ceremony in the spring.

### **SCHOLASTIC ELIGIBILITY TO PARTICIPATE IN EXTRA CURRICULAR ACTIVITIES**

- A. A student must have received a passing grade in all subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days.
- B. If a student does not meet the minimum scholastic standards, he/she will not be eligible to participate during the first six weeks of the next semester they attend.
- C. A student who does not meet the above minimum scholastic standards may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- D. Pupils enrolled for the first time must comply with the same requirements.

### **SCHOOL DANCES**

Boise City High School is allowed two (2) dances per year which include the Winter Dance and the High School Prom. The school organization and/or class sponsoring the dance is responsible for (1) having the dance approved through the Principal, (2) organizing the dance, and (3) paying all costs of the dance. Once a student has been admitted to the dance, he/she is expected to remain there until the dance is concluded. NO student will be allowed to re-enter a dance once the decision has been made to leave the dance.

A contract must be completed by the student and parent/guardian and submitted to the Principal's office by the deadline. Students listed on the ineligibility list will not be allowed to attend. An individual attending the event as an out-of-town high school date must also complete a contract.

### **STUDENT ACTIONS**

Violation of any policies, rules, regulations and procedures will result in consequences for those who fail to observe these guidelines. **Please reference the "DISCIPLINE POLICY" for information regarding the policies and consequences.**

### **STUDENT RESPONSIBILITY**

All students are responsible for the information and regulations in this handbook and are subject to all rules and regulations set by the Boise City School Board of Education, Oklahoma State Department of Education, and the Oklahoma Secondary School Activities Association. All personnel hired by the Boise City Board of Education are authorized to enforce these rules and regulations.

Be proud of Boise City High School. Take good care of it, and feel free to make suggestions for improving it. As a school citizen, you are expected to act in an appropriate manner and conduct yourself properly at all times.

Courtesy to teachers, school employees, other students, and visitors is a tradition at Boise City High School. Everyone should strive to be considerate of all others, regardless of racial, religious, or economical background.

Respect and obey the judgment of your teachers and substitute teachers. They are not only your teachers and adults, but are considered your parents during the school day. Treat all other adults of this school with courtesy too, and follow any request or directive given by them. Rudeness by a student will result in disciplinary action.

### **SUSPENSION GUIDELINES, OUT-OF-SCHOOL SUSPENSIONS**

Parents will be notified of the suspension and asked to take the student home. The student may not attend school throughout the length of the suspension. Students will be allowed to make up classroom work/tests, etc. missed while serving an out-of-school suspension. The credit earned for such work will be no more than 80% of the total earned points. Parents will be notified of the student's rights to appeal. Students may not attend any school functions, home or away. Students are not permitted on school grounds while serving an out-of-school suspension except as called by administration.

### **SUSPENSION AND REINSTATEMENT**

The Principal may recommend temporary suspension of a student to the Superintendent whose action is final. A student who wishes reinstatement must meet all requirements set forth by the Principal.

A student may be expelled from school for improper moral action, persistent discipline cases, reasonable proof of guilt in cases of stealing, improper respect for teachers, continued lack of interest in educational improvement, or any other inappropriate behavior or circumstance. Such expulsion may be appealed to the Board of Education.

Students may be expelled for possession or use of alcoholic beverages and/or marijuana or any illicit drug while on school premises or before/during attendance at school sponsored activities. Parents and/or the proper legal authorities shall be notified when use or possession of marijuana or any illicit drug is evident.

Possession of guns or other weapons can lead to suspension from school for one year.

### **STUDENT ADVISORY COUNCIL**

A council of Boise City High School students in grades 9, 10, 11, and 12 is formulated to work with the Principal on a school improvement committee. The committee is comprised of two students (one student being male and one student being female) per grade level to give an equal representation of the student population.

Application for the council is accepted by the Principal during the summer preceding each school year. Council members are selected by the Principal based on the criteria listed on the application and by the applicant's responses to the questions on the application.

The council has one meeting per month and the meeting time is limited to 30 minutes following an established agenda. The purpose of the council is to discuss the needs and interests of the students in areas such as curriculum, school facilities, school policies and procedures, etc. Council members serve as representatives of the student population of the school.

The Student Advisory Council serves as a communication tool between the student body of Boise City High School and the Principal. This communication is essential for the success of the Boise City School system.

**STUDENT ELIGIBILITY DURING A SEMESTER**

- A. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- B. A student must be passing all subjects enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, the student will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of the probationary one-week period, the student will be ineligible to participate during the next one-week period.
- C. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. Scholastic eligibility must be maintained to participate in school-sponsored activities.

**DISTRICT STAFF**

**ADMINISTRATION**

Cochran	Bob	Superintendent
Thornton	Toni	Superintendent's Administrative Assistant
Farmer	John	Junior High/ High School Principal
Moore	Evelyn	High School/Junior High Principal's Secretary
Craiker	Teresa	Elementary Principal
Whitfield	Pat	Elementary Principal's Secretary

**CERTIFIED STAFF**

Cayton	LaTonia	PK Teacher
Cayton	Tangee	School Counselor, Senior Sponsor, JH/HS GT, DTC
Cobb	Leslie	5th-9th ELA
Crawford	Kaylie	3rd Grade Teacher
Gabriele	Britton	Asst. Athletic Director, Social Studies, Coach
Gardner	Sandra	Speech Teacher
Gillespie	Jacque	Librarian
Gillespie	Mark	Coach, Driver Ed
Hipp	Delvenia	Special Education Coordinator
Hopson	Kenneth	HS Math, Academic Team
House	Justin	Athletic Director, Tech Construction, Coach
Hughes	Misty	Music



Imler	Renee'	1st Grade Teacher
James	Rebecca	JH/HS Science
Jones	Shannon	5/6 Math, K-6 GT, JH Math, Yearbook, Cheer Coach, Fun Fest, NHS
Keylon	Britni	Agriculture Education, FFA Advisor
Kincannon	Betty	Elem
Loyd	Chase	5/6 SS and Science, Coach
McGaughy	Melissa	JH SS, Computers, Academic Team, STUCO
McIntire	Taylor	K Teacher
Sands	Kysahn	PE, Coach
Shannon	Alicia	2nd Grade Teacher
Smiley	Jasper	Health, Econ, Coach
Spell	Melissa	4th Grade Teacher
Torres	Jade	ELL/ESL, 10-12 ELA
Wiley	Melissa	Home Economics, Speech and OT

### **SUPPORT STAFF**

Alexander	Kim	Shop, Maintenance
Caddell	Adam	Shooting Sports
Camilli	Eva	SPED Aide
Cook	Donnie	Shooting Sports
Cox	Christy	Library Media Specialist
Crabtree	Krista	Softball
Eledezma	Joscette	Elem Aide
Embry	Kelly	Elem Aide, Bus Driver
Giner	Maria	Elem Aide
Gutierrez	Nicole	Elem Aide
Hinds	Jessica	SPED Aide
Hughes	Chad	SPED Aide
Marquez	Maria	Custodian
McGaughy	David	IT, Livestream
Miller	Anita	SPED Aide
Ottinger	Beverly	Elem Aide
Ottinger	Nolan	Maintenance, Transportation
Percifield	Linda	Bus Driver
Perez	Emily	SPED Aide
Rosas	Cintia	Elem Aide
Soto	Olivia	Custodian
Sparkman	Stacy	Treasurer
Torres	Guadalupe	Custodian
Torres-Collins	Patricia	ELL/ESL Aide
White	Paula	Bus Driver
Wilson	Meghan	School Nurse, Speech and OT

### **VARIATION IN SCHOOL DAY**

Occasionally, Boise City High School will run an abbreviated version of the class period to compensate for activities.

### **YEARBOOK**

Two semesters of yearbook count as one credit toward graduation requirements (elective).

# **STUDENT ACTIVITIES & ATHLETIC HANDBOOK**

## **BOISE CITY HIGH SCHOOL SONG**

**We're loyal to you Boise City High  
We're ever be true to Boise City High  
We'll make you to stand  
As the best in the land  
For we know you are grand  
Boise City High  
Go, Cats, Go  
So send in your fight Boise City High  
And show them your might Boise City High  
Our team is the great protector Oh boy do  
we expect a  
Vic'try from you Boise City High  
W.I.L.D.C.A.T.S Go WILDCATS!**

## **RATIONALE**

The purpose of this Handbook is to familiarize coaches, students, parents, board members, community and administrators of the policies and procedures of the extracurricular program. It serves as a checklist of responsibilities to help establish a working relationship necessary for successful operation of the extracurricular program. It sets forth the procedures and policies which evolved over a period of years and which are now in effect. It is a communication instrument, not only for staff members, but also with students and the community in general.

## **PHILOSOPHY OF EXTRACURRICULAR PROGRAM**

Before any program of direction can operate effectively and efficiently, a philosophy should be set down to provide a preview of the ultimate ends to be achieved and the guidelines within which accomplishment is to progress.

The major objective of the program is to provide wholesome opportunities for students to develop from their experiences, favorable habits and attitudes of social and group living in a democratic world.

The leadership should be of the highest quality so as to exemplify to the participants the desired type of individual to be developed from the extracurricular program. Measurement of the success of the leadership should not be in terms of the tangible evidence of the victory or defeat record, but in the intangible personality development factors that are an outgrowth of the major objectives of the extracurricular program.

The extracurricular program should always be in conformity with the general objectives of the school. At no time should the program place the total education curriculum secondary in emphasis; the program should function as a part of the whole curriculum and should constantly strive for the development of a well-rounded individual, capable of taking an appropriate place in modern society.

## **MEMBERSHIP AND POLICIES**

Boise City Public Schools is a member of the Oklahoma Secondary School Activities Association (OSSAA).

Policy, rules and regulations concerning Boise City Public Schools activities program are regulated by the Boise City Board of Education and the Oklahoma Secondary Schools Activities Association (OSSAA).

Boise City Public Schools participates in many OSSAA activity programs, including, but not limited to: Music, Student Council, Cheerleading, Academic Bowl, Interscholastic Activities, Basketball, Cross Country, Football, Golf, Track and Field, and Softball.

Any school-sponsored activities, including FFA, will abide by all rules and regulations as listed in the Activity Handbook.

## **ELIGIBILITY**

Eligibility standards are set by the OSSAA and the Boise City Board of Education.

The principal of the high school is responsible to the Association in all matters pertaining to interschool activities, including the eligibility of students. He or she may delegate authority only to regular members of the faculty. This does not relieve the individual of responsibility, however, in case of an infraction of the Association rules. No interschool activities may be scheduled or performed without the approval of the principal. Coaches/sponsors have the responsibility to bring to the attention of the athletic director or the activity director any question concerning eligibility of individual student.

It is permissible for ineligible students to practice with teams but they may not dress/participate for games or meets/activities.

All students must have a physical form and/or health form on file in the principal's office. Coaches/Sponsors will check with the principal in this regard before allowing the student to participate.

Petitions for Waiver of Transfer Rules (hardship cases) will be filed by the athletic director.

Students who transfer into our district with their parents during the school year must have a transfer form completed by the activity director and/or principal.

Coaches/sponsors will familiarize themselves with Boise City Board of Education Policies, Student Activities & Athletic Handbook, and OSSAA rules so they are prepared to answer questions from the students and public.

## **ELIGIBILITY POLICY**

Grades will be posted by 10:00 AM each Monday morning and a list of students who have a grade of "D" or lower will be generated. Students who are on this list in one or more classes will be placed on academic probation and given one week to bring up his or her grades.

The eligibility period runs from Monday to Sunday. Students placed on the list on Monday will be ineligible for the full week.

\*a student will be removed from the team after the 3<sup>rd</sup> time of being listed on the ineligible list

\*failing the previous semester is counted as 2 strikes for the next semester of participation

## **ACTIVITIES**

- Students that are absent from school for any part of the day an activity is held, regardless if the activity is held at home or away, will not be permitted to take part in the team activity or attend the activity. Any exceptions must be approved by the principal. The student must also be in attendance the day prior to and the following school day after an activity—exemptions will be made for doctor's appointments scheduled related to that particular athletic event or organizational activity. Dr.'s notes will be required to be presented when deemed necessary.

- No student should be penalized by being withheld from participation if the cause of the school or practice absence was another school activity, a funeral, or for any other circumstance deemed excusable by the principal.
- Students who are under out of school suspension or expulsion from school will not be allowed to participate in nor attend games/meets or practices under any circumstances until the beginning of the following school day.
- All OSSAA regulations pertinent to practice and competition will be followed to the letter in the spirit of the regulations.
- Participants are required to attend all scheduled practices and meetings. If circumstances arise to prevent the participants' attendance, the validity of the reason will be determined by the coach/sponsor or supervisor prior to all missed practices or meeting.

## **ACTIVITY PARTICIPANTS**

### **Students**

- A. Any eligible-student of Boise City Schools may indicate an interest in competing in any of the extracurricular activities offered by the schools of the district.
- B. Any eligible student may try out for extracurricular activities if all requirements for that activity are met.
- C. Eligibility standards are set by the Boise City Board of Education and the Oklahoma Secondary Schools Activities Association (OSSAA).

### **Managers**

- D. Coaches will make it known that managers for a particular activity are needed. Coaches will then select managers from those students desiring to serve as managers.
- E. Managers must be selected from the same building as the participants for a particular activity.
- F. The manager of an activity will be delegated duties by the coach of the team. It is the manager's responsibility to perform assigned duties to the satisfaction of the coach.
- G. The manager is expected to follow the same rules as the participant and to meet the requirement for managers as described in this handbook. Managers must also meet OSSAA eligibility requirements.
- H. Managers are expected to be at all practices and to travel with the team.
- I. Managers shall **never** take any sponsor/coach's keys from the school premises.

## **REPRESENTING THE SCHOOL**

Members of activity teams are reminded that they represent Boise City Schools and have the responsibility for maintaining acceptable behavior that is a credit not only to themselves but also to Boise City Schools. **Participants are to be well groomed and clothed in presentable attire when representing the school at athletic/activity contests, banquets, dinners, or at any gathering where the entire team is represented.** All cheerleaders are to wear the appropriate uniform to school on

game days and must remain in uniform during all games. Participants should be well mannered, courteous, and considerate of others. Appropriate behavior can do much to sell the activity program to others and could lead to this district having the best activity program in the state.

### **THE STUDENT'S RESPONSIBILITIES**

- A. All students should report, if possible, for practice the day that the first call is made for the sport.
- B. When two seasons overlap, those involved in the first activity will be allowed to finish that activity before reporting to the next activity.
- C. If a participant has been in school on a scheduled practice day, permission to be excused from practice must be approved by the coach directly in charge of the activity. Students absent from school on a scheduled practice day/game day cannot participate unless the principal grants permission.
- D. Participants who are consistently and habitually tardy to practice may be removed from the team.
- E. Profanity by participants at any time or in any situation will not be tolerated.
- F. Participants who fail to control their actions on buses will be disciplined.
- G. All athletes should make every effort to attend and participate in all pep rallies of the school.
- H. Each participant shall meet the requirements of eligibility as set forth by the Oklahoma State School Activities Association.
- I. Participants must treat school property with respect. Participants are not to take equipment or uniforms from this or other schools. If students wear equipment or uniforms from other schools, they will be questioned. If proof of ownership cannot be established, the equipment will be confiscated until the matter can be investigated. If it is established that the property was stolen, the athlete will be disciplined.
- J. Before participation is allowed, a student who wishes to participate in a sport must have written parental consent and evidence of physical examination on file in the athletic director's office before reporting for practice.
- K. The coach/sponsor will check all injuries no matter how small. When possible, injured participants are to watch the practice sessions.
- L. All coaches/sponsors will make every effort to see that students understand their responsibilities as representatives of the community and school.
- M. Coaches/sponsors may request any reasonable mode of dress when taking students to game sites as representatives of Boise City School.
- N. Conduct on bus or other means of conveyance will be such that it does not interfere with the safe operation of the vehicle. Busses, etc. will be left in clean and orderly condition after use.

### **CONDITIONING, TRAINING, PRACTICE AND ATHLETIC POLICY**

#### **CONDITIONING:**

Athletes should make every effort to be involved in the programs which will help develop a sound body. Conditioning should include activities which increase strength and endurance, as well as developing skills and mental alertness. A strength and conditioning program is offered in the curriculum and athletes are encouraged to enroll.

## **TRAINING:**

For the benefit of the individual athlete and the team and so that health and conditioning practices will be of value, it is necessary that certain training rules be followed. The responsibility of abiding by these rules rests with each athlete. The following "Code of Ethics" will provide the guidelines for training and conduct.

1. High School athletic practices generally begin the last hour of the school day, at 4 p.m. and will end by 6:30 and no later.
2. No use or possession of alcohol, tobacco or of drugs.

Penalty:

1<sup>st</sup> Offense - Suspension from team through at least one competition date.

2<sup>nd</sup> Offense – Dismissal from the squad with no honors or awards received.

3. Missing practice – Unexcused by the head coach.

Penalty:

1<sup>st</sup> Offense – Conference with the head coach. Penalty to be decided by the head coach.

2<sup>nd</sup> Offense – The athlete will not play in the next contest for which he/she is eligible.

3<sup>rd</sup> Offense – Dismissal from the squad with no honors or awards received.

4. Missing contest – Unexcused by the head coach.

Penalty:

1<sup>st</sup> Offense – One game suspension and a conference with a possibility of dismissal.

2<sup>nd</sup> Offense – Automatic dismissal from the squad with no honors or awards received.

5. Game/Practice Behavior and Conduct

Penalty: Behaviorally related conduct that results in a participant or team being penalized during a contest by an official may result in the participant being benched for the next contest. If there is another similar incident additional severe steps will be taken by the sponsor/coach and administration. Examples: an argument, throwing a punch or elbow, profanity



## **PRACTICE:**

\*High School Athletic practices will usually begin the last hour of the day or at the coach's discretion.

\*Practice times will be kept to a reasonable length of time.

\*Teams shall neither practice nor participate in a contest on Wednesday after 6:30 p.m. **NO ACTIVITY OF ANY KIND ON SUNDAY.** (Tournaments, state sponsored activities or rescheduled activities may be exceptions)

\*Teams may practice during school term vacation periods if not in conflict with OSSAA rules.

## **GUIDELINES FOR ACTIVITIES DURING NON-SCHOOL DAYS**

- ❖ Sponsors/coaches/advisers having an extracurricular activity that occurs during non-school days such as Christmas Break or Spring Break, will use the following guidelines.
- ❖ No mandates can be established regarding eligibility, etc.
- ❖ No activity should occur during Christmas Break until two days after Christmas Day (December 25), i.e. December 27
- ❖ Questions or concerns should be directed to the Principal
- ❖ The closing of schools because of inclement weather will automatically cancel all practice sessions that were scheduled that day. (Unless special permission is provided by the Principal).
- ❖ Students will not practice on days they have been absent from school unless they have a valid reason and approval is obtained from coach and principal.
- ❖ Individuals not directly involved with athletic teams should be asked to clear the gym area after school unless they have faculty supervision.
- ❖ Inclement weather may make it necessary to coordinate use of gyms for practice in fall and spring.
- ❖ The assignment of practice areas will be the responsibility of the activity director.
- ❖ Changes in practice times and dates will have prior approval by the activity director and the principal.

## ACTIVITY POLICIES

1. Any student may drop an activity if reasons are stated to the coach/sponsor personally, all equipment is returned, and all financial responsibilities cleared with the school. Coaches/sponsors will inform the principal and parents/guardians when a student quits an activity.
2. **A student who quits an activity will not be allowed to take part in another activity until the termination of the former activity. (Unless coaches/sponsors of activities, the activity director & the principal all agree.) Termination of an activity would include any regional/state contests. The sport that a student athlete is participating in is not deemed to be completed until the day following the State Championship of that particular sport.**
3. If a student is suspended or expelled from an activity by action of the head coach/sponsor or activity council because of ineligibility or an infraction of training or conduct rules, the policy pertaining to these violations would be in effect. (During any school-sponsored activity, out of season participants guilty of misconduct may face suspension from the next activity they enter).
4. Bus Transportation – the activity director makes up the transportation schedule. Any corrections to this schedule will be reported to the activity director by the respective coach as soon as the change is noted. All unscheduled trips will be arranged at least one week in advance, and a transportation request form must be completed. **On away activities students will ride to the game/activity on the transportation provided by the school. On away activities students will ride home from the game/activity on the transportation provided by the school.** The exception to transportation home is at the discretion of the coach/sponsor. If the coach/sponsor allows/approves, then the student must have a signed note (due date according to coach/sponsor) from the parents asking permission of the coach/sponsor to let their student (only) ride home with them after the contest. If the situation arises that a participant rides home with someone other than the parent, a conference will be held between the administration and the parents. The administration reserves the right to impose the penalties and/or consequences deemed appropriate for such violation. Parents may only ask permission for their own child(ren). Telephone calls will not be accepted as a means for asking permission.
5. Emergency procedures – When it is necessary to contact emergency personnel/school administration, the person responsible for this will be the coaches/sponsors. The bus driver's primary responsibility will be to drive the bus.
6. Activity Council – The activity council shall be composed of the principals (high school & middle school), all coaches/sponsors of that activity, athletic director, and the activity director. The activity director will be designated as the chairman and will vote only to break a tie. Any coach, administrator, or student may submit an eligibility problem to the council; it should be discussed by the principal, activity director, and head coach of the student in question. Each case shall be treated individually, and it shall be kept in mind that the school exists to benefit the student.
7. A student not in good standings according to OSSAA rules or a student on any suspension may not participate in practices or competition.

## **CHECK OUT, INVENTORY, SALE AND DISPERSAL OF EQUIPMENT**

All coaches/sponsors in all activities will keep a record of equipment checked out to each participant. All equipment will be marked for easy identification. All equipment checked in at the end of the season will be properly cleaned, boxed and stored. No equipment will be issued to a participant who has not turned in equipment from a previous activity.

Each coach/sponsor will be responsible for a complete inventory at the end of the season. **The inventory will be turned over to the activity director within two weeks after the end of the activity season.** The inventory will include the condition of equipment on hand as well as a listing of new equipment desired for the next season.

Each participant will be held financially responsible for damage beyond normal use or loss of equipment. The damaged or lost equipment and the cost of replacement will determine the amount of financial obligation.

School equipment that is going to be loaned to a student over the summer or throughout a season must be by permission of the building principal or by the Board of Education.

The student must pay for any equipment or supplies purchased by the school for resale to students before he/she can receive it. This money is to be deposited in the school activity fund and the activity fund will pay the vendor.

No equipment, supplies, clothing or merchandise of any type will be ordered without prior approval of the activity director and principal.

Any equipment that has become obsolete, outdated, worn out, or generally useless for its specific function shall not be given or sold to students without the express consent of the Board of Education. Periodic reduction of obsolete equipment is necessary. A form will be used to indicate type and quantity of equipment and the date of disposition.

School issued uniforms/practice gear is only to be worn during regular practices/games unless otherwise instructed by the coach.

### **ACTIVITY FEES**

#### A. Insurance

The school does ***not*** provide student accident insurance for athletes.

#### B. Loss or Damage of Equipment

A student is responsible for the care of assigned equipment. Loss or damage beyond normal use of equipment that belongs to the school means that the student will pay for the equipment.

### **INCLEMENT WEATHER**

No activity practice of any type will be permitted on days when school is cancelled or dismissed early because of inclement weather without the approval of the activity director and principal.

## **LOCKER ROOM, TRAINING ROOM, AND SHOWER ROOM SAFETY RULES**

The locker room is like a second home as far as the athlete is concerned. It can be a pleasant place if all strive to keep it clean. There are certain rules pertaining to the locker and shower rooms that must be followed for safety and health reasons. Serious injuries can and do result when one becomes careless. Injuries not only bring harm but also detract from the effectiveness of the overall athletic program.

- A. Coaches will be present after practice/games until all participants have showered and left. Before leaving, the coach will check all athletic facilities to make sure lights are turned out and doors are secure. Coaches will also remain at the school until all participants have left the building when returning from an out of town activity. The participants should have their transportation arranged and waiting when they return.
- B. There will be no "HORSEPLAY" of any kind. Such behavior has resulted in some very serious injuries.
- C. The training area is off limits unless authorized by a coach. In case of injury, the coach must be notified and make proper office clearance for an injury report and insurance record.
- D. Equipment must be washed regularly. All dirty equipment should be taken home and cleaned before use. Cleanliness is very important to one's health and continued participation.
- E. A shower is to be taken every day as soon after practice as possible. Athletes are to dress and leave school immediately after showering.
- F. Cooperation with the managers and custodians is essential. They have a tough and thankless job. All equipment must be picked up and locked in lockers.
- G. Each athlete is responsible for assigned equipment and locker. Any damage to equipment or locker must be reported to the coach immediately.
- H. Any unauthorized person in the locker room is to be reported to the coach.
- I. Students not participating in a sport or weight program during the current season are to stay out of the locker room unless given permission by a coach or administrator.
- J. J. Keep your locker locked.

## **INSURANCE- MEDICAL POLICY**

No student will participate in any activity (practice or contest) until parental consent form is on file in the activity director's office. Coaches/sponsors will have the responsibility for enforcing the observance of this policy.

Coaches will prepare the team members at the beginning of the season for the possibility of injuries during the year. Coaches should point out the types of injuries which are most likely to occur and establish an Emergency Procedure so that all assistant coaches and involved personnel may act

promptly, efficiently and correctly in the handling of injured students. Suggestions might include but are not limited to the following:

- a. Give appropriate first aid procedures to all personnel.
- b. Call for ambulance, if needed, and alert the doctor and hospital.
- c. Notify parents/guardians.
- d. Keep the administration informed of serious injuries, (require hospital or physician care).
- e. File accident report within twenty-four (24) hours of accident.
- f. Follow up with doctor on progress of all injured students. (do this also in case of serious illness)

Establish a chain of command so that all concerned may follow the physician's orders and counsel.

Make injury procedures available to all coaches, participants, administrators and parents.

The physician must make all decisions as to whether the injured student may continue to participate. The physician must also decide when an injured student may return to practice.

Injury records will be maintained for all injuries requiring medical attention. Complete commentary will be recorded, dated and signed. Review all accident reports at the end of the season and before the new season begins. Cumulative reports will be filed in the activity director's office.

Establish a sound routine to cover activity participation after injury or illness.

- A. A student must be in school the entire day if he/she participates in an activity that day. An exception would be made if the student had an approved appointment that prevented such attendance; in which case, physician or other responsible individual must provide documentation regarding absence.
- B. If a student is absent the last school day of the school week and the competition is on a non-school day, the student must bring to the coach/sponsor a signed statement from the parent or guardian that permission is given for participation. It is recommended that the coach call the parent with regard to the nature of the absence and the reason for it.
- C. A student who has been injured and has had medical treatment may not participate again until written permission from the physician has been received.

The coach/sponsor is required to perform adequate first aid for all injuries and no more. Good common sense in handling the situation is a must.

\*Provide good supervision of the practice sessions, locker rooms, shower rooms, and training areas.

\*Make sure that all participants have on file signed & up to date physical examinations forms.

\*Always follow the instructions of the doctor.

\*Never administer any drugs, medicines or local anesthetics for anyone.

\*Use only therapeutic methods for which coach and assistant coaches are qualified and only if the physician approves.

\*Check all equipment regularly and maintain all facilities in top condition to assure safety at all times.

\*Use good common sense in all situations when handling injuries or sudden illness.

\*If student trainers are used, be sure that they are well qualified and that they follow orders.

### **QUALIFYING FOR STATE**

When a team (athletics) qualifies for state, **ALL** members of the team deemed to be in good standing with the team at the time of qualification will be permitted to travel with the team. Others such as cheerleaders, band members, etc. may attend with approval of superintendent, principal and athletic and/or activity director.

### **PRESS AND RADIO COVERAGE**

Obtaining press and radio coverage of extracurricular activities is the responsibility of each coach/sponsor and activity director. Every attempt will be made to notify the newspapers, radio, and/or T.V. stations to publicize the results of all extracurricular activities. The information would be called in as soon as possible after the competition is finished to ensure that the information will make the next newscast or edition of the newspaper.

### **AWARDS**

No awards other than medals and cloth, felt or chenille athletic letters shall be made to students participating in interscholastic athletics, unless approved by the OSSAA.

All awards will be in accordance with the requirements set down by the coach of the activity in which the student participates. A student may also letter at the coach's discretion.

Only letter winners are eligible to buy the official letter jacket, sweater, or sweatshirt.

First year varsity letter winners will receive the official letter "B."

All awards will be presented at the athletic banquet.

Managers, trainers and statisticians will receive appropriate awards.

Students that decide to quit or are removed from the squad cannot letter.

In case of injury or serious illness, a letter may be awarded if in all probability the requirements would have been met.

# **Boise City Public School District**

## **Chromebook Policy Handbook**

The policies, procedures, and information within this document apply to all Chromebooks used at Boise City Public School District by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

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### **Receiving Your Chromebook:**

Chromebooks will be distributed at the start of each school year. An Acceptable Use and Liability Agreement will need to be signed at Registration.

Students will retain their original Chromebook each year while enrolled at Boise City Public School District. New Chromebooks will be distributed when students begin 3rd and 8th grades. Ensuring that their Chromebook will last 5 years provides incentive for students to properly care for their Chromebooks. Students are expected to keep their Chromebooks in good, working order.

### **Return:**

Each year, Chromebooks will be collected as part of the student checkout process. The same Chromebook will be reissued to each student at the beginning of the next school year. Any student who no longer attends Boise City Public School District will be required to return their Chromebook. If a Chromebook is not returned, the parent/guardian will be held responsible for replacement cost.

### **Taking Care of Your Chromebook:**

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Technology Coordinator. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced.

### **General Precautions:**

- Food or drink is not recommended near your Chromebook.
- Cords and other items must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life and reduce charge time in the charge cart. Closing the Chromebook does not shut it down. You must hold down the power button to turn off a Chromebook.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Extreme heat or cold may cause damage to the Chromebook.

### **Carrying the Chromebook:**

The Chromebook is not designed to prevent damage from drops or abusive handling. Students should carry their Chromebook like a book or cafeteria tray. Under no circumstance should the Chromebook be carried while open.



### **Screen Care:**

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. hands, pens, pencils, notebooks).
- Do not place the Chromebook on the floor where it could get kicked or stepped on.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. Packaged pre-moistened eyeglass lens cleaning tissues may be used to clean the screen.

### **Using Your Chromebook:**

#### **At School:**

The Chromebook is intended for use at school each and every day. Students are responsible for bringing their adequately charged Chromebook to all classes, unless specifically advised not to do so by their teacher.

#### **At Home:**

Generally, students are not encouraged to take their Chromebooks home, but exceptions may be made in the case of an absence. However, Chromebooks must be in a fully charged condition at the start of each school day. Repeated failure to charge your Chromebook may result in referral to administration and possible disciplinary action. When fully charged at home or in the provided chromebook charge cart at school, the battery should last throughout the day. Additional chargers for home use may be purchased from the school.

#### **Sound:**

Students are required to use headphones for sound at a reasonable volume. Headphones will not be provided by the school. If a student does not have headphones that they can use, they are expected to keep their Chromebook muted at all times.

#### **Printing:**

At School: Teachers will utilize digital copies.

At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint> Managing Your Files and Saving Your Work:

Students will have access to their own, personal Google Drive. It will be the responsibility of the student to maintain the integrity of their files. As students work in apps such as Google Docs, their work will automatically be saved to their Google Drive. A student's Google Drive may be accessed from any computer with internet access by visiting <http://drive.google.com> and logging in with their school-issued Google account and password.

### **Software on Chromebooks:**

#### **Originally Installed Software:**

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted. From time to time, the school may add software or apps for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

#### **Additional Software:**

Students are not allowed to install additional software on their Chromebook other than what has been approved by Boise City Public School District.

#### **Inspection:**

At the end of the year, students will provide their Chromebook for inspection. Students may also be required to provide their Chromebook for inspection at the request of teachers or administration. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate materials. Inappropriate use or content will be subject to disciplinary action.

#### **Procedure for Restoring the Chrome OS:**

If technical difficulties occur the device may be restored to factory settings. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored.

### **Personalizing the Chromebook:**

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels. Spot checks for compliance may be done by Boise City Public School District Personnel at any time.

### **Protecting & Storing Your Chromebook:**

#### **Chromebook Identification:**

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified by the Chromebook identification number on the lid or the serial number on the bottom. Under no circumstances are students to modify, remove, or destroy identification labels.

#### **Storing Your Chromebook:**

When students are not using their Chromebook, it should be stored in the assigned slot on the charge cart. The Chromebook is not to be stored in lockers or anywhere else at school besides the charge carts. The Chromebook should be charged fully each night. Chromebooks should

never be stored in a vehicle for an extended period of time, especially during times of extreme temperatures.

### **Charge Carts:**

Students will be assigned a slot on a charge cart, and will be responsible for returning their Chromebook to the assigned slot when the Chromebook is not in use. Students are also expected to keep the charge carts tidy. Each student has their own charging cable and is expected to only use the charging cable assigned to them as well as keep the cables relatively organized. Cables should be neat and run straight through the existing cable management in the cart. Cables should never be tangled. If a student's cable works its way out of a cable management clip or runway, students are expected to feed their cables back through the cable management solution in the cart, and not leave it dangling where it can become tangled. Failure to keep a charge cart tidy will result in disciplinary action. Use of a charging cable assigned to another student is strictly prohibited. Charging cables may be labeled with a number that correlates to their slot to help students identify their assigned cable.

### **Chromebooks Left in Unauthorized Areas:**

Under no circumstance should a Chromebook be stored in unauthorized areas. Unauthorized areas include: the school grounds and campus, the cafeteria, on or under a desk, the library, lockers, locker rooms, dressing rooms, hallways, bathrooms, in a car, or any other area at school that is not the Chromebook charge cart. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unauthorized location.

### **Repairing or Replacing Your Chromebook:**

#### **Chromebooks Undergoing Repair for Damage:**

- Boise City Public School District will assess the Chromebook damage and repair or replace the device.
- Boise City Public School District will endeavor to repair or replace Chromebooks in a timely manner.
- Loaner Chromebooks will be available for students until repair or replacement is complete. Loaner Chromebooks will be collected at the end of each school day.
- If repair is needed due to malicious damage, the school will refuse to provide a loaner Chromebook unless full repair or replacement cost has been rendered prior.
- Repaired Chromebooks will potentially end up with the original factory image as first received. It is important that students keep their school data synced to their Google Drive so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

**Chromebooks Undergoing Repair for Technical Issues:**

- Loaner Chromebooks will be issued to students who bring their Chromebook with technical issues that would be considered normal wear and tear or factory defects and not damage caused by student misuse.
- If the Chromebook is under warranty, a loaner Chromebook will be issued to the student while the Chromebook needing repair is sent back to the manufacturer.

**Manufacturer Warranty:**

The manufacturer warranty is only valid for the first 12 months from the date Boise City Public School District takes delivery of the Chromebook. This warranty is limited and will not cover damage caused by misuse, abuse, or accidents.

**Chromebook Technical Support:**

Teachers are to be notified if a student requires assistance with their Chromebook. Teachers will submit a technology request for repair or technical assistance. Under no circumstance should anyone besides the Technology Coordinator attempt to repair a Chromebook.