

**BENZIE ACADEMY**  
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# **STUDENT/PARENT HANDBOOK**

## **2026 - 2027**



## **BOARD OF EDUCATION**

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Vice President	Mr. Matt Smith
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Middle School Principal	Mr. Alex Byland
Athletic Director	Mr. Eli Harris

## **COUNSELOR**

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## **BENZIE ACADEMY LEAD TEACHER**

Ms Elaine Taghon	6-12 Benzie Academy	<a href="mailto:taghone@benzieschools.net">taghone@benzieschools.net</a>
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## **OUR GOAL**

On behalf of the staff at the Benzie Academy, it is a pleasure to welcome all students to the 2026-2027 school year. As a member of the student body, you will be given every opportunity to be a successful participant in all aspects of your education.

A complete education involves academic achievement, co-curricular activities as a participant and spectator, growth in socialization and citizenship and punctuality. Taking advantage of the opportunities before you will result in a lasting sense of pride and accomplishment.

## **BENZIE CENTRAL SCHOOLS DISTRICT MISSION STATEMENT**

**Benzie Inspires Greatness  
Connects Community  
Cultivates Learning  
Shapes Tomorrow**

## **BENZIE CENTRAL SCHOOLS DISTRICT MISSION STATEMENT**

The mission of Benzie Central is to provide a high-quality education in a safe and inclusive environment that empowers every learner to reach their fullest potential.

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# INTRODUCTION

The Benzie Academy is designed to meet the needs of at-risk students, non-traditional, or students wanting a unique education that lends itself to the preferred environment. Students are provided with a variety of options that can lead to graduation and are supported by services for the student and their immediate family that are essential to success. While each Academy education program is unique, they share characteristics identified in the research as common to successful online programs.

- ◆ Small teacher/student ratio
- ◆ Small student base
- ◆ Caring faculty with continual staff development
- ◆ School staff have high expectations for student achievement
- ◆ Flexible school schedule with community involvement and support
- ◆ Total commitment to each student's success

## **What to Consider Before Applying for Benzie Academy Online Hybrid Learning**

- Online learning is highly self-guided and requires strong independence
- There is limited social interaction due to the smaller size of the program
- Opportunities for group or partner work are minimal
- Students must be able to manage time effectively and follow due dates independently
- There is a greater risk of falling behind without strong structure and motivation
- Success depends on consistent engagement, communication, and follow-through
- In-person attendance is required at a 3 session minimum and may change throughout the semester based on student progress and support needs
- Online placement is not guaranteed and is based on individual readiness, as well as the determination of the Transition Team, who will review your application request. The Transition Team includes building principals, counselors, teachers, and other school staff as deemed appropriate. The goal of this team is to help determine proper placement

## **Benzie Academy Transition Team: Placing Students for Success**

At Benzie Academy, our Transition Team takes a **whole child and academic approach** when reviewing each request to transfer into the virtual program. Our goal is to ensure that every placement supports student success—**academically, socially, and emotionally**.

**Benzie Academy placement is not guaranteed.** Entry into the program is based on **individual readiness** and the professional judgment of the Transition Team, which includes building principals, counselors, teachers, and other appropriate school staff.

Benzie School Administration reserves the right to deny entry into the program if it is determined that the placement is not in the best interest of the student.

Student transfers between Benzie Central Middle School / Benzie Central High School, to or from Benzie Academy, only occur at the beginning of every new semester. Students will be asked to submit their [BA Application](#) several weeks prior to the start of the new semester to ensure the Transition Team has time to identify any possible barriers the student may be facing, and/or make a determination regarding the transfer request. Emergency mid-semester transfers *may* be considered by administration if deemed necessary and appropriate. Mid-semester transitions are NOT guaranteed.

**Every decision is made with care, with the student's long-term success at the center.**

## **Enrollment**

Attendance and discipline records from a student's previous school are always requested and may be integrated into Benzie Academy attendance and discipline policies.

- Online Class Expectations
- Benzie Academy uses Edgenuity Learning for online courses

The school will follow all policies put forth in District Policy 5303. [Link to Board Policy 5303. Policy 5206 D: Student Discipline: Enrollment Involving misconduct at Public or NonPublic School.](#)

An eligible student who would like to enroll in the Academy may begin the enrollment process with the Enrollment Officer (registrar) in the District's Central Business Office located on the HS campus. 231-882-9653 Ext. 2003

Enrollment paperwork is available both [online](#) for Benzie Academy as well as in the registrar's office. Link to [enrollment forms](#).

Upon enrollment the District will:

1. Provide the student with a student handbook Academy handbook link and course selection guide.
2. Provide the student with a tour of the building.
3. The Academy staff may need to make an appointment to meet with the student and parent/guardian to discuss graduation requirements and class selection.
4. *In person sessions will be determined by Academy staff. All students will attend a minimum of 3 sessions per week.*

After all necessary documents are completed and collected, our Academy staff will schedule your student's courses. Please allow for the enrollment process to take up to 3-5 days once records are received, as we want to ensure the best fit for your student.

Non-residents who seek to enroll pursuant to Schools of Choice, must complete the [School of Choice Application](#). Completion of the School of Choice Application does not guarantee enrollment in our district.

## **Full-Schedule Requirement**

All students will be enrolled in a full schedule of 7 classes each semester at Benzie Academy unless a special circumstances exception is granted by the administration. Those students attending Career Tech will be required to attend Career Tech daily and will have online classes to fulfill the full-schedule requirements.

## **In-Person Attendance: A Key Requirement to Success at Benzie Academy**

At Benzie Academy, we believe that connection drives progress. While our online platform provides flexibility, regular in-person engagement is essential for maintaining academic momentum, receiving timely support, and building meaningful relationships with staff and peers.

That's why all students are required to attend a minimum of three in-person sessions per week at the Benzie Academy campus.

This expectation is not optional—it is part of our commitment to:

- Help students stay on-track with Edgenuity course progress
- Provide access to real-time help from staff and tutors
- Foster a strong, supportive school community
- Ensure students are meeting their graduation goals

Students who do not meet this requirement may be referred for additional interventions and placed into a higher level of support within our Tiered Intervention System.

At Benzie Academy, we show up—because showing up leads to success.

## **Edgenuity Platform Engagement & Progress Expectations:**

At Benzie Academy, we care deeply about your student's educational progress and are committed to supporting each student in their journey toward timely graduation. Our use of the Edgenuity platform gives students the flexibility to work at their own pace—but with that flexibility comes the responsibility to stay engaged, meet weekly goals, and make steady progress in each course.

To ensure student success, we monitor engagement and progress closely and provide personalized supports based on student needs. Below are the expectations and supports related to Edgenuity engagement:

## Weekly Progress & Engagement Requirements

- Students must complete a minimum of 6% progress per week in each Edgenuity class in order to stay “on-track”
- Students are required to use their personalized Edgenuity Assignment Calendar to complete all activities due each week
- Edgenuity progress is reviewed every Monday to assess each student’s engagement and determine the appropriate Tier of Support.

### Weekly Progress in Each Course

Tier	Weekly Progress in Each Course	Status	Support Required
✓ Tier 1	6%+ per class	On-Track	Continue steady progress 3 In-Person Sessions at BA/week
⚠ Tier 2	4–5.9% in any class	Not On-Track	Weekly Progress Meeting 4+ In-Person Sessions at BA/week
▲ Tier 3	0–3.9% in any class	Severely Not On-Track	Weekly Progress Meeting 5+ In-Person Sessions at BA/week

## Why We Track Course Completion Weekly at Benzie Academy

At Benzie Academy, **your progress matters**. We track course completion and engagement every week—not as a form of discipline, but as a way to ensure that every student is **actively supported and moving toward graduation**.

In an online learning environment, it’s easy to fall behind without structure or accountability. Weekly tracking allows us to:

- Identify when students are not meeting progress goals
- Offer timely academic support and encouragement
- Apply specific interventions to help students re-engage and make progress
- Recognize and celebrate student achievement along the way

When a student is not meeting engagement expectations, Benzie Academy staff will respond with care and intention. This includes activating **Benzie Academy’s Tiered Interventions and Supports**, a system designed to provide increasing levels of assistance based on student need.

**Tracking progress is not about pressure—it’s about partnership.** We do it because we’re fully invested in your success.

# Academic and Non-Academic Supports Available at Benzie Academy



## Benzie Academy's Tiered Interventions and Supports 24-25

6 factors to support regular school attendance and school engagement	<b>Family Engagement</b>	<b>Positive Student Engagement</b>	<b>Behavioral and Mental Health</b>	<b>Physical Health</b>	<b>Academic Support</b>	<b>Extended Learning</b>	<b>Basic Needs</b>
<b>Tier 3: Intensive Intervention</b>	Truancy Letter #2/legal intervention	1:1 connection with adult to assess needs and supports	Resources provided for out of school agency when families inquire	Coordinated care plans with local health providers alongside families	Individual success plans developed leading to graduation	Accelerated credit recovery options	Provisions of targeted supports: Centra Wellness, school nurse
<b>Tier 2: Early Intervention</b>	Positive family home visits Truancy Letter #1: Corrective Action Plan meeting (CAP)	Check-In / Check Out	Creation of "My Attendance Success Plan" w/ student, Progress Conversations with BA Counselor	Health Plans for qualifying students with underlying health conditions	After school tutoring, planning conversations with BA staff, increase of in-person sessions	1:1 Social-emotional skill building opportunities with Academy staff	Benzie Bus passes given out to promote attendance
<b>Tier 1: Universal Supports</b>	Clear, concise, and consistent communication regarding work and attendance expectations	Development of a plan to celebrate and encourage attendance and school engagement	Personalized and timely communication to families the day of their student's absence	Availability to meet with a nurse from the Health Department	Families know how to report absences in a timely manner	Summer enrichment available for every student	School-based clothing and food closets, washer and dryer on-site for student use
<b>Foundational Supports</b>	Family attendance resources available	Post-secondary planning conversations (Xello), field trips for career planning	Open-door policy for students and families to seek mental health services	Clean school building/ventilation system, opportunities for fresh air	Students have access to challenging curriculum and Assignment Calendar	After school programming: SEEDS Be Good People SEL lessons	Trauma informed practices Restorative Practices

**Tier 1:** Universal supports given to all students    **Tier 2:** Supports activated when a student's course engagement is at 4% - 5.9%, or 1 week of misses scheduled in-person sessions, or lack of weekly 2 separate, 2-way communications with BA staff    **Tier 3:** Supports activated when a student's course engagement is at 3.9% - 0%, or 2+ weeks of missed scheduled in-person sessions, or lack of weekly 2 separate, 2-way communications with BA staff

## **Truancy and Attendance Expectations**

Regular attendance and active participation are essential components of academic success at Benzie Academy. Truancy is not only defined by a student's physical absence but also by a lack of engagement in their assigned coursework and failure to maintain meaningful contact with staff. Benzie Academy uses a comprehensive model to monitor student involvement that includes course completion, attendance at scheduled sessions, and consistent two-way communication.

Students must meet the following expectations in order to remain in good standing:

### **1. Course Engagement**

**Students are required to demonstrate consistent progress in their Edgenuity coursework**

- Minimum Expectation: Complete 6% or more of each course weekly
- Failure to meet this standard may trigger a review of academic progress and result in increased in-person session requirements or other tiered interventions

### **2. In-Person Attendance**

**Students must attend in-person sessions at Benzie Academy as scheduled**

- Initial Requirement: Attend a minimum of 3 sessions per week, either in the AM or PM block as determined at the start of the school year
- Adjustment Clause: Based on student progress in Edgenuity, attendance requirements may be increased to 4 or 5+ sessions per week
- Absences or inconsistent attendance will be documented and may contribute to a truancy determination

### **3. Two-Way Communication**

**Students are expected to maintain regular contact with their assigned teacher**

- Requirement: Participate in two separate two-way communications per week
- Two-way communication is defined as a mutual exchange between student and teacher (i.e., not just a message sent or read, but an interaction involving a response)
- This expectation is typically met through active participation during in-person sessions

Failure to meet any of the above expectations may result in the activation of Benzie Academy's Tiered Interventions and Supports, a review of the student's educational plan, and potential truancy designation per Michigan guidelines and following BCCS Truancy response.

## **Truancy, Continued:**

**Parent Responsibility:** It is the responsibility of the parent(s)/guardian(s) to see that their child attends school regularly and on time. By law, “every parent, guardian, or other person in this state having control and charge of a child from age six to the child’s eighteenth birthday, shall send that child to the public schools during the entire school year.” Violation of this law is a misdemeanor punishable by up to 90 days in jail and/or a fine. Exceptions to this law exist, including attendance at approved nonpublic schools and homeschooling. MCL 380.1599

**School Responsibility:** Schools must inform the parent(s)/guardian(s) when their child is not in school. Comprehensive attendance procedures should be adopted by public schools that are understandable and reasonable. The law requires that the school meet with the parent(s)/guardian(s), with the child to address educational problems including truancy. It is important that the school address the issue of truancy as quickly as possible. Schools must accurately document every absence and respond appropriately and immediately in offering support to students. An effort should be made to resolve issues contributing to the student’s attendance problems.

**Court Responsibility:** The Benzie County Family Court/19th Judicial Court has jurisdiction over youth under age 17 who “willfully and repeatedly absents himself or herself from school or other learning programs intended to meet the child’s educational needs...” MCL 712A.2(a)(4).

The Principal/ School Attendance Personnel, school counselor/youth Intervention specialist will hold a Truancy Action Meeting with the parent(s) and child (the child attends the meeting only in middle and high school truancy cases) to resolve truancy issues. If after the meeting, the child’s absences continue, the Principal/SAP in conjunction with law enforcement may file a Truancy petition with the Benzie County Prosecutor’s office.

## **100% Virtual Placement Policy**

Full-time virtual participation **without in-person attendance** will be reserved for **special circumstances only**, such as **current health-related concerns documented in writing by a medical professional** that cannot be fully addressed through a 504 Health Plan within the school setting. This includes physical and mental health related concerns, behavioral, and any court ordered directives.

- These placements will be determined **on an individual basis and by the BA administrator**
- Families must provide appropriate documentation from a licensed **medical or mental health provider, and approval is not automatic at the school level**
- Approval is subject to administrative review to ensure the placement meets both the student’s needs and the district’s educational responsibilities under **FAPE (Free and Appropriate Public Education)**

## Daily Session Schedule

Benzie Academy has ten sessions of daytime classes Monday through Friday. The a.m. students are in school from 7:40 am to 11:15am, the afternoon students are here from 11:15am to 2:45pm.

AM Session	7:40 AM-11:15 AM
PM Session	11:15 AM-2:45 PM

## Example Morning Schedule at Benzie Academy

Time	Activity
7:10 – 7:40 AM	Arrival
7:40 AM	Morning Session Begins
7:10 – 8:00 AM	Breakfast (20 mins) / Independent Work
8:00 – 9:00 AM	Log In and Begin Edgenuity (No Cell Phones)
9:00 – 9:10 AM	Break
9:10 – 9:50 AM	Edgenuity Work (No Cell Phones)
9:50 – 10:00 AM	Break
10:00 – 10:30 AM	Academy Community Building
10:30 – 11:05 AM	Edgenuity Work (No Cell Phones)
11:05 – 11:15 AM	Clean Up, Pack Up
11:15 AM	Morning Session Dismissal

## **Example Afternoon Session at Benzie Academy**

<b>Time</b>	<b>Activity</b>
11:40 – 12:00 PM	Arrival
12:00 PM	Afternoon Session Begins
12:00 – 12:30 PM	Lunch (20 mins) / Independent Work
12:30 – 1:30 PM	Log In and Begin Edgenuity ( <b>No Cell Phones</b> )
1:30 – 1:40 PM	Break
1:40 – 2:20 PM	Edgenuity Work ( <b>No Cell Phones</b> )
2:20 – 2:30 PM	Break
2:30 – 3:00 PM	Academy Community Building
3:00 – 3:35 PM	Edgenuity Work ( <b>No Cell Phones</b> )
3:35 – 3:45 PM	Clean Up, Pack Up
3:45 PM	Afternoon Session Dismissal

## Universal Accommodations/Supports

Some of the Universal Supports available to all students during assignments and assessments include:

- **Preferential Seating** – Strategic seating to help with focus and participation
- **Frequent Check-ins** – Regular teacher check-ins to support understanding and progress
- **Repeated or Rephrased Directions** – Directions explained in different ways when needed
- **Redirection** – Gentle reminders to stay on task or refocus attention
- **Chunking of Tasks** – Breaking big tasks into smaller, manageable parts
- **Use of Tools in Math** – Access to multiplication charts, calculator and manipulatives
- **Digital Learning Supports** – Use of word processors, text-to-speech, and speech-to-text tools (available on digital assignments and assessments through Google Chrome)
- **Alternate Modes of Output** – When not assessing writing, teachers can work with students to determine an alternate mode of output to demonstrate their knowledge based on teacher discretion and the appropriateness of the assignment
- **Movement or Brain Breaks** – Short breaks to help students refocus and recharge
- **Graphic Organizers** – Tools to help with organizing thoughts and planning longer writing assignments
- **Copies of Class Notes** – Available in Edgenuity for review and reference
- **Edgenuity (online program) universal supports-**
  - Students have access to text-to speech
  - Students have an entire semester to finish their classes (built in extended time)
  - Students have the use of a pacing guide to stay on top of their classes
  - Students have multiple ways in which to submit their assignments
  - Students can use notes, lessons, teachers on their quizzes and tests
  - *Chunking of assignments*
  - *Built in breaks*

## **Academic Information**

There may be times when the teaching staff needs to assess INDIVIDUAL achievement. We expect students to be honest in all they do. Plagiarism, cheating and use of Artificial Intelligence are not acceptable practices, and are subject to academic penalties as well as disciplinary action. Lifting non-reference passages from other people, publications or the Internet and submitting them as a student's own will be considered plagiarism

## **Personal Curriculum**

In some cases, it may be appropriate to accommodate the Michigan Merit Curriculum for a student. Accommodations may only be made in accordance with state law. The parent/guardian of a student who has completed grade 9 or a student who has reached age 18 may request a personal curriculum.

## **State-Testing IS Mandatory!**

A student will be required to attend the Academy in person for state testing in April, such as the MSTEP, PSAT, SAT and ACT. Students and parents will be informed multiple ways as the dates become available. Please be aware of texts, emails, phone calls and newsletters as forms of Academy staff communication.

## Mastery Level

Mastery-Based Learning (MBL) is a Course Setting used to configure a minimum score a student must earn on computer-scored assessments to unlock subsequent course content. When Mastery-Based Learning is enabled, **Question Randomization** is also enabled and is required. Mastery Level is the minimum score (percentage) that students must earn on computer-scored assessments to unlock subsequent course content. A student must earn a passing score on quizzes and tests of 60% or better to move on to the next activity.

- A level set at 60% ensures sequential content access. This can help keep students focused and prevents sneak peeks at future work.
- A level in the moderate range helps ensure students understand assessed content well enough to earn a passing grade.
- A higher level is appropriate when above-average scores are expected - such as in an Advanced Placement program.

Students will complete both teacher-scored and computer-scored activities. And mastering activities gives students a sense of accomplishment.

## Transfer Credit Policy

Benzie Academy will only accept credit from other institutions issuing transcripts. Upon receiving transcripts, credits will be evaluated and an appropriate placement will be made for each student to best ensure his or her success. Non-accredited home-schooled courses will NOT be awarded credit toward graduation from Benzie Academy.

## Diplomas and Certificates

In order to participate in the graduation ceremony, seniors must complete required course work to earn their diploma or a certificate of completion. ALL course work must be completed (passing grade/credit) by the given deadline for students to participate in the Benzie Central School's graduation ceremony.

*Diploma requirements:* A student receiving a diploma from Benzie Central Schools must meet all state and locally established academic requirements for graduation. The same high school diploma shall be awarded to all students meeting the graduation requirements.

## Graduation Credits: 24 Credits

*Required Classes for Diploma & Curriculum Requirements:*

<b>English:</b>	4 credits
<b>Math:</b>	4 credits (Algebra 1, Algebra 2, Geometry, 4th year Math)
<b>Science:</b>	3 credits (Earth Science, Biology, Chemistry or Physics)
<b>Physical Education:</b>	.5 credit
<b>Health:</b>	.5 credit
<b>Social Studies:</b>	3.5 credits (US History, World History, (.5)Civics and (.5)Economics), (.5) Personal Finance
<b>World Language:</b>	2 credits
<b>Visual Performing Arts:</b>	1 credit

\*The World Language requirement must be met 1 of the following 3 ways:

- A student shall successfully complete 2 credits of the same world language
- A student shall successfully complete 1 credit of world language and successfully complete an accredited (2 years)Career Tech Program
- A student shall successfully complete 1 credit of world language and successfully complete an additional Visual Performing Arts credit.

**One credit is earned for passing a full-year course. One-half (1/2) is earned for passing a semester course. The Academy uses Edgenuity, each Edgenuity course is a 1/2 credit (semester course).**

## Four-Year Requirement

All students shall expect to take four years to complete graduation requirements. Students finishing earlier or later must have approval from administration.

The following number of credits are needed to go into the next grade level:

10 <sup>th</sup> grade	6 credits
11 <sup>th</sup> grade	12 credits
12 <sup>th</sup> grade	18 credits

**\*High school grade level is assigned by the number of credits the student earns\***

**11th and 12th graders must take the State of Michigan Standardized Assessment, the Michigan Merit Exam (SAT & ACT Workkeys & M-STEP). This a state requirement in order to graduate.**

**CLASS OF 2026**

TOTAL CREDITS REQUIRED	18.5 credits
TOTAL ELECTIVES	5.5 credits
TOTAL REQUIRED FOR GRADUATION	24 credits

**Eighteen (18) Credit Diploma Requirements**

Beginning in the 2022-23 academic school year, students eligible for special education services with an IEP that determines the student needs additional time to complete the Michigan Merit Requirements, may earn a diploma with the completion of the MME eighteen (18) required credits. Determinations must be made prior to the student's senior year of high school or extenuating circumstances (death, debilitating accident, and pandemic) as determined by the principal.

*Certificate of Completion:* Certificates of completion may be awarded to qualified special education students. In such circumstances when Michigan Merit Curriculum diploma requirements will not be met, an individual educational planning committee will decide the requirements for completion and graduation participation.

**Exams**

1. Students are required to take their exams at the end of each class for the classes they are enrolled in.

**Grades**

1. Final grades must be 60% or better in order to pass the class.
2. Edgenuity and Final Grades at the end of the semester will be transferred into PowerSchool. Only the final grade will appear.
3. There will be no quarterly report card grade for Benzie Academy students for Quarter 1 and Quarter 3.

<b>Grade</b>	<b>Range</b>
A	97-100
A	94-96
A-	90-93

B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
D-	60-63
F	0-59

## Retakes

1. Requests for retakes on assignments will only be granted once.
2. One attempt at an assignment, unless the student is failing a class.

## **DUAL ENROLLMENT**

Dual enrollment is an educational option for any high school student whereby the student is officially enrolled in high school and is simultaneously enrolled in one or more college classes.

In order for students to qualify for this option and have the school pay for a portion of the tuition and fees, they must meet certain requirements. If you have questions regarding this, please see your counselor.

The Postsecondary Enrollment Options Act (PA 164 or 1996) provides for payment from a school district's state aid foundation grant for enrollment of certain eligible high school students in postsecondary courses of education. The bill establishes eligibility criteria for students, institutions, and courses; requires eligible charges (tuition mandatory courses or material fees) to be billed to a school district; establishes enrollment and credit requirements; requires School districts to provide counseling and information to eligible students and their parents; and requires Intermediate School District to report to the Department of Education.

Should a student fail to complete a course and a refund is available and the student drops the course before the college's refund deadline, Benzie Schools shall be reimbursed first. Should a student receive a failing final grade (high school minimum passing grade is 60) in a course or drop the course after the college's refund deadline, the student will be required to pay back the district the amount of tuition which was paid for the pupil's course. In the event reimbursement is not made in a reasonable period of time, a claim may be filed against the student and/or his/her parents in Small Claims Court for collection.

DE courses are on a 4.5 GPA scale starting Cohort 2023 (YOG 2027). DE students will earn .5 high school credit per course and the course will get documented on the student's transcript.

## **EARLY MIDDLE COLLEGE (EMC) PROGRAM**

Early Middle College (EMC) is a partnership between Benzie Schools and Baker College. For more information please see the [course catalog](#) and counseling department.

Students who are enrolled in EMC will walk at the Graduation Ceremonies of their cohort class. They will be ranked with their cohort class.

## **LEGAL GUARDIANSHIP**

It is required that anyone attending our school must live in the Benzie Central School District with his/her parents or legal guardians with proper documentation upon enrolling. Should a student live in the district with a relative or anyone other than his/her parents, legal guardianship must be obtained.

Students residing outside of the Benzie Central School District must obtain permission from the Boards of Education of the respective districts to attend Benzie Schools, such as school of choice (see Enrollment Procedures).

## **CHANGE OF ADDRESS**

Students will be asked to fill out an information form each school year.

It is important to inform the Academy staff if you change your mailing address, email address, or telephone number.

## **WITHDRAWAL FROM SCHOOL**

Pursuant to Policy 5303, the District will disenroll a student upon receipt of either written notice from a parent/guardian of intent to withdraw, or a records request from another school. *In accordance with revised School Code Section 1135, all disciplinary records, including suspension and expulsion, will be sent to the requesting school district.*

If, at the time of receipt of a notice of disenrollment, there are pending disciplinary proceedings against the student involving potential suspension or expulsion, the District may elect to complete those proceedings before granting disenrollment.

Students leaving our school are encouraged to pick up a withdrawal form from the Academy staff, and have this form completed by the student, parent/guardian, principal, and lead teacher as the student turns in all equipment to them.

Upon withdrawal from school, a student may only reenroll pursuant to Policy 5303. [Link to Board Policy 5303](#)

## **SCHOOL PROPERTY**

Students will be held responsible for the care and return of all chromebooks, and chargers.. Any damage or loss of school property will be the responsibility of the student. The District may require students and their parents/guardians to reimburse the District for actual costs to repair and replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time. The District may pursue legal remedies to collect unpaid fines.

All students at Benzie Academy are part of our school community and are expected to treat school furniture, walls, ceilings, floors, and equipment with respect. Students creating a hazard to the safety of staff or students and/or vandalizing or destroying school property will be disciplined in accordance with the Student Conduct Code. [Link to Student Conduct Code](#)

## **Artificial Intelligence and Student Responsible Use**

1. When using AI programs students need to be aware that they are potentially sharing personal data with AI bots. Further information they may be uploading may also be invading others' privacy.
2. AI programs can have implicit bias, and even present incorrect information. Students should acknowledge that AI is not always factually accurate, nor seen as a credible source, and should be able to provide evidence to support its claims. All users must also be aware of the potential for bias and discrimination in AI tools and applications.
3. If a student is using an AI program they need to think critically and be sure to fact-check using primary sources.
4. AP, IB and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of AI.
5. Academic integrity means that Chat GPT cannot be used for essays or other papers submitted. Should AI be used in any capacity, the student must acknowledge the use of AI related to their school work: attributing AI text, image, multimedia, etc. when using them in your school work. The use of AI could be subject to the Academic Dishonesty Policy.
6. Students are not permitted to use AI programs to avoid doing their own work.
7. Students may not use AI when your teacher has expressly forbidden its use.
8. Student access to certain websites using AI may be granted, however privacy guidelines and age restrictions must be considered prior to allowing the usage. H. Any misuse of AI tools and applications, such as hacking or altering data, is strictly prohibited. I. Students using AI software with a personal device and/or personal credentials should be aware that the platforms they are uploading information to is collecting various forms of data and their privacy may not be protected.

## **Athletics and Activities**

In order to participate in athletics or extracurricular activities through Benzie Central Middle/High School and Benzie Academy, students must be part of the day program, Student-athletes will be held to the highest academic and behavioral standards in order to proudly represent themselves, the Middle/High School, and the Benzie Academy. Students that are in good standings; attendance, academics, and behavior will be the criteria used to make this determination. For more information contact the Athletic Department located at 882-4497.

### **Athletic Eligibility**

1. Truancy must not be an issue as measured by the 3 truancy factors at Benzie Academy
2. Edgenuity Actual Grade must remain above 60% for each class. This is the overall grade adjusted for progress if a student is behind. This score doesn't assume zeros for uncompleted work; simply penalizes for falling behind.
3. Attend three afternoon sessions in person, if a student is not here on the assigned session date, the student cannot practice that day. The Academy staff will be in contact with the athletic director and Benzie coaches.

*In order for any student to participate in any athletic activity, the student must abide by standards established by the Benzie County Central School District and the Michigan High School Athletic Association. Participating in athletic activities is a privilege— one that is earned after a student has met the standards and expectations set forth in this document and their addenda. Student athletes and their parent/guardians must sign a Code of Conduct Contract indicating they have read, understand, and will abide by all policies, rules and regulations of the Benzie County Central Schools Board of Education. Each student must be aware that he/she is representing Benzie Central and that his/her actions, conduct, and appearance must always reflect credit on the school, group, family, and community. The following procedures will apply all year, not only during school months or current sport season. The school's eligibility rules provide a method for ensuring that students representing the school at competitions, events, assemblies, public performances, and while in transit - meet the school's conduct expectations. These students serve as role models for the rest of the student body.*

- 1. A student must have all debts from past and current marking periods paid.*
- 2. Benzie Central Schools does not provide student accident insurance for athletic injuries.*
- 3. If a student athlete is enrolled in a physical education class, he/she must be dressed and must participate in the physical education class. Failure to do so will automatically exclude the student from practice or game that day. A doctor's excuse or a parental excuse excluding the student from physical education will automatically exclude the student from athletic practice and games for the duration of the physical education exclusion.*
- 4. A student must exhibit appropriate behavior commensurate with the privilege of representing Benzie Central Schools in athletic activities.*

#### **MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION REQUIREMENTS**

- 1. A student must have passed at least 66% of a full time class load during the previous semester.*
- 2. A student must be enrolled, attending and passing at least 66% of a full time class load during the current semester.*
- 3. A student must have passed and have on file in the school office a current physical examination for the current school year, dated after April 15th of the previous school year.*
- 4. A student must be under the age of nineteen (19) on or after September 1 st of the current school year.*
- 5. A student shall be allowed to compete in only four- first semesters and four-second semesters.*

#### **BENZIE COUNTY CENTRAL SCHOOL DISTRICT ELIGIBILITY HIGH SCHOOL ELIGIBILITY FOR ALL EXTRACURRICULAR ACTIVITIES**

- 1. September 23, 2024 will be the first weekly eligibility report.*
- 2. All grades are cumulative. Academic Eligibility will be in effect for all Extra-curricular activities, i.e., sports, drama, musical, field trips, etc.*
  - a. A student must pass six (6) out of seven (7), excluding seminar, classes during the week to be eligible for the next week's competition.*

b. We will evaluate through PowerSchool the grades of all athletes at 7:00 am every Monday. Students should ensure their teacher has all assignments turned into teachers by Friday.

c. Those students whose names are on the ineligible list will not be eligible to participate for the current week of competition-Monday through Sunday. They will be expected to attend practices, contests and other team activities.

d. Coaches will be notified of students who may need extra assistance to be successful in their course work.

e. Students will be allowed only three weeks of ineligibility. After three weeks of ineligibility, they may be dropped from the team per Athletic Director meeting. Academics are the main reason for attending school, and sports participation may be interfering with the time they need to devote to success in the classroom.

3. Academic eligibility is checked every Monday; however, the athletic department works with the current season coaches on a weekly basis to monitor rostered athletes' academic progress. Students must pass five (5) of seven (7) courses (or 71.%) from the previous marking period; if a student athlete fails to pass 71% of his/her classes, he/she is ineligible to participate. This exceeds the 66% required by the MHSAA. If a student is not passing at least 71 percent of full credit load potential for a full-time student when checked, that student is ineligible for interscholastic scrimmages and contests until the next check but not less than for the next Monday through Sunday while in season.

Eligibility is determined on the following criteria: Q1 Eligibility\*: Students must pass five of seven classes during the 2<sup>nd</sup> Semester of the previous school year (S2)

Q2 Eligibility: Students must pass five of seven classes during the 1<sup>st</sup> Marking Period (Q1) 4

Q3 Eligibility: Students must pass five of seven classes during the 1<sup>st</sup> Semester (S1)

Q4 Eligibility: Students must pass five of seven classes during the 3<sup>rd</sup> Marking Period (Q3)

#### **BENZIE COUNTY CENTRAL SCHOOL DISTRICT CODE**

Because student athletes are expected to be role models and represent the District, student-athlete conduct that results in law enforcement involvement may be grounds for suspension or removal from a team. The following rules will apply all year, not only during school months: a. Students charged with a FELONY will be subject to the following consequences:

i. FIRST OFFENSE – Suspension from athletic activities for 365 days.

ii. SECOND OFFENSE –

Expulsion from athletic activities for the remainder of their high school career.

b. Students who engage in conduct that could result in a felony charge may be suspended from athletic activities even if charges are not immediately filed.

c. Student athletes may also be suspended from athletic activities for the following conduct:

i. Formal criminal charges are filed against the student Other than felony charges, addressed above). Formal charges are not pursued or are dropped by the authorities, the student may still be suspended from athletic activities if: if school authorities determine that the student engaged in the behavior leading to criminal

*charges. In such cases, the student will be given due process in accordance with the District's procedures.*

*ii. Any student charged by the school with theft or destruction of school property.*

*iii. Any student accused of an offense involving drugs, tobacco, alcohol or inhalants witnessed by at least one of the following: advisor, teacher, coach, or administrator— independent of whether or not charges are made or any conviction is obtained.*

*5. Violations of the athletic policy begin with the students' first day of sixth grade and will stay with them through the summer after their eighth grade year. They will then have a clean record when they begin the first day of their ninth grade school year or first official sports practice, whichever comes first, and violations thereafter will stay with them through their high school career, ending with graduation or the end of the MHSAA tournament series, whichever comes last..*

*6. If a student self-discloses and accepts responsibility for his/her actions prior to questioning, the suspension shall be reduced to a 10% suspension from that sport season. This can only be done one time in a career.*

*a. Suspension penalties:*

*i. For items 6bi, 6bii and 6biii.*

*1. FIRST OFFENSE – Suspension from 25% of that regular sport season (not including MHSAA tournaments). In the event that there is not 25% of the current sports season left or the student is not currently involved in sports, the suspension would carry over into the next sports season in which the student participates. This will include carrying over into the next school year. A student must complete the sport season in which they are serving their suspension, in order for the suspension to be valid. The season is defined as being from MHSAA official start date of practice through the conclusion of Benzie Central participation in the MHSAA tournament series.*

*2. SECOND OFFENSE – Suspension from athletic activities for 365 days. Suspension is defined as non-participation in any school sport from the date of the second offense.*

*3. THIRD OFFENSE – Loss of athletic and extracurricular privileges for the remainder of their high school career.*

*INVESTIGATIVE HEARING AND APPEALS PROCEDURE*

*1. If the Athletic Director finds the student to be in violation, he/she shall be suspended immediately in compliance with the discipline section above.*

*2. The student or the parent has the right to appeal the decision in writing to the Athletic Director within forty-eight hours of the decision. Suspensions may be held in abeyance until the final outcome of the appeals process. The superintendent shall meet within five days of the appeal. Incidents that are directly witnessed are ineligible for appeal.*

*3. The Board of Education shall review the findings of the Athletic Director, superintendent, coach and building principal (if necessary) in a closed session hearing. The coach and Athletic Director shall present their position and the student will present his/her position. The Board of Education will decide the guilt or innocence of the student. The Board of Education may not modify or deviate from board policy or penalties.*

*Board members who are coaches will recuse themselves from the vote. 4. The decision of the Board of Education shall be final.*

#### **DUAL SPORT APPLICATION AND GUIDELINES**

*Benzie Central promotes and encourages the participation of athletics for our student athletes. With this in mind all involved have to understand the expectations and commitments that are required. 1 For item 6biii. A student may have the suspension time reduced to a six-month calendar suspension if he/she completes a drug/alcohol-counseling program or 40 hours of community service (approved by AD) and counselor caseload. Counseling cases will meet once per week/30 mins x 6 weeks. The program will consist of five documented sessions and must be completed with the six-month calendar suspension. A student needs to remain in good standing during this time.*

*A student may take part in dual sports with the appropriate permission forms completed and signed by the athletic director. Prior to Dual Sport application both coaches need to be in agreement with the arrangement of primary sport selected and requirements of the student/athlete. This is with the understanding that at any time there is a conflict with a contest; event or practice the student/athlete will be required to attend the primary sport selected. It is important the student/athlete understands their academics and attendance is first and foremost. At any time, if there is a change in academic achievement or attendance, the student's dual sport participation will need to be re-evaluated by the school personnel. Parent/Guardian are in agreement of the expectations of the programs selected to dual sport. They are in agreement of cost, independent transportation necessary, as well as the time required to assist in making this a positive experience for the student/athlete. The Athletic Director is in agreement with the application process, and all issues are addressed and accounted for. If there is a question regarding the physical demand that will be placed on the student/athlete the application will be denied in the best interest of the applicant or if participation has a negative impact on either team. This process needs to be completed and approved prior to the first day of practice of the upcoming season in which the dual sport application has been requested.*

#### **OTHER IMPORTANT RULES, PROCEDURES AND EXPECTATIONS**

- 1. A student must be in school a full day in order to practice or compete in a school-sponsored activity. Only the School administration or Athletic Director, with advance notice, can waive this rule.*
- 2. An advisor or coach of any activity program may, if he/she so desires, have rules in addition to those listed here. If other rules do exist, the advisor or coach of that program must explain them to the students prior to the beginning of the program—rules must be in writing. Rules may exceed policy but not be less than policy. Rules must be approved by the administration before distribution to students and parents.*
- 3. No athlete can change from one sport to another sport during the same sports season; with the following exceptions*
  - a. S/he is cut from the first sport by the coach of that sport.*
  - b. S/he makes the change within one (1) week of the start of the season.*

- c. S/he has a doctor's note that states that he/she can no longer participate in the first sport but may take part in another sport taking place during that season.*
- 4. There will be no use of school facilities for Sunday practices, required or optional without prior approval of the administration.*
- 5. All students must ride the school bus providing transportation to an away event and back to Benzie Central School from that event with the following exceptions:*
- a. If the parents of a team member go directly to the coach and ask to take their son or daughter with them and sign the student out.*
  - b. If a student has a signed note from the Principal, Director of Student Services or A.D. to ride home with parents of another team member or adult family member, i.e. brother or sister.*
  - c. Benzie Central may provide other options for students to travel to and from games with signed parent permission forms each season. Advanced notice of the procedure must be approved by the parent of the student.*
  - d. Money Earned Policy: if any part of any uniform or equipment is paid for by money earned through the school's name, that uniform or equipment is property of the athletic department at the end of the season. There will not be any exceptions to this rule. If there are any questions concerning how this type of money may be used, feel free to call the Athletic Director at the school.*
  - e. Students seeking medical attention will not be allowed to return to participation status without the written release from a treating physician.*

#### **CONFLICT IN EXTRA-CURRICULAR ACTIVITIES**

*The Athletic Department recognizes each student should have the opportunity for a broad range of experiences in extra-curricular activities and, to this end, will attempt to schedule events in a manner to minimize conflicts. Students have a responsibility to do everything they can to avoid continuous conflicts. This would involve being cautious about being involved in too many activities. It also means notifying the faculty sponsors involved immediately when a conflict does arise. When a conflict does occur, the sponsors will meet and work out a solution so the student does not feel caught in the middle. If a solution cannot be found, then the principal will make a decision considering the following:*

- 1. The relative importance of each event.*
- 2. The importance of each event to the student.*
- 3. The relative contribution the student can make to the event.*
- 4. How long has each event been scheduled.*
- 5. Conversation with the parents.*

*Once the decision has been made and the student has followed the decision, he/she will not be penalized in any way by the faculty sponsor or athletic coach. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity.*

**50 TRANSFERS FOLLOWING VIOLATION OF A SCHOOL'S STUDENT/ATHLETIC CODE** Benzie Central Schools will enforce upon a transfer student any period of

*ineligibility to which that student would have been subject as a result of a student or athletic code violation(s) at that student's most recent previously attended school. A student who transfers to Benzie Central Schools after becoming ineligible because of student or athletic conduct code violation(s) at the previously attended school shall remain ineligible at Benzie Central Schools for not less than the period of ineligibility imposed by the previously-attended school. This would be the case even if the student's situation would otherwise satisfy one or more of the exceptions to the transfer regulation of Benzie Central Schools and the Michigan High School Athletic Association (Regulation I, Section 9), and even if the act which caused the student's ineligibility at the previous school would not be a violation or cause the same period of ineligibility at Benzie Central Schools. That student was subject to the rules and penalties of the previous school and shall not be allowed to escape the consequences of his/her conduct and, in doing so, displace students of Benzie Central Schools from teams, positions, events, and awards at least until the full period of ineligibility has been served.*

*NCAA CLEARINGHOUSE & COLLEGE ATHLETIC PARTICIPATION Many times parents feel their athlete possesses the ability to participate at the next level beyond high school and their students agree. It is imperative parents and students recognize their responsibility to read and know the requirements of the collegiate programs in which they are interested; each level has different requirements that must be met while the student is in high school. If you have questions, please contact the Athletic Office or the High School Guidance office and consult the Benzie Central High School Course Description Guide, produced each year with our course offerings and requirements for graduation.*

## **Clubs, Organizations, and Sports**

Your student and class organizations are listed in this handbook. Get to know your sponsors and representatives and work with them to make Benzie Central High School a better place in which to work and study. Students may voluntarily form student-initiated, non-curricular clubs that are not directly related to the curriculum to promote activities unrelated to the regular classroom environment. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law. For complete instructions on forming a club, see Policy 5510. Link to Board Policy 5510. Students are also encouraged to participate in

extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body. For information regarding extracurricular activities, see Policy 5507. Link to Board Policy 5507

### **Organizations include:**

Student Council	Grades 9-12
BC PRIDE	Grades 9-12
Close-Up trip to Washington, DC	11 <sup>th</sup> graders
F.F.A.	AG classes Students
Weight Lifting	Grades 9-12
Interact Club	Grades 9-12
Academic Letter Club	Grades 9-12 (Based on GPA)
National Honor Society	Grades 11-12 (Invitation only)
Science Olympiad	Grades 9-12
GSA	Grades 9-12
Baseball - Boys	Grades 9-12
Basketball – Boys & Girls	Grades 9-12
Cheerleading	Grades 9-12
Cross-Country – Boys & Girls	Grades 9-12
Golf – Boys & Girls	Grades 9-12
Robotics	Grades 9-12

Organizations include:

## **Drivers Training**

Driver education is now offered by a private company as a service to Benzie Central High School students. Moss's Road Rules (231-633-6613) offers classes each year for all students who are 14 years, 8 months of age on or before each class session. There will be one class offered in the fall, winter, spring, and summer. Please call BA staff for updated information.

All classes will be held before the school day, the instructor will arrange driving. School enrollment is not required for the program. For more information please call Mr. Moss at the number above. Attending driver education classes in-person is not permissible for students currently serving suspensions. Make-up days may be scheduled.

## **Work Permits at Benzie Academy: Supporting Success in School and Work**

At Benzie Academy, we recognize the value of student employment in building responsibility, time management, and real-world experience. However, school remains the top priority—and academic success must come first.

Our work permit process is designed to be supportive, helping students balance their job responsibilities while maintaining steady progress in their Edgenuity coursework. Before any permit is signed, students will participate in a meeting to assess current academic standing and readiness to take on a job.

### **Student Work Permit Request Process**

The process begins with an **introductory meeting** between the student and Benzie Academy staff to review current Edgenuity progress and credit status.

Based on this meeting, one of the following outcomes will occur:

#### **1. Permit May be Approved Immediately**

- The permit is signed at the meeting (after being properly filled out by the potential employer)
- A **four-week follow-up meeting** is scheduled to re-check Edgenuity progress since the permit was issued.

## **2. Permit May be Delayed for One Week**

- The permit is not signed at the initial meeting.
- The student is given **one week to improve their academic progress**.
- A second meeting is scheduled to reconsider the permit based on progress during that week.

## **3. Permit Denied at Initial Meeting**

- The permit is **not signed due to insufficient academic progress**.
- This decision may include a review of **credit deficiencies** as part of the determination.

## **Ongoing Requirements to Maintain a Student Work Permit and Grounds for Possible Revocation**

In accordance with state law, **Benzie County Central Schools reserves the right to revoke a student's work permit** if:

- The student shows a **decline in work completion or academic progress** after the permit is granted

OR

- The student's **attendance (in-person and 2-way) declines** following the signing of the work permit

## **McKinney-Vento Support: Ensuring Stability, Access, and Success for Every Student**

Benzie County Central School district, is committed to removing barriers to education—because every student deserves a safe, stable learning environment and the opportunity to succeed.

Under the McKinney-Vento Homeless Assistance Act, students who are experiencing housing instability—including staying in temporary shelters, motels, doubled-up housing, or without a fixed nighttime residence (and other qualifying situations)—have the right to immediate school enrollment, transportation, academic support, and community resources.

If you or your family are in a temporary or transitional living situation, you are not alone—and help is available.

Please reach out to the District McKinney-Vento Liaison to confidentially discuss your situation and access the services and support you are entitled to under federal law.

## **Social Emotional Learning & Community Building at Benzie Academy: Investing in the Whole Student**

At Benzie Academy, we believe that academic achievement and personal well-being go hand in hand. That's why we intentionally design multiple opportunities each week for **Social Emotional Learning (SEL)** and opportunities for **Benzie Academy Community Building**—to ensure every student feels connected, empowered, and prepared for both school and life beyond graduation.

### **Parent-Teacher Conferences**

Parent-Teacher Conferences are scheduled each school year. Specific dates are listed on the school calendar. Parents are encouraged to contact teachers at any time. Student progress can be monitored by signing up for and accessing the Weekly Edgenuity Parent Report, and also by reaching out to Benzie Academy staff at any point during the school year.

### **Report Cards and Progress Reports**

Benzie Academy staff will inform parents/guardians of student progress, grades, and attendance through report cards, progress reports, parent/guardian-teacher conferences and parent/guardian access to the District's online learning platform information system. Benzie Academy staff will notify a parent/guardian if a student is failing or close to failing a course, through direct communication.

## **Student Life / Code of Conduct**

Benzie Academy students are expected to be respectful and well-behaved at all times. Our general expectations for students include exhibiting respect and safety to other students, staff members, and members of the community, and to the Benzie Academy facility. The information below is intended to clarify specific policies that affect student life at Benzie Academy.

## **Bussing and Bus Conduct**

Students who are riding to and from school using school transportation or transportation provided by private provider (i.e. Benzie Bus) are required to follow the same rules that the provider has established for any rider.

## **Campus Boundaries**

1. Benzie Academy is a closed campus. Students are to remain in the building during school sessions unless they obtain special permission from staff. Students are only allowed in the middle/high school building due to special circumstances approved by a staff member.
2. Students who drive will be required to park in designated parking spots and have a school parking pass.

VIDEO SURVEILLANCE /ELECTRONIC MONITORING EQUIPMENT IS INSTALLED THROUGHOUT THE BUILDING AND USED FOR SAFETY OF THE INDIVIDUALS IN THE BUILDING. SCHOOL CAMERAS AND POLICIES WILL COMPLY WITH BOARD POLICY 3104. [LINK TO POLICY 3104](#)

## **Dances/Events Policy**

Students must be consistently making progress towards graduation, in attendance regularly with little to no disciplinary issues. In order for students to take part in dances and events they must be in good standing for behavior and truancy.

## **Educational Supplies**

According to state requirements, each local school district pays the cost for providing non-consumable supplies to students on a loan basis. Students are expected to exercise reasonable care for Benzie Academy property and to return these materials to the classroom teacher at the close of the school year. Any time the material is not returned in acceptable condition, the student is responsible for its replacement cost. A student who fails to return such materials may be added to the debt list at the high school. All debts must be paid in order to graduate and receive a diploma. Chromebook information, see section Computer and Internet Policy and Procedures.

## **Food Service**

Due to Benzie Academy's small size, food service is contracted with Benzie County Central Schools for breakfast and lunch.

## **Illness or Injury**

All injuries must be reported to the Academy staff. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the Academy will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to call home. The Academy staff will determine whether or not the student should remain in school or go home based upon previous number absences and the severity of the illness. No student will be released from school without proper parental permission.

### **Students Who Are Ill**

Students should not attend school if they have a fever of 100.4 or higher. If a student in attendance has their temperature checked at school and it registers 100.4 or higher or has thrown up, it will be required that they are picked up from school. A student may return to school after 24 hours without a fever or throwing up WITHOUT medication.

## **HEARING AND VISION SCREENING**

Hearing and vision screening for school age children is embedded in Michigan law (School Aid Act, section 31(a)8) and the Michigan Public Health Code and local health departments are tasked with providing these free screenings. Signed parent consent is not required for school-based hearing/vision screening.

Vision screening is generally conducted in preschool, kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, and 9<sup>th</sup> grade. Hearing screening is conducted for preschool/kindergarten, 2<sup>nd</sup>, and 4<sup>th</sup> grade. Overall, about 10% of kids are referred to a provider for a more comprehensive evaluation. Early identification of hearing and vision problems does help ensure that children don't fall behind in learning because of an undiagnosed and treatable condition. After a screening, the health department will send referral information to the parent of any child who fails a screening and can also assist families in accessing further evaluation and treatment, as needed. You may opt out of future screenings if you prefer. If this is your preference, please notify the school and also let the school know in writing as soon as possible.

## **Motor Vehicle Regulations**

Students should be aware that the use of a motor vehicle for transportation to and from school is a privilege which can be revoked if unsafe driving occurs in and around school property.

1. Student vehicles must be properly parked only in areas designated for student parking.
2. No vehicle is to have any occupancy during class periods.

3. Students who drive to school will be expected to adhere to all school parking regulations, including handicapped parking.
4. Students are required to have a school parking pass.

### **Policy on Drug-Free School**

In accordance with federal law, Benzie County Central Schools, thus also Benzie Academy, prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include, but are not limited to alcoholic beverages, anabolic steroids, dangerous controlled substances as defined by state statute, including prescription drugs, or substances that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in Board Policy, up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials.

### **School Dress**

We believe that student dress is a factor in the establishment of an educational atmosphere and that clothing should be appropriate for school. Standards of dress that clearly deal with the health and safety of students will be upheld. Forms of student dress are acceptable as long as they are neat, clean, and are not distracting from the process of education.

Within this framework, the following specific rules for student dress have been developed:

1. Footwear is required
2. Clothing should be worn as designed
3. The following clothing articles are not appropriate for school and should not be worn: articles with profanity or vulgar suggestions or images, articles advertising illegal substances, bandanas as headwear, conspicuously thin or revealing garments, short shorts, or midriff shirts.
4. Dangerous accessories that could be interpreted as weapons are not allowed
5. Gang-related colors, clothing articles, or styles of dress are not allowed
6. Mid-drift, and other excessive uncovered skin showing, as determined by Benzie Academy staff, is not permitted

*Any student in violation of these guidelines may not be permitted to attend class until the dress violation has been corrected. This would be considered an absence.*

### **Student Search and Seizure**

Board Policy 5103 Search and Seizure: School officials may search a student and the student’s belongings if they have reasonable suspicion that the search will reveal contraband or evidence of a violation of law, Board Policy, or rule. In rare cases, school officials may conduct a search without reasonable suspicion if there is an imminent threat of physical harm or death. A

reasonable suspicion search must be justified at its inception and reasonable in its scope. A search is justified at its inception when school officials have reasonable grounds to suspect that the search will uncover contraband or evidence of a violation of law, Policy, or rule. A search is reasonable in scope when the measures used are reasonably related to the search objectives and are not excessively intrusive in light of the student's age and sex and the nature of the infraction. School officials are not required to have reasonable suspicion to search lockers or other District property. See Policy 5102. The District may use detection dogs to search for contraband on District property consistent with Policy 3107.

A breath alcohol test is a search and may be administered upon reasonable suspicion that a student has consumed or is under the influence of alcohol. For voluntary, non curricular school activities (e.g., school dances), suspicionless breath alcohol tests may be administered for student health and safety purposes if students and their parents/guardians have been provided advance written notice. Strip searches are prohibited. The building principal or designee will turn over to law enforcement illegal items and dangerous weapons, as defined in Policy 5206, and may store in a secure place any other contraband or evidence seized from a search until a disciplinary hearing. This Policy does not apply to any outside entity that may require drug or breath alcohol testing as a condition of participation. See Policy 5105.

## **Cell Phone & Electronic Device Use at Benzie Academy**

At Benzie Academy, we are committed to creating a focused and respectful learning environment. To support academic success and limit distractions, students are expected to be fully engaged during all instructional and working periods.

In alignment with **Board Policy 5209: Student Use of Cell Phones and Electronic Communication Devices**, the following expectations apply:

- **Cell phones and personal electronic devices must be put away and out of sight** during all class and working times.
- These devices (excluding school-issued Chromebooks and desktops used for Edgenuity) may only be used during designated break periods, as outlined in the Benzie Academy Daily Schedule.
- Students are expected to comply with all staff requests related to device use during the school day.

Refusal to follow these expectations may result in disciplinary action consistent with Board Policy 5209 and/or District behavior responses.

At Benzie Academy, we value your focus and productivity. Limiting personal device use helps every student stay on track toward graduation and long-term success.



# OFFENSES DEFINED

## **ALCOHOL/DRUGS (Illicit Substance)**

- A. STUDENT USE, OR STUDENTS UNDER THE INFLUENCE of any alcoholic beverages OR “non-alcohol” malt beverages, marijuana, hallucinogenic, amphetamines, inhalants, barbiturates, narcotics (opiates or synthetic narcotics), cocaine, any dangerous controlled substance, or any “look-alike” substances purported to be such is prohibited. In addition, non-prescription/over-the-counter medications such as, but not limited to, diuretics, diet pills, caffeine pills, painkillers, herbal remedies and cold medicines are prohibited.
  
- B. SELLING, BUYING, IN POSSESSION OF, DISTRIBUTION, AND/OR INTENT TO DISTRIBUTE OR PURCHASE of any alcohol beverages, marijuana, hallucinogenic, amphetamines, inhalants, barbiturates, narcotics (opiates or synthetic narcotics), cocaine, legal drugs, any dangerous or controlled substance or any “look-a-like” substances purported to be such is a major violation. In addition, drug paraphernalia, prescription, non-prescription/over-the-counter medications such as, but not limited to, diet pills, caffeine pills, painkillers, herbal remedies and cold medicines are prohibited.

## **ARSON**

Purposefully setting a fire on school property. Arson on school property is prohibited by state law and may result in permanent expulsion from all public schools in Michigan.

## **BOMB OR OTHER SIMILAR THREATS**

A written or verbal intent (including digital) to set off an explosive device on school property or cause injury to members of the school community or school property.

## **BULLYING**

Bullying, including cyberbullying, by a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

1. substantially interfering with a student’s educational opportunities, benefits, or programs;
2. adversely affecting a student’s ability to participate in or benefit from the District’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
3. having an actual and substantial detrimental effect on a student’s physical or mental health; or
4. causing substantial disruption in, or substantial interference with, the District’s orderly operations. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

Reporting an Incident See Policy 5207 for the District’s complete Anti-Bullying Policy, including reporting and investigation procedures.

## **BUS POLICY VIOLATIONS**

### **Discipline -**

#### **CELL PHONES**

The use of cell phones must comply with Board Policy 5209. Cell phones must be POWERED OFF and out of sight during the class period.

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

#### **CHEATING**

Copying others' work, plagiarism, homework, tests, reports, etc., for the purpose of getting credit. Each teacher will go over the policy on cheating the first week of school.

## **DANCE POLICY VIOLATIONS**

### **Discipline**

#### **DRESS CODE**

Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of students or others; violates any statute or Policy 5101; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

1. Shoes must be worn at all times.
2. Sweatshirt hoods should remain down (not worn atop the head) while in the instructional spaces.
3. Clothing which advertises alcohol, tobacco, illegal substances, or has profanity, obscenity, or inappropriate slogans is prohibited.
4. Wearing of gang related clothing, or clothing symbolizing gang affiliation is prohibited.
5. Pants are to be worn at the waist; not excessively baggy or too small. Under garments shall not be exposed.
6. Shorts and skirts must be mid-thigh length or longer. Shirts must cover the shoulder and extend to the top of the pants/dress/shorts. No bare midriff/midsection.
7. Coats, hats and other outdoor wear are inappropriate attire for the classrooms, halls, and cafeteria. These items may be worn to school, but must be stored in student lockers.
8. Backpacks/purses/bags must be placed in the student's assigned locker upon arriving at school. Backpacks are not permitted in classrooms or cafeterias.
9. Blankets are not allowed in the classroom.

#### **DESTRUCTION OF PROPERTY – VANDALISM**

Unintentionally or deliberately damaging school or personal property.

### **ELECTRONIC EQUIPMENT/ELECTRONIC DEVICES**

Unauthorized use of headphones, smart watches, recording devices, tablets, laptops, gaming devices, or similar electronic devices that in any manner disrupts the educational environment or violates the rights of others is not permitted.

### **EMERGENCY TELECOMMUNICATIONS/DEVICES**

Making inappropriate 911 calls.

### **FALSE FIRE ALARM**

Tampering with a fire alarm box, fire alarm system or setting off a false fire alarm. (This also includes setting off a fire extinguisher.) This also includes the AED machines.

### **FIGHTING ON SCHOOL GROUNDS**

The act of engaging in hostile physical contact with another individual while on school property and/or at any school-sponsored activity.

### **FORGERY**

Falsely producing or altering a communication with the intent to lead others to believe something, which is untrue. This includes notes from home, hall passes or bus passes.

### **GAMBLING**

Possession of gambling paraphernalia or engaging in any illegal games of chance or betting activities.

### **GANGS**

Students attending public schools are prohibited by state law from holding membership in fraternities, sororities and secret organizations. Belonging to a gang or wearing of gang-related clothing and items in itself doesn't necessarily pose a problem. It does create a potentially

dangerous problem to all Benzie students. It can lead to intimidating and stressful situations for non-gang members. The potential for internal conflicts also increases when "gangs" exist. To provide a safe environment for all students in the Benzie Central School District, all gang identifying clothing/items and activities (as determined in cooperation with the police) are strictly prohibited in school/on school property and at all school related events. Students violating the above regulation will be subject to disciplinary action/up to and including expulsion and referral to police.

### **INSUBORDINATION**

Failure to follow directive(s).

### **INTIMIDATION**

Includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation. (See also Bullying, Harassment/Sexual Harassment).

### **LEAVING CLASS/AND OR CAMPUS/OPENING EXTERIOR DOORS**

1. Leaving classes or school grounds without permission.
2. Leaving classes or school grounds with permission but not checking out.

## **LOITERING**

No loitering around campus after school. Students are to be under adult supervision at all times.

## **PHYSICAL ASSAULT**

The touching of another to injure or resulting in injury, or to put in motion an object to injure or resulting in injury.

## **PROFANITY/VULGARITY**

Using abusive profane or vulgar words, gestures, pictures, or sounds.  
Writing or drawing obscene notes.

## **UNLAWFUL HARASSMENT**

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

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

Race, color, and national origin harassment is prohibited by Title VI of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, and national origin harassment is unwelcome conduct based on a student’s actual or perceived race, color, or national origin. Race, color, and national origin harassment can take many forms, including

slurs, taunts, stereotypes, or name calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, and national origin harassment.

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

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

## **Title IX Sexual Harassment**

“Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following

1. District employee conditioning the provision of a District aid, benefit, or service on a person’s participation in unwelcome sexual conduct;
2. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to

- the District's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).
    - a. "Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
    - b. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
    - c. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.
    - d. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

#### **TECHNOLOGY (MISUSE OF)**

A violation of the District's Acceptable Use and Internet Safety Policy. See Policy 3116, 5208.

#### **THEFT**

Any theft of money, personal or public property of others. Obtaining property through unauthorized entry into lockers, desks, etc. Including assigned school property.

#### **TOBACCO AND VAPING DEVICES**

Possession of, use of, or being under the influence of tobacco products is illegal on school grounds and/or school events. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices. All related items will be confiscated. It shall be the policy of the Benzie County Central Schools to take positive action through enforcement, education, counseling, and parental involvement in working with all students involved in the possession, exhibiting, or use of these products. Tobacco and nicotine have harmful physical effects on middle school and high school-aged students. Harmful health habits which should be avoided are often caused by peer pressure. Furthermore, state law prohibits use of tobacco on school property. Therefore, it is the policy of this school district that the use or possession of tobacco by any Benzie Central student is NOT permitted anywhere in the buildings, on school grounds, at any school-sponsored event, school buses, bus stops, or any school-sponsored transportation. This policy is all-encompassing: it extends the prohibition to all events, activities, school functions (on or away from the campus), or any other activity that is sponsored by the school and/or takes place on school grounds.

#### **TRESPASSING/ LOITERING**

Being in an unauthorized place on school grounds, in the school building or on school property; being on school property without permission during a suspension or non-school hours. Students

staying after school must be under direct adult supervision.

### **TRUANCY/SKIPPING**

Truancy/Skipping is defined as any unexcused absence any hour and/or day.

### **VERBAL THREAT**

A statement or non-contact action that constitutes a threat against a staff member, student, or other person.

### **WEAPONS/DANGEROUS MATERIALS**

Any violations of state or federal criminal statute will be referred to the Sheriff's Department. Recurring incidents or violations could result in an incorrigibility referral to the Sheriff's Department.

1. Possession of fireworks/explosive devices.
2. Use of fireworks or explosive devices, other potentially harmful objects or look-alike dangerous objects.
3. Possession and/or use of dangerous or deadly weapons including but not limited to any object used as a weapon, knives, chains, brass knuckles, guns, look-a-like guns, and any other object of a similar nature or any object intended for use as a weapon.
4. Possession of ammunition.
5. Lighting matches/lighters.

# DISCIPLINE

## Philosophy on Consequences

Students who choose to show disrespect to themselves, others, or the property should be prepared for said behavior to result in consequences. Whenever possible, students will be actively involved in creating an appropriate plan for themselves. Behaviors involving violence, drugs, or sexual harassment do not lend themselves to allowing students choices. In these cases, the teachers and/or administration will make the choice of consequences. These behaviors may cause a student to be brought before the Benzie Academy Staff and administration for consequences.

### Minor Offenses

Minor offenses are typically incidents in which a disturbance does violate the rights of the teacher to teach and the other students to learn. *However*, it does not include a level of intensity which might include directed profanity at staff or students, loud volume, excessive emotional outburst, violence, drug possession, destruction of property, blatant disregard for a staff direction, hate language, gang-related behavior, or other physical acts.

Minor offenses will be dealt with in the classroom or school setting as often as possible using a variety of teacher interventions.

Although typically not dangerous in and of themselves, a series of three (3) minor offenses within one (1) school week will be considered the same as one (1) major offense because of the frequency.

### Major Offenses

Major offenses indicate a pattern of minor offenses or are behaviors that reach a level of severity so that the school's educational climate and safety may be compromised. The discipline for a Major Offense is:

- One (1) to four (4) day suspension depending on the severity
- After four (4) Majors, a meeting will be scheduled with Academy staff, administration, student and parent/guardian

### Mandatory Expulsions

Due to state law, certain behaviors carry an automatic expulsion from schools. They include:

- Physical assault (this includes rape) against student or staff
- Sexual harassment by one student against another student
- Weapons violations and/or bomb threat
- Arson on school grounds
- False Fire Alarm

## **EXPULSION**

Expulsion is defined as a permanent removal (any duration longer than 10 days) of a student from their educational setting. The district has no obligation to provide an alternative education during an expulsion. Recommendation for the expulsion of a student shall be made to the COMP Days: Board of Education by the Administration. The principal's recommendation shall be communicated to the Superintendent in writing and accompanied by the student's cumulative file. Parental conferences will be held at the building level prior to the expulsion recommendation. The following procedures apply:

1. The student shall be suspended pending the expulsion recommendation to the Board.
2. The written recommendation to the Board shall include the factual basis and rule violated and sent to the student's parent(s)/guardian(s).
3. Written notice of the date, time and place of the hearing shall be sent and notify the parent or guardian at least five school days before the date of the hearing (no later than the next regular board meeting).
4. The student and his/her parent or guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate authority.

## **DUE PROCESS FOR SUSPENSIONS AND EXPULSIONS**

The following practices and procedures are established as guidelines for all administrators to follow in taking disciplinary actions, which lead or might lead to suspension and/or expulsion of school students.

1. Parents shall be informed and involved in any case of a student exhibiting a history of unacceptable conduct. Written records of all such involvement should be maintained in the pupil's file.
  - a. When special education students are suspended for an extended period of time, this removal can constitute a change in placement. A change in placement is governed by an IEP that constitutes the due process for a student.
  - b. The discipline procedures provide **all students** due process for suspensions.
2. In an instance of suspension from school, the following conditions shall be adhered to:
  - a. The student shall be informed of the specific charges against him/her, in writing, including the rationale for the suspension and the conditions of time and means of the termination of suspension.
  - b. The students will have the right to present to the school administration any relevant information that will support his/her defense.
  - c. If the student is suspended by the school administration, the administration will:
    1. Notify the parents as soon as possible of the suspension, with the reason(s) for it.
    2. Meet with the parents or guardian and the student to plan the satisfactory return of the student.
  - d. If the parents or guardian are dissatisfied with this action, they may appeal to the principal to review the decision.

- e. TBA students suspended from Benzie Central will also be suspended from TBA.

## COMPUTER AND INTERNET POLICIES AND PROCEDURES

Internet access is available to students in the school district. We are very pleased to bring this access to Benzie Academy and believe the internet offers vast, diverse, and unique resources to our students. Our goal in providing this service to students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting, such as profanity, information about illegal drugs, pornography, and undesirable communications with adults whose intentions may be harmful. Benzie Academy has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and any student may come across some controversial material. Benzie Academy firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

Benzie Academy's purpose in providing access to the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of the internet must be supportive of education and research while being consistent with the educational objectives of the school district. Sending or receiving any material in violation of any federal, state or local regulation is prohibited. According to the Children's Internet Protection Act, Benzie Academy will ensure that protection measures are in place to block or filter internet access to pictures that a) are obscene, b) are child pornography or c) are harmful to minors, for computers that are accessed by minors. Furthermore, Benzie Academy has a policy in place to prevent the use of chat rooms, hacking, dissemination of personal information, and access to materials harmful to minors. Students caught misusing the internet are subject to disciplinary action.

The use of the internet is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege. The administration and staff of Benzie Academy may deny, revoke or suspend specific user privileges. Parents also have the option of denying their children individual access to the internet.

### A. *Computer Use/Network Etiquette*

- a. Each student and staff member will be given a unique username and a password, The password must be kept secret. Users are responsible for any activity performed using his or her account.

- b. Students should save it into their personal folder on the network server.
- B. *Internet Use*: Access to the internet is a privilege granted by the school, not a right. Unless the teaching staff is otherwise advised, all students will have access to the internet while at school. Any parent who prefers that his or her child not use the school's
  - C. network and/or the internet should notify the teaching staff of the intent in writing. Although we cannot guarantee that the student will never violate his/her parents' wishes, the school will do its best to ensure that these wishes are followed at all times.
  - D. *Webpages*: Postings of school activities, including photos and first or last names of students may appear on the school website. The first and last names of students are not to be used together. Any parent who does not want their student's picture or name to appear on the website must notify the teaching staff in writing.
  - E. *Internet Access Policy*: In short, students are not allowed to view, download, or create internet pages of other online material that contain information that is in violation of the school's behavior policies. This material includes, but is not limited to: violence, pornography, weapons, bomb-making, making threats, computer "hacking", or is offensive racially, ethnically, or sexually. Any student activity that is detected which is illegal will be reported to law enforcement officials at once.
  - F. Other activities that are not allowed are the use of chat rooms, any games, email, or bulletin boards/forums (Facebook/MySpace/Twitter/Instagram) during the school day, unless specifically approved by a staff member.
  - G. Students may not download or save games or applications to either the computers or the file server.
  - H. No music is permitted to be played on, or downloaded to the computers without specific teacher permission and for educational purposes. No music may be saved to either the computers or the file server by any student without specific teacher permission.
  - I. *Outside Software*: Because of licensing problems and the risk of spreading computer viruses, students and staff will not be allowed to bring in outside software to use on the school computers unless approved by the IT specialist. Anybody found installing unapproved software, vandalizing any computer or tampering with the computer security will be subject to the consequences listed below.
  - J. Students are reminded to follow copyright laws. Plagiarism includes such practices as copying information or papers from the internet without proper documentation, using other people's work and claiming it as your own, cutting and pasting another's work and using it for your own. Outside sources must be cited correctly using MLA format.
  - K. Students logging in using another's password may be removed from all computer privileges for a period of time.
  - L. Some computer violations will violate other sections of the school handbook and will be disciplined under both sections. For example, a student downloading pornography will receive a suspension for Indecency/Obscenity and will lose computer privileges. A student violating copyright laws while using a computer or the internet will be disciplined for plagiarism and will lose computer privileges.

- M. Consequences for misuse of the internet, the network, or any school computer will occur and may include loss of computer privileges.
- N. Nothing on the computers is private and can be deleted by staff members when it is deemed inappropriate information. Student files may periodically be viewed by staff members.

**BENZIE COUNTY CENTRAL SCHOOL DISTRICT  
BENZIE ACADEMY**

**USE OF DISTRICT-PROVIDED TECHNOLOGY**

By taking possession of district-provided technology equipment, I understand that it belongs to the district and is intended for use with school work only. District-provided equipment will comply with Internet filtering that is required by law for public schools. (Children’s Internet Protection Act - CIPA)

As parent/guardian and student participants in the Benzie Academy program, we understand and agree to the terms and conditions listed below by initialing each statement			
		Student Initial	Parent Initial
1	I will not attempt to uninstall or bypass the Internet filtering system on this device.		
2	I agree to take proper care of this equipment and abide by the acceptable use guidelines established by the district.		
3	I agree to return this equipment by the end of this school year or when I leave the program (drop/graduate), whichever comes first. If equipment is not returned to Benzie County Central Schools (Benzie Academy) either at school year-end or drop/graduation date, I understand that I will be billed for the cost of equipment.		
4	If equipment is damaged; I understand that I will be billed for the cost of replacement.		
5	Approximate replacement cost of borrowed equipment_____.		

Student Name \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date \_\_\_\_\_

Phone number(s) \_\_\_\_\_

~~~~~

For district use only:

Computer/device:  
Type: \_\_\_\_\_ Identification #: \_\_\_\_\_

Date returned: \_\_\_\_\_