

STUDENT HANDBOOK

2017 - 2018

BENZIE CENTRAL HIGH SCHOOL

www.benzieschools.net



This book belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

Student Email: _____ . _____ @student.benzieschools.net

PowerSchool: _____

Seminar Teacher _____

TABLE OF CONTENTS

STUDENT RESPONSIBILITY	9
CODE OF STUDENT CONDUCT	9
RIGHTS, RESPONSIBILITIES, AND LIMITATIONS	10
OFFENSES DEFINED	10
ALCOHOL/DRUGS (Illicit Substance)	10
BOMB THREATS	10
BULLYING	10
BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS	10
BUS POLICY VIOLATIONS	10
CHEATING	10
DANCE POLICY VIOLATIONS	11
Discipline – See Dance Policy	11
DESTRUCTION OF PROPERTY – VANDALISM	11
ELECTRONIC EQUIPMENT	11
EMERGENCY TELECOMMUNICATIONS/DEVICES	11
FALSE FIRE ALARM	11
FIGHTING ON SCHOOL GROUNDS	11
FORGERY	11
GAMBLING	11
INSUBORDINATION	11
LEAVING CLASS/AND OR CAMPUS	11
LOITERING	11
PHYSICAL ASSAULT	11
PROFANITY/VULGARITY	11
SEXUAL HARASSMENT	11
SPECIAL EDUCATION DISCIPLINE GUIDELINES	11
TARDINESS	11
TECHNOLOGY (MISUSE OF)	12
THEFT	12
TOBACCO	12
TRESPASSING	12
TRUANCY/SKIPPING	12
VERBAL THREAT	12
WEAPONS/DANGEROUS MATERIALS	12
UNACCEPTABLE STUDENT BEHAVIOR	12
CONSEQUENCES FOR VIOLATIONS OF STUDENT CODE OF CONDUCT	14
DETENTION, ISS, SATURDAY SCHOOL, and/or SUSPENSION	14
IN SCHOOL DETENTION (ISD) SAFE	15
IN SCHOOL SUSPENSION (ISS) SAFE	15
SUSPENSION	15
EXPULSION	15
SEARCH & SEIZURE	16
COMPUTER TECHNOLOGY CODE OF CONDUCT	16

PAY TO PARTICIPATE	17
MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION REQUIREMENTS	17
BENZIE COUNTY CENTRAL SCHOOL DISTRICT REQUIREMENTS	17
INVESTIGATIVE HEARING AND APPEALS PROCEDURE	18
BENZIE CENTRAL ATHLETICS	19
DUAL SPORT APPLICATION AND GUIDELINES	19
OTHER IMPORTANT RULES, PROCEDURES AND EXPECTATIONS	19
CONFLICT IN EXTRA-CURRICULAR ACTIVITIES	20
TRANSFERS FOLLOWING VIOLATION OF A SCHOOL’S STUDENT/ATHLETIC CODE	20
NCAA CLEARINGHOUSE & COLLEGE ATHLETIC PARTICIPATION	20
GENERAL STUDENTS POLICIES	21
ACADEMIC DISHONESTY	21
ATTENDANCE	21
Attendance Policy	21
Attendance Procedures	22
Make-Up Work	22
Incompletes	22
Saturday School	22
Truancy	23
APPEAL POLICY	24
CONDUCT GUIDELINES	24
AT ASSEMBLIES	24
IN THE BUILDING	24
ON THE BUS	24
AT DANCES	25
IN THE HALLWAY	25
IN THE PARKING LOT (Senior High)	25
SPORTING EVENTS	26
ELECTRONIC DEVICES	26
STUDENT SIGN IN/OUT	26
BEVERAGES	26
PERSONAL APPEARANCE	26
DEBTS (School)	27
FOOD SERVICE COLLECTION POLICY	27
VISITORS (Students)	27
GUIDANCE AND COUNSELING	28
GRADUATION REQUIREMENTS	28
CREDIT MAKE-UP	29
CO-OP PROGRAM	29
DUAL ENROLLMENT	29
EARLY GRADUATION POLICY	29
TESTING OUT POLICY	29
VOCATIONAL PROGRAM (CTC)	29

ENROLLMENT	30
LEGAL GUARDIANSHIP	30
CHANGE OF ADDRESS	30
ENROLLMENT PROCEDURES	30
RE-ENTRY TO SCHOOL (Senior High)	30
SCHOOL PROPERTY	30
WITHDRAWAL FROM SCHOOL	30
GRADING	30
PROGRESS REPORTS	31
REPORT CARDS	31
MAKE-UP WORK	31
EXAM POLICY	31
EXTRA HELP FOR STUDENTS	31
EXTENDED LEARNING OPPORTUNITIES (ELO)	31
SIP (STUDENT INTERVENTION PROGRAM)	31
HONOR ROLL	31
TOP TEN	31
VALEDICTORIAN/SALUTATORIAN	32
NATIONAL HONOR SOCIETY	32
ACADEMIC LETTER CLUB	32
STUDENT SERVICES	32
STUDENT COUNCIL CODE	32
ACCIDENTS	32
ANNOUNCEMENTS	32
CLASS INFORMATION, CLUBS, ORGANIZATIONS AND SPORTS	33
DRIVER EDUCATION	33
HEALTH/MEDICATION INFORMATION	33
LOCKER POLICY	34
LOST AND FOUND	34
LUNCH PROGRAM	34
CAFETERIA AND DURING LUNCH PERIOD	34
FOOD SERVICE COLLECTION POLICY	34
OFFICE PROCEDURES	34
PARENT-TEACHER CONFERENCES	34
POSTERS/SIGNS POLICY	35
WORK PERMITS	35
18-YEAR-OLD STUDENT	35
LIBRARY/LEARNING CENTER	35
TELEPHONE SYSTEM	35
GUIDELINES REGARDING SEXUAL HARASSMENT	35
VOCATIONAL EDUCATION	36

SCHOOL SONG

Cheer Huskies red and white
 And prove our colors are so proud and right
 Cheer and to the foes defy, we will win
 V-I-C-T-O-R-Y.
 Come on and go Central win this game
 and to our school we'll bring more fame
 Hail Huskies stand and cheer for Central High!
 Fight!

Regular Schedule				
Period	9th Grade	10th Grade	11th Grade	12 Grade
1st Period	7:40 – 8:28	7:40 – 8:28	7:40 – 8:28	7:40 – 8:28
2nd Period	8.33 - 9.21	8.33 - 9.21	8.33 - 9.21	8.33 - 9.21
3rd Period	9.26 - 10.14	9.26 - 10.14	9.26 - 10.14	9.26 - 10.14
4.1 Period	10.19 - 11.07	10.19 - 11.07	10.19 - 11.07	10.19 - 11.07
4.2 / 5.1	Lunch 11.07 - 11.37	11.12 -12.00	11.12 -12.00	11.12 -12.00
5.2 Period	11.42 - 12.30	Lunch 12.00 - 12.30	Lunch 12.00 - 12.30	Lunch 12.00 - 12.30
6th Period	12.35 - 1.23	12.35 - 1.23	12.35 - 1.23	12.35 - 1.23
7th Period	1.28 - 2.16	1.28 - 2.16	1.28 - 2.16	1.28 - 2.16
ADV/SEM	2.21 - 2.45	2.21 - 2.45	2.21 - 2.45	2.21 - 2.45

Regular Schedule	CLASS	TEACHER	ROOM
First Period			
Second Period			
Third Period			
Fourth Period			
LUNCH			
Fourth Period			
Fifth Period			
Sixth Period			
Seventh Period			
Seminar			

Half Day Schedule	CLOCK	TEACHER	ROOM
First Period	7.40 - 8.01		
Second Period	8.06 - 8.27		
Third Period	8.32 - 8.27		
Fourth Period	8.58 - 9.19		
Fifth Period	9.24 - 9.45		
Sixth Period	9.50 - 10.11		
Seventh Period	10.16 - 10.40		

SCHOOL CALENDAR 2017-2018

September 4	No School – Labor Day
September 5	First Day for Students
October 5	Count Day
October 26	Parent-Teacher Conferences (Half Student Day)
October 27	Parent-Teacher Conf. (Half Day Students/Full Day Teachers)
November 3	End of First Marking Period
November 22	½ Student Day/Professional Development
November 23	Half Day Students/Full Day Teacher (PM Teacher PD)
November 24-25	Thanksgiving Recess – No School
December 21	Half Day Students & Teachers
December 22-31	Christmas Recess
January 1-2	Christmas Recess continued
January 3	School Resumes
January 19	End of Semester (½ Student/Full Day Teachers)
February 16	Half Day Students/Full Day Teacher (PM Teacher PD)
February 19	President’s Day – NO SCHOOL
March 23	Half Day Students & Teachers
March 26-31	Spring Recess
April 3	School Resumes
April 6	End of Third Marking Period
April 27	Half Day Students/Full Day Teacher (PM PD)
May 25	Half Day Students/Full Day Teacher (PM Teacher PD)
May 28	Memorial Day – NO SCHOOL
June 3	3 pm HS Commencement/Graduation
June 8*	Last Day of School (½ Student Day/Full Day Teachers)

These dates are subject to change. Please watch the web page or notices sent home with your students.

WELCOME TO BENZIE CENTRAL HIGH SCHOOL

Dear Parents:

Welcome to Benzie Central High School's education team! As your children's primary teacher, you are very important to the success of their educational experience. Because we share a common goal, the education of youth, it is important that we support each other's efforts on behalf of our students. We truly see you as partners with us and encourage your involvement, communication, and presence at Benzie Central High School.

We understand that your child means the world to you, and we want you to know that we will provide a safe, positive, and stimulating learning environment. We want students to feel welcome here, and we will provide a climate that encourages them to challenge themselves in a positive way.

We will make a sincere effort to keep you informed about your child's educational process, needs and successes. We also encourage you to keep us informed of any problems your child is experiencing that may be affecting his/her adjustment and performance at school. Together, as partners in education, our youth will be provided with the knowledge, skills, attitudes, and character development necessary to lead productive lives.

High School Principal
David A. Clasen

NOTICE OF NON-DISCRIMINATION POLICY

The Benzie County Central School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Mr. Matt Olson, Superintendent, 9222 Homestead Road, Benzonia, MI 49616 231-882-9653

INTRODUCTION

OUR GOAL

On behalf of the faculty and administration of the Benzie Central High school, it is a pleasure to welcome all students to the 2017-18 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.

We will strive to provide a meaningful, worthwhile learning experience for you. We expect you, also, to strive to realize your fullest potential as students and as citizens. Together we can create excellence in all programs at Benzie Central. As educators, our goal is to see each student achieve success. That should be your personal goal as well, and you need to work to achieve that goal.

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.

OUR MISSION

We believe the responsibility of Benzie Central High School is to provide a well-rounded curriculum in a safe, positive learning environment so that all students can become productive, functioning members of society.

ACCREDITATION

Benzie Central High School enjoys continuous accreditation through the Michigan Department of Education.

PowerSchool is a student management system that will provide parents and students with real time information on student's attendance and grades.

Parents and students have been provided with ID's and passwords so they can access the parent/student portals. Go to the Benzie County Central Schools webpage at www.benzieschools.net to sign in. If you have any questions please contact the high school office.

Email is another means by which we will communicate with the Parents or Guardians.

It is very important that parents/students keep the school informed of any changes in addresses, telephone numbers and emails.

FORWARD

This handbook has been prepared to provide students and parents with information that is necessary and helpful in understanding basic school policies. While this handbook is complete, it may not cover every issue that arises throughout the school year. Please read and familiarize yourself with the information provided. Keep this book as a reference. This information can also be found on the Benzie County Central Schools web site. If you have questions, please contact the high school office at 882-4497.

BOARD OF EDUCATION

President	Mr. Douglas Taylor
Vice President	Mr. Brian Childs
Secretary	Mr. Thomas Stapleton Jr.
Treasurer	Mrs. Stephanie Johnston
Trustee	Mrs. Nick Brown
Trustee	Mr. Scott Gray
Trustee	Mr. Chris Noffsinger

STUDENT RESPONSIBILITY

CODE OF STUDENT CONDUCT

Our school is constantly under inspection by the many visitors, parents, students from other schools, and our own staff and administration. Often times a school is judged by the conduct of students in the halls, rooms, and confines of the school property. The following guidelines are made for all to follow not just because we are observed but also because they are common sense rules:

1. Cleanliness-the halls, rooms, lavatories and cafeteria are not waste paper baskets. Keep these places clean.
2. All food including candy must be consumed in the cafeteria during the school day.
3. Absolutely no running.
4. No loud talking or shouting that is an irritation to others around you.
5. Anything more than holding hands is inappropriate in the school building.
6. Transportation will not be provided for detentions or Saturday schools.
7. Students are not to charge purchases to the school or any class or club without the advisor's written permission.
8. Inappropriate reading material will be barred from school.
9. Any adult employed by the school district has the right to reprimand any student for his/her conduct about the building, grounds, bus stops, or at any school function.
10. Snowballing-NO throwing of snowballs is to take place on school property.
11. Deliveries of balloons, flowers, etc. will NOT take place during school hours. Any such gifts may be picked up in the office at the end of the day. No balloons, flowers, or gifts should be taken to the classroom.
12. Students may drop a class up to and including the second week without receiving an "E" for the semester. Classes may be dropped or added at semester.
13. Duffel bags and backpacks are not allowed in the classroom.

DISCIPLINARY ACTION WILL BE TAKEN AGAINST ANY STUDENT WHOSE BEHAVIOR IS IN ANY WAY DISRUPTIVE TO THE ONGOING EDUCATIONAL PROCESSES ON SCHOOL PROPERTY. The disciplinary action may include detention; in-school suspensions; suspension; forfeiture of rights to participate in or attend extracurricular activities as well as end-of-the-year activities, loss of driving privileges and pulling of work permits; and ceremonies such as baccalaureate, graduation, etc.

All codes of conduct, rules and regulations can be condensed to one basic principle: follow common sense rules that govern our everyday world.

The Benzie Central School District expects that our students will conduct themselves as good citizens of the school. This would include all school-sponsored functions at Benzie Central or at other schools with whom we are affiliated. Teachers are responsible for establishing general rules of conduct in their classrooms. Violations of these classroom rules are handled at the desk level on a reasonable basis.

ANY STUDENT EARNING CREDIT AT BENZIE CENTRAL HIGH SCHOOL WILL BE UNDER THE JURISDICTION OF OUR POLICIES EVEN IF AT A DIFFERENT SITE.

ANY CONFISCATED ITEMS MAY BE PICKED UP AT THE OFFICE BY A PARENT OR GUARDIAN.

REPEATED VIOLATIONS OF THESE POLICIES MAY RESULT IN ADDITIONAL DETENTIONS, ISS, SATURDAY SCHOOLS OR SUSPENSIONS.

RIGHTS, RESPONSIBILITIES, AND LIMITATIONS

OFFENSES DEFINED

ALCOHOL/DRUGS (Illicit Substance)

- A. STUDENT USE, OR STUDENTS UNDER THE INFLUENCE of any alcoholic beverages OR “non-alcohol” malt beverages, marijuana, hallucinogens, 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, hallucinogens, 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.

BOMB THREATS

Threatening to set off an explosive device on school property.

BULLYING

Defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- a. Physical-hitting, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- b. Verbal-taunting, malicious teasing, insulting, name calling, making threats.
- c. Psychological-spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. The entire version of this Board of Education adopted policy is cited in Policy #5517.01

BUS POLICY VIOLATIONS

Discipline - See Bus Policy.

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 – See Dance Policy

DESTRUCTION OF PROPERTY – VANDALISM

Unintentionally damaging school or personal property.

Deliberately damaging school or personal property.

ELECTRONIC EQUIPMENT

Audio devices, iPods, electronic games, cellular phones, laptops, tablets, etc. are not conducive for an appropriate learning environment. Not only do they disturb classes, but also they are often lost or stolen. The school is not responsible for these items. No electronic devices or accessories should be in the hallways or classrooms once school begins unless they are a part of the lesson to enhance learning. Students may listen to music during their lunch period. Head phones, ear buds etc. must be out of sight and may not be worn even when not in use during the school day.

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.

INSUBORDINATION

Failure to follow directions.

LEAVING CLASS/AND OR CAMPUS

Leaving classes or school grounds without permission.

Leaving classes or school grounds with permission but not checking out.

LOITERING

No loitering in the cafeteria or entryways between classes or 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.

SEXUAL HARASSMENT

Abusive language or actions of an intimidating or hostile nature to another student or staff member, regarding reference to, among other things, race, sex, religion, creed, disability, sexual orientation, national origin, or ancestry. Harassment can be verbal, physical, non-physical or written behavior. Harassment is bullying and can be assaultive behavior. (See Guidelines for Sexual Harassment)

SPECIAL EDUCATION DISCIPLINE GUIDELINES

This set of guidelines recognizes the need to maximize the rights of special education students to a free and appropriate education, recognizing that schools are charged with maintaining an orderly learning environment for all students. Benzie has maintained an extensive array of behavior supports, all of which are accessible to special education students.

TARDINESS

- Teachers will mark students tardy in PowerSchool when necessary
- Tardy list will be printed at the end of each week
- A list of students receiving 3 or more tardies per week will be sent to the staff

- Students receiving 3 or more tardies will be assigned lunch detention the week of notification on Tuesday and Thursday of that week.
- Teachers will remind those students of their lunch detention during fourth hour every Tuesday and Thursday.
- Students will report directly to the Library/Learning Center and check in. After check in the students will be released to purchase their lunch, if they have their own lunch they will remain in lunch detention. One the students receive their lunch they are to report back for the remainder of lunch.
- Students receiving 7 or more tardies throughout the quarter without serving lunch detention will be issued a Saturday School. If tardies continue a Saturday School may be assigned for each tardy after. This process will continue through the end of the quarter.
- A student receiving two lunch detentions within the quarter and continues to be tardy will be assigned a Saturday School. This will continue through the end of the quarter.

Teachers will mark students tardy after the tardy bell. Students who miss more than ten minutes of a class will be considered absent and marked unexcused unless a Parent or Guardian contacts the school. Exceptions will be made for school related activities. Students are given a clean slate at the beginning of each quarter for tardies.

TECHNOLOGY (MISUSE OF)

Using one's own or another individual's password to access unauthorized computer files. Misusing technology to damage equipment and computer files, or inappropriate use of the Internet or any violation of the Technology User Agreement.

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

Possession of or use of or under the influence of tobacco products is illegal on school grounds and/or school events. Lighters/matches will be confiscated.

TRESPASSING

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.

TRUANCY/SKIPPING

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

VERBAL THREAT

A verbal or written threat to another student or school employee.

WEAPONS/DANGEROUS MATERIALS

Possession of fireworks/explosive devices.

Use of fireworks or explosive devices, other potentially harmful objects or look-alike dangerous objects.

Possession and/or use of dangerous or deadly weapons including but not limited to any object use 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.

Possession of ammunition.

Lighting matches/lighters.

****Any violations of state or federal criminal statute will be referred to the Sheriff's Department.**

*****Recurring incidents or violations could result with an incorrigibility referral to the Sheriff's Department.**

In-School Suspension (ISS) will be used at the administration's discretion when it would be to the student's advantage and they are not a harm to other students or themselves or a disruption to the learning process.

UNACCEPTABLE STUDENT BEHAVIOR

It should be recognized that not every type of misconduct which may result in suspension or expulsion can be specifically described in a document such as this. In instances of student misbehavior which are subject to discipline under the School Code and which are not specifically listed in this Student Code, appropriate discipline may be imposed at the discretion of the building administration or the Board of Education.

The following types of conduct are to be considered as serious violations and will not be tolerated in our school. The minimum penalties are listed with the violations.

Offenses	1st Offense	2nd Offense	3rd Offense
Inappropriate Language Verbal or Written	May result in the following: Detention, ISS, Saturday School, or Suspension.		
Forgery	May result in the following: Detention, ISS, Saturday School, or Suspension.		
Public Display of Affection-Hand Holding Only!	Warning, phone call to Parent or Guardian, and/or detention.		
Leaving Class or School without permission	May result in detention, Saturday School and/or suspension.		
Leaving School with permission – but not checking out.	May result in contacting the Parent or Guardian, detention, or Saturday School.		
Skipping Class	May result in the following: Detention, ISS, or Saturday School.		
Insubordination	May result in the following: Detention, ISS, Saturday School, or Suspension.		
Possession of property not belonging to you	Could result in 1- 3 day suspension		
Cheating/plagiarism	Loss of credit on assignment	Fail class for quarter	<i>Fail class for semester</i>
Selling/distribution drugs or look-a-likes	Suspension pending board hearing with recommendation for expulsion		
Possession of, use of, under the influence of tobacco products (including e- cigarettes)	5 day Out of School Suspension with referral to Sheriff's Department	10 day Out of School Suspension with referral to Sheriff's Department	10 day Out of School Suspension with recommendation for expulsion with referral to Sheriff's Department
Possession, use of, under the influence of drugs, alcohol, malt beverages, inhalants, look-alike, drug paraphernalia, prescription, or nonprescription drugs on school property	10 day out of school Suspension with referral to Sheriff's Department	9 week suspension with possibility of reduction pending completion of recognized substance abuse program	Further disciplinary action up to and including expulsion
Intimidation, use or possession of a weapon, including guns, knives, or bomb threat	1 – 180 days Out of School Suspension with recommendation to the Board of Education for expulsion		

<u>Offense</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Fighting	1-3 day out of school suspension	3-5 out of school suspension	10 day out of school suspension & possible recommendation to the Board of Education for expulsion
Dance Infraction	Verbal Warning	Parent Contact Student removed from the dance	Behavior on large scale may result in turning on lights, changing music, immediately stopping dance
Physical Assault	May Result in 1-180 days out of school suspension and possible recommendation to the Board of Education for expulsion **Physical Assault involving Staff shall result in expulsion of the student.		
Harassment & Bullying	1-10 day out of school suspension	Long term suspension with recommendation for expulsion	
Written/Verbal threats, to a staff member or a student	1-180 day Out of School Suspension with a possible recommendation to the Board of Education for expulsion.		
Intentional Theft, Destruction, Disregard or Blatant Damage of school, staff, or student's property	3-5 days Out of School Suspension Reimbursement	5 - 10 days Out of School suspension/Reimbursement and possible recommendation to the Board of Education for expulsion.	
Fire Dangers- Lighting matches, possession of lighter or fireworks, discharging of fire extinguisher and possession of drug paraphernalia.	1-3 day Out of School Suspension	3-5 day Out of School Suspension	
Pulling Fire Alarm	5 days Out of School Suspension Reimbursement	10 days Out of School suspension/Reimbursement and possible recommendation For expulsion.	

***Administration has the right to adjust penalties according to individual circumstances.**

NOTE: DRIVING PRIVILEGES AND WORK PERMITS MAY BE PULLED FOR DISCIPLINARY ACTIONS. THESE ARE PRIVILEGES.

**CONSEQUENCES FOR VIOLATIONS OF STUDENT CODE OF CONDUCT
DETENTION, ISS, SATURDAY SCHOOL, and/or SUSPENSION**

Students may be assigned an after-school detention by an administrator or any member of the faculty. This is for those students with undesirable patterns of behavior.

Each student is to have sufficient materials and books to study for the time assigned to detention and must cooperate with the regulations of the detention supervisor.

When a student is assigned detention, ISS, Saturday School, or Suspension, the parent or guardian will be notified by a phone call from the school. If a parent or guardian cannot be reached by phone, the student is still responsible for following through with the consequences of his/her actions.

STUDENTS WHO DO NOT ATTEND THEIR ASSIGNED DETENTION, ISS, OR SATURDAY SCHOOL MAY FACE SUSPENSION.

Detention, ISS, and Saturday School Policies:

1. Students must bring study materials to detention or they will be assigned another detention.
2. No talking and no studying together will be allowed.
3. No leaving the designated area.
4. Report on time. Any person tardy will be assigned to an additional time.
5. The student must cooperate with the supervisor or that student will be reassigned or suspended.
6. Sleeping is not allowed.
7. No food or drink except during breaks.
8. No Cell phones, audio devices, tablets, laptops, handheld or similar devices unless prior approval is granted.
9. Transportation will not be provided for detentions or Saturday Schools.
10. Students will not have access to computers during detentions.

IN SCHOOL DETENTION (ISD) SAFE

Student Accountability Facility Environment; is a school discipline process that trains educators how to teach students to take responsibility for their behavior by learning to think on their own, to respect the rights of others, to make plans, and to build self-confidence. Students will be removed from the general population and sent to ISD for the hour where they can reflect on their decisions regarding why they were removed from class and/or complete school work

IN SCHOOL SUSPENSION (ISS) SAFE

Student Accountability Facility Environment; is a school discipline process that trains educators how to teach students to take responsibility for their behavior by learning to think on their own, to respect the rights of others, to make plans, and to build self-confidence. Students will be removed from the general population and sent to ISS for the day where they can reflect on their decisions regarding why they were removed from class and/or complete school work.

SUSPENSION

Suspension is defined as a temporary refusal of the school district to allow a student to attend school. While suspended, the student is not allowed on school premises during the school day, and may not participate or attend in any school activity such as athletic events, music concerts, plays, etc.

EXPULSION

Expulsions are removal from school for more than ten days to permanently. The district has no obligation to provide an alternative education. Recommendation for the expulsion of a student shall be made to the 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.

WHEN SPECIAL EDUCATION STUDENTS ARE SUSPENDED FOR AN EXTENDED PERIOD OF TIME, THIS REMOVAL CAN CONSTITUTE A CHANGE IN PLACEMENT. Normally a change in placement is governed by an IEP that constitutes the due process for a student. The discipline procedures are an effort to 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 his/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, the reason(s) for it, and the steps necessary to affect the student's return.
 2. Meet with the parents or guardian and the student to plan the satisfactory return of the student to the

- school and setting, if necessary.
- d. If the parents or guardian are dissatisfied with this action, they may appeal to the superintendent to review the decision.
 - e. TBA students suspended from Benzie Central will also be suspended from TBA.

SEARCH & SEIZURE

Under ordinary circumstances, a search of a student by a teacher or other school official will be justified at its inception when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or rules of the school. Such a search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Parents do not have to be present for the search to take place.

COMPUTER TECHNOLOGY CODE OF CONDUCT

Benzie Central High School encourages and strongly promotes the use of technology in education. To ensure that students, staff, parents and other community members can take full advantage of the technologies available, all use of technology must have proper authorization and adherence to the school’s technology code of conduct.

1. All use of technology must be in support of and consistent with the purpose of the school district. It is the student’s responsibility to keep all obscene material, inappropriate files, and personal software off school district technology. All students should use language appropriate for school situations as indicated by school codes of conduct.
2. Each student shall accept the responsibility for the preservation and care of technology to include the respect for another individual’s work, files, and programs and to ensure that his or her food and drink are kept away from all equipment.
3. It is the student’s responsibility to make sure no equipment or software is destroyed, modified, or abused in any way. This, of course, includes operating systems. Since unofficial tampering and exploration of a computer operating system can disrupt the operation of one or more school computers, such exploration is not allowed. It is also the user’s responsibility to obtain proper authorization prior to the addition, removal, or relocation of any software, batch files, or equipment.
4. Students shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or disrespect other users on the school computers. Students shall not disrupt other users by broadcasting or sending messages to others.
5. Students should keep files to a minimum, deleting files that are no longer necessary. Unnecessary files take up limited network storage.
6. Students will be held accountable for any attempts at knowingly installing and/or running a computer virus. Students will also be held accountable for any computer viruses that they have personally written and/or introduced.
7. Any circumventing of our security systems is a violation and will result in loss of computer privileges.
8. The consequences of failing to adhere to the Technology Code of Conduct are defined in the student handbook. The standard consequences for vandalism, insubordination, and other misbehavior apply. The following are specific consequences that apply only to the misuse of technology.

Students may be allowed to use computers only when a staff member is present.

	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Internet Violations	2 weeks Suspension of Internet access.	6 weeks Suspension of Internet access.	Loss of internet access and 1 day suspension
Network Violations	3 weeks Suspension of Internet Access	6 weeks Suspension of Internet Access	Loss of Network Privileges
Computer Use	3 weeks suspension of Internet Access	6 weeks suspension of Internet Access	Loss of computer Access

Students may be required to use one specific computer or lab of computers.

Students may be required to make full financial restitution for damages. If necessary, students may be banned from using all computer equipment for an entire semester.

Students and parents are required to sign the BENZIE COUNTY SCHOOLS INTERNET REGISTRATION CONTRACT given to your student separate from this handbook.

****Any violations of state or federal criminal statute will be referred to the Sheriff’s Department.**

*****Recurring incidents for violations could result with an incorrigibility referral to the Sheriff’s Department.**

ATHLETIC CODE & ELIGIBILITY

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 that 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 rules for eligibility provide a method for insuring that students representing the school at competitions, events, assemblies, and public performances, and while traveling, meet our conduct expectations and rules. These students serve as role models for the rest of the student body.

PAY TO PARTICIPATE

Students who participate in extracurricular activities will be assessed a participation fee to help offset the cost of these programs.

1. \$35.00 will be applied per season/activity for each student who participates in High School Athletics as well as Non-Curriculum Activities.
2. \$100.00 fee per school year can be applied to those who participate in multiple activities.
3. \$200.00 fee per school year can be applied to a family who has 2 or more students participating in extra-curricular activities.

Refund Policy:

1. A student that is injured while participating will be credited back based on the percentage of the season remaining or forward balance to upcoming activity.
2. There will be no refund to students who quit prior to the end of the activity or are disqualified due to academic eligibility or disciplinary reasons.

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 year.
4. A student must be under the age of nineteen (19) on or after September 1st 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 REQUIREMENTS

All grades are cumulative

Academic Eligibility will be in effect for all Extra-curricular activities, i.e., sports, drama, musical, field trips, etc. Benzie Central athlete's eligibility is checked four times per year; however, coaches will continue to receive a list of D/F students at the end of each week to monitor their athletes' academic progress.

1. Nine Week eligibility requires students to pass six (6) of seven (7) courses per nine-weeks (or 85.7%); if a student athlete fails to pass 85.7% of his/her classes, he/she is ineligible to participate for the entire duration of the upcoming nine weeks.

***This exceeds the 66.7% required by the MHSAA

2. Eligibility is determined on the following criteria:

*Q1 Eligibility: Students must pass six of seven classes during the 2nd Semester of the previous school year (S2)

Q2 Eligibility: Students must pass six of seven classes during the 1st Nine Weeks (Q1)

Q3 Eligibility: Students must pass six of seven classes during the 1st Semester (S1)

Q4 Eligibility: Students must pass six of seven classes during the 3rd Nine Weeks (Q3)

*Because Benzie Central Students have the opportunity to make up credits during the summer, students who complete the requirements for credit recovery will be eligible to play if the recovered credit brings a student up to a 85.7% success rate.

- a. Teachers will be provided with team/cast rosters of student athletes at the beginning of each sport season. We will evaluate, through PowerSchool, the grades of all athletes Friday PM.
- b. The athletic department will generate a list of student names, with the students with grades at the "D+" level and below. This will also list students who are failing classes. This list will be distributed to the coaches,

instructors and advisors. Coaches and instructors are asked to encourage their students to seek extra assistance as needed.

c. Ineligible students will not be allowed to leave school early to travel with the teams to away events.

Individual sports teams will determine whether a student athlete will remain on the team. Factors taken into consideration are sport season, grade level and effort to improve grades. Academics are the main reason for attending school, and sports participation may be interfering with the time they need to devote to success in school.

1. A student must have all debts from past and current marking periods paid.
2. A student must exhibit appropriate behavior commensurate with the privilege of representing Benzie County Central School in athletic activities.
3. Benzie County Central Schools do not provide student accident insurance for athletic injuries.
4. If a student 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.
5. Negative public comments or photos displayed on social media (Facebook, Twitter, etc.) and/or text messaging regarding a team, teammates or coach will result in a suspension and/or termination.
6. The district has determined that the following student behavior will result in suspension from athletic activities at Benzie County Central Schools. The following procedures **will apply all year**, not only during school months:
 - a. Suspension penalties will be applied for a FELONY charge as follows:
 - 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. Suspension penalties will be applied for any of the following:
 - i. Any student accused of violating a criminal statute. Formal charges not pursued or dropped by the authorities may not conclude liability on the part of the student for school censure. Through established due process procedures, immediate suspension will result for that student if school authorities deem the student liable for actions that reflect poorly on the school.
 - 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.*
7. Violations of the athletic policy begin with the students' first day of seventh grade and will stay with them through the summer of their eighth grade year. They will then have a clean record when they begin the first day of their ninth grade and violations will stay with them through their senior high school career. Violations of this athletic policy will result in a 24-month probation period.

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 WILL ONLY BE DONE ONE (1) TIME, IN A CAREER.**

Suspension penalties:

1. For items 6bi, 6bii and 6biii.

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 sport 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 being from MHSAA official start date through the conclusion of Benzie Central participation in the MHSAA tournament series.

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

*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. 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.

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 Athletic Appeals Board shall meet within five days of the appeal. Incidents that are directly witnessed are ineligible for appeal.
3. An Athletic Appeals Board shall be selected by the Board of Education at the beginning of each school year. A pool of ten (10) members shall be established. The Athletic Appeals Board will consist of five members of the community. No member of the coaching staff will serve on the board.
4. The Athletic Appeals Board shall review the findings of the Athletic Director, coach and building principal (if necessary). The coach and Athletic Director shall present their position and the student will present his/her position. The Athletic Appeals Board will decide the guilt or innocence of the student. The Athletic Appeals Board may not modify or deviate from board policy or penalties.
5. After the presentation, the Athletic Appeals Board shall meet in closed session to deliberate. The Athletic Appeals Board may vote to affirm or reverse the decision made by the Athletic Director, the coach and Building Principal (if necessary). All voting shall be by secret ballot. A decision to affirm or reverse will be by a simple majority. No Athletic Appeals Board member will be allowed to abstain. A decision by the Athletic Appeals Board shall be rendered the same day as the hearing.
6. The decision of the Athletic Appeals Board shall be final.

BENZIE CENTRAL ATHLETICS 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.

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.

Dual sport participation comes with great responsibility and commitment. It is important that the student/athlete understands that their academics and attendance is first and foremost. At any time if there is a change in academic achievement or attendance, dual sport participation will need to be evaluated and if it should continue.

Parent/Guardian are in agreement of the expectations of the programs selected to dual sport. They are in agreement of cost, transportation and time involved to help assist in making this a positive experience for the student/athlete.

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. A student may take part in dual sports with the appropriate permission forms completed and signed by the Athletic Director.
4. No athlete can change from one sport to another sport during the same sports season; with the following exceptions:
 - a. He/she is cut from the first sport by the coach of that sport.
 - b. He/she makes the change within one (1) week of the start of the season.
 - c. He/she 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.
5. There will be no use of school facilities for Sunday practices, required or optional without prior approval of the administration.
6. All students must ride the school bus providing transportation to an away event and back to Benzie County 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 Athletic Director 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.
7. 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.
8. 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 that 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 that 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.

TRANSFERS FOLLOWING VIOLATION OF A SCHOOL'S STUDENT/ATHLETIC CODE

Benzie County 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 County Central Schools after becoming ineligible because of student or athletic conduct code violation(s) at the previously attended school shall remain ineligible at Benzie County 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 County 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 County 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 County 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 that parents and students recognize their responsibility to read and know the requirements of the collegiate programs they are interested in; 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 County Central High School Course Description Guide, produced each year with our course offerings and requirements for graduation.

GENERAL STUDENTS POLICIES

ACADEMIC DISHONESTY

All students at Benzie Central High School are expected to practice and uphold standards of academic integrity and honesty. Students must assume that individual work on exams, reports and documentation of sources is expected unless the teacher specifically says that it is not necessary. Academic integrity means representing oneself and one's work honestly. Misrepresentation is cheating as it means a student is claiming credit for another's ideas or work and is, thereby, trying to receive a grade not actually earned. The following are examples of academic dishonesty:

1. Using materials such as books and/or notes on an exam, test or quiz when not authorized by the teacher.
2. Copying from another person's work or helping someone copy.
3. Requesting and/or receiving assistance from another student during an evaluation when express permission to do from the teacher has not been obtained.
4. Claims of personal accomplishment that are invalid or untrue.
5. Plagiarizing from the work of others (using someone else's work or ideas without giving the other person credit).
6. Falsifying data or submitting data not based on one's own work.

ATTENDANCE

Philosophy

Regular school attendance is an asset to the learning process; a student's presence in the classroom aids in instilling concepts of self-discipline and exposes them to group interactions with teachers and fellow students. Such presence also enables students to hear and participate in class instruction; discussions and other related learning experiences. These and similar considerations are valuable educational experiences which will not necessarily be fully reflected in test results.

Something important happens in class every day and activities or interactions with teachers or fellow students can never be exactly duplicated. In order for the school staff to do the best possible job of educating the students entrusted to them, students must be in regular attendance. A successful educational program requires the cooperation of the parent(s), students, and school staff at all levels in the process.

“One of the most vital points in the process of education is that of Attendance.”

Goal of Benzie Central High School

The goal of the high school is to maintain 95% attendance throughout the school year. This is a worthy goal for students as well. To reach the 95% goal, a student could not be absent more than a total of 8 days throughout the school year. This equates to no more than 4 absences per semester. This would not only provide students with the best opportunity to be successful in their classes, and it instills employer expectations when they transition into the workforce.

Attendance Policy

If a student exceeds the nine (9) day limit and does not do make-up with a Saturday School they will be required to take the semester exam and demonstrate proficiency (70%) in order to receive credit for that course. The highest grade they can receive will a "D*" and will equate to .67 points toward their cumulative GPA.

When a student accumulates ten (10) or more semester absences in a class (es) the student and parent/guardian will be notified that the student may have a grade reduction in the class (es) he/she has accumulated this number of absences. The administration will review the student's attendance and create a plan for their success that may look like the following:

Students will be allowed to make up 3 days with 3 different Saturday Schools. Credit will only be granted upon demonstration of proficiency on the semester final exam (C- or better). Students and parents of those students who must demonstrate proficiency will be notified the week before exams each semester.

A student may receive a "D*" (grade reduced due to poor attendance) and will earn .67 toward their GPA. Poor attendance would be defined as 10 or more absences without adequately making them up with Saturday School.

1. All excused and unexcused absences count toward the nine-day limit with the following exceptions:
 - a. Long term medical; doctor's written verification stating **Under Doctors Care**. (This does not include doctor appointments.) (Must be three or more days in a row).
 - b. Funeral attendance (immediate family).
 - c. Scheduled court appearance with written verification.
 - d. College visits arranged through the high school office. Three (3) visits total during the junior and senior years.

No visits allowed after May 1st.

e. School authorized field trips.

2. A student who has ten (10) consecutive unexcused full day absences may be dropped from the school if school parents do not contact high school office.

3. Pre-Excused Absences - These days count toward the 9-day limit in the high school:

a. All pre-excused absences must be cleared by the principal's office prior to the absence.

b. The parents must make a written request.

d. Work must be made up and assignments completed to the satisfaction of the teachers involved.

4. Students may not attend any school activities on the days they are absent or suspended from school.

5. *A student must be in school a full day in order to practice or compete in a school-sponsored activity. Only the school athletic director or administration, with advance notice, can waive this rule.*

Attendance Procedures

Parents or legal guardians are asked to call the high school attendance office at (231) 882-4497 for students in grades 9-12 on the day(s) an absence occurs. This assists in providing accurate attendance for your child's records.

Automated calls will be placed to the student's home every evening for students who have an absence that has not been cleared by their parents that day.

If a parent is unable to call during the regular school hours, they may leave a message for our attendance secretary by calling. An automated service will instruct you to press #1 for the attendance office. A note may also be sent with the student on the day they return.

Absences for school-sponsored activities will be recorded and will not count against the student.

Make-Up Work

A student who is absent or truant from school must be responsible to get any assignments he/she needs to complete. The student has the number of days absent plus one day to turn in his/her work. This is a minimum; teachers are encouraged to hold students accountable for make-up work allowing a reasonable amount of time. Parents, guardians or students may contact the student's teachers for assignments via email.

Incompletes

When illness or other valid reasons have interfered with a student's ability to meet class deadlines, an incomplete (I) may be given rather than a grade. A reasonable amount of time will be given to the student to complete the work and receive a grade.

Saturday School

Saturday school is an option for students who have excessive absences and need to make up seat time. Our goal is to keep all students in school. We will schedule Saturday school (8:00 a.m. to 12:00 p.m., at the school or central office) throughout the school year. The students will be supervised by an adult and are expected to quietly study for the four hours. Saturday schools will be used for tardies and excessive absences.

Students who wish to attend a Saturday school to make-up absences during the semester may do so (maximum of three) per semester. They must make arrangements with the attendance/discipline secretary before the Saturday school.

Note: If students who are assigned Saturday school fails to attend, he/she will receive a suspension from school.

Truancy

The Michigan Compulsory Attendance Law (MCL 380.1147, 380.1278a, 380.1278b, 380.1284, 380.1284b, 380.1561, 380.1599, MCL 388.1701) (2010) now states that students must attend school from ages 6 to 18 years, with few exceptions. The law mandates a student who turned age eleven on or after December 1, 2009, or who was age eleven before that date and entered grade 6 in 2009 or later, must attend school until they are to eighteen years of age. The following chart may be used as a guideline for determining which class will have to attend until the age of 18 years of age.

The change applies to a child who:

- Turns age 11 on or after December 1, 2009, (child's DOB is 12/01/98) or after)
- Was age 11 before December 1, 2009, and entered grade 6 in 2009 or later

This change does not apply to a child who:

- Turned age 11 before December 1, 2009, (child's DOB prior to 12/01/98)
- Entered grade 6 before 2009
- Is at least age 16 and whose parent(s)/guardian(s) have provided the District with written notice that the child has permission to stop attending school (Opt-out provision).

Age 11, December 2009	OR	6 th Grade 2009-2010 School Year
Age 12, December 2010		7 th Grade 2010-2011 School Year
Age 13, December 2011		8 th Grade 2011-2012 School Year
Age 14, December 2012		9 th Grade 2012-2013 School Year
Age 15, December 2013		10 th Grade 2013-2014 School Year
Age 16, December 2014		11 th Grade 2014-2015 School Year
Age 17, December 2015		12 th Grade 2015-2016 School Year

School truancy is a serious concern for our youth in Benzie County. Truancy is not only detrimental to success in education, but is a stepping-stone to delinquent and criminal activity. Reports have concluded that chronic absenteeism is the most powerful predictor of delinquent behavior. Absences in excess of 5 days/semester and 10 tardies without a valid excuse (proper documentation is needed) are considered excessive.

**Federal Policy is directing the Department of Services to require school attendance as a condition of temporary cash assistance eligibility for all children ages 6-18 effective October 1, 2012.

- Age 6-15 – A dependent child age 6 through 15 must attend school full-time. If a dependent child age 6-15 is not attending school full-time, the entire FIP group is not eligible to receive FIP.
- Age 16 or 17 – A dependent child age 16 or 17 who is not attending high full-time is disqualified from the FIP group in Bridges
- Minor Parents – A minor parent must attend school full-time. If a minor parent fails to comply with this requirement, the minor parent and the minor parent's children) are not eligible for FIP.

The Truancy Program is a collaborative effort between the Benzie County Central Schools, Frankfort-Elberta Schools, Traverse Bay Area Intermediate School District, Benzie County Family Court/19th Judicial Court, Benzie County Prosecuting Attorney, 85th District Court, Grand Traverse Band Tribal Court, Grand Traverse Band Education Department, Benzie County Sheriff's Office, Grand Traverse Band Tribal Police, Michigan State Police and the Department of Human Services Area.

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 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 (in middle school and high school cases) with the Benzie County Prosecutor's office. In the case of elementary truancy the parent(s) are responsible for attending the Truancy Action Meeting (the child does not attend). If the absences continue following the meeting (in elementary school cases), the Principal/SAP may bring it to the attention of the Benzie County Truancy Coordinator/Prosecutor's Office for further review.

APPEAL POLICY

After a student has a grade (D*), reduced due to excessive absences the parent/guardian may ask to appeal the decision before the principal.

CONDUCT GUIDELINES

AT ASSEMBLIES

Students who exhibit unacceptable assembly behavior will be removed from the assembly and assigned to assembly detention for 18 weeks, which may include any school-sponsored activity including prom, baccalaureate, graduation, etc.

IN THE BUILDING

BUILDING SUPERVISION BEGINS AT 7:30 AND ENDS AT 3:00. UNLESS A STUDENT IS INVOLVED IN EXTRACURRICULAR ACTIVITIES SUCH AS SPORTS, ASD, CLUBS, ETC. STUDENTS ARE NOT TO BE IN THE SCHOOL UNSUPERVISED.

Letters will be sent home to parents if students are repeatedly loitering in the building after school.

ON THE BUS

The following discipline policy has been put in place for students who ride Benzie County Central Schools' buses. The policy has been put in effect to make bus travel to and from school as safe as possible for all students, we have streamlined our bus rules to make it easier for our students to understand and follow. We expect our students to follow these rules while traveling on the bus.

1. Students will remain seated and quiet.
2. Please don't litter. Always use the trash container.
3. Students will not create any unsafe conditions and will aid the driver in making each trip safe.
4. All school rules apply while riding the bus and at bus stops.
5. Please obey the driver at all times.

Students who repeatedly break bus rules will eventually lose bus privileges. The following steps will be followed on each bus:

1. The driver will give three warnings. The driver will document problems and solutions tried. After two warnings, parents will be notified.
2. If problems continue, student will receive a one (1) day bus suspension.
3. If problems continue, a three (3) to five (5) day bus suspension will be issued.
4. If problems continue, a ten (10) day bus suspension will be issued. Parents, student involved, building administrator, bus driver, and bus driver supervisor will meet.
5. If problems continue, suspension of bus privileges for remainder of the year or ninety (90) days.
6. Major infractions of school rules will be handled through the school discipline policy by the building administrator.

Riding the bus is a privilege. Students who make riding the bus unsafe for others will not be allowed to ride the bus. All bus passes will be issued in the office. NO notes will be accepted by bus drivers. This must be done before attempting to board the bus. Bus drivers will NOT allow students on without an office pass.

AT DANCES

SENIOR HIGH STUDENTS ARE NOT ALLOWED TO ATTEND JUNIOR HIGH DANCES, AND JUNIOR HIGH STUDENTS ARE NOT ALLOWED TO ATTEND SENIOR HIGH DANCES.

ALL OTHER DANCES: Students will have 30 minutes to enter a dance once the doors open for entry, unless they will be working...etc. and let the office know during the school day.

GENERAL RULES:

1. Students may not leave the dance and re-enter, even if they pay again.
2. No smoking, possession or use of tobacco.
3. Hand-holding only.
4. Anyone using drugs or alcohol will be reported to the staff sponsor and asked to leave after an attempt is made to contact the parents. The sponsor will be responsible for contacting the sheriff's department. These students will not be allowed to attend any school dances including the prom for the balance of the year.
5. Senior high dances end at 11:30 p.m. Students must leave the building immediately after the dance.
6. Students are not allowed to loiter in the parking lot or on school property before, during, or after the dance.
7. Students will have 30 minutes to enter the dance from starting time.
8. Students must have two building teachers and six parents to chaperone each dance.
9. Outside guests that are less than 21 years old will be allowed to attend Benzie Central High School dances. They must be signed up in advance and guest forms completed. There will be a maximum number of guests that will be allowed to sign up.
10. Dance Guidelines:

Hands on waists and shoulders only. No standing on speakers or tables. No riding on shoulders. No front to back rubbing/grinding. No straddling legs.	No touching of breasts, buttocks, or genitals. No groin to groin contact. No groin to buttocks contact. No "making out" (overt or prolonged public displays of affection.)
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IN THE HALLWAY

Keep to the right. WALK, DO NOT RUN. Go directly to and from your classes: do not loiter in the halls or congregate around doorways, water fountains, lockers, or rest rooms.

Students are not to be in the corridors during the time that classes are in session unless they possess a passbook with a signature from the office or a member of the teaching staff.

IN THE PARKING LOT (Senior High)

We recognize the need for students to drive to and from school, morning and night, and still a further need for some to drive during the school day; and we believe that the students should have this privilege if the need exists. The purpose of school traffic regulations is to eliminate needless and reckless driving.

At the beginning of each school year, rules and regulations will be issued to those students wanting to drive. Students will be granted permission to drive only upon the completion of a registration form which may be obtained in the office.

- All motor vehicles driven to school regularly or occasionally must be registered and have on display a parking permit hanging from the mirror.
- Such permits may be obtained only after the completion of the registration form and a fee payment of \$5.00. If a permit is lost, a \$10.00 fee will be charged to replace it.
- Failure to purchase a permit and continue to drive on campus will lead to loss of driving privileges for the remainder of the school year.
- All motor vehicles driven to school by students are to be parked in the west parking lot. The first line nearest the building on the west side is reserved for teachers' parking, beginning with the double doors going from the gym and continuing north.
- Vehicles are not to be driven during the school day.
- Students may not loiter in the parking lot or in parked cars at any time. Students violating this regulation may be suspended and/or loss of driving privileges.
- All vehicles must be locked.
- Exhibition driving will not be tolerated. Any confirmed report of reckless driving in school will result in loss of driving privileges and a report of the incident will be filed with the Benzie County Sheriff's Department.
- Any report from a bus driver regarding pulling in front of a bus or driving carelessly near a bus at any location in our community will result in loss of driving privileges and a report will be filed with the Benzie County Sheriff's Department.
- Unauthorized students who drive (or are passengers) to the Career Tech Center will receive for their first offense a Saturday School or detention. A second offense may result in the driver losing all driving privileges for the remainder of the school year.
- If you have to visit your car during school hours, first report to the main office to receive a pass.
- Unidentifiable vehicles and vehicles not having permission to park on school property may be towed at the owner's expense.
- The speed limit for the parking lot is 15 miles per hour.

SPORTING EVENTS

Students who come to the school on the nights of athletic events are here for the primary purpose of watching the contests and supporting their teams. To protect the rights of these students, the following regulations have been set forth:

1. Students who are loitering will be asked to leave school property.
2. Once a student has left the building or field, he/she will be unable to return unless he/she has special permission.
3. Students are asked not to get up and leave the gym or field while the game is in progress (unless there is an emergency). Leave only during the half and between games.
4. Students are to conduct themselves properly as spectators and are to show good sportsmanship. Throwing things, pushing, displaying inappropriate affection, and making unsportsmanlike remarks to players or referees are not conducive to being a good spectator and may result in your removal from the building.
5. The doorways into the gym must remain open. Please do not stand in the doorways.

ELECTRONIC DEVICES

Unauthorized use of cell phones, smart watches, recording devices, tablets, laptops, gaming devices, personal digital assistants (PDA's), or similar electronic devices that in any manner disrupts the educational environment or violates the rights of others is not permitted. All cell phones and similar electronic devices must be **POWERED OFF** and out of sight during the class period. Cell phone/electronics storage locations are provided in each classroom. **EXCEPTIONS:** (a) supervising teacher grants permission, or students have administrative approval. Benzie Central Schools are not responsible for lost, stolen, or damaged equipment. Failure to observe these expectations will result in the following: 1st offense – device is surrendered to the instructor and held in the main office until the end of the day. 2nd offense – device is surrendered to the office for the remainder of the day and must be picked up by a parent or guardian. 3rd offense – device is surrendered to the office until parent meeting takes place to determine if device will be allowed in school. 4th offense - device is surrendered to the office and may be held for the remainder of the school year.

STUDENT SIGN IN/OUT

All students must sign in at the office if they arrive late to school or are returning from an appointment. This must be done in order to keep our records accurate.

All students must sign out in the office before leaving school during school hours. Students must have their parent or guardian call the school office, send email, or a signed note to excuse the absence. Students who fail to sign out properly shall come under the truancy section of the student code. **BENZIE CENTRAL IS A CLOSED CAMPUS.** Only students authorized by the school administration will be allowed to go to the parking lot.

BEVERAGES

Pure Water only may be consumed in the gym, hallways or classroom. Beverages may be purchased during lunch and must be consumed in the cafeteria.

PERSONAL APPEARANCE

The school law of the State of Michigan requires students to attend school in appropriate dress. Any type of dress or hairstyle that is disruptive to the educational process, immodest, unsanitary, unsafe, or deviates from the accepted standards of our school and community is prohibited. Neatness, cleanliness, and good taste should be evident at all times.

- Shoes must be worn at all times.
- Hats, headbands, and bandannas are **NOT** to be worn in the building. Hats should be stored in the student's locker upon arriving at school.
- Clothing which advertises alcohol, tobacco, illegal substances, or has profanity, obscenity, or inappropriate slogans is prohibited. Wearing of gang related clothing, or clothing symbolizing gang affiliation is prohibited.
- Pants are to be worn at the waist, they are **NOT TO BE WORN** in a sagging, extremely baggy style, or excessively too small as they have been determined to be a health and/or safety hazard. Under garments may not be exposed.
- 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 mid drift. Male students must have sleeves and are prohibited from wearing tank tops.
- Coats, hats and other outdoor wear that are inappropriate attire for the classrooms, halls, and cafeteria. These items may be worn to school, but must be stored in student lockers.
- Backpacks/purses/bags must be placed in locker upon arriving at school. Absolutely no backpacks are to be brought to classrooms or cafeteria.

Students who are in violation of the dress code will be referred to the office where the following course of action will be taken:

1. Students will be given the opportunity to change into their own appropriate clothing.
2. Contact will be made with home and someone may bring appropriate clothing for the student.
3. The student will be allowed to choose from an assortment of clothes found in the clothing closet.
4. The student may spend the remainder of the school day in the office, ISS, or asked to go home.

If the parent or guardian gives the office verbal permission to allow a student to go home and change clothes, the student will be allowed to leave but will receive an absence for the time that they are away from school. Failure to comply will be considered insubordination.

***The school reserves the right to amend the dress code at any time. Students will be notified of these changes in advance of them taking effect. These rules shall be followed unless a specific request for religious accommodations is made and accepted by the building principal.**

DEBTS (School)

STUDENTS WHO HAVE DEBTS MAY NOT RE-ENROLL UNTIL THEY PAY THE DEBT.

STUDENTS WHO OWE MONEY TO THE SCHOOL OR CLUBS OR WHO HAVE ATHLETIC EQUIPMENT THAT BELONGS TO THE SCHOOL WILL NOT BE ALLOWED TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES OR ATTEND DANCES UNTIL THEY RETURN THE EQUIPMENT, PAY FOR IT, OR PAY THE MONEY OWED. A LIST OF STUDENT'S DEBTS WILL BE POSTED EACH MARKING PERIOD. SENIORS WITH DEBTS WILL NOT BE ALLOWED TO PARTICIPATE IN COMMENCEMENT REHEARSAL OR THE COMMENCEMENT PROGRAM.

FOOD SERVICE COLLECTION POLICY

Benzie Central students are expected to maintain a limited balance with the district for breakfast and/or lunch obligations. Student accounts will be reviewed on a weekly basis. Notification will be sent to families when student debt reaches \$5. Students with a debt of \$5 or more will be offered a lunch (peanut butter sandwich, apple and milk) until their lunch debt is resolved.

THE PARKING LOT IS OFF LIMITS FOR ALL STUDENTS DURING THE SCHOOL HOURS AND ESPECIALLY AT LUNCHTIME. ALL BEVERAGES MUST BE CONSUMED IN THE CAFETERIA.

Free lunch forms are available in the office or online at our website.

Staff members and students are encouraged to demonstrate strategies to promote the conservation of all forms of energy used along with ensuring proper recycling of reusable materials, turning lights and computer projectors off when the room is not in use

VISITORS (Students)

Visitors will be allowed but they must make arrangements with the office prior to their visit. Visitors must sign in at the office so they can be issued a visitor's pass. (This includes parents as well.)

GUIDANCE DEPARTMENT SERVICES

GUIDANCE AND COUNSELING

The Counseling Department consists of two guidance counselors who work primarily with students from grades six to twelve. We provide counseling and guidance services while overseeing transitions from middle school to graduation completion. Our services include personal needs or individual counseling, small support groups, classroom guidance, academic mediation, college planning, crisis counseling and referrals, 504 planning, and scheduling. We value, and cannot stress enough, the importance of working together with parents as a team to work toward a successful school experience. Students are encouraged to come in for a visit if there are any academic or personal needs that we can be of assistance with. If you would like to schedule a meeting at any time during the school year, contact either one of the counselors and we can set aside time for a meeting. We can also be reached by phone or email.

We want students and parents to know that we are here to help and assist with any concerns, so feel free to stop in and introduce yourself sometime. We can also be reached by phone or through email on the Benzie School website.

GRADUATION REQUIREMENTS

1. Twenty-four (24) credits will be required for graduation.

2. The student who transfers from another school will receive full credit for work completed at the previous school; however, Benzie Central reserves the right to properly evaluate transfer credits and determine proper placement of the student into Benzie Central courses. (See testing out policy.) Students with debts will not be allowed to participate in commencement rehearsal or the commencement ceremony.

Under unusual or emergency circumstances students requesting an early release may apply directly to the school administration, which will make a recommendation to the Board of Education. In instances of this nature the Board of Education shall make the final determination to allow or not allow early release.

EIGHTH-SEMESTER SENIORS PARTICIPATING IN ATHLETICS OR CO-CURRICULAR ACTIVITIES MUST BE ENROLLED IN AND PASSING 25 HOURS OF CREDIT (5 classes) FOR THE ENTIRE SEMESTER. ATHLETES MAY NOT DROP CLASSES WHEN THE SPORT SEASON IS COMPLETED.

3. A senior should be in attendance during both semesters of the year in which they expect to receive a diploma from the Benzie Central School District. No student shall be denied the receiving of a **DIPLOMA** if they meet graduation requirements of the Benzie Central School District. If a senior is in attendance one semester (8th) or less, at Benzie Central Senior High School, he/she should receive a diploma from the school previously attended. This student would be allowed to participate in the Benzie graduation exercises.

4. The following are minimum requirements that must be satisfied regardless of which program a student follows:
 - a. Four credits of English
 - b. Four credits of Mathematics
 - c. One credit of U.S. History
 - d. One credit of Civics.
 - e. One credit of World History
 - f. One-half (1/2) credit of Economics
 - g. Three credits of Science (Earth as a freshman), Biology, Chemistry or Physics
 - h. One credit of Physical Education
 - i. One-half (1/2) credit of Health Education
 - j. One credit of Computer Science
 - k. Beginning with the Class of 2016, two credit of the same Foreign Language. See counselor for definition of foreign language if needed.

5. One credit is earned for passing a full-year course. One-half (1/2) is earned for passing a semester course.

6. Any 8th semester senior taking outside course work (correspondence, e-school house, adult high school, etc.) must submit credit for those courses no later than May 15th in order to participate in graduation ceremonies.

7. The following credits are needed in order to stay on track for graduation:

9 th grade	
10 th grade	6 credits
11 th grade	12 credits
12 th grade	18 credits

8. Beginning with the Class of 2008, all students must take the M-STEP

CLASS OF 2018

TOTAL CREDITS REQUIRED	20
TOTAL ELECTIVES	4
TOTAL REQUIRED FOR GRADUATION	24

CREDIT MAKE-UP

Credit recovery information for seniors is available from the guidance office.

CO-OP PROGRAM

The Co-op program at Benzie Central is under the auspices of the Traverse Bay Intermediate School District's Vocational Program. Co-op is open to senior students who have successfully enrolled in CTC vocational education programs or who are currently enrolled in CTC vocational preparatory classes.

Students are placed on a job related to previous training and career goals and have a binding agreement with an employer in the community. Students receive instruction on the job as well as required academic courses and job-related instruction at school. Work periods and school attendance may be developed around any number of alternative time schedules. School credit is given for work experience and students are paid by the employer. The program and work experience are planned and supervised by the Co-op coordinator. If a student's work for the day is canceled, he/she should report to the office in the building.

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. (Must pass High School Proficiency Test.) If you have questions regarding this, please see your counselor.

EARLY GRADUATION POLICY

Students wishing to graduate early must follow all steps of the Early Graduation Application, which is available from the high school counselor. All early graduation requests are first reviewed by the high school counselor and principal and then submitted to the Board of Education. The Board of Education will evaluate and determine approval of each request on a case by case basis.

TESTING OUT POLICY

Any student requesting credit for course work earned from another institution may be required to follow the Benzie County Central School's "testing out" policy. For more information, see the counselor.

Students must submit a written request by May 1st of each year. Students will be provided syllabus with learning objectives. Exams will be provided to be administered the last week in August before students return to school. Students must score a 78% in order to demonstrate proficiency.

VOCATIONAL PROGRAM (CTC)

Students who are enrolled in the morning CTC program at Traverse City will depart by bus to their classes at 8:35 a.m. each day and return approximately at 12:15 p.m. Afternoon CTC students will depart by bus at 11:20 a.m. and return approximately at 3:40 p.m. ALL STUDENTS ATTENDING THE CTC CLASSES MUST RIDE THE BUS TO AND FROM THE CTC. ANY EXCEPTIONS WILL BE GRANTED BY THE BUILDING ADMINISTRATORS. The front lobby restrooms will be open for these students when they enter the building. They may return items to their lockers, which will be in the hallway near the Home Economic rooms and then report to the cafeteria. The CTC buses will not run when school at the CTC is canceled. When Benzie is on a two-hour delay the morning CTC bus will not run but the afternoon CTC bus will. The Career Tech Center is never on a weather delay. When Traverse City Schools are closed due to weather, the Career Tech Center is closed; in which case, the CTC students do not need to report at Benzie until their scheduled class times. On early release days (release time 10:40 a.m.) the morning CTC bus runs as normal and students will ride their regular route from the school to their home. On a half-day of school (release time 11:05 a.m.) AM CTC students will arrive at Benzie the normal time and will need to find transportation home. On early release and half-day school schedules the afternoon CTC bus will not run. CTC STUDENTS MAY NOT ATTEND THE CTC WHEN THEY ARE SUSPENDED.

CTC students who drive (or ride) to the CTC without permission will not be credited with that day's attendance and assessed a 4-hour after school detention.

ENROLLMENT

LEGAL GUARDIANSHIP

It is required that anyone attending our school must live in the Benzie County 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 County Central School District must obtain permission from the Boards of Education of the respective districts to attend Benzie Schools, such as schools of choice.

CHANGE OF ADDRESS

PLEASE INFORM THE OFFICE IF YOU CHANGE YOUR ADDRESS OR TELEPHONE NUMBER AS WELL AS EMAIL ADDRESS.

ENROLLMENT PROCEDURES

Any student who is a legal resident within the boundaries of the Benzie County Central Schools may enroll at the counseling office. Any student enrolling in the Benzie Central High School must:

1. Enroll with a parent or guardian.
2. Complete Benzie Central High School enrollment forms, which include a record request form signed by the parent or guardian.
3. Submit proof of immunizations certified by a health official or local health department.
4. Submit a certified copy of their birth certificate.
5. Meet with the guidance counselor to discuss credit requirements and class selection.

THE SCHOOL WILL:

1. Provide the student with a student handbook and course selection guide.
2. Issue a locker and class schedule.
3. Provide the student with a tour of the building.

RE-ENTRY TO SCHOOL (Senior High)

If a student has dropped out of school, they may re-enter school the next semester provided they register within two weeks after the first day of the semester. Students will be asked to up-date immunizations and any other pertinent information if necessary. Students will NOT be allowed to re-enroll if they owe debts to the school until they are paid. Students who are Schools of Choice may not return until the beginning of the next semester.

SCHOOL PROPERTY

Students should not mark on school furniture, walls, ceilings, floors or equipment with pen, pencil, paint or any other instrument. Anyone who willfully destroys school property through vandalism, arson or larceny, or who creates a hazard to the safety of our students will be disciplined in accordance with the Student Conduct Code.

No deposit or fees will be required for textbooks and workbooks. However, students will be held responsible for the care and return of all texts and workbooks. Any damage or loss of school property will be the responsibility of the student. The school will provide basic materials for homemaking and industrial arts. Any materials for projects that a student makes that are beyond the minimum requirements of the various departments must be provided by the student.

WITHDRAWAL FROM SCHOOL

Students leaving our school must pick up a withdrawal form from the school office. This form will be signed by the student, parent/guardian, principal, and each teacher as you turn in all books and equipment to them. STUDENTS WHO DROP OUT OF BENZIE CENTRAL HIGH SCHOOL WILL NOT BE ALLOWED TO RE-ENTER UNTIL THE BEGINNING OF THE NEXT SCHOOL SEMESTER. Upon re-entering, a student may be required to follow the testing out policy. All debts must be taken care of before reentering. Students who are Schools of Choice may not return until the beginning of the next semester.

GRADING

The following marks are awarded for work completed:

Grade values:

A	4.00	A-	3.67	B+	3.33
B	3.00	B-	2.67	C+	2.33
C	2.00	C-	1.67	D+	1.33
D	1.00	D-	.67	E	.0

I .0 Incomplete - This mark indicates that the work required has not been completed, and no mark will be given until it is made up.

D* .67 Grade reduction due to attendance: This mark indicates reduction of grade due to attendance and the work can no longer be made-up.

NC .0 No credit
AUD Audit-no credit received

PROGRESS REPORTS

Progress reports are another means of communicating with the homefront. No one likes to be surprised! A parent and/or student can check progress anytime by going to the Benzie County Central Schools webpage www.benzieschools.net and going to PowerSchool. Parents and students have their own passwords to sign in. They are available in the high school office.

REPORT CARDS

Report cards will be sent home with students at the end of every nine-week period. A parent and/or student can check progress anytime by going to the Benzie County Central Schools webpage www.benzieschools.net and going to PowerSchool. Parents and students have their own passwords to sign in. They are available in the high school office.

MAKE-UP WORK

A student who is absent from school must be responsible to get any assignments he/she needs to complete. The student has the number of days absent plus one day to turn in his/her work. This is a minimum; teachers are encouraged to hold students accountable for make-up work allowing a reasonable amount of time. Students pre-excused for school sponsored activities, i.e. athletics, Close-Up, etc. will not have additional time to make up work.

EXAM POLICY

A final exam period will be scheduled at the end of each semester for every class. All classes are expected to have exams during the times scheduled. Students are expected to be in the rooms or teaching areas during the entire time scheduled for the exam with no early dismissals allowed except when approved by administration.

Students who earn a B+ (3.33) average in a class (full year class) during the second semester may be exempt from the exams. A semester long will require a second semester exam.

Any student who misses an exam will receive an E for the class unless an arrangement is made with the teacher and principal.

The following classes **will require exams**: All Honors Classes, Pre-Calculus, All Advanced Placement Classes.

EXTRA HELP FOR STUDENTS

Teachers are here to assist you as much as possible. When you don't understand something in class, ask for a clarification immediately. **Don't wait!** If you feel you need considerable help, approach the teacher after class, and arrange for assistance before or after school, or during the teacher's preparation period.

Remember the responsibility is yours. You are the first to know when you are having difficulty in a subject!

EXTENDED LEARNING OPPORTUNITIES (ELO)

After School ELO interventions are used to help facilitate student achievement by giving students more time to complete their assignment(s) under the guidance of a certified supervisor.

After School ELO intervention will be utilized after school from 3:00 to 4:00 p.m. on days available. A teacher can assign ELO interventions or students may choose to attend them on their own.

SIP (STUDENT INTERVENTION PROGRAM)

Many students are troubled by problems that interfere not only with their academic performance but also with their emotional, physical, mental, and social development as well. And when students are troubled, so are teachers, counselors, administrators, and other support staff. Help is needed for those struggling students and for members of the educational community affected by their struggles. Each building in our school system has its' own team of educators working for students. In the high school, we have what is called the Student Intervention Team (SIT), comprised of several staff members that meet once a month. The purpose of (S.I.T.) is to plan strategies for students that we have concerns about academically and socially.

ACADEMIC RECOGNITION

HONOR ROLL

An honor roll for each grade level will be mailed to the news media at the end of each nine-week marking period. The lists that appear in the media are based on the nine-week marking period.

The minimum honor roll average will be 3.0 points. The honor roll is computed on a 4.0 system. The grade point average is computed on a 4.0 system using plus (+) and minus (-) grades. Students with questions concerning this computation should see their counselor for clarification. Please see grading for grade values.

TOP TEN

Each senior graduating in the Top 10 of his/her class is recognized with a dinner sponsored by the Rotary Club as well as during

the Honor Night and at graduation.

VALEDICTORIAN/SALUTATORIAN

Beginning with the class of 2017, students receiving the top two cumulative GPA / SAT combination scores will receive the award of valedictorian / salutatorian. The GPA will be weighted 80% of the score and the SAT will be weighted 20% of the score toward the final total score not to exceed 1600 points (ex. $.2(\text{SAT score}) + .8(\text{GPA} \times 400)$). Calculations will be carried to 3 decimal places.

SAT scores for this award must be reported to the school from the College Board by the last day of semester 1 of the senior year. The best score reported will be used in this formula. The awards of valedictorian / salutatorian do not affect a student's class rank. High school transcripts will only report numerical class rank.

NATIONAL HONOR SOCIETY

National Honor Society Selection Process:

1. Grade point averages are calculated by the guidance office.
 2. Letters of invitation are sent to juniors and seniors with a 3.5 grade point average.
 3. Students who have not already done so pick up activity cards from the National Honor Society Advisor.
 4. Students have one card for each of the following areas filled out and signed by a responsible adult for each year they have been at Benzie Central High School:
 - a. School Leadership
 - b. School Service
 - c. Community Leadership
 - d. Community Service
- *Juniors, a total of six cards; seniors, a total of nine cards
5. Students solicit two letters of recommendation as to their character from responsible adults.
 6. Cards and letters of recommendation are submitted to the National Honor Society Advisor by the specified deadline.
 7. A folder is prepared for the five member Faculty Advisory Council. The members evaluate each candidate's cards. The folder is then returned to the advisor.
 8. The advisor convenes the Faculty Advisory Council to discuss cards about which there is any question. The council then makes up the final list of qualified candidates.
 9. Selection and non-selection notices are sent to candidates.

ACADEMIC LETTER CLUB

An annual fall awards night is held to recognize the top students in the high school solely on grade point average. The awards night will be the Board of Education's function. Requirements for membership are:

1. All students in grades 9 through 12 are eligible.
2. Each student eligible for the Academic Letter Club must carry a full seven-credit load.
3. Two of the credits must be in the areas of Language Arts, Mathematics, Social Studies, or Science
4. Each eligible student must carry an overall grade point average per year of 3.5.
5. The Awards will be presented in the fall of each year for the last year's accomplishments except seniors, who will be presented their award at the awards ceremony in the spring.
6. Independent Study will be reviewed on an individual basis.
7. Awards: 1st year-letter; 2nd year-pin; 3rd year-certificate; and 4th year-plaque.

STUDENT SERVICES

STUDENT COUNCIL CODE

The most important days of your life, and the happiest, are those you spend in school. The record you achieve here will be with you wherever you go. You can have fun and still keep your standards high.

In your high school you can combine an educational and recreational program, which should be filled with interest for you. There are dances and athletic events, clubs, organizations, social gatherings, and other extracurricular activities, which offer you an opportunity to make new friends and to have fun while getting an education. School spirit is important. High morale and pride in our school are best expressed by attending and supporting all school functions and by doing the best you are able to do scholastically.

ACCIDENTS

When an accident occurs, it must be reported at once to the teacher in charge, who will then report it to the necessary authorities. Proper medical referrals will be made when necessary

ANNOUNCEMENTS

Announcements will be shown during seminar and posted on the office window and posted on the website. All announcements to appear on our website.

CLASS INFORMATION, 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.

All activities undertaken by a class or a club or the Student Council must have the approval of the sponsor and the principal. Activity sheets are available in the office.

Purchases by an organization must have the approval of the sponsor and the principal. No charges may be accrued by the students without the sponsor's written approval.

Organizations include:

Student Council	Grades 9-12
Close-Up trip to Washington, DC	11 th graders
F.F.A.	Students in AG classes
Weight Lifting	Grades 9-12
Key Club Service Club	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
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
Skiing – Boys & Girls	Grades 9-12
Soccer – Boys & Girls	Grades 9-12
Softball - Girls	Grades 9-12
Volleyball - Girls	Grades 9-12
Wrestling	Grades 9-12
Football - Boys	Grades 9-12
Track – Boys & Girls	Grades 9-12
Bowling – Boys & Girls	Grades 9-12

DRIVER EDUCATION

Driver education is no longer offered by the school district. A private company (Moss's Road Rules at 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. **There will be a charge of \$250.00 per student for segment one and \$60.00 per student for segment 2. The fee must be paid before the start of the class (at sign up time). This can be done on the first day of class (payments will not be accepted by the office).**

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.**

If students are suspended from school, **they may not attend** driver education.

HEALTH/MEDICATION INFORMATION

The school should be made aware of any medical conditions. Please do this every year. It is required that the school has a written statement from the doctor prescribing any necessary medications to be given to a child at school. This written statement could be in the form of the prescription bottle. **If it is necessary for your child to receive any medication at school, a form (available in the office) must be filled out and signed by the parent.**

The parent must bring the completed form and medication (in the original prescription bottle) to the office. PLEASE DO NOT SEND MEDICATION TO SCHOOL WITH YOUR CHILD ON THE BUS. IT WILL NOT BE ADMINISTERED IF IT IS NOT BROUGHT IN BY THE PARENT. If a change is made in the time a medication is to be given, a new form needs to be filled out.

Students may be in possession of inhalers, as long as the above procedure is followed.

Students becoming ill during the school day should report to the office. If there is a necessity to go home, the student will be allowed to call home for a parent to pick them up. **THERE IS NO SICK ROOM.**

Any student suspected of having a communicable disease will be excluded from school. The names of such children will be reported to the health department. Admission back to school will be permitted when approved by the local health department and school authorities.

HEAD LICE POLICY-As soon as cases are reported; the classrooms of those students will be checked. Children found with head lice will be sent home immediately. The parents will be notified. Students may return to school after they have been treated as per the Health Department recommendation and all nits have been removed from the hair. Students will be checked upon their return to school and must be free of all lice and nits. The administration will make efforts to call attention to the problem of head lice to all parents prior to or in the early weeks of each school year.

LOCKER POLICY

Lockers belonging to the school are made available to students for their use. Inspection of the lockers may be made at any time at the discretion of school officials. Locks may be used if so desired (combination). Lockers are assigned.

Students must retain assigned lockers. Lockers in the locker room are assigned by the physical education teachers and/or coaches.

*****DO NOT KEEP VALUABLES IN YOUR LOCKER AT ANY TIME*****

Nothing is to be placed on the outside of the lockers (stickers, posters, etc.). Inside decorations must be in good taste. Do not write on the inside of your locker.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where the owner may claim them. Also, check the custodian's room for lost and found articles.

LUNCH PROGRAM

The school maintains and operates a cafeteria using a computerized debit card system. Each Monday morning Food Service employees will be taking money for deposit into the accounts of students. Each student uses their ID card to swipe through a card reader to pay for their lunch. Students will be served a basic meal, plus a la carte items. Seconds of anything may be purchased after everyone is served. Extra milk is available and may be purchased in the designated area. The cooperation of the student body is necessary to continue the efficient and orderly operation of the cafeteria.

CAFETERIA AND DURING LUNCH PERIOD

The following rules must be observed:

1. Remain on campus in designated areas during the lunch period.
2. Report to the cafeteria and remain there or in other designated areas until the last five minutes of the lunch period (may go to lockers at this time).
3. Students may not leave the designated lunch areas without the permission of principal or the lunch supervisors, (student parking lot).
4. Students may not go to the MS part of the building without the permission of principal or the lunch supervisors.
5. Food and drinks are to be consumed in the cafeteria or those classrooms in which teachers allow eating.
6. Bottles or other glass containers are not to be brought to school.

FOOD SERVICE COLLECTION POLICY

Benzie Central students are expected to maintain a limited balance with the district for breakfast and/or lunch obligations. Student accounts will be reviewed on a weekly basis. Notification will be sent to families when student debt reaches \$5. Students with a debt of \$5 or more will be offered a lunch (peanut butter sandwich, apple and milk) until their lunch debt is resolved.

THE PARKING LOT IS OFF LIMITS FOR ALL STUDENTS DURING THE SCHOOL HOURS AND ESPECIALLY AT LUNCHTIME. ALL BEVERAGES MUST BE CONSUMED IN THE CAFETERIA.

Free lunch forms are available in the office or online at our website.

Staff members and students are encouraged to demonstrate strategies to promote the conservation of all forms of energy used along with ensuring proper recycling of reusable materials, turning lights and computer projectors off when the room is not in use

OFFICE PROCEDURES

If a student wants to see the principal, athletic director, or a counselor, he/she should sign the sign-up sheet in the office. Passes will be sent.

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 accessing PowerSchool at the Parent Portal on the school website-www.benzieschools.net.

POSTERS/SIGNS POLICY

All posters/signs must be approved by the advisor prior to being displayed and removed as soon as possible following their relevance.

WORK PERMITS

Students under 18 years of age must obtain a work permit in order to accept employment. The law has certain requirements concerning the type of work you may do, the hours and under what conditions you may work. Work permits are available in the office. They must be filled out by the employer and student and then returned to the office for processing. Work permits may be pulled for discipline purposes.

18-YEAR-OLD STUDENT

All students, regardless of age, are expected to abide by the policies and guidelines of the school. Students who have reached the age of majority must follow the rules stated in the student handbook with the following exceptions:

- a. They must represent themselves at any discipline step that requires a parent conference.
- b. They may request that correspondence be mailed to them as well as their parents.
- c. They may request access to their records and must give approval before access to records can be given to anyone except a school official.
- d. Eighteen-year-old students will not be allowed to check out without parent permission or excuse their own absences (unless they are living on their own).

If the procedure is not followed and the student leaves without properly checking out, the student will be given an unexcused absence for classes and be considered skipping class.

LIBRARY/LEARNING CENTER

Students and staff are encouraged to use the library and its resources. The library operates normal hours unless other arrangements are made.

- Students are not to bring coats, drinks, food or bags into the library.
- Classroom teachers may send up to five students from class to the library without bringing the whole class down. Exceptions need to be approved by the librarian.
- Students are expected to work quietly so that all may work in a positive library environment.

All students coming to the library must have a signed passbook. They are to stay the entire period unless the passbook states otherwise. If a student needs to leave during this time, the student must get his/her passbook signed by the person in charge of the library for that hour.

All materials must be checked out of the library prior to leaving. Magazines and reference materials cannot be checked out unless special arrangements are made. Return materials to the designated return area. Materials not returned when due will be assessed a fine of .05 per day. Lost or damaged materials will be subject to a fine equal to the replacement cost.

TELEPHONE SYSTEM

You may call the high school at any time after hours and leave a message with any staff member. Some teachers are leaving homework messages on email as well. Just dial 882-4497 and follow the directions given. Extensions are available on the schools website- www.benzieschools.net

GUIDELINES REGARDING SEXUAL HARASSMENT

1. Purpose

It is the policy of Benzie Central Senior High School to foster a learning and working environment that is free from sexual harassment.

2. Authority

It shall be a violation of this policy for any member of the Benzie Central Senior High School staff to harass a student through conduct or communications of a sexual nature as defined below. It shall be a violation of this policy for students to harass other students or staff through conduct or communications of a sexual nature as defined below.

3. Definitions

Unwelcome sexual advances, request for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or staff member constitutes sexual harassment when:

- a. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- b. submission to or rejection of such basis for academic decisions affecting that individual; or
- c. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an

intimidating, hostile, or offensive academic environment.

Sexual harassment, as defined above, may include the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

The following steps should be taken in the matter of handling any complaint about sexual harassment:

Step I

A complaint may be presented either in writing or orally to any staff member. The staff member(s) must report the incident to an administrator. When a complaint is submitted to an administrator it shall include the specific nature of the harassment, corresponding dates, and the name, address, and telephone number of the complainant. If the administrator determines there are grounds for investigation, the complaint must be specified in writing. The investigation team shall be made up of an administrator and a staff member, representing both genders, to follow up on the complaint.

The alleged victim will be referred to the student's guidance counselor. If necessary, parental contact will be made by the administrator.

Step II

The administrator shall investigate the complaint. The investigation team as described in Step I, shall notify the accused and permit a response to the allegation.

The administrator will make Parental and guidance counselor contact.

A meeting to discuss the complaint with the investigative team and all necessary parties will take place as soon as possible after the receipt of the written complaint.

In cases where an accused student is determined to have violated the policy, these steps will be taken:

- Mandatory meeting with the student's guidance counselor and possible assignment to a group and/or other counseling service in the community.
- Parental contact.
- 1-10 days suspension, long-term suspension, or recommendation for expulsion, possible police contact may result.

Sexual harassment is illegal under both state and federal law. It may also result in criminal and/or civil charges being brought against the alleged harasser.

VOCATIONAL EDUCATION

Each year the Benzie County Central School District offers vocational education program at Benzie County Central High School. These programs are designed to prepare youth for a broad range of employment and training services and are offered under the guidance of certified teachers, counselors and cooperative education coordinators. The following is a list of programs being offered this year and criteria for admission.

<u>Program</u>	<u>Criteria for Admission</u>
Natural Resources and Agri Science	None

All vocational education programs follow the district's policies of nondiscrimination on the basis of race, color, national origin, sex, age or disability in all activities and employment. In addition, arrangements can be made to ensure that the lack of English skills is not a barrier to admission or participation.

For general information about these programs, contact:

David Clasen, Principal
Benzie Central Sr. High
9300 Homestead Road
Benzonia, MI 49616
231-882-4497

Inquiries regarding nondiscrimination policies should be directed to:

Mr. Matt Olson, Superintendent
Benzie County Central Schools
9222 Homestead Road
Benzonia, MI 49616
231-882-9653

BENZIE CENTRAL COUNTY SCHOOLS

Permission to Publish Student Photographs and/or Work

We recognize the value of audio-visual and other types of electronic communication in providing our child with an effective education. We recognize that our child and/or his/her schoolwork products may be photographed or videotaped as part of an educational program produced by the District or coalition of districts.

We further recognize that photographs or videotapes may be used in media presentations that are made available to other educational institutions or through a cable television station or network.

In addition, photographs may be used on the District web site, may be published in teacher web pages, or may be distributed to local print media sources. We understand that our child's image, name, work product, school and grade may be revealed in the presentation(s) but that no other information about our child or his/her schoolwork will be revealed without prior consent.

If you do NOT want to allow your child's name, likeness or work to be published as part of District publication activities, please circle (NO) below, sign the form, and return it to the District by October 1.

NO

**please refrain from using my child's picture and/or school work
in District publications including newsletters, web sites, newspapers, and videos.**

Student(s) Name: _____

Name: _____

Name: _____

Parent's Signature: _____

Printed Name: _____

Date: _____

To see examples of work that is already published on the World Wide Web, visit our district's web site at www.benzieschools.net Thank you for your cooperation.

Benzie County Central Schools Publishing Guidelines:

- Published documents will not include a child's phone number, street address, box number or names of other family members.
- Documents will not include any information which indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities.
- Documents must conform to school board policies and established school guidelines.
- Documents must be approved by a referring teacher and a member of the technology team before publication.

It is the policy of this District that no student shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, disability, height, weight, or other protected characteristics. 7540 F4