

# BENZIE CENTRAL ELEMENTARY SCHOOLS STUDENT HANDBOOK 2018 – 2019

This agenda belongs to: \_\_\_\_\_

**Betsie Valley Elementary**  
**17936 Cadillac Hwy.**  
**Thompsonville, MI 49683**  
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**Office Hours: 8:20 – 4:20**  
**Teacher Hours: 8:40 – 4:10**  
**Student Hours: 8:50 – 4:00**

**Crystal Lake Elementary**  
**7048 Severance Street**  
**Benzonia, MI 49616**  
Phone #: 231.882.4641  
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**Office Hours: 8:20 – 4:20**  
**Teacher Hours: 8:40 – 4:10**  
**Student Hours: 8:50 – 4:00**

**Lake Ann Elementary**  
**19375 Bronson Lake Rd**  
**Interlochen, MI 49643**  
Phone #: 231.275.7730  
Fax #: 231.275.7735  
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**Teacher Hours: 8:40 – 4:10**  
**Student Hours: 8:50 – 4:00**

**\*\*All buildings open for students at 8:40 am.**

## INTRODUCTION

We welcome you and your child(ren) to the Benzie Central Elementary Schools.

The purpose of this Student/Parent Handbook is to make both the student and parent aware of the policies and regulations that make our school operate efficiently. The handbook will not answer all questions but is designed to give a general overview. Read the booklet over and if you have any questions concerning some of the information within, please call our office for clarification.

Discuss this handbook with your child(ren) so they have an understanding of the expectations we have for them at Benzie Central. Please sign and return the forms on pages 17, 18, and 19 of this handbook as soon as possible. Page 20 is optional.

**For the safety of our staff and students, all visitors and parents need to sign in at the office and receive a visitor badge every time you come into the building.**

**Parents need to sign students in at the office if they arrive after the school's start time as well as signing them out at the office prior to dismissal. In addition, students are to be signed out at the end of the day.**

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## DISTRICT MISSION STATEMENT

The Mission of the Benzie Central School community is to provide a safe learning environment that motivates all students to reach their highest potential by providing the necessary skills to become lifelong learners and leaders in a changing society.

## SCHOOL CALENDAR

2018-2019 school calendar is posted on the district website at [www.benzieschools.net](http://www.benzieschools.net).

Make up days may be added after six cancellations.

## SCHOOL DAY

- **K – 5 Students: 8:50 - 4:00. Students may be dropped off at school at 8:40am**
- **Half Day Dismissal is at 11:50**

Please be aware that buildings are not open or supervised before and after these times.

For the safety of our staff and students, all visitors and parents need to sign in at the office and receive a visitor badge every time you come into the building.

Parents need to sign students in at the office if they arrive after the school's start time as well as signing them out at the office prior to dismissal. In addition, students are to be signed out at the end of the day if not riding a bus.

Students shall remain on school grounds while waiting for the bus. Every student is expected to be at school the entire school day.

## ENROLLING IN SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide the following:

- A. A birth certificate (certified copy with the notary seal)
- B. Court papers allocating parental rights and responsibilities or custody (if necessary)
- C. Proof of residency
- D. Proof of immunization (which includes 4 DTP, 4 Polio, 2MMR, 3 Hep B, 2 Varicella – unless student has had chicken pox, plus a hearing and vision test). If a student does not have the necessary shots or waivers, the student may not be allowed in school. This is for the safety of all students and in accordance with State law.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be able to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state, and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

## PREPARE FOR SCHOOL

Being prepared for school is part of the parent's and the student's responsibility. This means:

- Get a good night's sleep
- Eat a healthy breakfast
- Wash, brush your teeth – be clean
- Have all your homework completed
- Have your materials with you in your school bag.
- Report to school and class on time
- Come to school with a "learning attitude"
- If you are ill, remain at home so as not to endanger the health of others
- **Do your BEST...always**

## **DRESS POLICY**

It is important for Benzie Central Elementary School students to develop personal pride in their appearance and an understanding of what is appropriate at school. Though attire is an individual decision, dress code violations will occur under the following conditions:

- When dress or grooming, including hair, disrupts the educational function of the classroom or school. For example – short shorts, cutoffs, spaghetti straps (width must be two inches or more), see through clothing, bare midriffs, bare feet, and controversial slogans.
- Cosmetics/makeup and cologne are not allowed to be worn to school, brought to school or applied while at school.
- Clothing that promotes the use of alcohol, tobacco products, drugs, violence and other inappropriate things.
- When dress or grooming, including hair, presents a safety hazard to the students or to others.
- Students' school clothes need not be expensive or elaborate, but should be clean and neat at all times.
- Jackets and coats classified as outdoor clothing, as well as athletic neckbands, scarves, headbands, caps, etc., will be left in the student's locker.
- Pajamas, hats, bandanas, and chains are not to be worn in the building at any time.

## **PEER-TO-PEER CONFLICT**

Peer conflict refers to mutual disagreement or hostility between peers or peer groups. It is characterized as conflict between people of equal or similar power; it occurs occasionally; it is unplanned; and it does not involve violence or result in serious harm. Students involved in peer conflict do not seek power or attention. However, peer conflict can escalate into violence. Those involved in violence and aggression usually have comparable emotional reactions, demonstrate some remorse, and actively try to resolve the problem. It is not bullying when two kids with no perceived power imbalance fight, have an argument, or disagree. Conflict resolution or peer mediation may be appropriate for these situations.

## **BULLYING**

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical and/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.

## **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

## **ABSENCES**

All absences must be verified by calling the school office the morning of the day your child(ren) will be absent. Doctor's notes/appointment verifications may be turned in on the day your child returns to school.

1. Excused Absences – All day/half day
  - Student illnesses and death in the family - notify office by phone or send a note of explanation when child(ren) returns.
  - Professional appointments (doctors, dentist) The appointment slip serves as the excuse.
  - Serious personal or family problems.
2. Unexcused Absences – All day/half day.
  - Shopping trips, vacations, hair appointments, etc. Work missed for an unexcused absence may be made up with teacher permission (a notation will be entered in the teacher's grade book for the late work).

## **ATTENDANCE POLICY**

Students absent from school due to illness or suspension may not attend any school activities on the days they are absent. Students out of school due to an illness may have one additional day to turn in work.

## **TRUANCY**

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. It is the parents' responsibility to have children attend school on a regular basis. The mere fact that a parent has called the school or sent a written explanation to the teacher does not necessarily mean that the absence was "lawful."

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." MCL 380.1599

The school will inform parent(s)/guardian(s) when their child is not in school. The school will meet with the parent(s)/guardian(s) to address educational problems including truancy. The school will accurately document absences and respond appropriately and immediately in offering support to students. An effort will be made by the school to resolve issues contributing to the student's attendance problem.

By law (Michigan Compulsory Attendance Law (MCL 380.1147, 380.1278a, 380.1278b, 380, 1284, 3801284b, 380.1561, 380.1599. MCL 388.1701) (2010), Benzie Central Elementary Schools must act in cases of continued absences to investigate explanations of a doubtful nature. A claim of continued or repeated illness justifies the District's request for a statement from the family doctor. If absences occur consecutively with medical notes, these absences will be consolidated into one absence. Absences in excess of 5 days/semester and 10 tardies without a valid excuse (proper documentation is needed) are considered excessive, and is an alert to examine the youth's attendance for possible truancy issues.

The Principal/ School Attendance Personnel, school counselor/Youth Intervention Specialist will hold a Truancy Action Meeting with the parent(s) to resolve truancy issues. The parent(s) are responsible for attending the Truancy Action Meeting (the child does not attend). If the absences continue following the meeting, the Principal/SAP may bring it to the attention of the Benzie County Truancy Coordinator/Prosecutor's Office for further review. Truancy situations with elementary school students will be handled through the Benzie County Prosecutor's Office against the parent.

1. If a problem exists, the Principal/SAP will send a certified letter to the parent or guardian of the child, indicating there is an attendance problem and that a meeting has been scheduled to discuss the absences. Each parent or guardian must receive their own copy of the letter.
2. A meeting must be held with the child's parent(s) or guardian(s), the principal/SAP and other appropriate school officials. A Corrective Action Plan (CAP) regarding attendance should be reached and signed. Consequences will be discussed in the event truancy remains a problem. The CAP will include the requirement that the youth will resume regular and consecutive school attendance. DHS will be contacted and their office will contact the parent to begin "prevention" services.

3. The Principal/SAP will give the child's teacher a copy of the letter sent to the parents and the CAP so attendance can be monitored and reported to the Principal/SAP.
4. If the child misses two times in the next 30 days or 3 more times, the Principal/SAP may contact law enforcement. The Principal/SAP will also send a second letter to the parent(s)/guardian.
5. If the parent fails to comply after letter #2 and a visit from law enforcement, the Principal/SAP may file a complaint with law enforcement, who will then petition the Benzie County Prosecutor's Office. The Prosecutor will review the complaint. The Prosecutor could file misdemeanor truancy charges against the parent or guardian, and if found guilty, the Benzie County Family Court/19<sup>th</sup> Judicial Court may recommend the parent(s) or guardian(s) participate in parenting class and/or other recommended services or impose a jail sentence or fine.

## **TARDINESS**

Children who walk, ride their bicycles, or are driven to school need to develop the good habit of being punctual. It is a disruption to the classroom when students arrive late. In addition, children who are tardy will not have access to the breakfast program for that morning. Students who arrive one minute to sixty minutes late will be marked am tardy. Students more than one hour late will be marked ½ day absent. Students who leave school an hour or more early will be marked ½ day absent. Students who leave school from one to sixty minutes early will be marked pm tardy.

- When the student is brought to school after the school day begins, the parent will check the student into the office.
- If the student must be picked up prior to the end of the school day, the parent will check in with the office, sign the student out, and the office will then notify the teacher that the student is leaving for the day.

## **ILLNESS DURING SCHOOL AND PARTICIPATION**

We expect all children present on any given day to participate in any and all activities provided for them. In the case of medical or religious reasons or when your child(ren) must miss recess, physical education, or some other activity, a note signed by the parent will be sufficient for one day. In case of any illness longer than one day in which the child attends school but cannot participate in the activity, a doctor's recommendation will be required. Students who become ill during school should tell their teacher and then report to the office. If there is a necessity for the student to go home, the office will inform the parent and the student will be released from school.

## **MEDICATIONS**

Medications may be given if the school has the written permission of the student's parent/guardian and written instructions of his/her doctor. This includes non-prescription medications. The exception to the above policy will be for the use of non-prescription cough drops. If a parent wants their child to have cough drops during school they should write a note to the teacher granting their child permission. This note will grant permission for the child to take cough drops for that day only. Every day the parent wants their child to have cough drops will require a new permission note to be sent to the teacher. The teacher reserves the right to deny the use of cough drops if they feel the privilege has been abused. All other medications will be kept in the office. Medication of any kind is to be brought to school by the parent or a responsible adult. Each elementary school has two (2) epinephrine auto-injectors ("EpiPens") and have trained at least two (2) staff members on their proper use, in accordance with Sections 1178 and 1179 of the revised school code.

**\*CHILDREN ARE NOT ALLOWED TO CARRY MEDICINE  
ON THE BUS!**

*The exception to this would be students who are prescribed emergency medication.*

## **HEADLICE**

When a student is found to be infested with head lice, parents will be notified as soon as possible. The student may stay at school through the remainder of the day (or the parent may choose to pick up their child for immediate treatment). The student will need to be transported by parent/guardian the following day and would be readmitted when they are examined by available school personnel and **it is confirmed that the child is free of any live lice or viable nits (nits within ¼ inch from the scalp)**. Parents of students with non-viable nits will be notified. The best way to prevent the spread of lice is for parents to check for lice regularly and treat as needed.

## **BREAKFAST PROGRAM**

Benzie Central Elementary Schools offer a breakfast program after the buses arrive in the morning and before the classroom day starts. Breakfast includes items such as French toast, eggs, hot and cold cereal, muffins, and fruit juices. Benzie Central Elementary Schools ALL offer a Universal Breakfast. There is no charge to the student's account for breakfast.

## **HOT LUNCH PROGRAM**

Benzie elementary schools offer to students a good wholesome, nutritious hot lunch. We encourage you to participate in this program. Every effort is made by Chartwells to make this meal attractive and tasty. Hot lunch is available to students on all full days of school. We also sell milk for those wishing to carry their lunch. Families that qualify for the free or reduced hot lunch program must fill out an application as soon as school opens in the fall or whenever their financial circumstances make them eligible in order to receive this benefit. Applications are only good for one school year, so families must re-apply at the beginning of every school year. Federal guidelines require us to audit applications; therefore, some families may need to prove that they are eligible for this assistance. All families are encouraged to fill out a free/reduced lunch application at the beginning of each school year. Students who received free/reduced lunches during the previous school year will continue to receive the same benefit for the first 30 school days of the new school year. If a new application has NOT been filed after the 30 days, then the student will automatically return to full pay status. Balance and lunch charges can be checked/paid online at [www.benzieschools.net](http://www.benzieschools.net) click on District > Food Service > Send Money to School. For more information, please contact Lisa Purchase, Food Service Director at 231.882.4497 ext. 2214.

## **FOOD SERVICE COLLECTION POLICY**

Benzie Central students who are not on free and reduced lunch status are expected to maintain a limited balance with the district for breakfast and/or lunch obligations. Student accounts will be reviewed on a bi-weekly basis. Notification will be sent to families when student debt reaches \$5. A letter will be sent to the family requesting immediate payment on the account. Students with a debt of \$5 or more will be offered a lunch (peanut butter sandwich, apple, and milk) until the debt is resolved.

## **CURRICULUM**

What is taught at the Benzie Central elementary schools is important and is continually modified. The teachers throughout the district meet regularly to update curriculum and instruction offered to your child(ren). Our K – 12 curriculum is aligned with the adopted state standards of Michigan.

## **ASSESSMENTS**

Benzie Central Elementary Schools provides students with a balanced system of assessments. Reading and math screeners and computer adaptive assessments are utilized at the beginning, middle, and end of the school year in order to provide indicators of student progress, provide proper feedback to students and families, and to support the adjustment of teaching and learning practices. The Michigan Statewide Assessment at the end of the school year compares student performance to the state standards.

## **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to restrictions and limits.

## **SPECIAL EDUCATION SERVICES**

Traverse Bay Area Intermediate School District (TBA ISD) offers several special education services for students in the Benzie Central School District. Supports provided are determined by the student's Individualized Education Plan (IEP). They also are a part of our Multi-Tiered Systems of Support.

TBA provides the following support services:

- School Psychologist
- Teacher Consultant
- School Social Worker
- Occupational Therapist
- Physical Therapist
- Speech/Language Pathologist
- Autism Consultant
- Hearing Impaired Consultant
- Visually Impaired Consultant
- Behavior Consultant
- Assistive Technology Consultant

For more information on these services, please contact your child's building principal.

## **TITLE I READING AND MATH**

The Title I Program is a federally funded program that offers support of classroom objectives in the areas of math and reading for students in grades kindergarten through five. Children qualify for this support by teacher recommendation, test scores, and classroom performance. Parents have the right to request information regarding the qualifications/certifications of their child's teacher.

## **SNOW DAYS**

The decision to cancel classes is made as soon as possible. We will announce all closings over TV 9 & 10 and 7 & 4. We will also use a phone messaging system to call homes in the event of school delays or closures. TV stations are notified immediately and they post information on their websites. Closures are also posted at [www.benzieschools.net](http://www.benzieschools.net) and on the district's Facebook page.

## **DELAY OF SCHOOL OPENING**

Occasionally school is delayed because of weather. Watch TV 9 & 10 or 7 & 4 for reports. Automated phone calls will be activated also. Talk with your child(ren) and develop a plan of action for these situations. No breakfast will be served when there is a delay of school of two or more hours.

## **EMERGENCY CLOSING OF SCHOOL WHILE IN SESSION**

There will be times that school will have to close early because of an emergency situation (mainly weather). When closing school early is necessary, immediate notification will go out to TV 9&10 and 7&4 along with our automated phone notification. Parents should have a plan ready for child(ren) in the event an early closing of school is necessary. It is very important for your child(ren) to know where he/she is to go in the event of an early school closing.

## **FIRE, LOCKDOWN AND TORNADO DRILLS**

Our schools comply with all fire and safety (including lockdown) laws and will conduct fire drills and lockdown drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures provided by the state.



## **BUILDING RULES**

1. **Be Responsible**
2. **Be Respectful**
3. **Be Safe**

## **PETS**

Pets can be wonderful teachers in classrooms and in homes. Unfortunately, many people who love pets also have allergies. Animals must not be brought to school on the bus. The teacher and the principal must grant permission before a pet is brought to school. Parents should bring the pet into a class, show the pet, and then take it home.

## **CELEBRATIONS**

School/room parties may be held for Christmas and Valentine's Day. Birthday treats are allowed but not mandatory. Parents are encouraged to participate. **Students going to after school parties (birthdays, sleep over, etc.) will arrange alternative transportation from school (Bus transportation will not be provided).** In order to prevent hurt feelings, invitations to home parties should not be handed out at school. Please refrain from sending flower and/or balloon bouquets to school. Bouquets will not be allowed on school buses. Students who cannot attend classroom parties for disciplinary or religious reasons will be given an alternative activity in another location of the building.

## **PERMISSION SLIPS**

Benzie Central Elementary Schools provide many activities that require us to take students off school property. When we need to take your child(ren) off school grounds we need your permission. Your permission is necessary because it tells us you know what is happening and that you understand whatever risks may occur. Children who do not have parental permission will not participate in the activity and will remain at the school. This handbook contains a universal permission slip that when signed, grants your child permission to go on all class/school field trips.

## **ELECTRONIC DEVICES**

Wireless communication devices, including but not limited to MP3 players, tablets, and phones-are not permitted during the school day. Electronic devices and any other items that interfere with the class will be taken by the teacher, the principal, or any other staff member and turned over to the office. Parents may make arrangements to pick up the item from the office. Parents and students will assume all responsibility for lost/damaged/stolen electronics.

## **MEDICAL LIMITATION STATEMENT**

We need to know which school activities, if any, your child(ren) cannot participate in during the course of the school year. A written statement by your doctor will be necessary to excuse your child(ren) from participating in any school activity.

## **VISITORS**

Parents are always welcome at our school and can attend their child(ren)'s classes but we do ~~ask~~ **require** that you check in the office and make arrangements with your child's teacher before going to your child's classroom. We do not allow visitations from children of other schools in the classrooms. For the safety of our staff and students, all visitors and parents need to sign in at the office and receive a visitor badge every time you come into the building.

## **TRANSPORTATION TO AND FROM SCHOOL**

- Bus Services - All Students enrolled at Benzie Central Elementary Schools will be offered bus service. Pick up and drop off: Parents or guardians of students shall ensure that their child understands and follows the rules and regulations for riding the school bus. Parents or guardians are responsible for their student's safety from the time when the student leaves home up to the time when the student boards the bus in the morning and as soon as the student gets off the bus in the afternoon. For safety reasons, all students enrolled in Kindergarten, Preschool, and Ready 4

must be accompanied to/from the bus stop by a designated adult or sibling. Other authorization may be designated by the parent or guardian but must be received in writing. By law, parents or guardians are not permitted to board a school bus (MCL 257.1859).

- Walkers - All students enrolled at Benzie Central Elementary Schools have the option of walking to school. In the event parents wish for their child(ren) to walk to school, we request that a note be sent to school, to be placed on file in the office, notifying us of your wishes. Students will only be permitted to walk home if a safe route has been verified and they are in upper elementary or with an upper elementary sibling. This will help to eliminate confusion at bus dismissal time.
- Bicycles
  - The child is to present his/her dated note from the parent stating that he/she may have permission to ride a bicycle to school in the fall and spring. If we have “severe” weather we would not permit the student to ride home.
  - Parents and students will assume all responsibility for lost/damaged/stolen bicycles.
  - The student should secure his/her bicycle with a lock.
  - The student may lose his/her bicycle riding privilege if:
    - He/she does not ride in a safe manner.
    - He/she does not obey traffic supervisor (i.e., principal).
    - A student not wearing a helmet to or from school.
- Parents - Parents always have the option of dropping off and picking up their children at school. We ask that the parents use extreme caution when doing so because of the high volume of children going in or coming out of the school depending on the time of the day. Young children don’t always watch what they’re doing so it is necessary for drivers to be on alert. Parents must communicate with the office who can and cannot pick up their children at school. Please communicate with your child(ren) the adults with whom they are allowed to leave school. It is expected that parents will observe all school traffic flow and parking rules.

## **BUS RIDING RULES**

Students who ride the bus are expected to follow these rules:

1. Students will remain seated and act in a quiet manner.
2. Students are not allowed to eat or drink.
3. Please don’t litter. Always use the trash container.
4. Students will not create any unsafe condition and will aid the driver in making each trip safe.
5. All school rules apply while riding the bus.
6. Please obey the driver at all times.
7. You must have an authorized bus pass from the office if you are going someplace other than your regular bus stop.

## **BUS DISCIPLINE PROCEDURES**

Riding the bus is a privilege. Students who make riding the bus unsafe for other students will not be allowed to ride the bus. Previous bus problems will remain in student files. Students who cause problems on the bus will be disciplined at the appropriate step on the bus discipline policy. Use of the video camera may also be used.

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

1. Drivers will address any misbehavior or rule violation by a student at the driver level. (This could include the assigning of a seat, sweeping the bus, sit by the window, stickers, etc.). The driver will document problems and the solutions tried.
2. The driver will give three incidents of misbehavior or rule violations to the Driver Supervisor and parents will be notified.

3. If problems continue, the student will receive a one (1) day bus suspension.
4. If problems continue, three (3) day bus suspension will be issued.
5. If problems continue, a five (5) day bus suspension will be issued. Parents, student involved, bus driver, and bus driver supervisor will meet before bus riding privileges are reinstated. The building principal may be asked to attend this meeting.
6. If problems continue, a ten (10) day suspension from the bus will occur.
7. If problems continue, suspension of bus privileges for the remainder of the year or ninety (90) days will occur.

**Fighting** – If a student engages with an open hand slap, it will be an automatic one (1) day bus suspension. If the student engages in a fight with a clenched fist it will be automatic three (3) day bus suspension.

**Exposure** – If a student exposes any part of their anatomy in an inappropriate manner (i.e., flashing, etc.) it will be an automatic ten (10) day bus suspension with the possibility of law enforcement being contacted depending on age and intent.

Major infractions of school rules will be handled through the school discipline policy by the building principal. When a student abuses bus rules and bus privileges are denied, parents are expected to provide transportation on those days. When bus privileges are denied and the student is not in school (those absences are unexcused), work can be made up only at the discretion of the teacher.

## **AFTER-SCHOOL HOURS**

Unless we have a written note or phone call from a parent to make arrangements for your child(ren) to go to friends, relatives, Kids Club, baby-sitter, etc., we expect your child(ren) to return home on the bus after school.

## **VOLUNTEERS**

Benzie Central Elementary Schools welcome parents or other adults the opportunity to assist in the classroom to help in a variety of ways (assist children in reading or math, art activities, room parties, special projects, field trips etc.). If you have a desire to help in the classroom, contact your child(ren)'s teacher(s). A volunteer form must be filled out prior to volunteering. State law requires annual background checks and approvals in order to volunteer in the school. Forms are available in each school office.

## **SEARCH AND SEIZURE**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent and without a search warrant. Locks are not to be used on students' lockers. Students are not to bring valuables or toys to school.

## **SCHOOL SUPPLIES**

No charges or deposit fees will be required for the use of textbooks, workbooks, and other school supplies. Pencils and paper will be issued to students on a reasonable basis without charge. However, students (family) will be held responsible for the care and return of all textbooks, library books, and workbooks. Normal wear and tear of school materials is expected. Replacement or payment will be required when the student has shown negligence by damage or loss of books owned by the school. Fees will be pro-rated according to the purchase price. Damage to other school property will result in fees that will cover the cost of repair or replacement.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are scheduled in October. This is an opportunity for parents to come in and review their child(ren)'s progress in school with their teacher. Please plan to attend. Over the past few years we have come to expect 100% attendance by parents at these scheduled conferences. Bring any questions, comments, and concerns to share with your child's teacher. Remember that conferences can be held at any time. Call or write to your child(ren)'s teacher if you have a concern. Don't let a little problem become a big one. Remember that education takes teamwork. The ultimate goal is for your child(ren) to have a successful educational experience at the Benzie Central Elementary Schools.

## **SCHEDULED AFTER-SCHOOL ACTIVITIES**

Benzie Central Elementary Schools will cooperate with you to do what is necessary for your child(ren) to participate in afterschool activities. Parents will write a note to the coach and teacher stating that your child(ren) will be going to one of the above activities regularly throughout the year along with the names of adult who will be transporting. Students will not be allowed to walk home unless they are allowed to walk home from school, they have parent permission, and a safe route home has been verified. This is for your child(ren)'s safety and well-being. If the school is not properly notified, your child(ren) will ride home on the bus as usual. Should there be a change of plans, the child's teacher needs to be notified in advance by note or phone call to the office at least one hour prior to dismissal. Please note that all evening activities that are sponsored by the school Parent Organization will require attendance of an adult chaperone unless otherwise noted.

## **PARENT-TEACHER ORGANIZATIONS**

Each of the Benzie Central Elementary Schools has a parent-teacher organization. Parents are cordially invited to become members of this group. This is one means of becoming better acquainted with the school and the teachers of your children. Each parent teacher organization offers a variety of stimulating programs for students periodically throughout the school year and informative discussion topics for the adults at the monthly meetings.

## **STUDENT RECORDS**

### Transfer from sending school

Your child(ren)'s records will be transferred from school office to school office via the postal service.

When you enroll at your new school, you will sign authorization for Benzie Central Schools to send for your child(ren)'s records from their previous school.

### Release to other schools

If you are leaving our school for another school district, you will not be able to personally take your child(ren)'s records with you. When you enroll at your new school, you will sign authorization for that school district to send for your child(ren)'s records from Benzie Central Schools.

### Right of access and privacy of records

Parents or guardians of a student under eighteen (18) years of age, or a student eighteen (18) years or older may have access to the records, files and data at the District relating to the student and have the following rights:

1. The right to examine the student's records.
2. The right to have the administration hear evidence that any part of the record is inaccurate, misleading or violates a student's privacy or other rights; to have the record changed if the administration agrees with the applicants' evidence; and to insert an explanation in the record if the administration disagrees.
3. The right to have records which personally refer to a student kept confidential except by consent of the parent or guardian of a student under eighteen years of age or a student eighteen years of age or older or when being used by school personnel for school business. Some official agencies may also have access to records.

## **CORPORAL PUNISHMENT**

Corporal punishment (paddling) at Benzie Central Elementary Schools is prohibited and will not be used as a form of discipline.

## **DISTRICT EMPLOYEE AUTHORITY**

School employees do have the authority to tell students how to behave. Any employee can correct or instruct students whenever they are violating a school rule. Students must understand that adults other than their teachers have the authority to give directions.

## **NOTICE OF DISCRIMINATION**

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

Mr. Matthew P. Olson  
Superintendent of Schools  
9300 Homestead  
Benzonia, MI 49616  
231.882.9653

Mrs. Michelle Murray  
Director of Finance  
9300 Homestead Road  
Benzonia, MI 49616  
231.882.9653

## **CLASS PLACEMENT**

Teachers provide a great deal of information, such as where the student left off academically, what special needs he/she may have, and any information that they feel vital in the placement of this student. Much time and consideration is then given to the placement of each student to help ensure that he/she may acquire the needed skills and progress to the fullest. We appreciate your cooperation and trust regarding your child(ren)'s assignment, and do not recommend that you make special teacher requests. Your understanding in this matter is appreciated. Due to staff changes throughout the summer, class lists will be posted at each elementary school two weeks prior to the start of school.

## **SEXUAL HARASSMENT POLICY**

The District will not tolerate sexual harassment at school. It will take appropriate actions to deal with any complaints. The complete District policy is available to all students and parents.

## **WEAPONS POLICY**

Any object that is used to threaten or harm another person can be considered a weapon. There are school policies and state laws that deal with weapons at school. The District will not tolerate the use of weapons at school. It will take appropriate actions to deal with any threat to the safety of the students or staff.

## **PHONE NUMBERS**

Superintendent of Schools	Matthew P. Olson	231.882.9653
Director of Finance	Michele Murray	231.882.9653
Central Office Secretary	Jennifer Mitchell	231.882.9653
Central Office Secretary	Catina Crossman	231.882.9653
Director of Food Services	Lisa Purchase	231.882.4497
Director of Operations	Mike Zielinski	231.882.7825
Director of Transportation	Guy Sauer	231.882.5072
Traverse Bay Area Intermediate School District (TBAISD)		231.922.6200
Sheriff's Department		231.882.4484
Family Independence Agency		231.882.4443
Central Wellness Network		877.398.2013
District Health Department		231.882.4406
Head Start Program		231.325.3549

## **2018 BOARD OF EDUCATION**

### **Tom Stapleton, Jr.**

975 South Weldon  
Beulah, MI 49617  
231.882.7291  
toms@myhonorbank.com

### **Nicki Brown**

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Lake Ann, MI 49650  
231.275.5313  
graysexcavating@centurytel.net

### **Brian Childs**

1484 S. Thompsonville Rd.  
Thompsonville, MI 49683  
231.510.2602  
brianbchilds@yahoo.com

All Benzie Central Board of Education Policies (NEOLA) are on the district's website at  
[www.benzieschools.net](http://www.benzieschools.net)

**Effective July 1, 1996, current School Board policy eliminates the use of ALL tobacco products, at any time, in school buildings and on all school grounds and/or leased property.**

**GRIEVANCE PROCEDURES  
FOR TITLE VI OF THE  
CIVIL RIGHTS ACT OF 1964  
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972  
TITLE II OF THE AMERICANS WITH  
DISABILITY ACT OF 1990  
SECTION 504 OF THE REHABILITATION ACT OF 1973  
AGE DISCRIMINATION ACT OF 1975**

Section 1

Any person believing that the Benzie Central School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, (2) TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972, (3) SECTION 504 OF THE REHABILITATION ACT OF 1973, (4) TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990, and (5) AGE DISCRIMINATION ACT OF 1975, may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Mr. Matthew Olson, Superintendent  
Mrs. Michelle Murray, Director of Finance  
Benzie Central Schools  
9222 Homestead Road  
Benzonia, MI 49616

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2

A complainant wishing to appeal the decision of the Local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If unsatisfied, the complainant may appeal through a signed; written statement to the Board of Education within (5) business days of receiving the superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within (10) days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, D.C. 20202

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington D.C. 20202

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

All Benzie Central Elementary Schools focus on implementing Positive Behavior Supports (PBS) within the school setting. The goal of these supports is to be proactive and provide systems that support students in making positive behavior choices. Examples of PBS may include: classroom instruction focused on social skills (ex. Second Step, Stop-Walk-Talk), Character Café, 100's Boards, Check in/Check out, and Champs Camp (teaching school routines).

Even with the use of Positive Behavior Supports, we sometimes have discipline issues that arise. In that case, we first determine if the incident is a major or minor incident, and then we respond accordingly. Below you will find a list of major and minor infractions and their definitions (when applicable).

Minor Incidents	Major Incidents
<p><b>Inappropriate Language</b>  <b>Physical Contact:</b> Getting in someone else's space, stepping on backs of shoes, touching others while standing in line, using other materials (backpack, etc.) to touch someone  <b>Disruptive/Blurting:</b> Talking without permission, interrupting or making noises after being given one warning  <b>Property Misuse:</b> Abusing any school property (computers, text books, desks, etc.), abusing theirs or another student's property, etc.  <b>Disrespectful:</b> Doing anything to disrespect an adult or another student (same situation occurring more than once becomes a major incident)  <b>Other:</b> tattling, off-task, bringing toys or electronics (when not check in appropriately), dress code violations, etc.</p>	<p><b>Abusive Language:</b> Putting down others or criticizing others using words or phrases that hurt another person's feelings  <b>Fighting/Physical Aggression:</b> Pushing, kicking, punching, shoving, slapping, etc.  <b>Overt Defiance:</b> Refusing to comply with an adult direction  <b>Harassment:</b> Intentionally annoying or pestering another student to cause a reaction  <b>Bullying:</b> When a person willfully and repeatedly exercises power or control over another with hostile or malicious intent  <b>Lying/Cheating/Stealing</b>  <b>Destruction of School Property</b>  <b>Other Majors</b></p>

Potential consequences for violations of school rules are listed below. Please note that more significant consequences will be used for major infractions and repeated offenses.

Potential Consequences:

- Discipline referral
- Warning
- Time in the office
- Conference with student
- Parent contact
- Individualized instruction for expectations
- Restitution
- Community Service
- Loss of recess or other privileges
- Verbal and/or written apology
- Think Sheet (processing choices made v. better options)
- Parent meeting
- School Liaison involvement
- Loss of after school activity privileges
- In school detention
- Alternate work space
- Social Suspension (attends class but no additional/social activities)
- In school suspension
- Out of school suspension
- Other consequences as deemed appropriate



**BENZIE CENTRAL SCHOOLS  
ELEMENTARY SCHOOL FIELD TRIP PERMISSION SLIP**

Dear Parents,

All Elementary schools offer one single field trip permission slip for the entire school year. This permission slip will allow students to go on field trips that fall during regular school hours during the school year. Staff members will continue to keep families informed about field trips and when chaperones will be needed. Overnight field trips and trips that extend the school day will still need a separate signed permission slip.

Thank you!  
Principals,

Amiee Erfourth	LeeAnn Stephan	Larry Haughn
Betsie Valley	Crystal Lake	Lake Ann

Date

*Please check the school your child attends:*

\_\_\_\_\_ Betsie Valley  
\_\_\_\_\_ Crystal Lake  
\_\_\_\_\_ Lake Ann

\_\_\_\_\_ has my permission to go on field trips during the  
(*Student's Name*)

school day. In case of an accident or serious illness, a school employee can reach me at:

Phone number: \_\_\_\_\_ or \_\_\_\_\_

In case of an accident or serious illness and I cannot be reached, I give my permission for school employees to call 911 or contact a physician or hospital and take whatever action is necessary.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

**BENZIE CENTRAL SCHOOLS**  
**PARENT / STUDENT / TEACHER / PRINCIPAL CONTRACT**

***Parent / Guardian Agreement***

I want my child to succeed. Therefore, I will:

- see that my child is punctual and attends school regularly.
- support the school discipline policy and support school staff.
- encourage and support reading outside the school environment.
- read and review all information my child brings home from school.
- supervise the completion of homework and share my child's daily school experiences.
- attend Parent/Teacher conferences for my child.
- monitor my child's schoolwork and progress.

*Parent/Guardian's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

***Student Agreement***

It is important that I work to the best of my ability. Therefore, I will:

- attend school regularly and be punctual.
- return my assignments and home activities completed and on time.
- follow the school and classroom rules.
- respect my parents, classmates, school staff, and other people in the community.
- come to school each day prepared and ready for learning.
- always do my best and believe I can learn.

*Student's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

***Teacher Agreement***

It is important that student's achieve. Therefore I will:

- provide a caring learning environment where your child can be responsible for learning.
- provide an enriched and challenging curriculum.
- provide appropriate and meaningful homework assignments for students.
- keep you informed of your child's progress on a regular basis.
- maintain open lines of effective communication with my students and their parents in order to support student learning.

*Teacher's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

***Principal Agreement***

I support this form of parental involvement. Therefore I will:

- provide a positive and safe environment for learning.
- provide an environment that allows for communication among teacher, parent, and student.
- support and attend school functions.
- provide the materials necessary for the classroom.

*Principal's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

**BENZIE CENTRAL SCHOOLS  
INTERNET REGISTRATION CONTRACT**

***In exchange for the use of the Benzie Central Schools Internet Connection, I, \_\_\_\_\_, agree to abide by the contents of the Benzie Central Schools Internet Policy and the following Internet Registration Contract:***

1. That the use of the Benzie Central Schools Internet Connection is a privilege, which may be revoked by staff or faculty at any time for abusive and/or inappropriate conduct. Such conduct would include, but not be limited to, the placing of unlawful information or graphics on the system, and the use of obscene, abusive, or otherwise objectionable language in either public or, upon the registration of complaint, private messages or other systems that are accessed through the Benzie Central Schools Internet Connection. The staff and faculty of the Benzie Central Schools will be the sole arbiter of what constitutes obscene, abusive, or objectionable language or conduct.
2. That the use of the Benzie Central Schools Internet Connection is a privilege which may be revoked by the administration of the system at any time for conduct that embarrasses, harms or in any way detracts from the good name and reputation of the Benzie Central Schools and/or its faculty and staff, or any organizations, groups and institutions with which the Benzie Central Schools Internet Connection is affiliated. The faculty and staff of the Benzie Central Schools will be the sole arbiter of what constitutes this unacceptable conduct.
3. That the Benzie Central Schools Internet Connection reserves the right to review any materials stored in any files and will edit or remove any material which the faculty or staff, at its sole discretion, believes may be unlawful, obscene, abusive or otherwise objectionable.
4. That all information services and features contained on the Benzie Central Schools Internet Connection are intended for the educational use of the students, faculty, and staff, and any commercial and/or unauthorized use of these materials and/or services is strictly forbidden.
5. That the use of email services is allowed and encouraged as an educational activity, however the use of chatrooms or similar conversational services is allowed ONLY under supervision of a faculty or staff person.
6. That in consideration for the privilege of using the Benzie Central Schools Internet Connection and in consideration for having access to the information contained within, I hereby release the Benzie Central Schools, its faculty and staff, and all organizations, groups and institutions with which the Benzie Central Schools Internet Connection is affiliated, for any and all claims of any nature arising from use, or inability to use, said Internet connection.
7. If a student fails to responsibly abide by the necessary code of conduct, the student elects the standard choices for irresponsible actions. As necessary, administration may need to limit the usage of computers by destructive and/or irresponsible students in order to ensure a quality computer system for the responsible student. This may involve limiting a student to the use of only one room of computers or one computer, or limiting a student to the computer only with adult supervision. In severe cases, a student may be assigned detention, or forfeit computer privileges for a set period of time. First offense options may include two weeks off computers, second offense options may include nine weeks off computers and a third offense may be a loss of computer privileges for the remainder of the school year. First offenses of a serious nature can automatically move to the second or third offense at the discretion of the building principal.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Daytime Telephone - Evening Telephone

\_\_\_\_\_  
Date

LIST OF POTENTIAL DISCLOSURES OF DIRECTORY INFORMATION  
AND OPT-OUT FORM

The Board may disclose appropriately designated "directory information" without written consent, unless the parent or adult student advises the Board to the contrary by filling out, signing and returning this form to the District.

The primary purpose of directory information is to allow the Board to include this type of information in certain school publications. The following is a list of uses for which the District commonly would disclose a student's directory information:

Yearbook	Playbills / Drama Programs	Honor Roll / Academic Lists
School Awards Programs	Athletic Programs	Graduation Programs
Website / Social Media	Art Fairs	Newsletters
Charitable Events (e.g. – Annual Coat Drive)		Classroom Lists

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or adult student's prior written consent. In addition, two (2) Federal laws require the District to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings - unless parents or adult students have advised the District that they do not want their student's information disclosed without their prior written consent.

The District has designated the following information about each student as "directory information":

Student Name	Address	Phone Number	Date/Place of Birth
Major Field of Study	Participation in Official Sports	Height/Weight (for athletes only)	Dates of Attendance
Date of Graduation	Awards Received	Honor Rolls	Scholarships
Photos / Videos of participation in school related activities, events, or programs			

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student has opted-out of provision of this information in some or all circumstances by filling out, signing and returning this Opt-Out Form or notifies the School in writing that s/he will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purposes.

**If you elect to opt-out the above**, please sign below, and return to the principal of your child's school. **If you do not wish to opt-out of any of the above common uses, you do not need to return this form or take any other action.**

\_\_\_\_\_  
Print name of Student

\_\_\_\_\_  
Print name of person signing and state relationship to student  
Or state if student is an adult and signing on his/her own behalf

\_\_\_\_\_  
Signature of parent/guardian/adult student

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

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