

**BENZIE CENTRAL MIDDLE SCHOOL**

**9300 Homestead Road  
Benzonia, MI 49616  
Phone (231) 882-4497, Fax (231) 882-5699  
www.benzieschools.net**

**STUDENT HANDBOOK  
2018 - 2019**



This book belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Student Email: \_\_\_\_\_, \_\_\_\_\_ @student.benzieschools.net

PowerSchool: \_\_\_\_\_

Advisory Teacher \_\_\_\_\_

**BOARD OF EDUCATION**

<b>President</b>	<b>Mr. Brian Childs</b>
<b>Vice President</b>	<b>Ms. Stephanie Johnston</b>
<b>Secretary</b>	<b>Ms. Nicki Brown</b>
<b>Treasurer</b>	<b>Mr. Scott Gray</b>
<b>Trustee</b>	<b>Mr. Chris Noffsinger</b>
<b>Trustee</b>	<b>Mr. Thomas Stapleton Jr.</b>
<b>Trustee</b>	<b>Mr. Douglas Taylor</b>

**ADMINISTRATION**

<b>Superintendent</b>	<b>Mr. Matthew P. Olson</b>
<b>Principal</b>	<b>Mr. David A. Clasen</b>
<b>Asst Principal/AD</b>	<b>Mr. Steve Graetz</b>
<b>Dean of Students</b>	<b>Mr. Eli Harris</b>

**COUNSELORS**

<b>6-9th Grade</b>	<b>Ms. Barbara Powell</b>
<b>10-12 Grade</b>	<b>Ms. Emily Burrus</b>

**OUR GOAL**

On behalf of the faculty and administration of the Benzie Central Middle School, it is a pleasure to welcome all students to the 2018-19 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 STATEMENT**

We challenge all students to excel academically, artistically, emotionally, physically, and socially in a safe supportive environment. (revised, March 2001)

**BENZIE CENTRAL SCHOOLS DISTRICT MISSION STATEMENT**

The mission of the Benzie County 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.

**ACCREDITATION**

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

**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 Jr. High!  
Fight!!*

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

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 2018-2019

August 29	Open House 6:30-7:30
September 3 September 4	No School – Labor Day First Day for Students
October 3 October 24 October 25 October 26	Count Day Parent-Teacher Conferences (Half Student Day) Parent-Teacher Conf. (Half Day Students/Full Day Teachers) No School
November 2 November 21 November 22-23	End of First Marking Period Half Day Students/Full Day Teacher (PM Teacher PD) Thanksgiving Recess – No School
December 20 December 24-31	Half Day Students & Teachers Christmas Recess
January 1-4 January 7 January 18	Christmas Recess continued School Resumes End of Semester (½ Student/Full Day Teachers)
February 15 February 18	Half Day Students/Full Day Teacher (PM Teacher PD) President’s Day – NO SCHOOL
March 22 March 25-29	Half Day Students & Teachers Spring Recess
April 1 April ? April 26	School Resumes End of Third Marking Period Half Day Students/Full Day Teacher (PM PD)
May 24 May 27	Half Day Students/Full Day Teacher (PM Teacher PD) Memorial Day – NO SCHOOL
June 2 June 12*	3 pm HS Commencement/Graduation 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.***

***\* Tentative Last Day***

## **WELCOME TO BENZIE CENTRAL MIDDLE SCHOOL**

*Dear Students and Parents,*

*Welcome to Benzie Central Middle School. We look forward to our time together in grades sixth, seventh and eighth. The workload and social adjustments are greater here than at any other public school level, but the time will also be part of the best years of your life. Your years will be exciting and filled with many new opportunities as we all work together to fulfill the goals and objectives of Benzie Central Middle School.*

*This student handbook has been prepared to guide you through your middle school days so that both students and parents fully understand the expectations, policies, and procedures. Please review the contents of this book carefully. Do so as a family, because at Benzie Central we believe strongly in the combined involvement of parents and students working together with the school.*

*We believe all students will learn. Through a strong educational commitment and responsible behavior, all students can succeed. That is our focus and with cooperation and support by every student, parent, and staff member we will do just that! If there is ever anything we can do to help you in any way, please do not hesitate to ask. The office doors are always open!*

*Sincerely,*

*David A. Clasen  
Principal*

### **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

Your child's safety is very important in our school. We require all parents to:

1. Call the school when your child is sick, 882-4497 ext 2222. (24 hour phone)
2. Provide home, work, and emergency telephone numbers, and keep the school notified of any changes.
3. Provide a certified birth certificate, so a copy may be kept in school records.

## ***NOTE TO PARENTS***

PARENTS ARE THE CHILDREN'S FIRST TEACHERS. AS SUCH, THE FOUNDATION FOR GOOD DISCIPLINE BEGINS AT HOME. PARENTAL DISCIPLINE GUIDES CHILDREN TOWARD ACCEPTABLE BEHAVIOR AND TEACHES THEM TO MAKE WISE AND RESPONSIBLE DECISIONS. FURTHER, PROPER DISCIPLINE HELPS TRANSMIT PARENTS' AND SOCIETY'S VALUES. TO EXTEND DISCIPLINE TO SCHOOL, IT IS IMPORTANT THAT PARENTS SUPPORT SCHOOL RULES AND LET THEIR CHILDREN KNOW THAT THEY EXPECT THEM TO FOLLOW THOSE RULES. PERHAPS EVEN MORE IMPORTANT IS TO SUPPORT THE SCHOOL WHEN THOSE RULES ARE ENFORCED. WE AT BENZIE CENTRAL APPRECIATE ALL OF YOUR SUPPORT IN THE PAST AND LOOK FORWARD TO ANOTHER EXCELLENT YEAR.

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## ***BUILDING SUPERVISION***

BEGINS AT **7:20** AM AND ENDS AT **2:45** PM UNLESS A STUDENT IS INVOLVED IN EXTRACURRICULAR ACTIVITIES SUCH AS SPORTS, ASD, CLUBS, ETC.

STUDENTS ARE NOT TO BE IN THE SCHOOL UNSUPERVISED.

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## ***BOOK BAGS AND CLASS PASSING TIME***

BOOK BAGS ARE ALLOWED TO BE CARRIED TO AND FROM SCHOOL. THEY SHOULD BE KEPT IN LOCKERS DURING SCHOOL HOURS. THERE IS SUFFICIENT TIME FOR ALL STUDENTS TO PASS FROM CLASS TO CLASS. STUDENTS SHOULD PLAN AHEAD AND CARRY MORE THAN ONE BOOK. STUDENTS SHOULD TRY TO WALK ON THE RIGHT SIDE OF THE HALLWAYS TO ALLOW OTHER STUDENTS TO MOVE FREELY. COATS AND HATS

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## ***TOBACCO POLICY***

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.

<b>MS Staff</b>	<b>Position</b>	<b>Extension</b>	<b>Email</b>
Mr. David Clasen	Principal	2207	clasend@benzieschools.net
Mr. Steve Graetz	Asst Principal	2201	graetzs@benzieschools.net
Mr. Eli Harris	Dean of Students	2261	harrise@benzieschools.net
Ms. Lara Bishop	Secretary	2222	bishopl@benzieschools.net
Ms. Rebecca Meachum	Secretary	2222	meachumr@benzieschools.net
Ms. Kirsten Cline	Choir/Basic Theater	2263	clinec@benzieschools.net
Ms. Barbara Powell	Counselor	2224	powellb@benzieschools.net
Ms Emily Burrus	Counselor	2224	burruse@benzieschools.net
Mr. Corey Bechler	Art	2266	bechlerc@benzieschools.net
Mr. Marc Alderman	Science	2235	aldermanm@benzieschools.net
Mr. John Burtch	Science	2267	burtchj@benzieschools.net
Mr. Brian Parent	Band	2215	parentb@benzieschools.net
Mrs. Katrina Grose	Parapro	2271	grosek@benzieschools.net
Mr. Dan Long	Social Studies	2230	longd@benzieschools.net
Ms. Kim O'Connor	English	2229	occonnork@benzieschools.net
Mrs. Kathy Neveu	Math	2268	neveuk@benzieschools.net
Mrs. Lynne Keber	Social Studies	2232	keberl@benzieschools.net
Mr. Rico Cruz	Special Education	2274	cruzr@benzieschools.net
Mrs. Belva Whaley	Special Education	2228	whaleyb@benzieschools.net
Ms. Wendy Kalush	Math/Spanish	2233	kalushw@benzieschools.net
Mrs. Carmen Briggs	Health	2256	briggsc@benzieschools.net
Mr. Jason Katt	English/PE	2270	kattj@benzieschools.net
Ms. Colleen Swartz	Spec Ed	2274	swartzc@benzieschools.net
Mr. Barry Hahn	AG Science	2216	hahnbb@benzieschools.net
Mrs. Tami Roeske	Math	2237	roesket@benzieschools.net
Karen Zickert	Careers	2227	zickertk@benzieschools.net
Polly Gillison	SAFE/Special Ed	2223	gillisonp@benzieschools.net
Ms. Amy Jass	English	2229	jassa@benzieschools.net

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## GENERAL INFORMATION

### CHANGE OF ADDRESS

Students will be asked to fill out an information card each school year. Please inform the office if you change your address or telephone number.

### 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.

### GUIDANCE AND COUNSELING

BARBARA A. POWELL M.S., L.P.C

Office: Counseling office room 113-Middle School wing

Hours: 7:30 a.m. - 4:30 p.m. (Evening by appointment)

Phone: 231-882-4498 ext. 2224

E-mail: [powellb@benzieschools.net](mailto:powellb@benzieschools.net)

Our primary task is to help students become better learners by providing responsive services, individual planning, systems support, and a guidance curriculum. I am a Licensed Professional Counselor with teaching certification and a Master's Degree in Counseling. My role in the middle school is to provide the services listed above through a variety of tasks including: problem solving, making referrals to outside agencies and programs regarding mental or physical health and scholarship opportunities, following the Michigan Guidance curriculum with the use of classroom presentations and offering small group counseling. I also serve on several community team committees to advocate for youth opportunities.

I look forward to working with the middle school students and encourage parents to call or come in and check on your child's progress. Personal family situations can affect a student's ability to concentrate on school, so please let me know if your family is ever experiencing some such situation and it will be handled confidentially and with a focus on solutions. Please call with any questions or concerns.

### 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.

## **LOST AND FOUND**

Students who find lost articles are asked to take them to the office where the owner may claim them.

## **SUBSTITUTES**

Substitute teachers are hired when teachers are sick or attending meetings that pull them away from their classroom teaching. Substitutes are trained adults and deserve the same respect and behavior afforded to our teachers. Any student misbehaving when there is a substitute in charge may be disciplined.

## **VISITORS (Students)**

No student visitors will be allowed in school or at school related activities unless approved by administration.

## **WITHDRAWAL FROM SCHOOL**

Students leaving our school must pick up a withdrawal from the school office. This form will be signed by the student, parent/guardian, and staff members. All books/equipment should be returned.

# **STUDENT ACADEMICS**

## **ADVISORY (ADVS)**

Advisory class supports academic success and is intended to provide consistent adult guidance at school. All middle school students will be assigned an Advisor and will meet with them each day. Advisory builds relationships between teachers and students to promote academic success, guiding students with adolescent issues.

## **ACADEMIC SUPPORT**

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 school, during advisory, after school, or during the teacher's preparation period. BLAD is Before Lunch Advisory; teacher assistance is also available during this time. Remember the responsibility is yours. You are the first to know when you are having difficulty in a subject!

## **GRADING**

### **HONOR ROLL AND GRADE POINT COMPUTATION:**

An honor roll for each grade level will be mailed to the news media at the end of each 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 and all classes on a student's schedule. Students with questions concerning this computation should see their counselor for clarification.

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

## **INCOMPLETES**

When illness or other valid reasons have interfered with a student's ability to meet class deadlines, an incomplete 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.

## **LIBRARY MEDIA CENTER**

Students and staff are encouraged to use the library and its resources. Students are not to bring coats, drinks, food or bags into the library. Students are expected to work quietly so that all may work in a positive library environment.

Classroom teachers may send up to two students from class to the library without bringing the whole class down. Exceptions need to be approved by the librarian.

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.

#### **REPORT CARDS AND PROGRESS REPORTS/POWERSCHOOL**

Progress reports are sent home midway through each marking period for students who are receiving below 70%. Report cards will be sent home with students at the end of each nine week marking period. Questions regarding grades or progress reports please call or make an appointment to meet with your child's teacher. We are here to answer your questions.

#### **RETENTION**

Students' progress will be monitored closely. Teachers will use progress reports, PowerSchool, phone calls, report cards, and conferences to keep parents informed on how their children are performing in school. The SIT (Student Intervention Team) will meet at least quarterly to review students' work and school success. Interventions such as behavior plans, lunch study time, weekly progress reports, summer school tutoring (if available) etc., will be used as tools to help students improve. Retention will be explored in those cases where the intervention strategies aren't successful.

#### **TEXTBOOKS, WORKBOOKS, AND SUPPLIES**

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. Any materials for projects that a student makes that are beyond the minimum requirements of the various departments must be provided by the student.

## STUDENT CONDUCT

### **AFTER-SCHOOL DETENTION (3:00-7:00)**

When available students may be assigned an after-school detention by an administrator or a designee 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. Any student who does not abide by the regulations of the detention period may be assigned to two (2) four-hour after school detentions. If students are absent on the day they are assigned detention, they will be expected to stay for the detention on the day they return to school.

When a student is assigned an ASD, the parent or guardian will be notified by a phone call from the school whenever possible. If a parent or guardian cannot be reached by phone, the student is still responsible for attending the ASD. Students assigned an ASD may serve the ASD the day ASD's are in session or within three school days. STUDENTS NOT ATTENDING THE ASD WILL BE UNABLE TO RETURN TO SCHOOL UNTIL THEY SERVE THE ASD.

#### After-School Detention 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 totally cooperate with the supervisor or that student will be reassigned two 4-hour ASD's.
6. Sleeping is not allowed.
7. No food or drink except during breaks. (Food will be available for students to purchase.)
8. No radios/walkmans, ipods, cell phones, MP3 players, etc.
9. Transportation will not be provided for after-school detention.

### **ASSEMBLIES**

Students will exhibit acceptable assembly behavior otherwise they will be removed from the assembly. Additional consequences may apply.

### **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 ensuring 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 extra-curricular activities will be assessed a participation fee to help offset the cost of these programs. A flat fee of \$25.00 for each activity with a 100.00 cap per student and 200.00 cap per year for families with multi-students.

### 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 on or after April 15<sup>th</sup> of the previous year.
4. A student must be under the age of nineteen (19) on or after September 1<sup>st</sup> of the current school year.
5. A student shall be allowed to compete in only four- first semesters and four-second semesters.

### **BCMS ELIGIBILITY**

1. All grades are cumulative. Academic Eligibility will be in effect for all Extra-curricular activities, i.e., sports, drama, musical, etc.
  - a. Week to week eligibility policy - a student must pass all classes during the week to be eligible for the next week's competition.
  - b. Teachers will be provided with team rosters of student athletes at the beginning of each sport season. We will evaluate through PowerSchool the grades of all athletes before noon on Friday. **STUDENTS WITH FAILING GRADES IN ANY CLASS WILL BE INELIGIBLE THE FOLLOWING WEEK.**
  - c. Those students whose names are on the ineligible list will not be eligible to participate for the next week of competition-Monday through Sunday. They will be expected to attend practices, contests and other team activities.
  - d. Coaches will be notified of students who may need extra assistance to be successful in their course work.
  - e. Ineligible students will not be allowed to leave school early to travel with the teams to away events.
  - f. Students will be allowed, only three weeks of ineligibility, and then they may be dropped from the team. Academics are the main reason for attending school, and sports participation may be interfering with the time they need to devote to success in the classroom.
2. A student must have all debts from past and current marking periods paid.
3. A student must exhibit appropriate behavior commensurate with the privilege of representing Benzie County Central School in athletic activities.
4. Benzie County Central Schools does NOT provide student accident insurance for athletic injuries.
5. 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.
6. The district has determined that the following student behavior will result in suspension from athletic activities at Benzie County Central Schools and 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 middle 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. High school violations will stay with them through their senior high school career. Violations of this athletic policy will result in a 24-month probation period.

8. 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.
  - a. Suspension penalties: For items bi, bii, biii. (See Above, #6)
  - b. **FIRST OFFENSE** – Suspension from 25% of that sport season. 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
    - i. **For item bii. (See Above, #6)** 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.
  - c. **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.)

#### **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.

#### **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.
  - d. Money Earned Policy: if any part of any uniform or equipment is paid for by money earned through the school's name, that uniform or equipment is property of the athletic department at the end of the season. There will not be any exceptions to this rule. If there are any questions concerning how this type of money may be used, feel free to call the Athletic Director at school.
  - e. Students seeking medical attention will not be allowed to return to participation status without the written release from a treating physician.

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

The Athletic Department recognizes 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.

## **ATTENDANCE**

All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and self-responsibility.

The Michigan School Code requires student attendance be "continuous and consecutive." Therefore, we believe: Each day in school is of vital importance to each student. Regular attendance is an essential element of the educational process. Days missed from school can never be fully recovered.

Regular and punctual attendance is directly related to one's self-responsibility and self-discipline and is also a stepping-stone to a successful life-style.

Parents and students must accept the responsibility of maintaining a record of regular and punctual attendance.

### **ATTENDANCE PROCEDURES**

1. **Middle School Attendance Line 231-882-4497**
2. Parents or guardians shall call the Middle School Office on the day the student is absent. There is a 24-hour answering system. Failure to notify the school within 24 hours will result in an unexcused absence.
3. A daily call for each day of absence is expected. A parental note is also acceptable for those homes without phones. A student who is absent or truant from school must be responsible to get any assignments he/she needs to complete.
4. 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 are expected to attend all classes, every day unless excused by their parents.

### **PRE-EXCUSED ABSENCES**

1. All pre-excused absences must be cleared by the principal's office prior to the absence.
2. The parents must make a written request.
3. Work must be made up and assignments completed to the satisfaction of the teachers involved according to classroom rules.
4. Students absent or suspended from school may not attend any of the school activities on the days they are absent.
5. Absences for school-sponsored activities will be recorded and will not count against the student. Students may still participate in practices and extracurricular activities.
6. **THIS APPLIES TO ALGEBRA.** When a student accumulates eleven (11) or more semester absences in a class (es) the student and parent/guardian will be notified that the student may lose credit in the class (es) in which he/she has accumulated those absences. If a student is absent 11 or more times in the first semester Truancy procedures will proceed. If a student has 10 or fewer absences in the first semester, absences for purposes of Truancy will restart 2nd semester.
7. The office will review the student's attendance; a contract will be initiated if there are extenuating circumstances. The contract may allow for the student to receive credit in the class (es) in which he/she has accumulated those absences. A contract will not be initiated if there is any unexcused absence in any class in which a student has accumulated eleven absences. Students will be notified of loss of credit in their class (es) the week of exams each semester. Students with ten or fewer at the end of the first semester begin the second semester with a clean slate.
8. The office will review attendance patterns of all middle school students quarterly, at the end of each marking

period. Excessive student absences will be reviewed on an individual basis using parent notification and involvement practices such as phone calls, letters, and attendance review conferences (Corrective Action Plan). Referral to the truant officer will be made when necessary.

## **TRUANCY/SKIPPING**

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, 380.1284b, 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.

## **BEVERAGES AND FOOD**

All beverages (exception of water), food, candy, and snacks (pop tarts) are to be consumed in the cafeteria only. You will be asked to return to the cafeteria or items may be confiscated.

## **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

## **BUSES - RULES/CONSEQUENCES**

We will follow the district-wide bus policy that was adopted in January, 1997. These rules apply to all Benzie Central students in K-12 grades. The policy was put in effect to make bus travel to and from school as safe as possible for all students. The bus rules have been streamlined to make it easier for students to understand and follow.

1. Students will remain seated and quiet.
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 conditions 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.

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

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

Students will be allowed to get off at a different stop for **emergencies only**. Parents will be required to contact the transportation supervisor for alternate arrangements.

\*Our buses are equipped with boxes for video cameras. The cameras will be rotated among the buses to monitor student behavior.

## **DANCE POLICY**

**SENIOR HIGH STUDENTS ARE NOT ALLOWED TO ATTEND MIDDLE SCHOOL DANCES, AND MIDDLE SCHOOL STUDENTS ARE NOT ALLOWED TO ATTEND SENIOR HIGH DANCES.**

### **GENERAL RULES:**

1. Students may not leave the dance and re-enter, even if they pay again.
2. Hand-holding only.
3. Anyone using drugs, tobacco or alcohol should be reported to the staff sponsor. Parent contact will be made and law enforcement may be called. The sponsor will be responsible for contacting the Sheriff's Department. These students will not be allowed to attend any school dances for the balance of the year.
4. Dances will be chaperoned by adults - teachers or parents.
5. The dance privilege will be denied to students on the debt list, or who have been suspended from school during the current nine week marking period.

## **GANGS**

Students attending public schools are prohibited by state law from holding membership in fraternities, sororities and secret organizations. Belonging to a gang or wearing of gang-related clothing and items in itself doesn't necessarily pose a problem. It does create a potentially dangerous problem to all Benzie students. It can lead to intimidating and stressful situations for non-gang members. The potential for internal conflicts also increases when "gangs" exist. To provide a safe environment for all students in the Benzie Central School District, all gang identifying clothing/items and activities (as determined in cooperation with the police) are strictly prohibited in school/on school property and at all school related events.

Students violating the above regulation will be subject to disciplinary action/up to and including expulsion and referral to police.

## **HALLWAY USE**

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, office, or restrooms.

Students are not to be in the corridors during the time that classes are in session unless they possess a signed pass in their assignment book/agenda book.

## **INTIMIDATION**

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

## **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. We ENCOURAGE students to bring a lock from home. Please inform the office of your combination or extra key. Students must retain assigned lockers. Lockers in the locker room are assigned by the physical education teachers and/or coaches. NO SHARING and STUDENTS MUST REMAIN IN ASSIGNED LOCKER UNLESS APPROVED BY OFFICE. IF YOU KEEP VALUABLES IN YOUR LOCKER, DO SO AT YOUR OWN RISK. Nothing is to be placed on the outside of the lockers (stickers, posters, etc.), UNLESS SCHOOL APPROVED. Inside decorations must be in good taste.

## **OFFENSES DEFINED**

### **Alcohol/Drugs (Illicit Substance)**

1. **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.

2. **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.

#### **CHEATING**

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

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

Unintentionally damaging school or personal property. Deliberately damaging school or personal property. See Violations and Penalties.

#### **ELECTRONIC EQUIPMENT/Wireless Communication Devices (WCD)**

Radios, tape and CD players, ipods, ipads, and MP3 players, electronic games, curling irons, (any electrical appliance), pagers, etc. are not conducive for an appropriate learning environment and will not be permitted during school hours. The school is not responsible for these items if they are lost or stolen. Headphones, ear buds etc. may not be worn during the school day. Once classes have begun these items must be put in a secure place, not visible. Students may not use these items during lunch.

**Cell Phones** will follow district policy 5136. They can be used before, after school and during lunch. These items will be confiscated and turned into the office. The only exception to cell phone use will be if a staff person has incorporated their use in their educational lesson plans. This applies only to their classroom. There is a student phone in the main office that students can utilize. See Violations and Penalties for Cell Phones. See Student Behavior – Violations & Penalties for infractions.

#### **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 without checking out.

## **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.

## **HARASSMENT/SEXUAL HARASSMENT**

Includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of nonverbal, verbal, written, or physical nature, often on the basis of age race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location). (See Guidelines for Sexual Harassment)

## **SEXUAL HARASSMENT**

1. Purpose:
  - a. It is the policy of Benzie Central Middle-Senior High School to foster learning and working environment that is free from sexual harassment.
2. Authority:
  - a. It shall be a violation of this policy for any member of the Benzie Central Middle-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:

  - 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 conduct by an individual is used as the 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.
  - d. Sexual harassment, as defined above, may include the following:
    - i. verbal harassment or abuse
    - ii. pressure for sexual activity
    - iii. repeated remarks to a person with sexual or demeaning implications
    - iv. unwelcome touching
    - v. suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
4. The following steps should be taken in the matter of handling any complaint about sexual harassment:
  - a. 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.

- b. 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.

Parental and guidance counselor contact will be made by the administrator.

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:

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

### **TARDINESS**

Teachers will mark students tardy after the tardy bell. Students who miss more than ten minutes of a class will be considered absent. Exceptions will be made for school related activities. Students are given a clean slate each marking period.

Discipline – when a student accumulates 4 tardies (combination of all classes) he/she will receive the following: Each additional tardy will result in:

1. 4 tardies = 1 Lunch Detention
2. 5 tardies = 2 Lunch Detention
3. 6 tardies = 3 Lunch Detention
4. 7 tardies = 4 Lunch Detention
5. 8 tardies = 1 ISS
6. Additional Tardies will result in immediate ISS

Students will be marked tardy if they are not in their assigned seat when the tardy bell rings. More than 10 tardies will result in a possible petition to the Benzie County Probate Court. A meeting with parents will be required. Additionally; each tardy after 7 will result in a full day of In School Suspension (ISS). Students will not be allowed back to school until ISS is served.

### **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.

Any violation of the Technology User Agreement / INTERNET REGISTRATION CONTRACT will result in violations and penalties see Student Behavior.

### **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. It shall be the policy of the Benzie County Central Schools to take positive action through enforcement, education, counseling, and parental involvement in working with all students involved in the possession, exhibiting, or use of tobacco.

It is our belief that there are too many convincing proofs that the use of tobacco has harmful physical effects on the student. Harmful health habits which should be avoided are often caused by peer pressure. Furthermore state law prohibits use of tobacco on school property. Therefore, it is the policy of this school district that the use or possession of



tobacco by any Benzie Central student is NOT allowed anywhere in the buildings, on school grounds, at any school-sponsored event, school buses, bus stops, or any school-sponsored transportation. This policy is all-encompassing: it extends the prohibition to all events, activities, school functions (on or away from the campus), or any other activity that is sponsored by the school and/or takes place on school grounds.

Electronic cigarettes follow these guidelines and will be treated as tobacco.

### **TRESPASSING/LOITERING**

Being in an unauthorized place on school grounds, in the school building or on school property; being on school property without permission during a suspension or non-school hours. Students staying after must be under direct adult supervision.

### **TRUANCY/SKIPPING: See Attendance**

### **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 for violations could result with an incorrigibility referral to the Sheriff's Department.

### **PERSONAL APPEARANCE**

It is important for students to develop personal pride in their appearance and an understanding of what is appropriate at school. The appearance of any young person is primarily the responsibility of that individual and his/her parents. We expect students to maintain the type of appearance that is not distracting to teachers or other students to the detriment of the educational process of the school during the day or at extra-curricular activities. Consequently, teachers, counselors, and administrators will continue efforts to develop in students a personal pride in their appearance, an understanding of appropriate dress and the avoidance of extremes.

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 clean clothes found in the close closet.
4. The student will be sent home. (Only if 1-3 are not available)

When dress or grooming, including hair, disrupts the educational process for the classroom or school or presents a safety hazard to students or others the school will then regulate student appearance.

Specific dress regulations include, but are not limited to the following:

1. Skirts may not be more than three inches above the knee. Skorts and shorts may be worn but must be the appropriate length (three inches above the knee, unless worn with leggings).
2. Writing on clothing cannot be profane or sexually suggestive. Clothing cannot advertise alcoholic beverages including restaurants, bars or clubs, tobacco products, or slogans related to illegal substances or substance abuse, or groups connected to gang activities.
3. No gang-related clothing or paraphernalia is acceptable. This includes bandannas; specific colored clothing, or related items that are specific to an established group, this includes slippers.

4. Physically revealing or suggestive clothing is not allowed. This includes any article of clothing that reveals undergarments, such as tank tops, spaghetti straps, tube tops, net shirts, and muscle shirts.
5. Hats, sunglasses, sweatbands and head coverings are to be removed before entering the building.

\*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.

**SATURDAY SCHOOL**

When available Saturday School is another option for discipline and consequence. Out-of-school suspensions can be detrimental to school success and will be assigned for serious offenses only (drug, alcohol, tobacco, fighting etc.). We will periodically schedule Saturday school (8am - noon, at the school or central office) throughout the school year. The students will be supervised by an adult and expected to quietly study for the four hours. Saturday schools will be used for tardies, excessive absences, profanity, insubordination, and any other discipline deemed appropriate by administrator etc., and parents will be informed in plenty of time to make the necessary arrangements. We hope that it is an effective deterrent for student behavior. If an assigned Saturday school is not fulfilled by the student progressive discipline including suspensions may result.

**STUDENT BEHAVIOR – EXPECTATIONS**

The Benzie Central School District assumes 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. All codes of conduct, rules and regulations can be condensed to one basic principle; follow common sense rules that govern our everyday world.

Teachers are responsible for establishing general rules of conduct in their classrooms. Violation of these classroom rules are handled at the desk level by the classroom teacher. Including a phone call to parents.

**STUDENT BEHAVIOR - VIOLATIONS & PENALTIES**

UNACCEPTABLE STUDENT BEHAVIOR - It should be recognized that not every type of misconduct 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 below, appropriate discipline will be imposed at the discretion of the Building Administration, Dean of Students, or the Board of Education.

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

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

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Cell Phones	Taken to office and end of the day pick up.	Taken to office and Parent pick up.	Policy 5136 Parent pick up at the end of the year.
Tobacco: Possession of or use of tobacco products, including electronic cigarettes.	5 day Out of School Suspension Citation/Referral Sheriff Dept.	10 day Out of School Suspension Citation/Referral Sheriff Dept.	10 day Out of School Suspension with recommendation for expulsion Citation/Referral Sheriff Dept.
Fighting: Including Inciting and "Filmers" - (video's taken, posting to internet)	1-3 day Out of School Suspension	3-5 day Out of School Suspension	10 day Out of School Suspension and possible recommendation to the Board of Education for expulsion
DRUGS:	5 day Out of	10 day Out of	

Possession, use of, under the influence of drugs, alcohol, or non-alcohol malt beverages, inhalants, look-a-like, drug paraphernalia prescription, or nonprescription drugs on school property.	School Suspension with optional Counseling or 10 day OSS. Citation/Referral Sheriff Dept.	School Suspension with recommendation for expulsion Citation/Referral Sheriff Dept.	
Harassment: Sexual Harassment/Bully	1-10 day Out of School Suspension	Long term suspension with recommendation for expulsion	
Drugs: Selling drugs or look-a-likes	10 day Out of School Suspension		10 day Out of School Suspension and possible recommendation to the Board of Education for expulsion
Intimidation: use of or possession of a weapon, including guns, knives, or bomb threat	1-180 day Out of School Suspension with recommendation to the Board of Education for expulsion.		
Theft: Intentional Theft or Destruction of school, staff or student's property	1-5 day Out of School Suspension and Reimbursement	5-10 day Out of School Suspension and possible recommendation to the Board of Education for expulsion	
Fire Dangers: Lighting matches, possession of lighter or fireworks, pulling fire alarm, or discharging of fire extinguisher, AED's	1-3 day Out of School Suspension	3-5 day Out of School Suspension	
Inappropriate Behavior	1-4 hour ASD/LD	1-4 hour ASD/LD	
Inappropriate Language Verbal or Written	1-4 hour ASD/LD	1-4 hour ASD/LD	
Insubordination	1-4 hour ASD/LD	1-4 hour ASD/LD	
Forgery	1-4 hour ASD/LD	1-4 hour ASD/LD	
Public Display of Affection – Hand Holding Only!	Warning	1-2 hour After School Detention/ Lunch Detention	2-4 hour After School Detention
Skipping Class	1-8 hour (ISD) or Saturday School.		

Leaving Class or School without permission or not signed out by Parent	1-4 hour ASD/LD	1-4 hour ASD/LD	
Technology: Misuse Of	15 days Inactive	30 days Inactive	Loss of Privilege
Possession of Others Property	1-4 hour ASD/LD	1-4 hour ASD/LD	1-4 hour ASD/LD
Physical Assault	1-180 days Out of School Suspension and possible recommendation to the Board of Education for expulsion		

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

### STUDENT BEHAVIOR AT 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.
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. Water is the only beverage allowed into the gym.
5. 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 removal from the building.
6. The doorways into the gym must remain open. Please do not stand in the doorways.

### STUDENT SEARCHES

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the board authorizes the public school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent.

The public school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The public school principal or his/her designee shall supervise the search. In the course of a locker search, the public school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

### SEIZURE

When conducting locker searches, the public school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property.

Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a

minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker.

### **SUSPENSIONS AND EXPULSIONS - DUE PROCESS**

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.
2. In an instance of suspension from school, the following conditions shall be adhered to:
  - a. The student shall be informed of the specific charges against him/her, in writing, including the rationale for the suspension and the conditions of time and means of the termination of suspension.
  - b. The student will have the right to present to the school principal any relevant information that will support his/her defense.
  - c. If the student is suspended by the school principal, the principal will:
    - i. 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.
    - ii. Meet with the parents or guardian and the student to plan the satisfactory return of the student to the school setting, if necessary.
  - d. If the parents or guardian are dissatisfied with this action, they may appeal to the superintendent to review the decision. Recommendation for the expulsion of a student from school shall be made to the Board of Education by the superintendent. Such action is generally taken upon recommendation of the principal. The principal's recommendations shall be communicated to the superintendent in writing, signed by the principal, and accompanied by the student's cumulative file; except in cases stemming from overt behavior, it is expected that parental conferences would have been held at the building level prior to the expulsion recommendation. The following procedures shall be followed:
3. Student shall be under suspension pending the recommendation of the superintendent to the Board and pending the Board's decision.
4. The superintendent's recommendation to the Board shall be in writing. It includes the essential elements which form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
5. The Board of Education shall set the date, time and place of the hearing and shall send written notice of same to the parent or guardian at least five days before the date of the hearing.
6. 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 appellate authority.
7. WHEN THE NUMBER OF SUSPENDED DAYS REACHES 10 FOR ANY SPECIAL EDUCATION STUDENT, PATTERN OF BEHAVIOR WILL DETERMINE AN MDR. PROCEDURES WILL FOLLOW THE SAFE GUARDS SPECIAL EDUCATION STUDENTS. PARENTS WILL BE NOTIFIED.

### **SAFE/ISS – IN SCHOOL SUSPENSION**

Student Accountability Facility Environment (SAFE) is a school discipline process that trains educators how to teach students to take responsibility for themselves by learning to think on their own, to respect the rights of others, to make effective plans, and to build self-confidence. The basic premise is that teachers have a right to teach, and students have the right to learn in a safe environment. Administration will place students in SAFE in accordance with student handbook and availability.

### **TOBACCO POLICY**

WE ARE A SMOKE-FREE SCHOOL DISTRICT. SMOKING IS NOT PERMITTED IN ANY SCHOOL BUILDING OR ON SCHOOL GROUNDS AT ANY TIME INCLUDING ELECTRONIC CIGARETTES.

See offenses defined: Tobacco

## STUDENT SERVICES

### ACCIDENTS

When an accident occurs, it must be reported at once to the teacher (or adult) in charge who will then report it to the necessary authorities. First aid such as application of ice will be administered. We do not give out aspirin. Parents will be contacted in all emergencies and whenever necessary. Proper medical referrals will be made when necessary.

### ANNOUNCEMENTS

Announcements (Daily Blurbs) will be posted on the office window and will be emailed home daily if requested by parent. Announcements to appear in the Daily Blurbs should be in the principal's office by 8:30 a.m. to appear the same day.

### CLUBS, ORGANIZATIONS AND SPORTS

Student Council	Interact Club
OM (Odyssey of the Mind)	Recycling
Instead Club	Drama
Yearbook	Volleyball
Basketball	Cheerleading
Wrestling	Track
Soccer	Skiing
Football	

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 students anywhere without the sponsor's written approval.

### DRIVER EDUCATION

Classes are available each year for all students who are 14 years, 9 months of age on or before each class session. There will be one class offered in the fall, winter, spring, and summer. See the high school office for more details.

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

### LUNCH PROGRAM

1. Effective with the start of the 2015/2016 school year which begins *September, 2015*: Benzie Central students are expected to maintain a limited balance with the district for breakfast and/or lunch obligations.
2. 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 school maintains and operates a cafeteria using a computerized debit card system. Each student uses their ID card to swipe through a card reader to pay for their lunch. The cooperation of the student body is necessary to continue the efficient and orderly operation of the cafeteria.

All lunches are to be eaten in the cafeteria. No milk containers, trays, package food or lunches of any kind are to be taken outside the cafeteria doors during lunch hours, except for meetings scheduled by teachers. After students have finished eating, paper and waste is to be deposited in the proper receptacles, and trays and silverware are to be taken to the designated window. Students not following these rules subject themselves to exclusion from school activities and/or assigned to disciplinary actions. High school freshmen and sophomore hallways are off limits during lunches.

Free lunch forms are available in the office. Lunch forms must be filled out yearly. One sheet per family is fine. Please contact Lisa Purchase should you have any questions. 231-882-4498 EXT. 2214 [purchasel@benzieschools.net](mailto:purchasel@benzieschools.net)

THE PARKING LOT IS OFF LIMITS FOR ALL STUDENTS DURING THE SCHOOL HOURS AND AT LUNCHTIME. ALL

BEVERAGES MUST BE CONSUMED IN THE CAFETERIA.

### **MEDICAL INFORMATION**

The school should be made aware of any medical conditions. Please do this every year. It is required the school have 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 (including Tylenol, Aspirin, etc.) at school, a form (available in the handbook and in the office) must be filled out and signed by the parent.

The parent must bring the medication (in the original prescription bottle) and fill out a form in 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 dosage or 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 parent will be called, and the student will be released from school. THERE IS NO SICK ROOM. Any students with communicable diseases will be excluded pending clearance from a doctor.

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. Progress reports will be handed out at Parent-Teacher Conferences when possible; the balance will be sent home.

### **POSTER POLICY**

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

### **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 students safe and the records accurate. All students must sign out in the office before leaving school during school hours. Students must bring a note from their parent or guardian or have a telephone call placed to the home by a secretary for permission to leave. Students who fail to sign out properly shall be punished accordingly. BENZIE CENTRAL IS A CLOSED CAMPUS.

### **TECHNOLOGY**

The computer lab and library computers will be used with staff supervision only. Only school appropriate are allowed, see electronic equipment and Internet Registration Contract.

### **TELEPHONE**

Students may call home for an emergency or school business using the middle school OFFICE phone. Necessary messages will be taken at the office and delivered. Unless a call is of a very serious nature, no student will be called from class to answer the telephone.

### **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 and are also available on the middle school home page of our website. [www.benzieschools.net](http://www.benzieschools.net) 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

**BENZIE CENTRAL SCHOOLS**  
**PERMISSION TO PUBLISH STUDENT PHOTOGRAPHS AND/OR WORK**

We recognize the value of audio-visual and other types of electronic communication in providing your child with an effective education. We recognize that your 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.

Please check your preference below and sign the form. If the signed form is not returned, it will be assumed that your permission has been given to publish your child (ren)'s likeness and work.

- YES: Please use my child's picture and/or work including newsletters, web sites, newspapers and videos.
- NO: Please do not use my child's picture and/or work 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](http://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.



## **BENZIE COUNTY SCHOOLS INTERNET REGISTRATION CONTRACT**

In exchange for the use of the Benzie County Schools Internet Connections,

I, \_\_\_\_\_ agree to abide by the  
(Name of Student)

contents of the Benzie County Schools Internet policy and the following Internet Registration Contract:

That the use of the Benzie County Schools Internet Connection is a privilege 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 County Schools Internet Connection. The staff and faculty of the Benzie County Schools will be the sole arbiter of what constitutes obscene, abusive or objectionable language or conduct.

That the use of the Benzie County 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 County Schools and/or its faculty and staff, or any organizations, groups and institutions with which the Benzie County Schools Internet Connection are affiliated. The faculty and staff of the Benzie County School is the sole arbiter of what constitutes this unacceptable conduct.

That the Benzie County 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.

That all information services and features contained on the Benzie County Schools Internet Connection are intended for the educational use of the students and faculty and staff, and any commercial and/or unauthorized use of these materials and/or services is strictly forbidden.

That the use of email services is allowed and encouraged as an educational activity via the school server. Students wishing to use email must request an email address.

That in consideration for the privilege of using the Benzie County School Internet Connection and in consideration of having access to the information contained within, I hereby release the Benzie County Central Schools and its faculty and staff, and all organizations, groups and institutions with which the Benzie County Schools Internet Connection is affiliated, for any and all claims of any nature arising from use, or inability to use, said Internet connection.

In severe cases, a student may be assigned detention, or forfeit computer privileges for a set period of time.

Signature of Parent/Guardian

Signature of Student

Date

**GRIEVANCE PROCEDURES FOR TITLE VI OF THE CIVIL RIGHTS ACT OF 1966  
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 1997  
AGE DISCRIMINATION ACT OF 1975**

**Section I**

Any person believing that the Benzie County 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 P. Olson, Superintendent  
Benzie County Central Schools  
9222 Homestead Rd.  
Benzonia, MI 49616

**Section II**

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps.

**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 with five (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 representative within 40 (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 ten (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, Washington, D.C. 20202.