

**BENZIE CENTRAL HIGH SCHOOL**

**BENZIE CENTRAL HIGH SCHOOL**

**9300 Homestead Road**

**Benzonia, MI 49616**

**Phone (231) 882-4497, Fax (231) 882-7627**

**www.benzieschools.net**

**STUDENT HANDBOOK**

**2019 - 2020**



This book belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_

Student Email: \_\_\_\_\_@students.benzieschools.net

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

Seminar Teacher \_\_\_\_\_

**BOARD OF EDUCATION**

|                       |                               |
|-----------------------|-------------------------------|
| <b>President</b>      | <b>Mr. Brian Childs</b>       |
| <b>Vice President</b> | <b>Ms. Nicki Brown</b>        |
| <b>Secretary</b>      | <b>Ms. Stephanie Johnston</b> |
| <b>Treasurer</b>      | <b>Mr. Scott Gray</b>         |
| <b>Trustee</b>        | <b>Mr. Chris Noffsinger</b>   |
| <b>Trustee</b>        | <b>Ms. Lorie Cota Hill</b>    |
| <b>Trustee</b>        | <b>Ms. Amber Pomper</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 Benzie Central High School, it is a pleasure to welcome all students to the 2019-2020 school year. As a member of the student body, you will be given every opportunity to be a successful participant in all aspects of your education.

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

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

**OUR MISSION**

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

**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 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> | 7:40 – 8:28                    | 7:40 – 8:28                    | 7:40 – 8:28                    | 7:40 – 8:28                    |
| <b>2nd Period</b> | 8.33 - 9.21                    | 8.33 - 9.21                    | 8.33 - 9.21                    | 8.33 - 9.21                    |
| <b>3rd Period</b> | 9.26 - 10.14                   | 9.26 - 10.14                   | 9.26 - 10.14                   | 9.26 - 10.14                   |
| <b>4.1 Period</b> | 10.19 - 11.07                  | 10.19 - 11.07                  | 10.19 - 11.07                  | 10.19 - 11.07                  |
| <b>4.2 / 5.1</b>  | <b>Lunch<br/>11.07 - 11.37</b> | 11.12 -12.00                   | 11.12 -12.00                   | 11.12 -12.00                   |
| <b>5.2 Period</b> | 11.42 - 12.30                  | <b>Lunch<br/>12.00 - 12.30</b> | <b>Lunch<br/>12.00 - 12.30</b> | <b>Lunch<br/>12.00 - 12.30</b> |
| <b>6th Period</b> | 12.35 - 1.23                   | 12.35 - 1.23                   | 12.35 - 1.23                   | 12.35 - 1.23                   |
| <b>7th Period</b> | 1.28 - 2.16                    | 1.28 - 2.16                    | 1.28 - 2.16                    | 1.28 - 2.16                    |
| <b>ADV/SEM</b>    | 2.21 - 2.45                    | 2.21 - 2.45                    | 2.21 - 2.45                    | 2.21 - 2.45                    |

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

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

## SCHOOL CALENDAR 2019-2020

|                      |  |
|----------------------|--|
| August 28            | Open House 6:30-7:30                                   |
| September 2          | No School – Labor Day                                  |
| September 3          | First Day for Students                                 |
| September 27         | Half Day Students/Full Day Teacher (PM Teacher PD)     |
| October 9            | Parent-Teacher Conferences (Half Student Day)          |
| October 10           | Parent-Teacher Conferences (Half Student Day)          |
| October 11           | No School  |
| November 1           | No School   End of First Marking Period   Teacher PD   |
| November 28-29       | Thanksgiving Recess – No School                        |
| December 11          | Half Day Students/Full Day Teacher (PM Teacher PD)     |
| December 20          | Half Day Students and Staff   Christmas Recess Begins  |
| January 1-3          | Christmas Recess continued                             |
| January 6            | School Resumes   |
| January 17           | Half Day Students   End of Semester   Full Day Teacher |
| January 20           | No School  |
| February 14          | Half Day Students   Full Day Teacher (PM Teacher PD)   |
| February 17          | No School   President’s Day                            |
| March 27             | Half Day Students and Staff                            |
| March 30-1           | Spring Recess  |
| April 6              | School Resumes   |
| April 10             | No School   Good Friday                                |
| April 22             | Half Day Students/Full Day Teacher (PM Teacher PD)     |
| May 22               | Half Day Students/Full Day Teacher (PM Teacher PD)     |
| May 25               | No School   Memorial Day                               |
| May 31               | 3 pm HS Commencement/Graduation                        |
| June 11 <sup>1</sup> | 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.***

---

<sup>1</sup> Tentative Last Day

## **WELCOME TO BENZIE CENTRAL HIGH SCHOOL**

Dear Parents:

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

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

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

**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

## TABLE OF CONTENTS

|                                       |           |
|---------------------------------------|-----------|
| <b>ENROLLMENT</b>                     | <b>9</b>  |
| ENROLLMENT PROCEDURES                 | 9         |
| LEGAL GUARDIANSHIP                    | 9         |
| CHANGE OF ADDRESS                     | 9         |
| RE-ENTRY TO SCHOOL (Senior High)      | 9         |
| SCHOOL PROPERTY                       | 9         |
| WITHDRAWAL FROM SCHOOL                | 10        |
| GRADING                               | 10        |
| PROGRESS REPORTS                      | 10        |
| REPORT CARDS                          | 10        |
| <b>ACADEMIC RECOGNITION</b>           | <b>10</b> |
| HONOR ROLL                            | 10        |
| TOP TEN                               | 11        |
| VALEDICTORIAN/SALUTATORIAN            | 11        |
| NATIONAL HONOR SOCIETY (NHS)          | 11        |
| ACADEMIC LETTER CLUB                  | 11        |
| <b>GUIDANCE AND COUNSELING</b>        | <b>12</b> |
| GRADUATION REQUIREMENTS               | 12        |
| CREDIT MAKEUP                         | 12        |
| DUAL ENROLLMENT                       | 12        |
| EARLY GRADUATION POLICY               | 13        |
| TESTING OUT POLICY                    | 13        |
| ONLINE/VIRTUAL COURSES                | 13        |
| SPECIAL EDUCATION GUIDELINES          | 13        |
| STUDENTS WITH A DISABILITY            | 13        |
| VOCATIONAL PROGRAM (BENZIE)           | 14        |
| CO-OP PROGRAM                         | 14        |
| EARLY MIDDLE COLLEGE (EMC) PROGRAM    | 15        |
| <b>GENERAL STUDENTS POLICIES</b>      | <b>15</b> |
| ACADEMIC DISHONESTY                   | 15        |
| ATTENDANCE                            | 15        |
| ATTENDANCE POLICY                     | 15        |
| ATTENDANCE PROCEDURES                 | 16        |
| APPEAL ATTENDANCE POLICY              | 16        |
| EXAM POLICY                           | 16        |
| EXTRA HELP FOR STUDENTS               | 16        |
| EXTENDED LEARNING OPPORTUNITIES (ELO) | 17        |
| SIP (STUDENT INTERVENTION PROGRAM)    | 17        |
| MAKE-UP WORK                          | 17        |
| INCOMPLETE                            | 17        |
| SATURDAY SCHOOL                       | 17        |
| TRUANCY                               | 17        |
| <b>GENERAL STUDENT SERVICES</b>       | <b>18</b> |

|   |           |
|---|-----------|
| STUDENT COUNCIL CODE  | 18        |
| ACCIDENTS   | 18        |
| ANNOUNCEMENTS   | 18        |
| CLASS INFORMATION/COURSE CATALOG                                  | 18        |
| CLUBS, ORGANIZATIONS AND SPORTS                                   | 18        |
| DRIVER EDUCATION  | 19        |
| HEALTH/MEDICATION INFORMATION                                     | 19        |
| LOCKER POLICY   | 19        |
| LOST AND FOUND  | 20        |
| LUNCH PROGRAM   | 20        |
| FOOD SERVICE COLLECTION POLICY                                    | 20        |
| LUNCH PERIOD AND CAFETERIA  | 20        |
| LIBRARY/LEARNING CENTER   | 20        |
| OFFICE PROCEDURES   | 21        |
| PARENT-TEACHER CONFERENCES  | 21        |
| POSTERS/SIGNS POLICY  | 21        |
| SEMINAR   | 21        |
| TELEPHONE SYSTEM  | 21        |
| WORK PERMITS  | 21        |
| 18-YEAR-OLD STUDENT   | 21        |
| <b>BENZIE CENTRAL ATHLETICS</b>                                   | <b>21</b> |
| CODE & ELIGIBILITY  | 21        |
| PAY TO PARTICIPATE  | 22        |
| MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION REQUIREMENTS            | 22        |
| BENZIE COUNTY CENTRAL SCHOOL DISTRICT REQUIREMENTS                | 22        |
| <b>DUAL SPORT APPLICATION AND GUIDELINES</b>                      | <b>24</b> |
| OTHER IMPORTANT RULES, PROCEDURES AND EXPECTATIONS                | 24        |
| CONFLICT IN EXTRA-CURRICULAR ACTIVITIES                           | 25        |
| TRANSFERS FOLLOWING VIOLATION OF A SCHOOL’S STUDENT/ATHLETIC CODE | 25        |
| NCAA CLEARINGHOUSE & COLLEGE ATHLETIC PARTICIPATION               | 25        |
| <b>STUDENT RESPONSIBILITY</b>                                     | <b>26</b> |
| CODE OF STUDENT CONDUCT   | 26        |
| <b>OFFENSES DEFINED</b>   | <b>27</b> |
| ALCOHOL/DRUGS (Illicit Substance)                                 | 27        |
| BOMB THREATS  | 27        |
| BULLYING  | 27        |
| BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS            | 27        |
| BUS POLICY VIOLATIONS   | 27        |
| CHEATING  | 27        |
| DANCE POLICY VIOLATIONS   | 27        |
| DESTRUCTION OF PROPERTY – VANDALISM                               | 27        |
| ELECTRONIC EQUIPMENT/ELECTRONIC DEVICES                           | 28        |
| EMERGENCY TELECOMMUNICATIONS/DEVICES                              | 28        |
| FALSE FIRE ALARM  | 28        |

|  |           |
|--|-----------|
| FIGHTING ON SCHOOL GROUNDS                                   | 28        |
| FORGERY  | 28        |
| GAMBLING   | 28        |
| INSUBORDINATION  | 28        |
| LEAVING CLASS/AND OR CAMPUS/OPENING EXTERIOR DOORS           | 28        |
| LOITERING  | 28        |
| PHYSICAL ASSAULT   | 28        |
| PROFANITY/VULGARITY  | 28        |
| HARASSMENT: SEXUAL HARASSMENT                                | 28        |
| TARDINESS  | 28        |
| TECHNOLOGY (MISUSE OF)                                       | 29        |
| THEFT  | 29        |
| TOBACCO  | 29        |
| TRESPASSING  | 29        |
| TRUANCY/SKIPPING   | 29        |
| VERBAL THREAT  | 29        |
| WEAPONS/DANGEROUS MATERIALS                                  | 29        |
| <b>STUDENT CODE OF CONDUCT</b>                               | <b>30</b> |
| CONSEQUENCES FOR VIOLATIONS:                                 | 30        |
| IN-SCHOOL SUSPENSION (ISS)                                   | 32        |
| SAFE ROOM AND IN-SCHOOL DETENTION                            | 32        |
| SUSPENSION   | 32        |
| EXPULSION  | 32        |
| SEARCH & SEIZURE   | 32        |
| COMPUTER/TECHNOLOGY CODE OF CONDUCT                          | 33        |
| <b>CONDUCT GUIDELINES   PRIDE</b>                            | <b>34</b> |
| AT ASSEMBLIES  | 34        |
| IN THE BUILDING  | 34        |
| ON THE BUS   | 34        |
| AT DANCES  | 34        |
| IN THE HALLWAY   | 35        |
| IN THE PARKING LOT (Senior High)                             | 35        |
| SPORTING EVENTS  | 35        |
| STUDENT SIGN IN/OUT  | 35        |
| BEVERAGES  | 36        |
| PERSONAL APPEARANCE  | 36        |
| DEBTS (School)   | 36        |
| VISITORS (Students)  | 36        |
| <b>GUIDELINES REGARDING SEXUAL HARASSMENT</b>                | <b>37</b> |
| <b>BENZIE CENTRAL COUNTY SCHOOLS</b>                         |           |
| <b>Permission to Publish Student Photographs and/or Work</b> | <b>38</b> |



# ENROLLMENT

## **ENROLLMENT PROCEDURES**

Any student who is a legal resident within the boundaries of the Benzie County Central Schools that would like to enroll in the MS/HS may begin the enrollment process with Katrina Grose in the enrollment/athletic office located in the Middle School. 231-882-4497 Ext. 2151

Enrollment paperwork is available both on our website [www.benzieschools.net](http://www.benzieschools.net) as well as in the registrar's office. Students must enroll with a parent or legal guardian. The following forms must be completed and turned in before your student can attend his/her first day of school at Benzie Central.

1. All Benzie Central High School enrollment forms, which includes a record request form signed by the parent/legal guardian or school official
2. Proof of immunizations certified by a health official or local health department
3. Submit a certified copy of their birth certificate.
4. Provide 2 proofs of residency
5. Provide Transcript
6. Provide Most recent IEP/504 plan (if applicable)
7. A copy of the parent's driver's license is required at enrollment.

### THE SCHOOL WILL:

1. Provide the student with a student handbook and course selection guide.
2. Issue a locker and class schedule.
3. Provide the student with a tour of the building.
4. The counselor may need to make an appointment to meet with you and your student to discuss graduation requirements and class selection.

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

If you live outside of the Benzie Central District, but wish to attend Benzie Central Schools, the Schools of Choice Application must be completed along with your enrollment packet. Completion of the School of Choice Application does not guarantee enrollment in our district.

## **LEGAL GUARDIANSHIP**

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

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

## **CHANGE OF ADDRESS**

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

## **RE-ENTRY TO SCHOOL (Senior High)**

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

## **SCHOOL PROPERTY**

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

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

### **WITHDRAWAL FROM SCHOOL**

Students leaving our school must pick up a withdrawal form from the school office. This form will be signed by the student, parent/guardian, principal, and each teacher as you turn in all books and equipment to them. Students who drop out of Benzie Central High School will not be allowed to re-enter until the beginning of the next school semester. Upon re-entering, a student may be required to follow the testing out policy, all debts must be taken care of before reentering. Students who are schools of choice may not return until the beginning of the next semester.

### **GRADING**

The following marks are awarded for work completed: carried three decimals  
Grade values:

| <b>Grade</b> | <b>Range</b> | <b>Standard Courses</b> | <b>AP Courses (starting in 2020 Academic Year)</b> |
|--------------|--------------|-------------------------|--|
| A+           | 97-100       | 4.0                     | 5.0  |
| A            | 93-96        | 4.0                     | 5.0  |
| A-           | 90-92        | 3.667                   | 4.667  |
| B+           | 87-89        | 3.333                   | 4.333  |
| B            | 83-86        | 3.0                     | 4.0  |
| B-           | 80-82        | 2.667                   | 3.667  |
| C+           | 77-79        | 2.333                   | 3.333  |
| C            | 73-76        | 2.0                     | 3.0  |
| C-           | 70-72        | 1.667                   | 2.667  |
| D+           | 67-69        | 1.333                   | 2.333  |
| D            | 63-66        | 1.0                     | 2.0  |
| D-           | 60-62        | .667                    | 1.667  |
| F            | 0-59         | 0                       | 0  |

|     |       |  |
|-----|-------|--|
| I   | 0     | Incomplete - This mark indicates that the work required has not been completed, and no mark will be given until it is made up.     |
| D*  | 0.667 | Grade reduction due to attendance: This mark indicates reduction of grade due to attendance and the work can no longer be made-up. |
| NC  | 0     | No credit  |
| AUD |       | Audit-no credit received   |

### **PROGRESS REPORTS**

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

### **REPORT CARDS**

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

## **ACADEMIC RECOGNITION**

### **HONOR ROLL**

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

The minimum honor roll average will be 3.0 points. The honor roll is computed on a 4.0 system. The grade point

average is computed on a 4.0 system using plus (+) and minus (-) grades. Students with questions concerning this computation should see their counselor for clarification. Please see grading for grade values.

### **TOP TEN**

Seniors graduating with the highest GPA averages in their class will be recognized as Top 10. Additional recognition may be provided by the local Rotary Clubs with a sponsored dinner, as well as during the Honors Night and at graduation.

### **VALEDICTORIAN/SALUTATORIAN**

Class of 2019: Beginning with the class of 2017, students receiving the top two cumulative GPA / SAT combination scores will receive the award of valedictorian / salutatorian. The GPA will be weighted 80% of the score and the SAT will be weighted 20% of the score toward the final total score not to exceed 1600 points (ex.  $.2(\text{SAT score}) + .8(\text{GPA} \times 400)$ ). Calculations will be carried to 3 decimal places.

Class of 2020 and beyond. Students receiving the top two cumulative GPA scores will receive the award of valedictorian/salutatorian. If there is a tie the student with the highest SAT score will be valedictorian, the second highest score will be the salutatorian. NOTE: AP Courses will be on a 5 point scale starting in 2020 Academic Year.

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

### **NATIONAL HONOR SOCIETY (NHS)**

National Honor Society Selection Process:

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

### **ACADEMIC LETTER CLUB**

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

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

## **GUIDANCE DEPARTMENT SERVICES**

### **GUIDANCE AND COUNSELING**

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

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

### **GRADUATION REQUIREMENTS**

1. Twenty-four (24) credits will be required for graduation.
2. The student who transfers from another school will receive full credit for work completed at the previous school; however, Benzie Central reserves the right to properly evaluate transfer credits and determine proper placement of the student into Benzie Central courses. (See testing out policy.) Students with debts will not be allowed to participate in commencement rehearsal or the commencement ceremony.
3. A senior should be in attendance during both semesters of the year in which they expect to receive a diploma from the Benzie Central School District. No student shall be denied the receiving of a DIPLOMA if they meet graduation requirements of the Benzie Central School District. If a senior is in attendance one semester (8th) or less, at Benzie Central Senior High School, he/she should receive a diploma from the school previously attended. This student would be allowed to participate in the Benzie graduation exercises.
4. The following are minimum requirements that must be satisfied regardless of which program a student follows:
  - a. (4) Four credits of English
  - b. (4) Four credits of Mathematics
  - c. (3) Three credits of Science: Earth, Biology, Chemistry or Physics
  - d. (1) One credit of U.S. History
  - e. (1) One credit of Civics
  - f. (1) One credit of World History
  - g. (1) One credit of Physical Education
  - h. (1/2) One-half credit of Economics
  - i. (1/2) One-half credit of Health Education
  - j. (2) Two credit of the same Foreign Language. See counselor for definition of foreign language if needed.
5. One credit is earned for passing a full-year course. One-half (1/2) is earned for passing a semester course.
6. The following credits are needed in order to stay on track for graduation:

|                        |            |
|------------------------|------------|
| 9 <sup>th</sup> grade  |            |
| 10 <sup>th</sup> grade | 6 credits  |
| 11 <sup>th</sup> grade | 12 credits |
| 12 <sup>th</sup> grade | 18 credits |
7. State of Michigan Standardized Assessment is the Michigan Merit Exam (SAT and ACT Workkeys) and M-STEP. This is given to certain grades and content areas. All students must take the state mandated assessments before graduating.

#### **CLASS OF 2019**

|                               |            |
|-------------------------------|------------|
| TOTAL CREDITS REQUIRED        | 18 credits |
| TOTAL ELECTIVES               | 6 credits  |
| TOTAL REQUIRED FOR GRADUATION | 24 credits |

### **CREDIT MAKEUP**

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

### **DUAL ENROLLMENT**

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

In order for students to qualify for this option and have the school pay for a portion of the tuition and fees, they must meet certain requirements. (Must pass High School Proficiency Test.) If you have questions regarding this, please

see your counselor. The Postsecondary Enrollment Options Act (PA 164 or 1996) provides for payment from a school district's state aid foundation grant for enrollment of certain eligible high school students in postsecondary courses of education. The bill establishes eligibility criteria for student's, institutions, and courses; requires eligible charges (tuition mandatory courses or material fees) to be billed to a school district; establishes enrollment and credit requirements; requires School districts to provide counseling and information to eligible students and their parents; and requires Intermediate School District to report to the Department of Education. Should students fail to complete a course and a refund is available, the School District shall be reimbursed first. In the event reimbursement is not made in a reasonable period of time, a claim may be filed against the student and/or his/her parents in Small Claims Court for collection.

### **EARLY GRADUATION POLICY**

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

### **TESTING OUT POLICY**

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

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

### **ONLINE/VIRTUAL COURSES**

Students under the age of 18 must have signed parent consent. (\*this criteria must be met per Pupil Accounting Manual) As in, students should not be scheduled in an online course until that parent consent requirement is satisfied.

1. Credit can be earned via online courses by taking a district approved online course, earning a D- or higher based on the grading standards used for that course. All online courses must be board approved and included in course descriptions.
2. It is the student's responsibility to complete all assignments, test, quizzes that are assigned on or before the due dates set by their online instructor.
3. Student's attendance will be determined by completion of their coursework, the amount of time spent logged in and working in the course site, as well as weekly two-way contacts/communications with your teacher and/or mentor.

### **SPECIAL EDUCATION GUIDELINES**

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

### **STUDENTS WITH A DISABILITY**

If the parent or legal guardian, or the pupil himself/herself, if emancipated or eighteen (18) years or older, requests, as part of the student's personal curriculum, a modification of the Michigan Merit Standard requirements that would not otherwise be allowed and demonstrates that the modification is necessary because the student is a child with a disability, the District may allow that additional modification to the extent necessary. The modification must be consistent with both the student's EDP and the student's IEP. As used in the school code "child with a disability" is defined in 20 U.S.C. 1401. If the Superintendent of Public Instruction has reason to believe that a District is allowing modifications inconsistent with the requirements of the State school code, the Superintendent of Public Instruction shall monitor the District to ensure that the District's policies, procedures, and practices are in compliance with the requirements for additional modifications, under this subdivision. As used in this policy "child with a disability" is defined in 20 U.S.C. 1401.

A student receiving special education services shall have an IEP that identifies the supports, accommodations, and modifications necessary to allow the student to progress in the Michigan Merit Curriculum requirements or a personal curriculum, and meet the requirements for a high school diploma.

### **Eighteen (18) Credit Diploma Requirements**

Beginning in 2018-19 academic school year, students who are eligible for special education services and have an IEP that determines the student needs additional time to complete the Michigan Merit Requirements, may earn a diploma with the completion of the MME eighteen (18) required credits.

| <b>Curriculum Area Requirements</b> | <b>Credits</b> |
|-------------------------------------|----------------|
| English                             | 4 credits      |
| Math                                | 4 credits      |
| Social Studies                      | 3 credits      |
| Science                             | 3 credits      |
| World Language                      | 2 credits      |
| VPAA                                | 1 credit       |
| Health/PE                           | 1 credit       |

### **VOCATIONAL PROGRAM (BENZIE)**

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

| <u>Program</u>                    | <u>Criteria for Admission</u> |
|-----------------------------------|-------------------------------|
| Natural Resources and Agriscience | None                          |

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

For general information about these programs, contact:

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

Emily Burrus, Counselor  
Benzie Central Sr. High  
9300 Homestead Road  
Benzonia, MI 49616  
231-882-4497

### **VOCATIONAL PROGRAM (CTC)**

Students who are enrolled in the morning CTC program at Traverse City will depart by bus to their classes at 8:35 a.m. each day and return approximately at 12:15 p.m. Afternoon CTC students will depart by bus at 11:20 a.m. and return approximately at 3:40 p.m.

1. ALL STUDENTS ATTENDING THE CTC CLASSES MUST RIDE THE BUS TO AND FROM THE CTC. ANY EXCEPTIONS WILL BE GRANTED BY THE BUILDING ADMINISTRATORS. The CTC buses will not run when school at the CTC is canceled. When Benzie is on a two-hour delay the morning CTC bus will not run but the afternoon CTC bus will.
2. The Career Tech Center is never on a weather delay. When Traverse City Schools are closed due to weather, the Career Tech Center is closed; in which case, the CTC students do not need to report at Benzie until their scheduled class times. On early release days (release time 10:40 a.m.) the morning CTC bus runs as normal. Students will not ride their regular route from the school to their home. AM CTC students will arrive at Benzie the normal time and will need to find transportation home.
3. On early release school schedules the afternoon CTC bus will not run.
4. CTC students may not attend the ctc when they are suspended.
5. CTC students who drive (or ride) to the CTC without permission will serve an ISS the following day.

### **CO-OP PROGRAM**

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

programs or who are currently enrolled in CTC vocational preparatory classes.

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

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

New in 2019 - 2020 to Benzie students is EMC with Baker College. For more information please see the course guide and counselling department.

## **GENERAL STUDENTS POLICIES**

### **ACADEMIC DISHONESTY**

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

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

### **ATTENDANCE**

#### **Philosophy**

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

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

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

#### **Goal of Benzie Central High School**

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

### **ATTENDANCE POLICY**

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

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

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

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

1. All excused and unexcused absences count toward the nine-day limit with the following exceptions:
  - a. Long term medical; doctor's written verification stating **Under Doctors Care**. This does not include doctor appointments. Must be three or more days in a row.
  - b. Funeral attendance (immediate family).
  - c. Scheduled court appearance with written verification.
  - d. College visits arranged through the high school office. Three (3) visits total during the junior and senior years. No visits allowed after May 1st.
  - e. School authorized field trips.
2. 10 Consecutive Unexcused Absences: Full day absences may be dropped from the school if school parents do not contact high school office.
3. Pre-Excused Absences - These days count toward the 9-day limit in the high school:
  - a. All pre-excused absences must be cleared by the principal's office prior to the absence.
  - b. The parents must make a written request.
  - c. Work must be made up and assignments completed to the satisfaction of the teachers involved.
4. Students may not attend any school activities on the days they are absent or suspended from school.
5. A student must be in school a full day in order to practice or compete in a school-sponsored activity. Only the school athletic director or administration, with advance notice, can waive this rule.

### **ATTENDANCE PROCEDURES**

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

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

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

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

### **APPEAL ATTENDANCE POLICY**

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

### **EXAM POLICY**

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

Students who earn an A- (3.667) average in a class (full year class) during the second semester may be exempt from the exam(s). A semester long will require a second semester exam.

***This should be changed back to a B+ average. Also, there should be a motivating SAT/PSAT "carrot" for the kids to shoot for. If we are being measured for our students' scores, they should have a motivating factor for them to do well (state average). M. Olson***

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

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

### **EXTRA HELP FOR STUDENTS**

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



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

### **EXTENDED LEARNING OPPORTUNITIES (ELO)**

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

After School ELO intervention will be utilized after school from 3:00 to 4:00 p.m. on days available.

A teacher can assign ELO interventions or students may choose to attend them on their own.

### **SIP (STUDENT INTERVENTION PROGRAM)**

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

### **MAKE-UP WORK**

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

### **INCOMPLETE**

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

### **SATURDAY SCHOOL**

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

Students who wish to attend a Saturday school to make-up absences during the semester may do so (maximum of three) per semester. They must make arrangements with the attendance/discipline secretary before the Saturday school. If students who are assigned Saturday school fail to attend, he/she will receive a suspension from school.

### **TRUANCY**

The Michigan Compulsory Attendance Law (MCL 380.1147, 380.1278a, 380,1278b, 380, 1284, 3801284b, 380.1561, 380.1599. MCL 388.1701) (2010) now states that students must attend school from ages 6 to 18 years, with few exceptions. This does not apply to a child who is at least age 16 and whose parent(s)/guardian(s) have provided the District with written notice that the child has permission to stop attending school (Opt-out provision).

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

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

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

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

Department of Human Services Area.

### **Parent Responsibility**

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

### **School Responsibility**

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

### **Court Responsibility:**

The Benzie County Family Court/19<sup>th</sup> Judicial Court has jurisdiction over youth under age 17 who "willfully and repeatedly absents himself or herself from school or other learning programs intended to meet the child's educational needs..." MCL 712A.2(a)(4). The Principal/ School Attendance Personnel, school counselor/youth Intervention specialist will hold a Truancy Action Meeting with the parent(s) and child (the child attends the meeting only in middle and high school truancy cases) to resolve truancy issues. If after the meeting, the child's absences continue, the Principal/SAP in conjunction with law enforcement may file a Truancy petition (in middle school and high school cases) with the Benzie County Prosecutor's office.

## **GENERAL STUDENT SERVICES**

### **STUDENT COUNCIL CODE**

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

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

### **ACCIDENTS**

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

### **ANNOUNCEMENTS**

Announcements will be shared at the beginning of the day during and seminar, posted on the office window and delivered via email to parents. Calendar events will be on our web calendar, please double check for any changes.

### **CLASS INFORMATION/COURSE CATALOG**

Please visit our website or counselors office for information on courses available at Benzie Central High School.

### **CLUBS, ORGANIZATIONS AND SPORTS**

Your student and class organizations are listed in this handbook. Get to know your sponsors and representatives and work with them to make Benzie Central High School a better place in which to work and study.

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

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

### **Organizations include:**

|                                 |                          |
|---------------------------------|--------------------------|
| Student Council                 | Grades 9-12              |
| BC PRIDE                        | Grades 9-12              |
| Close-Up trip to Washington, DC | 11 <sup>th</sup> graders |
| F.F.A.                          | AG classes Students      |

|                        |                                |
|------------------------|--------------------------------|
| Weight Lifting         | Grades 9-12                    |
| Interact Club          | Grades 9-12                    |
| Academic Letter Club   | Grades 9-12 (Based on GPA)     |
| National Honor Society | Grades 11-12 (Invitation only) |
| Science Olympiad       | Grades 9-12                    |
| GSA                    | Grades 9-12                    |

|                              |             |
|------------------------------|-------------|
| Baseball - Boys              | Grades 9-12 |
| Basketball – Boys & Girls    | Grades 9-12 |
| Cheerleading                 | Grades 9-12 |
| Cross-Country – Boys & Girls | Grades 9-12 |
| Golf – Boys & Girls          | Grades 9-12 |
| Skiing – Boys & Girls        | Grades 9-12 |
| Soccer – Boys & Girls        | Grades 9-12 |
| Softball - Girls             | Grades 9-12 |
| Volleyball - Girls           | Grades 9-12 |
| Wrestling                    | Grades 9-12 |
| Football - Boys              | Grades 9-12 |
| Track – Boys & Girls         | Grades 9-12 |
| Bowling – Boys & Girls       | Grades 9-12 |

### **DRIVER EDUCATION**

Driver education is no longer offered by the school district. A private company (Moss's Road Rules at 231-633-6613) offers classes each year for all students who are 14 years, 8 months of age on or before each class session. There will be one class offered in the fall, winter, spring, and summer. There will be a charge of \$250.00 per student for segment one and \$60.00 per student for segment 2. The fee must be paid before the start of the class (at sign up time). This can be done on the first day of class (payments will not be accepted by the office).

All classes will be held before the school day, the instructor will arrange driving. School enrollment is not required for the program. For more information please call Mr. Moss at the number above.

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

### **HEALTH/MEDICATION INFORMATION**

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

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

1. Students may be in possession of inhalers, as long as the above procedure is followed.
2. Students becoming ill during the school day should report to the office. If there is a necessity to go home, the student will be allowed to call home for a parent to pick them up. THERE IS NO SICK ROOM.
3. Any student suspected of having a communicable disease will be excluded from school. The names of such children will be reported to the health department. Admission back to school will be permitted when approved by the local health department and school authorities.
4. **HEAD LICE POLICY** - As soon as cases are reported; the classrooms of those students will be checked. Children found with head lice will be sent home immediately. The parents will be notified. Students may return to school after they have been treated as per the Health Department recommendation and all nits have been removed from the hair. Students will be checked upon their return to school and must be free of all lice and nits. The administration will make efforts to call attention to the problem of head lice to all parents prior to or in the early weeks of each school year.

### **LOCKER POLICY**

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

1. Students must retain assigned lockers. Lockers in the locker room are assigned by the physical education teachers and/or coaches.
2. DO NOT KEEP VALUABLES IN YOUR LOCKER AT ANY TIME UNLOCKED
3. Nothing is to be placed on the outside of the lockers (duct tape, stickers, posters, etc). Inside decorations must be in good taste. Do not write on the inside of your locker.

## **LOST AND FOUND**

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

## **LUNCH PROGRAM**

The school maintains and operates a computerized student meal account system, Meal Magic. Each student is assigned a unique ID that must be entered on the keypad or they may choose to swipe their student ID card at the time of purchasing breakfast, lunch or ala carte items. All transactions on the students meal account are tracked by the students ID that is entered at the time of purchase. Food Service cashiers are available to make deposits for your student during the hours of 7am -2pm when school is in session. The following forms of payment can be accepted in the cafeteria at the register: Cash, Check or Money Order. Parents may also pay online at the Benzie Central website under the Food Service Tab. The link "[Send Money to School](#)" is available to handle debit or credit card payments (a small convenience fee will be charged for this service at the time of use). Parents must have their students PowerSchool ID available when setting up the online payment account.

Students have a large selection of entrees to choose from along with ala carte drinks and snacks. Students are strongly encouraged to check their account balances on a regular basis to insure they have sufficient funds for purchases.

Free/Reduced lunch applications are available in the MS/HS office and a printable version is available online. We also offer an online application found on the Benzie Central website under the Food Service Dept. Applications MUST be filled out at the beginning of each new school year (one per household) unless you have received a letter from the Food Service Director stating that you are exempt.

## **FOOD SERVICE COLLECTION POLICY**

Benzie Central students are expected to maintain a positive balance with the district for breakfast and/or lunch obligations. Student accounts are reviewed on a weekly basis. Email notifications are sent out weekly notifying families of their students lunch balance.

1. Students with a debt of \$5 or more will be offered an alternative lunch (peanut butter sandwich, apple and milk) until their lunch debt is resolved.
2. Students with a negative account balance must pay with cash in order to purchase ala carte items.
3. Students who are considered Reduced or Full Pay must provide payment at the time of purchase for their breakfast or lunch items when their account is negative \$5 or more.

## **LUNCH PERIOD AND CAFETERIA**

The following rules must be observed:

1. BCHS is a closed campus. Students must remain on campus in designated areas during the lunch period.
2. Report to the cafeteria and remain there or in other designated areas until the last five minutes of the lunch period (may go to lockers at this time).
3. Students may not leave the designated lunch areas without the permission of principal or the lunch supervisors, (student parking lot).
4. Students may not go to the MS part of the building without the permission of principal or the lunch supervisors.
5. Food and drinks are to be consumed in the cafeteria. There may be specific classrooms in which teachers allow consumption.
6. Bottles or other glass containers are not to be brought to school.
7. The parking lot is off limits for all students during the school hours and especially at lunchtime.
8. Staff members and students are encouraged to demonstrate strategies to promote the conservation of all forms of energy along with ensuring proper recycling of reusable materials.

## **LIBRARY/LEARNING CENTER**

Students and staff are welcome to use the library and its resources throughout the school day.

### **When using the BCHS Library you are asked to observe to the following expectations:**

1. All students coming to the library must have a pass from their teacher and sign in at the front desk upon arrival.
2. Students are expected to work quietly without disturbing others, or they will be sent back to class.
3. All materials must be checked out of the library prior to leaving.
4. Materials not returned by the due date will be assessed a fine of .05 per day.
5. Lost or damaged materials will be subject to a fine equal to the replacement cost.
6. Food and drinks are not allowed in the library.
7. Like any other BCHS classroom, cell phone use is not permitted in the library. All phones must be turned off or silent and placed in the rack located at the front desk.

**Can't find a particular book or genre you are looking for in our library?** There is still hope, because we have teamed up with both the Benzonia Public Library and the Darcy Library of Beulah to help you out. So if that for which you are looking is located in one of these collections, you may be able to acquire it through our network of volunteer book couriers. See Mrs. Gillison for details.

### **OFFICE PROCEDURES**

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

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are scheduled each school year. Specific dates are listed on the school calendar. Parents are encouraged to contact teachers at any time. Student progress can be monitored by accessing PowerSchool at the Parent Portal on the school website [www.benzieschools.net](http://www.benzieschools.net)

### **POSTERS/SIGNS POLICY**

All posters/signs must be approved by the advisor/administration prior to being displayed on the appropriate board. Removal of posters/sign should occur as soon as possible following their relevance.

### **SEMINAR**

Seminar class supports academic success and is intended to provide consistent adult guidance at school. All high school students will be assigned a Seminar Class and will meet with each day with their Advisor (teacher). Seminar supports relationships between teachers and students to promote academic success, guiding students with high school/adolescent issues.

### **TELEPHONE SYSTEM**

You may call the high school at any time after hours and leave a message with any staff member. Dial 231-882-4497 and follow the directions given. Extensions are available on the schools website- [www.benzieschools.net](http://www.benzieschools.net)

### **WORK PERMITS**

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

### **18-YEAR-OLD STUDENT**

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

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

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

## **BENZIE CENTRAL ATHLETICS**

### **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 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 athletics will be assessed a participation fee to help offset the cost of these programs.

1. \$35.00 will be applied per season/activity for each student who participates in High School Athletics activities.
2. **A maximum of \$100.00** fee per school year will be applied to those who participate on multiple teams.
3. **A maximum of \$200.00** fee per school year will be applied to a family who has more than one student participating in Athletics.

Refund Policy:

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

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

1. A student must have passed at least 66% of a full time class load during the previous semester.
2. A student must be enrolled, attending and passing at least 66% of a full time class load during the current semester.
3. A student must have passed and have on file in the school office a current physical examination for the current school year, dated after April 15<sup>th</sup> of the previous school 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.

### **BENZIE COUNTY CENTRAL SCHOOL DISTRICT REQUIREMENTS**

#### **All grades are cumulative**

Academic Eligibility will be in effect for all Extra-curricular activities, i.e., sports, drama, musical, field trips, etc. Academic eligibility is checked four times per year; however, the athletic department work with the current season coaches on a weekly basis to monitor rostered athletes' academic progress. Students must pass six (6) of seven (7) courses (or 85.7%); if a student athlete fails to pass 85.7% of his/her classes, he/she is ineligible to participate. This exceeds the 66.7% required by the MHSAA.

Eligibility is determined on the following criteria:

- Q1 Eligibility\*: Students must pass six of seven classes during the 2<sup>nd</sup> Semester of the previous school year (S2)
- Q2 Eligibility: Students must pass six of seven classes during the 1<sup>st</sup> Marking Period (Q1)
- Q3 Eligibility: Students must pass six of seven classes during the 1<sup>st</sup> Semester (S1)
- Q4 Eligibility: Students must pass six of seven classes during the 3<sup>rd</sup> Marking Period (Q3)

\*Benzie Central students have the opportunity to make up credits during the summer. A student completing the requirements for credit recovery will become academically eligible for Q1 if the recovered credit brings a student up to a 85.7% success rate.

Ineligible students will not be allowed to leave school early to travel with the teams to away events. Individual sports teams will determine whether an academically ineligible student-athlete remains on the team. Factors taken into consideration are sport season, grade level, and academic effort. Academics are the primary function of the school and shall be the top priority of the student-athletes. Sports participation may be interfering with the time needed to devote to success in school, so dismissal from a team may be appropriate.

1. A student must have all debts from past and current marking periods paid.
2. A student must exhibit appropriate behavior commensurate with the privilege of representing Benzie Central School in athletic activities.
3. Benzie Central Schools does not provide student accident insurance for athletic injuries.
4. If a student athlete is enrolled in a physical education class, he/she must be dressed and must participate in the physical education class. Failure to do so will automatically exclude the student from practice or game that day. A doctor's excuse or a parental excuse excluding the student from physical education will automatically exclude the student from athletic practice and games for the duration of the physical education exclusion.
5. Negative comments, photos, videos, etc. displayed online, in person, through social media or text messaging, regarding Benzie Central, its staff, including coaches, its teams, or its players will result in a suspension and/or termination.
6. The district has determined that the following student behavior will result in suspension from athletic activities at Benzie County Central Schools. The following procedures will apply all year, not only during

school months:

- a. Suspension penalties will be applied for a FELONY charge as follows:
  - i. FIRST OFFENSE – Suspension from athletic activities for 365 days.
  - ii. SECOND OFFENSE – Expulsion from athletic activities for the remainder of their high school career.
- b. Suspension penalties will be applied for any of the following:
  - i. Any student accused of violating a criminal statute. Formal charges not pursued or dropped by the authorities may not conclude liability on the part of the student for school censure. Through established due process procedures, immediate suspension will result for that student if school authorities deem the student liable for actions that reflect poorly on the school.
  - ii. Any student charged by the school with theft or destruction of school property.
  - iii. Any student accused of an offense involving drugs, tobacco, alcohol or inhalants witnessed by at least one of the following: advisor, teacher, coach, or administrator—independent of whether or not charges are made or any conviction is obtained.<sup>2</sup>
7. Violations of the athletic policy begin with the students' first day of seventh grade and will stay with them through the summer after of their eighth grade year. They will then have a clean record when they begin the first day of their ninth grade school year or first official sports practice, whichever comes first, and violations thereafter will stay with them through their senior high school career, ending with graduation or the end of the MHSAA tournament series, whichever comes last.. 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 can only be done one time in a career.
  - a. **Suspension penalties:**
    - i. For items 6bi, 6bii and 6biii.
      1. **FIRST OFFENSE** – Suspension from 25% of that regular sport season (not including MHSAA tournaments). In the event that there is not 25% of the current 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.
      2. **SECOND OFFENSE** – Suspension from athletic activities for 365 days. Suspension is defined as non-participation in any school sport from the date of the second offense.<sup>3</sup>
      3. **THIRD OFFENSE** – Loss of athletic and extracurricular privileges for the remainder of their high school career.

#### **INVESTIGATIVE HEARING AND APPEALS PROCEDURE**

1. If the Athletic Director finds the student to be in violation, he/she shall be suspended immediately in compliance with the discipline section above.
2. The student or the parent has the right to appeal the decision in writing to the Athletic Director within forty-eight hours of the decision. Suspensions may be held in abeyance until the final outcome of the appeals process. The 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

---

<sup>2</sup> For item 6biii. A student may have the suspension time reduced to a six-month calendar suspension if he/she completes a drug/alcohol-counseling program. The program will consist of five documented sessions and must be completed with the six-month calendar suspension. A student needs to remain in good standing during this time.

<sup>3</sup> For item 6biii. A student may have the suspension time reduced to a six-month calendar suspension if he/she completes a drug/alcohol-counseling program. The program will consist of five documented sessions and must be completed with the six-month calendar suspension. A student needs to remain in good standing during this time.

- 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.

## **DUAL SPORT APPLICATION AND GUIDELINES**

Benzie Central promotes and encourages the participation of athletics for our student athletes. With this in mind all involved have to understand the expectations and commitments that are required.

A student may take part in dual sports with the appropriate permission forms completed and signed by the athletic director.

Prior to Dual Sport application both coaches need to be in agreement with the arrangement of primary sport selected and requirements of the student/athlete. This is with the understanding that at any time there is a conflict with a contest; event or practice the student/athlete will be required to attend the primary sport selected.

It is important the student/athlete understands their academics and attendance is first and foremost. At any time, if there is a change in academic achievement or attendance, the student's dual sport participation will need to be re-evaluated by the school personnel.

Parent/Guardian are in agreement of the expectations of the programs selected to dual sport. They are in agreement of cost, independent transportation necessary, as well as the time required to assist in making this a positive experience for the student/athlete.

Athletic Director is in agreement with the application process, and all issues are addressed and accounted for. If there is a question regarding the physical demand that will be placed on the student/athlete the application will be denied in the best interest of the applicant or if participation has a negative impact on either team.

This process needs to be completed and approved prior to the first day of practice of the upcoming season in which the dual sport application has been requested.

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

1. A student must be in school a full day in order to practice or compete in a school-sponsored activity. Only the School administration or Athletic Director, with advance notice, can waive this rule.
2. An advisor or coach of any activity program may, if he/she so desires have rules in addition to those listed here. If other rules do exist, the advisor or coach of that program must explain them to the students prior to the beginning of the program—rules must be in writing. Rules may exceed policy but not be less than policy. Rules must be approved by the administration, before distribution to students and parents.
3. No athlete can change from one sport to another sport during the same sports season; with the following exceptions
  - a. S/he is cut from the first sport by the coach of that sport.
  - b. S/he makes the change within one (1) week of the start of the season.
  - c. S/he has a doctor's note that states that he/she can no longer participate in the first sport but may take part in another sport taking place during that season.
4. There will be no use of school facilities for Sunday practices, required or optional without prior approval of the administration.
5. All students must ride the school bus providing transportation to an away event and back to Benzie 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 A.D. to ride home with parents of another team member or adult family member, i.e. brother or sister.
  - c. Benzie Central may provide other options for students to travel to and from games with signed parent permission forms each season. Advanced notice of the procedure must be approved by the parent of the student.
  - d. Money Earned Policy: if any part of any uniform or equipment is paid for by money earned through the school's name, that uniform or equipment is property of the athletic department at the end of the season. There will not be any exceptions to this rule. If there are any questions concerning how this type of money may be used, feel free to call the Athletic Director at the school.



- e. Students seeking medical attention will not be allowed to return to participation status without the written release from a treating physician.

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

The Athletic Department recognizes each student should have the opportunity for a broad range of experiences in extra-curricular activities and, to this end, will attempt to schedule events in a manner to minimize conflicts.

Students have a responsibility to do everything they can to avoid continuous conflicts. This would involve being cautious about being involved in too many activities. It also means notifying the faculty sponsors involved immediately when a conflict does arise.

When a conflict does occur, the sponsors will meet and work out a solution so the student does not feel caught in the middle. If a solution cannot be found, then the principal will make a decision considering the following:

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

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

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

Benzie Central Schools will enforce upon a transfer student any period of ineligibility to which that student would have been subject as a result of a student or athletic code violation(s) at that student's most recent previously attended school.

A student who transfers to Benzie Central Schools after becoming ineligible because of student or athletic conduct code violation(s) at the previously attended school shall remain ineligible at Benzie Central Schools for not less than the period of ineligibility imposed by the previously attended school. This would be the case even if the student's situation would otherwise satisfy one or more of the exceptions to the transfer regulation of Benzie Central Schools and the Michigan High School Athletic Association (Regulation I, Section 9), and even if the act which caused the student's ineligibility at the previous school would not be a violation or cause the same period of ineligibility at Benzie Central Schools.

That student was subject to the rules and penalties of the previous school and shall not be allowed to escape the consequences of his/her conduct and, in doing so, displace students of Benzie Central Schools from teams, positions, events, and awards at least until the full period of ineligibility has been served.

### **NCAA CLEARINGHOUSE & COLLEGE ATHLETIC PARTICIPATION**

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

# STUDENT RESPONSIBILITY

## **CODE OF STUDENT CONDUCT**

Being a responsible student is fun for everyone. While we have many visitors including, parents, students from other schools, community members and our own staff, we want to show them the best that Benzie Central has to offer. Oftentimes a school is judged by the conduct of students in the halls, rooms, and confines of the school property. We are very proud of our community and school; being respectful and responsible is what we expect from our students.

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

In the unlikely event where discipline is required we provide a fair and consistent set of rules. Disciplinary action will be taken against any student whose behavior is in any way disruptive to the ongoing educational processes on school property. The disciplinary action may include detention; in-school suspensions; suspension; forfeiture of rights to participate in or attend extracurricular activities as well as end-of-the-year activities, loss of driving privileges and pulling of work permits; and ceremonies such as baccalaureate, graduation, etc.

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

Any student earning credit at Benzie Central High School will be under the jurisdiction of our policies even if at a different site.

The following guidelines help provide a safe and secure culture where everyone is respected and responsible:

1. Cleanliness-the halls, rooms, lavatories and cafeteria are not waste paper baskets. Keep these places clean.
2. All food including candy must be consumed in the cafeteria during the school day.
3. Please walk in the hallways or no running.
4. Please talk with an indoor voice which is respectful for others in the area.
5. Anything more than holding hands is inappropriate in the school building.
6. Saturday School Transportation is the responsibility of the student. Please be sure to make arrangements.
7. Students are not to charge purchases to the school or any class or club without the advisor's written permission.
8. Inappropriate reading material will be barred from school.
9. Any adult employed by the school district has the right to reprimand any student for his/her conduct about the building, grounds, bus stops, or at any school function.
10. Snow formed in the shape of a ball can be dangerous. Please refrain from the delivery of snowballing.
11. Deliveries of balloons, flowers, etc. is a distraction to the classroom environment. Any such gifts may be picked up in the office at the end of the day.
12. Students may drop a class up to and including the second week without receiving an "E" for the semester. Classes may be dropped or added at semester.
13. For your safety, duffel bags and backpacks are not allowed in the classroom.
14. Confiscated items may be picked up at the office. Parent or guardian may be required to secure items.
15. Repeated violations of these policies may result in additional detentions, ISS, Saturday Schools or Suspensions.

## **OFFENSES DEFINED**

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

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

### **BOMB THREATS**

Threatening to set off an explosive device on school property.

### **BULLYING**

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

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

### **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. The entire version of this Board of Education adopted policy is cited in Policy #5517.01

### **BUS POLICY VIOLATIONS**

**Discipline** - See Bus Policy.

### **CHEATING**

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

### **DANCE POLICY VIOLATIONS**

**Discipline** – See Dance Policy

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

Unintentionally damaging school or personal property.  
Deliberately damaging school or personal property.

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

Unauthorized use of cell phones, smart watches, recording devices, tablets, laptops, gaming devices, personal digital assistants (PDA's), or similar electronic devices that in any manner disrupts the educational environment or violates the rights of others is not permitted. All cell phones and similar electronic devices must be POWERED OFF and out of sight during the class period. Cell phone/electronics storage locations are provided in each classroom. EXCEPTIONS: (a) supervising teacher grants permission, or students have administrative approval. Benzie Central Schools are not responsible for lost, stolen, or damaged equipment. Failure to observe these expectations will result in the following:

1. 1st offense – device is surrendered to the instructor and held in the main office until the end of the day.
2. 2nd offense – device is surrendered to the office for the remainder of the day and must be picked up by a parent or guardian.
3. 3rd offense – device is surrendered to the office until parent meeting takes place to determine if device will be allowed in school.
4. 4th offense - device is surrendered to the office and may be held for the remainder of the school year.

### **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/OPENING EXTERIOR DOORS**

1. Leaving classes or school grounds without permission.
2. Leaving classes or school grounds with permission but not checking out.
3. Students are not allowed to open any exterior doors at any time during the school day.

### **LOITERING**

No loitering in the cafeteria or entryways between classes or after school. Students are to be under adult supervision at all times.

### **PHYSICAL ASSAULT**

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

### **PROFANITY/VULGARITY**

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

### **HARASSMENT: SEXUAL HARASSMENT**

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

### **TARDINESS**

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

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

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

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

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

#### **THEFT**

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

#### **TOBACCO**

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

#### **TRESPASSING**

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

#### **TRUANCY/SKIPPING**

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

#### **VERBAL THREAT**

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

#### **WEAPONS/DANGEROUS MATERIALS**

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

1. Possession of fireworks/explosive devices.
2. Use of fireworks or explosive devices, other potentially harmful objects or look-alike dangerous objects.
3. Possession and/or use of dangerous or deadly weapons including but not limited to any object 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.
4. Possession of ammunition.
5. Lighting matches/lighters.

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

## STUDENT CODE OF CONDUCT

### CONSEQUENCES FOR VIOLATIONS:

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

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

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

| <b>Offense</b>  | <b>1<sup>st</sup> Offense</b>  | <b>2<sup>nd</sup> Offense</b>  | <b>3<sup>rd</sup> Offense</b>   |
|---|--|--|---|
| Fighting  | 1-3 day out of school suspension   | 3-5 out of school suspension   | 10 day out of school suspension & possible recommendation to the Board of Education for expulsion   |
| Dance Infraction  | Verbal Warning   | Parent Contact<br>Student removed from the dance   | Behavior on large scale may result in turning on lights, changing music, immediately stopping dance |
| Physical Assault  | May Result in 1-180 days out of school suspension and possible recommendation to the Board of Education for expulsion<br><b>**Physical Assault involving Staff shall result in expulsion of the student.</b> |  |   |
| Harassment: Sexual/Bullying<br>Indecent Exposure  | 1-10 day out of school suspension  | Long term suspension with recommendation for expulsion   |   |
| Written/Verbal threats, to a staff member or a student  | 1-180 day Out of School Suspension with a possible recommendation to the Board of Education for expulsion.   |  |   |
| Intentional Theft, Destruction, Disregard or Blatant Damage of school, staff, or student's property   | 3-5 days Out of School Suspension<br>Reimbursement   | 5 - 10 days Out of School suspension/Reimbursement<br>and possible recommendation to the Board of Education for expulsion. |   |
| Fire Dangers-<br>Lighting matches, possession of lighter or fireworks, discharging of fire extinguisher and possession of drug paraphernalia.   | 1-3 day Out of School Suspension   | 3-5 day Out of School Suspension   |   |
| Pulling Fire Alarm  | 5 days Out of School Suspension<br>Reimbursement   | 10 days Out of School suspension/Reimbursement<br>and possible recommendation<br>For expulsion.                            |   |
| <p><b>Administration has the right to adjust penalties according to individual circumstances.</b></p> <p><b>Driving privileges and work permits may be pulled for disciplinary actions. These are privileges.</b></p> |  |  |   |

**Detention, ISS, and Saturday School Policies:**

1. Students must bring study materials to detention or they will be assigned another detention.
2. No talking and no studying together will be allowed.
3. No leaving the designated area.
4. Report on time. Any person tardy will be assigned to an additional time.
5. The student must cooperate with the supervisor or that student will be reassigned or suspended.
6. Sleeping is not allowed.
7. When a student is assigned ASD, ISS, Saturday School, or Suspension, the parent or guardian will be notified by a phone call from the school. If a parent or guardian cannot be reached by phone, the student is still responsible for following through with the consequences of his/her actions.
8. Students who do not attend their assigned detention, iss, or saturday school may face suspension.
9. No food or drink except during breaks.
10. No Cell phones, audio devices, tablets, laptops, handheld or similar devices unless prior approval is granted.
11. Transportation will not be provided for detentions or Saturday Schools.
12. Students will not have access to computers during detentions.

### **IN-SCHOOL SUSPENSION (ISS)**

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

### **SAFE ROOM AND IN-SCHOOL DETENTION**

There is a therapeutic intervention taking place at this time. Student signs in goes through a problem solving process with staff person and returns to class.

### **SUSPENSION**

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

### **EXPULSION**

Expulsions are removal from school for more than ten days to permanently. The district has no obligation to provide an alternative education. Recommendation for the expulsion of a student shall be made to the Board of Education by the Administration. The principal's recommendation shall be communicated to the Superintendent in writing and accompanied by the student's cumulative file. Parental conferences will be held at the building level prior to the expulsion recommendation. The following procedures apply:

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

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

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

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

### **SEARCH & SEIZURE**

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



## **COMPUTER/TECHNOLOGY CODE OF CONDUCT**

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

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

### **Technology Violations**

1. 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.
2. Students may be allowed to use computers only when a staff member is present.
3. The consequences of failing to adhere to the Technology Code of Conduct are defined in the student handbook. The standard consequences for vandalism, insubordination, and other misbehavior apply.
4. The following are specific consequences that apply only to the misuse of technology.

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

## **CONDUCT GUIDELINES | PRIDE**

### **AT ASSEMBLIES**

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

### **IN THE BUILDING**

Building supervision begins at 7:30 and ends at 3:00. Students involved in extracurricular activities such as sports, ASD, clubs, etc. are required to have adult school staff supervision.

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

### **ON THE BUS**

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

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

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

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

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

### **AT DANCES**

Senior high students are not allowed to attend junior high dances, and junior high students are not allowed to attend senior high dances. All other dances: students will have 30 minutes to enter a dance once the doors open for entry, unless they will be working. Advisors will let the office know during the school day who will be working.

#### **GENERAL RULES:**

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

- h. No groin to buttocks contact.
- i. No "making out" (overt or prolonged public displays of affection).

### **IN THE HALLWAY**

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

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

### **IN THE PARKING LOT (Senior High)**

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

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

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

### **SPORTING EVENTS**

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

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

### **STUDENT SIGN IN/OUT**

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

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

## **BEVERAGES**

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

## **PERSONAL APPEARANCE**

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

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

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

1. Students will be given the opportunity to change into their own appropriate clothing.
2. Contact will be made with home and someone may bring appropriate clothing for the student.
3. The student will be allowed to choose from an assortment of clothes found in the clothing closet.
4. The student may spend the remainder of the school day in the office, ISS, or asked to go home.
5. If the parent or guardian gives the office verbal permission to allow a student to go home and change clothes, the student will be allowed to leave but will receive an absence for the time that they are away from school. Failure to comply will be considered insubordination.

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

## **DEBTS (School)**

Students who have debts may not re-enroll until they pay the debt.

Students who owe money to the school or clubs or who have athletic equipment that belongs to the school will not be allowed to participate in extracurricular activities or attend dances until they return the equipment, pay for it, or pay the money owed. A list of student's debts will be posted each marking period. Seniors with debts will not be allowed to participate in commencement rehearsal or the commencement program.

## **VISITORS (Students)**

Student visitors will be allowed for the purpose of previewing classes with the intention of future enrolling into Benzie Central Schools. They must make arrangements with the office two weeks prior to their visit. Visitors must sign in at the office so they can be issued a visitor's pass. Parents wishing to visit must also make prior arrangements with teaching staff and administration.

## GUIDELINES REGARDING SEXUAL HARASSMENT

1. Purpose
  - a. It is the policy of Benzie Central Senior High School to foster a learning and working environment that is free from sexual harassment.
2. Authority
  - a. It shall be a violation of this policy for any member of the Benzie Central Senior High School staff to harass a student through conduct or communications of a sexual nature as defined below. It shall be a violation of this policy for students to harass other students or staff through conduct or communications of a sexual nature as defined below.
3. Definitions
  - a. Unwelcome sexual advances, request for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or staff member constitutes sexual harassment when:
    - b. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
    - c. submission to or rejection of such basis for academic decisions affecting that individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

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

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

1. Step I
  - a. 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.
  - b. 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.
  - c. The alleged victim will be referred to the student's guidance counselor. If necessary, parental contact will be made by the administrator.
2. Step II
  - a. 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.
  - b. The administrator will make Parental and guidance counselor contact.

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

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

1. Mandatory meeting with the student's guidance counselor and possible assignment to a group and/or other counseling service in the community.
2. Parental contact.
3. 1-10 days suspension, long-term suspension, or recommendation for expulsion, possible police contact may result.
4. 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.

Inquiries regarding nondiscrimination policies should be directed to:

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

**BENZIE CENTRAL COUNTY SCHOOLS**  
**Permission to Publish Student Photographs and/or Work**

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

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

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

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

**NO please refrain from using my child's picture and/or school work in District publications including newsletters, web sites, newspapers, and videos.**

Student(s) Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

To see examples of work that is already published on the World Wide Web, visit our district's web site at [www.benzieschools.net](http://www.benzieschools.net)

**Benzie County Central Schools Publishing Guidelines:**

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

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