

**BENZIE CENTRAL
MIDDLE/HIGH SCHOOL**
9300 Homestead Road
Benzonia, MI 49616
Phone (231) 882-4497, Fax (231) 882-7627
www.benzieschools.net

**STUDENT HANDBOOK
2021 - 2022**



This book belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

Student Email: _____@students.benzieschools.net

PowerSchool: _____

Seminar Teacher _____

BOARD OF EDUCATION

President	Mr. Brian Childs
Vice President	Ms. Nicki Brown
Secretary	Ms. Stephanie Johnston
Trustee	Mr. Chris Noffsinger
Trustee	Ms. Lorie Cota Hill
Trustee	Ms. Amber Pomper
Treasurer	Mr. Jason Barnard

ADMINISTRATION

Superintendent	Ms. Amiee Erfourth
Principal	Mr. David A. Clasen
Asst Principal	Mr. Steve Graetz
Athletic Director	Mr. Eli Harris

COUNSELORS

6-9th Grade	Ms. Barbara Powell
10-12 Grade	Ms. Emily Burrus

OUR GOAL

On behalf of the faculty and administration of Benzie Central Middle / High School, it is a pleasure to welcome all students to the 2021-2022 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.

BENZIE CENTRAL HIGH SCHOOL 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 Schools 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

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!

Middle School and High School Bell Schedule

High School		Middle School	
Hour	Time	Hour	Time
1	7:40-8:29 am	1	7:40-8:29 am
2	8:33-9:22 am	2	8:33-9:22 am
3	9:26-10:15 am	3	9:26-10:15 am
4	10:19-11:08 am	4 Seminar	10:19-10:43 am
5	11:12-12:01 pm	MS Lunch	10:43-11:13 am
6 Seminar	12:05-12:29 pm	5 Literacy	11:17-12:06 pm
HS Lunch	12:29-12:59 pm	6	12:10-12:59 pm
7	1:03-1:52 pm	7	1:03-1:52 pm
8	1:56-2:45 pm	8	1:56-2:45 pm

HS PLAN B		MS PLAN B	
9/10 Grade	12.01-12.31 pm Lunch 12.35-12.59 pm Seminar	6 Grade	10.15-10.45 am Lunch 10.49-11.13 am Seminar
11/12 Grade	12.05-12.29 pm Seminar 12.29-12.59 pm Lunch	7/ 8 Grade	10.19-10.43 am Seminar 10.43-11.13 am Lunch

*Half Day (Early Release) Schedules may vary

Half Day Schedule	TIME
1st Period	7:40-8:02
2nd Period	8:06-8:28
3rd Period	8:32-8:54
4th Period	8:58-9:20
5th Period	9:24-9:46
6th Period	9:50-10:12
7th Period	10:16-10:40

SCHOOL CALENDAR 2021-2022

September 2	Open House 6:00-7:00pm
September 6	No School – Labor Day
September 7	First Day for Students
September 24	Half Day Students/Full Day Teacher (PM Teacher PD)
October 13	Parent-Teacher Conferences (Half Student Day)
October 14	Parent-Teacher Conferences (Half Student Day)
October 15	No School
November 1	No School Students Teacher PD
November 5	End of 1st Marking Period
November 25-26	Thanksgiving Recess – No School
December 22	Half Day Students and Staff Christmas Recess Begins
January 3	School Resumes
January 17	MLK Day
January 21	End of Semester Teacher Record Day Half Day Students
January 28	Half Day Students/Full Day Teacher (PM Teacher PD)
February 18	Half Day Students Full Day Teacher (PM Teacher PD)
February 21	No School President's Day
March 25	Half Day Students and Staff
March 28-April 4	Spring Recess
April 5	School Resumes
April 8	End of Marking Period
April 15	Half Day Students/Full Day Teacher (PM Teacher PD)
May 27	Half Day Students/Full Day Teacher (PM Teacher PD)
May 30	No School Memorial Day
June 5	3 pm HS Commencement/Graduation
June 10 ¹	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.

¹ Tentative Last Day

NOTE TO PARENTS AND GUESTS

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

BUILDING SUPERVISION/VIDEO SURVEILLANCE

STUDENT SUPERVISION BEGINS AT 7:20 AM AND ENDS AT 2:50 PM UNLESS A STUDENT IS INVOLVED IN EXTRACURRICULAR ACTIVITIES SUCH AS SPORTS, ASD, CLUBS, ETC. STUDENTS ARE NOT TO BE IN THE SCHOOL UNSUPERVISED.

VIDEO SURVEILLANCE /ELECTRONIC MONITORING EQUIPMENT IS INSTALLED THROUGHOUT THE BUILDING AND USED FOR SAFETY OF THE INDIVIDUALS IN THE BUILDING. VIDEO SURVEILLANCE IS ONLY FOR ADMINISTRATION USE AND NOT FOR REVIEW. THRU POLICY

BOOK BAGS AND CLASS PASSING TIME

BOOK BAGS ARE ALLOWED TO BE CARRIED TO AND FROM SCHOOL. THEY SHOULD BE KEPT IN LOCKERS DURING SCHOOL HOURS. THERE IS SUFFICIENT TIME FOR ALL STUDENTS TO PASS FROM CLASS TO CLASS. STUDENTS WALK ON THE RIGHT SIDE OF THE HALLWAYS TO ALLOW OTHER STUDENTS ADEQUATE SPACE AND TO MOVE FREELY.

DRUG, ALCOHOL, & TOBACCO POLICIES

SCHOOL BOARD POLICY PROHIBITS THE USE OF ALL TOBACCO, ILLEGAL DRUGS, AND ALCOHOL PRODUCTS, AT ANY TIME, IN SCHOOL BUILDINGS, AND ON ALL SCHOOL GROUNDS AND/OR LEASED PROPERTIES

STAFF CONTACT INFORMATION

MS/HS Staff	Position	Extensior	Email
Mr. David Clasen	Principal	2252	clasend@benzieschools.net
Mr. Mike Hammar	Asst. Principal	2152	hammarm@benzieschools.net
Mr. Eli Harris	Athletic Director	2153	harrise@benzieschools.net
Ms. Raine Johnson	Secretary	2251	johnsonr@benzieschools.net
Ms. Rebecca Meachum	Secretary	2250	meachumr@benzieschools.net
Ms. Ashley Nye Laing	Social Studies	2110	lainga@benzieschools.net
Ms. Kirsten Cline	Choir/Basic Theater	2202	clinec@benzieschools.net
Ms. Barbara Powell	Counselor	2255	powellb@benzieschools.net
Ms. Emily Burrus	Counselor	2254	burruse@benzieschools.net
Mr. Corey Bechler	Art	2209	bechlerc@benzieschools.net
Mr. Matt Olson	HS English	2227	olsonm@benzieschools.net
Ms. Tanika Greisiger	HS English	2226	greisigert@benzieschools.net
OPEN	HS Math	2224	@benzieschools.net
Mr. Ferdinand de Guia	HS Math	2222	deguiaf@benzieschools.net
Mr. Marc Alderman	MS Science	2118	aldermanm@benzieschools.net
Mr. John Burtch	MS Science	2102	burtchj@benzieschools.net
Mr. Brian Parent	Band	2236	parentb@benzieschools.net
Mrs. Katrina Grose	Athl./Couns. Secretary	2151	grosek@benzieschools.net
Mr. Kevin Kennedy	HS Social Studies	2221	kennedyk@benzieschools.net
Mr. Josh Crocker	HS Social Studies	2229	crockerj@benzieschools.net
Mr. Dan Long	Computer Technological		longd@benzieschools.net
Mrs. Winona Roper	MS Social Studies	2103	roperw@benzieschools.net
Mr. Joseph Trudeau	Math	2111	trudeauj@benzieschools.net
Mr. Rico Cruz	MS Special Education	2112	cruzr@benzieschools.net
Mr. Gib Lucas	Special Education	2220	lucasg@benzieschools.net
Mrs. Jill Bradford	Special Education	2218	bradfordj@benzieschools.net
Mrs. Belva Whaley	Special Education	2219	whaleyb@benzieschools.net
Ms. Nancy Reed	MS Math	2120	reedn@benzieschools.net
Mrs. Carmen Briggs	Health	2210	briggsc@benzieschools.net
Mr. Josh Lovendusky	PE	2203	lovenduskyj@benzieschools.net
Mr. Jason Katt	English/PE	2230	kattj@benzieschools.net
Ms. Cassie Bentley	Spec Ed	2112	bentleyc@benzieschools.net
Mrs. Racquel Huddleston	HS Science	2216	huddleston@benzieschools.net
Mr. Mike Jones	HS Science	2206	jonesm@benzieschools.net
Mrs. Lynn Mertz	HS Science	2217	mertzl@benzieschools.net
Mr. Geoff Miller	Sheriff Liaison	2116	sheriff@benzieschools.net

Mr. Jalen Williams	HS Science	2215	williamsj@benzieschools.net
Ms. Aimee Kalisz	MS Science	2119	kalisza@benzieschools.net
Mr. Jeff Seymour	HS Math	2223	seymourj@benzieschools.net
Mrs. Tami Roeske	MS Math	2101	roesket@benzieschools.net
Mrs. Kelly Carpenter	MS English	2109	carpenterk@benieschools.net
Mrs. Polly Gillison	SAFE/Special Ed	2257	gillisonp@benzieschools.net
Ms. Amy Jass	MS English	2105	jassa@benzieschools.net

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STUDENT ACADEMICS

ACADEMIC SUPPORT

Teachers are here to assist students with academic concerns. Teachers' schedules vary, but they often have flexibility within their schedules to provide one-on-one assistance, either before school, after school, or during their preparatory period, as well as during advisory.

SEMINAR

The purpose of the seminar is to provide a Tiered intervention for all students at Benzie Central Middle and High School. Seminar will be used for Tier 1: Homework completion, general academic support, and assessments. Tier 2: Structured interventions for struggling students. Incentives such as early lunch and school clubs will be provided during this time for students not needing academic support. Announcements will also be delivered at this time.

LIBRARY MEDIA CENTER

Students and staff are encouraged to use the library and its resources. This quiet student work environment is free of coats, drinks, food and backpacks..

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

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

RETENTION

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

TEXTBOOKS, WORKBOOKS, AND SUPPLIES

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

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 the Enrollment Officer (registrar) in the District's Central Business Office located on the MS/HS campus. 231-882-9653 Ext. 2003

Enrollment paperwork is available both [online](#) 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 Middle/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 (upon request) 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 the student and parent/guardian 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.

Residents outside of the Benzie Central Schools District wishing to attend Benzie Central Schools, the [Schools of Choice Application](#) must be completed along with the 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 Central School District with his/her parents or legal guardians with proper documentation upon enrolling. Should a student live in the district with a relative or anyone other than his/her parents, legal guardianship must be obtained.

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

CHANGE OF ADDRESS

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

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

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.

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 update 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.

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

GRADING

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

Grade values:

Grade	Range	Standard Courses	AP Courses
A+	97-100	4.0	5.0
A	94-96	4.0	5.0
A-	90-93	3.667	4.667

B+	87-89	3.333	4.333
B	84-86	3.0	4.0
B-	80-83	2.667	3.667
C+	77-79	2.333	3.333
C	74-76	2.0	3.0
C-	70-73	1.667	2.667
D+	67-69	1.333	2.333
D	64-66	1.0	2.0
D-	60-63	.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

REPORT CARDS AND PROGRESS REPORTS

Report cards will be sent home with students at the end of each nine-week marking period. Progress reports are another means of communicating with the homefront for students with IEPs as well as from general education classes. A parent and/or student can check academic progress at any time by going to the Benzie Central Schools webpage www.benzieschools.net and following the PowerSchool link. Parents and students each have separate logins and password credentials. This information can be requested in the school's main office. Families without internet accessibility should contact the school office with a request for further accommodations.

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

Students receiving the top two cumulative GPA scores will receive the award of valedictorian/salutatorian. In the event there are multiple students with matching highest GPAs, the highest SAT score will be valedictorian, the second highest score will be the salutatorian. AP Courses are on a 5 point scale.

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: 1st year-letter; 2nd year-pin; 3rd year-certificate; and 4th 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 without debts will be allowed to participate in commencement rehearsal and 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 invited 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: Any student who completes a school year and has not earned the minimum number of credits shown below would remain classified as a student in the previous year's grade level.

9 th grade	
10 th grade	6 credits
11 th grade	12 credits
12 th 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 2022

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.

INCOMPLETES

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

DUAL ENROLLMENT

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

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

The Postsecondary Enrollment Options Act (PA 164 of 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 a student fail to complete a course and a refund is available and the student drops the course before the college's refund deadline, Benzie Schools shall be reimbursed first. Should a student receive a failing final grade in a course or drop the course after the college's refund deadline, the student will be required to pay back the district the amount of tuition which was paid for the pupils course. In the event reimbursement is not made in a reasonable period of time, a claim may be filed against the student and/or his/her parents in Small Claims Court for collection.

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 1st of each year. Students will be provided with a 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 to enroll and participate in virtual classes. (*this criteria must be met per Pupil Accounting Manual) Students will not be scheduled in an online course until the 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, tests, quizzes, and other requirements on or before the due dates set by the 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 the 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 the 2018-19 academic school year, students 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.

Curriculum Area Requirements	Credits
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 a 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 or Emily Burrus, Counselor
 Benzie Central High School
 9300 Homestead Road
 Benzonia, MI 49616
 231-882-4497

VOCATIONAL PROGRAM (CTC)

Students who are enrolled in the morning CTC program at Traverse Bay Intermediate School District (TBAISD) 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 Area Public Schools are closed due to weather, the Career Tech Center is closed; in this case, the CTC students do not need to report at Benzie until their scheduled class times. On early release days (release time 10:40 am) 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 Benzie Schools' early release days (release time 10:40am), the afternoon CTC bus will not run.
4. CTC students may not attend CTC when they are serving a school suspension (ISS or OSS).
5. CTC students who drive (or ride) to the CTC without permission will be assigned an ISS for the next school 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

Early Middle College (EMC) is a partnership between Benzie Schools and 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 technology, 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 another student 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

All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and self-responsibility. The Michigan School Code requires student attendance be "continuous and consecutive." Therefore, we believe each day in school is of vital importance to each student; regular attendance is an essential element of the educational process; days missed from school can never be fully recovered; regular and punctual attendance is directly related to one's self-responsibility and self-discipline and is also a stepping-stone to a successful life-style; parents and students must accept the responsibility of maintaining a record of regular and punctual attendance.

ATTENDANCE POLICY

If a student in grades 9-12 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:

Sample plan for student success: Student makes 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: The student may be dropped from the school enrollment if the student's parent/guardian does not contact the school office.
- 3. Pre-Excused Absences - Pre-excused 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 other school administrator, with advance notice, can waive this rule.

ATTENDANCE PROCEDURES

In the event that a student is not going to be in attendance, parent/guardian shall call the attendance office at (231) 882-4497 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 parent/guardian's primary phone each evening for students who have an absence that has not been phoned into the attendance office.

If a parent/guardian is unable to call during the regular school hours, they may leave a message for the attendance secretary. 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 (grades 7-12). 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. High School students who earn an A- (3.667) average in a full-year class during the second semester may be exempt from the exam(s). A one-semester class during the second-semester will require a second semester exam. Any student who misses an exam will receive an F for the class unless an arrangement is made with the teacher and administrator. The following classes will require exams: All Honors Classes and Pre-Calculus. Exams will account for up to 10% of a middle school semester grade and up to 20% of a high school semester grade.

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. 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. The Student Intervention Team (SIT), comprised of several staff members, meets once each month. The purpose of SIT is to plan instructional strategies for teachers to trial with individual students.

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. A teacher may provide more time to make up the work. Parents/guardians or students may contact the student's teachers for assignments

via email. it is the responsibility of the student to ensure all work is completed on time for pre-excused school-sponsored activities.

INCOMPLETE

When illness interferes 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 (ATTENDANCE)

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. 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.

SATURDAY SCHOOL (DISCIPLINE)

Saturday schools are utilized for discipline deemed appropriate by administration, and parents will be informed in plenty of time to make the necessary arrangements. It can be an effective deterrent for student misbehavior. If an assigned Saturday school is not fulfilled by the student, progressive consequences including suspensions may result. Saturday school (8am - noon, at the school or central office) is scheduled periodically throughout the school year. The students will be supervised by an adult and expected to quietly study for the four hour duration. 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, 380.1284b, 380.1561, 380.1599, MCL 388.1701) (2010) now states that students must attend school from ages 6 to 18 years, with few exceptions. 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/19th Judicial Court, Benzie County Prosecuting Attorney, 85th District Court, Grand Traverse Band Tribal Court, Grand Traverse Band Education Department, Benzie County Sheriff's Office, Grand Traverse Band Tribal Police, Michigan State Police and the Department of Human Services Area.

Parent Responsibility

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

School Responsibility

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

Court Responsibility:

The Benzie County Family Court/19th Judicial Court has jurisdiction over youth under age 17 who “willfully and repeatedly absents himself or herself from school or other learning programs intended to meet the child’s educational needs...” MCL 712A.2(a)(4). The Principal/ School Attendance Personnel, school counselor/youth Intervention specialist will hold a Truancy Action Meeting with the parent(s) and child (the child attends the meeting only in middle and high school truancy cases) to resolve truancy issues. If after the meeting, the child’s absences continue, the Principal/SAP in conjunction with law enforcement may file a Truancy petition (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. First aid such as application of ice will be administered. For the safety of students, medications such as aspirin are not distributed by school staff to students. Parents will be contacted in all emergencies and whenever necessary. 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:

	HIGH SCHOOL	MIDDLE SCHOOL
Student Council	Grades 9-12	6-8
BC PRIDE	Grades 9-12	
Close-Up trip to Washington, DC	11 th 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	6-8
Basketball – Boys & Girls	Grades 9-12	7-8
Cheerleading	Grades 9-12	6-8
Cross-Country – Boys & Girls	Grades 9-12	6-8
Golf – Boys & Girls	Grades 9-12	
Robotics	Grades 9-12	6-8
Skiing – Boys & Girls	Grades 9-12	6-8
Soccer – Boys & Girls	Grades 9-12	6-8
Softball - Girls	Grades 9-12	6-8
Volleyball - Girls	Grades 9-12	7-8

Wrestling	Grades 9-12	6-8
Football - Boys	Grades 9-12	7-8
Track – Boys & Girls	Grades 9-12	6-8
Bowling – Boys & Girls	Grades 9-12	

DRIVER EDUCATION

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

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

Attending driver education classes in-person is not permissible for students currently serving suspensions. Make-up days may be scheduled.

HEALTH/MEDICATION INFORMATION

Each year, please make sure to make the school aware of any medical changes. 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 (including Tylenol, Aspirin, etc.) 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.
3. Any student suspected of having a communicable disease will be asked to go home until they are showing no symptoms for at least 24 hours. 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 and 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).

1. Students must retain assigned lockers. Lockers in the locker room are assigned by the physical education teachers and/or coaches.
2. It is important to not keep anything of great value in your school locker.
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. 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.
3. Students may not leave the designated lunch areas without the permission of administration or lunch supervisors.
4. Food and drinks are to be consumed in the cafeteria.
5. Glass containers are not permitted in school.
6. The parking lot is off limits for all students during the school hours - including during lunchtimes.
7. 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 to off or silent and placed in the rack located at the front desk.

Benzie MSHS has partnered with both the Benzonia Public Library and the Darcy Library of Beulah. Students can work with the school librarian to acquire texts from these local libraries if it is not available in the school library.

OFFICE PROCEDURES

When a student would like to meet with a member of the school administration or a counselor, he/she should sign his/her name on the sign-up sheet in the office.

PARENT-TEACHER CONFERENCES

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

POSTERS/SIGNS POLICY

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

TELEPHONE SYSTEM

Students may call home for an emergency or school business using only the school's OFFICE phone. Necessary messages will be taken at the office and delivered. In the event a call is of a very serious nature, the student will be called from class to the office for a phone call.

Parents/students may call the school at any time after hours and leave a message with any staff member. Dial 231-882-4497 and follow the prompts. Extensions are available on the school's website: 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 are not permitted to self-check-out from school during the school day without parent/guardian permission.
5. Eighteen-year-old students are not permitted to excuse their own absences (unless they are living on their own).

When proper procedures are not followed and the student leaves school property without properly checking out, the student will be given a skipping absence for missed classes.

BENZIE CENTRAL ATHLETICS

ATHLETIC ELIGIBILITY & CODE

In order for any student to participate in any athletic activity, the student must abide by standards established by the Benzie County Central School District and the Michigan High School Athletic Association. Participating in athletic activities is a privilege— one that is earned after a student has met the standards and expectations set forth in this document and their addenda.

Student athletes and their parent/guardians must sign a Code of Conduct Contract indicating they have read, understand, and will abide by all policies, rules and regulations of the Benzie County Central Schools Board of Education. Each student must be aware that he/she is representing Benzie Central and that his/her actions, conduct, and appearance must always reflect credit on the school, group, family, and community. The following procedures will apply all year, not only during school months or current sport season.

The school's eligibility rules provide a method for ensuring that students representing the school at competitions, events, assemblies, public performances, and while in transit - meet the school's conduct expectations. These students serve as role models for the rest of the student body.

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

MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION REQUIREMENTS

1. A student must have passed at least 50% of a full time class load during the previous semester.
2. A student must be enrolled, attending and passing at least 50% of a full time class load during the current semester.
3. A student must have passed and have on file in the school office a current physical examination for the current school year, dated after April 15th of the previous school year.
4. A student must be under the age of nineteen (19) on or after September 1st of the current school year.
5. A student shall be allowed to compete in only four- first semesters and four-second semesters.

BENZIE COUNTY CENTRAL SCHOOL DISTRICT ELIGIBILITY

MIDDLE SCHOOL ELIGIBILITY FOR ALL EXTRACURRICULAR ACTIVITIES

1. October 1, 2021 will be the first weekly eligibility report.
2. All grades are cumulative. Academic Eligibility will be in effect for all Extra-curricular activities, i.e., sports, drama, musical, etc.
 - a. A student must pass six (6) out of seven (7), excluding seminar, classes during the week to be eligible for the next week's competition.
 - b. We will evaluate through PowerSchool the grades of all athletes at noon on Fridays.
 - c. Those students whose names are on the ineligible list will not be eligible to participate for the next week of competition-Monday through Sunday. They will be expected to attend practices, contests and other team activities.
 - d. Coaches will be notified of students who may need extra assistance to be successful in their course work.
 - e. Students will be allowed only three weeks of ineligibility. After three weeks of ineligibility, they may be dropped from the team. Academics are the main reason for attending school, and sports participation may be interfering with the time they need to devote to success in the classroom.

HIGH SCHOOL ELIGIBILITY FOR ALL EXTRACURRICULAR ACTIVITIES

1. October 1, 2021 will be the first weekly eligibility report.
2. All grades are cumulative. Academic Eligibility will be in effect for all Extra-curricular activities, i.e., sports, drama, musical, field trips, etc.
 - a. A student must pass six (6) out of seven (7), excluding seminar, classes during the week to be eligible for the next week's competition.
 - b. We will evaluate through PowerSchool the grades of all athletes at noon on Fridays.
 - c. Those students whose names are on the ineligible list will not be eligible to participate for the next week of competition-Monday through Sunday. They will be expected to attend practices, contests and other team activities.
 - d. Coaches will be notified of students who may need extra assistance to be successful in their course work.
 - e. Students will be allowed only three weeks of ineligibility. After three weeks of ineligibility, they may be dropped from the team. Academics are the main reason for attending school, and sports participation may be interfering with the time they need to devote to success in the classroom.
3. Academic eligibility is checked four times per year; however, the athletic department works with the current season coaches on a weekly basis to monitor rostered athletes' academic progress. Students must pass five (5) of seven (7) courses (or 71.%) from the previous marking period; if a student athlete fails to pass 71% of his/her classes, he/she is ineligible to participate. This exceeds the 50% required by the MHSAA. If a student is not passing at least 71 percent of full credit load potential for a full-time student when checked, that student is ineligible for interscholastic scrimmages and contests until the next check but not less than for the next Monday through Sunday while in season.

Eligibility is determined on the following criteria:

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

Q2 Eligibility: Students must pass five of seven classes during the 1st Marking Period (Q1)

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

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

BENZIE COUNTY CENTRAL SCHOOL DISTRICT CODE

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

- a. Students charged with a FELONY will be subject to the following consequences:
 - i. FIRST OFFENSE – Suspension from athletic activities for 365 days.
 - ii. SECOND OFFENSE – Expulsion from athletic activities for the remainder of their high school career.

- b. Students who engage in conduct that could result in a felony charge may be suspended from athletic activities even if charges are not immediately filed.
- c. Student athletes may also be suspended from athletic activities for the following conduct:
 - i. Formal criminal charges are filed against the student Other than felony charges, addressed above). Formal charges are not pursued or are dropped by the authorities, the student may still be suspended from athletic activities if: if school authorities determine that the student engaged in the behavior leading to criminal charges. In such cases, the student will be given due process in accordance with the District's procedures.
 - ii. Any student charged by the school with theft or destruction of school property.
 - iii. Any student accused of an offense involving drugs, tobacco, alcohol or inhalants witnessed by at least one of the following: advisor, teacher, coach, or administrator— independent of whether or not charges are made or any conviction is obtained.²
5. Violations of the athletic policy begin with the students' first day of sixth grade and will stay with them through the summer after their eighth grade year. They will then have a clean record when they begin the first day of their ninth grade school year or first official sports practice, whichever comes first, and violations thereafter will stay with them through their high school career, ending with graduation or the end of the MHSAA tournament series, whichever comes last..
6. If a student self-discloses and accepts responsibility for his/her actions prior to questioning, the suspension shall be reduced to a 10% suspension from that sport season. This can only be done one time in a career.
 - a. **Suspension penalties:**
 - i. For items 6bi, 6bii and 6biii.
 1. **FIRST OFFENSE** – Suspension from 25% of that regular sport season (not including MHSAA tournaments). In the event that there is not 25% of the current 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 is defined as being from MHSAA official start date of practice through the conclusion of Benzie Central participation in the MHSAA tournament series.
 2. **SECOND OFFENSE** – Suspension from athletic activities for 365 days. Suspension is defined as non-participation in any school sport from the date of the second offense.³
 3. **THIRD OFFENSE** – Loss of athletic and extracurricular privileges for the remainder of their high school career.

INVESTIGATIVE HEARING AND APPEALS PROCEDURE

1. If the Athletic Director finds the student to be in violation, he/she shall be suspended immediately in compliance with the discipline section above.
2. The student or the parent has the right to appeal the decision in writing to the Athletic Director within forty-eight hours of the decision. Suspensions may be held in abeyance until the final outcome of the appeals process. The superintendent shall meet within five days of the appeal. Incidents that are directly witnessed are ineligible for appeal.
3. The Board of Education shall review the findings of the Athletic Director, superintendent, coach and building principal (if necessary) in a closed session hearing. The coach and Athletic Director shall present their position and the student will present his/her position. The Board of Education will decide the guilt or innocence of the student. The Board of Education may not modify or deviate from board policy or penalties. Board members who are coaches will recuse themselves from the vote.
4. The decision of the Board of Education shall be final.

² For item 6biii. A student may have the suspension time reduced to a six-month calendar suspension if he/she completes a drug/alcohol-counseling program or 40 hours of community service (approved by AD) and counselor caseload. Counseling cases will meet once per week/30 mins x 6 weeks. The program will consist of five documented sessions and must be completed with the six-month calendar suspension. A student needs to remain in good standing during this time.

³ For item 6biii. A student may have the suspension time reduced to a six-month calendar suspension if he/she completes a drug/alcohol-counseling program or 40 hours of community service (approved by AD) and counselor caseload. Counseling cases will meet once per week/30 mins x 6 weeks. The program will consist of five documented sessions and must be completed with the six-month calendar suspension. A student needs to remain in good standing during this time.

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.

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

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

OTHER IMPORTANT RULES, PROCEDURES AND EXPECTATIONS

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

CONFLICT IN EXTRA-CURRICULAR ACTIVITIES

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

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

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

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

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

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

Benzie Central Schools expects students to conduct themselves as good citizens of the school. This includes 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 classroom level on a reasonable basis.

When discipline is required, Benzie Central Schools provides a fair and consistent set of rules. Disciplinary action will be taken when student behavior is disruptive to the educational process - extending throughout the campus and throughout the school day. 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, the revocation of a work permit, and exclusion from ceremonies including but not limited to graduation.

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. Students are expected to do their part to maintain cleanliness in all areas of the campus including the hallways, classrooms, bathrooms, cafeteria, gymnasiums, locker rooms, athletic facilities, etc.
2. All food including candy must be consumed in the cafeteria during the school day unless otherwise instructed.
3. Please walk in the hallways.
4. Please talk in a voice which is respectful for others in the area.
5. Appropriate physical displays of affection are limited to holding hands with another consenting student. Required physical and social distancing do not permit holding hands during phases 4 or 5 of the Return to School Roadmap from the State of Michigan.
6. Inappropriate reading material will be barred from school.
7. All adults employed by the school district has the right and responsibility to discipline a Benzie Central student for his/her inappropriate conduct on school grounds, bus stops, and at school functions.
8. Throwing snow is unacceptable.
9. 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.
10. Students may drop a class up to and including the second week of school without receiving an "F" for the semester. Classes may be dropped or added at semester.
11. For your safety, duffel bags and backpacks are not allowed in the classroom.
12. Confiscated items may be picked up at the office. Parent or guardian may be required to secure items.
13. Repeated violations of these policies may result in additional disciplinary action.

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

A written or verified verbal intent (including digital) 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 exists in many forms, including on social media or through digital communication. 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 Thrun Policy #5517.01

BUS POLICY VIOLATIONS

Discipline - See Bus Policy (pg 39)

CELL PHONES

The use of cell phones will follow BCS District policy. They can be used before school, after school, and during a student's assigned lunch period. If a phone is used at an inappropriate time, it will be confiscated and turned into the office. The only exception to cell phone use will be if a staff/instructor has incorporated their use into an educational lesson plan. The main office has a student phone available to use. See Student Code of Conduct.

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 (page 39)

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, headphones, smart watches, recording devices, tablets, laptops, gaming devices, or similar electronic devices that in any manner disrupts the educational environment or violates the rights of others is not permitted. All 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 (b) student has administrative approval. Benzie Central Schools are not responsible for lost, stolen, or damaged personal electronic devices. Failure to observe these expectations will result in the following:

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

GANGS

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

INSUBORDINATION

Failure to follow directive(s).

INTIMIDATION

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

LEAVING CLASS/AND OR CAMPUS/OPENING EXTERIOR DOORS

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

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/Guardian contacts the school. Exceptions will be made for school related activities. Students are given a clean slate each marking period.

Middle School:

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

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

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

High School:

1. Teachers will mark students tardy in PowerSchool after the tardy bell
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.
5. Teachers will remind those students of their lunch detention on Tuesday and Thursday.
6. 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.
7. 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.

MS/HS Lunch Detention Procedure: Students will report directly to the Library/Learning Center and check in. After check-in, the students will be released to purchase their lunch, and students with cold lunch will remain in lunch detention. Once the students receive their lunch they are to report back for the remainder of lunch.

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. Any violation of the Technology User Agreement / INTERNET REGISTRATION CONTRACT will result in violations and penalties. See Student Code of Conduct.

THEFT

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

TOBACCO AND VAPING DEVICES

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

TRESPASSING/ LOITERING

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

TRUANCY/SKIPPING

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

VERBAL THREAT

A 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 in an incorrigibility referral to the Sheriff's Department.

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

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.

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

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

<u>Offenses</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
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.		
Physical Contact: Displays of Affection	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.		
Skiping 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	Fail class for semester
Selling/distribution drugs or look-alikes	10 day Out of School Suspension with recommendation for expulsion and referral to Sheriff's Department		
Possession of, use of, under the influence of tobacco/nicotine products (including e- cigarettes)	5 day Out of School Suspension with referral to Sheriff's Department with possibility of reduction pending completion of recognized substance abuse program.	10 day Out of School Suspension with referral to Sheriff's Department	10 day Out of School Suspension with recommendation for expulsion and referral to Sheriff's Department
Possession, use of, under the influence of marijuana, other illicit drugs, alcohol, inhalants, look-alikes, drug paraphernalia, prescription, or nonprescription drugs on school property.	10 day out of school Suspension with referral to Sheriff's Department and possibility of reduction pending completion of recognized substance abuse program.	10 day Out of School Suspension with referral to Sheriff's Department.	10 day Out of School Suspension with recommendation for expulsion and referral to Sheriff's Department.
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		
Fighting: Including Inciting and "Filmers" - (video's taken, posting to internet)	1-3 day out of school suspension	3-5 out of school suspension	10 day out of school suspension & possible recommendation to the Board of Education for expulsion

Dance Infraction	Verbal Warning	Parent Contact Student removed from the dance	Behavior on large scale may result in turning on lights, changing music, immediately stopping dance
Physical Assault	May Result in 1-180 days out of school suspension and possible recommendation to the Board of Education for expulsion **Physical Assault involving Staff shall result in expulsion of the student.		
Harassment: Sexual/Bullying/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 Reimbursement	5 - 10 days Out of School suspension/Reimbursement and possible recommendation to the Board of Education for expulsion.	
Fire Dangers- Lighting matches, possession of lighter or fireworks, discharging of fire extinguisher , AED'S	1-3 day Out of School Suspension	3-5 day Out of School Suspension	
Pulling Fire Alarm	5 days Out of School Suspension Reimbursement	10 days Out of School suspension/Reimbursement and possible recommendation For expulsion.	
LOCK DOWN	10 DAYS Referral to Sheriff's Department	Possible Recommendation to the Board of Education for expulsion.	
Technology: Misuse Of	15 days Inactive	30 days Inactive	Loss of Privilege
Electronic Equipment/electronic devices. Cell phone	<ul style="list-style-type: none">1st offense – device is surrendered to the staff/instructor and held in the main office until the end of the day.2nd offense – device is surrendered to the staff/instructor and held in the main office until picked up by a parent or guardian.3rd offense – device is surrendered to the staff/instructor and held in the main office until a parent meeting takes place to determine if a device will be allowed in school.4th offense - device is surrendered to the staff/instructor and may be held in the main office for the remainder of the school year.		
<ul style="list-style-type: none">Administration reserves the right to adjust penalties according to individual circumstances.Students with disabilities receiving special education and related services have an Individualized Education Plan (IEP), which may include specific guidance for discipline.Driving privileges and work permits may be revoked as a disciplinary action.			

ISS, ASD and Saturday School Policies:

- Students must bring study materials to detention. An unprepared student will be assigned a different date/time.
- Students must report on time. A tardy student may be assigned a different date/time.
- Students must fully cooperate with the supervisor. A non-compliant student will be reassigned to another date/time and may also be assigned additional discipline.
- No talking and no studying together will be allowed.
- Students must remain in designated area.
- No food or drink permitted with the exception of breaks.
- Sleeping is not allowed.
- When a student is assigned ASD, 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 assigned.
- Students who do not attend their assigned ASD, ISS, or Saturday School may face suspension.
- Transportation will not be provided.
- Students will not have access to electronic devices.

SAFE ROOM

Student Accountability Facility Environment (SAFE) is a school discipline process that teaches students to take responsibility for their behavior. Students learn to make decisions for themselves, to respect the rights of others, to make effective plans, and to build self-confidence. The basic premise is that teachers have a right to teach, and students have the right to learn in a safe environment. Special Education teachers place students in SAFE in accordance with IEPs and behavior plans.

IN-SCHOOL DETENTION

ISD is a school discipline process in which a student's behavior prevents his/her learning, the classroom teacher's ability to teach, and other student's ability to learn. The student will leave the classroom and report to ISD for the remainder of the class period. The student will process his/her behavior with the behavior specialist in writing and develop a plan for changed behavior and any additional steps necessary to re-enter the classroom environment the following school day.

SUSPENSION

Suspension is defined as a temporary removal of a student from his/her educational setting for a violation of school policies or rules. While suspended, the student is not allowed on school premises during the school day, and may not attend or participate in any school activities such as athletic events, music concerts, plays, dances, etc.

IN-SCHOOL SUSPENSION (ISS)

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.

AFTER-SCHOOL DETENTION (ASD) (3:00-7:00)

Students may be assigned an after-school detention (ASD) by an administrator or a designated member of the faculty. This is for those students with undesirable patterns of behavior. Each student is to have sufficient materials and books to study for the time assigned to detention and must cooperate with the regulations of the detention supervisor. Any student who does not abide by the regulations of the detention period may be assigned up to two (2) four-hour ASDs. If students are absent on a day they were required to attend ASD, the student will be expected to attend ASD upon the student's return to school. When a student is assigned an ASD, the parent or guardian will be notified by a phone call from the school. If a parent or guardian cannot be reached by phone, other means of communication will be attempted. A voice or electronic message will be left if the parent/guardian has these services available and proper contact information is made available to the school. Students assigned an ASD must serve the ASD within one week of the ASD was assigned. A student that does not attend an assigned ASD within a week of it being issued may be assigned a Saturday School or other discipline up to a suspension from school.

EXPULSION

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

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

DUE PROCESS FOR SUSPENSIONS AND EXPULSIONS

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

1. Parents shall be informed and involved in any case of a student exhibiting a history of unacceptable conduct. Written records of all such involvement should be maintained in the pupil's file.
 - a. When special education students are suspended for an extended period of time, this removal can constitute a change in placement. A change in placement is governed by an IEP that constitutes the due process for a student.
 - b. The discipline procedures provide **all students** due process for suspensions.
2. In an instance of suspension from school, the following conditions shall be adhered to:
 - a. The student shall be informed of the specific charges against him/her, in writing, including the rationale for the suspension and the conditions of time and means of the termination of suspension.
 - b. The students will have the right to present to the school administration any relevant information that will

- support his/her defense.
- c. If the student is suspended by the school administration, the administration will:
 - 1. Notify the parents as soon as possible of the suspension, with the reason(s) for it.
 - 2. Meet with the parents or guardian and the student to plan the satisfactory return of the student.
- d. If the parents or guardian are dissatisfied with this action, they may appeal to the principal to review the decision.
- e. TBA students suspended from Benzie Central will also be suspended from TBA.

STUDENT SEARCHES

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

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

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.

SEIZURE

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

Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker.

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.

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

CONDUCT GUIDELINES | PRIDE

ASSEMBLIES

Students who exhibit excessively unacceptable assembly behavior will be removed from the assembly. Repeated excessive assembly misbehavior could result in removal from all school assemblies, for a period of time of up to 18 weeks: Assembly Detention. Assembly Detention prevents a student from attending school-sponsored activities, which includes but is not limited to spectating at sporting events, attending Homecoming, prom, and graduation ceremonies.

BUILDING SUPERVISION

Building supervision begins at 7:20 and ends at 2:50. Students involved in extracurricular activities such as sports, ASD, clubs, etc. are required to have adult school staff supervision.

School officials will communicate with parents/guardians via phone or letter if a student is repeatedly loitering in the building after school hours.

BUS POLICY

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, students 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, students involved, building administrator, bus driver, and bus driver supervisor will meet.
5. If problems continue, suspension of bus privileges for the 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. Students will be allowed to get off at a different stop for emergencies only. Parents will be required to contact the transportation supervisor for alternate arrangements.

*Our buses are equipped with boxes for video cameras.

DANCE POLICY

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 must have two building teachers and six parents to chaperone each dance.
8. Outside guests that are less than 21 years old will be allowed to attend Benzie Central High School dances.
9. They must be signed up in advance and guest forms completed. There will be a maximum number of guests that will be allowed to sign up.
10. Dance Guidelines:
 - 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).

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. Maintain as much space as possible between yourself and others while in the hallway. Masks are required at all times in the hallway.

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

PARKING LOT

We recognize the need for some licensed senior high 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 payment. If a permit is lost, a \$10.00 replacement fee will be charged.
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.
14. Driving privileges can be revoked at the discretion of school administration.

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

PERSONAL APPEARANCE⁴

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 taken off and stored away upon arriving at school. Sweatshirt hoods should remain down (not worn atop the head).
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; not excessively baggy or too small. Under garments shall 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 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 the student's assigned locker upon arriving at school. Backpacks are not permitted in classrooms or cafeterias.

Students who are in violation of the dress code will be referred to the office.

1. Students will be given the opportunity to change into their own appropriate clothing.
2. Contact may be made with parent/guardian in order that appropriate clothing be brought to school for the student.
3. The student will be allowed to choose from an assortment of clothes found in the in-house clothing "closet".
4. If uncooperative, the student may be assigned discipline including either an ISS or OSS placement.
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.

DEBTS (School)

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

⁴ 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.

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 advance arrangements with the office (two weeks). 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 Middle / 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 Middle / 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.

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations. The full policy can be found on benzieschools.net under the DISTRICT POLICIES section in the BOARD OF EDUCATION portion of the website. This policy addresses allegations of sexual harassment under Title IX. Allegations of other forms of sex discrimination should be addressed under the District's non-discrimination or anti-harassment policies (Operations Policy 3115, Employee Policies 4101, 4102, 4104 for, or Student Policy 5202). Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment, through this Policy, will fulfill the District's investigation requirements under Policies 4104 or 5202, but nothing in this paragraph limits the District's right to determine at any time during the Grievance Process that a non-Title IX complaint allegation should be addressed under Policies 4104 or 5202 or any other applicable Policy. If a Formal Complaint is made under this Policy against the Superintendent, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with the Title IX Coordinator to ensure that all other requirements of this Policy are met. If a Formal Complaint is made against the Board President, the Board Vice President will designate who will serve as the Investigator, Decision-Maker, and Appeals Officer. The Investigator, Decision-Maker, and Appeals Officer cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Reporting Title IX Sexual Harassment: Any person who witnesses an act of sexual harassment is encouraged to report it to a District employee. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. A person may also anonymously report an incident of sexual harassment or retaliation. The District will investigate anonymous reports pursuant to its investigation procedures described in the school's Title IX policy. A person who has been the subject of sexual harassment or retaliation may report that behavior to the Title IX Coordinator or any District employee. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator by the end of the next day. A person may make a report at any time, including non-business hours. Reports may be filed in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

The District designates the following person(s) as the Title IX Coordinator(s):
Steve Graetz, MS/HS Assistant Principal 231-882-4497 graetz@benzieschools.net
Emily Burrus, 10-12 School Counselor 231-882-4497 burruse@benzieschools.net
Josh Lovendusky, MS/HS Physical Education Teacher 231-882-4497 lovenduskyj@benzieschools.net
Kirsten Cline, MS/HS Choral Music Director 231-882-4497 clinek@benzieschools.net

GRIEVANCE PROCEDURES for TITLE VI OF THE CIVIL RIGHTS ACT OF 1966, TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972, TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990, SECTION 504 OF THE REHABILITATION ACT OF 1997, and THE AGE DISCRIMINATION ACT OF 1975 are outlined below.

Any person believing that the Benzie Central School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) Title II of the Americans with Disability Act of 1990, and (5) Age Discrimination Act of 1975, may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Amiee Erfourth, Superintendent
Benzie County Central Schools
9222 Homestead Rd.
Benzonia, MI 49616

Section II

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

Step 1

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

Step 2

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

Step 3

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

Step 4

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

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:

Ms. Amice Erfourth, Superintendent, 9222 Homestead Road, Benzonia, MI 49616 231-882-9653

BENZIE CENTRAL SCHOOLS

Permission to Publish Student Photographs and/or Work

We recognize the value of audio-visual and other types of electronic communication in providing 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

Benzie 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

BENZIE CENTRAL SCHOOLS INTERNET REGISTRATION CONTRACT

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

I, _____ agree to abide by the

(Name of Student)

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

That the use of the Benzie Schools Internet Connection is a privilege may be revoked by staff or faculty at any time for abusive and/or inappropriate conduct. Such conduct would include, but not be limited to, the placing of unlawful information or graphics on the system, and the use of obscene, abusive or otherwise objectionable language in either public or, upon the registration of complaint, private messages or other systems that are accessed through the Benzie Central Schools Internet Connection. The staff and faculty of the Benzie Central Schools will be the sole arbiter of what constitutes obscene, abusive or objectionable language or conduct.

That the use of the Benzie Central Schools Internet Connection is a privilege which may be revoked by the administration of the system at any time for conduct that embarrasses, harms or in any way detracts from the good name and reputation of the Benzie Central Schools and/or its faculty and staff, or any organizations, groups and institutions with which the Benzie Central Schools Internet Connection are affiliated. The faculty and staff of the Benzie Central School is the sole arbiter of what constitutes this unacceptable conduct.

That the Benzie Central Schools Internet Connection reserves the right to review any materials stored in any files and will edit or remove any material which the faculty or staff, at its sole discretion, believes may be unlawful, obscene, abusive or otherwise objectionable.

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

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

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

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

Signature of Parent/Guardian

Date

Signature of Student

Date