
BENZIE CENTRAL ACADEMY AND REMOTE LEARNING

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**STUDENT/PARENT HANDBOOK
2021 - 2022**



This book belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

Student Email: _____@students.benzieschools.net

PowerSchool: _____

Seminar Teacher _____



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10-12 Grade	Ms. Emily Burrus

BENZIE ACADEMY LEAD TEACHER

Elaine Taghon - taghone@benzieschools.net

PARAPRO

Hours of Operation:	7:30 - 3:00
Student Hours:	7:35 - 2:45

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INTRODUCTION

Northern Michigan Virtual is designed to meet the needs of at-risk students, non-traditional, or students wanting a unique education that lends itself to preferred environment. Students are provided with a variety of options that can lead to graduation and are supported by services for the student and their immediate family that are essential to success. While each Northern Michigan Virtual education program is unique, they share characteristics identified in the research as common to successful online synchronous and asynchronous programs.

- ◆ Small teacher/student ratio
- ◆ Small student base
- ◆ Caring faculty with continual staff development
- ◆ School staff having high expectations for student achievement
- ◆ Learning program specific to the student's expectations and learning style
- ◆ Flexible school schedule with community involvement and support
- ◆ Total commitment to each student's success

Enrollment

Attendance and discipline records from a student's previous school are always requested and may be integrated into Benzie Academy attendance and discipline policies.

- Online Class Expectations (On-Site Students and Virtual School Students)
- Benzie Academy uses Edgenuity Learning for online courses. Edgenuity uses Mastery-Based Learning (70%).

Full-Schedule Requirement

All students will be enrolled in a full schedule of classes each semester at Benzie Academy, unless a special circumstances exception is granted by the administration. Those students attending Career Tech will be required to attend Benzie Academy daily in order to complete their full-schedule requirement.

Academic Information

While cooperative learning and working as a team are an integral part of the learning environment at Benzie Academy, there are many times when the teaching staff needs to assess INDIVIDUAL achievement. We expect students to be honest in all they do. Plagiarism and cheating are not acceptable practices and are subject to academic penalties as well as disciplinary action. Lifting non-references passages from other people, publications or the Internet and submitting them as a student's own will be considered plagiarism.

Mastery Level

Mastery-Based Learning (MBL) is a Course Setting used to configure a minimum score students must earn on computer-scored assessments to unlock subsequent course content. When Mastery-Based Learning is enabled, **Question Randomization** is also enabled and is required. Mastery Level is the minimum score (percentage) that students must earn on computer-scored assessments to unlock subsequent course content.

- A level set at 70% ensures sequential content access. This can help keep students focused and prevents sneak peeks at future work. Any score will unlock subsequent content.
- A level in the moderate range helps ensure students understand assessed content well enough to earn a passing grade.
- A higher level is appropriate when above-average scores are expected - such as in an Advanced Placement program.

Students will complete both teacher-scored and computer-scored activities. And mastering activities gives students a sense of accomplishment. For these reasons, the Mastery Level should be set a bit lower than the course passing grade.

Transfer Credit Policy

Benzie Academy will only accept credit from other institutions issuing transcripts. Upon receiving transcripts, credits will be evaluated and an appropriate placement will be made for each student to best ensure his or her success. Non-accredited home-schooled courses will NOT be awarded credit toward graduation from Benzie Academy.

Transfers and Withdrawals from School

If a student plans to transfer to another school or to withdraw from school, he/she should notify the Benzie Academy office or high school office of their decision. A confirming telephone call will be made to the parents or guardians. *In accordance with revised School Code Section 1135, all disciplinary records, including suspension and expulsion, will be sent to the requesting school district.*

Diplomas and Certificates

A student must be enrolled as a full-time student at Benzie County Central Schools for at least one year and at Benzie Academy at least one full semester in order to receive a BCHS diploma. In order to participate in the graduation ceremony, seniors must be enrolled and in good standing during their final semester and qualify for a diploma or a certificate of completion. ALL course work must be completed (passing grade/credit) by the given deadline for students to participate in the BCHS graduation ceremony.

Diploma requirements: A student receiving a diploma from Benzie Central High School must meet all state and locally established academic requirements for graduation. The same high school diploma shall be awarded to all students meeting the graduation requirements.

Graduation Credits: 24 Credits

Required Classes for Diploma:

English:	4 credits
Math:	4 credits (including Algebra 1, Algebra 2 and Geometry)
Science:	3 credits (including Biology, Chemistry or Physics and an additional science credit)
Physical Education:	½ credit
Health:	½ credit
Social Studies:	3.5 credit (including US History, World History, Civics and Economics)
Computers:	1 credit
Foreign Language:	2 credits (beginning with the class of 2016)

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

Four Year Requirement

All students shall expect to take four years to complete graduation requirements. Students finishing earlier or later than four years must have approval from the administration. Grade classification will be determined by the number of credits earned at the end of the school year.

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

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

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

Certificate of Completion: Certificates of completion may be awarded to qualified special education students. In such circumstances when Michigan Merit Curriculum diploma requirements will not be met, an individual educational planning committee will decide the requirements for completion and graduation participation.

Advance Placement (AP) Offerings¹

Advanced Placement classes are offered through Edgenuity. Students are required to purchase a book for the specific classes. Virtual AP classes will count on a **four-point scale**. AP test costs are also the students responsibility, but free and reduced eligibility students will have cost adjusted.

Athletics and Activities

Benzie Academy Day/Return to Learn programs offer students eligibility to participate in athletics and activities at BCHS/BCMS. Student athletes will be held to the highest academic and behavioral standards in order to proudly represent themselves, the high school and the Benzie Academy. Students that are in good standings; attendance, academics and behavior will be the criteria used to make this determination. For more information contact the Athletic Department located at 882-4497.

Daily Schedule

Benzie Academy Day Program has two sessions of daytime classes Monday through Thursday. The a.m. students are in school from 7:40 to 11:00, the afternoon students are here 11:30 to 2:40. Fridays an open lab is held in which both Virtual Academy students and Day Program students may come into school between 7:30 and 3:00 to work on their classes. Students must provide their own transportation on Fridays. Students can ride the regular buses on Fridays. **It is Benzie Academy’s policy that ALL unit tests and final exams must be completed onsite under the supervision of a staff member or scheduled Google Meet for test proctoring.**

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

¹ Revised Sept 2, 2020

ONLINE LEARNING

General Overview

This section outlines the expectations and links for Online Learning. Benzie offers two online platforms for secondary students at the 6-12 level. We want to clarify the difference between virtual and remote learning under Northern Michigan

- **Virtual Asynchronous; Edgenuity, on demand or remote learning. Students are self-paced with lessons on demand. Teacher of Record (TOR) provides support behind the scenes.**
- **Virtual Synchronous; Live instruction from our teachers at Benzie Central Schools.**

Teacher of Record/Contact

The Teacher of Record (TOR) is the main contact with the students. When students encounter a problem or concern the first respondent will be the Teacher of Record. Educators will identify their students by their Edgenuity Class List provided by the office.

Expectations | Virtual Synchronous

1. COVID Quarantine students will be allowed to use VS platform for duration of their quarantine (VS)
2. Students choosing VS will go for the entire Semester (2020-2021)
3. Students will need to provide the following:
 - a. reliable internet service
 - b. tech support capabilities or adult with abilities
 - c. reliable and capable adult support
 - d. a device with streaming capability
 - e. a printer/scanner device
4. Students that will fit the criteria, Grades, Attendance, Teacher recommendation,
5. Attendance will be taken each hour and students must attend the entire hour.
6. Testing will be given at the testing center by appointment.
7. Students will follow the expectations set forth for meeting attendance.
 - a. Camera on at all times.
 - b. Mic is muted at all times unless instructed otherwise.
 - c. Follow all school rules for using computers during this time.
 - d. Be engaged. Nod or give thumbs up when others are speaking.
 - e. Stay focused during class. You should not be surfing the web, playing games, using social media, or chatting with other students during our class time.
 - f. Be patient, kind, and respectful to others during class.
 - g. Remember, this is a learning experience for everyone.

- h. No one should participate or be seen/heard on camera besides yourself. Your siblings, pets, and parents will have to wait until after our regularly-scheduled class time.
- i. Even though we are not in our school building, our school rules and expectations still apply. You are still in a classroom! It just happens to be a virtual classroom.

Athletic Eligibility

1. Two way communication must be up to up to date
2. Edgenuity Actual Grade must remain above 60% for each class. This is the overall grade adjusted for progress if a student is behind. This score doesn't assume zeros for uncompleted work; simply penalizes for falling behind.

Exams

1. Exams are part of our OLS (online learning system) and students may be required to take their exams for each class they are enrolled in.
2. Exams may be set based on the school's schedule however there may be expectations. Contacting your teacher or counselor will provide you with the availability of test dates and times.

Grades

1. 70 % is mastery learning. Special Ed teachers may change this % based on student needs.
2. Grades will be hosted in Edgenuity and Final Grades at the end of the semester will be transferred into PS. They will need to view it in Edge. Only the final grade will appear.
3. There will be no quarterly report card grade for Edgenuity.
 - a. Appendix (2020-2021 Semester 1)²

Retakes

Here are some procedural guidelines that will be followed.

1. Resets will occur between the hours of 7:20 am and 2:45 pm. Monday through Friday
2. Only 2 resets will take place per day per class.
3. All Retakes and reviewing activities will be held until two-way communication occurs between the student and the TOR.

Holidays/Weekends/Breaks

1. Teachers are available to reset, retake, review and unlock classes during the hours of 7:20 am and 2:50 pm.

² [See Appendix: Grade Recalculation](#)

2. Students are encouraged to work on weekends, over breaks and holidays if they choose however there is no expectation of staff to be available during these times.

Attendance | Two Way Communication

Attendance or Two-way communication is a way for students and teachers to communicate together. There are many ways to communicate but the recommended guidelines are strongly suggested.

1. When Edgenuity courses are set up, start and end dates that correspond with the current semester are entered. These dates generate a pacing guide for the course, however, the pacing guide is just for student self-monitoring to ensure adequate progress is being made to complete the course by the end of the semester.
2. Courses can be completed before the semester ends.
3. Attendance counts as Two Way Communication.
 - a. face-to-face + online class = 2 way communication/logged in PS
 - b. face to face + virtual synchronous class = (This may require attendance/screenshot, 2 way communication/logged in PS
 - c. virtual synchronous + dual enrollment = (This may require attendance/screenshot)
 - d. virtual synchronous + online = (This may require attendance/screenshot)
 - e. Career Tech Center + online = 2 way communication/logged in PS
 - f. face2face + Career Tech Center + online = 2-way communication/logged in PS
 - g. virtual synchronous + online + dual enrollment = (This may require attendance/screenshot).
4. Attending a Google Meet once a week will count towards attendance.

Truancy for Remote Learning

It is expected that each virtual student will have at least (2) two-way interactions with their teacher or other designated school staff to promote their learning. 2 weeks with “no show, and/or no work” will lead to recommendation for truancy action.

Benzie’s Northern Michigan Virtual Teachers will do the following to ensure all students are able to continue utilizing the Northern Michigan Virtual Platform:

1. Each teacher will hold at least (2) Google Meet sessions each week on designated days and times that will be pre-communicated with students/families in advance.
2. Students that attend will be marked present and accounted for, for that week.
3. If the student does not attend the Google Meet, the teacher will send an email communication. It is the expectation of the student to respond to that email within the next 24 hour period.
4. If the student does not respond to the email, the teacher will make a phone call. If the student or family does not answer or does not return the phone call within a 24 hour

period, the student's NMV account may be suspended until the student contacts the teacher.

5. The teacher will contact the counselors and Attendance office for support in making contact with the student.
6. **CAP LETTER RELEASE: CORRECTIVE ACTION PLAN (CAP):** 5-day letter will be sent, second time 10-day letter will be sent and CAP meeting scheduled. The school liaison officer will be notified.
7. **CAP MEETING | TRUANCY:** Failure to follow the Corrective Action Plan developed during the Parent Meeting (meet with Administrator) may lead to no longer having access to Northern Michigan Virtual School and could be required to return to face-to-face learning.
8. Scenario
 - a. Wednesday - Google Meeting
 - b. Thursday - Google Meeting
 - i. If Present - Stop
 - ii. If No Show - Send Email | See Friday
 - c. Friday -
 - i. If Email Responded - Stop
 - ii. If No Email Response - Phone Call (Main and Emergency)
 1. If Phone Ans - Stop
 2. If No Phone Ans Leave Message | See Monday
 - d. Monday -
 - i. Phone Ans - Stop
 - ii. If No Ans | Pause NMV Account
 - iii. Contact Counselor Office | Attendance Office (use other means)
 - e. Tuesday -
 - i. 5-Day Letter
 - ii. 10-Day Letter
 - iii. CAP MEETING | TRUANCY FILED

STUDENT LIFE/CODE OF CONDUCT

Benzie Academy students are expected to be respectful and well-behaved at all times. Our general expectations for students include exhibiting respect to other students, staff members, and members of the community, and to the Benzie Academy facility. The information below is intended to clarify specific policies that affect student life at Benzie Academy.

Backpacks

Book bags and the like are allowed to and from school, but are not to become a distraction.

Bussing and Bus Conduct

Benzie Academy provides free busing services to its students within certain mileage restrictions. Students who are riding to and from school using school transportation or transportation provided by private provider (i.e. Benzie Bus) are required to follow the same rules that the provider has established for any rider.

Communication Devices

The school phone is primarily a business phone and is generally not to be used by students for personal calls.

Cell phones and ECDs

A student may possess a cellular telephone or other electronic communication devices (ECD) on school property, at after-school activities and at school-related functions, provided the device does not disturb the educational process.

This privilege of possession will be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege. In addition, violations of this policy may result in disciplinary action against the student and/or confiscation of the cellular telephone or ECD.

Campus Boundaries

Benzie Academy is a closed campus. Students are to remain in the building during school sessions unless they obtain special permission from staff or are picked up by an approved adult. Students are allowed in the designated parking spots only before and after school session and never in the high school or middle school during school hours.

Educational Supplies

According to state requirements, each local school district pays the cost for providing non-consumable supplies to students on a loan basis. Students are expected to exercise reasonable care for Benzie Academy property and to return these materials to the classroom teacher at the close of the school year. Any time the material is not returned in acceptable condition, the student is responsible for its replacement cost. A student who fails to return such materials may be added to the debt list at the high school. All debts must be paid in order to graduate and receive a diploma. Chromebook information, see section Computer and Internet Policy and Procedures.

Food Service

Due to Benzie Academy's small size, food service is contracted with Benzie County Central Schools for breakfast and lunch.

Illness or Injury

All injuries must be reported to a teacher or the office. If a minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to call home. The teaching staff will determine whether or not the student should remain in school or go home based upon previous number absences and the severity of the illness. No student will be released from school without proper parental permission.

Motor Vehicle Regulations

Students should be aware that the use of a motor vehicle for transportation to and from school is a privilege which can be revoked if unsafe driving occurs in and around school property.

1. Student vehicles must be properly parked only in areas designated for student parking.
2. No vehicle is to have any occupancy during class periods.
3. Students who drive to school will be expected to adhere to all school parking regulations, including handicapped parking.
4. Students are required to have a school parking pass.

Policy on Drug Free School

In accordance with federal law, Benzie Academy prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include, but are not limited to alcoholic beverages, anabolic steroid, dangerous controlled substance as defined by state statute, including prescription drugs, or substances that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject

to disciplinary action, in accordance with due process and as specified in this student handbook, up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials.

The Benzie County Sheriff's Department has the authority and jurisdiction for impromptu canine searches without prior notification. Areas of search include the classroom, the office, your personal items (backpack, purse, etc.), and any vehicle in the parking lot.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact a staff member whenever such help is needed.

Policy on Smoking/Tobacco Products/Vaps

Staff and students have a right to work or attend school in an environment free of second hand smoke. The district has the responsibility to enforce compliance with the law by prohibiting the use of any tobacco product on school property. Benzie Academy will be in compliance with the legal requirements and acknowledge their health responsibility to provide a healthier environment in which students can learn and staff can work, limit the possibility of students seeing adult role models smoke, work cooperatively with the Benzie County Sheriff's Department, and the Michigan State Police, and promote healthier behaviors among staff and students.

Staff, students, or any other persons are not to use tobacco products at any time in any district buildings owned or operated by Benzie County Central Schools. The use of tobacco products by any persons in violation of this policy will result in disciplinary action. The Tobacco-Free Schools Law makes the violation of this policy a misdemeanor with a fine of \$50.00. The above mentioned law enforcement agencies will be notified of an infraction.

School Dress

We believe that student dress is a factor in the establishment of an educational atmosphere and that clothing should be appropriate for school. Standards of dress which clearly deal with the health and safety of students will be upheld. Forms of student dress are acceptable as long as they are neat, clean, and are not distracting from the process of education.

Within this framework, the following specific rules for student dress have been developed:

1. Footwear is required
2. Clothing should be worn as designed
3. The following clothing articles are not appropriate for school and should not be worn: articles with profanity or vulgar suggestions or images, articles advertising illegal substances, bandanas as headwear, conspicuously thin or revealing garments, short shorts
4. Dangerous accessories that could be interpreted as weapons are not allowed

5. Gang related colors, clothing articles or styles of dress are not allowed

Any student in violation of these guidelines may not be permitted to attend class until the dress violation has been corrected. This would be considered an absence.

Search and Seizure

To maintain order and discipline in schools and to protect the safety and welfare of students and school personnel, school authorities may search a student and their belongings under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Students should not expect privacy regarding items placed on general school property areas like the office, classroom, or parking lot because school property is subject to search at any time by school officials. Periodic general inspections of school property may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g. purse, book bag, jacket, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

ATTENDANCE/TARDINESS POLICY

Philosophy

Regular school attendance is the first step toward students attaining their goals. It is crucial they acquire the habit of regular attendance while in school so it may be instilled before they enter the workforce.

Attendance Procedures (Benzie Academy | Day Program)

Students attending the Benzie Central Day Program. Students and parents/guardians are responsible for being familiar with all attendance procedures.

- A. Parents and students should make every effort to schedule vacations, family trips, medical and dental appointments, family related work, and other personal business at times when school is not in session.
- B. The parent or guardian of the student will be contacted when a pattern of absenteeism is noticed. Contact may be phone or email.
- C. When a student is absent, the parent or guardian should call the school on the day the student is absent.
- D. Students are to attend at least 90% of the days in order to have the best chance to acquire the necessary knowledge.

- E. Absences during the marking period are expected to be utilized for:
 - 1. Personal illness
 - 2. Other serious or personal problems
 - 3. Professional appointments which cannot be scheduled outside of school.
- F. Absences due to the following are reasonable excuses for missing school:
 - 1. Family emergency as identified by the administration.
 - 2. Church related
 - 3. School related
 - 4. One or more sick days under a doctor's care
 - 5. Office approved for school business (job shadowing, college visitation, etc.)
 - 6. Court related appointments
- G. An Academy student must be making adequate progress in their classes (on schedule) and have weekly contact with staff. School staff must be notified of any absence.
- H. 10 days of no contact with Academy staff may result in a referral to the BCSD truancy officer for appropriate action.
- I. Whenever a student leaves the building during the course of the school day, a parent or guardian must contact the school BEFORE the student leaves the building, No student should leave the building without permission. Failure to receive parental permission and signing out prior to leaving the building will result in disciplinary action.
- J. No student shall be charged with an absence if he/she is unable to attend school because bus transportation was suspended due to adverse weather conditions or accident. Class work must be made up.
- K. Students must be in attendance for at least half of the school day in order to participate in or attend an extracurricular activity on the same day. This rule may be waived due to a family emergency or if pre-arranged with the administration. **Need to revisit this.**
- L. Students who are serving an out-of-school suspension will not be allowed to participate in or attend extracurricular activities during said suspension.

Important note: Students are only afforded five (5) absences per nine-week marking period in any class. Any student reaching five (5) will be required to serve a Saturday school at BCHS to make up one day's absence. Any Student exceeding 10 absences at the end of either semester will lose credit for their class(es).

Tardy Procedures

Being prompt and on time will be a factor in your daily points.

DISCIPLINE

Philosophy on Consequences

Students who choose to show disrespect to themselves, others, or the property should be prepared for said behaviour to result in consequences. Whenever possible, students will be actively involved in creating an appropriate plan for themselves. Behaviors involving violence,

drugs, or sexual harassment do not lend themselves to allowing students choices. In these cases, the teachers and/or administration will make the choice of consequences. In these severe cases as well as behavioral issues that are repeated after several interventions, the student may be brought before the Benzie Academy Advisory Board for consequences.

Minor Offenses

Minor offenses are typically incidents in which a disturbance does violate the rights of the teacher to teach and the other students to learn. *However*, it does not include a level of intensity which might include directed profanity at staff or students, loud volume, excessive emotional outburst, violence, drug possession, destruction of property, blatant disregard for a staff direction, hate language, gang-related behavior, or other physical acts.

Minor offenses will be dealt with in the classroom or school setting as often as possible using a variety of teacher interventions, one of which may be a before school detention.

Although typically not dangerous in and of themselves, a series of three (3) minor offenses within one (1) school week will be considered the same as one (1) major offense because of the frequency.

Major Offenses

Major offenses indicate a pattern of minor offenses or are behaviours that reach a level of severity so that the school's educational climate and safety may be compromised. The discipline for a Major Offense is:

- One (1) to four (4) day suspension depending on the severity
- After four (4) Majors a referral is made to the Benzie Academy Advisory Board

Mandatory Expulsions

Due to state law, certain behaviours carry an automatic expulsion from schools. They include:

- Physical assault by a student against another student
- Physical assault by a student against a school employee
- Sexual harassment by one student against another student
- Weapons violations
- Rape on school grounds
- Arson on school grounds
- Bomb threat
- False Fire Alarm

COMPUTER AND INTERNET POLICIES AND PROCEDURES

Internet access is available to students in the school district. We are very pleased to bring this access to Benzie Academy and believe the internet offers vast, diverse and unique resources to our students. Our goal in providing this service to students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting, such as profanity, information about illegal drugs, pornography and undesirable communications with adults whose intentions may be harmful. Benzie Academy has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and any student may come across some controversial material. Benzie Academy firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district.

Benzie Academy's purpose in providing access to the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of the internet must be supportive of education and research while being consistent with the educational objectives of the school district. Sending or receiving of any material in violation of any federal, state or local regulation is prohibited. According to the Children's Internet Protection Act, Benzie Academy will ensure that protection measures are in place to block or filter internet access to pictures that a) are obscene, b) are child pornography, or c) are harmful to minors, for computers that are accessed by minors. Furthermore, Benzie Academy has a policy in place to prevent the use of chat rooms, hacking, dissemination of personal information, and access to materials harmful to minors. Students caught misusing the internet are subject to disciplinary action.

The use of the internet is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege. The administration and staff of Benzie Academy may deny, revoke or suspend specific user privileges. Parents also have the option of denying their child individual access to the internet.

A. *Computer Use/Network Etiquette*

- a. Each student and staff member will be given a unique username and a password, The password must be kept secret. Users are responsible for any activity performed using his or her account.
- b. Students should save into their personal folder on the network server.

- B. *Internet Use*: Access to the internet is a privilege granted by the school, not a right. Unless the teaching staff is otherwise advised, all students will have access to the internet while at school. Any parent who prefers that his or her child not use the school's network and/or the internet should notify the teaching staff of the intent in writing. Although we cannot guarantee that the student will never violate his/her parents' wishes, the school will do its best to ensure that these wishes are followed at all times.
- C. *Webpages*: Postings of school activities, including photos and first or last names of students may appear on the school website. The first and last names of students are not to be used together. Any parent who does not want their student's picture or name to appear on the web site must notify the teaching staff in writing.
- D. *Internet Access Policy*: In short, students are not allowed to view, download, or create internet pages of other online material that contain information that is in violation of the school's behavior policies. This material includes , but is not limited to: violences, pornography, weapons, bomb making, making threats, computer "hacking", or is offensive racially, ethnically, or sexually. Any student activity that is detected which is illegal will be reported to law enforcement officials at once
- E. Other activities that are not allowed are the use of chat rooms, any games, email, or bulletin boards/forums (facebook/myspace/twitter/instagram) during the school day, unless specifically approved by a staff member
- F. Students may not download or save games or applications to either the computers or the file server.
- G. No music is permitted to be played on, or downloaded to the computers without specific teacher permission and for educational purposes. No music may be saved to either the computers or the file server by any student without specific teacher permission.
- H. *Outside Software*: Because of licensing problems and the risk of spreading computer viruses, students and staff will not be allowed to bring in outside software to use on the school computers unless approved by the IT specialist. Anybody found installing unapproved software, vandalizing any computer or tampering the computer security will be subject to the consequences listed below.
- I. Students are reminded to follow copyright laws. Plagiarism includes such practices as copying information or papers from the internet without proper documentation, using other people's work and claiming it as your own, cutting and pasting another's work and using it for your own. Outside sources must be cited correctly using MLA format.
- J. Students logging in using another's password may be removed from all computer privileges for a period of time.
- K. Some computer violations will violate other sections of the school handbook and will be disciplined under both sections. For example, a student downloading pornography will receive a suspension for Indecency/Obscenity and will lose computer privileges. A student violating copyright laws while using a computer or the internet will be disciplined for plagiarism and will lose computer privileges
- L. Consequences for misuse of the internet, the network, or any school computer will occur and may include loss of computer privileges.

M. Nothing on the computers is private and can be deleted by staff members when it is deemed inappropriate informations. Student files may periodically be viewed by staff members.

**BENZIE COUNTY CENTRAL SCHOOL DISTRICT
BENZIE ACADEMY**

USE OF DISTRICT-PROVIDED TECHNOLOGY

By taking possession of district-provided technology equipment, I understand that it belongs to the district and is intended for use with school work only. District-provided equipment will comply with Internet filtering that is required by law for public schools. (Children’s Internet Protection Act - CIPA)

As parent/guardian and student participants in the Benzie Academy program, we understand and agree to the terms and conditions listed below by initialing each statement			
		Student Initial	Parent Initial
1	I will not attempt to uninstall or bypass the Internet filtering system on this device.		
2	I agree to take proper care of this equipment and abide by the acceptable use guidelines established by the district.		
3	I agree to return this equipment by the end of this school year or when I leave the program (drop/graduate), whichever comes first. If equipment is not returned to Benzie County Central Schools (Benzie Academy) either at school year end or drop/graduation date, I understand that I will be billed for the cost of equipment.		
4	If equipment is damaged; I understand that I will be billed for the cost of replacement.		
5	Approximate replacement cost of borrowed equipment_____.		

Student Name_____

Student signature:_____ Date:_____

Parent/Guardian signature:_____ Date_____

Phone number(s)_____

~~~~~  
For district use only:

Computer/device:  
Type:\_\_\_\_\_ Identification #:\_\_\_\_\_

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

## APPENDIX A | (2020-2021 May Be Used)

### Grade Recalculation

#### Options for Semester 1 exams for students in virtual synchronous mode

We recognize there is no one size fits all method of administering exams to students who are in virtual synchronous learning mode. Please consider the [Exam Schedule](#) and the options available below as you plan and communicate with your VS students.

1. Students come to school during the school day(s) to take exams during scheduled exam periods with the class.
2. Take it virtually.
3. After school proctor session TBD |
  - a. Please complete the [proctored exam cover sheet](#) and deliver it to Ms. Taghon.
  - b. Students will be directed to a proctored session.
4. Grade Calculation for 2021-2022
  - a. Classes must be completed to receive grades for class.