

**BENZIE ACADEMY**  
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# **STUDENT/PARENT HANDBOOK**

## **2024 - 2025**





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### **OUR GOAL**

On behalf of the staff at the Benzie Academy, it is a pleasure to welcome all students to the 2024-2025 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.

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.

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# INTRODUCTION

The Benzie Academy is designed to meet the needs of at-risk students, non-traditional, or students wanting a unique education that lends itself to the 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 Academy education program is unique, they share characteristics identified in the research as common to successful online programs.

- ◆ Small teacher/student ratio
- ◆ Small student base
- ◆ Caring faculty with continual staff development
- ◆ School staff have high expectations for student achievement
- ◆ 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 (60%).

## 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 Career Tech daily and will have online classes to fulfill the full-schedule requirements.

## Daily Schedule

Benzie Academy Day Program has four sessions of daytime classes Monday through Friday. The a.m. students are in school from 7:40 to 11:10, the afternoon students are here from 11:30 to 2:45. Wednesday is an Open Lab day in which both Virtual Academy students and Day Program students may come into school between 7:30 and 2:45 to work on their classes. Students must let the lead teacher or counselor know if they will be in attendance that day.

## Attendance | Two Way Communication

Attendance is counted by face-to-face and Google Meet, plus communication with Academy staff. 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.

## 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-reference passages from other people, publications or the Internet and submitting them as a student's own will be considered plagiarism.

## State-Testing

A student will be required to attend the Academy in person for state testing, such as the MSTEP, PSAT, SAT and ACT. Students and parents will be informed multiple ways as the dates become available.

## Mastery Level

Mastery-Based Learning (MBL) is a Course Setting used to configure a minimum score a student 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 60% 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.

## 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 or High School office of their decision in writing. 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

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 Benzie Central School's graduation ceremony.

*Diploma requirements:* A student receiving a diploma from Benzie Central Schools 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 & Curriculum Requirements:*

<b>English:</b>	4 credits
<b>Math:</b>	4 credits (Algebra 1, Algebra 2, Geometry, 4th year Math)
<b>Science:</b>	3 credits (Earth Science, Biology, Chemistry or Physics)
<b>Physical Education:</b>	.5 credit
<b>Health:</b>	.5 credit
<b>Social Studies:</b>	3.5 credits (US History, World History, (.5)Civics and (.5)Economics), (.5) Personal Finance
<b>World Language:</b>	2 credits
<b>Visual Performing Arts:</b>	1 credit

\*The World Language requirement must be met 1 of the following 3 ways:

- A student shall successfully complete 2 credits of the same world language
- A student shall successfully complete 1 credit of world language and successfully complete an accredited (2 years)Career Tech Program
- A student shall successfully complete 1 credit of world language and successfully complete an additional Visual Performing Arts credit.

**One credit is earned for passing a full-year course. One-half (1/2) is earned for passing a semester course. The Academy uses Edgenuity, each Edgenuity course is a 1/2 credit (semester course).**

## Four-Year Requirement

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

The following number of credits are needed to go into the next grade level:

10 <sup>th</sup> grade	6 credits
11 <sup>th</sup> grade	12 credits
12 <sup>th</sup> grade	18 credits

\*High school grade level is assigned by the number of credits the student earns\*

**11th and 12th graders must take the State of Michigan Standardized Assessment, the Michigan Merit Exam (SAT & ACT Workkeys & M-STEP). This a state requirement in order to graduate.**

### **CLASS OF 2025**

TOTAL CREDITS REQUIRED	18.5 credits
TOTAL ELECTIVES	5.5 credits
TOTAL REQUIRED FOR GRADUATION	24 credits

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

Beginning in the 2022-23 academic school year, students eligible for special education services with 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. Determinations must be made prior to the student's senior year of high school or extenuating circumstances (death, debilitating accident, and pandemic) as determined by the principal.

*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.

## Exams

1. Students are required to take their exams at the end of each class for the classes they are enrolled in.



## Grades

1. Final grades must be 60% or better in order to pass the class.
2. Edgenuity and Final Grades at the end of the semester will be transferred into PowerSchool. Only the final grade will appear.
3. There will be no quarterly report card grade for Benzie Academy students for Quarter 1 and Quarter 3.

## Retakes

1. Requests for retakes on assignments will only be granted once.
2. One attempt at an assignment, unless the student is failing a class.

## Athletics and Activities

In order to participate in athletics or extracurricular activities through Benzie Central Middle/High School and Benzie Academy, students must be part of the day program. Student-athletes will be held to the highest academic and behavioral standards in order to proudly represent themselves, the Middle/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.

## Athletic Eligibility

1. Two-way communication must be 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.

# 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

Bookbags and the like will not be allowed at the Benzie Academy. However, students who are involved in athletics will be able to bring their bag to school, and the Benzie Academy will provide a place to store the bag, until the student's scheduled school day is done.

## Bussing and Bus Conduct

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

It is a privilege for students to access their phones during the day at the Academy. Therefore, if this privilege is abused the student may no longer possess a cellular telephone or other electronic communication devices (ECD) on school property, at after-school activities or school-related functions.

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

1. Benzie Academy is a closed campus. Students are to remain in the building during school sessions unless they obtain special permission from staff. Students are only allowed in the middle/high school building due to special circumstances approved by a staff member.
2. Students who drive will be required to park in designated parking spots and have a school parking pass.

## Dances/Events Policy

Students must be consistently making progress towards graduation, in attendance regularly with little to no disciplinary issues.

## 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 the Academy staff. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the Academy 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 Academy 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 steroids, dangerous controlled substances 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. If a student chooses to come into the building under the influence, they will be questioned and sent home for the day. 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, 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/Vapes

Staff and students have a right to work or attend school in an environment free of secondhand 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. We will limit the possibility of students seeing adult role models smoke, work cooperatively with the Benzie County Sheriff's Department and the Michigan State Police, while promoting 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 that 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, or midriff shirts.
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.

### **STUDENT SEARCHES**

Random searches 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 Academy staff to search contents at any time, without notice, and without parental/guardianship or pupil consent.

The Academy staff shall not be obligated, but may request the assistance of a law enforcement officer in conducting a search. The Academy staff shall supervise the search. In the course of a search, the Academy staff 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 searches, the Academy staff may seize any illegal or unauthorized items,

items in violation of board policy or rules, or any other items reasonably determined by the Academy staff 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 Academy staff shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials.

## Truancy

It is expected that each virtual student will have at least (2) two-way interactions with the Academy staff weekly.

**2 weeks of no-call and no-work will result in the student being put in for truancy, student must complete 10 items/week, this includes assignments, quizzes and tests. If these assignments are not completed, this will result in truancy as well.**

1. The Academy staff will contact the Attendance office for support in making contact with the student.
2. **CAP LETTER RELEASE: CORRECTIVE ACTION PLAN (CAP):** the 5-day letter will be sent, a second time 10-day letter will be sent and a CAP meeting scheduled. The school liaison officer will be notified.
3. **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 the Benzie Academy and could be required to return to face-to-face learning.

# 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.

## **ARSON**

Purposefully setting a fire on school property. Arson on school property is prohibited by state law and may result in permanent expulsion from all public schools in Michigan.

## **BOMB OR OTHER SIMILAR THREATS**

A written or verbal intent (including digital) to set off an explosive device on school property or cause injury to members of the school community or school property.

## **BULLYING**

Bullying, including cyberbullying, by a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

1. substantially interfering with a student’s educational opportunities, benefits, or programs;
2. adversely affecting a student’s ability to participate in or benefit from the District’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
3. having an actual and substantial detrimental effect on a student’s physical or mental health; or
4. causing substantial disruption in, or substantial interference with, the District’s orderly operations. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

Reporting an Incident See Policy 5207 for the District’s complete Anti-Bullying Policy, including reporting and investigation procedures.

## **BUS POLICY VIOLATIONS**

**Discipline -**

## **CELL PHONES**

The use of cell phones must comply with Board Policy 5209. Cell phones must be POWERED OFF and out of sight during the class period.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent/guardian to discuss the rule violation before returning the cell phone or electronic device. The main office has a student phone available to use.

## **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

## **DESTRUCTION OF PROPERTY – VANDALISM**

Unintentionally or deliberately damaging school or personal property.

## **ELECTRONIC EQUIPMENT/ELECTRONIC DEVICES**

Unauthorized use of 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.

## **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.

### **LOITERING**

No loitering around campus 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.

### **UNLAWFUL HARASSMENT**

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a student because of the student's race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of:

1. creating an intimidating, hostile, or offensive environment; or
2. unreasonably interfering with the student's ability to benefit from the District's educational programs or activities.

Race, color, and national origin harassment is prohibited by Title VI of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, and national origin harassment is unwelcome conduct based on a student's actual or perceived race, color, or national origin. Race, color, and national origin harassment can take many forms, including

slurs, taunts, stereotypes, or name calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, and national origin harassment.

Disability harassment is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a student's actual or perceived disability. Disability harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

Sex-based harassment is prohibited by Title IX of the Education Amendments of 1972 and the Michigan Elliott-Larsen Civil Rights Act. For the definition of sexual harassment under Title IX, see Policy 3118. Sex-based harassment prohibited by this Policy includes harassment based on gender identity or sexual orientation. This Policy also prohibits harassment of a sexual nature that does not rise to the level of Title IX sexual harassment, as defined in Policy 3118.

### **Title IX Sexual Harassment**

"Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following

1. District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
2. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).
  - a. "Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
  - b. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - c. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.
  - d. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

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

A violation of the District's Acceptable Use and Internet Safety Policy. See Policy 3116, 5208.

### **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 have 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 statement or non-contact action that constitutes a threat against a staff member, student, or other person.

## **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.

# DISCIPLINE

## Philosophy on Consequences

Students who choose to show disrespect to themselves, others, or the property should be prepared for said behavior 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. These behaviors may cause a student to be brought before the Benzie Academy Staff and administration 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.

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 behaviors 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 meeting will be scheduled with Academy staff, administration, student and parent/guardian

### Mandatory Expulsions

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

- Physical assault (this includes rape) against student or staff
- Sexual harassment by one student against another student
- Weapons violations and/or bomb threat
- Arson on school grounds
- False Fire Alarm

## **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.

# 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 outweighs 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 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 children 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 it 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

- C. 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.
- D. *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 website must notify the teaching staff in writing.
- E. 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: violence, 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.
- F. 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.
- G. Students may not download or save games or applications to either the computers or the file server.
- H. 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.
- I. *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 with the computer security will be subject to the consequences listed below.
- J. 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.
- K. Students logging in using another's password may be removed from all computer privileges for a period of time.
- L. 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.
- M. Consequences for misuse of the internet, the network, or any school computer will occur and may include loss of computer privileges.
- N. Nothing on the computers is private and can be deleted by staff members when it is deemed inappropriate information. 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)\_\_\_\_\_

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For district use only:

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

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



