

# BENZIE CENTRAL MIDDLE SCHOOL

9300 Homestead Road  
Benzonia, MI 49616  
Phone (231) 882-4498, Fax (231) 882-7627  
[www.benzieschools.net](http://www.benzieschools.net)



## STUDENT HANDBOOK 2024 - 2025

This book belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_

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

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

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

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## **BOARD OF EDUCATION**

<b>President</b>	<b>Mr. Brian Childs</b>
<b>Vice President</b>	<b>Mr. Jason Barnard</b>
<b>Secretary</b>	<b>Mrs. Shannon Gillison</b>
<b>Trustee</b>	<b>Ms. Lori Cota Hill</b>
<b>Trustee</b>	<b>Mr. Chris Noffsinger</b>
<b>Trustee</b>	<b>Mr. Matt Smith</b>
<b>Treasurer</b>	<b>Mr. Scott Gray</b>

## **ADMINISTRATION**

<b>Superintendent</b>	<b>Ms. Amiee Erfourth</b>
<b>Principal</b>	<b>Mr. Alex Byland</b>
<b>Athletic Director</b>	<b>Mr. Eli Harris</b>

## **COUNSELOR**

<b>6-8th Grade</b>	<b>Ms. Jeri Ruble</b>
<b>6-12th Grade</b>	<b>Ms. Becky Kik</b>

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a "contract" with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

### **OUR GOAL**

On behalf of the faculty and administration of Benzie Central Middle School, 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.

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 MISSION**

We believe the responsibility of Benzie Central Middle 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.

### **BENZIE CENTRAL SCHOOLS BOARD OF EDUCATION POLICIES**

**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!

**Daily Schedule 2024-2025**

**Middle School and High School Bell Schedule**

High School Schedule		Middle School Schedule	
Hour	Time	Hour	Time
1	7:40-8:28 am	1	7:40-8:28 am
2	8:33-9:21 am	2	8:33-9:21 am
3	9:26-10:14 am	3	9:26-10:14 am
4	10:19-11:07 am	Seminar A	10:19-10:43 am
5	11:12-12:00 pm	Seminar B	10:49-11:12 am
Seminar A	12:05-12:29 pm	4	11:17-12:05 pm
Seminar B	12:35-12:59 pm	5	12:11-12:59 pm
6	1:04-1:52 pm	6	1:04-1:52 pm
7	1:57-2:45 pm	7	1:57-2:45 pm

High School Lunch Plan			Middle School Lunch Plan		
9th/11th	Lunch	12:00-12:30 pm	6th/7th	Lunch	10:14-10:44 am
	Seminar	12:35-12:59 pm		Seminar	10:49-11:12 am
10th/12th	Seminar	12:05-12:29 pm	8th	Seminar	10:19-10:43 am
	Lunch	12:29-12:59 pm		Lunch	10:43-11:12 am

\*Half Day (Early Release) Schedules may vary

<b>Half Day Schedule</b>	<b>TIME</b>
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 2024-2025

## BENZIE CENTRAL SCHOOLS 2024-2025 SCHOOL CALENDAR

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

School Resumes | 6  
End of 2nd Marking Period | 17  
Half Day Records | 17  
No School | 20  
Half Day PD | 31

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

PD | 26, 27, 28

Half Day PD | 14  
No School | 17

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Labor Day | No School 2  
First Day Students | 3  
Half Day PD | 6  
Half Day PD | 20

Half Day | 21  
Spring Break | 24-31

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

P/T Conferences | 9, 10  
Half Days | 9, 10  
No School | 11  
Half Day PD | 25

School Resumes | 1  
End of 3rd Marking Period | 4  
No School Good Friday | 18  
Half Day PD | 25

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

No School PD | 1  
End of 1st Marking Period | 1  
Half Day | 27  
Thanksgiving Break | 28, 29

Half Day PD | 23  
Memorial Day | 26  
No School | 26

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Half Day PD | 6  
Holiday Break | 23-Jan. 5

Last Day | 12 Tentative  
Half Day Records | 12

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

*These dates are subject to change. Please watch the web page or notices sent home with your students.*



## ***NOTE TO PARENTS AND GUESTS***

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

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### ***BUILDING SUPERVISION/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. SCHOOL CAMERAS AND POLICIES WILL COMPLY WITH BOARD POLICY 3104.

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

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

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### ***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

## **MS STAFF CONTACT INFORMATION**

<b>MS Staff</b>	<b>Position</b>	<b>Extension</b>	<b>Email</b>
Mr. Alex Byland	Principal	2152	bylanda@benzieschools.net
Mr. Eli Harris	Athletic Director	2153	harrise@benzieschools.net
Ms. Chantelle Jones	Athletic Dept Secretary	2151	jonesc@benzieschools.net
Ms. Rebecca Meachum	MS Secretary	2151	meachumr@benzieschools.net
Ms. Kirsten Cline	MS/HS Choir/Basic Theater	2202	clinek@benzieschools.net
Ms. Jeri Ruble	MS Counselor	2255	rublej@benzieschools.net
Ms. Becky Kik	Secondary Counselor	2022	kikr@benzieschools.net
Mr. Corey Bechler	MS/HS Art	2209	bechlerc@benzieschools.net
Mr. Marc Alderman	MS Science/Robotics	2118	aldermanm@benzieschools.net
Mr. John Burtch	MS Science	2102	burtchj@benzieschools.net
Mr. Brian Parent	Band/Intro to STEM	2237	parentb@benzieschools.net
Ms. Emily Burrus	MS Social Studies/Health	2103	burruse@benzieschools.net
Mr. Rico Cruz	MS Special Education	2112	cruZR@benzieschools.net
Mrs. Nancy Reed	MS Math, Media Specialist	2120	reedn@benzieschools.net
Mrs. Carmen Briggs	Intro to Culinary	2210	briggsc@benzieschools.net
Mr. Josh Lovendusky	MS Phys Ed/Body Mechanics	2203	lovenduskyj@benzieschools.net
Mr. Jason Katt	MS English/Physical Ed.	2230	kattj@benzieschools.net
Ms. Cassie Bentley	MS Special Education	2121	bentleyc@benzieschools.net
Mr. Matt McKinley	Resource Officer	2116	sheriff@benzieschools.net
Ms. Wendy Kalush	MS Math/Spanish	2119	kalushw@benzieschools.net
Ms. Kelly Carpenter	MS English	2109	carpenterk@benzieschools.net
Ms. Polly Gillison	Library	2257	gillisonp@benzieschools.net
Ms. Allison Schaub	Special Ed	2105	schauba@benzieschools.net
Mr. Michael Kingman	MS Math	2101	kingmanm@benzieschools.net
Mr. Dylan Lightfoot	MS English/HS Welding	2206	lightfootd@benzieschools.net
Mr. Kaelan Camp	MS Social Studies	2110	campk@benzieschools.net
Ms. Carla Gipson	MS Digital Literacy	2003	gipsonc@benzieschools.net

## **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.

### **SEMINAR**

The purpose of the seminar is to provide a Tiered intervention for all students at Benzie Central. Seminar will be used for tier 1: Homework completion, general academic support, SEL program implementation, and assessments. tier 2: Structured interventions for struggling students. Incentives, such as early lunch and school clubs, may 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. One hour a day we will have a licensed media specialist in our library.

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**

The District will provide free instruction in accordance with state law and the State Board of Education's Position Statement on Free Textbooks, Materials, and the Charging of Fees.

The District will not charge a fee for materials necessary to complete required or elective courses. Student and parents/guardians may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies.

The District may require students and their parents/guardians to reimburse the District for actual costs to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time. The District may pursue legal remedies to collect unpaid fines.

# ENROLLMENT

## ENROLLMENT PROCEDURES

The school will follow all policies put forth in District Policy 5303.

An eligible student who would like to enroll in the middle school may begin the enrollment process with the Enrollment Officer (registrar) in the District's Central Business Office located on the middle school campus. 231-882-9653 Ext. 2003

Enrollment paperwork is available both [online](#) as well as in the registrar's office. Link to [enrollment forms](#),

Upon enrollment the District 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 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 once records are received, as we want to ensure the best fit for your student.

Non-residents who seek to enroll pursuant to Schools of Choice, must complete the [School of Choice Application](#). 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 school 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

Pursuant to Policy 5303, the District will disenroll a student upon receipt of either written notice from a parent/guardian of intent to withdraw, or a records request from another school.

If, at the time of receipt of a notice of disenrollment, there are pending disciplinary proceedings against the student involving potential suspension or expulsion, the District may elect to complete those proceedings before granting disenrollment.

Students leaving our school are encouraged to pick up a withdrawal form from the school office, and have this form completed by the student, parent/guardian, principal, and each teacher as the student turns in all books and equipment to them.

Upon withdrawal from school, a student may only reenroll pursuant to Policy 5303.

## SCHOOL PROPERTY

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 District may require students and their parents/guardians to reimburse the District for actual costs to repair and replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time. The District may pursue legal remedies to collect unpaid fines.

All students at Benzie Central are part of our school community and are expected to treat school furniture, walls, ceilings, floors, and 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
A	97-100	4.0
A	94-96	4.0
A-	90-93	3.667
B+	87-89	3.333
B	84-86	3.0
B-	80-83	2.667
C+	77-79	2.333
C	74-76	2.0
C-	70-73	1.667
D+	67-69	1.333
D	64-66	1.0
D-	60-63	.667
F	0-59	0

- I Incomplete - This mark indicates that the work required has not been completed, and no mark will be given until it is made up.
- NC No credit
- AUD Audit-no credit received

## 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 the administration will be given to the student to complete the work and receive a grade.

## REPORT CARDS AND PROGRESS REPORTS

The District will inform parents/guardians of student progress, grades, and attendance through report cards, progress reports, parent/guardian-teacher conferences and parent/guardian access to the District's student information system. The District will notify a parent/guardian if a student is failing or close to failing a course, either through direct communication or through parent/guardian access to the District's student information system.

Report cards will be sent home with students at the end of each nine-week marking period. A parent and/or student can check academic progress at any time by going to the Benzie Central Schools webpage [www.benzieschools.net](http://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 may 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.

## **GUIDANCE DEPARTMENT SERVICES**

### **SCHOOL COUNSELOR**

The Counseling Department consists of one guidance counselor who will work with students from grades six to eight. The middle school counselor will provide counseling, guidance, and restorative services while overseeing class selection. Services include: personal needs or individual counseling, small support groups, restorative circles, classroom guidance, academic mediation, 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 the counselor.

### **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.

## **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 6-8 exceeds nine (9) unexcused days of absence in any course in a semester they will work with the truancy officer/administration.

When a student accumulates ten (10) or more unexcused days of absence in any course in a semester, the student and parent/guardian will be notified. The administration will review the student's attendance and create a plan for their success. The plan may utilize Saturday Schools and after school tutoring time to make up work that was missed.

1. All 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.
  - c. Scheduled court appearance with written verification.
  - d. 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:
  - a. All pre-excused absences must be cleared by the principal's office one week 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 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) 882-4498 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 regular school hours, they may leave a message for the attendance secretary. An automated service will instruct you to press #2 for the attendance office. A note may also be sent with the student on the day they

return. A 72 hour grace period will be allowed for unexcused absences to be excused.

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

### EXAM POLICY

A final exam period may be scheduled at the end of each semester for every class (grades 7-8). 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. Any student who misses an exam will receive an F for the exam unless an arrangement is made with the teacher and administrator. Exams will account for up to 10% of a 7th and 8th semester grade.

### EXTRA HELP FOR STUDENTS/AFTER SCHOOL TUTORING

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.

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

We also offer after school tutoring free of charge to students and parents run by a staff member. Tutoring runs from 3:00-4:00 Mon-Thurs. Cancellation of tutoring periodically occurs so please read the announcements from school to confirm.

### SIT (STUDENT INTERVENTION TEAM)

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. 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), composed 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.

### 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 School may be 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.

### TARDY/SKIPPING POLICY

	Policy	Procedure:
TARDY	Students that arrive late to a class three or more times in a semester, will be sent with a pass to the ISS/ Solutions room.	Students will be required to successfully complete a <i>tardy plan</i> prior to returning to class.
SKIPPING	Students found to be skipping will be sent with a pass to the ISS/ Solutions room.	Students will be required to successfully complete a skipping plan.

### TRUANCY

The Michigan Compulsory Attendance Law (MCL 380.1147, 380.1278a, 380,1278b, 380, 1284, 3801284b, 380.1561, 380.1599. MCL

388.1701) (2010) now states that students must attend school from ages 6 to 18 years, with few exceptions. This does not apply to a child who is at least age 16 and whose parent(s)/guardian(s) have provided the District with written notice that the child has permission to stop attending school (Opt-out provision).

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

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

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

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

### **Parent Responsibility**

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

### **School Responsibility**

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

## **GENERAL STUDENT SERVICES**

### **STUDENT CODE**

In your middle 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.

### **ANNOUNCEMENTS**

Announcements will be shared during Seminar and arrangements may be made to deliver them 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 Middle 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 Middle School a better place in which to work and study.

Students may voluntarily form student-initiated, non-curricular clubs that are not directly related to the curriculum to promote activities unrelated to the regular classroom environment. Membership in a student-initiated, non-curricular club must be open to all interested



and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law. For complete instructions on forming a club, see Policy 5510.

Students are also encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body. For information regarding extracurricular activities, see Policy 5507.

<b>Organizations include:</b>	MIDDLE SCHOOL
Student Council	Grades 6-8
Interact Club	Grades 6-8
Baseball - Boys	Grades 6-8
Basketball – Boys & Girls	Grades 7-8
Cheerleading	Grades 6-8
Cross-Country – Boys & Girls	Grades 6-8
Robotics	Grades 6-8
Skiing – Boys & Girls	Grades 6-8
Soccer – Boys & Girls	Grades 6-8
Softball - Girls	Grades 6-8
Volleyball - Girls	Grades 7-8
Wrestling	Grades 6-8
Football - Boys	Grades 7-8
Track – Boys & Girls	Grades 6-8

## DRIVER EDUCATION

Driver education is now offered by a private company as a service to Benzie Central 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 per student for segment one and a charge per student for segment 2. The fee must be paid before the start of the class (at sign up time) and can be found in the announcements or the MS office. 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 be sure to make the school aware of any medical changes. Whenever possible, parents/guardians should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

1. The student's parent/guardian must annually submit a written request and consent form as required by the District.
2. A building principal or designee must request that the parent/guardian supply medications in the exact dosage required whenever feasible.
3. The building principal or designee will notify the student's parent/guardian of any observed adverse reaction to medication.
4. All medications must be in the original container.
5. Nursing and mental health counseling is available for all students through our School Wellness Program: The SWP is run by the Benzie-Leelanau District Health Department in partnership with our school. Consent is required to receive services. Services are available to all students at no cost. Parents will be notified when services are received. Students must have a [Consent Form](#) filled out in order to receive services from the school nurse. If you would like to see a mental health counselor at school, please contact your middle school counselor.

For specific requirements regarding District-administered and Student-administered medication, including asthma inhalers and epinephrine auto-injectors/inhalers, please see Policy 5703.

## HEAD LICE

As soon as cases are reported, the classrooms of those students will be checked. A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent/guardian and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent/guardian consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's parent/guardian about the need to remove the nits.

## **LOCKER POLICY**

Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers. During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy 5102.

## **LOST AND FOUND**

Students who find lost articles are asked to take them to the designated lost and found area 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 student's meal account are tracked by the student's 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 student's 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 ensure 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.

For the 2024-25 school year, all students receive a free hot lunch on full days of school.

## **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. BCMS 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 Library, students 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 BCMS 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 MS 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. They should sign up before or after school, during lunch or between classes.

## **PARENT-TEACHER CONFERENCES**

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

## **POSTERS/SIGNS/BULLETIN BOARD POLICY**

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices related to student groups. The following general limitations apply:

1. All postings will be subject to the review and approval of the appropriate building administrator or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; violates Board policy, including the student code of conduct; promotes illegal substances (including, but not limited to, substances that are illegal for minors to possess or consume); or is otherwise unsuitable for or disruptive to the school environment.
2. All postings must identify the student or the student organization responsible for posting the notice.
3. The building principal or designee may remove any posted material after a reasonable time, as determined by the building principal or designee's discretion.

## **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](http://www.benzieschools.net).

## **WORK PERMITS**

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

# **STUDENT RESPONSIBILITY**

## **STUDENT CODE OF 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 provide a fair and consistent set of rules. Disciplinary action may be taken when a student engages in behavior inconsistent with this handbook, District Policy, or state or federal law or regulation. Disciplinary action may include detention; in-school suspensions; out-of-school 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.

Any student earning credit at Benzie Central 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. Unless otherwise instructed, students are expected to limit consumption of all food/candy to the cafeteria.
3. Students are expected to walk in the hallways.
4. Students are expected to speak in a volume and language that is respectful to others in the area.
5. Appropriate physical displays of affection are limited to holding hands with another consenting student.
6. All adults employed by the school district have the right and responsibility to hold Benzie Central students accountable for inappropriate conduct on school grounds, bus stops, and at school functions in ways that are consistent with this handbook and Board Policy.
7. Students are expected to refrain from throwing snow on school grounds.
8. All deliveries of balloons, flowers, etc. may be picked up in the office at the end of the day.

9. For the safety of students and staff, duffel bags and backpacks are to be kept in student lockers.
10. Confiscated items may be picked up at the office at the District's discretion. Parents or guardians may be required to secure items.

Repeated violations of these policies may result in additional disciplinary action.

## OFFENSES DEFINED

Behavior		Definition	
MS DS	(20) Firearm Possession - Handgun <sup>^</sup>	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. Having any firearms on school property is illegal. This includes in the school building or anywhere on the school grounds.	
	(21) Firearm Possession - Rifle/Shotgun <sup>^</sup>		
	(22) Firearm Poss-Other not Handgun-Rifle-Shotgun <sup>^</sup>		
	(23) Other Weapon Possession <sup>^</sup>		
	(30) Illicit Drug <sup>^</sup>	Use or Possession	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.
		Buying/Selling/Distribution	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.
	(31) Alcohol <sup>^</sup>	Possession of alcoholic beverages, open or closed, is not permitted in the school building, anywhere on the school grounds or at school-sponsored events.	
	(44) Bomb or Similar Threat <sup>^</sup>	Any threat to the safety of the student body or the school building itself utilizing a bomb or some other device is not permitted anywhere on the school grounds or at school-sponsored events.	
	(55) Arson <sup>^</sup>	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.	
	(60) Physical Violence with injury <sup>^</sup>	The touching of another to injure or resulting in injury, or to put in motion an object to injure or resulting in injury.	
(61) Physical Violence without injury <sup>^</sup>			

	(62) Tobacco/Vaping^ Use Possession Distribution		<p>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. <b>Distribution will be handled differently than possession or use.</b></p>
CRDC	Harassment		<p>“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: creating an intimidating, hostile, or offensive environment; or unreasonably interfering with the student’s ability to benefit from the District’s educational programs or activities.</p>
		Basis of sex^	<p>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.</p>
		Basis of Sexual Orientation^	<p>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 3115</p>
		Basis of Race^	<p>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.</p>
		Basis of religion^	<p>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.</p>
Basis of disability^	<p>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.</p>		

		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.
		Bullying	<p><b>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:</b></p> <ol style="list-style-type: none"> <li>1. substantially interfering with a student's educational opportunities, benefits, or programs;</li> <li>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;</li> <li>3. having an actual and substantial detrimental effect on a student's physical or mental health; or causing substantial disruption in, or substantial interference with, the District's orderly operations.</li> <li>4. 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.</li> </ol> <p><b>Reporting an Incident See Policy 5207 for the District's complete Anti-Bullying Policy, including reporting and investigation procedures.</b></p>
CRDC	(01) Rape or Attempted Rape^		Any forcible sexual contact that is unwanted and consent is not given.
	(02) Sexual Battery^		
	(03) Robbery with a weapon^		The taking of money, personal or public property of others through threats, intimidation or force. Could be with or without a weapon.
	(05) Robbery without a weapon^		
	(06) Physical attack or fight with a weapon^		The act of engaging in hostile physical contact with another individual while on school property and/or at any school-sponsored activity. Fighting constitutes both parties being physically aggressive with each other without in the given situation.
	(08) Physical attack or fight without a weapon^		
	(09) Threat of physical attack/fight with weapon^		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.
	(11) Threat of physical attack without a weapon^		
	(12) Possession of a firearm or explosive device^		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.
Air gun   Use Possession Of		Possession or use of an Air gun in the school building or anywhere on the school property.	

LOCAL  
CODES

Altering Records		Changing any school records without permission. This includes, but is not limited to, teacher grades, permission forms, student file information, etc.
Bus Misbehavior		<p>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.</p> <ol style="list-style-type: none"> <li>1. Students will remain seated and quiet.</li> <li>2. Students will be expected to use the trash container and not litter.</li> <li>3. Students will not create any unsafe conditions and will aid the driver in making each trip safe.</li> <li>4. Students are expected to follow all school rules while riding the bus and at bus stops. Board Policies, and Student Code of Conduct also apply.</li> <li>5. Students are expected to obey the driver at all times.</li> </ol> <p>Students who break bus rules may lose bus privileges. The following steps will be followed on each bus: The driver will give three warnings. The driver will document problems and solutions tried. After two warnings, parents will be notified. If problems continue, students will receive a one (1) day bus suspension. If problems continue, a three (3) to five (5) day bus suspension will be issued. 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. If problems continue, suspension of bus privileges for the remainder of the year or ninety (90) days. Major infractions of school rules will be handled through the school discipline policy by the building administrator.</p>
Dangerous Objects   Use or Possession Of		Possession or use of any object that could be a danger to the safety of students in the building or is used as a tool to harm another individual.
Defiance		Refusing to comply with a request that supports the education of the student.
Discharging a Fire Extinguisher		
Dishonesty	Cheating	Copying others' work or plagiarism on homework, tests, reports, etc., for the purpose of getting credit.
	Extortion	Using information to make someone do something.
	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.
	Lying	Not telling the truth.

	Plagiarism	All students at Benzie Central 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.
	Artificial Intelligence (AI)	ARTIFICIAL INTELLIGENCE (AI) AND STUDENTS RESPONSIBLE USE 1. When using AI programs students need to be aware that they are potentially sharing personal data with AI bots. Further information they may be uploading may also be invading others' privacy. 2. AI programs can have implicit bias, and even present incorrect information. Students should acknowledge that AI is not always factually accurate, nor seen as a credible source, and should be able to provide evidence to support its claims. All users must also be aware of the potential for bias and discrimination in AI tools and applications. 3. If a student is using an AI program they need to think critically and be sure to fact-check using primary sources. 4. AP, IB and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of AI. 5. Academic integrity means that Chat GPT cannot be used for essays or other papers submitted. Should AI be used in any capacity, the student must acknowledge the use of AI related to their school work: attributing AI text, image, multimedia, etc. when using them in your school work. The use of AI could be subject to the Academic Dishonesty Policy. 6. Students are not permitted to use AI programs to avoid doing their own work. 7. Students may not use AI when your teacher has expressly forbidden its use. 8. Student access to certain websites using AI may be granted, however privacy guidelines and age restrictions must be considered prior to allowing the usage. 9. Any misuse of AI tools and applications, such as hacking or altering data, is strictly prohibited. 10. Students using AI software with a personal device and/or personal credentials should be aware that the platforms they are uploading information to is collecting various forms of data and their privacy may not be protected.
Disrespect		Lacking special regard or respect for others, including peers and staff
Disruption		An action or behavior that halts the learning in the classroom.



Dress Code Violation		<p>Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of students or others; violates any statute or Policy 5101; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.</p> <ol style="list-style-type: none"> <li>1. Shoes must be worn at all times.</li> <li>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.</li> <li>3. Sweatshirt hoods should remain down (not worn atop the head).</li> <li>4. Clothing which advertises alcohol, tobacco, illegal substances, or has profanity, obscenity, or inappropriate slogans is prohibited.</li> <li>5. Wearing of gang related clothing, or clothing symbolizing gang affiliation is prohibited.</li> <li>6. Pants are to be worn at the waist; not excessively baggy or too small. Under garments shall not be exposed.</li> <li>7. 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/midsection.</li> <li>8. 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.</li> <li>9. Backpacks/purses/bags must be placed in the student's assigned locker upon arriving at school. Backpacks are not permitted in classrooms or cafeterias.</li> <li>10. Blankets are not allowed in the classroom.</li> </ol>
Drug Paraphernalia		Possessing anything related to the use of illicit drugs is not permitted in the school building, anywhere on the school grounds or at school-sponsored events.
False Emergency		Tampering with a fire alarm box or fire alarm system, setting off a false fire alarm, a fire extinguisher, or AED machines, and making inappropriate 911 calls.
Fireworks Possession		Possessing or using fireworks in the school building or anywhere on the school property.
Food/Drink in Inappropriate Area		Self explanatory.
Gambling		Possession of gambling paraphernalia or engaging in any illegal games of chance or betting activities.
Gang/Cult Activity		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.
Graffiti		Drawing or defacing any surface in the school. This could include walls,

		stalls, tables, etc.
Grooming Concern		This is not a discipline offense. This is for documentation if grooming or hygiene problems occur.
Hallway Misbehavior		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.  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.
Hazing		Board policy 5203
Horseplay		Rough or boisterous play that may result in the injury of a student or could endanger someone.
Inappropriate Language		Using abusive profane or vulgar words, gestures, pictures, or sounds. Writing or drawing obscene notes.
Inappropriate Sexual Conduct		Consensual sexual behavior that occurs in the school building or anywhere on the school property.
Indecent Exposure		Exposing your private parts to another individual.
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.
Laser Pointers		Possessing or using a laser pointer in school.
Leaving Campus without Permission		Leaving classes or school grounds without permission. Leaving classes or school grounds with permission but not checking out.
Littering		Throwing materials about the school grounds and not putting it in a trash can.
Loitering		No loitering in the cafeteria or entryways between classes or after school. Students are to be under adult supervision at all times.
Mace Use   Possession		Possessing or using mace in the school building or anywhere on the school property.
Marijuana Use   Possession  Distribution		Possessing or using marijuana in the school building or anywhere on the school property. <b>Distribution will be handled more severely than possession or use.</b>
Match/Lighter Possession		Possessing or using a match/lighter in the school building or anywhere on the school property.

Motor Vehicle Violation		<p>Student driving and parking on district property is a privilege, not a right, that may be revoked at any time.</p> <p>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.</p> <p>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.</p> <ol style="list-style-type: none"> <li>1. All motor vehicles driven to school regularly or occasionally must be registered and have on display a parking permit hanging from the mirror.</li> <li>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.</li> <li>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.</li> <li>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 teacher parking, beginning with the double doors going from the gym and continuing north.</li> <li>5. Vehicles are not to be driven during the school day.</li> <li>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.</li> <li>7. All vehicles must be locked.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>11. If you have to visit your car during school hours, first report to the main office to receive a pass.</li> <li>12. Unidentifiable vehicles and vehicles not having permission to park on school property may be towed at the owner's expense.</li> <li>13. The speed limit for the parking lot is 15 miles per hour.</li> <li>14. Driving privileges can be revoked at the discretion of school administration.</li> </ol>
Peer Conflict		This is any situation where students have an issue that is not deemed to be bullying or harassment.
Property Damage		Unintentionally damaging school or personal property or deliberately damaging school or personal property.

	Less than \$100	Less than \$100
	More than \$100	More than \$100
Pull Fire Alarm		Self Explanatory.
Skipping/Truancy		Truancy/Skipping is defined as any unexcused absence any hour and/or day.
Second Offense on the Same Day		Having 2 offenses reported on the same day.
Sending/Posting Inappropriate Messages		Sending or posting inappropriate messages during the school day.
Serious Persistent Misbehavior		Consistent inappropriate behavior that is disrupting the learning process of students, affects the safety of students, or is detrimental to the functioning of the school as a system that occurs over a period of time.
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. For the first hour only, when a student checks in and receives a pass from the office, attendance will be marked as an excused tardy. If the student does not check in, attendance will automatically be unexcused.
Tech Violation	Smartwatch Misuse	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. All electronic devices must be POWERED OFF and out of sight during the class period.
	Chromebook Misuse	
	Chromebook Damage	

	Cell Phone Misuse	<p>Students may not use cell phones or other electronic devices during school hours unless a teacher makes an exception for a specific classroom task. Cell phones or other electronic devices must be stored in the student's locker during school hours if a student chooses to bring them to school. Only allowed during a student's lunch period.</p> <p>Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.</p> <p>Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline pursuant to this Policy and the student code of conduct. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment. 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 this 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. Students who violate this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct. The main office has a student phone available to use.</p>
Theft/Robbery		Any theft of money, personal or public property of others. Obtaining property through unauthorized entry into lockers, desks, etc, including assigned school property.
Third Offense on the Same Day		Having 3 offenses reported on the same day.
Threat   Verbal or Written		A statement or non-contact action that constitutes a threat against a staff member, student, or other person.
Trespassing		Being in an unauthorized place on school grounds, in the school building or on school property; being on school property without permission during a suspension or non-school hours. Students staying after school must be under direct adult supervision.

# 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 table is meant to be a guide and is subject to the discretion of Administration and the Board of Education. Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to, suspension or expulsion. **Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the mandatory 7 factors.** Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically outlined in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

### 7 factors to consider before resorting to suspension or expulsion under Michigan's Restorative Justice Law:

1. Student's age – How old is the student in question? Does this influence the level of intervention necessary to address this behavior?
2. Disciplinary history – What is this student's disciplinary history? Does this influence the level of intervention necessary to address this behavior?
3. Disability – Does the student in question have a disability? Does this influence the level of intervention necessary to address this behavior?
4. Seriousness of Behavior – what was the seriousness of this student's behavior? Does this influence the level of intervention necessary to address this behavior?
5. Safety Risk – Did the student pose a safety risk to others? Does this influence the level of intervention necessary to address this behavior?
6. Use of Restorative Practices – Have restorative practices already been used as a means of intervention in this student's disciplinary history? Does this influence the level of intervention necessary to address this behavior?
7. Level of Intervention – would a lesser intervention than suspension or expulsion appropriately address this behavior in question?

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.

Leveled Offenses	
Level A	Level B
Disrespect Phones violations Disruption Insubordination Minor Insubordination Dress Code Plagiarism/cheating Food/Drink inappropriate Area Hallway Misbehavior Horseplay Tardiness in class <b>This list is not all inclusive.</b>	2nd and 3rd Phone offense Work Refusal Grooming Concerns Multiple offenses Emotional dysregulation Major disrespect to staff (language) Inappropriate Sexual Contact Any Form of harassment Bullying Verbal Abuse Threat Written or Verbal Plagiarism Students who need to see the nurse, Centra-Wellness, or Social Worker <b>This list is not all inclusive.</b>
Level C	Level D
Fighting Stealing Major Insubordination Physical Aggression provoked/unprovoked Vaping	Anything involving the potential of Long term suspension or expulsion (MSDS and CRDC offenses)  Weapons Drugs/Alcohol

<p>Tardiness          Marijuana/drugs issues          Major phone (4th offense)          Bullying (2nd offense)          Skipping          Harassment (2nd offense)          Bus Issues (after Transportation Director takes appropriate measures)          Fire/Extinguishers/Alarms          Multiple offenses in one Day          Property Damage/Defacing          Serious Persistent Misbehavior  <b>This list is not all inclusive.</b></p>	<p>Arson          Bomb threat          Severe attacks          Robbery          Rape          Battery          Selling drugs/vapes/paraphernalia  <b>This list is not all inclusive.</b></p>
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**Behavior Modification Strategy determination** is based on the type of offense, number of similar offenses, frequency, grade, special education identification, severity of infraction, and compliance during the process.

**The length of behavior modification strategy** will also be determined by the type of offense, number of similar offenses, frequency, grade, special education identification, severity of infraction, and compliance during the process.

**Level A Behavior Modification Strategies**

**Level B Behavior Modification Strategies**

Parent contact  
 Warning  
 Confiscation of item  
 Restitution  
 Apology  
 Restorative meeting  
 Removal from class  
 Loss of credit/privilege  
 Lunch detention  
 In School Detention  
 Counselor Contact  
 Any classroom modification determined by the teacher to support learning  
**This list is not all inclusive.**

Counseling  
 Restitution  
 Apology  
 Restorative meeting  
 Parent contact  
 Education  
 Formal Warning  
 Referral to principal  
 Referral to Resource Officer Link  
 All Level A Consequences if appropriate for the situation  
**This list is not all inclusive.**

**Level C Behavior Modification Strategies**

**Level D Behavior Modification Strategies**

Restitution  
 Apology  
 Restorative meeting  
 In School Suspension, (1-4 days)  
 Out of School Suspension, (1-10 days)  
 In School Detention, (hourly basis)  
 After School Detention  
 Formal Warning  
 Referral to the Resource Officer  
 Parent Contact  
 All Level A and B Consequences if appropriate for the situation  
**This list is not all inclusive.**

Restitution  
 Apology  
 Restorative meeting  
 In School Suspension, (1-4 days)  
 Out of School Suspension, (1-10 days)  
 In School Detention, (hourly basis)  
 After School Detention  
 Formal Warning  
 Referral to the Resource Officer  
 Expulsion  
 Parent Contact  
 All Level A Consequences if appropriate for the situation  
**This list is not all inclusive.**

**Cell Phone Consequences**

Sometimes a teacher may make an exception for classroom use of cell phones, in this instance they may have a storage location found in the classroom for when cell phones are not in use. EXCEPTIONS: (a) supervisor 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 a secure location until the end of the day.

Parents will also be notified.

2. 2nd offense – device is surrendered to the staff/instructor and held in a secure location until picked up by a parent or guardian. Level B modifications
3. 3rd offense – device is surrendered to the staff/instructor and held in a secure location until a parent meeting is scheduled to determine if a device will be allowed in school. Level B/C modifications.
4. 4th offense - device is surrendered to the staff/instructor and may be held in a secure location for the remainder of the school year. Level B/C modifications

**Acceptable Use Violations**

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

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Internet Violations	2 weeks Internet access restriction or loss of privilege.	6 weeks Internet access restriction or loss of privilege.	Loss of internet access and 1 day suspension
Network Violations	3 weeks Internet access restriction or loss of privilege	6 weeks Internet access restriction or loss of privilege	Loss of Network Privileges
Computer Use Violations	3 weeks Internet access restriction or loss of privilege	6 weeks Internet access restriction or loss of privilege	Loss of computer Access

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

1. Students must bring study materials to detention. An unprepared student will be assigned a different date/time.
2. Students must report on time. A tardy student may be assigned a different date/time.
3. 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.
4. No talking and no studying together will be allowed.
5. Students must remain in designated areas.
6. No food or drink permitted with the exception of breaks.
7. Sleeping is not allowed.
8. 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.
9. Students who do not attend their assigned ASD, ISS, or Saturday School may face suspension.
10. Transportation will not be provided.
11. Students will not have access to electronic devices.

**BEHAVIOR PROCESSING/SOLUTIONS ROOM**

Behavior Processing/Solutions Room 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 the Behavior Processing/Solutions Room 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 disciplinary removal from school for less than 60 school days. 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.

The Board delegates to all building administrators the authority to suspend a student for up to 10 school days consistent with the student code of conduct.

The Board delegates to the Superintendent the authority to suspend a student for less than 60 school days consistent with the student code of conduct.

Due process will be provided consistent with Policy 5206A.



### **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) (3:00-4:00)**

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 disciplinary removal from school for 60 or more days. The Board may suspend or expel a student for an offense consistent with the student code of conduct. Due process will be provided consistent with Policy 5206A.

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

The District will provide students due process to the extent required by state and federal law before a student is suspended or expelled. All District administrators must respect student due process rights. If a District administrator determines that an emergency exists that requires the immediate removal of a student from school, the administrator may contact the student's parent/guardian or local law enforcement or take other measures to have the student safely removed from school. The administrator must, as soon as practicable thereafter, follow the procedures outlined in Policy 5206A.

The District will follow all applicable state and federal laws related to disciplining students with disabilities. Students with disabilities are entitled to all due process protections afforded to other students pursuant to Policy 5206A. For students with disabilities, the additional procedures and protections in Policy 5206B also apply.

#### **Building Administrator – 10 or Fewer School Days**

Before suspending a student for 10 or fewer school days, an administrator must: (1) provide the student verbal notice of the offense the student is suspected to have committed, and (2) provide the student an informal opportunity to explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence.

#### **Superintendent or Designee – 59 or Fewer School Days**

Before suspending a student for more than 10 school days but less than 60 school days, the Superintendent or designee must provide the parent/guardian or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence. The Superintendent or designee will provide the parent/guardian or student at least 3 calendar days' notice before the hearing. The parent/guardian and student may be represented, at their cost, by an attorney or another adult advocate at the hearing. The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence.

#### **Board Suspension or Expulsion**

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent/guardian or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence. The Superintendent or designee will provide the parent/guardian or student at least 3 calendar days' notice before the hearing. The parent/guardian and student may be represented, at their cost, by an attorney or another adult advocate at the hearing. The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the student code of conduct or this Policy and that suspension or expulsion is the appropriate consequence. The Board's decision is final.

### **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.

### **STUDENT SEARCH & SEIZURE**

School officials may search a student and the student's belongings if they have reasonable suspicion that the search will reveal contraband or evidence of a violation of law, Board Policy, or rule. In rare cases, school officials may conduct a search without reasonable suspicion if there is an imminent threat of physical harm or death.

A reasonable suspicion search must be justified at its inception and reasonable in its scope. A search is justified at its inception when school officials have reasonable grounds to suspect that the search will uncover contraband or evidence of a violation of law, Policy, or rule. A search is reasonable in scope when the measures used are reasonably related to the search objectives and are not excessively intrusive in light of the student's age and sex and the nature of the infraction.

School officials are not required to have reasonable suspicion to search lockers or other District property. See Policy 5102.

The District may use detection dogs to search for contraband on District property consistent with Policy 3107.

A breath alcohol test is a search and may be administered upon reasonable suspicion that a student has consumed or is under the influence of alcohol. For voluntary, non-curricular school activities (e.g., school dances), suspicionless breath alcohol tests may be administered for student health and safety purposes if students and their parents/guardians have been provided advance written notice. Strip searches are prohibited.

The building principal or designee will turn over to law enforcement illegal items and dangerous weapons, as defined in Policy 5206, and may store in a secure place any other contraband or evidence seized from a search until a disciplinary hearing. This Policy does not apply to any outside entity that may require drug or breath alcohol testing as a condition of participation. See Policy 5105.

## CONDUCT GUIDELINES

### ASSEMBLIES

Students who exhibit 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, email, or letter if a student is repeatedly loitering in the building after school hours.

### BUS POLICY

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 middle school dances, and middle school 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. All District Policies, Student Code of Conduct, and federal and state law and regulations apply.
2. Students may not leave the dance and re-enter, even if they pay again.
3. No smoking, possession, or use of tobacco.
4. Hand-holding only.
5. 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.
6. Students must leave the building immediately after the dance.
7. Students are not allowed to loiter in the parking lot or on school property before, during, or after the dance.
8. Students must have two building teachers and six parents to chaperone each dance.
9. Outside guests of middle school age will be allowed to attend Benzie Central Middle School dances.
10. They must be signed up in advance and guest forms completed. There will be a maximum number of guests that will be allowed to sign up.
11. Dance Guidelines:
  - a. Hands on waists and shoulders only.
  - b. No standing on speakers or tables.
  - c. No riding on shoulders.
  - d. No front to back rubbing/grinding.
  - e. No straddling legs.
  - f. No touching of breasts, buttocks, or genitals.
  - g. No groin to groin contact.
  - h. No groin to buttocks contact.
  - i. No "making out" (overt or prolonged public displays of affection).

### 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.**

## **DRESS CODE AND STUDENT APPEARANCE**

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.

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.

## HARASSMENT PROTOCOLS AND PROCEDURES

The District prohibits unlawful discrimination. For purposes of this Policy, “unlawful discrimination” includes unlawful harassment and retaliation, unless specifically stated otherwise. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination. This Policy applies to student-to-student conduct and staff-to-student conduct. See Policy 4102 for District personnel harassment.

Complaints alleging Title IX sexual harassment (staff-to-staff, staff-to-student, student-to-student, or student-to-staff) are governed by Policy 3115.

This Policy applies to all conduct occurring on school property, including in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, at a school-sponsored activity or event whether or not it is held on school premises, or conduct with a direct nexus to school. The District will comply with all applicable state and federal laws related to unlawful discrimination.

### A. Student Handbooks

The Superintendent or designee will include in student handbooks a statement explaining the District’s policy against unlawful discrimination, including unlawful harassment and retaliation. This statement must include an explanation of types of unlawful discrimination, examples of harassment, reporting requirements, and consequences as described in this Policy.

### B. Types of 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 3115. 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 3115.

### 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.

[Link to the Sexual Harassment and Sexual Assault Information Guide](#)

**C. Reporting Requirements**

District personnel must immediately report incidents of alleged unlawful discrimination, including incidents that District personnel witness or about which they receive reports or information, regardless of whether the incidents are verbal, visual, or physical, and whether the incidents also constitute harassment, bullying, or hazing.

District personnel who witness an act of unlawful discrimination must intervene immediately, unless circumstances would make intervention dangerous. A person who is unable to intervene should promptly attempt to find another person who is able to intervene, contact a building administrator, or contact law enforcement, as the situation requires.

Any student who witnesses an act of unlawful discrimination is encouraged to report it to District personnel.

No student will be retaliated against based on any report of suspected unlawful discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described below. Minor students do not need parent/guardian permission to file complaints or participate in the formal complaint resolution process described below.

**D. How to Report Unlawful Discrimination**

If you or someone you know has been the victim of unlawful sex-based discrimination, you may file a report with any District employee or with the Title IX Coordinator:

Steve Graetz, Homestead Hills Elementary School Principal  
849 Husky Trail Benzonia, MI. 49616  
231-882-4641  
graetz@benzieschools.net

Formal Complaints of Title IX Sexual Harassment must be filed with the Title IX Coordinator. For information on the District's Title IX Sexual Harassment Grievance Process, see Policy 3118.

If you or someone you know has been the victim of disability-based discrimination, you may file a complaint with:

Alex Byland, Benzie Middle School Principal  
9300 Homestead Road Benzonia, MI. 49616  
231-882-4498  
bylanda@benzieschools.net

If you or someone you know has been the victim of any other type of unlawful discrimination, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Amiee Erfourth, Superintendent  
9300 Homestead Rd. Benzonia, MI. 49616  
231-882-9653  
erfourtha@benzieschools.net

A report of unlawful discrimination may be made verbally or in writing. The coordinators identified above will document all unlawful discrimination reports, as well as any incidents they personally observe. The District will retain this documentation in accordance with applicable record retention requirement.

**E. Complaint Process**

Any person who has been the victim of unlawful discrimination or any person who has witnessed an incident of unlawful discrimination may make a complaint at any time. District personnel who receive a complaint of unlawful discrimination must immediately document the reported incident and notify the appropriate coordinator identified above by the end of the next school day.

## **F. Investigation Timelines**

The District will initiate an investigation within 2 school days after receiving a complaint of unlawful discrimination. In most cases, an investigation will be completed within 20 school days.

The District will attempt to comply with all law enforcement requests for cooperation. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend its investigation. The District will promptly resume its investigation as soon as it is notified by the law enforcement agency that the law enforcement agency has completed its evidence gathering process. This delay should not exceed 10 school days. If the District's investigation is suspended, interim steps will be taken to provide for the safety of the alleged victim or victims and the school community and to avoid potential retaliation. Those steps may include suspending the alleged perpetrator from work or school until the investigation is complete. If the law enforcement agency does not notify the District within 10 school days that the investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

Within 5 school days after completing the investigation, the District will separately notify, in writing, the alleged victim and the alleged perpetrator of the investigation's outcome. Any disciplinary action against the alleged perpetrator will be implemented in accordance with the due process standards contained within Policy 5206.

An alleged victim of unlawful discrimination may present new evidence at any time.

An alleged perpetrator's status as a student with a disability will not affect the District's obligation to protect the alleged victim during and after an investigation.

## **G. Investigation Procedures**

The District will use the following procedures when initiating and conducting investigations of unlawful discrimination:

1. Any written or verbal report of unlawful discrimination or harassment, including anonymous written or verbal reports, will be promptly addressed and investigated.
2. The District will assure the alleged victim that:
  - a. the complaint will be fully investigated;
  - b. the alleged victim's identity will be kept confidential during the investigation, to the extent possible;
  - c. the alleged victim will not be retaliated against by the District; and
  - d. the District will enforce its non-retaliation policy.
3. The District will take preventative measures to ensure that others, including the alleged perpetrator, do not retaliate against the alleged victim during or after the investigation.
4. The District will notify the alleged victim that the victim will not be required to confront the alleged perpetrator during the investigation, that steps will be taken to immediately ensure that the alleged conduct does not continue, and that retaliation is prohibited.
5. The District will interview any witnesses identified by the alleged victim and the alleged perpetrator. All witnesses will be assured that their identities will be kept confidential during the investigation, to the extent both possible and practical, and that retaliation is prohibited.
6. The District will implement individualized interim measures during the investigation to ensure that any unlawful conduct does not continue. Interim measures may include, but are not limited to, temporary schedule changes, no-contact directives, short-term suspensions, changes to class schedules or lockers, and student escorts.
7. The District will take action to end unlawful discrimination, including monitoring that the conduct does not reoccur and modifying responses if the unlawful discrimination does reoccur.
8. If the alleged victim is a minor student, the District will notify the student's parent/guardian of the complaint. The parent/guardian will be informed of the investigation's status, as appropriate.
9. Unless otherwise required by law, if an alleged victim has been discriminated against or harassed based on sexual orientation, gender identity, or non-compliance with gender stereotypes, the District will first consult with the student to determine an appropriate method of notifying the student's parent/guardian of the complaint.
10. All documentation, including witness statements, must be kept with the complaint and reports.
11. The District will use the preponderance of the evidence standard as the appropriate standard to substantiate allegations of unlawful discrimination.
12. If the District determines that a school official's impartiality has been compromised during the investigation process, that school official will be removed from the investigation and have no further involvement.
13. If an alleged victim requests complete confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the alleged victim's request. If an alleged victim insists that the victim's name or other identifying information not be disclosed to the alleged perpetrator, the appropriate coordinator or designee will notify the alleged victim that the District's ability to investigate and respond to the complaint may be limited.

## **H. Remedies**

The District will take appropriate and effective measures to promptly remedy effects of unlawful discrimination. Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. providing an escort to ensure that the victim can safely attend classes and school activities;
2. providing the victim with school-based counseling services;
3. providing the victim with academic support services, such as tutoring;
4. rearranging course schedules, to the extent practicable, to minimize contact between the victim and perpetrator;
5. moving the victim's or the perpetrator's locker;
6. issuing a "no contact" directive to the perpetrator; or
7. imposing discipline, up to and including suspension or expulsion, consistent with Policy 5206 and the student code of conduct.

Whenever possible, the District will strive to ensure that the victim's academic and other school-related schedules remain intact.

These remedies may also be available to any other student who is or was affected by unlawful discrimination.

The applicable coordinator should also consider whether broader remedies are required, which may include, but are not limited to:

1. assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. additional staff training;
3. a climate survey; or
4. letters to students, staff, and parents/guardians reminding them of their obligations under this Policy and applicable handbooks.

If the alleged victim is a student with a disability, the Superintendent or designee will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the alleged victim continues to receive a free appropriate public education.

## **I. Investigation Report**

After the investigation concludes, the appropriate coordinator or designee will create an investigation report. The report must include the following information:

1. the alleged victim's name, a description, or identifying information;
2. the alleged victim's relevant protected class(es);
3. the name, a description, or identifying information about the person making the report, if not the alleged victim;
4. the protected class(es) of the person making the report, if not the alleged victim;
5. the nature of the allegation, a description of the alleged incident(s), and the date and time (if known) of the alleged incident(s);
6. the name(s) and protected classes of all persons alleged to have committed the unlawful discrimination, if known, or a description/identifying information available if the name is not known;
7. the name(s) or description/identifying information and protected classes of all known witnesses to the alleged incident;
8. any written statement of the person making the report, the alleged victim (if different than the reporter), the alleged perpetrator(s), and any known witnesses;
9. the applicable standard of evidence, conclusion, and recommendations; and
10. the response by District personnel, including the date any incident was reported to law enforcement.

## **J. Filing a False Report**

Any person who knowingly or maliciously files a false report of unlawful discrimination will be subject to discipline, up to and including expulsion.

## **K. Retaliation**

Retaliation against a person who reports unlawful discrimination is prohibited. Any person who retaliates against a person who reports suspected unlawful discrimination will be disciplined in accordance with Policy 5206. This prohibition against retaliation also applies to retaliation against people who participate in or cooperate with an investigation related to a complaint.

## **L. Office for Civil Rights**

Any person who believes that he or she was the victim of unlawful discrimination may file a complaint with the Office for Civil Rights (OCR) at any time:



U.S. Department of Education  
Office for Civil Rights  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
Phone: (216) 522-4970  
E-mail: OCR.Cleveland@ed.gov

This complaint may be filed before, during, or after filing a complaint with the District. A person may forego filing a complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to unlawful discrimination also file a complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions. An investigation by OCR will occur separately from any District investigation.

#### **M. Appeal Process**

An alleged victim or alleged perpetrator may appeal the written investigation findings and conclusions to the Superintendent within 5 business days of receipt. Upon receipt of an appeal, the Superintendent or designee will review the investigation report, may contact additional witnesses, may consider all additional evidence, and may re-interview any witnesses. The Superintendent will then notify the parties in writing of the decision. The Superintendent or designee is not required to give deference to the investigation report and may consider any new, previously unavailable evidence in evaluating the appeal.

Note: An appeal may be to the Superintendent instead of the Board President only if the Superintendent is not the applicable coordinator.

#### **N. Training**

The District will provide to District personnel training on responding to and investigating unlawful discrimination. This training is mandatory for all District personnel responsible for implementing and enforcing anti-discrimination and anti-harassment laws and related policies and procedures. The Superintendent or designee will ensure that District personnel are notified of mandatory training sessions.

# 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 parents/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.

## BENZIE COUNTY CENTRAL SCHOOL DISTRICT ELIGIBILITY

### MIDDLE SCHOOL ELIGIBILITY FOR ALL EXTRACURRICULAR ACTIVITIES

1. September 30, 2024 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 teamper Athletic Director meeting. 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.

Eligibility is determined on the following criteria:

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

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

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

Q4 Eligibility: Students must pass five of seven classes during the 3<sup>rd</sup> 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:

1.
  - 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.<sup>1</sup>

2. 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.

3. 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 1ci, 1cii, and 1ciii.

- 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.<sup>2</sup>
- 3. **THIRD OFFENSE** – Loss of athletic and extracurricular privileges for the remainder of their high school career.

**INVESTIGATIVE HEARING AND APPEALS PROCEDURE**

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

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<sup>1</sup> For item 1ciii. 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.

<sup>2</sup> For item 3ai2. 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 that 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.

Parents/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.

### **District Technology and Acceptable Use**

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 Districts Acceptable Use Agreement.

### **ARTIFICIAL INTELLIGENCE (AI) AND STUDENTS RESPONSIBLE USE**

1. When using AI programs students need to be aware that they are potentially sharing personal data with AI bots. Further information they may be uploading may also be invading others' privacy.
2. AI programs can have implicit bias, and even present incorrect information. Students should acknowledge that AI is not always factually accurate, nor seen as a credible source, and should be able to provide evidence to support its claims. All users must also be aware of the potential for bias and discrimination in AI tools and applications.
3. If a student is using an AI program they need to think critically and be sure to fact-check using primary sources.
4. AP, IB and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of AI.
5. Academic integrity means that Chat GPT cannot be used for essays or other papers submitted. Should AI be used in any capacity, the student must acknowledge the use of AI related to their school work: attributing AI text, image, multimedia, etc. when using them in your school work. The use of AI could be subject to the Academic Dishonesty Policy.
6. Students are not permitted to use AI programs to avoid doing their own work.
7. Students may not use AI when your teacher has expressly forbidden its use.
8. Student access to certain websites using AI may be granted, however privacy guidelines and age restrictions must be considered prior to allowing the usage.
9. Any misuse of AI tools and applications, such as hacking or altering data, is strictly prohibited.
10. Students using AI software with a personal device and/or personal credentials should be aware that the platforms they are uploading information to is collecting various forms of data and their privacy may not be protected.

## Permission to Publish Student Photographs and/or Work

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

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

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

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

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

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

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

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

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

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

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

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

### **Benzie 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

## Student Technology and Device Agreement

**This Agreement is entered into between Benzie County Central Schools, the Student, and the Parent(s)/Guardian(s) of the Student.**

Students at Benzie County Central Schools need a personal learning device intended for use as a positive learning tool in coordination with the District's curriculum. The school district will provide this device. Students have the option of using a suitable device of their own instead of a district-owned device.

To receive a district-issued device, the student and his or her parent/guardian must read and submit to this Student Technology and Device Agreement. Students using a personally-owned device are still subject to the District Technology and Acceptable Use Authorization Form.

**Applicable Policies:** In using the device, students must adhere to all District policies, accompanying procedures, and guidelines in order to maintain access to this resource. The student is subject to and must comply with the District's Board of Education Policies, District Technology, Acceptable Use Authorization, and Student Handbook Policies addressing student discipline, harassment/bullying, and their associated administrative procedures and regulations. A violation of any of these policies or agreements could result in loss of network/technology privileges, loss of right to use a device, or appropriate discipline.

### Expectations

1. **Students May Not:**
  - A. Disrupt the educational process of the school district through non-educational use of the device.
  - B. Endanger the health or safety of themselves or anyone else through the use of the device.
  - C. Invade the rights and privacy of others at school through the use of the device.
  - D. Access other user accounts or files without authorization.
  - E. Communicate inappropriately with other students.
  - F. Engage in illegal or prohibited conduct of any kind through the use of the device.
  - G. Access pornography.
  - H. Access or downloading unauthorized software or programs
  - I. Violate the conditions and rules of acceptable use of electronic network/technology.
  - J. Remove the protective case from devices that travel with the student.
  - K. Purposefully mark the device or stick anything to the device.
  - L. Use a protective case to carry anything other than the device itself.
  
2. **Maintenance of Device.** Students using a district-owned device are expected to keep the device in good and working condition. In addition to following the District and manufacturer's maintenance requirements, students should:
  - A. Use only a clean, soft cloth to clean the device's screen. No cleansers of any type should be used and minimal pressure should be applied to the screen to avoid cracking.
  - B. Insert and remove cords and cables carefully to prevent damage to connector.
  - C. Not write or draw on the device or apply any stickers or labels that are not property of the District.
  - D. Handle the device carefully and ensure others do the same.
  - E. Not leave the device in places of extreme temperature, humidity, or limited ventilation. (e.g., in a car) for an extended period of time.
  - F. Secure the device when it is out of the students' sight. The device should not be left in a location where someone else might take it.

- G. Use a protective carrying case with the device if one is provided by the district
- 3. **Use of Device.** The device may be used in class on any given day. If students are permitted and choose to use the device at home, they are responsible for bringing it to school every day, fully charged.
- 4. **Daily Use of Device.** The device may be used in class on any given day. If students are permitted and choose to use the device at home, they are responsible for bringing it to school every day, fully charged.
- 5. **No Unauthorized Software or Data.** Only legally licensed software, apps, media, or other data is permitted on the device. Students shall not download software, apps, media or other data (including songs, photos, or videos) without a District employee's prior approval. Students will not replace the manufacturer's operating system with custom software (i.e., "jailbreak" the device), remove or modify the District-installed device configuration.
- 6. **No Right to Privacy.** District-issued devices are District property; therefore, the District may examine the devices and search their contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the device or in a cloud-based account to which the device connects. The school administration may involve law enforcement, if it is possible the device may have been used for an illegal purpose.

### **Additional Terms**

- 1. **Damage to or Loss of Device.** Parent(s)/guardian(s) are responsible for their child's use of the device, including any damage to or loss of the device.
  - A. **Damage:** Damage to devices will be billed at a predetermined rate, not to exceed the cost of the entire device. If multiple incidents of accidental damage occur, Benzie County Central Schools will determine an appropriate replacement cost(s) for the student and/or parent(s)/guardian(s). We understand accidents happen and these will be evaluated on a case-by-case basis.
  - B. **Loss or Theft:** In the event that the device, case, or charger is lost or stolen, the student and/or parent(s)/guardian(s) are responsible to cover the entire replacement cost.
  - C. **Headphone Ports:** Headphone ports are usually soldered to the computer motherboard. When this port is damaged, the repair may require replacing the entire board. This repair may be equivalent in price to replacing the entire unit.
  - D. **Charges:** The following are examples of charges that may be incurred and may be adjusted based on availability of replacement parts. Note that broken headphone jacks may require replacing the entire device.
    - a. The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the District, but will not be greater than the full replacement value of the device.



<b>Part</b>	<b>Total Part Cost</b>
Charge Card	\$30.00
Display Screen (non-touch)	\$75.00
Display Screen (touch)	\$90.00
Keyboard	\$50.00
Touchpad	\$20.00
Top Cover	\$25.00
Bottom Case	\$26.00
Hinge Bezel	\$13.00
Display Bezel	\$20.00
AC Adapter	\$30.00
Battery	\$25.00
USB Board	\$10.00
Camera	\$15.00
Display Hinge	\$20.00
Mother Board = Full Replacement	\$300.00
11" Full Replacement	\$300.00
Carry Case	\$25.00

2. **Hardware or Functionality Problems.** If a problem arises with the functionality of a student's district-issued device, the student must notify the appropriately designated school staff (District Technology Department staff) within 24 hours or on the next school day. Under no circumstances should the student or his/her parent(s)/guardian(s) attempt to fix or allow anyone but District staff the attempt to fix suspected hardware faults or the device's operating system. Do not take the device to any repair shop. Replacement parts and chargers must be provided by the district to ensure compatibility and consistency among all devices.
  
3. **Failure to Return the Device.** If a student fails to return the district-issued device and any assigned accessories as directed, the District may, in addition to placing the expenses onto the student account and seeking reimbursement from the student's parent(s)/guardian(s), file a theft report with local law enforcement authorities.
  
4. **Internet Filter Outside of School.** Although the District employs Internet filters and monitors students' Internet activity at school, filtering cannot catch everything. By signing this Agreement, parent(s)/guardian(s) understand and acknowledge this and agree that their child's use of the Internet on the device at home or off of school grounds is at the discretion of, and

should be monitored by, the parent(s)/guardian(s). Some sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or offensive to some people.

Parent(s)/guardian(s) assume complete responsibility for the Internet access beyond the network provided by the District. When using the device outside the District, students are bound by the same policies, procedures, and guidelines as in school.

5. **Data as Records.** Data saved to the device is not maintained by the District as public records or as student records. In the event this data needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.
  
6. **Waiver of Device-Related Claims.** By signing below, you acknowledge that you have read, understand, and agree to follow all responsibilities outlined in this Agreement and agree to be bound by this Agreement. You also agree that the device was delivered in good working order and acknowledge that it must be returned to the District in good working order. By signing this Agreement, you waive any and all claims you (and your heirs, successors, and assigns) may have against Benzie County Central Schools, its Board of Education and its individual Board members, employees, and agents, from any and all claims, damages, losses, causes of action and the like relating to, connected with, or arising from the use of the device or from this Agreement.
  
7. **Indemnification for Device-Related Claims.** To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless Benzie County Central Schools, its Board of Education, and its individual Board members, employees and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or from this Agreement.

### **Parent and Guardian Rights**

Parents/guardians have the right at any time to review the contents of their child's electronic and e-mail files. In the event that a parent/guardian has a serious concern regarding their child's safety and wishes to review their child's electronic files, they must submit their request in writing to the school principal. The request must include the student's name and a list of files or accounts. The building principal will work with the Technology administration to provide the files.

Parents/guardians also have the right to request termination of their child's technology and account access. Parents/guardians should be aware that their decision to limit or eliminate access to technology resources will significantly affect their child's ability to work collaboratively on projects and assignments, and will hamper the development of skills necessary to live and work in an increasingly digital world.

### **Opt-Out**

Parents/guardians have the option to not use a district-provided device. It is expected that each student will have a suitable device to use instead. Phones and similarly sized devices are not suitable devices.

When choosing to use a personal device instead of the district device, please be aware of the following:

- Most district-licensed software cannot be installed on a personal device.
- The district cannot provide any repair or troubleshooting services.
- The district is not responsible for the device should it be lost or damaged.
- The Technology and Acceptable Use Authorization and other provisions of this

document still apply to the student's technology use regardless of which device is used. You may request a district-owned device at a later date if the personal device is unavailable, subject to device availability.

- Secure testing may require a student who normally uses a personal device to temporarily use a district provided device. This will be supervised by district staff and the district owned device will be returned at test completion.

I have read this Student Technology and Device Agreement form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate material that may be harmful to minors. However, I also recognize it is impossible for the District to restrict access to all inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via District technology resources. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the District Technology and Acceptable Use Authorization and Student Technology and Device Agreement form with my child. I request that my child be allowed access to the District's electronic network, including the Internet.

**Parent/Guardian Signature:** \_\_\_\_\_ **Parent/Guardian Signature Date:** \_\_\_\_\_

Students must also read and agree to the following before being granted supervised access:

I understand and will abide by the above Student Technology and Device Agreement. I understand that the District and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic network, including the Internet.

**Student Signature:** \_\_\_\_\_ **Student Signature Date:** \_\_\_\_\_

7. **Daily Use of Device.** The device may be used in class on any given day. If students are permitted and choose to use the device at home, they are responsible for bringing it to school every day, fully charged.
8. **No Unauthorized Software or Data.** Only legally licensed software, apps, media, or other data is permitted on the device. Students shall not download software, apps, media or other data (including songs, photos, or videos) without a District employee's prior approval. Students will not replace the manufacturer's operating system with custom software (i.e., "jailbreak" the device), remove or modify the District-installed device configuration.
9. **No Right to Privacy.** District-issued devices are District property; therefore, the District may examine the devices and search their contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the device or in a cloud-based account to which the device connects. The school administration may involve law enforcement, if it is possible the device may have been used for an illegal purpose.

#### **Additional Terms**

8. **Damage to or Loss of Device.** Parent(s)/guardian(s) are responsible for their child's use of the device, including any damage to or loss of the device.
  - A. **Damage:** Damage to devices will be billed at a predetermined rate, not to exceed the cost of the entire device. If multiple incidents of accidental damage occur, Benzie County Central Schools will determine an appropriate replacement cost(s) for the student and/or parent(s)/guardian(s). We understand accidents happen and these will be evaluated on a case-by-case basis.
  - B. **Loss or Theft:** In the event that the device, case, or charger is lost or stolen, the student and/or parent(s)/guardian(s) are responsible to cover the entire replacement cost.
  - C. **Headphone Ports:** Headphone ports are usually soldered to the computer motherboard. When this port is damaged, the repair may require replacing the entire board. This repair may be equivalent in price to replacing the entire unit.
  - D. **Charges:** The following are examples of charges that may be incurred and may be adjusted based on availability of replacement parts. Note that broken headphone jacks may require replacing the entire device.
    - a. The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the District, but will not be greater than the full replacement value of the device.

<b>Part</b>	<b>Total Part Cost</b>
Charge Card	\$30.00
Display Screen (non-touch)	\$75.00
Display Screen (touch)	\$90.00
Keyboard	\$50.00
Touchpad	\$20.00
Top Cover	\$25.00
Bottom Case	\$26.00
Hinge Bezel	\$13.00
Display Bezel	\$20.00
AC Adapter	\$30.00
Battery	\$25.00
USB Board	\$10.00
Camera	\$15.00
Display Hinge	\$20.00
Mother Board = Full Replacement	\$300.00
11" Full Replacement	\$300.00
Carry Case	\$25.00

9. **Hardware or Functionality Problems.** If a problem arises with the functionality of a student’s district-issued device, the student must notify the appropriately designated school staff (District Technology Department staff) within 24 hours or on the next school day. Under no circumstances should the student or his/her parent(s)/guardian(s) attempt to fix or allow anyone but District staff the attempt to fix suspected hardware faults or the device’s operating system. Do not take the device to any repair shop. Replacement parts and chargers must be provided by the district to ensure compatibility and consistency among all devices.
10. **Failure to Return the Device.** If a student fails to return the district-issued device and any assigned accessories as directed, the District may, in addition to placing the expenses onto the student account and seeking reimbursement from the student’s parent(s)/guardian(s), file a theft report with local law enforcement authorities.
11. **Internet Filter Outside of School.** Although the District employs Internet filters and monitors students’ Internet activity at school, filtering cannot catch everything. By signing this Agreement, parent(s)/guardian(s) understand and acknowledge this and agree that their child’s use of the Internet on the device at home or off of school grounds is at the discretion of, and should be monitored by, the parent(s)/guardian(s). Some sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or offensive to some people. Parent(s)/guardian(s) assume complete responsibility for the Internet access beyond the network provided by the District. When using the device outside the District, students are bound by the same policies, procedures, and guidelines as in

school.

12. **Data as Records.** Data saved to the device is not maintained by the District as public records or as student records. In the event this data needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.
13. **Waiver of Device-Related Claims.** By signing below, you acknowledge that you have read, understand, and agree to follow all responsibilities outlined in this Agreement and agree to be bound by this Agreement. You also agree that the device was delivered in good working order and acknowledge that it must be returned to the District in good working order. By signing this Agreement, you waive any and all claims you (and your heirs, successors, and assigns) may have against Benzie County Central Schools, its Board of Education and its individual Board members, employees, and agents, from any and all claims, damages, losses, causes of action and the like relating to, connected with, or arising from the use of the device or from this Agreement.
14. **Indemnification for Device-Related Claims.** To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless Benzie County Central Schools, its Board of Education, and its individual Board members, employees and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or from this Agreement.

### **Parent and Guardian Rights**

Parents/guardians have the right at any time to review the contents of their child's electronic and e-mail files. In the event that a parent/guardian has a serious concern regarding their child's safety and wishes to review their child's electronic files, they must submit their request in writing to the school principal. The request must include the student's name and a list of files or accounts. The building principal will work with the Technology administration to provide the files.

Parents/guardians also have the right to request termination of their child's technology and account access. Parents/guardians should be aware that their decision to limit or eliminate access to technology resources will significantly affect their child's ability to work collaboratively on projects and assignments, and will hamper the development of skills necessary to live and work in an increasingly digital world.

### **Opt-Out**

Parents/guardians have the option to not use a district-provided device. It is expected that each student will have a suitable device to use instead. Phones and similarly sized devices are not suitable devices.

When choosing to use a personal device instead of the district device, please be aware of the following:

- Most district-licensed software cannot be installed on a personal device.
- The district cannot provide any repair or troubleshooting services.
- The district is not responsible for the device should it be lost or damaged.
- The Technology and Acceptable Use Authorization and other provisions of this document still apply to the student's technology use regardless of which device is used. You may request a district-owned device at a later date if the personal device is unavailable, subject to device availability.
- Secure testing may require a student who normally uses a personal device to temporarily use a district provided device. This will be supervised by district staff and

the district owned device will be returned at test completion.

I have read this Student Technology and Device Agreement form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate material that may be harmful to minors. However, I also recognize it is impossible for the District to restrict access to all inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via District technology resources. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the District Technology and Acceptable Use Authorization and Student Technology and Device Agreement form with my child. I request that my child be allowed access to the District's electronic network, including the Internet.

**Parent/Guardian Signature:** \_\_\_\_\_ **Parent/Guardian Signature Date:** \_\_\_\_\_

Students must also read and agree to the following before being granted supervised access:

I understand and will abide by the above Student Technology and Device Agreement. I understand that the District and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic network, including the Internet.

**Student Signature:** \_\_\_\_\_ **Student Signature Date:** \_\_\_\_\_