

Benzie Central ELEMENTARY Schools STUDENT HANDBOOK 2008 – 2009

This Agenda belongs to: _____

**Betsie Valley Elementary
17936 Cadillac Hwy.
Thompsonville, MI 49683**

Principal: Patti Yauck
Secretary: Linda Philo
Phone #: 231.378.4164
Fax #: 231.378.2538
Office Hours: 8:30 – 4:30
Teacher Hours: 8:40 – 4:10
Student Hours: 9:10 – 4:00

**Crystal Lake Elementary
7048 Severance Street
Benzonia, MI 49616**

Principal: Monica Deloney
Secretary: Beth Nugent
Phone #: 231.882.4641
Fax #: 231.882.7829
Office Hours: 8:30 – 4:30
Teacher Hours: 8:40 – 4:10
Student Hours: 9:10 – 4:00

**Lake Ann Elementary
19375 Bronson Lake Rd
Interlochen, MI 49643**

Principal: Gail Wheeler
Secretary: Heidi Schaub
Phone #: 231.275.7730
Fax #: 231.275.7735
Office Hours: 8:30 – 4:30
Teacher Hours: 8:40 – 4:10
Student Hours: 9:10 – 4:00

**Platte River Elementary
11434 Main Street
Honor, MI 49640**

Principal: Phil Cook
Secretary: Edie Gray
Phone #: 231.325.3063
Fax #: 231.325.2905
Office Hours: 7:15 – 4:30
6th Grade Teacher Hours: 7:15 – 2:45
6th Grade Student Hours: 7:35 – 2:25
K-5 Teacher Hours: 8:40 – 4:10
K-5 Student Hours: 9:10 – 4:00

INTRODUCTION

We welcome you and your child(ren) to the Benzie County Central Elementary Schools.

The purpose of this Student/Parent Handbook is to make both the student and parent aware of the policies and regulations that make our school operate efficiently. The handbook will not answer all questions but is designed to give a general overview. Read the booklet over

and if you have any questions concerning some of the information within, please call our office for clarification.

Discuss this handbook with your child(ren) so they have an understanding of the expectations we have for them at Benzie County Central. Please sign and return the forms on pages 21, 22, 23 and 24 of this handbook as soon as possible.

For the safety of our staff and students, all visitors and parents need to sign in at the office and receive a visitor badge every time you come into the building.

Parents need to sign students in at the office if they arrive after the school's start time as well as signing them out at the office prior to dismissal. In addition, students are to be signed out at the end of the day.

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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 life long learners and leaders in a changing society.

2008-09 SCHOOL CALENDAR

Tuesday	Sept. 2	1 st Day of School
Friday	Sept. 5	Early Release – Dismiss at: 6 th Grade 12:00 K – 5 1:35
Wednesday	Sept. 10	Picture Day

FALL PARENT/TEACHER CONFERENCE SCHEDULE

Thursday	Oct 2	NO SCHOOL Conference Times: TBA
Friday	Oct 3	NO SCHOOL Conference Times: TBA

Oct. 13-31	MEAP Testing Window	
Monday	Nov 3	No School – Teacher Professional Development Day
Friday	Nov. 7	End of 1 st Marking Period
Thursday	Nov. 27	NO SCHOOL Thanksgiving Recess
Friday	Nov. 28	NO SCHOOL Thanksgiving Recess
Friday	Dec. 19	Christmas Recess begins at the conclusion of the school day
Monday	Jan. 5	School Resumes
Friday	Jan 23	End of 1 st Semester – Dismiss at: 6 th Grade 10:45

		K – 5 12:20
Monday	Feb. 16	No School – Professional Development Day
Friday	Mar 27	End of 3 rd Marking Period
Friday	Mar 27	Spring Recess begins at conclusion of School Day
Monday	April 6	School Resumes
Friday	April 10	No School – Good Friday
Friday	April 24	No School – PD Day
Monday	May 25	No School - Memorial Day
Tuesday	June 9	Last Day of School – Dismiss at:
		6 th Grade 10:45
		K – 5 12:20

177 Student Days/183 Teacher Days
**REMINDER, DAYS MAY BE ADDED AT THE END OF THE
SCHOOL YEAR PENDING SNOW DAYS**

For the safety of our staff and students, all visitors and parents need to sign in at the office and receive a visitor badge every time you come into the building.

Parents need to sign students in at the office if they arrive after the school’s start time as well as signing them out at the office prior to dismissal. In addition, students are to be signed out at the end of the day.

SCHOOL DAY

Kindergarten thru 5th grades are in session from:

- All K – 5 Students: 9:10 - 4:00. Students may be dropped off at school at 8:50am

6th grade is in session from:

- All 6th Grade Students: 7:35 – 2:25. Students may be dropped off at school at 7:15am

Please be aware that there will be no supervision in the building before and after the listed times:

- K – 5 Students: 8:50 – 4:00
- 6th Grade: 7:15 – 2:45

Students shall remain on school grounds while waiting for the bus. Remember every student is expected to be at school the entire school day.

ENROLLING IN SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide the following:

- A. A birth certificate
- B. Court papers allocating parental rights and responsibilities or custody (if necessary)
- C. Proof of residency
- D. Proof of immunization (which includes 4 DTP, 3 Polio, 2MMR, 3 Hep B, 1 Varicella – unless student has had chicken pox, plus a hearing

and vision test). If a student does not have the necessary shots or waivers, the student may not be allowed in school. This is for the safety of all students and in accordance with State law.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be able to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state, and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

PREPARE FOR SCHOOL

Being prepared for school is part of the parent's and the student's responsibility. This means:

- Get a good night's sleep
- Eat a good breakfast
- Wash, brush your teeth – be clean
- Have all your homework completed
- Have your paper and pencils ready and your schoolbooks with you in school

- Report to school and class on time
- Come to school with a “learning attitude”
- If you are ill, remain at home so as not to endanger the health of others
- **Do your BEST...always!**

DRESS POLICY

It is important for Benzie County Central Elementary School students to develop personal pride in their appearance and an understanding of what is appropriate at school. Therefore, the elementary staff will continue in their efforts to develop in student's a personal pride in their avoidance of extremes. However, since appearance is primarily a personal responsibility, final decisions concerning dress and grooming will be left to the judgment of individual students and their parents. The only exception to this will be that the school will regulate the following conditions:

- When dress or grooming, including hair, disrupts the educational function of the classroom or school. For example – short shorts, cutoffs, spaghetti straps (width must be two inches or more), see through clothing bare midriffs, bare feet, controversial slogans and/or patches on clothes. Cosmetics and cologne will not be allowed at school.
- Clothing that promotes the use of alcohol, tobacco products, glorifies violence, or other inappropriate things will not be allowed.
- When dress or grooming, including hair presents a safety hazard to the students or to others.
- Students' school clothes need not be expensive or elaborate, but should be clean and neat at all times.
- Jackets and coats classified as outdoor clothing, as well as athletic neckbands, scarves, headbands, caps, etc., will be left in the student's locker.
- Pajamas, hats, bandannas, and chains are not to be worn in the building at anytime.

SCHOOL-HOME COMMUNICATIONS

Benzie County Central Elementary Schools will communicate often with parents on the progress of their child(ren). Expect the following forms of communication:

- Principal's Newsletter – Monthly
- Classroom Newsletters – At least monthly
- Progress Reports – Four times yearly during the middle of each marking period (1st marking period will be during Parent-Teacher Conferences in October)
- Phone Calls – On an as-need basis
- Notes Home – On an as-need basis

COUNSELING

The Counseling Department is part of the curriculum and students do not need parental permission to speak to a counselor. Since this is a confidential setting, information is not shared with parents without the consent of the child. Parents who do not want their child (ren) speaking to a counselor should talk to their child(ren) and inform the counseling staff.

For the safety of our staff and students, all visitors and parents need to sign in at the office and receive a visitor badge every time you come into the building.

Parents need to sign students in at the office if they arrive after the school's start time as well as signing them out at the office prior to dismissal. In addition, students are to be signed out at the end of the day.

ABSENCES

All absences must be verified by calling the school office the morning of the day your child(ren) will be absent. If you don't have a phone, a written note explaining your child(ren)'s absence is required the day your child(ren) return to school.

1. Excused Absences – All day/half day
 - Student illnesses, if more than three days - notify office by phone and send a note of explanation when child(ren) returns.
 - Death in the family.
 - Professional appointments (Doctors, Dentist, etc.). The appointment slip will serve as the excuse.
 - Serious personal or family problems.
 - School sponsored functions – field trips, etc., do not count as an absence.
2. Unexcused Absences – All day/half day.
 - Truancy – Parents may be held negligent.
 - Shopping trips, hair appointments, etc.

Work missed for an unexcused absence may be made up with teacher permission (a notation will be entered in the teacher's grade book for the late work).

- When the student is brought to school after the school day begins, the parent will check the student into the office.
- If the student must be picked up prior to the ending of the school day, the parent will check in with the office, sign the student out, and the office will then notify the teacher that the student is leaving for the day.

ATTENDANCE POLICY

When a student is absent or tardy a total of five (5) days, the teacher will make a phone call home. When a student is absent or tardy a total of ten (10) days, parents will receive a letter from the principal. When a student is absent or tardy fifteen (15) days, parents will receive a letter from the principal and a parent/principal meeting will be required. If a student is absent or tardy a total of twenty (20) days, parents will receive a letter and a second parent/principal meeting will be required. Documentation will be sent to TBA and the Benzie County Prosecutors Office.

TRUANCY

Remember that it is the parents' responsibility to have his/her child(ren) attend school on a regular basis. The mere fact that a parent has called the school or sent a written explanation to the teacher does not necessarily mean that the absence was "lawful." Reasons for absences such as "visiting," "away from home," "had to go to the store", "going on vacation" or "overslept" are not lawful absences. By law (Michigan Compulsory Attendance Law MCL 380.1561) the Benzie County Central Elementary Schools must act in cases of continued absences to investigate explanations of a doubtful nature. A claim of continued or repeated illness justifies the District's request for a statement from the family doctor.

TARDINESS

Children who walk, ride their bicycles, or are driven to school need to develop the good habit of being punctual. It is a disruption to the classroom when classes cannot start on time. In addition, children who are tardy will not have access to the breakfast program for that morning. Students who arrive one minute to sixty minutes late will be marked tardy. Students more than one hour late will be marked ½ day absent. Students who leave school an hour or more early will be marked ½ day absent.

ILLNESS DURING SCHOOL

Students who become ill during school should tell their teacher and then report to the office. If there is a necessity for the student to go home, the office will inform the parent and the student will be released from school.

PARTICIPATION

We expect all children present on any given day to participate in any and all activities provided for them. In the case of medical or religious reasons or when your child(ren) must miss recess, physical education, or some other activity, a note signed by the parent will be sufficient for one day. In case of any illness longer than one day in which the child attends school but cannot participate in the activity, a doctor's recommendation will be required. Thank you for your cooperation in this matter.

MEDICATIONS

Medications may be given if the school has the written permission of the student's parent/guardian and written instructions of his/her doctor. This includes non-prescription medications. The exception to the above policy will be for the use of non-prescription cough drops. If a parent wants their child to have cough drops during school they should write a note to the teacher granting their child permission. This note will grant permission for the child to take cough drops for that day only. Every day the parent wants their child to have cough drops will require a new permission note to be sent to the teacher. The teacher reserves the right to deny the use of cough drops if they feel the privilege has been abused. All other medications will be kept in the office. Medication of any kind is to be brought to school by the parent or a responsible adult.

***A CHILD MUST NOT CARRY MEDICINE OF
ANY KIND ON THE BUS!**

The exception to this would be that students who need inhalers for an asthmatic condition.

BREAKFAST PROGRAM

Benzie County Central Elementary Schools offer a breakfast program after the buses arrive in the morning and before the classroom day starts. Breakfast includes items such as French toast, eggs, hot and cold cereal, muffins, and fruit juices. It may be purchased for \$1.00. Students qualifying for free and reduced lunch will also qualify for free and reduced prices on breakfast. *Students may NOT Charge Breakfast!*

HOT LUNCH PROGRAM

The elementary school offers to students a good wholesome, nutritious hot lunch. The cost per day is \$1.75 and \$8.75 by the week. We encourage you to participate in this program. Every effort is made by the kitchen employees to make this meal attractive and tasty. Each day, in designated spots, we will sell daily and weekly hot lunches. We also sell milk for those wishing to carry their lunch. Milk for cold lunch will sell for 40 cents per day for both white and chocolate milk. Students on free or reduced lunch when carrying their own lunch must pay the 35 cents for milk. Families that qualify for the free or reduced hot lunch program should fill out an application as soon as school opens in the fall or whenever their financial circumstances make them eligible. Federal guidelines require us to audit applications; therefore, some families may need to prove that they are eligible for this assistance. Families will have to pay the \$1.75 cost for each lunch until their application is approved. If a student had been previously approved for free or reduced breakfast or lunch, they will be allowed to continue their level of assistance until the new application has been submitted. *Students may NOT Charge Lunch!*

CURRICULUM

What is taught at the Benzie County Central Elementary Schools is important and is continually modified. The teachers throughout the district meet regularly to update curriculum and instruction offered to your child(ren). A Grade Level Curriculum Pamphlet will be sent home at the beginning of the school year. Please look it over and let us know if you have any comments. Our K – 12 curriculum is also online at www.benzie.k12.mi.us

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to restrictions and limits.

SPECIAL EDUCATION SERVICES

The Traverse Bay Area Intermediate School District (TBA ISD) offers several special education services for students in the Benzie County Central School District.

PSYCHOLOGIST

The school psychologist does testing and reports to the TBA Screening Team. He/She also helps to develop Individualized Education Plans (IEP) for identified students.

SPEECH AND LANGUAGE THERAPIST

Those students who have been identified to have speech and language difficulties normally receive speech and language services from the therapist twice a week for 20 to 30 minutes per session.

SOCIAL WORKER

The social worker does observations of referred students who are experiencing social adjustment difficulties in the classroom. The social worker works with the student, parents, and teachers on the child's IEP plan.

TEACHER CONSULTANT

The teacher consultant works with individual students, their parents, and teachers to help those students who do not require extensive assistance from the Resource Room teacher but still need some special attention.

OTHER SPECIALIST AVAILABLE

Other services available to better serve children with special needs include: Emotionally Impaired Programs, Hearing Impaired, Physically or Otherwise Health Impaired, Infant-Toddler/Pre-Primary Programs, Severely Mentally/Multiply Impaired, Trainable Mentally Impaired, Occupational Therapists, Orientation Mobility Specialist, Physical Therapists, and Visually Impaired Programs.

TITLE 1 READING AND MATH

The Title I Program is a federally funded program that offers support for students of classroom objectives in the areas of math and reading. Children qualify for this support by teacher recommendation, test scores, and classroom performance. Parents have the right to request information on their child(ren)'s teacher regarding the teacher's qualifications.

SNOW DAYS

With the onset of winter weather, the first question asked in the morning is "will there be school today?" We will again announce any closings over radio and TV stations. Stations notified of our school closings are:

WBNZ – Benzonia

WTCM – Traverse City

WIAA – Interlochen

WLDR – Traverse City

WCCW – Traverse City

WKHQ – Petoskey

TV 7 & 4

TV 29 & 8

TV 9 & 10

We urge you to listen to one of these stations for announcements. The decision to cancel classes is made between 5:00a.m. and 6:30a.m. These stations are notified immediately. Please do NOT call the schools or stations as this only ties up lines of communication.

Lost days of school because of weather may be made up at the end of the school year.

DELAY OF SCHOOL OPENING

Occasionally school is delayed because of weather. Listen to your television or radio for reports. Talk with your child(ren) and develop a plan of action for these situations.

- **No breakfast will be served when there is a delay of school of two or more hours.**

EMERGENCY CLOSING OF SCHOOL WHILE IN SESSION

There will be times that school will have to close early because of an emergency situation (mainly weather). When closing school early is necessary, immediate notification will go out to the area broadcast stations. Parents should have a plan ready for your child(ren) in the event early closing of school is necessary. It is very important for your child(ren) to know where he/she is to go in the event of an early school closing.

BUILDING RULES

1. Respect others (adults and other students).
2. Walk at all times on the sidewalks, in the hallways and in the classroom.
3. Preserve the safety of all people.
4. Use proper manners at all times.
5. Students are not allowed to sell items at school to other students or school employees. Pupils are asked to bring money to school only for lunch and/or classroom activities such as book orders.
6. Every student should always do his/her best.
7. Pets can be wonderful teachers in classrooms and in homes. Unfortunately, many people who love pets also have allergies. Animals must not be brought to school on the bus. The teacher and the principal must grant permission before a pet is brought to school. Parents should bring the pet into a class, show the pet, and then take it home.

FIRE, LOCKDOWN and TORNADO DRILLS

The school complies with all fire and safety (including lockdown) laws and will conduct fire drills and lockdown drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures provided by the state.

PARTIES

School/room parties may be held on Halloween, Christmas, and Valentines Day. Birthday treats are allowed but not mandatory. Parents are encouraged to participate. **Students going to after school parties (birthdays, sleep over, etc.) will arrange alternative transportation from school (Bus transportation will not be provided).** In order to prevent hurt feelings, invitations to home parties should not be handed out at school and please refrain from sending flower and/or balloon bouquets to school. Also, bouquets will not be allowed on school buses. Students who cannot attend classroom parties for disciplinary or religious reasons will be given an alternative activity in another location of the building.

PERMISSION SLIPS

Benzie County Elementary Schools provide many activities that require us to take students off school property. When we need to take your child(ren) off school grounds we need your permission. Your permission is necessary because it tells us you know what is happening and that you understand whatever risks may occur. Children who do not have parental permission will not participate in the activity and will remain at the school.

ELECTRONIC DEVICES

Radios, tape players, CD players, MP3 players, IPODS, beepers, electronics devices, such as cell phones, etc. are not permitted in school. Not only do they disturb class, but often they are lost, broken, or stolen. Radios, and any other items that interfere with the class will be

taken by the teacher, the principal, or a parapro and turned over to the office. Parents may make arrangements to pick up the item from the office.

KIDS CLUB

KIDS CLUB (Child Care) services are available for after-school childcare at Crystal Lake and before and after school at Lake Ann. The Michigan State Extension Office runs this program. If you have an interest in Kids Club services notify your elementary school office.

MEDICAL LIMITATION STATEMENT

We need to know which school activities, if any, your child(ren) cannot participate in during the course of the school year. A written statement by your doctor will be necessary to excuse your child(ren) from participating in any school activity.

NO CHILD LEFT BEHIND ACT

Benzie County Central Schools are continuing their efforts to fulfill requirements set by the Federal (No Child Left Behind Act) and State (Ed Yes) programs. Those requirements include accountability, teacher quality, options and choices for parents, scientifically based research for programming, and flexibility.

VISITORS

Parents are always welcome at our school and can attend their child(ren)'s classes but we do ask that you check in the office and make arrangements with your child's teacher before going to your child's classroom. We do not allow visitations from children of other schools in the classrooms.

For the safety of our staff and students, all visitors and parents need to sign in at the office and receive a visitor badge every time you come into the building.

TRANSPORTATION TO AND FROM SCHOOL

- Bus Services - All Students enrolled at Benzie County Central Elementary Schools will be offered bus service.
- Walkers - All students enrolled at Benzie County Central Elementary Schools have the option of walking to school. In the event parents wish for their child(ren) to walk to school, we request that a note be sent to school, to be placed on file in the office, notifying us of your wishes. This will help to eliminate confusion at bus dismissal time.
- Bicycles
 - The child is to present his/her dated note from the parent stating that he/she may have permission to ride a bicycle to school in the fall and spring. If we have "severe" weather we would not permit the student to ride home.
 - The student should secure his/her bicycle with a lock.
 - The student may lose his/her bicycle riding privilege if:
 - He/she does not ride in a safe manner.
 - He/she does not obey traffic supervisor (i.e., principal).
 - § A student not wearing a helmet to or from school.
- Parents - Parents always have the option of dropping off and picking up their children at school. We ask that the parents use extreme caution when doing so because of the high volume of children going in or coming out of the school depending on the time of the day. Young children don't always watch what they're doing so it is necessary for drivers to be on alert. Parents must communicate with the classroom teacher who can and cannot pick up their children at school. Please communicate with your child(ren) the adults with

whom they are allowed to leave school.

BUS RIDING RULES

Students who ride the bus are expected to follow these rules:

1. Students will remain seated and act in a quiet manner.
2. Students are not allowed to eat or drink.
3. Please don't litter. Always use the trash container.
4. Students will not create any unsafe condition and will aid the driver in making each trip safe.
5. All school rules apply while riding the bus.
6. Please obey the driver at all times.

BUS DISCIPLINE PROCEDURES

Riding the bus is a privilege. Students who make riding the bus unsafe for other students will not be allowed to ride the bus. Previous bus problems will remain in student files. Students who cause problems on the bus will be disciplined at the appropriate step on the bus discipline policy. Use of the video camera may also be used.

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

1. Drivers will address any misbehavior or rule violation by a student at the driver level. (This could include the assigning of a seat, sweeping the bus, sit by the window, stickers, etc.). The driver will document problems and the solutions tried.
2. The driver will give three incidents of misbehavior or rule violations to the Driver Supervisor and parents will be notified.
3. If problems continue, the student will receive a one (1) day bus suspension.
4. If problems continue, three (3) day bus suspension will be issued.
5. If problems continue, a five (5) day bus suspension will be issued. Parents, student involved, bus driver, and bus driver supervisor will meet before bus riding privileges are reinstated. The building principal may be asked to this meeting.
6. If problems continue, a ten (10) day suspension from the bus will occur.
7. If problems continue, suspension of bus privileges for the remainder of the year or ninety (90) days will occur.

Fighting – If a student engages with an open hand slap, it will be an automatic one (1) day bus suspension. If the student engages in a fight with a clenched fist it will be automatic three (3) day bus suspension.

Exposure – If a student exposes any part of their anatomy in an inappropriate manner (i.e., flashing, etc.) it will be an automatic ten (10) day suspension with the possibility of law enforcement being contacted depending on age and intent.

Major infractions of school rules will be handled through the school discipline policy by the building principal. When a student abuses bus rules and bus privileges are denied, parents are expected to provide transportation on those days. When bus privileges are denied and the student is not in school (those absences are unexcused), work can be made up only at the discretion of the teacher.

AFTER-SCHOOL HOURS

Unless we have a written note or phone call from a parent to make arrangements for your child(ren) to go to friends, relatives, Kids Club, baby-sitter, etc., we expect your child(ren) to return home on the bus after school.

VOLUNTEERS

Benzie County Elementary Schools welcome parents or other adults the opportunity to assist in the classroom to help in a variety of ways (assist children in reading or math, art activities, room parties, special projects, field trips etc.). If you have a desire to help in the classroom, contact your child(ren)'s teacher(s).

SEARCH AND SEIZURE

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent and without a search warrant. Locks are not to be used on student's lockers. Students are not to bring valuables to school.

For the safety of our staff and students, all visitors and parents need to sign in at the office and receive a visitor badge every time you come into the building.

Parents need to sign students in at the office if they arrive after the school's start time as well as signing them out at the office prior to dismissal. In addition, students are to be signed out at the end of the day.

PROGRESS REPORTS, MARKING PERIODS, AND REPORT CARDS

Progress Reports

- During Parent Teacher Conferences
- Week of December 1st
- Week of February 23rd
- Week of May 4th

End of Marking Period

- November 7, 2008
- January 23, 2009
- March 27, 2009
- June 9, 2009 or our last day of school

Report Cards – Students Take Home

- November 14, 2008
- January 30, 2009
- April 13, 2009
- June 9, 2009, or our last day of school

SCHOOL SUPPLIES

No charges or deposit fees will be required for the use of textbooks, workbooks, and other school supplies. Pencils and paper will be issued to students on a reasonable basis without charge. However, students (family) will be held responsible for the care and return of all textbooks, library books, and workbooks. Normal wear and tear of school materials is expected. Replacement or payment will be

required when the student has shown negligence by damage or loss of books owned by the school. Fees will be pro-rated according to the purchase price. Damage to other school property will result in fees that will cover the cost of repair or replacement.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled in October. This is an opportunity for parents to come in and review their child(ren)'s progress in school with their teacher. Please plan to attend. Over the past few years we have come to expect 100% attendance by parents at these scheduled conferences. Bring any questions, comments, and concerns to share with your child's teacher. Remember that conferences can be held at any time. Call or write to your child(ren)'s teacher if you have a concern. Don't let a little problem become a big one. Remember that education takes teamwork. The ultimate goal is for your child(ren) to have a successful educational experience at the Benzie County Central Elementary Schools.

SCHEDULED AFTER-SCHOOL ACTIVITIES

Brownies, Cub Scouts, church choir, Catechism, OM, Science Olympiad, Girl Scouts, music lessons, and athletics are examples of activities that can and do occur after school. Benzie County Central Elementary Schools will cooperate with you to do what is necessary for your child(ren) to participate in these activities. Parents will need to write only one note to the teacher for the school year stating that your child(ren) will be going to one of the above activities regularly throughout the year. This is for your child(ren)'s safety and well-being. If the school is not properly notified, your child(ren) will ride home on the bus as usual.

Should there be a change of plans, the child's teacher needs to be notified in advance by note or phone call prior to 2:00pm.

PARENT-TEACHER ORGANIZATIONS

Each of the Benzie County Central Elementary Schools has a parent-teacher organization. Parents are cordially invited to become members of this group. This is one means of becoming better acquainted with the school and the teachers of your children. Each parent teacher organization offers a variety of stimulating programs for students periodically throughout the school year and informative discussion topics for the adults at the monthly meetings.

STUDENT RECORDS

Transfer from sending school

Your child(ren)'s records will be transferred from school office to school office via the postal service. When you enroll at your new school, you will sign authorization for Benzie County Central Schools to send for your child(ren)'s records from their previous school

Release to other schools

If you are leaving our school for another school district, you will not be able to personally take your child(ren)'s records with you. When you enroll at your new school, you will sign authorization for that school district to send for your child(ren)'s records from Benzie County Central Schools.

Right of access and privacy of records

Parents or guardians of a student under eighteen (18) years of age, or a student eighteen (18) years or older may have access to the records, files and data at the District relating to the student and have the following rights:

1. The right to examine the student's records.
2. The right to have the administration hear evidence that any part of the record is inaccurate, misleading or violates a student's privacy or other rights; to have the record changed if the administration agrees with the applicants' evidence; and to insert an explanation in the record if the administration disagrees.
3. The right to have records which personally refer to a student kept confidential except by consent of the parent or guardian of a student under eighteen years of age or a student eighteen years of age or older or when being used by school personnel for school business. Some official agencies may also have access to records.

CORPORAL PUNISHMENT

Corporal punishment (padding) at Benzie County Central Elementary Schools is prohibited and will not be used as a form of discipline.

DISTRICT EMPLOYEE AUTHORITY

School employees do have the authority to tell students how to behave. Any employee can correct or instruct students whenever they are violating a school rule. Students must understand that adults other than their teachers have the authority to give directions to them.

NOTICE OF DISCRIMINATION

The Benzie County Central School District does not discriminate on the basis of race, color, national origin, sex, age, disability, height, weight, religion, marital status, or sexual orientation in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Mr. David Micinski
Superintendent of Schools
9222 Homestead
Benzonia, MI 49616
231.882.9653

CLASS PLACEMENT

By the Friday before spring break of each year, class assignments are made for the following school year. Teachers provide a great deal of information, such as where the student left off academically, what special needs he/she may have, and any information that they feel vital in the placement of this student. Much time and consideration is then given to the placement of each student to help ensure that he/she may acquire the needed skills and progress to the fullest. We appreciate your cooperation and trust regarding your child(ren)'s assignment, and do not recommend that you make special teacher requests. In extreme cases where there is an exceptional need, we ask that you put your request in writing prior to spring break. This will enable you to state that there is a teacher you do not want your child to have and why. This will allow some flexibility for an educationally sound placement. Although we will attempt to honor your input, we cannot automatically guarantee your request. Your understanding in this matter is appreciated.

SEXUAL HARASSMENT POLICY

The District will not tolerate sexual harassment at school. It will take appropriate actions to deal with any complaints. The complete District policy is available to all students and parents.

WEAPONS POLICY

Any object that is used to threaten or harm another person can be considered a weapon. There are school policies and state laws that deal with weapons at school. The District will not tolerate the use of weapons at school. It will take appropriate actions to deal with any threat to the safety of the students or staff.

Phone Numbers of Note

CENTRAL ADMINISTRATION

Superintendent of Schools	David Micinski	882.9653
Administrative Assistant	Carol Sideman	882.9653
Business Manager	Dick Hewer	882.9653

Central Office Secretary	Jennifer Mitchell	882.9653
Central Office Secretary	Dianne Fernelius	882.9653
Director of Food Services	Renee Dewindt	882.4497
Director of Operations	Mike Zielinski	882.7825
Director of Transportation	TBA	882.5072

MISCELLANEOUS PHONE NUMBERS

Traverse Bay Area Intermediate School District (TBAISD)	922.6200
Sheriff's Department	882.4484
Lake Ann Area	941.7940
Thompsonville Area	378.2112
Family Independence Agency	882.4443
Community Mental Health	882.9648
District Health Department	882.4406
Head Start Program	325.3549

2008 BOARD OF EDUCATION

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Frankfort, MI 49635
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Pamela Schneider
1075 Lake Street
Benzonia, MI 49616
(H) 882.7118
schneider1075@gmail.com

All Benzie Central Board of Education Policies (NEOLA Policies) are on the district's website at www.benzie.k12.mi.us

**REGULAR MEETING SCHEDULE
OF THE BENZIE CENTRAL SCHOOLS BOARD OF EDUCATION**

July 14 Benzie Central Middle School Computer Lab

August 18	Benzie Central Middle School Computer Lab
September 8	Benzie Central Middle School Computer Lab
October 13	Lake Ann Elementary School
November 10	Betsie Valley Elementary School
December 8	Crystal Lake Elementary School
2009 Board Meeting Dates Are Tentative	
January 12	Benzie Central Middle School Computer Lab
February 9	Benzie Central Middle School Computer Lab
March 9	Benzie Central Middle School Computer Lab
April 13	Benzie Central Middle School Computer Lab
May 11	Platte River Elementary School
June 8 and 29	Benzie Central Middle School Computer Lab

All meetings begin at 7:30 p.m.

SPECIAL NOTICE

Effective July 1, 1996, current School Board policy eliminates the use of ALL tobacco products, at any time, in school buildings and on all school grounds and/or leased property.

**GRIEVANCE PROCEDURES
 FOR TITLE VI OF THE
 CIVIL RIGHTS ACT OF 1964
 TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
 TITLE II OF THE AMERICANS WITH
 DISABILITY ACT OF 1990
 SECTION 504 OF THE REHABILITATION ACT OF 1973
 AGE DISCRIMINATION ACT OF 1975**

Section 1

Any person believing that the Benzie County Central School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) TITLE VI OF THE CIVIL RIGHTS ACCT OF 1964, (2) TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972, (3) SECTION 504 OF THE REHABILITATION ACT OF 1973, (4) TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990, and (5) AGE DISCRIMINATION ACT OF 1975, may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Right Coordinator a the following address:

Mr. David Micinski, Superintendent
 Benzie County Central Schools
 9222 Homestead Rd.
 Benzonia, MI 49616

Step 1

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

reply in writing to the complainant within five (5) days.

Step 2

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

Step 3

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

Step 4

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

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington D.C. 20202

The local Coordinator, on request, will provide a copy of the district’s grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator’s office.

**BENZIE COUNTY CENTRAL ELEMENTARY SCHOOLS
DISCIPLINE PROCEDURES**

Type of Student Behavior	1st Offense	2nd Offense	3rd Offense	4th + Offenses
Possession of Weapons in School (a knife, gun, etc.)	Any offense will be referred to State Law. Immediate 10-day suspension and recommendation to the Board of Education for expulsion.			
Possession, use of, under the influence of; drugs, alcohol, or non-alcohol malt beverages, inhalants, prescription drugs, non-prescription drugs, look-a-like contraband, tobacco, or lighters on school property.	<ul style="list-style-type: none"> A. Immediate suspension B. Student may return to school when accompanied by parent C. Notification of authorities D. Student Intervention Team (SIT) referral 	<ul style="list-style-type: none"> A. Immediate suspension B. Notify parent C. Notify the authorities 		
Physical, Verbal, or Written Attacks – Including Electronic (On other students as well as employees)	<ul style="list-style-type: none"> A. Notify parents of both parties (Aggressor & Victim) B. Written & verbal apology (from the aggressor) C. 1-3 day suspension D. Possible referral to Sheriff’s Department 	<ul style="list-style-type: none"> A. Notify parents of both parties B. Written and verbal apologies (from the aggressor) C. 3-10 day suspension D. SIT referral E. Referral to Student Resource Officer F. Possible recommendation for expulsion 		

Sexual Harassment/ General Harassment (Including Electronic)	<p>A. Student conference with principal and/or counselor</p> <p>B. Written or verbal apology to victim</p> <p>C. Options:</p> <ol style="list-style-type: none"> 1. Conference w/victim 2. Notification of both student's parents 3. Possible referral to Sheriff's Department <p>D. Serious offenses may go directly to step 2 – 4</p>	<p>A. Notify parents (Victim's and aggressor's)</p> <p>B. Parent-Counselor conference</p> <p>C. Victim's conference with counselor</p> <p>D. SIT referral</p> <p>E. Possible 3-10 day suspension</p> <p>F. Referral to Sheriff's Department</p>
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Type of Student Behavior	1 st Offense	2 nd Offense	3 rd Offense	4 th + Offenses
Fighting in school	<p>A. Immediate 1 day out of school or in-school suspension</p> <p>B. Written essay on other options to be used in the particular situation</p> <p>C. Parent must accompany child back to school before reinstatement</p>	<p>A. 1 day out-of school suspension</p> <p>B. School social suspension</p> <p>C. Parent must accompany child back to school before reinstatement</p> <p>D. Possible referral to Sheriff's Department</p>	<p>A. 3-10 day suspension</p> <p>B. Parent must accompany child back to school before reinstatement</p> <p>C. Referral made to Sheriff's Department</p> <p>D. Long term in-school social suspension</p>	<p>A. Contact authorities</p> <p>B. 3-10 day suspension</p> <p>C. Parent must accompany child back to school before reinstatement</p> <p>D. Referral made to Sheriff's Department</p> <p>E. Long term in-school social suspension</p>
Unnecessary Roughness	<p>A. Pupil warning and written or verbal apology</p>	<p>A. Parent-Staff member conference</p> <p>B. Possible SIT referral</p>	<p>A. In-School Social Suspension</p> <p>B. Possible SIT referral</p>	<p>A. Parent shadow student for the entire day</p>
Obscenities, profanity, inappropriate drawings inappropriate writing and other inappropriate language	<p>A. Pupil Warning</p>	<p>A. Pupil makes phone call home informing parent of language used in school</p>	<p>A. Parent conference with student and staff person involved.</p>	<p>A. Parent conference with principal plus one option:</p> <ol style="list-style-type: none"> 1. Written essay 2. After-school detention 3. Suspension
Willful Destruction of School or Personal Property	<p>A. Restitution B. Possible notification of authorities C. Notify parents D. Possible suspension up to 3 days</p> <p>E. SIT Referral F. In School consequences G. Expulsion recommendation for serious offenses</p> <p>H. Referral to Sheriff's Department</p>			
Throwing of Projectiles (Rocks, snowball, sticks, etc.)	<p>A. Any offense will result in time out or loss of recess</p> <p>B. Continued offenses will result in "In-school social suspension" (Explanation at end of discipline procedure)</p>			
Throwing of food / littering inside or outside of school	<p>A. For all offenses cleanup will be expected</p> <p>B. Other measures deemed necessary if habitual problem</p>			
Gross Misbehavior in Classroom, Bathrooms, Hallways or Bus	<p>A. Notify parents</p> <p>B. Clean up if necessary</p> <p>C. Written or verbal apology to all</p>	<p>A. In-School Social Suspension</p> <p>B. SIT referral</p>	<p>A. Suspension for up to 3 days</p>	<p>A. Parent shadows student for the entire day</p>
Type of Student Behavior	1 st Offense	2 nd Offense	3 rd Offense	4 th + Offenses

Disruption of the Educational Process (Talking out of turn, walking around the room at inappropriate times, refusal to cooperate, note passing, cheating and disruptive behavior)	A. Adherence to classroom management plan. Includes notification of parents when needed	A. Parent-Teacher conference (could involve behavior management plan)	A. In-School Social Suspension B. Parent-Teacher-Principal conference C. SIT referral	A. Parent shadows student for the entire day B. SIT referral C. Continued offenses could result in the filing of incorrigibility charges
Disrespect or Insubordination	A. Pupil warning by adult B. Verbal or written apology C. Teacher notification D. Major offense could result in 1-3 day suspension	A. Parent conference with teacher B. SIT referral C. In-School Social Suspension D. Major offense could result in 1-3 day suspension	A. Parent-Teacher-Principal conference B. In-School Suspension C. Parent must spend ½ day with student D. SIT referral E. Major offense could result in 1-3 day suspension	A. Parent must shadow student all day in school B. Major offense could result in 1-3 day suspension
Stealing / Possession of Stolen Property	A. Restitution B. Notify parents C. Possible suspension up to 3 days D. SIT referral E. In School consequences F. Possible referral to Sheriff's Department			
Leaving school building and/or grounds without permission	Any offense will result in: A. Notification of parents B. Possible referral to Sheriff's Department C. Possible In-School suspension			
Excessive absences / tardiness/ unexcused Absences	A. Teacher will contact the parent B. Parent-Teacher Conference C. Letter will be sent home warning of truancy concerns D. Proper authorities will be notified			
<i>In-School Social Suspension – Student will attend all academic classes. Student will not be allowed to participate in any free time activities, i.e., before school, recess, lunch recess, etc. Free time activity time will be spent in the office conference/observation room. SIT = Student Intervention Team</i> <i>In-school suspension – student will attend school with no contact with peers for the day.</i>				