

# STUDENT HANDBOOK

**BENZIE CENTRAL HIGH SCHOOL**  
[www.benzieschools.net](http://www.benzieschools.net)

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

**Many thanks to Megan Messina (Class of 2005) for the Husky  
on the front cover.**

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## **INTRODUCTION**

### **OUR GOAL**

On behalf of the faculty and administration of the Benzie Central High school, it is a pleasure to welcome all students to the 2008-2009 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.

Do your very best –we expect it and you deserve it!

Peter T. Olson, Principal

### **OUR MISSION**

We believe the responsibility of Benzie Central High School is to provide a well-rounded curriculum in a safe, positive learning environment so that all students can become productive, functioning members of society.

### **ACCREDITATION**

Benzie Central High School enjoys continuous accreditation by North Central Association of Secondary Schools and Colleges.

**Your child's safety is very important in our school. We require all parents to:**

- 1. Call the school when your child is sick, 882-4497, ext. 2208. (We have a 24 hour phone system.)**
- 2. Provide home, work, and emergency telephone numbers, and keep the school notified of any changes.**
- 3. Provide a certified birth certificate, so a copy may be kept in school records.**

**NOTICE OF NON-DISCRIMINATION POLICY**

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

Mr. David Micinski,  
Superintendent, 9222 Homestead

**WELCOME TO BENZIE  
CENTRAL HIGH  
SCHOOL**

Dear Parents:  
Welcome to Benzie Central High School's education team! As your children's primary teacher, you are very important to the success of their educational experience.

Because we share a common goal, the education of youth, it is important that we support each other's efforts on behalf of our students. We truly see you as partners with us and encourage your involvement, communication, and presence at Benzie Central High School.

We understand that your child means the world to you, and we want you to know that we will provide a safe, positive, and stimulating learning environment. We want students to feel welcome here, and we will provide a climate that encourages them to challenge themselves in a positive way.

Again this year we are providing you with the Benzie Central Student Agenda. We ask that you review this handbook with your child, so that she/he will be prepared for a successful school year. We will make a sincere effort to keep you informed about your child's educational process, needs and successes. We also encourage you to keep us informed of any problems your child is experiencing that may be affecting his/her adjustment and performance at school. Together, as partners in education, our youth will be provided with the knowledge, skills, attitudes, and character development necessary to lead productive lives.

Sincerely,

Pete Olson, Principal

### **SCHOOL SONG**

Cheer Huskies red and white  
And prove our colors are so proud and right  
Cheer and to the foes defy, we will win  
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!

### **FORWARD**

This handbook has been prepared to provide students and parents with information that is necessary and helpful in understanding basic school policies. While this handbook is complete, it may not cover every issue that arises throughout the school year. Please read and familiarize yourself with the information provided. Keep this book as a reference. If you have questions, please contact the high school office at 882-4497.

### **BOARD OF EDUCATION AND SCHOOL STAFF**

#### **Board of Education**

President	Mrs. Katherine Ross
Vice-President	Mr. James Sheets
Secretary	Mrs. Lynette Grimes
Treasurer	Mrs. Pamela Schneider
Trustee	Mr. Kim Lathwell
Trustee	Mrs. Michelle Carnes
Trustee	Mr. Michael Worden

#### **Administration/Office Staff**

#### **Faculty and Teaching Assignments**

Mr. Dave Micinski	Superintendent
Mr. Peter Olson	Principal
Mr. John Judge	Director of Student Services
Ms. Karen Leinaar	Athletic Director
Ms. Christine Clute	Guidance Counselor
Mr. Dan Salyer	Guidance Counselor
Mrs. Cindy Olmstead	Secretary
Mrs. Janet Humphrey	Secretary
Mrs. Cindy Sauer	Guidance Secretary
Mrs. Donna Balazovic	Social Studies
Mr. Mark Blazejewski	Physical Education
Mr. Jerry Block	Agriculture/FFA
Mrs. Carmen Briggs	Life Management
Mr. Kenneth Carter	Computers
Mrs. Christy Case	Vocal Music
Mrs. Mindy Clawson	English

Mr. Michael Eagan	Instrumental Music
Ms. Sarah Esper	Science
Mrs. Constance Gardner	Mathematics
Mr. Barry Hahn	Science/Mathematics
Mrs. Anka Harkness	Resource Room
Mrs. Racquel Huddleston	Science
Mrs. Cathy Kangas	Mathematics
Mr. Kevin Kennedy	Art
Mr. Kevin Kinnan	Science
Mr. Scott Kubit	Social Studies
Mr. Thomas Lootens	Industrial Arts
Mr. Gib Lucas	Resource Room
Mr. Michael McDonald	English
Ms. Jeri Mills	English
Mr. Blair Moss	Physical Education
Mr. Matt Olson	Social Studies
Mrs. Renee Osgood	Social Studies
Mr. Gary Pallin	Mathematics
Mr. Gerald Papazian	Health Education
Mrs. Lindsey Pogue	Resource Room
Mr. Jeff Seymour	Mathematics
Mrs. Cheryl Smith	Foreign Language
Miss Cathy St. Onge	Foreign Language
Mr. Gary Waterson	Science
Mrs. Sara Workman	Resource Room
Mrs. Karen Zickert	Business

**Custodial/Food Services/Paraprofessionals**

Mrs. Rebecca Bevis	Cook
Mr. Billy Burns	Custodian
Mrs. Renee DeWindt	Director of Food Services
Mr. Dan Fast	Custodian
Mrs. Nancy Frederick	Cook
Mrs. Amy Garske	Cook
Mrs. Patty Geetings	At Risk Parapro
Mr. Eric Luxford	Custodian
Mrs. Karlin Mayer	Cook
Mrs. Pam Mitchell	Cook
Mrs. Sharlene Patterson	Cook

**TBAISD Special Education Services**

Dr. David Bradley	School Psychologist
Mrs. Lynda Key	School Social Worker
Mrs. Margie Peacock	Teacher Consultant

## STUDENT RESPONSIBILITY

### CODE OF STUDENT CONDUCT

Our school is constantly under inspection by the many visitors, parents, students from other schools, and our own staff and administration. Often times a school is judged by the conduct of students in the halls, rooms, and confines of the school property. The following guidelines are made for all to follow not just because we are observed but also because they are common sense rules:

1. Cleanliness-the halls, rooms, lavatories and cafeteria are not waste paper baskets. Keep these places clean.
2. All food including candy must be consumed in the cafeteria during the school day.
3. Absolutely no running.
4. No loud talking or shouting that is an irritation to others around you.
5. Anything more than holding hands is inappropriate in public; therefore the following guidelines cover embracing, kissing, and hanging on to each other.
  - a. 1<sup>st</sup> offense -A warning (that means right now).
  - b. 2<sup>nd</sup> offense-Assigned to after-school detention for one hour.
  - c. 3<sup>rd</sup> offense-Assigned to after-school for two hours.
6. Transportation **will not** be provided for after-school detention.
7. Students do not charge purchases to the school or any class or club without the advisor's written permission.
8. Inappropriate reading material will be barred from school.
9. Any adult employed by the school district has the right to reprimand any student for his/her conduct about the building, grounds, bus stops, or at any school function.
10. Snowballing-NO throwing of snowballs is to take place on school property.
11. Deliveries of balloons, flowers, etc. will NOT take place during school hours. Any such gifts may be picked up in the office at the end of the day. No balloons, flowers, or gifts should be taken to the classroom.
12. Students may drop a class up to and including the second week without receiving an "E" for the semester. Classes may be dropped or added at semester.
13. **DISCIPLINARY ACTION WILL BE TAKEN AGAINST ANY STUDENT WHOSE BEHAVIOR IS IN ANY WAY DISRUPTIVE TO THE ONGOING EDUCATIONAL PROCESSES ON SCHOOL PROPERTY.** The disciplinary action may include after-school detention; suspension; forfeiture of rights to participate in or attend extracurricular activities as well as end-of-the-year activities, loss of driving

privileges and pulling of work permits; and ceremonies such as baccalaureate, graduation, etc.

All codes of conduct, rules and regulations can be condensed to one basic principle: follow common sense rules that govern our everyday world.

The Benzie Central School District expects that our students will conduct themselves as good citizens of the school. This would include 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 desk level on a reasonable basis.

ANY STUDENT EARNING CREDIT AT BENZIE CENTRAL HIGH SCHOOL WILL BE UNDER THE JURISDICTION OF OUR POLICIES EVEN IF AT A DIFFERENT SITE.

ANY CONFISCATED ITEMS MAY BE PICKED UP AT THE OFFICE BY A PARENT OR GUARDIAN.

REPEATED VIOLATIONS OF THESE POLICIES MAY RESULT IN ADDITIONAL AFTER-SCHOOL DETENTIONS, OR SUSPENSIONS.

### **RIGHTS, RESPONSIBILITIES, AND LIMITATIONS**

#### **OFFENSES DEFINED**

##### **Alcohol/Drugs (Illicit Substance)**

- A. STUDENT USE, OR STUDENTS UNDER THE INFLUENCE of any alcoholic beverages OR “non-alcohol” malt beverages, marijuana, hallucinogens, amphetamines, inhalants, barbiturates, narcotics (opiates or synthetic narcotics), cocaine, any dangerous controlled substance, or any “look-alike” substances purported to be such is prohibited. In addition, non-prescription/over-the-counter medications such as, but not limited to, diuretics, diet pills, caffeine pills, painkillers, herbal remedies and cold medicines are prohibited.
- B. SELLING, BUYING, IN POSSESSION OF, DISTRIBUTION, AND/OR INTENT TO DISTRIBUTE OR PURCHASE of any alcohol beverages, marijuana, hallucinogens, amphetamines, inhalants, barbiturates, narcotics (opiates or synthetic

narcotics), cocaine, legal drugs, any dangerous or controlled substance or any “look-a-like” substances purported to be such is a major violation. In addition, drug paraphernalia, prescription, non-prescription/over-the-counter medications such as, but not limited to, diet pills, caffeine pills, painkillers, herbal remedies and cold medicines are prohibited.

**BOMB THREATS**

Threatening to set off an explosive device on school property.

**BUS POLICY VIOLATIONS**

**Discipline** - See Bus Policy.

**CHEATING**

Copying others work, plagiarism, homework, tests, reports, etc., for the purpose of getting credit. Each teacher will go over the policy on cheating the first week of school.

**DANCE POLICY VIOLATIONS**

**Discipline** – See **Dance Policy**

**DESTRUCTION OF PROPERTY – VANDALISM**

- A. Unintentionally damaging school or personal property.
- B. Deliberately damaging school or personal property.

**ELECTRONIC EQUIPMENT**

Radios, tape and CD players, ipods and MP3 players, electronic games, cellular phones, pagers, etc. are not conducive for an appropriate learning environment. Not only do they disturb classes, but also they are often lost or stolen. The school is not responsible for these items.

**EMERGENCY TELECOMMUNICATIONS/DEVICES**

Making inappropriate 911 calls.

**FALSE FIRE ALARM**

Tampering with a fire alarm box, fire alarm system or setting off a false fire alarm. (This also includes setting off a fire extinguisher.) This also includes the AED machines.

**FIGHTING ON SCHOOL GROUNDS**

The act of engaging in hostile physical contact with another individual while on school property and/or at any school-sponsored activity.

**FORGERY**

Falsely producing or altering a communication with the intent to lead others to believe something, which is untrue. This includes notes from home, hall passes or bus passes.

**GAMBLING**

Possession of gambling paraphernalia or engaging in any illegal games of chance or betting activities.

**INSUBORDINATION**

Failure to follow directions.

**LEAVING CLASS/AND OR CAMPUS**

- A. Leaving classes or school grounds without permission.
- B. Leaving classes or school grounds with permission but not checking out.

**LOITERING**

No loitering in the cafeteria or entryways between classes.

**PHYSICAL ASSAULT**

The touching of another to injure or resulting in injury, or to put in motion an object to injure or resulting in injury.

**PROFANITY/VULGARITY**

- A. Using abusive profane or vulgar words, gestures, pictures, or sounds.
- B. Writing or drawing obscene notes.

**SEXUAL HARRASSMENT**

Abusive language or actions of an intimidating or hostile nature to another student or staff member, regarding reference to, among other things, race, sex, religion, creed, disability, sexual orientation, national origin, or ancestry. Harassment can be verbal, physical, non-physical or written behavior. Harassment is bullying and can be assaultive behavior. (See Guidelines for Sexual Harassment)

**TARDINESS**

Teachers will mark students tardy after the tardy bell. Students who miss more than ten minutes of a class will be considered absent. Exceptions will be made for school related activities. Students are given a clean slate each marking period.

Discipline – when a student accumulates 4 tardies (combination of all classes) he/she will receive a 1-hour ASD. Each additional tardy will result in:

- 5 tardies-2-hour ASD
- 6 tardies-3-hour ASD
- 7 tardies-4-hour ASD
- 8 tardies-1 Saturday school
- 9 tardies-1 Saturday school
- 10 tardies-2 Saturday schools

More than 10 tardies will result in a suspension and a possible petition to the Benzie County Probate Court. A meeting with parents will be requested.

**TECHNOLOGY (MISUSE OF)**

Using one's own or another individual's password to access unauthorized computer files. Misusing technology to damage equipment and computer files, or inappropriate use of the Internet or any violation of the Technology User Agreement.

**THEFT**

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

**TOBACCO**

Possession of or use of or under the influence of tobacco products is illegal on school grounds and/or school events. Lighters/matches will be confiscated.

**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.

**TRUANCY/SKIPPING**

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

**VERBAL THREAT**

A verbal or written threat to another student or school employee.

**WEAPONS/DANGEROUS MATERIALS**

- A. Possession of fireworks/explosive devices.
- B. Use of fireworks or explosive devices, other potentially harmful objects or look-alike dangerous objects.
- C. Possession and/or use of dangerous or deadly weapons including but not limited to any object use 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.
- D. Possession of ammunition
- E. Lighting matches/lighters.

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

**\*\*\*Reoccurring incidents or violations could result with an incorrigibility referral to the Sheriff's Department.**

**DISCIPLINE – PROGRESSIVE**

- 1<sup>st</sup> offense            1 hour
- 2<sup>nd</sup> offense            2 hours
- 3<sup>rd</sup> offense            4 hours
- 4<sup>th</sup> offense            1 day suspension
- 5<sup>th</sup> offense            2 day suspension
- 6<sup>th</sup> offense            4 day suspension
- 7<sup>th</sup> offense            8 day suspension

**UNACCEPTABLE STUDENT BEHAVIOR**

It should be recognized that not every type of misconduct which may result in suspension or expulsion can be specifically described in a document such as this. In instances of student misbehavior which are subject to discipline under the School Code and which are not specifically listed in this Student Code, appropriate discipline may be imposed at the discretion of the building administration or the Board of Education.

The following types of conduct are to be considered as serious violations and will not be tolerated in our school. The minimum penalties are listed with the violations.

Offenses	1st Offense	2nd Offense	3rd Offense
Inappropriate Behavior	1-4 hour After School Detention		
Inappropriate Language Verbal or Written	1-4 hour After School Detention		
Forgery	1-4 hour After School Detention		

Offenses	1st Offense	2nd Offense	3rd Offense
Public Display of Affection- Hand Holding Only!	Warning-4 hour After School Detention		
Possession of Property not belonging to you.	1-4 hour After School Detention.		
Leaving Class or School without permission	1-4 hour After School Detention		
Leaving School with permission – but not checking out.	1-4 hour After School Detention		
Skipping Class	1-8 hour Saturday School		
Insubordination	1-4 hour After School Detention		
Cheating	Loss of credit on assignment & referral-4 hour ASD	1 Day suspension	3 day suspension

Offenses	1st Offense	2nd Offense	3rd Offense
Possession, use of, under the influence of drugs, alcohol, or non-alcohol malt beverages, inhalants, look-alike, drug paraphernalia, prescription, or non-prescription drugs on school property.	5 day Out of School Suspension with 5 Counseling Days	10 day Out of School Suspension with recommendation for expulsion	
Selling drugs or look-a-likes	10 day Out of School Suspension	10 day Out of School Suspension with recommendation for expulsion	
Possession of, use of, under the influence of tobacco products	5 day Out of School Suspension	10 day Out of School Suspension	10 day Out of School Suspension with recommendation for expulsion
Intimidation, use or possession of a weapon, including guns, knives, or bomb threat	1 – 180 Out of School Suspension with recommendation to the Board of Education for expulsion		
Fighting	1-3 day Out of School Suspension	3-5 day Out of School Suspension	10 day Out of School Suspension & possible recommendation to the Board of Education for expulsion.

Offenses	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Physical Assault	1-180 days out of school suspension and possible recommendation to the Board of Education for expulsion		
Sexual Harrassment	1-10 day out of school suspension	Long term suspension with recommendation for expulsion	
Written/Verbal threats, to a staff member or a student	1-180 day Out of School Suspension with a possible recommendation for suspension		
Intentional Theft or Destruction of school, staff, or students property	1-5 day Out of School Suspension- Reimbursement	5-10 days Out of School suspension/ Reimbursement and possible recommendation for expulsion	
Fire Dangers- Lighting matches, possession of lighter or fireworks, pulling fire alarm, discharging of fire extinguisher and possession of drug paraphernalia.	1-3 day Out of School Suspension	3-5 day Out of School Suspension	

**NOTE: DRIVING PRIVILEGES AND WORK PERMITS MAY BE PULLED FOR DISCIPLINARY ACTIONS. THESE ARE PRIVILEGES.**

**CONSEQUENCES FOR VIOLATIONS OF STUDENT CODE OF CONDUCT**

**AFTER-SCHOOL DETENTION(ASD)**

(3:15 p.m. – 7:15 p.m.)

Students may be assigned an after-school detention by an administrator or any 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 to two four-hour after-school detentions. **If students are absent on the day they are assigned detention, they will be expected to stay for the detention on the day they return to school.**

When a student is assigned an ASD, the parent or guardian will be notified by a phone call from the school whenever possible. If a parent or guardian cannot be reached by phone, the student is still responsible for attending the ASD. Students assigned an ASD may serve the ASD the day it is assigned or either of the next two days. (Example: If assigned on Monday the student could serve the ASD Monday, Tuesday or Wednesday.) ASD hours must be served in full-they cannot be broken up.

**STUDENTS NOT ATTENDING THE ASD WILL BE UNABLE TO RETURN TO SCHOOL UNTIL THEY SERVE THE ASD. ANY DAYS MISSED WILL COUNT TOWARD THE 10-DAY ATTENDANCE LIMIT.**

**After-School Detention Policies:**

1. Students must bring study materials to detention or they will be assigned another detention.
2. No talking and no studying together will be allowed.
3. No leaving the designated area.
4. Report on time. Any person tardy will be assigned to an additional time.
5. The student must totally cooperate with the supervisor or that student will be reassigned two 4-hour ASD's.
6. Sleeping is not allowed.
7. No food or drink except during breaks. (Food will be available for students to purchase.)
8. No radios/Walkmans/Ipods.
9. Transportation will not be provided for after-school detentions.
10. Computers cannot be used for playing games.

### **SUSPENSION**

Suspension is defined as a temporary refusal of the school district to allow a student to attend school. Suspensions shall be for up to ten days, as determined by the Administrator. While suspended, the student is not allowed on school premises during the school day, and may not participate or attend in any school activity such as athletic events, music concerts, plays, etc.

### **EXPULSION**

Expulsions are removal from school for more than ten days to permanently. The district has no obligation to provide an alternative education. Recommendation for the expulsion of a student shall be made to the Board of Education by the Administration. The principal's recommendation shall be communicated to the Superintendent in writing and accompanied by the student's cumulative file. Parental conferences will be held at the building level prior to the expulsion recommendation. The following procedures apply:

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

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

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

1. Parents shall be informed and involved in any case of a student exhibiting a history of unacceptable conduct. Written records of all such involvement should be maintained in the pupil's file.

**WHEN THE NUMBER OF SUSPENDED DAYS REACHES 10 FOR ANY SPECIAL EDUCATION STUDENT, A MANIFESTATION HEARING WILL BE HELD FOR EACH ADDITIONAL DAY.**

2. In an instance of suspension from school, the following conditions shall be adhered to:
  - a. The student shall be informed of the specific charges against his/her, in writing, including the rationale for the

- suspension and the conditions of time and means of the termination of suspension.
- b. The students will have the right to present to the school administration any relevant information that will support his/her defense.
  - c. If the student is suspended by the school administration, the administration will:
    1. Notify the parents as soon as possible of the suspension, the reason(s) for it, and the steps necessary to affect the student's return.
    2. Meet with the parents or guardian and the student to plan the satisfactory return of the student to the school and setting, if necessary.
  - d. If the parents or guardian are dissatisfied with this action, they may appeal to the superintendent to review the decision.
  - e. TBA students suspended from Benzie Central will also be suspended from TBA.

#### **SEARCH & SEIZURE**

Under ordinary circumstances, a search of a student by a teacher or other school official will be justified at its inception when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or rules of the school. Such a search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Parents do not have to be present for the search to take place.

#### **COMPUTER TECHNOLOGY CODE OF CONDUCT**

Benzie Central High School encourages and strongly promotes the use of technology in education. To ensure that students, staff, parents and other community members can take full advantage of the technologies available, all use of technology must have proper authorization and adherence to the school's technology code of conduct.

1. All use of technology must be in support of and consistent with the purpose of the school district. It is the student's responsibility to keep all obscene material, inappropriate files, and personal software off school district technology. All students should use language appropriate for school situations as indicated by school codes of conduct.
2. Each student shall accept the responsibility for the preservation and care of technology to include the respect for another individual's work, files, and programs and to ensure that his or her food and drink are kept away from all equipment.
3. It is the student's responsibility to make sure no equipment or software is destroyed, modified, or abused in any way. This, of

course, includes operating systems. Since unofficial tampering and exploration of a computer operating system can disrupt the operation of one or more school computers, such exploration is not allowed. It is also the user's responsibility to obtain proper authorization prior to the addition, removal, or relocation of any software, batch files, or equipment.

4. Students shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or disrespect other users on the school computers. Students shall not disrupt other users by broadcasting or sending messages to others.
5. Students should keep files to a minimum, deleting files that are no longer necessary. Unnecessary files take up limited network storage.
6. Students will be held accountable for any attempts at knowingly installing and/or running a computer virus. Students will also be held accountable for any computer viruses that they have personally written and/or introduced.
7. 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. The following are specific consequences that apply only to the misuse of technology.

Students may be required to use computers only when a staff member is present in the computer room.

The 1<sup>st</sup> offense for misuse violation will be a 2 week computer suspension. The 2<sup>nd</sup> offense will result in a 9 week usage suspension and the 3<sup>rd</sup> offense will result in a suspension for the remainder of the high school career.

Students may be required to use one specific computer or lab of computers.

Students may be required to make full financial restitution for damages. If necessary, students may be banned from using all computer equipment for an entire semester.

Students and parents are required to sign the BENZIE COUNTY SCHOOLS INTERNET REGISTRATION CONTRACT found on page 59.

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

**\*\*\*Reoccurring incidents for violations could result with an incorrigibility referral to the Sheriff's Department.**

### **ATHLETIC CODE & ELIGIBILITY**

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 addendum's.**

Student athletes and their parent/guardians must sign a **CODE OF CONDUCT CONTRACT** indicating that 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 rules for eligibility provide a method for insuring that students representing the school at competitions, events, assemblies, and public performances, and while traveling, meet our conduct expectations and rules. These students serve as role models for the rest of the student body.

### **MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION REQUIREMENTS**

1. A student must have passed at least twenty 20-credit hours during the previous semester.
2. A student must be enrolled, attending and passing at least twenty 20-credit hours during the current semester.
3. A student must have passed and have on file in the school office a current physical examination for the current school year, dated after April 15<sup>th</sup> of the previous year.
4. A student must be under the age of nineteen (19) on or after September 1<sup>st</sup> of the current school year.
5. A student shall be allowed to compete in only four- first semesters and four-second semesters.

### **BENZIE COUNTY CENTRAL SCHOOL DISTRICT REQUIREMENTS**

**All grades are cumulative.**

1. 9-week eligibility system-  
1<sup>st</sup> week-Distribute team member names to staff, monitor grades & provide any needed assistance.

2<sup>nd</sup> week-Request list from teachers of any athlete not achieving success in the classroom at this point.

3<sup>rd</sup> week-Provide needed assistance to students.

4<sup>th</sup> week-PROGRESS REPORT; we will check every student's grade in every class up to this point whether in athletics or not, so out of season athletes will be offered assistance.

5<sup>th</sup> week-Any student receiving a failing grade on the progress report will have this week to raise their grades (PROBATION WEEK).

6<sup>th</sup> week thru 9<sup>th</sup> week-Any student still failing after the (PROBATION WEEK) will be ineligible each week until their grade is raised and verified to the AD by the teacher. We will be checking grades for all students with C, D, and E's until report cards are posted.

10<sup>th</sup> week-Any student receiving failing grades on their report card will sit out one (1) week for that grade.

Any ineligible student will not be allowed to leave school early to travel with the teams to away events.

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.

2. A student must have all debts from past and current marking periods paid.
3. A student must exhibit appropriate behavior commensurate with the privilege of representing Benzie County Central School in athletic activities.
4. If a student 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.
5. The district has determined that the following student behavior will result in suspension from athletic activities at Benzie County Central Schools. The following procedures **will apply all year**, not only during school months:
  - a. Suspension penalties will be applied for a FELONY charge as follows:

- 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. Suspension penalties will be applied for any of the following:
    - i. Any student accused of violating a criminal statute. Formal charges not pursued or dropped by the authorities may not conclude liability on the part of the student for school censure. Through established due process procedures, immediate suspension will result for that student if school authorities deem the student liable for actions that reflect poorly on the school.
    - 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.
- 6. Violations of the athletic policy begin with the students’ first day of seventh grade and will stay with them through their eighth grade year. They will then have a clean record when they begin the first day of their ninth grade and violations will stay with them through their senior high school career. Violations of this athletic policy will result in a 24-month probation period.**

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 WILL ONLY BE DONE ONE (1) TIME, IN A CAREER.**

**Suspension penalties:**

- 1. For items bi, bii and biii.
  - i. **FIRST OFFENSE** – Suspension from 25% of that sport season. 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 being from MHSAA official start date through the conclusion of Benzie Central participation in the MHSAA tournament series.

- ii. **SECOND OFFENSE** – Suspension from athletic activities for 365 days. (Suspension is defined as non-participation in any sport from the date of the second offense.)
2. For item bii.
- i. A student may have the suspension time reduced to a six-month calendar suspension if he/she completes a drug/alcohol-counseling program. The program will consist of five documented sessions and must be completed with the six-month calendar suspension.

#### **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 Athletic Appeals Board shall meet within five days of the appeal. Incidents that are directly witnessed are ineligible for appeal.
3. An Athletic Appeals Board shall be selected by the Board of Education at the beginning of each school year. A pool of ten (10) members

shall be established. The Athletic Appeals Board will consist of five members of the community. No member of the coaching staff will serve on the board.

4. The Athletic Appeals Board shall review the findings of the Athletic Director, coach and building principal (if necessary). The coach and Athletic Director shall present their position and the student will present his/her position. The Athletic Appeals Board will decide the guilt or innocence of the student. The Athletic Appeals Board may not modify or deviate from board policy or penalties.
5. After the presentation, the Athletic Appeals Board shall meet in closed session to deliberate. The Athletic Appeals Board may vote to affirm or reverse the decision made by the Athletic Director, the coach and Building Principal (if necessary). All voting shall be by secret ballot. A decision to affirm or reverse will be by a simple majority. No Athletic Appeals Board member will be allowed to abstain. A decision by the Athletic Appeals Board shall be rendered the same day as the hearing.
6. The decision of the Athletic Appeals Board shall be final.

#### **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. A student may take part in dual sports with the appropriate permission forms completed and signed by the Athletic Director.
4. No athlete can change from one sport to another sport during the same sports season; with the following exceptions:

- a. He/she is cut from the first sport by the coach of that sport.
  - b. He/she makes the change within one (1) week of the start of the season.
  - c. He/she 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.
5. There will be no use of school facilities for Sunday practices, required or optional without prior approval of the administration.
  6. All students must ride the school bus providing transportation to an away event and back to Benzie County 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 Athletic Director to ride home with parents of another team member or adult family member, i.e. brother or sister.
  7. 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.
  8. 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 that 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 that 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 County 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 County Central Schools after becoming ineligible because of student or athletic conduct code violation(s) at the previously attended school shall remain ineligible at Benzie County 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 County 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 County 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 County Central Schools from teams, positions, events and awards at least until the full period of ineligibility has been served.

#### **NCAA CLEARINGHOUSE & COLLEGE ATHLETIC PARTICIPATION**

Many times parents feel their athlete possesses the ability to participate at the next level beyond high school and their students agree. It is imperative that parents and students recognize their responsibility to read and know the requirements of the collegiate programs they are

interested in; each level has different requirements that must be met while the student is in high school. If you have questions, please contact the Athletic Office or the High School Guidance office and consult the Benzie County Central High School Course Description Guide, produced each year with our course offerings and requirements for graduation.

## STUDENT LIFE

### ATTENDANCE

**Regular attendance is essential for promotion and success in your schoolwork, and excessive absences affect one's grades. Participation in classroom activities, discussions, and other interactions are necessary ingredients of the learning process. It is felt that attendance in 81 of 90 semester days will allow students sufficient exposure to these vital components that, at a minimum, will enable a student to receive credit in a class if all other classroom objectives have satisfactorily been met.**

If not, a student will receive an "I\*" (Incomplete) and will be allowed to re-take the class.

1. All excused and unexcused absences count toward the nine-day limit with the following exceptions:
  - a. Doctor's written verification stating UNDER DOCTOR'S CARE. (This does not include doctor appointments.) (Must be three or more days in a row.)
  - b. Funeral attendance (immediate family).
  - c. Scheduled court appearance with written verification (as a witness).
  - d. College visits arranged by a guidance counselor.  
Three visits arranged by a guidance counselor.  
Three visits total during the junior and senior years.  
No visits allowed after May 1<sup>st</sup>.
  - e. School authorized field trips.
2. A student who has ten (10) consecutive unexcused full day absences will be dropped from the school if he/she is 16 years of age or older. Referral may be made to the truant officer if the student is under 16 years of age.
3. PRE-EXCUSED ABSENCES-These days count toward the 9-day limit in the high school:
  - a. All pre-excused absences must be cleared by the principal's office prior to the absence.
  - b. The parents must make a written request.
  - c. The time allowance is nine (9) days.
  - d. 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 administration or athletic director, with advance notice, can waive this rule.

#### **ATTENDANCE PROCEDURES (High School 882-4497)**

In order for an absence to be considered excused, a parent or guardian must call the attendance office the day of the absence or the next day. Failure to do so will result in an unexcused absence. Calls made after this 48-hour period will not be allowed to excuse students. A daily call for each day of absence is expected. This is the only way to excuse an absence. **NO NOTES WILL BE ACCEPTED, EXCEPT DOCTOR CARE VERIFICATION NOTES (which need to be submitted the day the student returns).** Make-up work is provided for all absences.

Students with unexcused absences will be considered skipping and will be assigned a Saturday School. Students are expected to attend all classes, every day unless excused by their parents.

Ninth, tenth and eleventh grade students (16 years of age or older) whose schedules have been reduced to three (3) classes may be dropped from school for the balance of the semester.

Excessive absences, whether excused or unexcused, can have a detrimental effect on a student's classroom performance. Teachers will review with their classes, at the beginning of the year, the effects of poor attendance on a final grade.

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

**NOTE: MAKE-UP WORK**-A student who is absent or truant from school must be responsible to get any assignments he/she needs to complete. The student has the number of days absent plus one day to turn in his/her work. This is a minimum; teachers are encouraged to hold students accountable for make-up work allowing a reasonable amount of time. Students pre-excused for school sponsored activities, i.e. athletics, Close-Up, etc. will not have additional time to make up work.

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

#### **ATTENDANCE POLICY**

The office will notify parents when a student has missed five, seven, ten days or loss of credit in ANY class in a semester. When a student is

absent seven (7) days in a semester, parents will need to come to the attendance office to discuss the problem.

When a student accumulates ten (10) or more semester absences in a class(es) the student and parent/guardian will be notified that the student may lose credit in the class(es) he/she has accumulated ten absences. The administration will review the student's attendance; a contract will be initiated if there are extenuating circumstances. The contract may allow for the student to receive credit in the class(es) that he/she has accumulated ten absences.

If a contract is initialized and met, the student will receive a D\*. A D\* is the equivalent of a D-. The D\* will be on the student's report card/transcript and counts toward the student's grade point average.

Students will be notified of loss of credit in their class(es) the week of exams each semester.

#### **SATURDAY SCHOOL**

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. Saturday schools will be used for tardies and excessive absences.

NOTE: If a student who is assigned a Saturday school fails to attend, he/she will be assigned two four-hour after-school detentions starting the Monday following the assigned Saturday School. **SATURDAY SCHOOLS WILL NOT BE CHANGED.**

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. **Once the student has reached 10 absences, he/she will not be allowed to make up days with Saturday school unless authorized (in a contract) by the school administration.**

#### **APPEAL POLICY**

After a student loses credit the parent/guardian may ask to appeal the decision before a committee of the principal and five (5) faculty members. The results of such an appeal hearing will be sent to the parent in writing within one week of the hearing. Any further appeal must be made by the student or parent to the superintendent.

## CONDUCT GUIDELINES

### AT ASSEMBLIES

Students who exhibit unacceptable assembly behavior will be removed from the assembly and assigned to assembly detention for 18 weeks, which may include any school-sponsored activity including prom, baccalaureate, graduation, etc.

### IN THE BUILDING

BUILDING SUPERVISION BEGINS AT 7:30 AND ENDS AT 3:00. UNLESS A STUDENT IS INVOLVED IN EXTRA CURRICULAR ACTIVITIES SUCH AS SPORTS, ASD, CLUBS, ETC. STUDENTS ARE NOT TO BE IN THE SCHOOL UNSUPERVISED.

Letters will be sent home to parents if students are repeatedly loitering in the building after school.

### ON THE BUS

The following discipline policy has been put in place for students who ride Benzie County Central Schools' buses. The policy has been put in effect to make bus travel to and from school as safe as possible for all students, we have streamlined our bus rules to make it easier for our students to understand and follow. We expect our students to follow these rules while traveling on the bus.

1. Students will remain seated and quiet.
2. Please don't litter. Always use the trash container.
3. Students will not create any unsafe conditions and will aid the driver in making each trip safe.
4. All school rules apply while riding the bus.
5. Please obey the driver at all times.

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

1. The driver will give three warnings. The driver will document problems and solutions tried. After three warnings, parents will be notified.
2. If problems continue, student will receive a one (1) day bus suspension.
3. If problems continue, a three (3) to five- (5) day bus suspension will be issued.
4. If problems continue, a six- (6) day bus suspension will be issued. Parents, student involved, building administrator, bus driver, and bus driver supervisor will meet.
5. If problems continue, suspension of bus privileges for remainder of the year or ninety (90) days.
6. Major infractions of school rules will be handled through the school discipline policy by the building administrator.

Riding the bus is a privilege. Students who make riding the bus unsafe for others will not be allowed to ride the bus. All bus passes will be issued in the office. NO notes will be accepted by bus drivers. This must be done before attempting to board the bus. Bus drivers will NOT allow students on without an office pass.

#### **AT DANCES**

SENIOR HIGH STUDENTS ARE NOT ALLOWED TO ATTEND JUNIOR HIGH DANCES, AND JUNIOR HIGH STUDENTS ARE NOT ALLOWED TO ATTEND SENIOR HIGH DANCES.

ALL OTHER DANCES: Students will have 30 minutes to enter a dance once the doors open for entry, unless they will be working...etc. and let the office know during the school day.

#### **GENERAL RULES:**

1. Students may not leave the dance and re-enter, even if they pay again.
2. No smoking, possession or use of tobacco.
3. Hand-holding only.
4. Anyone using drugs or alcohol will be reported to the staff sponsor and asked to leave after an attempt is made to contact the parents. The sponsor will be responsible for contacting the sheriff's department. These students will not be allowed to attend any school dances including the prom for the balance of the year.
5. Senior high dances end at 11:30 p.m. Students must leave the building immediately after the dance.
6. Students are not allowed to loiter in the parking lot or on school property before, during, or after the dance.
7. Students will have 30 minutes to enter the dance from starting time.
8. Students must have two building teachers and six parents to chaperone each dance.
9. Outside guests that are less than 21 years old will be allowed to attend Benzie Central High School dances. 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.

#### **IN THE HALLWAY**

Keep to the right. WALK, DO NOT RUN. Go directly to and from your classes; do not loiter in the halls or congregate around doorways, water fountains, lockers, or rest rooms.

Students are not to be in the corridors during the time that classes are in session unless they possess a passbook with a signature from the office or a member of the teaching staff. Passes are contained in their student handbook. They must use their own student handbook.

**IN THE PARKING LOT (Senior High)**

We recognize the need for students to drive to and from school, morning and night, and still a further need for some to drive during the school day; and we believe that the students should have this privilege if the need exists. The purpose of school traffic regulations is to eliminate needless and reckless driving.

At the beginning of each school year, rules and regulations will be issued to those students wanting to drive. Students will be granted permission to drive only upon the completion of a registration form which may be obtained in the office.

- All motor vehicles driven to school regularly or occasionally must be registered and have on display a parking permit hanging from the mirror.
- Such permits may be obtained only after the completion of the registration form and a fee payment of \$5.00. If a permit is lost, a \$10.00 fee will be charged to replace it.
- All motor vehicles driven to school by students are to be parked in the west parking lot. The first line nearest the building on the west side is reserved for teachers' parking, beginning with the double doors going from the gym and continuing north.
- Vehicles are not to be driven during the school day.
- Students may not loiter in the parking lot or in parked cars at any time. Students violating this regulation may be suspended and/or assigned an ASD.
- All vehicles must be locked.
- 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.
- 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.
- Unauthorized students who drive to the Career Tech Center will lose all driving privileges for the remainder of the school year.
- If you have to visit your car during school hours, first report to the main office to receive a pass.
- Unidentifiable vehicles and vehicles not having permission to park on school property may be towed at the owner's expense.
- The speed limit for the parking lot is 15 miles per hour.

### **AT 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. Only water will be allowed to be taken into the gym.
5. 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.
6. The doorways into the gym must remain open. Please do not stand in the doorways.

### **ELECTRONIC DEVICES**

Radios, tape and CD players, ipods and MP3 players, electronic games, cellular phones, pagers, etc. are not conducive for an appropriate learning environment. Not only do they disturb classes, but also they are often lost or stolen. The school is not responsible for these items. When these items cause a disturbance they will be confiscated and turned over to the office. A parent will have to pick up any confiscated items.

### **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 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. Only students authorized by the school administration will be allowed to go to the parking lot.

### **BEVERAGES**

**Water only** may be consumed in the gym, hallways or classroom. Pop or juice may be purchased before school, during lunch, and after school and must be consumed in the cafeteria.

### **PERSONAL APPEARANCE**

**It is important for students to develop personal pride in their appearance and an understanding of what is appropriate at school. The appearance of any young person is primarily the responsibility of that individual and his/her parents. We expect students to maintain the type of appearance that is not distracting to teachers or other students to the detriment of the educational process of the school during the day or at extra curricular activities.**

**Consequently, teachers, counselors, and administrators will continue efforts to develop in students a personal pride in their appearance, an understanding of appropriate dress and the avoidance of extremes.**

Students who are in violation of the dress code will be referred to the office where the following course of action will be taken:

1. Students will be given the opportunity to change into their own appropriate clothing.
2. Contact will be made with home and someone may bring appropriate clothing for the student.
3. The student will be allowed to choose from an assortment of clothes found in the office.
4. The student will spend the remainder of the school day in the office.

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 unexcused absence for the time that they are away from school. Failure to comply will be considered insubordination.

When dress or grooming, including hair disrupts the educational process for the classroom or school or presents a safety hazard to students or others the school will then regulate student appearance.

Specific dress regulations include, but are not limited to the following:

1. Skirts **may not be more than three inches above the knee.** Skorts and shorts may be worn but must be the appropriate length **(three inches above the knee).**
2. Shirts/tops that reveal bare midriff and or cleavage are not allowed.
3. Tank tops, spaghetti straps, tube tops, net shirts, and muscle shirts are not allowed. Sleeveless shirts that reveal a person's torso are not permitted.

4. Writing on clothing cannot be profane or sexually suggestive. Clothing cannot advertise alcoholic beverages including restaurants, bars or clubs, tobacco products, or slogans related to illegal substances or substance abuse, or groups connected to gang activities. (This includes Big Johnson, Co-ed Naked, HOOTERS, etc...)
  5. No gang-related clothing or paraphernalia is acceptable. This includes bandannas; specific colored clothing, or related items that are specific to an established group.
  6. Rips, tears, or holes in jeans or pants are not allowed. Tape will not be allowed to be used as a patch to cover holes.
  7. Spandex garments are not to be worn as outer - garments.
  8. Physically revealing or suggestive clothing is not allowed. This includes any article of clothing that reveals undergarments.
  9. Hats, sunglasses. Sweatbands and head coverings on males and females are to be removed before entering the building. Hats will be confiscated.
  10. Pants that reveal undergarments are not allowed.
  11. Spiked wristbands, spiked neckwear, etc. is not allowed.
  12. Any clothing that may be distracting, disruptive, and or threatening is not allowed.
  13. Duffel bags and back packs are not allowed in the classrooms.
- \*The school reserves the right to amend the dress code at any time. Students will be notified of these changes in advance of them taking effect. These rules shall be followed unless a specific request for religious accommodations is made and accepted by the building principal.

**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 EXTRA-CURRICULAR 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)**

Visitors will be allowed but they must make arrangements with the office prior to their visit. Visitors must sign in at the office so they can be issued a visitor's pass. (This includes parents as well.)

**GUIDANCE DEPARTMENT SERVICES**

**GUIDANCE AND COUNSELING**

The purpose of the guidance and counseling program is to assist the student with educational and vocational planning. Here he/she may also find help with personal problems, which may be encountered in school relationships.

Counselors can give valuable advice to the student with selection of the studies and extracurricular activities, which will be most useful. They can help him/her make a wise choice of a future vocation. When a student finds himself/herself faced with a school problem, the counselors stand ready to help find an answer.

Information bulletins concerning subjects offered at school, careers, and the like are available in the office of your counselor. If they do not have what you want on hand, they can help you find it. Your counselors invite you to consult with them at any time you feel the need. When you want to see a counselor, sign your name on the sign-up sheet in the counseling office.

**GRADUATION REQUIREMENTS**

1. Twenty-four (24) credits will be required for graduation.
2. The student who transfers from another school will receive full credit for work completed at the previous school; however, Benzie Central reserves the right to properly evaluate transfer credits and determine proper placement of the student into Benzie Central courses. (See testing out policy.) Students with debts will not be allowed to participate in commencement rehearsal or the commencement ceremony.
3. Each student, in order to be eligible for graduation, shall have completed a minimum of 7 full semesters of work in grades 9 through 12. Any student planning to graduate after seven semesters to pursue career possibilities (i.e. join the service, begin college, work full time) must notify the principal and counselor by **December 1**. Students who do not meet this obligation will not be allowed early graduation. This notification must be in writing from the parent.

REDUCED SCHEDULES for second semester must be requested by December 1. Upon receiving the request the administrator or counselor will set up a meeting of the student, the high school principal, and counselor. At this meeting the student's academic and social records and his/her readiness for early release will be discussed. If all are in agreement that the student is capable of handling early release in a responsible manner, the student and their parents will sign an agreement with the school stating exactly what the student will be doing in the released semester. The student may then be released for their eighth semester of high school and shall have the privilege of graduating with their senior class. Students must be enrolled in a minimum of four classes to meet graduation requirements.

Under unusual or emergency circumstances students requesting an early release may apply directly to the school administration, which will make a recommendation to the Board of Education. In instances of this nature the Board of Education shall make the final determination to allow or not allow early release.

EIGHTH-SEMESTER SENIORS PARTICIPATING IN ATHLETICS OR CO-CURRICULAR ACTIVITIES MUST BE ENROLLED IN AND PASSING 25 HOURS OF CREDIT (5 classes) FOR THE ENTIRE SEMESTER. ATHLETES MAY NOT DROP CLASSES WHEN THE SPORT SEASON IS COMPLETED.

4. A senior should be in attendance during both semesters of the year in which they expect to receive a diploma from the Benzie Central School District. No student shall be denied the receiving of a DIPLOMA if they meet graduation requirements of the Benzie Central School District. If a senior is in attendance one semester (8th) or less, at Benzie Central Senior High School, he/she should receive a diploma from the school previously attended. This student would be allowed to participate in the Benzie graduation exercises.

5. The following are minimum requirements that must be satisfied no matter which program a student follows:
- a. Four credits of English
  - b. Four credits of Mathematics
  - c. One credit of U.S. History
  - d. One credit of Civics
  - e. One-half (1/2) credit of American Government
  - f. One-half credit of World History
  - g. One-half (1/2) credit of Economics
  - h. Three credits of Science (Earth as a freshman), Biology, Chemistry or Physics
  - i. One credit of Physical Education
  - j. One-half (1/2) credit of Health Education

- k. One-half (1/2) credit of Computer Science
- l. One credit of Business/Life Management/Industrial Arts or Foreign Language

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

7. Any 8th semester senior taking outside course work (correspondence, e-school house, adult high school, etc.) must submit credit for those courses no later than May 15th in order to participate in graduation ceremonies.

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

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

9. **Beginning with the Class of 2008, all students must take the Michigan Merit Exam.**

**CLASS OF 2009**

TOTAL CREDITS REQUIRED	13
TOTAL ELECTIVES	11
TOTAL REQUIRED FOR GRADUATION	24

**CLASS OF 2010**

TOTAL CREDITS REQUIRED	17
TOTAL ELECTIVES	7
TOTAL REQUIRED FOR GRADUATION	24

**CLASS OF 2011**

TOTAL CREDITS REQUIRED	17
TOTAL ELECTIVES	7
TOTAL REQUIRED FOR GRADUATION	24

**CLASS OF 2012**

TOTAL CREDITS REQUIRED	17
TOTAL ELECTIVES	7
TOTAL REQUIRED FOR GRADUATION	24

**SPECIAL STUDENT OPTIONS**

**CREDIT MAKEUP/CORRESPONDENCE CLASSES**

Correspondence course information for seniors is available from the guidance office.

**CO-OP PROGRAM**

The Co-op program at Benzie Central is under the auspices of the Traverse Bay Intermediate School District's Vocational Program. Co-

op is open to senior students who have successfully enrolled in CTC vocational education programs or who are currently enrolled in CTC vocational preparatory classes.

Students are placed on a job related to previous training and career goals and have a binding agreement with an employer in the community. Students receive instruction on the job as well as required academic courses and job-related instruction at school. Work periods and school attendance may be developed around any number of alternative time schedules. School credit is given for work experience and students are paid by the employer. The program and work experience are planned and supervised by the Co-op coordinator. If a student's work for the day is canceled, he/she should report to the office in the building.

#### **DUAL ENROLLMENT**

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

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

#### **TESTING OUT POLICY**

Any student requesting credit for course work earned from another institution may be required to follow the Benzie County Central School's "testing out" policy. For more information, see the counselor.

#### **VOCATIONAL PROGRAM (CTC)**

Students who are enrolled in the morning CTC program at Traverse City will depart by bus to their classes at 8:20 a.m. each day and return approximately at 12:40 p.m. Afternoon CTC students will depart by bus at 11:20 a.m. and return approximately at 3:00 p.m. ALL STUDENTS ATTENDING THE CTC CLASSES MUST RIDE THE BUS TO AND FROM THE CTC. ANY EXCEPTIONS WILL BE GRANTED BY THE BUILDING ADMINISTRATORS. The front lobby restrooms will be open for these students when they enter the building. They may return items to their lockers, which will be in the hallway near the Home Economic rooms and then report to the cafeteria. The CTC buses will not run when school at the CTC is canceled. When Benzie is on a two-hour delay the morning CTC bus will not run but the afternoon CTC bus will. The Career Tech Center is never on a weather delay. When Traverse City Schools are closed due to weather, the Career Tech Center is closed; in which case, the CTC students do not need to report at Benzie until their scheduled class times. On early release days (release time 10:50 a.m.) the morning

CTC bus runs as normal and students will ride their regular route from the school to their home. On a half-day of school (release time 11:05 a.m.) AM CTC students will arrive at Benzie the normal time and will need to find transportation home. On early release and half-day school schedules the afternoon CTC bus will not run. CTC STUDENTS MAY NOT ATTEND THE CTC WHEN THEY ARE SUSPENDED.

CTC students who drive to the CTC without permission will not be credited with that day's attendance and assessed a 4-hour after school detention.

### **ENROLLMENT**

#### **LEGAL GUARDIANSHIP**

It is required that any one attending our school must live in the Benzie County Central School District with his/her parents or legal guardians.

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 County Central School District must obtain permission from the Boards of Education of the respective districts to attend Benzie Schools.

#### **CHANGE OF ADDRESS**

PLEASE INFORM THE OFFICE IF YOU CHANGE YOUR ADDRESS OR TELEPHONE NUMBER

#### **ENROLLMENT PROCEDURES**

Any student who is a legal resident within the boundaries of the Benzie County Central Schools may enroll at the counseling office. Any student enrolling in the Benzie Central High School must:

1. Enroll with a parent or guardian.
2. Complete Benzie Central High School enrollment forms, which include a record request form signed by the parent or guardian.
3. Submit proof of immunizations certified by a health official or local health department.
4. Submit a certified copy of their birth certificate.
5. Meet with the guidance counselor to discuss credit requirements and class selection.

#### **THE SCHOOL WILL:**

1. Provide the student with a student handbook and course selection guide.
2. Issue a locker and class schedule.
3. Provide the student with a tour of the building.

**RE-ENTRY TO SCHOOL (Senior High)**

If a student has dropped out of school, they may re-enter school the next semester provided they register within two weeks after the first day of the semester. Students will be asked to up-date immunizations and any other pertinent information if necessary. Students will NOT be allowed to re-enroll if they owe debts to the school until they are paid. Students who are Schools of Choice may not return until the beginning of the next semester.

**SCHOOL PROPERTY**

Students should not mark on school furniture, walls, ceilings, floors or equipment with pen, pencil, paint or any other instrument. Anyone who willfully destroys school property through vandalism, arson or larceny, or who creates a hazard to the safety of our students will be disciplined in accordance with the Student Conduct Code.

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

**WITHDRAWAL FROM SCHOOL**

Students leaving our school must pick up a withdrawal form from the school office. This form will be signed by the student, parent/guardian, principal, and each teacher as you turn in all books and equipment to them. STUDENTS WHO DROP OUT OF BENZIE CENTRAL HIGH SCHOOL WILL NOT BE ALLOWED TO RE-ENTER UNTIL THE BEGINNING OF THE NEXT SCHOOL SEMESTER. Upon reentering, a student may be required to follow the testing out policy. All debts must be taken care of before reentering. Students who are Schools of Choice may not return until the beginning of the next semester.

**GRADING**

The following marks are awarded for work completed:

Grade values:

A	4.00	A-	3.67	B+	3.33
B	3.00	B-	2.67	C+	2.33
C	2.00	C-	1.67	D+	1.33
D	1.00	D-	.67	E	.0
I	.0				

Incomplete - This mark indicates that the work required has not been completed, and no mark will be given until it is made up.

D*	.67	Contract initialized and met
I*	.0	Incomplete due to attendance-This mark indicates loss of credit due to attendance and the work can no longer be made-up.
NC	.0	No credit
AUD		Audit-no credit received

### **PROGRESS REPORTS**

Progress reports are another means of communicating with the homefront. No one likes to be surprised! Progress reports will be sent home with students midway through each marking period. These reports are used when students have shown successful progress or as a warning that failure is likely, unless improvement is made. Progress reports will be handed out at Parent-Teacher Conferences when possible.

### **REPORT CARDS**

Report cards will be sent home with students at the end of every nine-week period.

### **MAKE-UP WORK**

A student who is absent or truant from school must be responsible to get any assignments he/she needs to complete. The student has the number of days absent plus one day to turn in his/her work. This is a minimum; teachers are encouraged to hold students accountable for make-up work allowing a reasonable amount of time. Students pre-excused for school sponsored activities, i.e. athletics, Close-Up, etc. will not have additional time to make up work.

### **EXAM POLICY**

A final exam period of 90 minutes will be scheduled at the end of each semester for every class. 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 earns a B+ (3.33) average in a class (full year class) during the second semester will be exempt from the exam if they and their parents so desire. Classes that are only a semester long will require a second semester exam.

Any student who misses an exam will receive an E for the class unless an arrangement is made with the teacher and principal.

The following classes **will require exams**: Advanced Physical Education, High School Physical Education, Biology-2<sup>nd</sup> Semester, World Literature, Honors English I, Pre-Calculus, Building Trades,

Advanced Placement Chemistry, Chemistry, Psychology, Honors English 10 and College Prep English.

### **EXTRA HELP FOR STUDENTS**

Teachers are here to assist you as much as possible. When you don't understand something in class, ask for a clarification immediately. Don't wait! If you feel you need considerable help, approach the teacher after class, and arrange for assistance before or after school, or during the teacher's preparation period.

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

### **EXTENDED LEARNING OPPORTUNITIES (ELO)**

Lunchtime and After School ELO interventions are used to help facilitate student achievement by giving students more time to complete their assignment(s) under the guidance of a paraprofessional or certified teacher.

Lunchtime ELO intervention will be utilized during a student's lunchtime. Students who do not attend the assigned ELO will be assigned a 2-hour ASD. A student is required to check in and turn in their assigned work to the ELO monitor to receive credit.

After School ELO intervention will be utilized after school from 3:15 to 5:15 p.m. on Mondays and Wednesdays.

A teacher can assign ELO interventions or students may choose to attend them on their own.

### **SEMINAR**

Seminars are another way of providing interventions. Students, who need additional time to complete assignments, make up work, quizzes, and tests can do this during seminar. For those students experiencing difficulty, seminar provides them with help as soon as they need it. Students who are motivated and stay on top of things use the seminar for an extended lunch. The twenty-four minute seminar block can be used as extra lunch if students have no missing assignments, no tardies, no discipline referrals and all grades higher than D+. Freshmen are not allowed incentives at this time, but it may be awarded on a limited basis in the future.

### **SIP (STUDENT INTERVENTION PROGRAM)**

Many students are troubled by problems that interfere not only with their academic performance but also with their emotional, physical, mental, and social development as well. And when students are troubled, so are teachers, counselors, administrators, and other support

staff. Help is needed for those struggling students and for members of the educational community affected by their struggles. Each building in our school system has its' own team of educators working for students. In the high school, we have what is called the Student Intervention Team (SIT), comprised of several staff members that meet once a month. The purpose of (S.I.T.) is to plan strategies for students that we have concerns about academically and socially.

The school is in a unique position to identify and intervene with students whose problems affect their learning potential or who need outside assistance. Therefore, Benzie Central High School has implemented a Student Intervention Program that intends to provide appropriate interventions for those students whose normal functioning has been disrupted.

The Student Intervention Program is the procedure established to aid students seeking help from the effects of a variety of common adolescent problems. The S.I.P. is designed to identify students in need, refer them to the appropriate assistance, promote wellness, and adjustment through individual and group therapy.

Our recommendations are just that, recommendations based on our educational expertise and knowledge of the student. It is important that we work together with you, the parents and students as a "team" to provide a consistent message for the success of your child. If you have information and suggestions that you think may be helpful, please let us know.

### **ACADEMIC RECOGNITION**

#### **HONOR ROLL**

An honor roll for each grade level will be mailed to the news media at the end of each nine-week marking period. The lists that appear in the media are based on the nine-week marking period.

The minimum honor roll average will be 3.0 points. The honor roll is computed on a 4.0 system. The grade point average is computed on a 4.0 system using plus (+) and minus (-) grades. Students with questions concerning this computation should see their counselor for clarification. Please see grading for grade values.

#### **TOP TEN**

Each senior graduating in the Top 10 of his/her class is recognized with a dinner sponsored by the Kiwanis as well as during the Honor Night and at graduation.

#### **VALEDICTORIAN/SALUTATORIAN**

The students receiving the top two (2) cumulative G.P.A.'s will receive the honor of being named the Valedictorian and Salutatorian. Each of

these students will have the honor of presenting a speech at Commencement.

### **NATIONAL HONOR SOCIETY**

National Honor Society Selection Process:

1. Grade point averages are calculated by the guidance office.
  2. Letters of invitation are sent to juniors and seniors with a 3.5 grade point average.
  3. Students who have not already done so pick up activity cards from the National Honor Society Advisor.
  4. Students have one card for each of the following areas filled out and signed by a responsible adult for each year they have been at Benzie Central High School:
    - a. School Leadership
    - b. School Service
    - c. Community Leadership
    - d. Community Service
- \*Juniors, a total of six cards; seniors, a total of nine cards
5. Students solicit two letters of recommendation as to their character from responsible adults.
  6. Cards and letters of recommendation are submitted to the National Honor Society Advisor by the specified deadline.
  7. A folder is prepared for the five member Faculty Advisory Council. The members evaluate each candidate's cards. The folder is then returned to the advisor.
  8. The advisor convenes the Faculty Advisory Council to discuss cards about which there is any question. The council then makes up the final list of qualified candidates.
  9. Selection and non-selection notices are sent to candidates.

### **ACADEMIC LETTER CLUB**

An annual fall awards night is held to recognize the top students in the high school solely on grade point average. The awards night will be the Board of Education's function. Requirements for membership are:

1. All students in grades 9 through 12 are eligible.
2. Each student eligible for the Academic Letter Club must carry a full seven-credit load.
3. Two of the credits must be in the areas of Language Arts, Mathematics, Social Studies, or Science
4. Each eligible student must carry an overall grade point average per year of 3.5.
5. The Awards will be presented in the fall of each year for the last year's accomplishments except seniors, who will be presented their award at the awards ceremony in the spring.
6. Independent Study will be reviewed on an individual basis.
7. Awards: 1<sup>st</sup> year-letter; 2<sup>nd</sup> year-pin; 3<sup>rd</sup> year-certificate; and 4<sup>th</sup> year-plaque.
8. (Excludes part-time, dual enrollment and TBA students.)

## **STUDENT SERVICES**

### **STUDENT COUNCIL CODE**

The most important days of your life, and the happiest, are those you spend in school. The record you achieve here will be with you wherever you go. You can have fun and still keep your standards high.

In your high school you can combine an educational and recreational program, which should be filled with interest for you. There are dances and athletic events, clubs, organizations, social gatherings, and other extracurricular activities, which offer you an opportunity to make new friends and to have fun while getting an education. School spirit is important. High morale and pride in our school are best expressed by attending and supporting all school functions and by doing the best you are able to do scholastically.

### **ACCIDENTS**

When an accident occurs, it must be reported at once to the teacher in charge, who will then report it to the necessary authorities. Proper medical referrals will be made when necessary.

### **ANNOUNCEMENTS**

Announcements will be read over the p.a. system and posted on the office window. All announcements to appear in the daily bulletin should be in the principal's office by 8 a.m. to appear the same day.

### **CLASS INFORMATION, CLUBS, ORGANIZATIONS AND SPORTS**

Your student and class organizations are listed in this handbook. Get to know your sponsors and representatives and work with them to make Benzie Central High School a better place in which to work and study.

All activities undertaken by a class or a club or the Student Council must have the approval of the sponsor and the principal. Activity sheets are available in the office.

Purchases by an organization must have the approval of the sponsor and the principal. No charges may be accrued by the students without the sponsor's written approval.

Organizations include:

Student Council	Grades 9-12
Close-Up trip to Washington, DC	11 <sup>th</sup> graders
F.F.A.	Students in AG classes
Weight Lifting	Grades 9-12
Key Club Service Club	Grades 9-12
Academic Letter Club	Grades 9-12(Based on GPA)

National Honor Society	Grades 11-12(Invitation only)
Odyssey of the Mind	Grades9-12
Science Olympiad	Grades 9-12
Envirothon	Grades 9-12
Benzie Recyclers	Grades 9-12
Baseball - Boys	Grades 9-12
Basketball – Boys & Girls	Grades 9-12
Cheerleading	Grades 9-12
Cross-Country – Boys & Girls	Grades 9-12
Golf – Boys & Girls	Grades 9-12
Skiing – Boys & Girls	Grades 9-12
Soccer – Boys & Girls	Grades 9-12
Softball - Girls	Grades 9-12
Volleyball - Girls	Grades 9-12
Wrestling	Grades 9-12
Football - Boys	Grades 9-12
Track – Boys & Girls	Grades 9-12
Bowling – Boys & Girls	Grades 9-12
Ice Hocley – Boys & Girls	Grades 9-12

CLASS ADVISORS for the 2008-09 school year are: SENIORS- Mrs. Smith-In Charge; JUNIORS-Mr. Olson-In Charge; SOPHOMORES-Mrs. Briggs-In Charge; FRESHMEN-Mr. Pallin-In Charge.

#### **DRIVER EDUCATION**

Driver education is no longer offered by the school district. A private company (Moss's Road Rules at 231-882-0379) offers classes each year for all students who are 14 years, 9 months of age on or before each class session. There will be one class offered in the fall, winter, spring, and summer. **There will be a charge of \$250.00 per student for segment one and \$60.00 per student for segment 2. The fee must be paid before the start of the class (at sign up time). This can be done in the high school office.**

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.**

If students are suspended from school, **they may not attend** driver education.

#### **HEALTH/MEDICATION INFORMATION**

The school should be made aware of any medical conditions. Please do this every year. It is required that the school has a written statement from the doctor prescribing any necessary medications to be given to a child at school. This written statement could be in the form of the prescription bottle. **If it is necessary for your child to receive any**

**medication at school, a form (available in the office) must be filled out and signed by the parent.**

**The parent must bring the completed form and medication (in the original prescription bottle) to the office. PLEASE DO NOT SEND MEDICATION TO SCHOOL WITH YOUR CHILD ON THE BUS. IT WILL NOT BE ADMINISTERED IF IT IS NOT BROUGHT IN BY THE PARENT. If a change is made in the time a medication is to be given, a new form needs to be filled out.**

Students may be in possession of inhalers, as long as the above procedure is followed.

Students becoming ill during the school day should report to the office. If there is a necessity to go home, the student will be allowed to call home for a parent to pick them up. THERE IS NO SICK ROOM.

Any student suspected of having a communicable disease will be excluded from school. The names of such children will be reported to the health department. Admission back to school will be permitted when approved by the local health department and school authorities.

HEAD LICE POLICY-As soon as cases are reported; the classrooms of those students will be checked. Children found with head lice will be sent home immediately. The parents will be notified. Students may return to school after they have been treated as per the Health Department recommendation and all nits have been removed from the hair. Students will be checked upon their return to school and must be free of all lice and nits. The administration will make efforts to call attention to the problem of head lice to all parents prior to or in the early weeks of each school year.

#### **LOCKER POLICY**

Lockers belonging to the school are made available to students for their use. Inspection of the lockers may be made at any time at the discretion of school officials. No locker or storage unit may be used by students other than those provided by the school. Locks may be used if so desired (combination). Lockers are assigned.

Students must retain assigned lockers. Lockers in the locker room are assigned by the physical education teachers and/or coaches.

***DO NOT KEEP VALUABLES IN YOUR LOCKER AT ANY TIME.***

Nothing is to be placed on the outside of the lockers (stickers, posters, etc.). Inside decorations must be in good taste.

**LOST AND FOUND**

Students who find lost articles are asked to take them to the office where the owner may claim them. Also, check the custodian's room for lost and found articles.

**LUNCH PROGRAM**

The school maintains and operates a cafeteria using a computerized debit card system. Each Monday morning Food Service employees will be taking money for deposit into the accounts of students. Each student uses their ID card to swipe through a card reader to pay for their lunch. Students will be served a basic meal, plus a la carte items. Seconds of anything may be purchased after everyone is served. Extra milk is available and may be purchased in the designated area. The cooperation of the student body is necessary to continue the efficient and orderly operation of the cafeteria.

All lunches are to be eaten in the cafeteria. No milk containers, trays, package food or lunches of any kind are to be taken outside the cafeteria doors during lunch hours, except for meetings scheduled by teachers. After students have finished eating, paper and waste is to be deposited in the proper receptacles, and trays and silverware are to be taken to the designated window. Students not following these rules subject themselves to exclusion from school activities (games, plays, etc.) and/or assignment to after-school detention. Freshmen and sophomore hallways are off limits during both lunches.

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

Free lunch forms are available in the office.

**OFFICE PROCEDURES**

If a student wants to see the principal, athletic director, or a counselor, he/she should sign the sign-up sheet in the office. Passes will be sent.

**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. Progress reports will be handed out at Parent-Teacher Conferences when possible.

**POSTERS/SIGNS POLICY**

All posters/signs must be approved by the advisor prior to being displayed and removed as soon as possible following their relevance.

### **TELEPHONE**

The school telephone, except in emergency or school business, is not for student use. Necessary messages will be taken at the office and delivered at the end of class periods. Calls from parents and other necessary calls can be answered at the close of the class sessions. Unless a call is of a very serious nature, no student will be called from class to answer the telephone.

### **WORK PERMITS**

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

### **18-YEAR-OLD STUDENT**

All students, regardless of age, are expected to abide by the policies and guidelines of the school. Students who have reached the age of majority must follow the rules stated in the student handbook with the following exceptions:

- a. They must represent themselves at any discipline step that requires a parent conference.
- b. They may request that correspondence be mailed to them as well as their parents.
- c. They may request access to their records and must give approval before access to records can be given to anyone except a school official.
- d. Eighteen-year-old students will not be allowed to check out without parent permission or excuse their own absences (unless they are living on their own).

If the procedure is not followed and the student leaves without properly checking out, the student will be given an unexcused absence for classes and be considered skipping class.

### **LIBRARY**

Students and staff are encouraged to use the library and its resources. The library operates normal hours unless other arrangements are made.

Students are not to bring coats, drinks, food or bags into the library.

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

Students are expected to work quietly so that all may work in a positive library environment.

All students coming to the library must have a signed passbook. They are to stay the entire period unless the passbook states otherwise. If a student needs to leave during this time, the student must get his/her passbook signed by the person in charge of the library for that hour.

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.

**EMERGENCY INFORMATION**

**SCHOOL CLOSING**

**Two-Hour Delay Schedule**

	Lunch A	Lunch B
First Period	9:40-10:15	9:40-10:15
Second Period	10:20-10:55	10:20-10:55
Third Period	11:00-11:35	11:00-11:35
Fourth Period	11:40-12:15	11:40-12:15
Lunch A	12:15-12:45	
Fifth Period	12:50-1:25	12:20-12:55
Lunch B		12:55-1:25
Sixth hour	1:30-2:05	1:30-2:05
Seventh Period	2:10-2:45	2:10-2:45

**TELEPHONE SYSTEM**

You may call the high school at anytime after hours and leave a message with any staff member. Some teachers are leaving homework messages on email as well. Just dial 882-4497 and follow the directions given.

<b>Administration/Office</b>	<b>Staff Extension/Voice Mail</b>
Superintendent-David Micinski .....	2202
Principal-Peter Olson .....	2207
Director of Student Services-John Judge .....	2210
Athletic Director-Karen Leinaar .....	2261
Counselor-Dan Salyer.....	2213
Counselor-Chris Clute.....	2214
High School Secretary-Cindy Olmstead.....	2209
High School Secretary-Janet Humphrey.....	2208
Guidance Secretary-Cindy Sauer .....	2211
<b>Faculty</b>	
Donna Balazovic .....	2241
Mark Blazejewski.....	2273
Jerry Block.....	2216

Carmen Briggs .....	2256
Kenneth Carter .....	2227
Christy Case .....	2263
Mindy Clawson .....	2240
Michael Eagan .....	2215
Sarah Esper .....	2251
Constance Gardner .....	2243
Barry Hahn .....	2280
Anka Harkness .....	2249
Racquel Huddleston .....	2267
Cathy Kangas .....	2268
Kevin Kennedy .....	2257
Kevin Kinnan .....	2238
Scott Kubit .....	2246
Thomas Lootens .....	2259
Gib Lucas .....	2248
Michael McDonald .....	2247
Jeri Mills .....	2247
Blair Moss .....	2217
Matt Olson .....	2245
Renee Osgood .....	2237
Gary Pallin .....	2239
Gerald Papazian .....	2253
Lindsey Pogue .....	2275
Cheryl Smith .....	2242
Cathy St. Onge .....	2252
Sara Workman .....	2275
Karen Zickert .....	2254

**Custodial/Food Services/Paraprofessionals**

Custodian-Billy Burns .....	2296
Renee DeWindt .....	2212
Custodian-Dan Fast .....	1198
Cook-Nancy Frederick .....	1193
Cook-Amy Garske .....	1160
Patty Geetings .....	2218
Custodian-Eric Luxford .....	1195
Cook-Karlin Mayer .....	1170
Cook-Sharlene Patterson .....	5224
Head Cook-Pam Mitchell .....	2220

**TBAISD Special Education**

Dr. David Bradley .....	1225
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Lynda Key .....2284  
 Margie Peacock.....2284

**DAILY TIME SCHEDULE**

**BENZIE CENTRAL SENIOR HIGH SCHOOL CLOCK SCHEDULE**

Warning Bell	7:35	
	Lunch A	Lunch B
First Period	7:40-8:31	7:40-8:31
Second Period	8:36-9:27	8:36-9:27
Third Period	9:32-10:23	9:32-10:23
Fourth Period	10:28-11:27	10:28-11:27
Lunch A	11:27-11:57	
Fifth Period	12:02-12:53	11:32-12:23
Lunch B		12:23-12:53
Sixth Period	12:58-1:49	12:58-1:49
Seventh Period	1:54-2:45	1:54-2:45

**DELAYED START (PLC'S) CLOCK SCHEDULE**

PLC'S	7:20-8:05	
First Period	8:10-8:58	8:10-8:58
Second Period	9:03-9:51	9:03-9:51
Third Period	9:56-10:44	9:56-10:44
Fourth Period	10:49-11:37	10:49-11:37
Lunch A	11:37-12:07	
Fifth Period	12:12-1:00	11:42-12:30
Lunch B		12:30-1:00
Sixth Period	1:05-1:53	1:05-1:53
Seventh Period	1:58-2:45	1:58-2:45

**GUIDELINES REGARDING SEXUAL HARRASSMENT**

1. Purpose

It is the policy of Benzie Central Senior High School to foster a learning and working environment that is free from sexual harassment.

2. Authority

It shall be a violation of this policy for any member of the Benzie Central Senior High School staff to harass a student through conduct or communications of a sexual nature as defined below. It shall be a violation of this policy for students to harass other students or staff through conduct or communications of a sexual nature as defined below.

3. Definitions

Unwelcome sexual advances, request for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any

student to another student or staff member constitutes sexual harassment when:

- a. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- b. submission to or rejection of such basis for academic decisions affecting that individual; or
- c. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment, as defined above, may include the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

The following steps should be taken in the matter of handling any complaint about sexual harassment:

#### Step I

A complaint may be presented either in writing or orally to any staff member. The staff member(s) must report the incident to an administrator. When a complaint is submitted to an administrator it shall include the specific nature of the harassment, corresponding dates, and the name, address, and telephone number of the complainant. If the administrator determines there are grounds for investigation, the complaint must be specified in writing. The investigation team shall be made up of an administrator and a staff member, representing both genders, to follow up on the complaint.

The alleged victim will be referred to the student's guidance counselor. If necessary, parental contact will be made by the administrator.

#### Step II

The administrator shall investigate the complaint. The investigation team as described in Step I, shall notify the accused and permit a response to the allegation.

The administrator will make Parental and guidance counselor contact.

A meeting to discuss the complaint with the investigative team and all necessary parties will take place as soon as possible after the receipt of the written complaint.

In cases where an accused student is determined to have violated the policy, these steps will be taken:

- Mandatory meeting with the student's guidance counselor and possible assignment to a group and/or other counseling service in the community.

- Parental contact.
- 1-10 days suspension, long-term suspension, or recommendation for expulsion, possible police contact may result.

Sexual harassment is illegal under both state and federal law. It may also result in criminal and/or civil charges being brought against the alleged harasser.

### VOCATIONAL EDUCATION

Each year the Benzie County Central School District offers vocational education program at Benzie County Central High School. These programs are designed to prepare youth for a broad range of employment and training services and are offered under the guidance of certified teachers, counselors and cooperative education coordinators. The following is a list of programs being offered this year and criteria for admission.

<u>Program</u>	<u>Criteria for Admission</u>
Production Agriculture	None

All vocational education programs follow the district's policies of nondiscrimination on the basis of race, color, national origin, sex, age or disability in all activities and employment. In addition, arrangements can be made to ensure that the lack of English skills is not a barrier to admission or participation.

For general information about these programs, contact:

Mr. Peter Olson, Principal  
 Benzie Central Sr. High  
 9300 Homestead Road  
 Benzonia, MI 49616  
 616-882-4497

Inquiries regarding nondiscrimination policies should be directed to:

Mr. David Micinski, Superintendent  
 Benzie County Central Schools  
 9222 Homestead Road  
 Benzonia, MI 49616  
 616-882-9653

**BENZIE COUNTY SCHOOLS INTERNET REGISTRATION  
CONTRACT**

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

I, \_\_\_\_\_

agree to abide by the contents of the Benzie County Schools Internet policy and the following Internet Registration Contract:

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

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

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

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

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

That in consideration for the privilege of using the Benzie County School Internet Connection and in consideration of having access tot he information contained within, I hereby release the Benzie County



**BENZIE COUNTY SCHOOLS**

**Permission to Publish Student Photographs and/or Work**

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

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

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

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

**NO**

**please refrain from using my child's picture and/or school work in District publications including newsletters, web sites, newspapers, and videos.**

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

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

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

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

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

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

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

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**Benzie County 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

Name \_\_\_\_\_

Grade \_\_\_\_\_ Locker \_\_\_\_\_

CLASS SCHEDULE

Hour	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	Teacher	Room
Warning Bell				
7:35 a.m.				
First Period				
7:40-8:31 a.m.				
Second Period				
8:36-9:27 a.m.				
Third Period				
9:32-10:23 a.m.				
Fourth Period				
10:28-11:27 a.m.				
Lunch A				
11:27-11:57				
Lunch B				
12:23-12:53				
Fifth Period				
12:02-12:53A				
11:32-12:23B				
Sixth Period				
12:58-1:49				
Seventh Period				
1:54-2:45				