

**Buchanan
High School**
401 W. Chicago St.
Buchanan, MI 49107
Fax 269-695-8451

www.buchananschools.com

**Student/Parent Handbook
2020 - 2021 school year**



[Stacey DeMaio](#), Principal
[Abby Cantu](#), Administrative Assistant
695-8403, Option 2

[Brian Pruett](#), Assistant Principal
[Miranda Capron](#), Attendance and At-Risk
Interventionist
695-8403, Option 1

[Mark Frey](#), H.S. Athletic Coordinator, CTE
Director, BVA Director
695-8403, Option 3

[Sonia Barlow](#) and [Brandon Flowers](#), Student
Services Office
[Sue Lentz](#), Administrative Assistant
695-8403, Option 4

[Karin Falkenstein](#)
Director of Special Education
695-8400

[Mark Kurland](#)
Assistant Superintendent
695-8400

[Patricia Robinson](#),
Superintendent of Schools 695-8401

Buchanan Board of Education

Burnett, Harvey
Devlaminck, James
Laesch, Kelly
Lee, Chris
Tobler, Sandy
Wentworth, Dennis
Writer, Ruth

Note:

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was updated on 7/15/2010. If you have questions or would like more information about a specific issue or document, contact the school principal, or access the document on the districts website listed above.

COVID UPDATES 2020:

PLEASE GO TO THE LAST PAGE OF THE HANDBOOK, PG. 86, TO READ THE COVID UPDATES FOR THE FOLLOWING HANDBOOK ITEMS:

LUNCHES, VISITORS, ATTENDANCE, DRESS CODE, LOCKERS/BAGS

Table of Contents

Opening Information – (Pg. 4)

Buchanan High School Mission Statement	Homebound Instruction
Equal Education Opportunity	Parent Involvement
Injury and Illness	Student Well-Being

SECTION I - GENERAL INFORMATION – (Pg. 8)

Advertising Outside Activities	Parking Lot
Armed Forces Recruiting	Preparedness for Toxic and Asbestos
Asthma Inhalers and Epi-Pens	Review of Instructional Materials and Activities
Control of Casual-Contact (lice)	Scheduling and Assignment
Control of Noncasual-Contact	Student Fees, Fines and Supplies
Directory Information	Student Fund-Raising
Early Release	Student Records
Emergency Closings and Delays	Student Sales
Emergency Medical Authorization	Student Valuables
Enrolling in School	The Herd Hotline
Fire, Lockdown and Tornado Drills	Transfer out of the District
Immunizations	Use of Medications
Individuals with Disabilities	Use of School Equipment and Facilities
Limited English Proficiency	Use of the Library
Lost and Found	Use of Telephones
Lunch Period Policies	Visitors
Meal Service (charging)	
Non-Prescribed (OTC) Medications	Withdraw from School

SECTION II – ACADEMICS – (Pg. 22)

Academic Letter	Graduation Requirements
Computer Technology and Networks	Homework
Dual Enrollment	Honor Students
Early Graduation	Pass/Fail
Exams	Promotion/Placement and Retention
Field Trips	Proposed Course of Study
Grades	Recognition of Student Achievement
Grade Point Average	Student Assessment
Grading Periods	Valedictorian and Salutatorian Determination
Graduation Participation	

SECTION III - STUDENT ACTIVITIES – (Pg. 30)

Eligibility
Non-School Sponsored Clubs and Activities
School-Sponsored Clubs and Activities
Athletic Handbook

SECTION IV - STUDENT CONDUCT – (Pg. 47)

ATTENDANCE - School Attendance Policy
Truant absence
Excused absence
Suspension from School

Loss of Privileges
Tardiness
Vacations & College Visits during School Year

CODE OF CONDUCT – (Pg. 50)

Expected Behaviors
Gangs
Care of Property and School Locks

STUDENT DISCIPLINE CODE – (Pg. 52)

- | | | |
|------------------------------------------------|----------------------------------------|-----------------------------------------------------------|
| 1. Drugs | 14. False alarms, reports, threats | 27. Violation of bus rules |
| 2. Alcohol | 15. Explosives | 28. Disruption of educational process |
| 3. Tobacco | 16. Trespassing | 29. Harassment |
| 4. Student disorder | 17. Theft | 29a. Hazing |
| 5. Possession of a weapon | 18. Disobedience | 29b. Bullying |
| 6. Use of object as a weapon | 19. Damaging property | 30. Sexual Violence |
| 7. Knowledge of Weapons or Threats of Violence | 20. Persistent absence | 31. Possession of Firearm, Arson, Criminal Sexual Conduct |
| 8. Arson | 21. Unauthorized use property | 32. Weapons |
| 9. Physically assaulting | 22. Refusing discipline | 33. Criminal Acts |
| 10. Verbally threatening | 23. Aiding violation of rules | 34. Safety Concerns |
| 11. Extortion | 24. Public Displays of Affection (PDA) | 35. Profanity |
| 12. Gambling | 25. Electronic Communication | 36. Failure to Identify Self |
| 13. Falsification of work | 26. Violation classroom rules | |

DISCIPLINE

Informal Discipline
Formal Discipline
Discipline of Students with Disabilities

DUE PROCESS RIGHTS

Suspension from School
Long-term suspension or expulsion from school

SEARCH AND SEIZURE

STUDENT RIGHTS OF EXPRESSION

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

DISCIPLINE CODE CHART

SECTION V – TRANSPORTATION – (Pg. 82)

BUCHANAN HIGH SCHOOL MISSION, VISION AND BELIEFS

MISSION:

PREPARING STUDENTS FOR LIFE

VISION:

TO DEVELOP RESPONSIBLE, RESILIENT, CREATIVE CITIZENS CAPABLE OF SUCCEEDING IN A GLOBAL SOCIETY

BELIEFS:

BHS GRADUATES WILL BE ADAPTABLE, LIFELONG LEARNERS, PRODUCTIVE PROBLEM SOLVERS, EFFECTIVE LIFE MANAGERS, CONFIDENT COMMUNICATORS, AND RESPONSIBLE GLOBAL CITIZENS

WELCOME TO BUCHANAN HIGH SCHOOL WHERE WE PREPARE STUDENTS FOR LIFE BY DEVELOPING RESPONSIBLE, RESILIENT, CREATIVE CITIZENS CAPABLE OF SUCCEEDING IN A GLOBAL SOCIETY. AT BUCHANAN HIGH SCHOOL WE BELIEVE OUR GRADUATES WILL BE ADAPTABLE, LIFELONG LEARNERS, PRODUCTIVE PROBLEM SOLVERS, EFFECTIVE LIFE MANAGERS, CONFIDENT COMMUNICATORS, AND RESPONSIBLE GLOBAL CITIZENS.

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principals.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines of the Board will prevail. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2010. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2010, the language in the most current policy or administrative guideline prevails.

EQUAL EDUCATION OPPORTUNITY

Statement of Assurance of Compliance with Federal Law

The Buchanan Community Schools complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, gender/sex, height, weight, marital status, or disability shall be subjected to discrimination in any program, service, or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Coordinators for Affirmative Action and review of Federal requirements are as follows: Section 504, Karin Falkenstein (Director of Special Education, 695-8403); Title IX, Title VI and Civil Rights, Brian Pruett (H.S. Assistant Principal, 695-8404).

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Brian Pruett, Asst. Principal

269-695-8404

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be submitted in writing and approved by the Superintendent. The District will provide homebound instruction after 5 days of hospitalization or confinement.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission

PARENT INVOLVEMENT

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing goals. Please request Board policy 2112 for further details.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

BUCHANAN HIGH SCHOOL FIGHT SONG

GO YOU BUCHANAN,
BREAK RIGHT THROUGH THAT LINE.
WITH YOUR COLORS FLYING,
WE WILL CHEER YOU ALL THE TIME,
RAH! RAH! RAH!

GO YOU BUCHANAN,
FIGHT FOR VICTORY,
SPREAD FAR THE FAME OF OUR FAIR NAME,
AND GO BUCHANAN, WIN THAT GAME!

GO BUCHANAN GO!

GO BUCHANAN GO!

HIT 'EM HIGH
HIT 'EM LOW

GO BUCHANAN GO!

SECTION I - GENERAL INFORMATION

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

ARMED FORCES RECRUITING

- The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.
- If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.
- Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

ASTHMA INHALERS AND EPI-PENS

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

- Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

A. Head Lice: In compliance with the Michigan Department of Community Health and the Michigan Department of Education, Buchanan Community Schools will observe the following:

1. Whenever a student is found to be infested with head lice, s/he may remain in school until the end of the school day but shall be restricted from activities involving close head to head contact or sharing personal items with other children.

2. The student may not be readmitted to school until the parent completes Form 8450 F3 and, upon examination by the school, no live lice are found. If a student has no live lice, but has nits closer than one quarter inch from the scalp, s/he shall be re-checked for lice and nits on each school day until no live lice and no nits within one quarter inch of the scalp are found.
3. The necessary at home treatment for lice is contained in Form 8450A F1. Form 8450A F1 and the cover letter (form 8450A F2) shall be provided to the parents/legal guardians of the student.
4. In situations involving continued active infestation appropriate treatment, persistent infestation after six consecutive weeks, or three separate cases within one school year, a multidisciplinary group consisting of parents, teachers, administrators, social workers, school nurse and/or other appropriate persons will convene to determine the best approach.

- Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact of a communicable disease, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

DIRECTORY INFORMATION INCLUDES:

- a) Student's name
- b) Address
- c) Date and place of birth
- d) Major field of study
- e) Participation in officially recognized activities and sports
- f) Height and weight, if a member of an athletic team
- g) Dates of attendance
- h) Date of graduation
- i) Awards received
- j) Honor rolls
- k) Scholarships and future study plans

Telephone numbers will be provided only for inclusion in school or PTO directories. Directory information can be provided upon request to any individual, other than a

for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice, which can be found in the Superintendent’s office.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

- Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.
- Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Student Services. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.
- Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.
- Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- a) political affiliations or beliefs of the student or his/her parents;
 - b) mental or psychological problems of the student or his/her family;
 - c) sex behavior or attitudes;
 - d) illegal, anti-social, self-incriminating or demeaning behavior;
 - e) critical appraisals of other individuals with whom respondents have close family relationships;
 - f) Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
 - g) religious practices, affiliations, or beliefs of the student or his/her parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program) Consistent with the

PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose);
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a verbal or written request from the parent or guardian or other authorized person on file in the office. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian. Students must check out in the attendance office. Students leaving without proper check out procedure will be considered skipping.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify with Instant Alert and the following radio and television stations:

WNDU Channel 16

WSBT Channel 22

WBND Channel 57

Parents and students are responsible for knowing about emergency closings and delays.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

Unless enrolling under the District's open enrollment policy.
Unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. A birth certificate or similar document,
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. Proof of residency,
- D. Proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Student Services will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

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

FIRE, LOCK DOWN AND TORNADO DRILLS

Safety drills are conducted in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly execution of the drill that is taking place. Each safety drill is signaled by its own unique initiation. A fire drill will begin with the fire alarm sounding. Both lock-down and tornado drills will begin by an announcement from the offices.

IMMUNIZATIONS

All Students including exchange students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the principal.

INDIVIDUALS WITH DISABILITIES

- The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.
- A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by

Federal (IDEA) and State law. Contact Student Services at 695-8405 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact Student Services at 695-8405 to inquire about evaluation procedures and programs offered by the District.

LOST AND FOUND

The lost and found area is in the Asst. Principal's office. Students who have lost items should check there and may retrieve their items, if they give a proper description. Unclaimed items will be given to charity at winter and summer breaks.

LUNCH PERIOD POLICIES

- BHS is a closed campus. All students are expected to eat in the cafeteria during their designated lunch times. The exceptions to this rule include: students who are excused from school before lunch for school to work, career tech classes, dual enrollment, etc.
 - o Lunch Passes may be obtained from the Assistant Principal's office; they must be signed and the parent must call in to confirm before a student is allowed to leave during the lunch period.
 - Lunch passes are only for upper classmen, 11 through 12. All 8th, 9th and 10th graders are required to eat in the café.
 - Students must re-enter the building at the front door. No food upon re-entry.
 - Students are expected to eat in the cafeteria and are not allowed to eat in the parking lot.
- Failure to comply with this policy will result in forfeiture of the privilege for the remainder of the semester in which the violation occurs. Lunch is considered a part of the school day; if an individual cuts/skips lunch it will be treated as a cut/skip of class.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the administration.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the principal's office.

Procedure for the collection and payment for charged meals:

- It is the responsibility of the parents to provide for lunch for their children while at school. However, it is important that the children receive the nutrition they need to stay focused during the school day. This procedure shall apply in the event that a child neither has a lunch nor the funds to purchase a lunch.
- An elementary student (grades kindergarten-fourth) may charge up to \$10 and receive 3 alternative lunches. An alternative lunch consists of a peanut butter (or soy butter) jamwich, fruit, milk. Prior to meal service the student's teacher will be given a note to let the student know they will be receiving an alternative lunch that day and to allow them to attempt to contact their parent one (1) more time. This will eliminate any surprises on the child's part and provide the parent with one (1) more opportunity to pay the student's charge balance.
- A middle school student (grades 5-7) may charge up to \$5 and receive 3 alternative lunches. Prior to meal service the student's teacher will be given a note to let the student know they will be receiving an alternative lunch that day and to allow them to attempt to contact their parent one (1) more time.
- A high school student (grades 8-12) may charge only one (1) lunch at any time until their charges are paid.
- There will be no charges allowed for adults or for food and beverages purchases ala carte.
- At least once a week, parents of elementary students with delinquent meal accounts will receive a letter from the Food Service Department regarding the amount of money owed. Parents may also view the activity in their child's meal account via the Internet through the District's Food Service web portal. The web portal may also be used to make payments for school meals. There are no Internet service fees.
- **Note: No charging will be allowed during the last two weeks of the school year in order to allow time for all meal accounts to be brought into good standing before the end of the year.**
- At the discretion of the Food Service Department, a private service fund may be established to pay for a student's charged meals, rather than to offer the alternative lunch. The Food Service Director will work with the family to determine a payment schedule for these meals.

Non-prescribed (Over-the-Counter) Medications

- If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

- Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.
- Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

PARKING

Visitor Parking

The school has street-side parking available for school visitor parking.

Those dropping off and picking up children during the school day may do so on Front Street during the following hours: 7:45 – 2:10. Morning drop off of students should occur in the student parking lot between the hours of 7:00am and 7:35am. Afternoon pick up of students should occur on Chicago Street near the gym entrance between the hours of 2:15pm and 4:00pm. Please do not park in front of the school building in the intersection of Chicago and Detroit.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Student Parking

Students are required to purchase a parking permit from the main office and will be assigned a parking space for the year. Students can purchase a permit for \$5.00 from Mrs. Cantu in the Assistant Principal's office. Students may park their vehicles in the lot designated for students next to the tennis courts off of Chicago St. Students are allowed to park in this lot only with a purchased permit. Parking spaces are not assigned after school hours. Vehicles must be parked in assigned spaces, between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action, including the revocation of parking permit without a refund. Students who park in the wrong space or do not display their parking permit are subject to towing at owner's expense. Students are asked to

keep their spaces tidy and free from rubbish and debris. If lost, \$10.00 will be charged to replace the parking permit.

The lots designated behind the building off of Phelps Street are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Student Services. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

STUDENT FEES, FINES, AND SUPPLIES

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others.

- Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.
- Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.
- Failure to pay fines, fees, or charges may result in the withholding of materials such as schedules, locker assignment, and classroom books for take home use until fines or materials are returned. Students with debts to the school will not take part in commencement exercises.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fund-raising activity.
- Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.

- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

STUDENT RECORDS

- The School District maintains many student records including both directory information and confidential information.
- Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Administration. Violation of this may lead to disciplinary action. This includes any type of energy drink.

STUDENT VALUABLES

Students must not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

THE HERD HOTLINE

The Herd Hotline was created as a resource for students to help keep their school and friends safe. It is an anonymous and confidential phone number that they can call or text at any time. Through the Herd Hotline students can give tips, share information or concerns, etc. with the proper adults at BHS. The number is 269-409-1153.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Buchanan High School, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact Student Services for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be logged and counted when dropped off in the principal's office. The personnel shall log the amount, date and initial that they accepted the medication.
- D. Medication that is brought to the office will be properly secured.
 - i. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
 - ii. Medication MAY NOT be sent to school in a student's lunch, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release. The school is not responsible for determining dosage.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

USE OF THE LIBRARY *This policy is currently not active*****

- The library hours are from 7:30 a.m. to 3:00 p.m. Monday thru Friday. Students may use the library without passes before and after school. At all other times passes are required.
- The media center is open three of the four lunch periods for individual study with a pass issued by the Media Specialist; it is closed during E-Lab Lunch. To use the media center for study during the school day, the student must obtain a pass from the teacher who assigned the work. Students need to sign in with the Media Specialist upon arrival.
- The Fish Bowl computers are reserved for classroom use only.

USE OF TELEPHONES

- Office telephones are for student use when necessary; students will not be called to the office to receive a telephone call.

Cell Phones / Personal Communication Devices (PCD's)

- Students **may use** personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.
 - o "Using" refers to making and/or receiving calls, text messaging, two-way or any other form of use of the device.
 - o It will be necessary for a parent/guardian to come up to the school and pick up any PCD that is turned into the office for inappropriate use.
- Cell phones or PCD's **may not be "on" or otherwise used in the school locker rooms**, whether here or at another school district where a school activity or athletic event is occurring. This includes the use of the picture feature available with some models of cell phones. **The District is not responsible for the loss, theft, damage or vandalism to student cell phones or PCD's as well as other student property**. Students and parents are strongly encouraged to ensure that if students have cell phones or PCD's in their possession, they should not leave them unattended or unsecured.

VISITORS

- Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the Main Office upon entering the school to obtain a pass. Visitors should enter the front door on Chicago St. and will find the Main Office to the left as you are buzzed into the building. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.
- Students may not bring visitors to school without prior written permission from the Principal.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents. Phone calls from parents will be accepted only if verification of the caller is possible.

SECTION II - ACADEMICS

Academic Letter:

- To receive an academic letter, a student must earn a 3.35 GPA for two terms of a school year.
- Any student who has been suspended during the school year (that the 3.35 occurs) will have their status reviewed by a school committee. Composition of said committee will be the Principal, Assistant Principal, Director of Guidance, high school classroom teacher, and one student. This group will determine whether the severity of the suspension(s) warrants the non-issue of the academic letter. Students deemed ineligible have no option to appeal. Suspension concerns do not carry over one year to the next.
- Students will be recognized for each subsequent year they earn an academic letter.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed each fall.

See Administrative Guideline 7540.03

DUAL ENROLLMENT

Any student may enroll in a postsecondary program providing s/he meets the requirements established by law and by the District. Any interested student should contact Student Services to obtain the necessary information.

EARLY GRADUATION

- The Buchanan Board of Education recommends that a student use all four years to complete high school. This allows for developmental depth educationally, socially, and emotionally and should better prepare the individual for advanced education or finding their appropriate place in the world of work.
- Students interested in early graduation should contact their counselor before the end of their sophomore year if they are interested in exploring this option.

EXAMS

- Traditional exams are required only in Honors courses. Exams will count between 10% and 25% of the final grade. Other courses may use smaller assessments given throughout the semester. The last days of the semester will be devoted to test/exams/projects.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

GRADES

Buchanan High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Buchanan High School uses the following grading system:

100 - 93 = A = Excellent achievement
92 - 90 = A-
89 - 87 = B+
86 - 83 = B = Good achievement
82 - 80 = B-
79 - 77 = C+
76 - 73 = C = Satisfactory achievement
72 - 70 = C-
69 - 67 = D+
66 - 63 = D = Minimum Acceptable Achievement
62 - 60 = D-

F = Failure I = Incomplete

Grade point averages are based on all senior high school credit courses taken for grades. In addition, any F's received in courses taken on a pass-fail basis are included.

Students may retake any class for a better grade. The Student Services office must be notified prior to the class being taken. The student's permanent grade will be the grade

earned in the retaken class. Only classes offered by Buchanan High School can be used for retake purposes.

Grade Point Average

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be $.5 \times 2=1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

GPA	Grade	Score	Weighted GPA
4	A	100 - 93	4.52
3.67	A-	92 - 90	4.15
3.33	B+	89 - 87	3.76
3	B	86 - 83	3.39
2.67	B-	82 - 80	3.02
2.33	C+	79 - 77	2.63
2	C	76 - 73	2.26
1.67	C-	72 - 70	1.89
1.33	D+	69 - 67	1.50
1	D	66 - 63	1.13
0.67	D-	62 - 60	0.76
0	F	< 60	0

Grading Periods

- Students shall receive a progress report or report card at the end of each semester indicating their grades for each course of study for that portion of the academic term. The final report card of the year will be mailed to the parent or guardian of the student.
- When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.
- Grades can be viewed anytime by logging onto to PowerSchool.

Graduation Participation:

All academic requirements must be met to participate in graduation unless enrolled in Early Middle College. Student's short credits or specific course requirements will not participate in graduation. Behavior expectations on the last day, and the days leading up to graduation, are no different than any other day. Any senior associated with a "senior prank", destructive to school property or

harmful physically or emotionally to others, will be excluded from graduation ceremonies. Graduates who owe money or materials, uniforms, etc. to the school, will not be able to walk at graduation. Students must attend graduation practice and not be on the owes list to participate in the graduation ceremony.

GRADUATION REQUIREMENTS

Regular Diploma

In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits.

Buchanan Graduation Requirements 8-12

5 cr. = Sophomore

11 cr. = Junior

17 cr. = Senior

23 cr. to Graduate

18 Required

23 minimum to graduate

Students must attend 8 semesters full time (3 credits/semester)

On-line learning integrated and documented in coursework

4 English – Eng. 9, Eng. 10, Eng. 11, Senior Eng.

4 Math – Alg., Geometry, Alg II, 4th Math

3 Science –Bio., Chem, Science Elective

3 Social Study – US Hist/Geog, Econ/Civics, W. Hist/Geog

Wellness – PE & Health

1 Fine Arts – (CTE Covers FA)

2 World Language (same language)

Electives as needed to meet 23 minimum

HOMEWORK

- The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.
- Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

HONOR STUDENTS:

- Honor Student Policy:

After 8 semesters, a cumulative GPA of 3.25. A Student may have received no D's or F's in any courses, including Dual Enrollment.

Pass/Fail

Students are permitted to take courses that are not graduation requirements on a pass/fail basis, rather than for a grade. This option may be exercised by students with the following restrictions:

1. No required courses may be taken on a pass/fail basis.

2. Band, Choir and all Art classes may not be taken pass/fail due to the performance required in these classes.
3. Students must take six courses or credits per school year for a grade.
4. Students must decide whether to take a class pass/fail during the first four weeks of the semester. Once on pass/fail, a student may return to a letter grade standard at any time before the final exam. A request must be filed in writing to the Student Services Office before the final exam.
5. Taking pass/fail requires the written consent of a parent.

Personal Curriculum

The parent or guardian of a student may request a personal curriculum that modifies certain parts of the Michigan Merit Curriculum requirements. If the student completes all of the requirements in their approved personal curriculum, and also completes all of the local graduation requirements, then the Board of Education may award a high school diploma.

A personal curriculum may be requested and implemented for four reasons:

1. To go beyond the MMC requirements.
2. To modify the Algebra II mathematics requirements.
3. To modify credit requirements for a disabled student with an IEP.
4. To modify credit requirements for an out-of-state transfer student.

Parents who have questions about Personal Curriculums should contact the High School Principal for further information.

PROMOTION, PLACEMENT, AND RETENTION

- A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and completing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met.

PROPOSED COURSE OF STUDY:

Buchanan High School holds high standards for its graduates. In doing so, BHS requires the following course of study to be completed in order to be eligible to receive a diploma from BHS:

8th Grade	
English 8	Math 8 or Algebra
Science 8	History 8
Technology	Elective (Wellness, Band, Spanish, Art, Seminar, Transitions – H.S. credit earned for all)
9th Grade	
English 9	English 10
Algebra 1 or Honors Geometry or MSC Geometry	Geometry or Honors Algebra 2 or MSC Algebra 2
Physical Science or Honors Biology or MSC Biology	Biology or Honors Chemistry or MSC Chemistry
US History & Geography	World History

Wellness (PE/Health)	Elective (Wellness if not already completed)
Elective	Elective
11th Grade	12th Grade
English 11 or ECA English Comp 1	English 12 or ECA/EMC English Comp 2
Algebra 2 or Pre-Calculus or MSC Pre-Calculus or ECA Math course	Senior Math or CTE fulfillment course or MSC Calculus or ECA Math course
Chemistry or Physics or MSC AP Physics or ECA Chemistry Equivalent	Elective or MSC BioChemistry
Civics/Economics	Elective
Elective or CTE Program	Elective
Elective	Elective

Two elective credits must satisfy the state requirement of a world language. One elective credit must satisfy the state requirement of a fine art.

Each student is required to have a full class load every year consisting of a minimum of three credits each semester.

Through the Class of 2021, Buchanan Community Schools require twenty-two (22) earned credits to graduate. Beginning with the Class of 2022, twenty-three (23) credits are required to graduate. Promotion to the next grade level is based on total earned credits.

<u>Class of 2018-2021</u>	<u>Class of 2022 & Beyond</u>
Promotion to 9 th – successful completion of 6 semesters of core courses	Promotion to 9 th grade – successful completion of 6 semesters of core courses
Promotion to 10 th grade = 4 credits	Promotion to 10 th grade = 5 credits
Promotion to 11 th grade = 10 credits	Promotion to 11 th grade = 11 credits
Promotion to 12 th grade = 16 credits	Promotion to 12 th grade = 17 credits
Graduation = 22 credits	Graduation = 23 credits

Career Technical Programs may meet various graduation requirements. Contact the guidance office for more information.

OFF CAMPUS ATTENDANCE POLICY

Students who wish to enroll in courses off campus must be able to demonstrate good attendance behaviors. Students who have accumulated 10 days of absences (equal to 60 class periods) the prior year will not be permitted to participate. Individual exceptions can be approved by the principal.

Online Course Policy

Students who wish to move from an in-class course to an online course must make a formal written request to the guidance office. Guidance will then schedule a meeting with the student, teacher and parent. Such movement may only take place at semester.

Teachers may request that students move to an online course at any time with principal approval when staff is available to monitor such students.

RECOGNITION OF STUDENT ACHIEVEMENT

Athletic Awards: **Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director.**

Testing Out of High School Courses

- Buchanan High School will grant credit to high school students not enrolled in courses that exhibit reasonable level of mastery (77% or better on exam) in those courses. Credits will be awarded on a “pass” basis and not included in G.P.A.
- Credit will count toward fulfillment of subject areas and course sequence requirements. Once credit has been earned by “testing out”, students may not subsequently receive credit for a sequentially lower course in the same subject area. For more information please see the guidance office.
- Students wanting to test out of high school courses must follow the guidelines listed below:
 1. Sign up for qualifying class during the month of May.
 2. Pick up course descriptions and objectives to take home for the summer before the current school year ends. Students who fail to pick up course descriptions and objectives will not be allowed to test.
 3. Before leaving school for summer vacation, sign up for a date and time to take the test. Tests are taken during the month of August prior to the beginning of the school year. Students who fail to schedule a date and time for testing will not be allowed to test out.

STUDENT ASSESSMENT

The Michigan Merit Exam (MME), which will include the SAT (College Board)/Work Keys/M-Step for high school juniors.

This means that all 11th graders will take this state assessment test in the spring of each year. It will provide students with a regular SAT score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

The MME is made up of the national SAT and Work Keys tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies.

MME testing is divided into three parts. The SAT will be administered in a full day session and the Work Keys will be administered on a later day. The M-STEP will be administered later in the spring.

Parents and students should watch school newsletters and the local press for announced testing times.

Sophomores, Freshmen and 8th graders will take the PSAT, a preparatory assessment primarily used to help students prepare for the SAT.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Students may receive credit toward high school graduation who successfully complete, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

[] If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Buchanan High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

High School

College entrance testing information can be obtained from the Guidance Office.

Valedictorian & Salutatorian determination

- VAL & SAL are determined by the top two GPA's in the graduating class. There may be more than one VAL & SAL if the GPA's are within .05 of each other.

SECTION III - STUDENT ACTIVITIES

ELIGIBILITY

- Buchanan High School semester eligibility is as follows for all students:
 - o **All students must have passed five credits from the previous two semesters.**
- The Michigan High School Athletic Association eligibility requirement for a six period day is earning 2 credits in the previous semester. BHS and MHSAA eligibility requirements must be met for participation.
- Weekly eligibility is determined by classes in the current semester. Students failing more than one class are not eligible for participation the following week.
- Grades will be checked weekly. Students found ineligible on Friday will be ineligible to participate in contests the following Monday-Sunday.

Activities covered by semester & the weekly eligibility policy include:

1. Athletics, including managers.
 - Students ineligible from the previous semester may not practice with any team.
 - Whether or not a student practices while weekly ineligible is the responsibility of each head coach.
 - Students may not "dress" for contests while ineligible.
2. Dramatic and Musical production activities at the time of auditions.
3. Homecoming or similar Queen/King contests. If the student is ineligible at the time of the sign-up or at the time of the election, he/she is ineligible for the contest.
4. All other activities judged by administration to be extra-curricular.
5. The Winterfest Dance

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

- Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.
- Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

- No non district-sponsored organization may use the name of the school or school mascot.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

- Buchanan High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.
- A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.
- The Board authorizes many student groups that are sponsored by a staff member.
- Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.
- All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

ATHLETICS

Buchanan High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered. For further information, contact Lonnie Hoover, the Athletic Director, at 695-8404.