

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

[www.buchananschools.com](http://www.buchananschools.com)

## Student/Parent Handbook 2023 - 2024 school year



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

[Mark Frey](#), Assistant Principal, CTE Director  
[Anna Smith](#), Administrative Assistant  
695-8403, Option 1

[Miranda Capron](#), Attendance and At-Risk  
Interventionist

[Reid McBeth](#), H.S. Athletic Coordinator, BVA  
Director  
695-8403, Option 3

[Brandon Flowers](#), Student Services Counselor  
[Blake Ryan](#), Student Services Counselor  
[Jennifer Fiero](#), Administrative Assistant  
695-8403, Option 4

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

[Mark Kurland](#)  
Director of Operations & Instructional Systems  
Coordinator  
695-8400

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

### [Buchanan Board of Education](#)

Burnett, Harvey  
Carlson, Chris  
Laesch, Kelly  
Brackett, Jennie  
Berry, Katie  
Carlin, Scott  
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 7/5/2010. 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.

## Table of Contents

### Opening Information – (Pg. 4)

Buchanan High School Mission Statement  
Equal Education Opportunity  
Injury and Illness

Homebound Instruction  
Parent Involvement  
Student Well-Being

### SECTION I - GENERAL INFORMATION – (Pg. 7)

Advertising Outside Activities  
Armed Forces Recruiting  
Asthma Inhalers and Epi-Pens  
Control of Casual-Contact (lice)  
Control of Non-casual-Contact  
Directory Information  
Early Release  
Emergency Closings and Delays  
Emergency Medical Authorization  
Enrolling in School  
Fire, Lockdown and Tornado Drills  
Immunizations  
Individuals with Disabilities  
Limited English Proficiency  
Lost and Found  
Lunch Period Policies  
Meal Service (charging)  
Non-Prescribed (OTC) Medications

Parking Lot  
Preparedness for Toxic and Asbestos  
Review of Instructional Materials and Activities  
Scheduling and Assignment  
Student Fees, Fines and Supplies  
Student Fund-Raising  
Student Records  
Student Sales  
Student Valuables  
The Herd Hotline  
Transfer out of the District  
Use of Medications  
Use of School Equipment and Facilities  
Use of the Library  
Use of Telephones  
Visitors  
Withdraw from School

### SECTION II – ACADEMICS – (Pg. 18)

Academic Letter  
Computer Technology and Networks  
Dual Enrollment  
Early Graduation  
Exams  
Field Trips  
Grades  
Grade Point Average  
Grading Periods

Graduation Participation  
Graduation Requirements  
Homework  
Honor Students  
Pass/Fail  
Promotion/Placement and Retention  
Proposed Course of Study  
Recognition of Student Achievement  
Student Assessment  
Valedictorian and Salutatorian Determination

### SECTION III - STUDENT ACTIVITIES – (Pg. 25)

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

## SECTION IV - STUDENT CONDUCT – (Pg. 26)

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. 30)

Expected Behaviors  
Gangs  
Care of Property and School Locks

### STUDENT DISCIPLINE CODE – (Pg. 31)

- |  |  |   |
|--|--|---|
| 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. 59)

## 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, ADA, Title IX and Title VI; Brian Pruett (Buchanan High School Principal, 695-8404) and Shelby Beasley (Buchanan Middle School Principal, 695-8406).

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, BHS Principal

269-695-8403

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 NON-CASUAL-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 un emancipated 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.

## LOCKERS

Lockers will be assigned to any student upon request. Students will be allowed to carry their backpacks and jackets to all classes throughout the day. Students must use an assigned lock on their locker and will be responsible for its return to the office prior to the last day of school.

## LOST AND FOUND

The lost and found area is located in the main hall across from the front entrance. Students who have lost valuable items should check the main office 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 For special circumstances contact the Assistant Principals office.
    - Students must exit and sign out and 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.
- Food that is dropped off must be picked up at the front door.

## MEAL SERVICE – *Student Breakfast & Lunch is free for the 2023-24 school year.*

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.

MS/HS Breakfast \$1.10 (\$.30 reduced). MS/HS Lunch cost is \$2.50 (\$.40 reduced)

If you think your family may qualify for free or reduced meals, it is important that you fill out the Free and Reduced lunch application unless you know that your students qualify by direct certification from the State of Michigan. Completing this form also ensures that our school district remains eligible for certain federal grants and funds that benefit our students.

Free and reduced applications are available at each school office, in each school cafeteria, and online.

Procedure for the collection and payment for charged meals:

- o 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.
- o An elementary student (grades kindergarten-fourth) may charge up to \$10.
- o A middle school student (grades 5-7) may charge up to \$5.
- o A high school student (grades 8-12) may charge only one (1) lunch at any time until their charges are paid.
- o There will be no charges allowed for adults or for food and beverages purchases ala carte.
- o Parents of elementary students with negative 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

- **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. 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, they 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 their 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 may park their vehicles in the lot designated for students next to the tennis courts off of Chicago St. Vehicles must be parked in designated 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 privileges.

If a student needs to go to their car during the school day they need to check out and return through the main office.

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 their 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. This is not a resource for emergency situations.

To report potential harm, criminal activities, or anything that threatens the safety of self or others (including students and school employees), OK2SAY is a confidential tip line available 24 hours a day. To submit a tip call 855-565-2729, text 652729 (OK2SAY), email [ok2say@mi.gov](mailto:ok2say@mi.gov) or go online at [ok2say.com](http://ok2say.com)

## 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 Fl, Fla, Flb, and Flc 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 their 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 themselves 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 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-waying 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, they 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.
- A student entering after the school day has begun must enter through the front door.
- Students are prohibited from opening exterior doors for students and guests to enter.

## 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** for further information.

### 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 systems based off what each individual teacher feels best fits their classroom/content and communicates it to their students:**

**A = ADVANCED:** Students at the advanced level have reached a level of mastery over the grade-level standards. They are able to apply and adapt to authentic, atypical, or unpredictable situations or circumstances. These students can draw upon their conceptual understanding to solve real problems that show a level of creativity and sophistication. These students are able to accurately self-assess and have a depth of understanding that seamlessly connects related or previously explored concepts

**B = PROFICIENT:** Students at the proficient level independently demonstrate competence within the standards. Whether basic or sophisticated, these students have met the standards and are capable of selecting the appropriate strategy for most atypical situations or circumstances. With assistance, these students can occasionally apply their proficiency to more authentic situations or circumstances. While they haven't consistently achieved more advanced demonstrations, these students have fully met the expectations of the intended learning.

**C = DEVELOPING:** Students at the developing level are those who inconsistently demonstrate an understanding of the grade-level standards but require assistance and guidance to reach full proficiency. Connections to related or previously explored concepts are minimal or inconsistent. Developing students will occasionally reach the proficient level on some standards, but will also demonstrate learning at the novice level. These students have some transferable skills and a limited conceptual understanding that goes beyond right/wrong.

**D = NOVICE:** Students at the novice level are those who can only demonstrate a very basic understanding of the grade-level standards and concepts. These students are at the beginning stages of learning; explanations and demonstrations are task specific, inconsistent, linear, and isolated in that they show little connection to any related or previously explored concepts. These students operate at the recall and replication level.

**F = INSUFFICIENT OR NO EVIDENCE:** Students at the insufficient level have not submitted the requisite amount of evidence to justify a passing level. Either whole pieces or evidence are missing or the submitted evidence is incomplete or incorrect.

**I = INCOMPLETE:** Students who have been given an incomplete have been given an extension to provide evidence of understanding.

**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 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	Weighted GPA
4	A	4.52
3	B	3.39
2	C	2.26
1	D	1.13
0	F	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)

Online learning integrated and documented in coursework

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

4 Math – Alg., Geometry, Alg II, 4<sup>th</sup> 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)

1 21<sup>st</sup> Century Elective (Stem, Honors, CTE, Computer Based-not including Elab)

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 F's in any courses, including Dual Enrollment.

Honor Chords- Honor (Gold) 3.25-3.5, High Honors (Maroon/White) 3.5 and above.

### 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:

8 <sup>th</sup> Grade	
English 8	Math 8 or Algebra
Science 8	History 8
Health / PE	Elective (Band, Spanish, Art, Seminar, Transitions)
9 <sup>th</sup> Grade	10 <sup>th</sup> Grade
English 9	English 10
Algebra I or Honors Geometry or MSC Geometry	Geometry or Honors Algebra 2 or MSC Algebra 2
Biology or Honors Biology or MSC Biology	Biology or Honors Biology or Honors Chemistry or MSC Chemistry
US History & Geography	World History
Wellness (PE/Health)	Elective (Wellness if not already completed)
Elective	Elective
11 <sup>th</sup> Grade	12 <sup>th</sup> 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 Honors 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.

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

<u>Class of 2022 &amp; Beyond</u>
Promotion to 9 <sup>th</sup> grade – successful completion of 6 semesters of core courses
Promotion to 10 <sup>th</sup> grade = 5 credits
Promotion to 11 <sup>th</sup> grade = 11 credits
Promotion to 12 <sup>th</sup> grade = 17 credits
Graduation = 23 credits

#### **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 8<sup>th</sup> 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 REASSESSMENT POLICY

Buchanan High School believes that students learn at different paces and with different strategies. In order to determine proficiency of standards and accurate grading practices, we believe students should be able to show their most recent learning by being able to reassess a standard. Students who wish to take a reassessment must first demonstrate new learning. Evidence of new learning will be required

prior to a reassessment and could be determined in conjunction with the teacher. Each teacher will have a reassessment policy which will describe examples of evidence of new learning.

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. Two D's equal 1 F in regards to eligibility.
- 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 Reid McBeth, the Athletic Coordinator, at 695-8404.

# SECTION IV - STUDENT CONDUCT

## ATTENDANCE - School Attendance Policy

Attendance at Buchanan High School is taken seriously. There is a direct relationship between school attendance and academic success. Every class period is important and regular and punctual attendance is expected, encouraged and enforced. Part of the Code-of-Conduct incorporates parent meetings when a student gets to a specific number of truant absences. Parents also will be notified of their student's overall attendance throughout the year using various methods such as: student report cards, the automatic calling system, PowerSchool emails, as well as other methods. Students who do not attend classes on a regular basis disrupt the continuity of instruction, seriously limit their educational opportunities, and may jeopardize their graduation status.

For students under 18, non-attendance in school is a violation of the law and parents/guardians will be held responsible. Parents/guardians of students are responsible and must notify a school official if the student is to be absent. For students eighteen and over, the high school will expect a parent, legal guardian or anyone legally having control of the student to verify the absence by calling the school office. Students should become familiar with the attendance policy and procedures.

### Attendance and Credit:

1. Any student who accumulates 10 days of absences within a single semester will be considered a habitual truant student (this is a combination of excused and unexcused absences; school related absences will not be included in this total). Once this threshold is reached the student will lose credit for any class(es) where the total absences are equal to or greater than 10 (excused/unexcused/5 tardies-one unexcused) unless they fulfill the following requirements:
  - a. Submit an appeal to the attendance committee prior to the week of exams;
    - i. The attendance committee will consist of no less than two teachers, a guidance counselor along with building administrator.
  - b. Pass a final semester cumulative exam for the class with a grade of 77%

- i. 77% is the percentage needed to test out of a class, and verifies the students gained the necessary understanding of the curriculum.

If the appeal is denied by the attendance committee then the student will receive a failing grade as their final semester grade and thus will receive NO CREDIT towards their graduation.

Parents and Students will be notified at absences 4, 6, 8, and 10.

## Types of Absences

### Truant absence

A truant absence is an unexcused / non-verified absence. Students who are truant will receive no credit for school work that is missed and will not have the opportunity to make up any assignment given on that day including tests/quizzes. After 10 days of total truant absences, a student will be considered a "habitual truant" which may result in:

- assignment to an alternative placement with loss of participation in school activities and events;
- Loss of participation in school activities and events;
- If 16 years of age or older, student may be dropped from Buchanan High School;
- If under the age of 16, a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child will be sent to the County Truancy Department;
- No credit shall be given for any school work not completed as a result of truancy.

\*Every day that the student has a Truant Absence, the student will receive an after school detention. The detention must be served in order to participate in after school activities.

\*Truant Absences count towards the 10 day cap per class per semester.

\*All issues concerning unexcused absences associated with extenuating circumstances must be resolved with the assistant principal's office no later than 3:30pm that school day if the student wishes to participate in an afterschool activity that evening. Any student that has an unexcused absence after 3:30pm will not be allowed to partake in that evenings event(s).

### Skipping/cutting

Skipping of classes or any part of the school day is considered a truant absence. Disciplinary action will follow along with the truant absence action. Skipping/cutting school is defined as:

- Leaving school or the building without checking out in the attendance office
  - o If a student leaves school without checking out in one of the offices this is a truant absence and cannot be excused by a parent or guardian.
- Students not being in their assigned locations
- Student not proceeding directly to the office when asked to do so
- Any other instance where a student is willfully not in their expected place within the school.

### Excused absence

- An excused absence is one where the school attendance office is notified within 24 hours by a parent or legal guardian concerning their student missing school. Email, hand written notes, and phone messages are all methods of contacting the attendance office to relay an absence notification. Any absence that has gone un-verified beyond the 24 hour timeframe will be considered a truant absence and fall under the rules stated above.
- Excused Absences count towards the 10 day cap per class per semester.
- An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs, skill-practice sessions, class participation as well as class discussions, cannot be made up and, as a result, may negatively impact a student's grade.
- **Work from an absence must be made up within the amount of time the student was absent.** For example, a two day absence will have an allowed two day make up window once the

student returns to school. Exceptions to this timeline may be arranged with the teacher but arrangements may be made only within the original make-up window.

- For Shared Time/CTE students please note the following phone numbers:
  - o Berrien Springs High School 471-1748, Brandywine High School 683-4800, Niles High School 683-2894

#### **Excused Absences – “special consideration”**

-There will always be extenuating circumstances that will require special consideration. Absences of this type would not count toward ten absences allowed, as long as necessary documentation is provided.

#### **No Count Absences**

- Activities that are school sanctioned, such as field trips, athletic events, class meetings, college visitation and suspension, will not count towards the 10 absences allowed per class per semester.

#### **Suspension from School**

-A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Make-up of tests may be scheduled when the student returns to school and must be taken within the absences policy for makeup work listed above. Students suspended from school are not permitted on school property during their suspension, may not participate on athletic teams, extracurricular activities or attend school functions during their suspension.

-The student will be given credit for properly-completed assignments and tests completed during their suspension or the time allotted when they return to school. A student will have approximately the time they were suspended to make up their work when they return.

#### **Loss of Privileges**

Students with loss of privileges may attend class but may not participate in after school activities including but not limited to: dances, drama, clubs, athletic event attendance and participation (practice or competitions), and non-academic school/class related trips.

#### **Tardiness**

-Each student is expected to be in his/her assigned location throughout the school day. If a student is late to class (bell has rung), he/she is to report to the school office before proceeding to their assigned location. If a student is 10 minutes or more late to a class they will be considered to be cutting that class and the appropriate disciplinary action will follow.

-Tardies accumulate per semester and reset at the beginning of each semester. Once you have 5 total tardies you will receive an after school detention. Every tardy after that equals an after school detention. 5 tardies in one class equals a Truant Absence and goes towards the 10 day cap in that class. When a student has accumulated their 10<sup>th</sup> tardy, they will receive a 1 day out of school suspension.

#### **Vacations and College Visits during the School Year**

- Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the students must get a vacation request form from the office and have all teachers / parents / assistant principal sign the form BEFORE the vacation for the absences to be considered excused. It may be possible for the student to receive certain assignments that are to be completed during the trip.
- Absences due to vacation count towards the 10 day cap per class per semester.

- Juniors and Seniors are allowed College Visits during the school year as long as the absences are approved in advance. Forms are available in the assistant principal's office and must be completed and approved in advance of the absence.

## CODE OF CONDUCT

A major component of the educational program at Buchanan High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### Expected Behaviors

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school; and individual classrooms.
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

### Dress Code

- While fashion changes, the reasons for being in school do not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. Administration has the final say in the area of Dress Code.
- If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.
- Students are expected to wear school appropriate clothing.

### The following styles or manners of dress are considered INAPPROPRIATE for school:

1. Clothing that is too tight, revealing, or baggy.
2. **Shirts must be** long enough to overlap the pants/shorts that the student has on.
3. Shorts & skirts and any holes in clothing must be below a straight arm's fingertip length.
4. Items not meant to be worn as clothing except during specific periods (Homecoming and Winterfest).
5. Additional examples of unacceptable attire include:
  - a. clothing advertising alcohol and/or tobacco
  - b. racism
  - c. disrespect of authority
  - d. promoting violence
  - e. inappropriate language or are sexually suggestive
  - f. transparent, see-through clothing or clothing that exposes excessive skin,
  - g. tight body revealing clothing
  - h. sagging pants.

6. ANY Apparel that could denote membership in a gang which advocates drug use, violence, disruptive or criminal behavior is prohibited.
7. Any other item or appearance deemed inappropriate by administration.

Students who are representing Buchanan at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

#### Dances

- School dances are designed and intended for Buchanan High School students. Students who would like to participate in the dance MUST have a current student ID. If an ID has been lost, you can purchase a replacement in the office for \$5.00.
- Students wanting to bring guests to any school dance must submit a completed dance guest request form a minimum of 48 hours prior to the dance. Dance Guest request forms are available from the office of the Assistant Principal and are available on the school web site. All school rules apply at dances and students are responsible for the behavior of their guests and will be held accountable for any inappropriate behavior.
- If a student is dancing inappropriately during a school sponsored dance they will be given a warning; if the inappropriate dancing continues they will be escorted out of the dance. This includes Prom.
- Personal belongings at school dances are not the school's responsibility.
- Once a student leaves a high school sponsored dance they will not be permitted to return.
- Once you leave a dance you will need to leave the dance property. You can't hang out in the parking lot of the event.

#### Gangs

- Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

#### Care of Property and School Locks

- Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items including cell phones and has the right to only return them to a parent or guardian.
- Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.
- Students are responsible for returning locks issued by the high school for their use on regular or P.E. lockers. Failure to return the lock issued will result in the student being billed for the cost of lock replacement. No locks may be used on school lockers except school owned locks.

## STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The Administration holds the right to create fair and reasonable rules and regulations for situations that are not specifically detailed in the BHS handbook. If a student takes part in an act of misconduct that isn't specifically outlined in this handbook they are still subject to disciplinary action. In every situation, rules, regulations and possible consequences shall be as consistent as possible with current established rules, regulations and consequences for similar incidents, knowing that each situation is different. Situations that are not currently listed in this handbook should not be interpreted as a limitation on the scope of the schools range of authority and the District's responsibility to provide a safe learning environment for all students.

### EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

#### ***1. Drugs***

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

- The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.
- The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

#### ***2. Alcohol and the Use of Breath-Test Instruments***

- The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.
- The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.
- The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.
- If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he

will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

- If the result indicates a violation of school rules as described in this handbook, the student will be disciplined. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

### **3. *Tobacco (Policy 5512)***

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic/vapor cigarettes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes and e-cigarettes. The display of unlighted cigars, cigarettes, vapors, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. Vaping devices can be checked for content which may result to harsher punishment.

### **4. *Student disorder/demonstration***

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

### **5. *Possession of a weapon (Policy 5772)***

- A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.
- State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:
  - o any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
  - o any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
  - o any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

### **6. *Use of an object as a weapon***

- Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action.

**7. *Knowledge of Dangerous Weapons or Threats of Violence***

- Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

**8. *Arson and Cigarette lighters***

- Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. Cigarette lighters observed by a staff member will be confiscated by the staff member and turned in to the office of the assistant principal.

**9. *Physically assaulting a staff member/student/person associated with the District***

- Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”
- Fighting is the mutual agreement of two students to engage in physical contact with the purpose of inflicting harm on the other’s person. This act may take place on school property, or going to or from school, including any activity under the school sponsorship, i.e. dances, athletic contest or events.

**10. *Verbally threatening a staff member/student/person associated with the District***

- Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and/or expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

**11. *Extortion***

- Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

**12. *Gambling***

- Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

**13. *Falsification of school work, identification, forgery***

- Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.
- Cheating and Plagiarism is the practice of knowingly and willfully sharing/exchanging information on assignments (homework and class work), tests/quizzes, and/or projects. This includes COPYING someone else’s work and/or during tests/quizzes and using “cheat” sheets, cell phones (texting, pictures), notes, etc. while in a testing situation. Cheating will NOT be tolerated.

**14. *False alarms, false reports, and bomb threats***

- A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

**15. *Explosives***

- Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

**16. *Trespassing***

- Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

**17. *Theft***

- When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Administration. The school is not responsible for personal property. Theft may result in suspension or expulsion.

**18. *Disobedience***

- School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

**19. *Damaging property***

- Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

**20. *Persistent absence or tardiness***

- Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school and loss of credits.

**21. *Unauthorized use of school or private property***

- Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

**22. *Refusing to accept discipline***

- The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

**23. *Aiding or abetting violation of school rules***

- If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

#### **24. *Public Displays of Affection (PDA)***

- Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school.

#### **25. *Cell phones and electronic communication devices***

- 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, during after school activities (e.g., extra-curricular activities) at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.
- Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.
- Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.
- Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, portable TV's, electronic games, laser pens, I-pod's and the like without the permission of administration. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.
- The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.
  - o "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

#### **26. *Violation of individual school/classroom rules***

- Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

#### **27. *Violation of bus rules***

- Please refer to Section V on transportation for bus rules.

#### **28. *Disruption of the educational process***

- Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

#### **29. *Harassment (District Policy # 3362, 5517, 5517.01 and 5518)***

- Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

- Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional wellbeing. **This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability.** This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.
- **Derogatory racial remarks will not be tolerated from any student.**
- Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.
- Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal. Complaints will be investigated in accordance with AG 5517.
- Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.
- If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.
- Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.
- The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

### Harassment

- Submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- the unwelcome conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

- Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A. 722.621 et. seq.

### ***29a. Hazing***

- The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.
- Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.
- Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:
  - A. illegal activity, such as drinking or drugs;
  - B. physical punishment or infliction of pain
  - C. intentional humiliation or embarrassment;
  - D. dangerous activity;
  - E. activity likely to cause mental or psychological stress;
  - F. forced detention or kidnapping;
  - G. undressing or otherwise exposing initiates.

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

### ***29b. Bullying (Policy 5517.01)***

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying – intimidation of others by acts, such as but not limited to:

- A. threatened or actual physical harm;
- B. unwelcomed physical contact;
- C. threatening or taunting verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement;
- G. electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., my space.com, facebook.com) to harass through unpleasant or aggressive messages.

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

**"Bullying"** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

**"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or assistant principal, or the Superintendent.

**"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height,

weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"**Intimidation/Menacing**" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"**Staff**" includes all school employees and Board members.

"**Third parties**" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)  
Policies on Bullying, Michigan State Board of Education  
Model Anti-Bullying Policy, Michigan State Board of Education

### **Confidentiality**

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **Implementation**

- The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.
- This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Notification**

- Notice of this policy will be **annually**, circulated to all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the District will be required to review and sign off on this policy and the related complaint procedure.

### **Non-Retaliation/False Reports**

- Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.
- Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **30. Sexual Violence**

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its education programs and activities. The

Board is committed to maintaining an education and work environment that is free from all forms of unlawful harassment, including sexual harassment.

Sexual harassment, including sexual violence, interferes with students' rights to receive an education free from discrimination, and, in the case of sexual violence, is a crime. Pursuant to its Title IX obligations, the Board is committed to eliminating sexual violence in all forms and will take appropriate action against any individual found responsible for violating this policy. To further its commitment against sexual violence, the Board provides reporting options, an investigative and disciplinary process, and other related services as appropriate.

This policy applies to all student complaints, whether filed by a student, his/her parent, an employee, or third party on the student's behalf. It applies to all District operations, programs, and activities, as well as to unlawful conduct occurring on school property or during a Board-sponsored activity. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

## Definitions

### **Sexual Harassment (Policy 3362, 5517, 5517.01 and 5518)**

As detailed further in Policy 5517, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Examples include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. unwanted physical and/or sexual contact;
- C. threats or insinuations implying that a person's conditions of education may be adversely affected by not submitting to sexual advances;
- D. unwelcome sexual verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; unwelcome sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
- E. sexually suggestive objects, pictures, videotapes, audio recordings or literature;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. inappropriate boundary invasions into a student's personal space and personal life; and
- J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

### **Sexual Violence**

Sexual violence, as used in this policy, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age, intellectual or other disability, or use of drugs or alcohol).

Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sexual harassment and, in turn, sex discrimination prohibited by Title IX.

Harassing conduct creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. A single or isolated incident of sexual harassment may create

a hostile environment if the incident is sufficiently severe. For example, a single instance of rape is sufficiently severe to create a hostile environment.

### **Anti-Harassment Compliance Officers**

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers."

Brian Pruett  
BHS Principal  
269-695-8403  
401 W. Chicago  
Buchanan, MI 49107  
[bpruett@buchananschools.com](mailto:bpruett@buchananschools.com)

Shelby Beasley  
BMS Principal  
269-695-8406  
410 W. Fourth St.  
Buchanan, MI 49107  
[sbeasley@buchananschools.com](mailto:sbeasley@buchananschools.com)

The names, titles, and contact information of these individuals will be published annually:

- A. in the student, parent, and staff handbooks.
- B. on the School District's web site.
- C. in the School District's calendar.

The Compliance Officers are available during regular school/work hours to discuss Title IX questions, sexual violence concerns, and to assist students, other members of the School District community, and third parties. Compliance Officers shall accept sexual violence complaints directly from any members of the School District community or a visitor to the District, as well as those initially filed within a school building administrator. Upon receiving a complaint, the Compliance Officer or designee will discuss confidentiality issues with the complainant (and his/her parent, if the complainant is a minor), and open an investigation as described below.

### **Complaint Procedures**

#### **Reporting**

Students and Board employees are required, and parents, community members, and third parties are encouraged, to report sexual violence promptly to a teacher, administrator, supervisor, or other school official. Reports can be made orally or in writing, and should be as specific as possible. The person making the report shall identify the alleged victim, perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s). The District, however, will investigate and address all reports to the extent possible.

A student has a right to file criminal and/or Title IX complaints simultaneously. A student does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to sexual violence or any other Title IX concerns may also be filed with the U.S. Department of Education's Office for Civil Rights.

Any teacher, administrator, supervisor, or other school employee or official who receives such a complaint shall file it with the District's Compliance Officer within two (2) school days, and shall comply with his/her mandatory reporting responsibilities. The Compliance Officer will oversee the District's investigation and response to any Title IX-related complaints, but s/he may delegate the investigative process to another individual ("Designee"). The Board reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy.

## Confidentiality

The District respects students' privacy and will only disclose information regarding alleged sexual violence to individuals who are responsible for handling the school's response, the student's parents (if the student is a minor or is considered a dependent under Section 152 of the Internal Revenue Code), or as otherwise required by law. During the course of a formal investigation, the Compliance Officer/designee will instruct all interviewees about the importance of maintaining confidentiality. Interviewees will be directed not to disclose any information that s/he learns or that s/he provides during the course of the investigation to third parties.

Students or their parents sometimes ask that the students' names not be disclosed to the alleged perpetrators or that no investigation or disciplinary action be pursued to address the alleged sexual violence. Upon such a request, the Compliance Officer/designee will inform the student and his/her parent that honoring the request may limit the District's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. The official will also explain that Title IX includes protections against retaliation, and that school officials will not only take steps to prevent retaliation but also take strong responsive action if it occurs.

Should the student or his/her parents continue to request complete confidentiality, the Compliance Officer/designee will balance the student's privacy request with the District's obligation to provide a safe and non-discriminatory environment for all students. Should the official determine that the District can honor the student's or parent's request and remain in compliance with its Federal and State obligations, the District may limit its investigation and/or formal action against the alleged perpetrator. The District will, however, take other action to address the sexual violence. This may include increasing monitoring and security, offering schedule changes, and conducting climate surveys.

If the Compliance Officer/designee determines that the District must disclose the student's identity to an alleged perpetrator, s/he will inform the student and his/her parents prior to disclosure. The District will then afford interim protection measures to the student as appropriate.

## Investigation

The District is committed to investigating all sexual violence complaints in an adequate, reliable, impartial, and prompt manner. The investigation will seek to determine whether the conduct occurred, and if so, what actions the school will take to end the sexual violence, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

The investigation may include:

- A. interviewing the complainant, perpetrator, and any witnesses;
- B. reviewing law enforcement investigation documents;
- C. reviewing student and personnel files;
- D. gathering and examining other relevant documents or evidence; and
- E. providing a disciplinary hearing as needed.

The District affords both parties a balanced and fair process. Specifically, the complainant has the same rights throughout the proceeding as the alleged perpetrator. Both parties, for example, will have an equal opportunity to present relevant witnesses and other evidence at a disciplinary hearing. Likewise, the District's appeal process is available to both parties. The District, however, does not require complainants to be present for the hearing or appeal. Further, the District will not permit parties to personally question or cross-examine each other directly.

In resolving a complaint, the District uses a preponderance of the evidence standard, determining whether it is more likely that not that sexual violence occurred.

## Timeline

The Compliance Officer/designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days after receipt of a report of sexual violence to advise s/he/them of the Board's intent to investigate the alleged misconduct. The Compliance Officer/designee will also inform the alleged perpetrator of the opportunity to submit a written response to the complaint within five (5) business days. The District's investigation, including a disciplinary hearing process (but not appeal), may take up to sixty (60) calendar days to complete. This timeframe may be extended on a case-by-case basis, depending on the complexity and severity of the matter, criminal investigation requirements, and school breaks. During this period, the District will provide the complainant with periodic updates on the status of the investigation.

## Interim Measures

During the investigation, the District will take interim steps to facilitate the complainant's equal access to its education programs. These steps may include, but are not limited to: (1) notifying the complainant of his/her options to avoid contact with the alleged perpetrator; (2) allowing the complainant to change his/her academic, extracurricular, transportation, dining, and working situation as appropriate; and (3) informing complainant of other available resources, such as counseling, legal assistance, and victim advocacy. Specific interim measures will be considered and offered on a case-by-case basis.

## Notice

Upon completing its investigation, the District will notify both parties in writing about the outcome of the complaint and any appeal. Specifically, the District will notify the complainant: (1) as to whether the investigation substantiated the allegations; (2) of individual remedies offered to the complainant; (3) of sanctions imposed on the perpetrator that directly relate to the complainant; and (4) other steps the District has taken to eliminate the hostile environment and prevent recurrence. The alleged perpetrator will be notified of the investigation's result and disciplinary consequence to him/her, if any. The District will not notify the alleged perpetrator about the individual remedies afforded to the complainant. All aforementioned notifications will comply with Federal and State privacy laws, including the Family Education Rights and Privacy Act (FERPA).

## Remedies

The District will provide a prompt and equitable resolution. If the investigation substantiates the complaint, the District will take steps to end the sexual violence, eliminate the hostile environment, prevent its recurrence, and remedy its effects. In addition to imposing disciplinary consequences on the perpetrator, the District will consider the following individual and global remedies, on a case-by-case basis:

- A. providing medical, counseling, and academic support services to the complainant and/or perpetrator;
- B. re-arranging schedules at the complainant's request;
- C. affording the complainant extra time to complete or retake classes without academic penalty;
- D. reviewing any disciplinary proceedings against the complainant;
- E. training or retraining employees;
- F. developing materials on sexual violence;
- G. conducting sexual violence prevention programs; and
- H. conducting climate checks.

The District will not offer mediation in cases involving sexual violence. Disciplinary consequences against offenders may include suspension, expulsion, termination, and any other sanctions the Board deems appropriate. Any discipline meted out to offenders will comply with special education and Section 504 laws and regulations.

## Appeals Process

Both complainants and perpetrators may appeal the outcome of the investigation. Any appeal opportunities afforded to the alleged perpetrator are also afforded to the complainant. Any party wishing to appeal the outcome of the investigation must submit a written appeal to the Board within ten (10) school days after receipt of the written notice of the outcome of the investigation. The Board shall, within twenty (20) work days, conduct a hearing concerning the appeal. The Board shall provide a written decision to the appealing individual within ten (10) work days following completion of the hearing.

## Retaliation

Federal law strictly prohibits retaliation against a complainant or witness. The District will inform complainant of this prohibition and direct him/her to report retaliation, whether by students or school officials, to the Compliance Officer. Upon learning of retaliation, school officials will take strong responsive action as appropriate.

## Training

All staff will be trained so they know to report harassment to appropriate school officials. This training will include practical information about how to identify and report sexual harassment, including sexual violence. The training will be provided to any employees likely to witness or receive complaints involving sexual harassment and/or sexual violence, including teachers, school law enforcement unit employees or school resource officers, school administrators, school counselors, and health personnel. Further, school administrators responsible for investigating allegations of sexual harassment and sexual violence will be trained how to conduct such investigations and respond properly to such charges.

20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX)

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education

Improvement Act of 2004 (IDEIA)

42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 1983

34 C.F.R. Part 106

Dear Colleague Letter on Sexual Violence (Office for Civil Rights, 2011)

OCR's Revised Sexual Harassment Guidance (2001)

### **31. *Possession of a Firearm, Arson, and Criminal Sexual Conduct (Policy 5772)***

- In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.
- A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.
- Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

### **32. *Weapons (Policy 5772)***

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and

authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C 921.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved; (Working firearms and any ammunition will never be approved as part of a presentation.)
- C. theatrical props that do not meet the definition of "weapons" above, used in appropriate settings.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

M.C.L. 380.1311, 380.1312(1), 380.1313  
20 U.S.C. 7151

### **33. *Criminal acts***

- Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.
- Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

### **34. *Safety Concerns***

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

### **35. *Profanity***

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

### 36. *Failure to Identify Self / ID badge*

I.D. badges are to be on the students at all times, and students must be able to present it when asked. Replacement ID's will be available in the office for a small fee.

## DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

### Informal Discipline

Informal discipline takes place within the school and includes:

- Written apologies;
- Change of seating or location;
- Community Service as agreed upon by Parents/Guardians and the school;
  - lunch-time / before / after school detention.

Restorative practices may be a part of the Buchanan High School discipline process. Restorative Practices focus on the harms, needs and causes of student behavior, not just the breaking of the rules and handing out of discipline. Through restorative practices we attempt to provide students with an opportunity to be accountable for the harm that they caused along with the opportunity to repair the harm. Students are given the opportunity to gain new insight on the harm they caused, understand new ways to deal with the conflict, to learn responsibility, to problem solve and collaborate and to understand the big picture. Restorative Justice focuses on the concepts of engagement, respect, accountability and healing. Through the use of restorative practices we hope that the students are able to learn, grow and have a positive impact on the educational community.

### Detentions

- A detention may be before or after school when given by a teacher, after giving the student as well as their parents a one (1) days' notice. The student or his/her parents are responsible for transportation.
- If a student is present at school and does not attend his/her detention they will be required to attend the next school day's detention or possibly be suspended from school.

The following rules shall apply to the **Detention Classroom(s)**:

- Students have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cards, magazines, or other recreational articles shall be allowed in the room;
- No food or beverages shall be consumed.

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and

expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the principal and a formal appeal hearing will be held. Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

### **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

**\*Before a student is suspended or expelled the school shall consider the following 7 factors:**

1. Students Age
2. Disciplinary History
3. Disability Status
4. Seriousness of Behavior
5. Whether behavior threatened safety
6. Use of restorative practices
7. Whether lesser intervention would “properly” address behavior.

### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the administrator will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The request for an appeal must be made to the administrator who gave the suspension.

- Suspension from co-curricular and extra-curricular activities may not be appealed.
- During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned or an alternative assignment may be offered.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

#### **Long-term suspension or expulsion from school**

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- \* the charge and related evidence;
- \* the time and place of the Board meeting;
- \* the length of the recommended suspension or a recommendation for expulsion;
- \* a brief description of the hearing procedure;
- \* a statement that the student may bring parents, guardians, and counsel;
- \* a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- \* a statement that the student may give testimony, present evidence, and provide a defense;
- \* a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- \* the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the School Board during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within 10 days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the School Board. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Buchanan Community Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Assistant Principal.

#### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

#### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
  
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Assistant Principal twenty-four (24) hours prior to display. The administration has the final say in this area.

#### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the appropriate person using the flow chart below.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

Please use the contact information and Chain of Command structure as listed below for addressing any issues within the district.

Stacey Denison  
Michael Babcock  
Shelby Beasley  
Brian Pruett  
Mark Frey  
Nate Will  
Reid McBeth  
Phillip Place  
Rebecca Kaltenbach  
Karin Falkenstein  
Carrie Brunsting  
Mark Kurland  
Patricia Robinson

Ottawa Elementary Principal  
Moccasin Elementary Principal  
Middle School Principal  
High School Principal  
Assistant High School Principal & Director of CTE  
Transportation Supervisor  
Virtual Academy & Athletic Coordinator  
Director of Technology  
Food Services Supervisor  
Director of Special Education  
Business Office Specialist  
Director of Operations and Instructional Systems Coordinator  
Superintendent

269-695-8409  
269-695-8408  
269-695-8406  
269-695-8403  
269-695-8403  
269-695-8402  
269-695-8400  
269-695-8452  
269-695-8415  
269-695-8442  
269-695-8400  
269-695-8400  
269-695-8401

sdenison@buchananschools.com  
mbabcock@buchananschools.com  
sbeasley@buchananschools.com  
bpruett@buchananschools.com  
mfrey@buchananschools.com  
nwill@buchananschools.com  
rmcbeth@buchananschools.com  
psplace@buchananschools.com  
rkaltenbach@buchananschools.com  
kfalkenstein@buchananschools.com  
cbrunsting@buchananschools.com  
mkurland@buchananschools.com  
probinson@buchananschools.com

**Board of Education** - Please contact Superintendent Robinson for placement on the board meeting agenda.



# BUCHANAN HIGH SCHOOL

Preparation  
Responsibility  
Integrity  
Dedication  
Effort

## Code of Student Conduct

2023-2024

Student misconduct is classified into three levels:

- Level 1 – Intervention by teacher face to face with student.
- Level 2 – Repeated violations after teacher intervention, sent to office.
- Level 3 – Immediately sent to office for 1<sup>st</sup> offense.

The definitions of misconduct at each level are not all-inclusive, but **only representative** and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action. Discipline is within the sound discretion of the school's staff and administration and the administration will determine appropriate consequences for violating this policy. Due process ensures that disciplinary action is imposed only after review of the facts and /or special circumstances of the situation.

The Code of Conduct does not incorporate the **Athletic Code** that is adopted by the Buchanan Community Schools Board of Education yearly. If an athlete of Buchanan High School has a discipline issue they are subject to discipline from both Buchanan High School as well as the Buchanan Athletic Code.

**Suspension from School:** Students suspended from school are not permitted on school property during their suspension, may not participate on athletic teams, extracurricular activities or attend school functions during their suspension.

ASD: After School Detention      OSS: Out of School Suspension      ECD: Electronic communication device

\*\*\*Specific explanations of all discipline violations are contained within the Buchanan High School Student/Parent Handbook or within the Buchanan Community Schools Board of Education Policies.

### DISCIPLINE CODE CHART

VIOLATION	CONSEQUENCES
Alcohol	1 <sup>st</sup> Offense = Parent notified + police may be notified + 10 days OSS + prior to returning to the classroom they must show proof of having received licensed professional counseling.
	2 <sup>nd</sup> Offense = Parent notified + police notified
Level: 3	1. Student will be suspended from school for the rest of the term during which the possession, use, transfer, or being under the influence is discovered. The student will receive no credit for work completed during that term, regardless of when the suspension occurs.
Code Violation: 2	2. Prior to returning to the classroom they must show proof of having received licensed professional counseling.
	3 <sup>rd</sup> Offense = Parent notified + police notified + Expulsion hearing before the School Board
VIOLATION	CONSEQUENCES
Arson	All Arson Offenses = The School Board shall expel the student from the school district permanently (Board Policy 5610.01), subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2])
Level: 3	
Code Violation: 8	

VIOLATION	CONSEQUENCES	
Cell Phones / Pagers / Electronic Communication Devices (ECD's):	1 <sup>st</sup> Offense = Confiscation + Parent/guardian pickup + 1 ASD	
	2 <sup>nd</sup> Offense = Confiscation + Parent/guardian pickup + 2 ASD	
	3 <sup>rd</sup> Offense = Loss of privilege to carry 1 month + Parent/guardian must pick up + 2 ASD	
	4 <sup>th</sup> Offense = Loss of privilege to carry for Semester + Parent/guardian must pick up + 2 ASD	
Level: 3		
Code Violation: 25	* If a student is caught with an ECD during times when they have lost privileges to carry, it will result in an immediate 3 days Suspension from school for insubordination.	
*Students are allowed to use ECD's during passing periods & Lunches AS-LONG-AS they are not a disruption to the school day.		
VIOLATION	CONSEQUENCES	
Cigarette Lighters		
Level: 3	Cigarette Lighter = Parent notified + confiscation + 1 ASD	
Code Violation: 38		
VIOLATION	CONSEQUENCES	
Computer Technology and Networks	<u>Minor Violation:</u>	
	1 <sup>st</sup> Offense = Warning + meet with Assistant Principal	
	2 <sup>nd</sup> Offense = 1 ASD + AP & Network Administrator conference + 1 week loss of privileges	
	<u>Moderate Violation:</u>	
Level: 1-3	1 <sup>st</sup> Offense = Meet with AP & 1 ASD + Loss of CPU privileges for remainder of the Marking Period.	
Code Violation: 36 (Page 14)	2 <sup>nd</sup> Offense = OSS until parent meeting takes place + Loss of CPU privileges for remainder of the semester.	
	<u>Severe Violation:</u>	
	All Offenses = OSS until parent meeting & Loss of privileges for the remainder of the school year.	
VIOLATION	CONSEQUENCES	
Criminal Sexual Conduct	Offenses = The School Board shall expel the student from the school district permanently (Board Policy 5610.01), subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2])	
Level: 3		
Code Violation: 39 (Criminal Act - page 27)		
VIOLATION	CONSEQUENCES	
Cutting / Leaving Class w/out permission	1 <sup>st</sup> Offense = Parent/Guardian notified + zero for class + truant absence + 1 ASD	
	2 <sup>nd</sup> Offense = Zero for class + truant absence + Parent/Guardian must return student to the school, Student is suspended until this occurs	
	Level: 3	3 <sup>rd</sup> Offense = Zero for class + truant absence + Parent/Guardian must return student to the school, Student is suspended until this occurs
	Code Violation: 33 (Page 17)	4 <sup>th</sup> Offense = Zero for class + truant absence + 3 Days OSS + Parent/Guardian must return student to the school, Student is suspended until this occurs
VIOLATION	CONSEQUENCES	
Damaging property	All Offenses (unintentional) = Parents notified + full restitution	

Level: 3	1 <sup>st</sup> Offense (intentional) = Parent notified + police notified + 1-5 days OSS. + full restitution
Code Violation: 19	2 <sup>nd</sup> Offense (intentional) = Parent notified + police notified + 6-10 days OSS. + full restitution + possible expulsion
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
Disruption of Educational Process	Discipline will vary from the list below: (The severity of the infraction will determine the discipline step)
	Warning
Level: 1-3	ASD
Code Violation: 28	Multiple ASD's
	OSS until parent meeting takes place
	Multiple days OSS
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
Dress Code	Student will NOT return to class until situation is resolved
Level: 1-3	1 <sup>st</sup> Offense = Parent notified + Alternative Clothing / Sent home to change + Truant absence
Code Violation: 34 (Page 19)	2 <sup>nd</sup> Offense = Parent notified + Alternative Clothing / Sent home to change + Truant absence + 1 ASD
	3 <sup>rd</sup> Offense= Parent notified + Alternative Clothing / Sent home to change + Truant absence + 2 ASD
	4 <sup>th</sup> Offense= Student will be suspended until a conference with parent/guardians can be arranged
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
Drugs	1 <sup>st</sup> Offense = Parents notified + Police notified + OSS from school until School Board expulsion hearing
Level: 3	2 <sup>nd</sup> Offense = Parents notified + police notified + School Board permanent expulsion hearing
Code Violation: 1	
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
Eating/Drinking	Discipline will vary from the list below:
Level: 1-3	Warning
Code Violation: 37	ASD
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
Explosives	All Offenses = Parents notified + police notification + 1-10 days OSS. + restitution if damage resulted + possible expulsion based on explosive devise
Level: 3	
Code Violation: 15	
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
Extortion	1 <sup>st</sup> Offense = Parent notified + police notified + 5 to 10 days OSS.
Level: 3	2 <sup>nd</sup> Offense = Parent notified + police notified + 10 days OSS or possible expulsion
Code Violation: 11	
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
Failure to Serve a Detention	1 <sup>st</sup> Consecutive Offense = Reassignment
Level: 1	2 <sup>nd</sup> & beyond Consecutive Offenses = Student suspended from school until parent conference can be arranged
Code Violation 40 / 42	

Detention Accumulation	If at any one time a student is assigned 4 or more consecutive detentions they will be suspended from school until a parent meeting takes place.
VIOLATION	CONSEQUENCES
False alarms, reports and bomb threats	All offenses = Parents notified + police notified + 10 OSS. (possible expulsion)
Level: 3	
Code Violation: 14	
VIOLATION	CONSEQUENCES
Falsification of school work, identification, and forgery	Cheating and Plagiarism is the practice of knowingly and willfully sharing/exchanging information on assignments (homework & class work), test/quizzes, and/or projects. This includes COPYING someone else's work and /or presenting it as your own (plagiarism). Cheating also includes talking during tests/quizzes and using "cheat sheets," cell phones (texting), notes, etc. while in a testing situation. Cheating will NOT be tolerated. You will receive a ZERO, be reprimanded by your classroom teacher, plus face office consequences/penalties.
Level: 1-3	1 <sup>st</sup> Offense = Failure of Assignment / Parent Notification + 1 ASD
Code Violation: 13	2 <sup>nd</sup> Offense = Failure of Assignment / Parent Notification + 2 ASD
	3 <sup>rd</sup> Offense = Failure of Assignment / Student is suspended until a parent meeting is setup
"Cheating" offenses are cumulative for the student's years in high school.	4 <sup>th</sup> Offense = Failure of Assignment / Student Suspended until parent conference / Expulsion meeting w/ Principal, Assistant Principal
VIOLATION	CONSEQUENCES
Fighting / Willing Participant	1 <sup>st</sup> Offense = 5 Days OSS + Possible Police Notification
Level: 2-3	2 <sup>nd</sup> Offense = 10 Days OSS + Parent/Guardian Conference + Possible Police Notification
Code Violation: 48	3 <sup>rd</sup> Offense = 10 Days OSS + Parent/Guardian Conference + Possible Police Notification + Possible Expulsion
VIOLATION	CONSEQUENCES
Gambling	1 <sup>st</sup> Offense = Parents notified + Confiscation + 1 ASD
Level: 3	2 <sup>nd</sup> Offense = Parent notified + Confiscation + 3 days OSS.
Code Violation: 12	3 <sup>rd</sup> Offense = Parents notified + Confiscation + 10 days OSS. (Possible expulsion)
VIOLATION	CONSEQUENCES
Harassment / Hazing / Bullying	Discipline will vary from the list below: (The severity of the infraction will determine the discipline)
Level: 1-3	Warning
Code Violation: 29	ASD + Parent Notification
	Multiple ASD's + Parent Notification
* For a complete description reference Buchanan High School's Handbook.	OSS until parent meeting takes place
	Multiple days OSS
	School Board expulsion hearing
VIOLATION	CONSEQUENCES
Horse Play	1 <sup>st</sup> Offense = Teacher assigned detention, 20 minutes + parent

	notified by teacher
Level: 1-3	2 <sup>nd</sup> Offense = 1 hour ASD + Parent notification
Code Violation: 44	3 <sup>rd</sup> Offense = 1 Day OSS
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
	Discipline will vary from the list below: (The severity of the infraction will determine the discipline step)
<b>Indecent Exposure</b>	Parent/Student Meet with Principal + 1 Day OSS
Level: 3	Parent/Student Meet with Principal + 2 Days OSS
Code Violation: 45	Referral to Police + 10 Days OSS
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
<b>Insubordination</b> (Disobedience/Refusing to accept discipline/Violation of Individual School/Classroom rules)	<u>Moderate: (Severity of action will determine which step discipline will begin on)</u>
	1 <sup>st</sup> Offense = Teacher assigned detention, 10 minutes
	2 <sup>nd</sup> Offense = Teacher assigned detention, 20 minutes + parent notified by teacher
Level: 1-3	3 <sup>rd</sup> Offense = 1 ASD + Parent/Guardian notified
Code Violation: 18,22, & 26	<u>Severe Violation:</u>
	1 <sup>st</sup> Offense = 1 Day OSS + Parent/Guardian Notification
	2 <sup>nd</sup> Offense = 3 days OSS + Parent/Guardian Conference before student returns to school
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
<b>Knowledge of Dangerous Weapons or Threats of Violence/Aiding or abetting violation of school rules</b>	Discipline will vary from the list below: (Which step to begin is at the discretion of the administrator)
	Warning
	ASD + Parent Notification
	Multiple ASD's + Parent Notification
	OSS until parent meeting takes place
Level: 3	Multiple days OSS
Code Violation: 7 & 23	
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
<b>Misuse of Hall Pass</b>	1 <sup>st</sup> Offense = 1 ASD + parent notified
Level: 1-3	2 <sup>nd</sup> Offense & Beyond = Student loss of hall privileges + 1 ASD
Code Violation: 43	
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
<b>Persistent tardiness</b>	5 <sup>th</sup> Tardy = 1 ASD
	Each Tardy after 5 = 1 ASD
Level: 1-3	10 <sup>th</sup> Tardy = OSS until parent meeting
Code Violation: 20	
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
<b>Physically assaulting a staff member/student/person associated with the District</b>	1 <sup>st</sup> Offense fighting = Parents notified + police may be notified + 5 days OSS.
	2 <sup>nd</sup> Offense fighting = Parents notified + police may be notified + 10 days OSS.
	3 <sup>rd</sup> Offense fighting = Parents notified + police may be notified + 10 days OSS. or expulsion

Level: 3	
Code Violation: 9	Assaults = Required suspension or expulsion up to 180 school days of any student in grade 9 or above who physically assaults a school employee, volunteer, or contractor.
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
Possession of a weapon	All Offenses = Parent notification + police notification + 10 days out-of-school suspension + expulsion (State Law)
Level: 3	
Code Violation: 5 & 30	
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
Profanity	1 <sup>st</sup> Offense = Teacher warning
Level: 1-3	2 <sup>nd</sup> Offense = Classroom teacher detention, 10 minutes
Code: 30 (Page 27)	3 <sup>rd</sup> & Beyond Offense = Referral to office + Parent notified + 1 ASD
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
Public Displays of Affection (PDA)	1 <sup>st</sup> Offense = Warning + office notified
	2 <sup>nd</sup> Offense = Contact parents + 1 ASD
Level: 1-3	Subsequent Offenses = Parent / Guardian notification + 2 ASD
Code Violation: 24	
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
Receiving Stolen Property	Moderate Violation:
Level: 1-3	1 <sup>st</sup> Offense = 2 ASD + Office/Parent Contact
Code Violation: 46	2 <sup>nd</sup> Offense = 1 - 5 days OSS + Parent Contact
	Severe Violation:
	All Offenses = Referral to Police + 10 Days OSS
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
Student Disorder/demonstration	Discipline will vary from the list below: (Which step to begin is at the discretion of the administrator)
	Warning
	ASD + Parent Notification
	Multiple ASD's + Parent Notification
Level: 3	OSS until parent meeting takes place
Code Violation: 4	Multiple days OSS
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
Theft	All Offenses = Parents notified + police notified + 1-10 OSS. (possible expulsion) + restitution
Level: 3	
Code Violation: 17	
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
Tobacco	1 <sup>st</sup> Offense = Parent notification + police notification + 2 days out-of-school suspension.
Level: 3	2 <sup>nd</sup> Offense = Parent notification + police notification 5 days out-of-school suspension.
Code Violation: 3	3 <sup>rd</sup> Offense = Parent notification + police notification 10 days out-of-school suspension.
<b>VIOLATION</b>	<b>CONSEQUENCES</b>

Unauthorized use of school or private property/trespassing	Discipline will vary from the list below: (Which step to begin is at the discretion of the administrator)
	Warning
	ASD + Parent Notification
	Multiple ASD's + Parent Notification
Level: 3	OSS until parent meeting takes place
Code Violation: 21/16	Multiple days OSS
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
Use of an object as a weapon	All Offenses = Parent notification + police notification + 10 days out-of-school suspension + expulsion (State Law)
Level: 3	
Code Violation: 6	
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
Vapor Devices	1 <sup>st</sup> Offense = Parent notification + police notification + 2 days out-of-school suspension.
Level: 3	2 <sup>nd</sup> Offense = Parent notification + police notification 5 days out-of-school suspension.
Code Violation:	3 <sup>rd</sup> Offense = Parent notification + police notification 10 days out-of-school suspension.
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
Verbally threatening a staff member/Student/Person Associated with the District	Verbal Threats = Required suspension or expulsion up to 180 school days for any student who verbally assaults a school employee, volunteer, or contractor, or who makes a bomb threat or other threat towards school property or activities.
Level: 3	
Code Violation: 10	
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
Violation of bus rules	All Violations = Discipline by Director of Transportation in addition to BHS Administration.
Level: 3	
Code Violation: 27 (Page 31)	
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
Violation of Personal Property	<u>Minor Violation:</u>
	1 <sup>st</sup> Offense = Teacher assigned detention, 20 minutes + parent notified by teacher
	2 <sup>nd</sup> Offense = 1 ASD + Office/Parent Contact
	<u>Moderate Violation:</u>
Level: 2-3	1 <sup>st</sup> Offense = 1 Saturday + Office/Parent Contact
Code Violation: 47	2 <sup>nd</sup> Offense = 1 day OSS + Office/Parent Contact
<b>VIOLATION</b>	<b>CONSEQUENCES</b>
Unauthorized use of an Exterior Door	<u>Minor Violation:</u>
	1 <sup>st</sup> Offense = Warning
	2 <sup>nd</sup> Offense = 1 ASD
	<u>Moderate Violation:</u>
Level: 1-3	3 <sup>rd</sup> Offense = Multiple ASD's
Code Violation:	4 <sup>th</sup> Offense = OSS

## SECTION V - TRANSPORTATION

Please direct any questions or concerns you have about transportation, including routes to the Transportation Office, 269-695-8402

Transporting students is a great responsibility and a source of pride for our drivers. Safety is key in transporting students to and from school. Our goal is to make transportation safe and successful for everyone. Rules are put into place for the benefit and safety of all bus riders, the driver and the public. They should be followed at all times. The following list of guidelines is not meant to be all-inclusive. Students are governed at all times by the code of conduct in effect by Buchanan Community Schools. These bus rules apply to all bus rides, including athletics, field trips or shuttles of any sort.

- A. Students must follow the directions of the bus driver at all times.
  - 1. Bus drivers may assign seats to students.
  - 2. Transportation is a privilege provided by Buchanan Community Schools.
  - 3. Please wait until bus is completely stopped before asking a driver a question (driver needs to be focused on road).
  
- B. Students must follow all safety rules.
  - 1. Stand off the road while waiting for your bus
  - 2. Use indoor voices when talking to your neighbor while riding the bus
  - 3. Always wait for the bus driver's direction before loading the bus. Remain seated while the bus is in motion.
  - 4. Keep head and arms inside windows
  - 5. Always cross in front of the bus, waiting for the bus driver's signal to cross
  
- C. Students are expected to act appropriately
  - 1. Keep objects inside windows
  - 2. Vandalism, profanity, harassing or intimidating others is unacceptable.
  
- D. Students who want to ride home with a friend must have a signed note from a parent, and also have the office sign off on the note.

Violations of the above guidelines or code of conduct may be reported to the school, transportation supervisor or principal for disciplinary action. This may include temporary or permanent exclusion from the bus. Written notice of such action will be provided to the parent, but such notice may not precede action by the transportation director or principal. Riding the bus is a privilege which can be revoked.

There is no transportation for middle school students to the high school. We do have other shuttle stops in town, according to where the student or their selected child care provider lives.

Thank you for helping our transportation team serve the Buchanan community schools.

### **Bus Transportation to School**

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by an administrator.

The building principals may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

## **Bus Conduct**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

### **Students must comply with the following basic safety rules:**

#### Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

#### During the trip each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not tamper with the school vehicle or any of its equipment.

#### Leaving the bus each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver. The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

## **Videotapes on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

## **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

## **Self-Transportation to School and Parking**

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school. The school is not responsible for any damage incurred while parking on school property.

Students wishing to park on school property must do so in the west parking lot. **Student cars when parked on school property may be searched by school authorities, when there is reasonable suspicion to believe that drugs, weapons, stolen goods, or items of an illegal or prohibited nature may be in the vehicle.**

Students are not allowed to go to their cars during the school day unless they have checked out with the attendance office first. Students are not permitted to use their cars as a locker.

Student's automobiles and other motorized vehicles are to be operated in a careful manner at all times. Violations, such as speeding, reckless driving and improper parking in any way, will result in one or a combination of the following:

- A. Loss of driving privilege.
- B. Traffic Ticket issued by the police.
- C. Vehicle impounded by a private towing company, with the vehicle owner liable for the expense.