

**BUCHANAN
MIDDLE
SCHOOL**



STUDENT

HANDBOOK



2024-2025



It Takes Pride to be a Buck



Preparation
Responsibility
Integrity
Dedication
Effort

BUCHANAN MIDDLE SCHOOL

BUCHANAN MIDDLE SCHOOL

610 W. 4th Street

Buchanan, MI 49107

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(269) 695-8459 (Fax)

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Counselor

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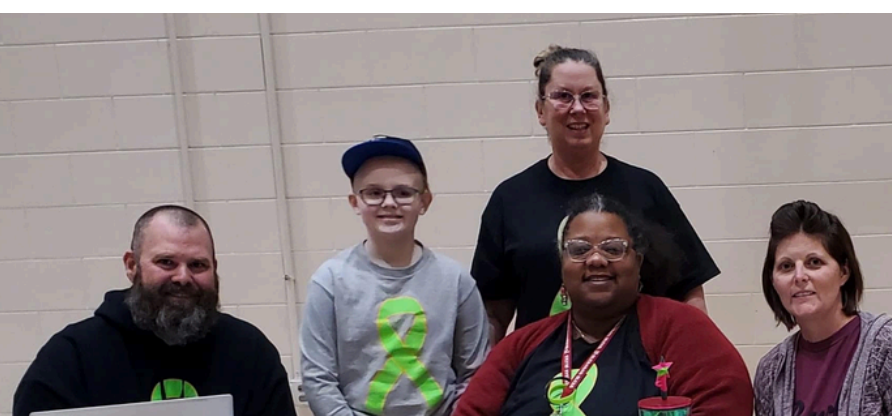
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WELCOME TO THE JR. HERD

Shelby Beasley
Principal

On behalf of the Board of Education, administration, faculty, and staff of Buchanan Middle School, we would like to welcome you to the new school year. Buchanan Middle School (5-7) offers our students the finest educational opportunities available in our state or country today. Our learning environment addresses the academic, physical, and social needs of our young adolescents. Our staff is dedicated to making each day the best educational experience possible to help our students lead successful and fulfilling lives. We believe the strength of the Buchanan community is that our families remain the driving force behind the quality of our schools. We welcome the involvement of your entire family in the education of our students. Please feel free as parents, students, or members of the Buchanan School Community to contact the administration at the school at any time regarding questions about our school, our programs, or this handbook.

The Buchanan Middle School (BMS) student handbook was developed to answer many of the commonly asked questions you and your parents may have during the school year and provide specific information about certain Board Policies and procedures. This handbook contains important information that you should know. Please become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have questions not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

OUR MISSION

“Committed to caring; striving for excellence.”



OUR VISION

With the cooperation and support from parents and the community, we will provide high standards for academic achievement and excellence. We will be a student-centered middle school that prepares successful and responsible citizens.



This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. 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 August 2024. If any of the policies or administrative guidelines referenced herein are revised after August 2024, the language in the most current policy or administrative guideline prevails.



SCHOOL OPERATIONS



ARRIVAL/DISMISSAL

The doors open at 6:50 a.m. for breakfast. No student should be on school property before 6:50 a.m. Students eating breakfast should enter the building through Door 13 at the front of the building. Please head to your designated grade level area after eating. No students should be inside roaming the building before the 7:20 a.m. bell. Failure to follow this rule will result in discipline being applied.

Doors open for all students at 6:50 a.m. Upon entering the building, students should report directly to their grade level location if they are not eating breakfast. Students should not be in the building unless in the company of an adult before 7:20 a.m. or after 2:40 p.m. The warning bell rings at 7:25 a.m. Students are marked absent or tardy beginning at 7:30 a.m. The front doors are locked at 7:40 a.m. Please park in front of the building and use the buzzer, to enter after 7:40 a.m.

School dismisses at 2:25 p.m. All students will exit the building using Door 1. On Wacky Wednesday, school dismisses at 1:55 p.m. Half-days dismiss at 10:50 a.m.

BMS DROP-OFF PROCEDURES

Buses drop off students each morning in the front of the building. They use the curb directly in front of the building and are usually right on time at 6:50 a.m. Please do not park along that curb until after the buses leave. If no buses are present, we ask that drivers pull all the way to the end of the curb in front of the building. Students will then enter Door 1 if they are not eating breakfast, and Door 13 if they are eating breakfast. Parents should not use the parking lot for drop-off unless they are coming into the building for a meeting or to drop something off.

BMS PICK-UP PROCEDURES

Buses will load in the back of the building. Once all students are loaded on the buses, the buses will leave the back drive. DRIVERS MUST YIELD FOR BUSES AS THEY DEPART! Just as in the morning, we ask that drivers pull all the way to the end of the curb in front of the building. Parents may not use the teacher parking lot at dismissal unless entering the building. The line can look long, but it moves quickly. All cars are usually through the line by 2:30 p.m. At dismissal, parking in the church parking lot and having students cross 4th Street is **not** a safe practice. There is a police officer there to help with traffic but this is **NOT** a crosswalk location. Students needing to cross 4th Street will need to walk to the stop sign at Chippewa Street and cross there.

VISITORS

All entry doors are locked during the school day. Anyone needing to pick up a student from school or come into the building to drop something off for a student should use the buzzer at the front entrance (Door 1) and state their name and purpose for the visit. Office staff will buzz the visitor into the building. If picking up a student, the adult will have to show picture identification into the interior door camera and then sign out the student on the sign-out page in the vestibule area. Students will only be released to individuals listed as contacts in PowerSchool. If needing to come into the office for a different purpose, office staff will buzz the visitor into the interior office door. All visitors must sign in to receive a visitor pass. Any visitors wanting to come into the classroom must notify the teacher 48 hours prior to the visit to receive approval. Student visitors from other buildings are allowed pending administrative approval.

MICHIGAN SCHOOL SAFETY LAWS

The Michigan legislature has enacted several laws dealing with the safety and protection of our children. The Buchanan Board of Education will request annually a criminal history check on ALL school volunteers from the Central Records Division of the Michigan Dept. of State Police. Parents who volunteer in the classrooms, attend field trips, etc. will be asked to submit a criminal history check as a volunteer requirement.



SCHOOL OPERATIONS



EVACUATION DRILLS

FIRE – The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for the safe, prompt, and orderly evacuation of the building.

TORNADO – Tornado drills are conducted twice throughout the year, including one during the tornado season using the procedures provided by the State.

LOCKDOWNS – Lockdown drills, when the students are restricted to the interior of the school building and the building is secured, will occur a minimum of three (3) times each school year.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

In order to maintain the safety of students and staff, Buchanan Middle School 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.

ANNOUNCEMENTS

Regular announcements will be made over the intercom, during the school day at approximately 2:15 p.m. Any messages for students received after 2:15 p.m. may not make it into that day's announcements. WBMS announcements must be submitted in writing and approved by the media center specialist and/or principal along with any postings or material for public display or distribution.

OTHER CAMPUSES

Students are not to be on the campuses of the elementary or high school buildings unless permission has been obtained from the principal of that school. Students from other campuses are not allowed on middle school grounds without permission.

CAFETERIA (BISTRO)

BMS uses an automated lunch accounting system. Students are assigned a bar-coded account number and must bring their cards to lunch each day. It is extremely important that everyone, regardless of status, fill out the free/reduced lunch applications. Applications for free and reduced-price lunches are available in the office and will be sent home at orientation or on the first day of school. There are some "a la carte" options available for additional purchase. Breakfast and lunch will be FREE this school year, however, a la carte items will still be available for purchase. Milk is available as well for 50 cents. If any questions or concerns arise, please call Ms. Kaltenbach at 296-695-8415.

Bistro Expectations:

- Raise your hand to leave your seat.
- Deposit all trash in the wastebaskets.
- Leave your table and floor area clean.
- Follow the directions of lunchroom supervisors.

HALL PASSES

Students are not to be outside of their assigned class area without a pass. Teachers will distribute hall passes in the event a pass is needed. Students are encouraged to be sure to grab all belongings from their lockers before heading to class.

PAK (PARENT ASSOCIATION FOR KIDS)

The PAK meets at Buchanan Middle School monthly. Please check the school newsletter for meeting dates and times. If you are interested in becoming a member of PAK, please contact the building principal.



LET'S GO BUCKS!

ENROLLING IN SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. The two exceptions are if they are enrolling under the District's open enrollment (Schools of Choice) policy or enrolling and paying tuition. New students under the age of eighteen must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following: a birth certificate, 2-4 proofs of residency, immunization records, and court papers allocating parental rights and responsibilities, or custody (if appropriate).

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about the 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. The building secretary/counselor 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.

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.

TRANSFERRING OUT OF DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Buchanan, the parent must notify the office. Transfers will be authorized only after the student has completed the arrangements, returned all school materials and Chromebook, 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 the main office for specific details. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of their parents.



DISTRICT REGISTRAR:

TAMMY HOLMER, THOLMER@BUCHANANSCHOOLS.COM

05

**SCHOOL
OPERATIONS**



SCHOOL OPERATIONS



OFFICE TELEPHONE

The office telephone is a business telephone and may be used by students, with permission, for emergencies only. This includes incoming calls. Students are not to handle classroom phones without permission.

TEXTBOOKS AND FEES

Textbooks are provided free of charge for use during the school year. Students are responsible for the care of textbooks issued to them. If lost or damaged, students are responsible for replacement costs. Any money owed to the school from textbooks, fundraisers, damaged or lost books, or other reasons must be paid, and/or deposits equal to the amount owed may be charged to get new materials if items are lost.

COMPUTER USE

Buchanan Community Schools provides student Internet access through its network to enrich and augment student education and training. The primary use of the district's technology is to support the academic programs of the district and to allow bona fide research to support school-related activities.

The district's Student Network and Internet Acceptable Use and Safety Policy are an agreement between parents, students, and the district to ensure appropriate use. The policy is required by Federal law. In this age of immediate worldwide access, the safety of all children is a paramount concern. The policy addresses four areas that require individual parent approval. Parents may select any, all, or none of the permissions.

- A student account will be created to access the Internet at school. Student e-mail accounts are not allowed unless provided by the district.
- Permission to use a child's image for district web pages using only their first name to help protect their identity.
- Permission to use a child's images in "live" video such as group conferences between other schools or educational sites.
- Permission to use a child's written work, using only their first name to identify them, on district web pages.

Students must have parental authorization on a district form to access the internet. Parents may contact the building principal in the event they have questions or would like to change the policy permissions for their child.

Students at Buchanan Middle School will be assigned a username and password to access our server system, which contains utilities, their own files for storing documents, and Internet access. Please note that our Internet route is through Berrien RESA, which operates screening software to prevent access to pornography.

All students at Buchanan Middle School will be issued a Chromebook for their personal academic use throughout the school day. In order to use this device, a signed Device Agreement Form must be on file with the office.

COMPUTER CONDUCT

The use of technology is essential in our society, and also for success in school. Computer use, nevertheless, is a privilege that may be revoked. Students are strictly forbidden from

- Use of printers without teacher authorization.
- Attempting to access pornographic material or websites that advocate violence, drug or alcohol abuse, anarchy, or other inappropriate materials.
- Inappropriate use of email or Google documents/spreadsheets/forms/etc.
- Any other conduct not relevant to what is happening in classroom instruction.

Violations of these rules will result in temporary or permanent loss of computer privileges and progressive discipline up to and including a suspension.

BUCHANAN MIDDLE SCHOOL DAILY BELL SCHEDULE

5th Grade					
Hour			Class	Passing	Total
ADV	7:30	8:00	30	4	34
1st	8:04	8:58	54	4	58
2nd	9:02	9:56	54	4	58
3rd/Lunch	10:00	11:25	54	4	58
4th	11:29	12:23	54	4	58
5th	12:27	1:21	54	4	58
6th	1:25	2:25	60		60
Total minutes:					384

Group A 10:03-10:30
Group B 10:35-11:02

6th Grade					
Hour			Class	Passing	Total
ADV	7:30	8:00	30	4	34
1st	8:04	8:58	54	4	58
2nd	9:02	9:56	54	4	58
3rd	10:00	10:54	54	4	58
4th/Lunch	10:58	12:23	54	4	58
5th	12:27	1:21	54	4	58
6th	1:25	2:25	60		60
Total minutes:					384

Group A 11:05-11:32
Group B 11:35-12:02

7th Grade					
Hour			Class	Passing	Total
ADV	7:30	8:00	30	4	34
1st	8:04	8:58	54	4	58
2nd	9:02	9:56	54	4	58
3rd	10:00	10:54	54	4	58
4th	10:58	11:52	54	4	58
5th/Lunch	11:56	1:21	54	4	58
6th	1:25	2:25	60		60
Total minutes:					384

Group A 12:05-12:32
Group B 12:37-1:04

BUCHANAN MIDDLE SCHOOL WACKY WEDNESDAY

5th Grade					
Hour			Class	Passing	Total
ADV	7:30	7:42	12	4	16
1st	7:46	8:39	53	4	57
2nd	8:43	9:36	53	4	57
3rd/Lunch	9:40	11:03	53	4	57
4th	11:07	12:00	53	4	57
5th	12:04	12:57	53	4	57
6th	1:01	1:55	54		54
Total minutes:					355

5th Grade Lunch:
Group A 10:07-10:33
Group B 10:37-11:03

6th Grade					
Hour			Class	Passing	Total
ADV	7:30	7:42	12	4	16
1st	7:46	8:39	53	4	57
2nd	8:43	9:36	53	4	57
3rd	9:40	10:33	53	4	57
4th/Lunch	10:37	12:00	53	4	57
5th	12:04	12:57	53	4	57
6th	1:01	1:55	54		54
Total minutes:					355

6th Grade Lunch:
Group A 11:05-11:31
Group B 11:34-12:00

7th Grade					
Hour			Class	Passing	Total
ADV	7:30	7:42	12	4	16
1st	7:46	8:39	53	4	57
2nd	8:43	9:36	53	4	57
3rd	9:40	10:33	53	4	57
4th	10:37	11:30	53	4	57
5th/Lunch	11:34	12:57	53	4	57
6th	1:01	1:55	54		54
Total minutes:					355

7th Grade Lunch:
Group A 12:02-12:28
Group B 12:31-12:57

BUCHANAN MIDDLE SCHOOL HALF DAY SCHEDULES

5th/6th/7th Grade					
Hour			Class	Passing	Total
1st	7:30	8:00	30	4	34
2nd	8:04	8:34	30	4	34
3rd	8:38	9:08	30	4	34
4th	9:12	9:42	30	4	34
5th	9:46	10:16	30	4	34
6th	10:20	10:50	30		30
Total minutes:					200



ONLINE SCHOOL CALENDAR

Buchanan Community Schools' calendar, posted on the district website (www.buchananschools.com), is available to parents to access individual school and district events.

SCHOOL ORGANIZATION & SCHEDULE

Each student at Buchanan Middle School will start the day in advisory class. This is a graded course based on being prepared, being on time, and class participation. In addition to advisory, students will have 6 other courses – 4 core classes and two activity classes. These are described below.

Class Schedules will be handed out at orientation or during the first day of school.

Core Classes: Mathematics, Science, English/Language Arts, and Social Studies.

Activity Classes: Art, P.E., Choir, Music, Intro to Coding & Programming, Technology, Band (full year), & Transitions.

Buchanan Middle School operates on a six-period schedule. Each morning starts in advisory, and then there will be six class periods each day. Class periods are 54 minutes long except for 6th hour which is 60 minutes to allow for end-of-day announcements and an organized dismissal. On Wacky Wednesdays, students have a shortened advisory period (12 minutes) and then attend all classes as they do daily. On Wednesdays, class periods are 53 minutes.

SCHOOL DELAYS OR CLOSINGS

In case of inclement weather, listen for information on the sources below – please DO NOT call the office. All extracurricular activities are canceled if the school is closed. School may also be delayed – it would be a two-hour delay, and classes would start at 9:20 a.m. Add two hours to your regular bus stop time. School may also be called early due to weather or other conditions. Information will be on WNIL – 1290 AM, WSBT – 960 AM, WHFB – 1060 AM, WNDU – 1490 AM, WAOR – 95.3 FM, and all local television channels. Any delays or closings will also be on the district website (www.buchananschools.com) and the BCS & BMS Facebook pages.

POWER ANNOUNCEMENTS

Buchanan Middle School uses Power Announcements to communicate with families. This system allows the school to contact all parents simultaneously via phone, text, and/or email regarding school closings, delays, weather, and other emergencies. Announcements may also include information about school happenings such as picture day, athletics, extracurriculars, etc. To learn more about this or to ensure you are signed up, visit <https://www.buchananschools.com/schoolmessenger/>.



SCHOOL OPERATIONS



BUS TRANSPORTATION

Please direct any questions or concerns about transportation, including routes to 269-695-8402. Transporting students is a great responsibility and a source of pride for bus drivers. Safety is key in transporting students to and from school. The goal is to make transportation safe and successful for everyone. Rules are put into place for the benefit and safety of all bus riders, drivers, 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.

- Students must follow the directions of the bus driver at all times.
 - Bus drivers will assign seats to students.
 - Transportation is a privilege provided by Buchanan Community Schools.
 - Please wait until the bus is completely stopped before asking a driver a question (the driver needs to be focused on the road).
- Students must follow all safety rules.
 - Stay off of the road while waiting for the bus.
 - Use indoor voices when talking.
 - Always wait for the bus driver's directions before loading the bus.
 - Remain seated while the bus is in motion.
 - Keep your head and arms inside the windows.
 - Always cross in front of the bus, waiting for the bus driver's signal to cross.
- Students are expected to act appropriately
 - Keep objects inside windows
 - Vandalism, profanity, harassing, or intimidating others is unacceptable.
- Students must have direct permission from the director of transportation in the form of a bus note when wanting to ride a different bus home with another student. The office staff will assist with bus notes.

Violations of the guidelines or code of conduct may be reported to the 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 that can be revoked. There is no transportation for middle school students to the high school unless for athletics.

Bus Discipline Process

If a student breaks a rule on the bus, the following will occur:

- The bus driver will write up the student
- The Transportation Director and the principal/designee (if available) will meet with the student
- Depending on the age of the student and the offense, discipline will be decided

WALKERS/CAR RIDERS

As a matter of safety and courtesy, do not walk in the street or cut across private property. Respect the property of others. Students walking to and from school must use sidewalks. Do not walk on the driveway of the school, or enter the staff parking lot at any time.

Students who are reported to be walking on streets or across private property will face disciplinary action.

BIKES

The middle school provides a rack for the parking of bikes. Students are to keep their bikes in the rack and locked while in school. The bike rack is off-limits during the school day. Middle School students are not allowed to drive motorized vehicles, including mopeds, to school.

FIELD TRIPS

Middle school instructors and coaches have the prerogative of establishing additional transportation rules as warranted for special trips and athletic events. All school rules described in this handbook and apply in these circumstances. It should also be noted that classroom teachers may, at their discretion, institute rules of behavior for field trips, and exclude students from field trips who have not cooperated.



HEALTH, SAFETY AND EMERGENCY PROCEDURES

In case of illness or injury, students should notify the nearest teacher and report the incident to the office. Someone in the office will assist. In the case of serious illness or injury, a parent/guardian will be notified as soon as possible. If a student is sick/injured at school, it is the student's responsibility to inform the office so that a parent can be notified by office staff. Students should not use their personal cell phones to contact their parents regarding illness. Students may not leave school due to accidents or injuries or call parents for transportation without first reporting to the office and receiving permission.

If a student has a fever of 100 or higher and/or vomits during school, they will be required to be picked up from school. The student will be placed in the sick room until someone is able to pick them up, and **will not be able to return until fever-free for over 24 hours.**

CHRONIC HEALTH CONCERNS

Parents with students with chronic health concerns are to report to the school office at the beginning of the school year, or when the problem arises. Special problems may include vision, hearing, diabetes, epilepsy, allergies, rheumatic fever, recent surgery, ADHD, medications, or anything else that might limit activities at school.

IMMUNIZATIONS

All students are required to have up-to-date immunizations as required by the State of Michigan and have a copy of their immunization record in their student file in the office. Any student who does not have the required immunizations at the time of enrollment and/or upon entering 7th grade will be given 30 days to obtain immunizations or they may be excluded from school.

HEAD LICE

In compliance with the Michigan Department of Community Health and the Michigan Department of Education, Buchanan Community Schools will observe the following: Whenever a student is found to be infested with head lice, they may remain in school until the end of the school day but shall be restricted from activities involving close head-head contact or sharing personal items with other children. The student may not be readmitted to school until an examination by the school, no live lice are found. If a student has no live lice but has nits closer than a one-quarter inch from the scalp, they will be re-checked for lice and nits each school day until no live lice and no nits within one-quarter inch of the scalp are found.

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, counselors, and/or other appropriate persons will convene to determine the best approach.

*****The school principal, district nurse, and/or superintendent reserve the right to exclude students from the school in the case of highly contagious disease, head lice, failure to provide documentation of required immunization, and other circumstances which in their judgment may pose a health threat.**

 **DISTRICT NURSE:**
CAT COMER, CCOMER@BUCHANANSCHOOLS.COM



SCHOOL OPERATIONS



COMMUNICABLE DISEASES (BOARD POLICY #3404)

A person with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, protect the person's health and privacy rights, and protect the health and safety of others.

The Michigan Department of Health and Human Services maintains a list of reportable diseases and infections, including those capable of being transmitted to a person. The District will work cooperatively with the local health department to identify, report, and contain diseases and infections in accordance with applicable laws and local health department policies and guidance.

- District personnel will immediately notify the Superintendent or applicable building principal when they reasonably suspect the presence of a listed communicable disease.
- When it is reasonably suspected that a person has a communicable disease (except for AIDS or HIV infection), the Superintendent or building principal may exclude the person for a period sufficient to obtain a determination by a physician or local health officer as to the presence of a communicable disease.
- A person excluded under subsection B may return to school and school-related activities when a physician or local health officer determines that the person does not represent a risk to others.
- The Superintendent or applicable building principal will report to the local health department within 24 hours after suspecting either of the following:
 - The occurrence of a serious communicable disease listed by the Michigan Department of Health and Human Services (except for AIDS or HIV infection); or
 - The unusual occurrence, outbreak, or epidemic of any disease, infection, or condition within the District.
- Reports, records, data, and other information associated with AIDS or HIV may be subject to heightened confidentiality requirements in accordance with MCL 333.5131.

MEDICATIONS

With the exception of certain asthma inhalers or epi-pen devices, students are not permitted to carry any medications with them at school. This includes to and from school. Medications that must be given during school hours will be dispensed through the school office. **NO MEDICATION IS ALLOWED AT SCHOOL WITHOUT A PARENT/DOCTOR PERMISSION FORM. THIS INCLUDES OVER-THE-COUNTER MEDICINES.**

Parents of students who must take medications during the school day are required to provide the school with a completed Medication Administration form prior to bringing medications to school for their child. This form is available in the school office and must be completed by both the parent and the prescribing physician. Medications must be provided in the original pharmacy container that lists the correct dosage or other instructional information.

If a child requires medication that will not typically be given by the office such as an asthma inhaler or epi-pen that needs to be with the child all the time, the Medication Administration form must include a physician's instructions and permission for self-medication.

Students may not transport medication to and from school. The office will attempt to notify the parent when supplies run low so that they may bring more, but parents are free to call and check any time. We will dispense over-the-counter medications such as Tylenol, aspirin, or any other medication per parent instructions with a signed medication form on file. Students may not be in possession of these items. Possession may result in disciplinary action. Cough drops, which have been pre-approved by a note from the parent to the office, are acceptable. Students must bring drops and the note to the office for approval on arrival at school. Parents may also come to the school personally and administer medications if necessary after checking in at the office. Any questions regarding medication administration should be directed to the building principal.

 **DISTRICT NURSE:**
CAT COMER, CCOMER@BUCHANANSCHOOLS.COM

BUCHANAN MIDDLE SCHOOL ACADEMICS



CURRICULUM / STUDENT ASSESSMENT

Our coursework is based on the Michigan Essential Goals and Objectives and the Common Core as published by the Michigan Department of Education and approved by our Board of Education. Copies of our Curriculum Guide are available online on our school website www.buchananschools.com and in the office upon request. Students are assessed using a wide variety of assessments including the state-mandated MSTEP, Classroom Formative Assessments, NWEA, Delta Math, and Study Island.

SCHEDULING / CLASS ASSIGNMENTS

The only special request honored in regard to scheduling pertains to students involved in the band or choir. Outside of special education service issues, students will not change classes once the school year has begun. The Board of Education gives ultimate authority for class placement to the principal. Please contact Kathy McLaughlin, counselor, if you have any questions.

BUCHANAN MIDDLE SCHOOL ACADEMICS

GRADING PROCEDURES

Report cards are issued every nine weeks. Report cards will be mailed at the end of the school year unless a student owes money for fines, lost books, etc. Grade point averages are figured on the chart on the right.

GPA	Grade	Score (%)	GPA	Grade	Score (%)
4.00	A	100-93	2.00	C	76-73
3.67	A-	92-90	1.67	C-	72-70
3.33	B+	89-87	1.33	D+	69-67
3.00	B	86-83	1.00	D	66-63
2.67	B-	82-80	0.67	D-	62-60
2.33	C+	79-77	0.00	F	<60



POWERSCHOOL/PROGRESS REPORTS

Teachers update student grades in PowerSchool on a regular, weekly basis. Parents are encouraged to utilize PowerSchool to monitor student grades and communicate with teachers. If you need access to PowerSchool, please contact Ms. Young, our media specialist, at tyoung@buchananschools.com. Progress Reports will be sent home by the office once a quarter.

INCOMPLETES

Students who receive a grade of incomplete during a nine-week marking period must make up that work in a comparable number of days as the excused absence. All incompletes must be made up within two weeks after the end of the marking period unless special arrangements have been made with the principal. Otherwise, no credit will be issued and the incomplete turns into an "F."

HONOR ROLL

Students at Buchanan Middle School must meet certain standards to be listed on Honor Roll. Honor Roll designation will be awarded after each nine-week grading period. The basis for Honor Roll designation is as follows:

- Ultimate Honor Roll: 4.0 GPA
- High Honor Roll: 3.50–3.99 GPA
- Honor Roll: 3.0–3.499 GPA



BUCHANAN MIDDLE SCHOOL

ACADEMICS



BAND

Band is considered a year-long commitment unless the teacher, administration, and parent agree that it is academically in the best interest of the child to be removed at the end of the first semester.

REPRODUCTIVE HEALTH EDUCATION

Buchanan Middle School includes reproductive health education as part of our science & health curriculum. Teachers have completed mandated training. A district committee of teachers and parents approved materials, and the curriculum is abstinence-based. Parents have the right to request that their child be withheld from this instruction but must make this request in writing to the principal prior to the start of the instruction, which could be at any time during the school year.

PHYSICAL EDUCATION

The curriculum will emphasize the improvement in personal fitness. Students will be responsible for completing some written assignments relating to class activities. Students will participate in monthly fitness testing assessments and personal fitness goal setting. Students will be assessed on their understanding of fitness terms and concepts. Students will be graded on "active" participation including having proper footwear, written assignments, and testing. Additional activities will include character-building, health, and nutrition. It is extremely important that students have the proper clothing and footwear for physical education classes. All shoes worn for class must be athletic in type and properly fit the feet for safety.



STUDENT ATTENDANCE

In order to benefit from the primary purpose of the school experience, it is essential that each student maintain regular and punctual daily attendance in all assigned classes. Class attendance is not only necessary for learning and academic achievement, but also for developing the habits and responsibilities of punctuality, dependability, and self-discipline. It is unlawful for a parent to fail, neglect, or refuse to send their child to a public school for the full school year under the Michigan Compulsory Attendance Law. It is also the student's responsibility to attend school on a regular basis, and failure to do so will result in the student being counted as truant.

COMPULSORY ATTENDANCE, ABSENTEEISM, & TRUANCY

- **Required Attendance:** Every person residing in the District who has legal or actual charge or control of a child who is of mandatory attendance age must ensure that the child regularly attends a public or private school or is receiving a home-school education unless the child has satisfied District graduation requirements or is otherwise exempt from Michigan's compulsory attendance requirements.
- **Mandatory Attendance:** Age A child who is or will turn 6 years old before December 1 of the current school year and who has not turned 18 years old is of mandatory attendance age.
- **Exceptions:** A parent/guardian of a child who is at least 16 years old may provide the District with written notice that the child has permission to stop attending school. Upon receipt of the written notice, the child will be exempt from this Policy.
- **Excused Absences:** The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:
 - the student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness)
 - severe weather
 - medical appointments for the student
 - death or serious illness of the student's family member
 - attendance at a funeral, wedding, or graduation
 - appearance at court or for other legal matters
 - observance of religious holidays of the student's own faith
 - college planning visits
 - personal or family vacations.

EXCESSIVE ABSENTEEISM AND TRUANCY

When a student has 5 unexcused absences in any term or semester, the building principal or designee will provide written notice to the student's parent/guardian encouraging the student's regular daily attendance and explaining the truancy process. A second notice will be provided after 10 unexcused absences in any term or semester. If the Superintendent or designee determines that a student is repeatedly absent from school without valid excuse, is failing, or has behavior problems, and attempts to confer with the student's parent/guardian have not been successful, the Superintendent or designee may request the attendance officer who has jurisdiction in the District to send notice to the parent/guardian requiring the parent/guardian to meet with District personnel to discuss the matter. When a student is absent more than 14 days per school year (excused or unexcused), the building principal or designee will notify the attendance officer who has jurisdiction in the District. Once notified, the attendance officer will investigate each case of nonattendance and will take all other steps permitted and required by law. The building principal or designee may impose additional consequences for excessive absenteeism, consistent with the student handbook or published grading procedures.



**ADMINISTRATIVE ASSISTANT:
TAMMY HOLMER, THOLMER@BUCHANANSCHOOLS.COM**



STUDENT ATTENDANCE



PROCEDURES FOR REPORTING ABSENCES & TARDIES

Students absent from school or tardy should have a parent or guardian call the office as soon as possible on the morning of the absence or tardy. It is acceptable for parents to leave a message on the answering machine. Parents and guardians may also email Mrs. Holmer at tholmer@buchananschools.com or send in a note to the office. All phone calls, emails, and notes should be received within 24 hours of the absence or tardy. Parents and guardians will receive an automated phone call if their child is marked absent or tardy. Even if an adult reported the absence, there is a chance the automated computer system will send the phone call out before office staff can correct the absence in PowerSchool.

UNEXCUSED ABSENCES

An absence is considered "unexcused" if a student is absent and there is no contact from a parent or guardian. Students may be required to serve 1 hour of after-school detention when they reach FIVE UNEXCUSED ABSENCES. Every UNEXCUSED absence after that will result in continued progressive consequences. Failure to serve detention will result in additional consequences.

FAMILY VACATIONS/EXTENDED ABSENCES

Family trips are considered excused absences. Absences due to family trips count toward students' total amount of absences. Parents should contact the main office and/or send a note to the main office when leaving on vacation. Students are responsible for any work missed while on vacation. Students should contact teachers to arrange for missing work. Parents are welcome to also, but helping foster accountability is important for adolescent students.

MAKE-UP WORK POLICY

Students are responsible for any work missed while absent. Students should contact teachers to arrange for missing work. Parents are welcome to also, but helping foster accountability is important for adolescent students. A student has two days of grace for each day they are absent in order to get work completed and turned in to their teacher.

TARDY POLICY

ANY STUDENT ARRIVING LATE TO SCHOOL SHOULD REPORT DIRECTLY TO THE OFFICE.

A student is considered tardy if they are not in their seat or proper area depending on the individual class rules when the tone sounds. Tardies are counted period by period and for one semester. Arriving more than 10 minutes late to class is considered an absence for that period.

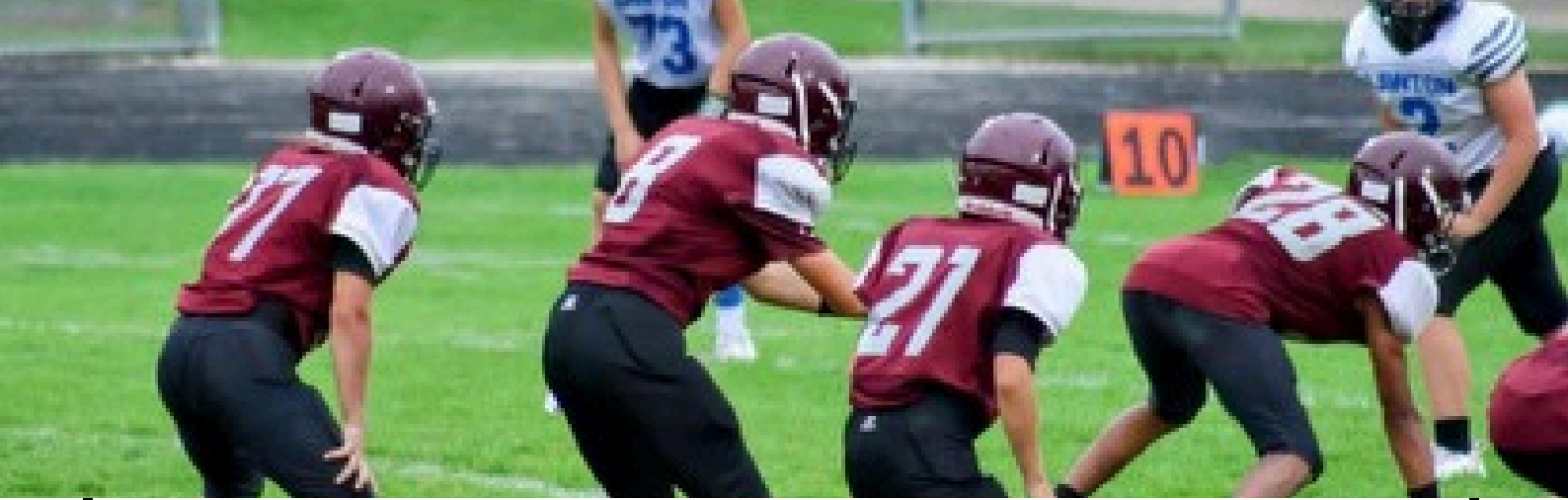
TARDY DETENTION POLICY

Students are required to serve 1 hour of after-school detention when they reach SEVEN (7) Total Tardies. Every three tardies after the first seven will result in further consequences.

STUDENTS LEAVING SCHOOL

Students MUST NOT leave the building without office approval when school is in session. Parents are asked to sign out their students with office staff when picking them up. If picking up a student, the adult will have to show picture identification into the interior door camera and then sign out the student on the sign-out page in the vestibule area. Students will only be released to individuals listed as contacts in PowerSchool. Students who return to school from appointments should bring the appointment slip from the dentist, doctor, etc. to the office for an excused absence.





ATHLETICS &



EXTRACURRICULARS

Interscholastic Athletics and Student Clubs are available for students after school. The athletic teams are for 7th-grade students only, except for cross country, wrestling, and track which allow 6th-grade students to participate. Clubs are for all 5th-7th grade students. All students are welcome to participate, providing all eligibility standards are met. Exercise, participation, development of teamwork, cooperation, and enjoyment are the primary objectives of all sports programs. Winning games is a luxury, but not the primary objective. The conduct of students involved in clubs and interscholastic sports programs is expected to be exemplary.

FALL SPORTS

- Football
- Volleyball
- Cross Country***
- Cheerleading

WINTER SPORTS

- Boys Basketball
- Girls Basketball
- Wrestling***

SPRING SPORTS

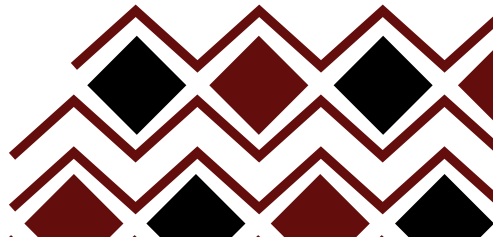
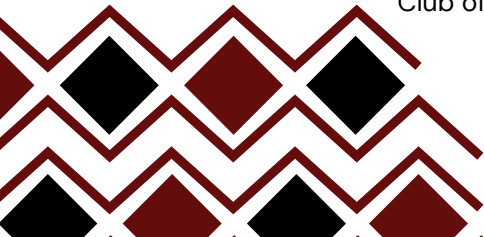
- Track & Field***

***6th graders are allowed to participate.

STUDENT CLUBS

- | | |
|-----------------|-------------|
| Jr. Herd | Art Club |
| Student Council | Drama Club |
| WBMS | Gaming Club |
| Yearbook | Study Hall |

Club offerings subject to change..



ATHLETICS & EXTRACURRICULARS



ELIGIBILITY STANDARDS

Eligibility for all extracurricular activities (sports and clubs) is calculated weekly and is based on guidelines set forth by the Michigan High School Athletic Association.

- A student is ineligible if they are failing two classes and 3 Ds count as one F. A student may also become ineligible to participate in sports, dances, and clubs if they receive a referral resulting in-school or out-of-school suspension. Discretion is up to the administration.
- Any student failing to meet the minimum grade standards is ineligible to participate in extracurricular activities for one week, from 7:20 a.m. Monday to the following Monday at 7:20 a.m. Ineligibility status changes each Monday morning.
- Every Friday morning, eligibility will be pulled via PowerSchool and sent to the staff each Monday. Any student designated ineligible cannot participate in all activities covered by this policy. Athletes may attend practice (only to watch) at the coach's discretion while ineligible, but may not ride the bus or dress for games. Students are not allowed to attend club activities during the ineligibility period.



STUDENT INSURANCE (BOARD POLICY #5704)

The District is not a guarantor or insurer of student health or safety. Parents/guardians are encouraged to secure insurance for their students' healthcare needs, including coverage for injuries that may occur while at school and while participating in athletics and other school activities.

The District, in its sole discretion, may provide information about insurance policies available for purchase by parents/guardians for their students from third-party vendors. Providing that information does not imply District endorsement of any insurance policy, nor is it a guarantee or warranty that coverage will be provided by the vendor in any specific instance.

PHYSICALS

All student-athletes must have a physical signed by a medical professional on file with the BCS Athletic Department to participate in any sport.

STUDENTS ATTENDING ATHLETIC EVENTS

All Buchanan Middle School students attending athletic events for both Middle and High School sports must be accompanied by an adult.





STUDENT DISCIPLINE

ASSURANCE OF COMPLIANCE WITH FEDERAL LAW

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. Compliance Officers for Affirmative Action and review of Federal requirements are as follows: Section 504 and ADA; Karin Falkenstein (Special Education Supervisor, 695-8442), Title IX and Title VI; Brian Pruett (Buchanan High School Principal, 695-8404) and Shelby Beasley (Buchanan Middle School Principal, 695-8406).

SCHOOL BOARD POLICY 5206 - STUDENT DISCIPLINE

The Board of Education's Student Discipline Policy in its entirety can be found in the Board Policy Library on the district website. The link to the library is:

<https://www.buchananschools.com/wp-content/uploads/2024/06/5206-Student-Discipline.pdf>

DRESS CODE

Students are expected to dress appropriately for school. The responsibility for student dress is that of the students and the parents. The following guidelines should be followed:

Pants/Shorts/Dresses/Skirts:

- Jeans, Pants, Leggings, and Joggers with patch pockets.
- Shorts, Dresses, or Skirts must provide modest coverage of the backside.
- Leggings, spandex, and biker shorts must be opaque and not see-through.
- Pants/shorts with holes should not have any holes with skin showing above fingertip length.
- No pajamas of any kind.
- Pants and shorts are to be worn at the waist. Sagging is not acceptable.

Shirts:

- Tank top straps must be 3 inches in width.
- No shirts baring midriff.
- No muscle shirts.
- Appropriate necklines must be observed.
- No shirts with inappropriate slogans or advertisements
- Winter jackets should be kept in lockers at all times.

Hair:

- Students may dye their hair whatever color parents allow as long as it does not cause a major disruption to the learning environment.
- No bandanas.
- No hats inside the building.

Footwear:

- Shoes or sandals must be worn at all times.

All school bags are to be kept in lockers and not carried to class.

If a student is out of the dress code they will be asked to change or call for a change of clothing. If no change of clothing is available, they may be placed in the learning center for the day.

*****The administration reserves the right to make the final judgment concerning the appropriateness of a student's attire/appearance.**



BEHAVIOR INTERVENTIONIST - RYAN FRONTCAK
RFRONTCAK@BUCHANANSCHOOLS.COM



STUDENT DISCIPLINE



CODE OF CONDUCT

A comprehensive listing of disciplinary infractions and corresponding consequences is included on page 22 of this handbook. Additionally, teachers will publish classroom rules and inform students of expected behavior in their areas. This Code of Conduct for students, approved by the Buchanan Community Schools Board of Education, governs student behavior at all times at school, on the way to and from school, and at all school-sponsored activities. No attempt has been made to list all possible circumstances, and the school administration will act in what they judge to be an appropriate manner in all circumstances that arise, listed or not listed, to protect the educational environment and the welfare of students.

GUM POLICY

Gum will be allowed as long as it is not misused or causes a distraction. Each classroom teacher will have final discretion as to whether gum is allowed in their classroom.

CELL PHONE & HANDHELD DEVICE POLICY

Cell phones, MP3 players, iPods, handheld games, etc. are not allowed on a student's person during school hours. They must be turned off before the first bell and kept in the student's locker. If a student is found in possession of a device, it will be confiscated and sent to the office. The first incident will come with a warning and a phone call home. Any other incident will require a parent or guardian to pick up the device in the school office. Disciplinary action will be taken for students not complying with this expectation. Students needing to contact parents during school hours may use a school phone with faculty/staff approval.

Students assume responsibility for their cell phones or handheld devices. At no time shall the school be responsible for preventing theft, loss, or damage to the item.

Smartwatches are allowed as long as they do not become a distraction and are not used for academic dishonesty. Discretion is left to the teacher whether or not a student will be asked to remove the item.

LOCKERS (BOARD POLICY #5102)

Each student is assigned a locker for storing books, backpacks, and jackets. It is the student's responsibility to make sure the locker is locked. Locker guidelines:

- No sharing of lockers.
- No setting of combinations.
- The school is not responsible for lost items.

Students are responsible for the contents of their locker, and periodic checks may be made. Book bags, purses, & drawstring bags, etc. are to be left in the locker and may not be carried to class.

****Board Policy 5102 Lockers: Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use. Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers. During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy.*

SEARCH AND SEIZURE (BOARD POLICY #5103)

School officials may search a student and the student's belongings if they have reasonable suspicion that the search will reveal contraband or evidence of a violation of law, Board Policy, or rule. In rare cases, school officials may conduct a search without reasonable suspicion if there is an imminent threat of physical harm or death. A reasonable suspicion search must be justified at its inception and reasonable in its scope. A search is justified at its inception when school officials have reasonable grounds to suspect that the search will uncover contraband or evidence of a violation of law, Policy, or rule. A search is reasonable in scope when the measures used are reasonably related to the search objectives and are not excessively intrusive in light of the student's age and sex and the nature of the infraction.



BEHAVIOR INTERVENTIONIST - RYAN FRONTZAK
RFRONTZAK@BUCHANANSCHOOLS.COM



STUDENT DISCIPLINE



WEAPONS & PHYSICAL/VERBAL ASSAULT

In accordance with the Michigan Weapons Free School Zone Act, students in grade 5 and above found in possession of weapons, or items that may be used or are used as weapons on school property, could be permanently expelled from school. (Examples: knives, guns, fireworks, and look-alike items). In accordance with Act 451 of the Michigan School Code, students who conduct a verbal or physical assault against an employee or another student (including threats) may be expelled from school for a period of up to 180 days or permanently expelled.

DRUGS & ALCOHOL

Per Board of Education Policy 3102 (Smoking, Tobacco Products, Drugs, & Alcohol) any student found to be in possession, use, transmittal, or under the influence of drugs, alcohol, or tobacco (including e-cigarettes/vaporizers, controlled substances, steroids, look-alikes, or medication) on school property or engaged in a school activity or on the way to and from school, will be subject up to 10 days suspension or possible expulsion, on the first offense and police notification. Evidence of professional counseling may be required before returning to school.

TOBACCO

All Buchanan Community Schools' campuses are smoke-free. Possession or use of tobacco/vape pens by students will not be tolerated and is against the law for any individual less than twenty-one years old. Failure to comply with this rule will result in a possible three-day suspension on the first offense, with more severe consequences for subsequent offenses and police notification. Evidence of professional counseling prior to returning to school may be required. (Board Policy 3102).

ANTI-BULLYING POLICY (BOARD POLICY #5207)

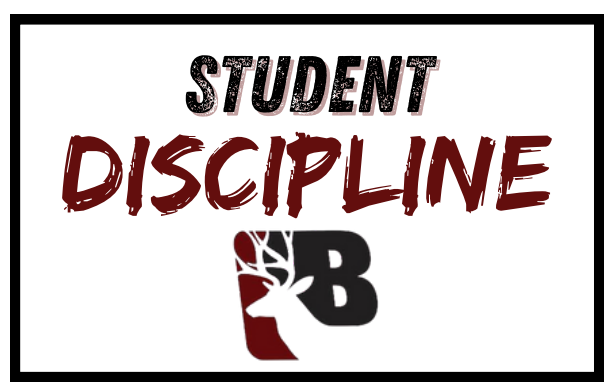
All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

- Prohibited Conduct
 - Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
 - a. substantially interfering with a student's educational opportunities, benefits, or programs;
 - b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - c. having an actual and substantial detrimental effect on a student's physical or mental health; or
 - d. causing substantial disruption in, or substantial interference with, the District's orderly operations.
 - Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

DUE PROCESS (BOARD POLICY #5206A)

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

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



STUDENT DISCIPLINE CONSEQUENCES

Students who violate the disciplinary code of conduct of this school or school district are subject to consequences to preserve the learning environment and ensure student safety. No attempt is made here to list all possible disciplinary sanctions, and students who continually demonstrate poor conduct are subject to more serious consequences.

WARNING – The student is advised of the unacceptable behavior and given a chance to improve without further action.

LUNCH DETENTION & 1 HR. DETENTION – The student is advised of the reason for detention. Detention may be, at the discretion of the teacher/administration, assigned after school or during lunchtime. Students serving lunch detention will get their lunch and bring it to the room designated by the teacher or administration. Students serving after-school detention will receive a minimum of 24 hours notice. Students who need to be excused from serving scheduled detention must provide written evidence (such as a doctor's appointment note) or have their parent contact administration before the time of the scheduled detention. The student will then be required to make up that detention at a later date. After-school detentions will be one hour in length from 2:30 p.m. to 3:30 p.m. Failure to serve detention will result in additional detention time being added or the student may be assigned to the Learning Center.

SUSPENSION FROM CLASS, SUBJECT, OR ACTIVITY BY TEACHER (BOARD POLICY # 5206E)

A teacher may suspend a student from any class, subject, or activity for up to one full school day if the teacher has good reason to believe that the student: intentionally disrupted the class, subject, or activity; jeopardized the health or safety of any of the other participants in the class, subject, or activity; or was insubordinate during the class, subject, or activity. Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed. Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent/guardian attend a parent-/guardian-teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent/guardian requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

LEARNING CENTER (LC)/IN-SCHOOL SUSPENSION (ISS) – Students assigned to the LC/ISS for the day will report to the LC/ISS room at the Middle School at 7:20 a.m. Students must do all assigned work for which they will receive academic credit, and follow all rules of the room. Failure to do so may result in additional assignments to ISS, and/or an additional consequence such as an out-of-school suspension. Students who have been assigned ISS are ineligible for all extra-curricular activities district-wide (i.e. athletic contests, practice sessions, dances, club meetings). The Learning Center (LC) may also be used to support those students who are having academic problems and require extra assistance. Students who are assigned to the Learning Center for academic support will not have anything placed in their discipline file.

OUT-OF-SCHOOL SUSPENSION (OSS) – A student who has severely or repeatedly engaged in unacceptable behavior may be suspended from attending school for a period of up to ten days at one time. This authority is delegated to building principals and their designees by state law. Students shall be fully informed of the reasons for their suspension and a reasonable effort will be made to contact parents personally at the time of the suspension. Students who are suspended from school are not to be on school grounds or any district-sponsored event for any reason during the time of their suspension. The administration may contact parents for a required re-entry conference before students may return to class following any suspension. Students assigned out-of-school suspension are ineligible for all extra-curricular activities district-wide (i.e. athletic contests, practice sessions, dances, and club meetings).

EXPULSION – A student who has severely or repeatedly engaged in unacceptable behavior may be excluded from the school system for a permanent or stated period of time. This decision will be made in a hearing by the Board of Education according to the rules stated in Board policy.



STUDENT CODE OF CONDUCT



Restorative Justice in Education Practices will be implemented for student reflection, repair of harm, and re-entry into the school community. For more information, please contact the school administration.

OFFENSE – EXAMPLE	1ST	2ND	3RD	4TH
BULLYING/HARASSMENT	ISS 2 DAYS	OSS 1 DAY	OSS 2 DAYS	OSS 3-5 DAYS
INSUBORDINATION	ISS 1 DAY	ISS 2 DAYS	OSS 2 DAYS	OSS 3-5 DAYS
DISORDERLY CONDUCT	1 DAY DET.	ISS 1 DAY	ISS 2 DAYS	OSS 1-3 DAYS
PHYSICAL CONTACT (HORSEPLAY)	ISS 1 DAYS	ISS 2 DAYS	OSS 1-2 DAYS	OSS 1-3 DAYS
FIGHTING	OSS 3 DAYS	OSS 3-5 DAYS	OSS 5 DAYS	OSS 5 DAYS
PROLONGED DISRUPTION	ISS 1 DAY	ISS 2 DAYS	OSS 2 DAYS	OSS 3-5 DAYS
THREATENING OR INAPPROPRIATE LANGUAGE (towards staff or peers)	ISS 1 DAY	ISS 2 DAYS	OSS 2 DAYS	OSS 3-5 DAYS
FAILURE TO SERVE DETENTION	2 DAY DET.	ISS 1 DAY	ISS 2 DAYS	OSS 1 DAY
THEFT/VANDALISM UNDER \$100	ISS 1 DAYS	ISS 2 DAYS	OSS 1-3 DAYS	OSS 5 DAYS
THEFT/VANDALISM OVER \$100	OSS 2 DAYS RESTITUTION	OSS 3-5 DAYS RESTITUTION	OSS 5 DAYS RESTITUTION	OSS 10 DAYS RESTITUTION
DRESS CODE	PARENT CONTACT	FORMAL WARNING	1 DAY LUNCH	ISS 1 DAY
REMOVED FROM ISS	OSS 1 DAY	OSS 2 DAYS	OSS 3-5 DAYS	OSS 3-5 DAYS
TRUANCY	ISS 1 DAY	OSS 2 DAYS	OSS 3-5 DAYS	OSS 3-5 DAYS
SEXUAL CONDUCT	OSS 1 DAY	OSS 1-3 DAYS	OSS 3-5 DAYS	OSS 10 DAYS OR EXPULSION
PUBLIC HEALTH VIOLATION	OSS 1 DAY	OSS 2 DAYS	OSS 3 DAYS	OSS 5 DAYS
POSSESSION OF DRUGS, ALCOHOL, VAPE, TOBACCO	3-5 DAYS OSS	10 DAYS OSS	POLICE REPORT & POSSIBLE EXPULSION	
INAPPROPRIATE TECHNOLOGY USE	PARENT CONTACT	1 Day ISS	TEMPORARY LOSS OF DEVICE	PERMANENT LOSS OF DEVICE

APPEAL PROCESS

No appeal may be made of disciplinary action less than suspension from school (i.e., lunch detention, after-school detention, work detail, etc.) In the case of suspension from school for up to ten days per occurrence, students will be afforded due process as detailed in the Policies and Guidelines of the Buchanan Board of Education. Should a parent wish to appeal the administration's actions, the procedure is as follows:

- One-day suspension as administered by teachers or Intervention Specialist in accordance with Michigan School Code – appeal heard by Principal.
- Discipline administered by the Principal – appeal heard by the Superintendent of Schools.

Appealed decisions are final and no subsequent appeal will be heard. Disciplinary actions as administered will remain in force during the course of the appeal.



STUDENT SERVICES



INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against based on 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. Please contact the counselor or principal in writing /email /phone to request evaluation procedures and programs.

HOMEBOUND/HOSPITALIZED INSTRUCTION (BOARD POLICY #5416)

The District will provide an enrolled student with instruction in the student's home, hospital, or licensed treatment facility if both of the following requirements are met:

- the student's parent/guardian submits a homebound/hospitalized instruction form which includes verification by a legally authorized healthcare provider of a medical condition that requires the student to be hospitalized or confined to the home during regular school hours for a period longer than 5 consecutive school days. A student who is able to attend school for part of the day is not eligible for homebound instruction.
- the student is physically able to participate in instruction while hospitalized or confined to the home.

Homebound instruction is not intended to replicate the classroom experience. For most students, the District will provide a minimum of 2 45-minute sessions per week with a certificated teacher. For students with disabilities under the Individuals with Disabilities Education Act (IDEA), the District will provide a minimum of 2 nonconsecutive hours per week with a certificated teacher. Homebound instruction may be supplemented with a variety of in-person and distance learning services, as determined appropriate by the Superintendent or relevant educational team.



STUDENT SERVICES

FROM THE DIRECTOR OF FOOD SERVICES:

We are happy to announce that during the 2024–25 school year, we will offer FREE breakfast and lunch to all Buchanan Community Schools' students. Your student(s) will be able to eat meals at school at no cost to you each day at school. Even though lunches will be provided at no cost, students will still be required to enter in their student ID numbers daily when getting lunch and breakfast.

While this program allows all students to eat for free, it is important that parents still fill out the Free and Reduced lunch application unless they received a letter from us stating that your students qualify for free or reduced meals by direct certification from the State of Michigan. Completing this form provides valuable information for more than just lunches and also affects other grants utilized by our district for personnel, supplies, and student services. Free and reduced applications are available at each school office, in each school cafeteria, and online.

Buchanan Middle School will continue to offer a la carte items for students to purchase. There will be no charges allowed for students purchasing food or beverages for a la carte. Students bringing their own lunch from home may also purchase milk for 50 cents.



FOOD SERVICE SUPERVISOR
REBECCA KALTENBACH
RKALTENBACH@BUCHANANSCHOOLS.COM



STUDENT SERVICES



ANNUAL NOTICE TO PARENTS OF CHILDREN ATTENDING TITLE 1 SCHOOLS

Buchanan Middle School is a Title 1 funded school. Based on Federal law concerning schools serviced by Title 1 funding, parents have the right to request information on teacher qualifications. Please direct all inquiries to the Superintendent's Office at 401 W. Chicago, Buchanan, Michigan. Buchanan Middle School will provide Title 1 services in reading and math to those students who qualify. Letters will be sent home three times during the school year.



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 programs offered by the District. Parents should contact the building principal to inquire about evaluation procedures and programs offered by the district.



GUIDANCE COUNSELOR

Buchanan Middle School has a full-time counselor available to help students. Conferences with students are confidential and devoted to getting acquainted, discussing school plans or vocational interests, or any other needs of students. Students should feel free to ask for help with their problems. Interviews frequently assist the student in understanding their needs and making appropriate academic and social adjustments. However, it should be noted that school counseling is primarily academic. Families in need of therapeutic or intense counseling should seek it in the appropriate professional venue.

MEDIA CENTER

The primary purpose of the media center is to serve as a materials center to enrich the curriculum, as well as an access center for students to make use of technology in their education. It is also a source of recreational reading materials for students. Good citizenship is necessary while in the media center and computer labs, and attitudes of courtesy, cooperation, and consideration will lessen the need for strict regulations. Students are responsible for media center materials and may be charged fines or replacement costs for loss or damage.





ADDITIONAL BOARD POLICIES

EXTRACURRICULAR AND ATHLETIC TRIPS (BOARD POLICY #5508)

The Superintendent or designee will annually publish in the student handbook(s) procedures for student transportation to and from extracurricular and athletic events. The procedures will comply with Policy 3105. A student's failure to comply with Board Policy, the student code of conduct, and any other applicable rules or behavioral expectations while on a trip may result in disciplinary action and exclusion from future trips.

STUDENT AUDIO & VIDEO RECORDING (BOARD POLICY #5805)

***For purposes of this Policy, "recording" or "recordings" includes still photographs, video, audio, and other similar data captured in any medium.

- Prohibited Recordings by Students:
 - Unless otherwise authorized by this Policy, law, or a District employee, students may not make recordings on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event.
- Permitted Recordings by Students:
 - A student may make recordings of instructional activities if recording is necessary to accommodate the student's disability pursuant to the student's Individualized Education Program or Section 504 Plan. Students may also make recordings of instructional activities if expressly permitted by the building principal or classroom teacher.
 - Recordings of instructional activities permitted under this Policy may only be used by students for personal academic purposes and may not be shared or disseminated without written consent from the building principal or designee.
 - A student may record school-sponsored activities and athletic events as a spectator if the recording is made in a manner permitted by the District for the public. For example, students may record athletic events for their personal use in a manner similar to parents/guardians or other spectators, but students remain subject to the District's acceptable use and student discipline policies.
 - Except as otherwise permitted by this Policy, students may not make recordings of non-instructional activities without the permission of the building principal or supervising adult.
 - Any student recording must comply with applicable state and federal laws, codes of conduct, and Board Policy.
 - No recordings may be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.
- District Recordings: Nothing in this Policy limits the District's ability to make recordings as otherwise permitted by state and federal law or Board Policy.