

It Takes Pride to be a Buck

Preparation
Responsibility
Integrity
Dedication
Effort

BUCHANAN MIDDLE SCHOOL

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STUDENT HANDBOOK 2022-2023

*610 W. Fourth St.
Buchanan, MI 49107
(269) 695-8406(269)
695-8459 (Fax)*

School Administration

Shelby Beasley, Principal
Patricia Robinson, Superintendent: (269) 695-8401

Dean of Students

Ryan Frontczak

Office Staff

Sarah Blair, Administrative Assistant
Tammy Holmer, Administrative Assistant & District Registrar

Counselor

Kathy McLaughlin

Food Service (269) 695-8415

Rebecca Kaltenbach

Transportation (269) 695-8402

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Media and Technology (269) 695-8406

Trinity Young, BMS Media Assistant
Philip Place, Director of Technology Services

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BUCHANAN MIDDLE SCHOOL

BUCHANAN MIDDLE SCHOOL DAILY BELL SCHEDULE

MAROON DAY 8 = 1st, 2nd, 3rd **WHITE DAY 8 = 4th, 6th, 8th**

5th/6th Grade					
Hour			Class	Passing	Total
ADV	7:30	8:00	30	4	34
1st/4th	8:04	9:59	115	4	119
2nd/8th/Lunch	10:03	12:25	115	4	119
3rd/8th	12:29	2:25	116		116
Total minutes:					388

7th Grade					
Hour			Class	Passing	Total
ADV	7:30	8:00	30	4	34
1st/4th	8:04	9:59	115	4	119
2nd/8th	10:03	11:58	115	4	119
3rd/8th/Lunch	12:02	2:25	116		116
Total minutes:					388

6th Grade Lunoh:
 Group A 10:03-10:30
 Group B 10:35-11:02

6th Grade Lunoh:
 Group A 11:05-11:32
 Group B 11:35-12:02

7th Grade Lunoh:
 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

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

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

6th Grade Lunoh:
 Group A 10:07-10:33
 Group B 10:37-11:03

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

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

BUCHANAN MIDDLE SCHOOL HALF DAY SCHEDULES

WACKY WEDNESDAY HALF-DAY

BLOCK SCHEDULE HALF-DAY
MAROON DAY 8 = 1st, 2nd, 3rd **WHITE DAY 8 = 4th, 6th, 8th**

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

5th/6th/7th Grade					
Hour			Class	Passing	Total
ADV	7:30	7:50	20	4	24
1st/4th	7:54	8:50	56	4	60
2nd/5th	8:54	9:50	56	4	60
3rd/8th	9:54	10:50	56		56
Total minutes:					200

FOREWORD

The Buchanan Middle School (BMS) 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 principal.

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 2022. If any of the policies or administrative guidelines referenced herein are revised after August 2022, the language in the most current policy or administrative guideline prevails.

MISSION STATEMENT

“Committed to caring; striving for excellence”

VISION STATEMENT

“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.”

BUCK MOTTO

“It Takes Pride to be a Buck”

- Preparation
- Responsibility
- Integrity
- Dedication
- Effort

A MESSAGE FROM THE ADMINISTRATION

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 in an effort 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.

FOLLOW US ON FACEBOOK:

<https://www.facebook.com/Buchanan-Middle-School-531866296950187/>

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SCHOOL OPERATIONS

ARRIVAL/DISMISSAL

The doors open at 6:50 am for breakfast. **No student should be on school property before 6:50 am.**

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 am 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 pm. Half-days dismiss at 10:50 am.

BMS DROP-OFF & PICK-UP PROCEDURES

Buses load and unload in front of the building. Please do not park in the bus area located directly in front of the building OR IN THE TEACHER / VISITOR LOT from 6:45-7:15 AM and 2:00-2:45 PM.

During those times we ask you to stay in the inside lane and drop off and pick up along the sidewalk. PLEASE DO NOT PULL FORWARD ANY FURTHER THAN THE FIRE HYDRANT UNTIL DIRECTED BY THE POLICE OFFICER. Once you have dropped off or picked up, you may merge into the outside or exit lane. In the morning, we are instituting a “STOP & GO” Policy. There will be no parking along the sidewalk. As buses begin to pull out, traffic will be stopped with the help of the Buchanan Police Department. As you exit the BMS Campus, we ask that if you can, please only turn right as that will help with traffic flow.

Cars will be directed to pull forward in front of the building and allowed to drop off and pick up after all buses have arrived or departed. Please wait for the officer to direct you forward and remember to stay in the inside lane as you pull forward. The outside or exit lane is only for leaving campus.

ONLINE SCHOOL CALENDAR

Buchanan Community Schools' 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 (TIMES) 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., Spanish, Technology, Band (full year), & Transitions.

Buchanan Middle School operates on a Maroon/White block schedule. Each morning starts in advisory, and then there will be three class periods each day. On Maroon days, students will go to advisory, 1st, 2nd, and 3rd hour. On White days, students will go to advisory, 4th, 5th, and 6th hour. Lunches are scheduled in the middle of 2nd/5th hour for fifth and sixth-grade students and at the beginning of 3rd/6th hour for seventh-grade students. Students will have four minutes of transition time in between classes.

- Monday/Thursday = Maroon Days
- Tuesday/Friday = White Days

On Wacky Wednesdays, students will start with advisory as usual and then attend all classes for a shortened amount of time (about 53 minutes).

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 his/her 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 for approval.

Until further notice, no student visitors from other buildings will be allowed.

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.

MICHIGAN SCHOOL SAFETY LAWS

The Michigan legislature has enacted several laws dealing with the safety and protection of our children. These laws went into effect on January 1, 2006. The Buchanan Board of Education will request annually a criminal history check on ALL school volunteers from the Central Records Division of the Michigan Department of State Police. Parents who volunteer in the classrooms, attend field trips, etc. will be asked to submit to a criminal history check as a volunteer requirement.

ENROLLING IN 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 (Schools of Choice) 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
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. 2 proofs of residency,
- D. proof of immunizations.

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.

District Registrar:
Tammy Holmer, tholmer@buchananschools.com

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 his/her parents.

ANNOUNCEMENTS

Regular announcements will be made over the intercom, during the school day at approximately 2:15. Any announcements received after 2:15 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 on the first day of school. There are some “a la carte” options available for additional purchase. If any questions or concerns arise, please call 296-695-8415.

- Breakfast (Grades 5-12) - \$1.10 (\$.30 reduced)
- Lunch (Grades 5-12) - \$2.50 (\$.40 reduced)

Bistro Expectations:

1. Raise your hand to leave your seat.
2. Deposit all trash in the wastebaskets.
3. Leave your table and floor area clean.
4. 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.

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.

1. A student account will be created to access the Internet at school. Student e-mail accounts are not allowed unless provided by the district.
2. Permission to use a child's image for district web pages using only his/her first name to help protect their identity.
3. Permission to use a child's images in “live” video such as group conferences between other schools or educational sites.
4. Permission to use a child's written work, using only his/her 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 County Intermediate School District, 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

1. Use of printers without teacher authorization.
2. Attempting to access pornographic material or websites that advocate violence, drug or alcohol abuse, anarchy, or other inappropriate materials.
3. Inappropriate use of email.
4. Any unintended use of sites or searches.

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

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 and school Facebook page.

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/>.

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.

TRANSPORTATION

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.

BUSES

Please direct any questions or concerns you have 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.

- A. Students must follow the directions of the bus driver at all times.
 1. Bus drivers will assign seats to students.
 2. Transportation is a privilege provided by Buchanan Community Schools.
 3. Please wait until the bus is completely stopped before asking a driver a question (the driver needs to be focused on the road).
- B. Students must follow all safety rules.
 1. Stay off of the road while waiting for the bus.
 2. Use indoor voices when talking.
 3. Always wait for the bus driver's directions before loading the bus.
 4. Remain seated while the bus is in motion.
 5. Keep your head and arms inside the windows.
 6. 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 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 can 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
- 1st infraction – student signs and takes bus card home to parent
- 2nd infraction – Transportation will notify the parent and ask for a meeting with the parent/student. This may include possible time off of the bus (If given time off the bus, the parent and the driver will be notified)
- 3rd infraction – discipline will be determined based on the offense. This may include time off the bus for a specified period of time. It may also mean a student may be taken off the bus permanently. (If given time off the bus or if bus privileges have been terminated, parents and the bus driver will be notified).

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.***

PARENTS – when driving to and from school, please

1. Observe all one-way signs.
2. **PLEASE DO NOT ATTEMPT TO PICK STUDENTS UP IN THE (TEACHER) PARKING LOT.** This area is to park and come into the building only. Please pick up students at the sidewalk curbs, do not jump in front of others in line, and remember that buses have the right-of-way.

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 supplements 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

INJURIES AND ILLNESS

There is no nurse working within the Buchanan Community Schools. 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.

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.

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 him/her up, and will not be able to return until fever-free for over 24 hours.

The school principal and/or superintendent reserves the right to exclude students from 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.

COVID-19 SYMPTOMS/SCREENING

Buchanan Middle School will follow the district's MI Safe Schools Plan and the recommendations from the Berrien County Health Department in regards to COVID-19 symptoms protocol.

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:

1. Whenever a student is found to be infested with head lice, he/she 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 a one-quarter inch from the scalp, he/she shall 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.
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, counselors, and/or other appropriate persons will convene to determine the best approach.

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.

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.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, 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, (communicable diseases), 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.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

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.

ACADEMICS

SCHEDULING / CLASS ASSIGNMENTS

The only special request honored in regards to scheduling pertains to students involved in the band. 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.

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.

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 following basis:

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."

SUMMER ACADEMY

Each semester grade (January and June) may result in your child being required to attend the Summer Academy. A semester grade will be calculated in January and if your child is failing a core class (Math, ELA, Science, or Social Studies) then he/she may be required to attend the Summer Academy. A second-semester grade (core classes) will also be calculated at the end of the school year, and if your child is failing, he/she may be required to attend the Summer Academy.

There may be a required cost to the parents. Failure to complete all of the requirements for the Summer Academy may result in the student being retained in their current grade level.

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 had 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

Curriculum Content

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 changing clothes, written assignments, and testing. Additional activities will include character building. 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.

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

ATHLETICS & EXTRACURRICULARS **ATHLETIC/CLUB ACTIVITIES**

Interscholastic athletics and club programs 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. The 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.

CO/EXTRACURRICULARS, **PARTIES, AND ACTIVITIES**

Faculty, staff, and parent groups or others may sponsor class and team parties and activities with the approval of the principal. All activities must be chaperoned by staff.

ELIGIBILITY STANDARDS

Eligibility for all extracurricular activities (sports and clubs) is calculated on a weekly basis:

1. *A student is ineligible if he/she is failing two classes. A student may also become ineligible to participate in sports, dances, and clubs and may receive a referral resulting in the Learning Center for credit recovery.*
2. *Any student failing to make 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.*
3. Every Friday morning, eligibility will be pulled via Powerschool and sent to the staff on Monday. Those students designated ineligible will be unable to participate in all activities covered by this policy. This includes athletes, who may attend practice (only to watch) at the coach's discretion while ineligible, but may not ride the bus or dress for games. **Students involved in extracurricular activities such as clubs are not allowed to attend during the ineligibility period.** Ineligibility status changes each Monday morning.
4. The Michigan High School Athletic Association has established academic and age standards for students who participate in sports. These rules are in force at all times for athletes.

INSURANCE

Parents have the opportunity to purchase additional health insurance for students if family coverage is not sufficient. These forms will be sent home on the first day of school. All students participating in a school-sponsored sport must be covered by health insurance. Information to purchase insurance policies for school sports/activities is available in the office.

Please be aware that the school maintains no general health or personal property insurance on students, and is not responsible for costs incurred as a result of accidents, injuries, or missing or stolen items at school. Please check with your personal insurance company for coverage in these circumstances. There is a student insurance policy that can be purchased by parents and information regarding that policy can be found on our district website.

STUDENT ATTENDANCE

ALL ABSENCES AND TARDIES COUNT TOWARDS A STUDENT'S TOTAL ATTENDANCE RECORD. A CALL OR A NOTE FROM A PARENT/GUARDIAN MEANS IT IS "EXCUSED" (SCHOOL IS NOW AWARE), BUT IT STILL COUNTS TOWARDS YOUR CHILD'S TOTAL. "UNEXCUSED" MEANS THERE WAS NO CONTACT FROM A PARENT OR GUARDIAN.

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 necessary for learning and academic achievement, as well as 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.

CHRONICALLY ABSENT / TRUANCY

What does it mean to be Chronically Absent?

- Chronically Absent is when any student misses 10% or more of the school year. Schools are required to report this to the Truancy Department at Berrien RESA.

Do Dr. Notes/Excuses count towards the 10%?

- Yes, Dr. Notes and Medical Excuses still count as part of the above 10%. Due to COVID-19 and possible isolation/quarantine, the administration will look at each individual student on a case-by-case basis and work with parents accordingly.

What about ongoing health issues?

- Courts will look at ongoing health issues supported by Doctor verification but a doctor may be called into court to speak with the judge or discuss on the phone.

What is the school's responsibility?

- Schools are to continue to monitor and update students and parents. BMS sends out letters, makes attendance calls, and we have a counselor and interventionist who may work with the student and/or parent. BMS reports students for Truancy when the above Chronically Absent level is attained (10% of the school year in session).

CHRONICALLY ABSENT / TRUANCY CONT.

What happens when a student is sent in for Truancy?

- Parents get a letter from Truancy Officer.
- Parents be called into court at which time there is a Disposition Meeting and the judge makes the final decision as to whether a student is Chronically Absent/Truant from school. At this meeting there is a prosecuting attorney and parent/student is allowed to state their case with the support of an attorney.

Does a parent call or note excuse the absence?

- Yes, but it doesn't erase the absence and it still counts towards the above 10%.

ALL ABSENCES AND TARDIES ARE COUNTED ON A SEMESTER BASIS.

Parents will receive an automated phone call when their child has an unexcused absence.

PROCEDURES FOR REPORTING ABSENCES AND TARDIES

Students who are absent from school or tardy should have a parent or guardian call the office as soon as possible on the morning of the absence. It is acceptable for parents to leave a message on the answering machine. Please call 269-695-8406. If no call is made, a note must be presented to the office within 24 hours of the student's return to school.

MAKE-UP WORK POLICY

A student has two days of grace for each day he/she is absent in order to get work completed and turned in to his/her teacher.

ABSENCE POLICY

Absences are counted on a period basis and "computer" calculated as followed:

- A student is marked absent to a period if they are more than 10 minutes late to any period.
- A doctor's note will be REQUIRED if a child misses three days of school in a row.

Every tardy/absence, whether or not it is excused, interrupts the student's understanding of the material being presented and lessens the value of their middle school experience.

Parents will be notified via mail when their student reaches 5 absences and again at 10 or more. Students' attendance information will be forwarded to the Berrien County Truancy Officer for further evaluation after 10 or more absences within a semester. As previously mentioned, circumstances related to possible COVID-19 isolation/quarantine will be looked at on a case-by-case basis. ***ALL ABSENCES INCLUDING EXCUSED, UNEXCUSED, VACATIONS, AND DOCTOR VISITATIONS COUNT TOWARDS THE ACCUMULATED TOTAL EXCEPT THOSE SPECIFIED AS "EXEMPT."***

EXEMPT STATUS: (These absences do not count towards a student's absence total)

- A student will be given 3 days of exempt status for the death of an immediate family member with proper documentation.
- Students will also be allowed 3 days of exempt status for having surgery when documentation from a doctor is provided.
- Court-ordered appointments will be given exempt status.
- COVID-19 isolation/quarantine could possibly also qualify for an exemption.

Parents/guardians of students will be notified of attendance problems via a letter sent home with the student or mailed.

UNEXCUSED ABSENCES

An absence is considered "unexcused" if a student is absent and there was 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 towards 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.

DOCTOR/DENTIST VISITATIONS

Parents are encouraged to schedule office visits outside of the normal school day. These doctor visits will be excused but do count towards the chronically absent 10% calculation.

TARDY POLICY

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

A student is considered tardy if he/she is not in his/her 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.

STUDENT DISCIPLINE

CODE OF CONDUCT

A comprehensive listing of disciplinary infractions and corresponding consequences is included on page 16 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 a parent must come to the building to retrieve the item. Disciplinary action will be taken for students not complying with this expectation. Students needing to get in contact with parents during school hours may use a school phone with faculty/staff approval.

Students assume responsibility for the cell phone or handheld device. 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

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. Damage or lockers not working should be reported immediately. Locker guidelines:

1. **No sharing of lockers.**
2. **No setting of combinations.**
3. **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 – not carried to class.**

SEARCH AND SEIZURE (Policy #5571)

To maintain order and safety in school and to protect the welfare of students and school personnel, school authorities may search a student, student's lockers, desks, or possessions and may seize illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students assume full responsibility for the security and contents of their lockers and desks. Students should have no expectation of privacy regarding items placed on school property. School authorities may conduct an inspection of lockers and desks at any time for any reason without notice, without student consent, and without a warrant. A student's failure to permit searches and seizures as outlined in school board policy will constitute insubordination and result in suspension or expulsion from school. The board of education has established guidelines for the search of a student's person and/or personal effects when a school authority has reasonable suspicion that the student is in possession of illegal, dangerous, or contraband items. Such items may be turned over to the proper legal authorities.

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.

ASSURANCE OF COMPLIANCE WITH FEDERAL LAW

The Buchanan Community Schools comply 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.

DRUGS/ALCOHOL/TOBACCO

Any student found to be in possession, use, transmittal, or under the influence of drugs or alcohol or tobacco (includes e-cigarettes/vaporizers) on school property or engaged in a school activity or on the way to and from school, will be subject to the following consequences:

ALCOHOL/DRUGS (including controlled substances, steroids, look-alikes, or medication): Up to 10 days suspension or possible expulsion, on the first offense and police notification. Evidence of professional counseling may be required prior to returning to school.

TOBACCO/VAPING 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 eighteen 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.

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.

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. **No cargo pockets are allowed.**
- Shorts, Dresses, or Skirts should provide modest coverage of the backside.
- Leggings, spandex, biker shorts without pockets may be worn only underneath a top that completely covers the backside.
- **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 tops must be 3 inches in width.
- No shirts baring midriff.
- No muscle shirts.
- Appropriate necklines should 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, he/she 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.**

STUDENT DISCIPLINE CONSEQUENCES

Students who violate the disciplinary code of conduct of this school or school district are subject to consequences in order 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.

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 to 3:30. Failure to serve detention will result in additional detention time being added or the student may be assigned to the Learning Center.

TEMPORARY CLASS SUSPENSION (SNAP)

Michigan School Code grants authority to teachers to suspend students from their classroom for up to one day for disruptive behavior. In this event, students will be assigned to the learning center or sent home, and the teacher will contact the parent to arrange a 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 LC, and/or an additional consequence such as an out-of-school suspension. Students who have been assigned LC 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 for any reason during the time of their suspension. The administration will 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, 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.

BUCHANAN MIDDLE SCHOOL STUDENT DISCIPLINE CODE OF CONDUCT

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
HORSEPLAY	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
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

***ISS COULD BE FOR HOUR ONLY DEPENDING ON STUDENTS ACTION

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.

STUDENT SERVICES

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. Please contact the counselor or principal in writing /email /phone to request evaluation procedures and programs.

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 approved by the superintendent. The District will provide homebound instruction only for those confinements expected to last at least five (5) days. Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or another 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.

ANNUAL NOTICE TO PARENTS OF CHILDREN ATTENDING TITLE 1 SCHOOLS

In accordance with Federal law concerning schools serviced by Title 1 funding, parents have the right to request information on teacher qualifications. Buchanan Middle School is a Title 1 funded school. 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.

GUIDANCE COUNSELOR

Buchanan Middle School has a full-time counselor available to help students. Conferences with students are confidential and devoted to getting acquainted, discuss school plans, 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 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.

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 Mark Kurland @ 269-695-8400 to inquire about evaluation procedures and programs offered by the District.

ADDITIONAL BOARD POLICIES

DIRECTORY INFORMATION

The district may choose to make available upon request certain information known as “directory information.” The Board designates as student directory information: a student’s name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, date of graduation, awards received, honor roll and scholarship information, and any other information the district considers would not be harmful or an invasion of privacy if disclosed. The district will make the above information available upon legitimate request unless a parent or guardian notifies the District Records Officer in writing within ten (10) days from the date this agenda was given to the student that she/he will not permit distribution. The District Records Officer is located at 401 W. Chicago Street, Buchanan, MI 49107.

Student Records / FERPA Notice

The Family Educational Rights and Privacy Act affords parents certain rights with respect to the student’s education records. They are:

1. The right to inspect the student’s education records within 45 days of the day the district receives a request for access in writing.
2. The rights to request the amendment of the student’s education records that the parent believes are inaccurate or misleading. Parents must write the principal, identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent and advise them of their right to a hearing. Additional information regarding the hearing procedure will be provided to the parent at that time.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district, a person serving on the School Board, a person with whom the school has contracted to perform a specific task (such as an attorney, auditor, therapist, etc.), or a parent or student serving on a specific committee (such as discipline or school improvement) or assisting another school official in performing his or her tasks.
4. The right to file a complaint with U.S. Dept. of Ed. concerning alleged failures by the

district to comply with the requirements of FERPA. The address is:

Family Policy Compliance Office
U.S. Dept. of Education
600 Independence Ave, SW
Washington, DC 20202-4605

HUMAN DIGNITY (Policy #2262)

The Buchanan Community Schools, recognizing that we are a multi-racial, multi-ethnic school district, believes that our mission is to provide a positive, harmonious environment that promotes respect for diversity. In accordance with this goal, this school district will not tolerate discrimination or behavior by anyone that insults, degrades, stereotypes, or denies opportunity to anyone based on race, gender, handicap, age, and physical condition, place of residence, ethnic group, ancestry or religion. Offenders will face serious disciplinary action. If a person believes that the Buchanan Community Schools, or any of its staff, have inadequately promoted this policy, or any of the contents on Titles II, VI, VII, IX; Section 504, the Age Act or the ADA, they may bring forward a complaint to the district’s Civil Rights Coordinators: Brian Pruett & Shelby Beasley, Buchanan Community Schools, 401 W. Chicago St., Buchanan, MI 49107. Specific due procedural steps will be provided by that office upon request.

HARASSMENT (Policy # 3362)

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment; and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions:

Sexual Harassment Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of 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, placed in the work or educational environment, which may embarrass or offend individuals.
- 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. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability

to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may

address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually in the parent and staff handbooks and on the School District's website.

The Superintendent shall establish administrative guidelines describing a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This policy and the administrative guidelines will be readily available to all members of the School District community and posted in appropriate places throughout the School District.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

**BULLYING AND OTHER AGGRESSIVE
BEHAVIOR TOWARD STUDENTS**
(Policy #5517.01)

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, 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. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment and may involve police notification.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in 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 will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

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.

Procedure: Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials. The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as

well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports: Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of 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 is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about 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.

Definitions

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.

"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. Such behavior includes, for example, bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"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

"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

device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"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 handheld 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 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

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 a person's property; or to intentionally interfere with or block a person's movement without good reason.

"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 a 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.

ANYONE FOUND TO HAVE VIOLATED THIS POLICY MIGHT BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING EXPULSION FROM SCHOOL AND A REPORT FORWARDED TO THE LOCAL POLICE.



2022-2023 District Calendar

PD = Professional Development
Early Release Every Wednesday

July 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
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28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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25	26	27	28	29	30	

October 2022						
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23	24	25	26	27	28	29
30	31					

November 2022						
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20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July	
4	Independence day

August	
22-23	District PD
24	Staff Full Day
29	First Day of School

September	
2	No School - Students & Staff
5	No School - Students & Staff - Labor Day

October	
21	End of 1st Quarter
31	Halloween

November	
2	1/2 Day - Students - Afternoon & Evening Conferences
3	Full Day - Evening Conferences
4	1/2 Day - Students & Staff
11	No School - Students - District PD - Veterans Day
23	No School - Students & Staff
24-25	No School - Students & Staff - Thanksgiving

December	
22	1/2 Day - Students / Teacher Records Day
23	1/2 Day - Students / Teacher Records Day
24	Christmas Eve
25	Christmas Day
26-30	No School - Students & Staff - Winter Recess
31	New Year's Eve

January 2023						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
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26	27	28				

March 2023						
Su	M	Tu	W	Th	F	Sa
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26	27	28	29	30	31	

April 2023						
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30						

May 2023						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January	
1	New Year's Day
2-6	No School - Students & Staff - Winter Recess
16	No School - Students & Staff - Martin Luther King Jr. Day
20	No School - Students - District PD

February	
2	Groundhog Day
14	Valentines Day
17	No School - Students & Staff
20	No School - Students & Staff - President's Day

March	
8	End of 3rd Quarter
12	Daylight Saving
16	1/2 Day - Students - Afternoon & Evening Conferences
17	No School - Students & Staff - St. Patrick's Day
20-24	No School - Students & Staff - Spring Break

April	
1	April Fools Day
7	1/2 Day - Students & Staff - Good Friday
22	Earth Day
28	No School - Students & Staff

May	
14	Mother's Day
19	No School - Students - District PD
29	No School - Students & Staff - Memorial Day

June	
7	1/2 Day - Students / Teacher Records Day
8	1/2 Day - Students/Teacher Records Day Last Day of School
14	Flag Day
18	Father's Day

TOTAL: Student Days: 180 Teacher Days: 185

[Click Here for a PDF Copy.](#)

STAFF EMAIL DIRECTORY

Staff	Member	Email	Job Description / Area
Beasley	Shelby	sbeasley@buchananschools.com	Principal
Blair	Sarah	sblair@buchananschools.com	Administrative Assistant - Main office/Principal)
Bossert	Shelly	sbossert@buchananschools.com	5th Grade
Castelluccio	Sarah	scastelluccio@buchananschools.com	Art
Frazier	Sarah	sfrazier@buchananschools.com	6th Grade Social Studies
Frontczak	Ryan	rfrontczak@buchananschools.com	Behavior Interventionist/Dean of Students
Garland	David	dgarland@buchananschools.com	5th Grade
Groves	Dale	dgroves@buchananschools.com	5th Grade
Groves	Melanie	mgroves@buchananschools.com	7th Grade Math
Herrman	Tammie	therrman@buchananschools.com	Paraprofessional
Holmer	Tammy	tholmer@buchananschools.com	Administrative Assistant & District Registrar
Hughes	Nicole	nhughes@buchananschools.com	5th Grade
Hurst	Jordan	jhurst@buchananschools.com	Band Instructional Assistant
Jeffries	Shannon	sjeffries@buchananschools.com	6th Grade Science
Kratky	Erin	ekratky@buchananschools.com	6th/7th Grade Technology
Lee	Stacey	slee@buchananschools.com	Special Education
Luke	Monica	mluke@buchananschools.com	7th Grade Social Studies
Lyon	Missy	mlyon@buchananschools.com	Special Education
McLaughlin	Kathy	kmclaughlin@buchananschools.com	Counselor
Prince	Dottie	dprince@buchananschools.com	Learning Center Interventionist
Raducha	Julie	jradsucha@buchananschools.com	Spanish
Russell	Deanna	dcrussell@buchananschools.com	Band
Staggs	Sondra	sstaggs@buchananschools.com	6th Grade Math
Taylor	Christin	ctaylor@buchananschools.com	7th Grade ELA
Tefft	Derek	dtefft@buchananschools.com	Physical Education
Thomas	Britney	bthomas@buchananschools.com	Paraprofessional
Tittle	Jody	jtittle@buchananschools.com	6th/7th ELA Interventionist
Tucek	Paula	ptucek@buchananschools.com	6th Grade ELA
Whitsel	Angel	awhitsel@buchananschools.com	7 th Grade Science
Young	Trinity	tyoung@buchananschools.com	Media Center

From the Director of Food Services:

Unfortunately, the federal programs allowing all students to eat breakfast and lunch for free have ended. School meals for the 2022-23 school year will go back to being charged at the Full Pay, Reduced, or Free rate depending on each family's circumstances.

Prices will be as follows. This is the same as they were in 2019-20.

MS/HS Breakfast (Grades 5-12)
\$1.10 (\$.30 reduced)

MS/HS Lunch (Grades 5-12)
\$2.50 (\$.40 reduced)

PROCEDURE FOR THE COLLECTION AND PAYMENT FOR CHARGED MEALS

It is the responsibility of the parents to provide lunch for their children while at school. However, it is important to provide that children receive the nutrition they need to stay focused during the school day. This procedure shall apply in the event that a child neither has a lunch nor the funds to purchase a lunch.

An elementary student (Grades kindergarten – fourth) may charge up to \$10.

A middle school student (Grades 5 – 7) may charge up to \$5.

A high school student (Grades 8 – 12) may charge only one (1) lunch at any time until their charges are paid.

There will be no charges allowed for adults or for food and beverages purchased a la carte.

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 full 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.