



New Buffalo Area Schools

EVERY STUDENT. EVERY DAY.

2026-2027

**New Buffalo Elementary
Student Handbook**

Hello Bison Families,

Welcome to a new school year at New Buffalo Elementary School. This school year, we will continue to uphold our core values of respect, responsibility, kindness, and excellence. Our dedicated team of educators is fully committed to providing a safe, nurturing, and inclusive learning environment where every child can thrive academically, socially, and emotionally.

As we set sail on this new academic adventure, let us embrace the challenges and opportunities that come our way with optimism, determination, and a spirit of collaboration. Together, we will make this school year a truly unforgettable and transformative experience for each and every one of our students.

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their children with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

If you have any questions, please feel free to contact me.

This will be a wonderful school year for your child at New Buffalo Elementary School.

Warm Regards,

Mrs. Lijewski

Principal

Dear Parents and Students:

Greetings and welcome to a new school year.

Student handbooks answer most of the day-to-day questions students and parents have regarding school operations. Occasionally, there are issues not covered in the handbook. If this is ever the case, you can refer to our School Board Policy and/or administrative guidelines. We encourage parents and students to refer to these whenever questions arise that the handbook does not cover. You can access Board Policy guidelines and forms as follows:

1. Log onto www.nbas.org.
2. Click on the [district information](#) link.
3. Click on the [Board of Education](#) link.
4. Click on the [Board Policy](#) link.

School Board Members, administrators, all employees, and students are expected to follow Board policy. Should you have any questions regarding Board policy, accessing the website, or any other questions related to New Buffalo Area Schools, please email me (abowen@nbas.org). We also encourage you to visit our website regularly for district news and calendar events. Teachers and academic departments will be adding their own web-pages and you will be able to register for automatic updates.

I am very excited to be a New Buffalo Bison! We have a wonderful, caring staff who will do whatever possible for you to succeed. I am looking forward to a great 2025-2026 school year!

Sincerely,

Mr. Adam Bowen
Superintendent, New Buffalo Area Schools

Table of Contents

IMPORTANT INFORMATION	6
2026-2027 DISTRICT CALENDAR	7
2026-2027 DAILY SCHEDULE	8
EMERGENCY SCHOOL CLOSING PROCEDURES	9
NOTICE OF NON-DISCRIMINATION	10
SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES	12
Attendance	12
Absences due to illness	12
Planned absences	12
Students are expected to:	12
Books and Supplies	15
Bulletin Boards	15
Bullying	15
Cell Phone and Personal Electronic Device Use	16
Cheating, Plagiarism, and Academic Dishonesty	17
Children’s Protective Services Investigations	17
Classroom Behavior	17
Closed Campus	18
Communicable Diseases	18
Damage to School Property	18
Dress and Grooming	18
Dress Code	19
Emergency Contact Information	19
Fees	19
Food Services	19
Field Trips	20
First Aid, Illness, or Injury at School	20
Head Lice	21
Homeless Children and Youth	21
Immunizations	22
Law Enforcement Interviews	22
English-Language Learners	22
Lost and Found	22
Media Center	22
Medication	23
Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers	23
Parties	23
Playground/Recess Rules	24
Protection of Pupil Rights	25
Public Display of Affection	25

Rights of Custodial and Non-Custodial Parents	25
Search and Seizure	25
Student Education Records	26
Right to Request Explanation or Interpretation	26
Right to Request Amendment of Education Records	26
Directory Information	26
Technology	27
Threat Suicide Assessment	27
Transportation Services	28
School Vehicle Rules	28
School Vehicle Misconduct Consequences	29
Video Surveillance and Photographs	30
Withdrawal From School	30
SECTION II: ACADEMICS	31
Academic Awards	31
Grades	31
Homework	31
Placement	31
Students with Disabilities	31
Summer School	32
SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS	33
Extracurricular Activities	33
Student-Initiated Non-Curricular Clubs	33
Transportation To/From Extracurricular Activities	33
SECTION IV: DISCIPLINE AND CODE OF CONDUCT	34
Discipline Generally	34
Forms of School Discipline & Applicable Due Process	34
After-School Detention	34
In-School Suspension	34
Removal for 10 or Fewer School Days	34
Removal for More than 10 and Fewer than 60 School Days	35
Removal for 60 or More School Days	35
Student Code of Conduct	36
SECTION V: BUILDING-SPECIFIC RULES AND PROCEDURES	41
ACCEPTABLE USE OF TECHNOLOGY	41
ANIMALS AND PETS	41
ARRIVAL AND DEPARTURE	41
STUDENT DROP OFF AND PICK UP PROCEDURES	41
ASSESSMENTS	42
BEFORE/AFTER SCHOOL	42
CARE OF PROPERTY	42
CHILD STUDY TEAM (CST)	42
COMMUNICATION BETWEEN HOME AND SCHOOL	43

COUNSELING AND SOCIAL WORK	43
EXCUSED PARTICIPATION	43
EMERGENCY DRILLS	43
STUDENT SALES	44
SCHEDULING AND ASSIGNMENT	44
STUDENT SUPPORT SERVICES	44
TITLE I	44
NEW STUDENT REGISTRATION/ENTRANCE AGE	44
MONEY AND VALUABLES	45
OK2SAY	45
PARENT-TEACHER CONFERENCES	45
VISITORS AND VOLUNTEERS	45
VISITORS AND VOLUNTEER EXPECTATIONS	46
APPENDIX A: ACCEPTABLE USE AGREEMENT	47
B.A.S.E. PROGRAM STUDENT/PARENT HANDBOOK 2026-2027	52
B.A.S.E. MISSION AND VISION STATEMENT	52
SERVICES AVAILABLE	52
LOCATION	52
REGISTRATION	53
SIGN IN/SIGN OUT POLICY	53
SIGNED OUT POLICY	53
PUBLIC USE OF PLAYGROUND EQUIPMENT	53
CUSTODY ISSUES	53
LUNCH	54
SNACK	54
SCHOOL CLOSING	54
PERSONAL PROPERTY	54
OUTDOOR RECESS	54
AFTER SCHOOL PROGRAM FIELD TRIPS	55
B.A.S.E. PROGRAM DISCIPLINE	55
BEHAVIOR & RESPONSE MATRIX	55
IMPLEMENTATION GUIDELINES	56
DISCIPLINARY PROCEDURES	56
DOCUMENTATION & REPORTING	57
PROGRAM DISMISSAL	57
LATE PICK UP	58

IMPORTANT INFORMATION

District Website

www.nbas.org

Board Policies

Board Policies are available at:

[Board of Education | New Buffalo Area Schools](#)

Address

New Buffalo Elementary

12291 Lubke Road

New Buffalo, MI 49117

Contact Information

Main Office: 269-469-6060

Fax: 269-469-1870

Student Services: 269-469-6069

Transportation: 269-469-6009

B.A.S.E.: 269-469-6062

Administration

Superintendent: Adam Bowen

Special Education Director: Diane Hyatte

Curriculum Director: Sam Stine

Athletic Director: Matt Johnson

Director of Operations: Mark German

After School Director: Madeline Selby

Transportation Director: Tom Whitsel

High School Principal: Emily Zablocki-Kohler

Middle School Principal: Dan Caudle

Elementary School Principal: Melissa Lijewski

NBES Vision Statement: Every student. Every day.

NBES Mission Statement: New Buffalo Elementary provides a well-balanced instructional program that encourages all students to strive for excellence. Administrators, staff members, and parents work together to create a friendly and nurturing learning environment in which all students can succeed.

ELEMENTARY CALENDAR – 2026/2027

September 8 - ½ Day – First Day of School
October 9- Professional Development- No School
October 15 - ½ Day – Students – Parent/Teacher Conf 1 – 4 and 6 – 8
October 16 – ½ Day - Students
November 25 – 27 Thanksgiving Break (Classes Resume 11/30)
December 3- ½ Day – Students – Exams
December 4- ½ Day – Students – Exams
Dec 21/Jan 1- Winter Break Begins (Classes Resume 1/04)
January 18- MLK Day – No School
January 28- ½ Day - Students - Parent/Teacher Conf 1 – 4 and 6 – 8
January 29- ½ Day-Students
February 15- Presidents' Day – No School
March 11- ½ Day – Students – Exams
March 12- ½ Day – Students – Exams
March 29 - April 2 – Spring Break (Classes Resume (4/5)
April 29- ½ Day – Students (Parent/Teacher Conf 1 – 4 and 6 – 8)
April 30- ½ Day – Students
May 31- Memorial Day – No School
June 10- ½ Day – Students – Exams
June 11- ½ Day – Students – Exams-Last Day of School

2026-2027 DAILY SCHEDULE

7:45 AM Doors Open / Breakfast

8:20 AM Class Begins

A student is considered tardy at the 8:20 AM Bell. A student will be marked absent after 8:50 AM. All students in grades K - 5 will have 25 minutes to eat their lunch and a 15 minute recess before/after lunch.

3:35 PM Pre-K and B.A.S.E. Dismissal

3:40 PM School Dismissal

Half-Day Schedule

7:45 AM Breakfast Program / Doors Open

8:20 AM Class Begins

11:55 AM Pre-K and B.A.S.E. Dismissal

12:00 PM School Dismissal

School staff will supervise students on school grounds 30 minutes before the school day begins and 10 minutes after the school day ends. **Unless students are participating in a school activity, school staff are not available to provide supervision before or after these times.**

EMERGENCY SCHOOL CLOSING PROCEDURES

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

NON-CABLE TV	CABLE TV
Channel 16 (NBC)	Channel 8 (NBC)
Channel 22 (CBS)	Channel 13 (CBS)
Channel 28 (FOX)	Channel 9 (FOX)

RADIO STATIONS

WHFB (AM) 1060 - Benton Harbor	WHFB (FM) 99.9 - Benton Harbor
WLOI (AM) 1540 - LaPorte	WIRX (FM) 107.1 - St. Joseph
WSJM (AM) 1400 – St. Joseph	WCOE (FM) 96.7 –LaPorte
WIMS (AM) 1420 - Michigan City	WEFM (FM) 95.9 - Michigan City
WY TZ (FM) 97.5 - Bridgman	

You can also log onto www.wndu.com or www.wsbt.com for school closings.

Along with the local media, you can also sign up (through PowerSchool) to receive a phone call/text/email from the Power Announcement program. Another source of information is through Aptegey which is a new communication resource from the district.

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person's ability to benefit from the District's educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District's Title IX Policy is attached to this handbook as Appendix A.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

[TITLE IX COORDINATOR: Denise Tuszynski and Matt Johnson]

[TITLE IX COORDINATOR ADDRESS: 1112 East Clay Street]

[TITLE IX COORDINATOR PHONE NUMBER: 269-469-6014 or 269-469-6051]

[TITLE IX COORDINATOR EMAIL: dtuszynski@nbas.org or mjohnson@nbas.org]

If you or someone you know has been subjected to **disability-based discrimination, harassment, or retaliation**, you may file a complaint with:

SECTION 504 COORDINATOR: Melissa Lijewski
SECTION 504 COORDINATOR ADDRESS: 12291 Lubke Rd. New Buffalo, MI 49117
SECTION 504 COORDINATOR PHONE NUMBER: 269-469-6061
SECTION 504 COORDINATOR EMAIL: mlijewski@nbas.org

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

CIVIL RIGHTS COORDINATOR NAME: Denise Tuszynski
CIVIL RIGHTS COORDINATOR ADDRESS: 1112 East Clay St.
CIVIL RIGHTS COORDINATOR PHONE NUMBER: 269-469-6014
CIVIL RIGHTS COORDINATOR EMAIL: dtuszynski@nbas.org

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the parent must report that absence to the office.

1. Parents must call 269-469-6060 or 269-469-6069 on the day of an absence.
2. Please be sure to include the reason for the absence.
3. If the student is out for two or more days, schoolwork may be requested and picked up at the school office. The teacher will have 24 hours to gather the necessary materials.
4. If a student is absent more than one day, the office should be notified each day.
5. Late students must be enter the main office and be signed in. Parents are not allowed to escort their child to class.
6. If a student needs to leave the building for any reason, a parent/guardian must call the Office and come in to sign out their child. Parents are to refrain from going to the classroom to pick up or drop off their child.

If a student arrives late, the parent must sign their student in at the office. A student may only leave school early if the student's parent notifies the office.

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. A student who is absent due to illness has 1 day for each day of absence to complete missed assignments.

Planned absences

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

Students are expected to:

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

Required Attendance

Every person residing in the District who has legal or actual charge or control of a child who is of mandatory attendance age must ensure that the child regularly attends a public or private school or is receiving a home-school education unless the child has satisfied District graduation requirements or is otherwise exempt from Michigan's compulsory attendance requirements.

Mandatory Attendance Age

A child who is or will turn 6 years old before December 1 of the current school year and who has not turned 18 years old is of mandatory attendance age.

Exceptions

A Parent of a child who is at least 16 years old may provide the District with written notice that the child has permission to stop attending school. Upon receipt of the written notice, the child will be exempt from this Policy.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's Parent:

- the student's physical or mental illness (verification from a physician, physician assistant, or nurse practitioner is required after 4 consecutive days of absence for illness);
- severe weather;
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- college planning visits; and
- personal or family vacations.

Excessive Absenteeism and Truancy

When a student is absent 10% of the school year. The Board may select any number or percentage of unexcused absences to trigger the notice requirement, the building principal or designee will provide written notice to the student's Parent encouraging the student's regular daily attendance and explaining the truancy process.

Students who are considered at-risk for attendance will be contacted by their child's teacher via email, phone call, or in person. Documentation will occur through a log entry in PowerSchool. If your child is 10% or more absent during an attendance data point, a letter will be sent in the mail. Those who exceed excused and unexcused absences of 19 or greater may be referred to the Berrien County Truancy Officer.

If the Superintendent or designee determines that a student is repeatedly absent from school without valid excuse, is failing, or has behavior problems, and attempts to confer with the student's Parent have not been successful, the Superintendent or designee may request the attendance officer who has jurisdiction in the District to send notice to the Parent requiring the parent/guardian to meet with District personnel to discuss the matter.

When a student is absent 10% of the school year. The Board may select any number or percentage of excused/unexcused days to trigger truancy proceedings. The building principal or designee will notify the attendance officer who has jurisdiction in the District. Once notified, the attendance officer will investigate each case of nonattendance and will take all other steps permitted and required by law.

The building principal or designee may impose additional consequences for excessive absenteeism, consistent with the student handbook or published grading procedures.

Attendance Data Points

At different intervals of the school year, the office will be analyzing student attendance and placing students in categories of regular attendance, at risk attendance, chronic attendance, and severe chronic attendance. If your child hits chronic, or severe chronic attendance you will be provided a letter indicating so after that data point of the school year. Excused and unexcused absences will be calculated in this total.

Data Point 1 (40 days of school)
Regular = 0 -2.5 days absent
At risk = 3-3.5 days absent
Chronic = 4 -7.5 days absent
Severe Chronic = 8 or more days absent

Data Point 2 (80 days of school)
Regular = 0 - 4.5 days absent
At risk = 5 - 7.5 days absent
Chronic = 8 -15.5 days absent
Severe Chronic = 16 or more days absent

Data Point 3 (120 days of school)
Regular = 0 - 6.5 days absent
At risk = 7 - 11.5 days absent
Chronic = 12 - 23.5 days absent
Severe Chronic = 24 or more days absent

Data Point 4 (160 days of school)

Regular = 0 - 8.5 days absent

At risk = 9 - 15.5 days absent

Chronic = 16 - 31.5 days absent

Severe Chronic = 32 or more days absent

Data Point 5 (180 days of school)

Regular = 0 - 9.5 days absent

At risk = 10 - 16.5 days absent

Chronic = 17 - 33.5 days absent

Severe Chronic = 34 or more days absent

For more information, see Policy 5301.

Books and Supplies

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Bulletin Boards

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

Bullying

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the Board of Education's approved code of student conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences.

If a student is found, through the guidelines set forth by the Board of Education, to

violate the Bullying / Harassment Policy, the following steps will be instituted:

1st Offense:

Parents will be notified in written form by the teacher or the administrator. Documentation will be done in the form of a referral, and the principal will be made aware. The student will conference with the principal, and staff member (if available), and a logical consequence assigned. Suspension may be enforced at this time. Interventions will be assigned so future incidents will not occur.

2nd Offense:

A conference with the parent, student, staff member(s), school counselor and principal will take place within one day of the incident. The student will not return to class until the conference has been held. Interventions will be assigned. The student could be suspended from school for a period of three (3) days. The superintendent will be notified of all offenses leading up to this point. The school counselor / social worker will conduct a one on one session with the student to discuss harassment/bullying and provide an opportunity for intervention.

3rd Offense:

The student could be suspended from school for a period of ten (10) days. The superintendent will be notified by the building principal. A conference will be held with parents, student(s), staff member(s), principal, school counselor, and superintendent.

Cell Phone and Personal Electronic Device Use

Students may not use cell phones or other electronic devices during school hours. Cell phones or other electronic devices must be stored in the student's backpack during school hours if a student chooses to bring them to school. Personal Electronic Devices include, but are not limited to: cellular and smartphones, smartwatches, tablets, and headphones/earbuds.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the

student's parent to discuss the rule violation before returning the cell phone or electronic device.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

New Buffalo Elementary is a PBIS (Positive Behavioral Interventions and Support Systems) school.

We explicitly teach common area expectations and reward students for positive choices.

Students will receive Bison tickets. These tickets are collected and drawn each month to recognize individual students and whole classes for their positive

behavior. PBIS is a positive approach to teach students the expectations and rewarding wanted behavior.

Along with PBIS, we are a restorative practices school that is interested in repairing harm when harm is done.

Closed Campus

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

Communicable Diseases

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, 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 or as directed by the local health department.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

Emergency Contact Information

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Fees

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and non curricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and non curricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

Food Services

New Buffalo Area Schools Food Services is dedicated to providing nutritious meals in a safe, friendly environment that promotes healthy lifestyles.

With the high number of students that have food intolerances and allergies, which can cause mild side effects or major life threatening reactions, we do not allow the sharing of food during breakfast, snack or lunch times. If your child has a food allergy, it is the parent's responsibility to communicate to Food Service, Student Services and the classroom teacher the requirements to meet the child's needs to ensure their safety.

Free and reduced meals are provided to those families who meet the federal guidelines. Applications can be picked up in the school office or online at <https://newbuffalo.familyportal.cloud/>

Afterschool snacks are provided for free to students that attend BASE.

The cafeteria is a place for eating and social interaction. When in the cafeteria, it is important to treat yourself, others, and school property responsibly. The adults serving food, running the cash registers, and supervising the lunchroom must be given full cooperation and respect.

In order to ensure a clean and comfortable place to eat for all students, you are expected to use appropriate table manners, clean off the table when finished, and dispose of garbage in the containers provided. Food and beverages should be consumed in the cafeteria.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action or exclusion from field trips.

First Aid, Illness, or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Students involved in minor accidents (small cuts, scratches, or bruises) will be cared for by school personnel.

If it is necessary for a child to be sent home because of a serious accident or illness, the office will notify the parent. Please keep emergency information current in the school office. This information includes three emergency contact numbers. If more than three are needed on the emergency contact list, please see the office secretary to put additional adults on the list. For parents who are separated or divorced, a list needs to be provided in writing, with both parties signatures, who are the emergency contacts and who is allowed to pick up your child from school.

If parents cannot be reached, the person designated on the emergency portion of PowerSchool will be notified. If neither the parent nor a second or third person designated can be reached, the principal will determine the best course of action. If the child needs a doctor, the child will be taken to a local doctor or hospital. In all cases, every effort will be made to reach and notify the parent(s).

Head Lice

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

[NAME AND POSITION OF DISTRICT'S HOMELESS LIAISON: Karla Madison]
[ADDRESS: 1112 East Clay Street New Buffalo, MI 49117]
[PHONE NUMBER: 269-469-6068]

[EMAIL ADDRESS: kmadison@nbas.org]

For detailed information about Homeless Children and Youth, see Policy 5307.

Immunizations

For a student entering the District for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

Law Enforcement Interviews

Each school in the district is equipped with a School Resource Officer (SRO).

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

English-Language learners

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Lost and Found

All lost and found items are to be taken to the lost and found rack outside the art room. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each trimester.

Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. Each student is responsible for any fine that accumulates on materials charged to the student. If materials are lost and not returned by the end of the trimester, the student may pay for the replacement cost. Students may also pay for any damage they cause to materials.

Medication

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Parties

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

Classroom parties will be available to students for Halloween, Christmas, and Valentine's Day. Parties will begin at 2:30 PM on full days. On half days, parties will begin at 10:50 AM. Adults may set up for the party 30 minutes before the event is to begin. Adults attending the party must be approved by Visitor Aware <https://app.visitor-aware.com/apply/9hk8ojg7F0>. Background checks will happen during the event or parents can get pre-approval prior to the event. It will require adults to provide their photo I.D. to Singlewire in order to run a background check on each individual attending a school event during hours of operation.

Please refrain from taking photos of other students in classrooms, as this violates student privacy.

Playground/Recess Rules

Students must follow these rules during recess or while using the playground:

SEE Board Policy 5308a - Recess

<https://go.boarddocs.com/mi/nbuffalo/Board.nsf/Public?open&id=policies#>

Recess is not only the fun part of the day, but it is also a chance for students to build social development while stimulating the brain. Studies have shown that students who are physically active have improved academic performance, achieve higher test scores, and demonstrate a better attitude toward school. Through movement, students increase the capacity of blood vessels, allowing for the delivery of oxygen, water, and glucose (“brain food”) to the brain. As an intervention, recess can be taken away from students if behavior is inappropriate per principal discretion.

Minimum recess periods per day as follows (individual teachers can do more recess):

K – 1 students may have three recess periods a day.

2 – 3 students may have two recess periods a day.

4 – 5 students may have two recess periods a day.

All students are expected to follow the instructions of playground supervisors in a respectful and courteous manner. Play equipment will be furnished ~ if improperly handled, use will be restricted. Students will be expected to share school equipment.

All students will go outside for recess during the school day. Please make sure your child is dressed for cold weather, i.e., hats, gloves, and boots. Parents should label these clothing items.

Exceptions to the above would be the following:

10°F or lower (wind chill factor taken into account) supervised indoors

Inclement weather (rain and/or severe snowstorm) supervised indoors

Student has a doctor’s excuse because of a health problem supervised in the office

Student has a note from the parent requesting inside recess for a period, not to exceed 2 days, due to a temporary health problem supervised in the office

Visitors are not allowed on the playground without permission of the principal.

Students who violate these rules may be disciplined.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

Public Display of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

Directory Information

The District designates the following information as directory information:

District Policy 5309 - A3

5309 Student Records and Directory Information

The District may collect, retain, use, and disclose student education records consistent with state and federal law.

3. "Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information.

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2013-2017);
- h. participation in officially recognized activities and sports;

- i. weight and height of athletic team members;
- j. degrees, honors, and awards received; and
- k. the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix D. This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix E before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Threat & Suicide Assessment

The safety and well-being of our students and staff is our highest priority. In situations where a student makes a threat of harm to self or others, or exhibits concerning behavior, the school may initiate a Threat and/or Suicide Assessment.

The purpose of this process is to:

- Evaluate the level of risk to the student and/or others.
- Identify supports and interventions to ensure safety.
- Partner with parents/guardians, mental health professionals, and other appropriate resources.

Assessments are conducted by trained school personnel and may include input from school social workers, school counselors, administrators, teachers, and law enforcement when necessary. Parents/guardians will be notified promptly and included in the process.

Our goal is always to provide support, ensure safety, and connect students and families with the resources they need.

Transportation Services

School Vehicle Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.

12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
16. Prekindergarten students must be escorted to and from the bus stop.
17. Kindergarten parents must be visible to the bus driver at pick up and drop off.
18. Prekindergarten and kindergarten students whose parents are not at the stop will be returned to the Elementary School under the supervision of B.A.S.E.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

Each student must know their plan after school and be able to communicate this with their teacher. It is required that Pre K – 3rd grade students have parents note daily dismissal plans in student planners. If 4th and 5th grade students continually have dismissal plans mixed up, they will be required to have dismissal plans sent to the classroom teacher. For your child's safety, it is essential to confirm where your child will go after school: B.A.S.E. program, on the bus, car rider, walker, or a special activity. If your child walks home, a note/email to the classroom teacher—is required. We care deeply about student safety and request that any change (to include riding a different bus or request of a different drop off) be communicated with the teacher and office staff by the parent/guardian. No transportation changes after 2:30 PM on a full day; no transportation changes after 11:00 AM on half-days.

The Transportation Department needs 24 hours notice of an addition/changes in bus stops. Students may ride the bus after the stop has been approved by the Transportation Director and verbal or written permission is given. You will need to contact the bus garage directly to make arrangements. Tom Whitsel can be reached at twhitsel@nbas.org or at (269) 469-6009.

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Students who are not regular route riders may not ride the bus with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission must include the date, the non-route rider's name, the signature of the non-route rider's parent, and the place approved for drop off. District administration reserves the right to deny any request for non-route riders.

Students are to follow the Bus Expectations as outlined below:

Be Respectful	Be on time; help the driver by monitoring your behavior; quiet voices; keep hands to self
Be Responsible	Sit with your back against the seat; keep aisle clear; hands inside the bus; wait in the appropriate area before and after school; line up properly; cross in front of the bus only; wait for the driver to signal you; use walking feet
Be Safe	Respect others; use conflict resolution strategies that avoid physical contact (use your words)

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

Withdrawal From School

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

SECTION II: ACADEMICS

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool.

To register for PowerSchool, contact the building secretary.

Academic Awards

Students will have the opportunity to be recognized for their hard academic work. Students in grades 3-5 that earn 85% of 3's in ELA and math will be placed on the Principal's List at the end of the school year. This information may be shared in a public document as well.

There will be an end of the year awards assembly. Students will be recognized for their hard work in special classes and their classroom. All awards and criteria are determined under the discretion of staff members.

Grades

Report cards will be issued at least once each trimester.

Progress reports will be provided during parent teacher conferences. Parents can keep track of student progress through communication with your child's teacher.

Kindergarten through fifth grade will implement standards based report cards. The following number system will indicate student progress on specific standards: 1 indicates a student did not meet expectations of standard (developing), 2 indicates a student is making progress towards standard (approaching), and 3 indicates a student met the standard (proficient).

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

Placement

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

Students with Disabilities

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public

education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact the Special Education Director Diane Hyatte at 269-469-6035 or dhyatte@nbas.org and Section 504 Coordinator Melissa Lijewski at 269-469-6061 or mlijewski@nbas.org.

Summer School

Summer School is designed as an RTI (Response to Intervention) model which delivers targeted instruction for students struggling in the core areas of math and ELA. Students in grades K-8 have the opportunity to meet in a small group environment. The interventions focus on the needs of the student and the content is monitored through pre and post assessments.

Students may qualify for this opportunity through data scores, teacher recommendations, and parent/administrator agreements. Students receive up to 18 hours of instruction over the course of four weeks. With a Tuesday through Thursday schedule, students retain that feeling of summer break with some academics thrown in to enhance their academic level while building upon their skills. The success of the program is proper staffing, targeted instruction, and daily attendance by the students.

SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

For the 2026-2027 school year, the District offers student clubs, activities, and athletics in the form of our B.A.S.E. Programming.

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

Extracurricular Activities

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix F) and any applicable team rules.

For more information, see Policy 5507.

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum to promote activities unrelated to curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

Discipline Generally

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

Forms of School Discipline & Applicable Due Process

After-School Detention

Teachers and administrators may require students to stay after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of detention so that parents may make transportation arrangements for the student the following day.

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain

what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

New Buffalo Elementary is a PBIS and restorative practice school. Students will be explicitly taught the expectations through our PBIS team. Relationship building and maintaining positive relationships with peers is done through restorative practices and morning circles when harm is done.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Snap suspensions by the teacher may be conducted when necessary. Nothing in the following table limits the District’s ability to impose more or less severe disciplinary consequences depending on the situation’s unique circumstances and the following factors:

1. the student’s age;
2. the student’s disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District’s authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conduct	Potential Consequence(s)
<p>Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral

Prohibited Conduct	Potential Consequence(s)
<p>Other Weapons and Look-Alike Weapons Possession: an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
<p>Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
<p>Arson: purposefully, intentionally, or maliciously setting a fire on school property.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
<p>Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion up to 180 school days ● Police Referral
<p>Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
<p>Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral

Prohibited Conduct	Potential Consequence(s)
<p>Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Credit Loss or Grade Reduction ● Parent Notification ● Suspension or Expulsion
<p>Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
<p>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Misuse of District Technology: violating the District's acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral

<p>Possession of chewing tobacco, cigarettes, smokeless tobacco pouches, and other tobacco paraphernalia</p> <p>(Includes Vapes, e-cigarettes, lighters, pipes, rolling papers, scales, etc. and/or lookalike drugs.)</p>	<p>1st Offense:</p> <p>3 days OSS</p> <p>Confirmed enrollment in an abuse program may reduce suspension to 1 day of OSS or ISS. The Student must attend a substance abuse counselor or online program before consideration for reduction of days.</p> <p>Parent contact with Administrator</p> <p>May involve law enforcement</p>	<p>2nd Offense:</p> <p>5 days OSS</p> <p>Confirmed enrollment in an abuse program may reduce suspension to 3 days of OSS or ISS. The Student must attend a substance abuse counselor or online program before consideration for reduction of days.</p> <p>Parent Conference with Administrator</p> <p>Referral to Child Study Team</p> <p>Behavior Plan Recommended</p> <p>May involve law enforcement</p>	<p>3rd Offense:</p> <p>7 days OSS</p> <p>Confirmed enrollment in an abuse program may reduce suspension to 5 days of OSS or ISS. The Student must attend a substance abuse counselor or online program before consideration for reduction of days.</p> <p>Parent Conference with Administrator and Student Service Team to Develop a Behavior Plan</p> <p>Involve law enforcement</p>	<p>4th Offense:</p> <p>10 days OSS</p> <p>Confirmed enrollment in an abuse program may reduce suspension to 5 days of OSS or ISS. The Student must attend a substance abuse counselor or online program before consideration for reduction of days.</p> <p>Parent Contacted by Administrator</p> <p>Recommendation for Expulsion</p> <p>Involve law enforcement</p>
--	--	---	--	--

<p>*Possession of Alcohol, Illegal drugs (i.e. Marijuana, Vapes that test positive for THC) and/or Drug Paraphernalia (Includes needles, containers with illegal drug residue of any sort.)</p>	<p>1st Offense:</p> <p>10 Days OSS</p> <p>Confirmed enrollment in an abuse program may reduce suspension to 5 days of OSS or ISS</p> <p>The student must attend a confirmed minimum of 4 counseling sessions or completion of the online prevention program before consideration for reduction of days.</p> <p>Behavior Plan Recommended</p> <p>Parent Conference With Administrator and Student Services Team</p> <p>Involve Law Enforcement</p>	<p>2nd Offense:</p> <p>10 Days OSS</p> <p>Parent Contact by Administrator</p> <p>Recommendation for Expulsion</p> <p>Involve Law Enforcement</p>
<p>Drug Delivery or Receipt (The act of delivering, receiving, purchasing, selling, or supplying of a controlled or alleged controlled substance).</p>	<p>Behavior Plan Recommended</p> <p>Parent Conference With Administrator and Student Services Team</p> <p>Involve Law Enforcement</p>	

Section V: BUILDING-SPECIFIC RULES AND PROCEDURES

ACCEPTABLE USE OF TECHNOLOGY

SEE Board Policy 5208– Student Acceptable Use and Internet Safety
<https://go.boarddocs.com/mi/nbuffalo/Board.nsf/Public?open&id=policies>

ANIMALS AND PETS

SEE Board Policy 3108 and 3109 - Animals on District Property. Per board policy, pets are prohibited on school property. Keep pets in the car during drop off and dismissal.

ARRIVAL AND DEPARTURE

The school day begins at 8:20 a.m. and ends at 3:40 p.m. Half day begins at 8:20 a.m. and ends at 12:00 p.m. BASE and Prekindergarten students will be let out at 3:35 pm on full days and 11:55 am on half days. Our doors open in the morning for breakfast at 7:45 a.m. Any student arriving or leaving the building during school hours will be required to sign in / sign out at the Office with an adult. With safety of children as our priority, this procedure will guarantee the accountability of all children during the regular school day. Students are to be picked up at the Main Office, Door #28, when leaving early.

If you need to pick up your child early from school, students will be called down to the Main Office. Parents will pull up to the Main Office, students will be signed out by office staff, and students will be sent out to their parent's car.

STUDENT DROP OFF AND PICK UP PROCEDURES

The drop off and pick up area for parents driving their students to and from school is along the curbside only of the cafeteria doors (Door 1). If you are dropping off or picking up, remain in your car, and continue to move forward in the car line. If you need to walk your child to the door, please park in a designated parking space, use the sidewalk, and cross at the crosswalks only and enter the south entrance / cafeteria doors.

We have two entrances in the morning that the children may use: drop off at the South doors, Door #1, while the bus riders will only enter the doors by the Main Office, Door #29 (North doors). Use crosswalks and sidewalks to ensure your safety.

For dismissal, if you are not in the designated pick up line, we require that you park your car and escort your child to and from the flagpole. Refrain from entering the building at the end of the school day. For safety reasons, we will not send a child through the parking lot to your car. Park in a spot that is closest to the sidewalk and crosswalk for your safety.

ASSESSMENTS

Benchmark assessments (beginning, middle, and end of year) will be given to students three times a year using NWEA MAP Reading, NWEA MAP Math, Delta Math, and DIBELS. Students will also take a pre and post writing assessment. Students in grades 3 - 5 will take the state assessment called M-STEP. Students will also be progress monitored monthly using DIBELS.

BEFORE / AFTER SCHOOL

Teachers are often in meetings or have other obligations to handle before and after class is in session. Please avoid showing up to a classroom unannounced during the morning or right after school. Appointments are welcome to accommodate those needs. Parents are to wait in designated areas when picking up or dropping off their child (refer to drop off and pick up procedures).

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

CHILD STUDY TEAM (CST)

If your child is having significant learning or behavioral problems, the general education teacher will have been in touch with you about the concerns and the possible solutions to move your child in the right direction. If things do not improve, the teacher will refer the student to the child study team. The CST consists of the classroom teacher, principal, school counselor, Title I coordinator, parents, and at times the child. Together, we will all sit down and create a plan. That plan will be put into place and we will reconvene in six to eight weeks. The next meeting will determine if the school will continue with the CST process or eliminate the CST process. If the CST process continues, without progress, the special education teacher and Berrien RESA employees may be asked to attend. After multiple CST meetings are held, and student progress is stagnant, the child may be referred to a special education evaluation.

COMMUNICATION BETWEEN HOME AND SCHOOL

Parents are encouraged to contact the school about any matter of concern. Staff and administration want to resolve your concerns promptly. Please follow the line of communication outlined below:

The first essential step is to go to the immediate source and establish the facts.

If your concern is directly related to your child and the teacher, please call or meet with the teacher to discuss the matter.

If more information is needed or if you have additional questions or concerns, please contact the school principal.

If your concern is directly related to school bus transportation, please contact the Transportation Department at 269-469-6009.

If your concern is directly related to B.A.S.E, please contact the B.A.S.E. Director at 269-469-6062.

COUNSELING & SOCIAL WORK

Our school is extremely fortunate to have a full-time counselor and social worker on staff that is able to deliver a comprehensive counseling program and support focusing on friendship, diversity, problem solving, self-esteem, communication, anxiety, social emotional learning, and healthy choices. There are also opportunities for small group and individual counseling. The school counselor and social worker can also be a great resource for parents and can be contacted through the school office. If you feel your child would benefit from these services, a form must be filled out and returned to the school counselor or social worker.

EXCUSED PARTICIPATION

If a student needs to be excused from school activities / recess for more than 3 consecutive days, a note from the doctor is required. Excused participation from physical education, or other areas for more than 3 consecutive days will require a doctor's note.

EMERGENCY DRILLS

Michigan requires each school to conduct 5 fire drills, 2 severe weather drills and 3 lockdown procedures during the school year. In order to make every effort to conduct these drills / procedures with the utmost efficiency and meaningfulness for the students, we ask that visitors arriving at the school understand that they may last up to 10 minutes and normal procedures cannot be utilized.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

SCHEDULING AND ASSIGNMENT

The principal, classroom teachers, Title I coordinator, and guidance counselor work together to assign each student to the appropriate classroom. Any questions or concerns about the assignment should be discussed with the teacher or principal. Final right of assignment lies with the principal or their designee.

STUDENT SUPPORT SERVICES

Berrien RESA staff members and district personnel may periodically visit New Buffalo Elementary School to observe students and consult with teachers for the purposes of improving teaching practice and designing academic and behavioral interventions for students.

TITLE I

Your child may participate in our Title I program. Title I is a Federally funded program. Student data determines who meets eligibility for services. If your child qualifies for services, you will receive a note from our Title I Coordinator.

NEW STUDENT REGISTRATION / ENTRANCE AGE

IN DISTRICT: Parents must provide residency verification. All residency matters are handled at the Superintendent's Office. Documents required for enrollment include but are not limited to: Certified Birth Certificate, Health Appraisal, up to date Immunization record, Custody or Guardianship information and Drivers License. Your child will not be allowed to begin until all paperwork is completed. Prekindergarten students must be 4 years old by September 1st of the current school year. Kindergarten students must be 5 years old by September 1st of the current school year. If a non-resident, students must have been accepted through school of choice or accepted as a tuition student.

SEE Board Policy 5302 [Enrollment in Kindergarten](#):

<https://go.boarddocs.com/mi/nbuffalo/Board.nsf/goto?open&id=D9QKBU512022>

OUT OF DISTRICT: Parents must notify the school office about plans to transfer their child to another school. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed.

MONEY AND VALUABLES

If money is being sent to school for lunches, special projects, etc., it is advised that it be sent in envelopes with the student's name, teacher's name, and information on what the money is to be used for.

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents. Please refrain from having students bring items to school that could be misplaced.

If cell phones come to school, they should remain in the student's backpack on silent or turned off.

The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

OK2SAY

The goal of OK2SAY is to stop harmful behavior before it occurs. This program encourages anyone to report threatening behavior to caring adult authorities who can help. OK2SAY encourages Michigan residents to confidentially submit tips 24/7 using the OK2SAY mobile app, online, email, texting, or by calling trained program technicians. Upon receipt of a tip, specially trained OK2SAY technicians address the immediate need and forward the information to the appropriate responding law enforcement agency or organization. Tips go to schools, local law enforcement agencies, community mental health agencies or the Michigan Department of Health and Human Services.

PARENT-TEACHER CONFERENCES

Three times a school year, parent teacher conferences will be held. Parents may request a conference at any time of the year. Parents will be continually informed on student progress throughout the year.

VISITORS AND VOLUNTEERS

Volunteers are an important part of the New Buffalo Elementary Community. Each day your dedication, caring, and smiles touch the lives of students you see. Volunteers will need to have signed up with the teacher prior to their services. Teachers will notify office staff about volunteer attendance so staff members are aware of who is anticipated to be in the building.

As a volunteer worker, you provide supplementary help to the students and teachers and perform other needed tasks in support of the educational program. As a volunteer,

you must follow the same code of ethics that the professional staff follows. At no time is a volunteer to handle any discipline or behavioral matters. If you plan on volunteering, please fill out a background check online at <https://app.visitor-aware.com/apply/9hk8ojg7F0> or visit our website www.nbas.org and find the link to Singlewire/Visitor Aware. If you need to renew your background check from the previous year, please do not fill out a new background check. You will need to email dwyssocki@nbas.org to renew.

Visitors to the building will check in at the main office. Visitors will not have any contact with students in the building and typically are coming in for service or meetings.

All volunteers and visitors will be required to use their drivers license to check in at the office using the Visitor Aware system when they arrive at the office.

For the protection of the children in the school, New Buffalo Area Schools are required by law to inquire whether prospective employees have been convicted of a crime related to children. This procedure calls for a comprehensive background check with the Central Records Division of the Michigan State Police. Volunteers are also required (as an administrative procedure) to agree to a background check for the sole purpose of obtaining a conviction only criminal history, by the school district, using the school Singlewire app on the website. The school district appreciates the work of each volunteer for the time and effort provided.

VISITOR AND VOLUNTEER EXPECTATIONS

Always sign in and wear a nametag; sign out when you leave.

Weapons are prohibited on school property.

Appropriate attire must be worn. Please know that you are a role model to our children.

No profanity written on clothing.

Shorts or skirts need to be at an appropriate length.

No pajamas.

Any rips in clothing must not be revealing.

Appropriate language must be used in the building.

Have your cell phone on vibrate and limit the use so that your attention is on the children.

Do not take pictures of the students.

No smoking, vaping, tobacco, or cannabis use on school property.

No alcohol consumption in the presence of students.

Have a positive attitude.

Appendix A: New Buffalo Area Schools Parent Laptop Agreement and Acceptable Use Policy

New Buffalo Area Schools encourages and strongly promotes the use of technology in all educational endeavors. Access to information resources and information management systems is provided to students, allowing them to learn and communicate in a technologically rich environment. This technology is the property of the District and is provided to students as a privilege and not a right. It is the expectation of the school district that students will use these resources in a manner that is both responsible and lawful. The district reserves the right to monitor computer use and filespace and to remove the account of any user whose action is not consistent with acceptable-use practice. In compliance with the Child Internet Protection Act the district utilizes filtering systems and software, making every attempt to block sites deemed inappropriate for students.

The following guidelines will make you aware of the responsibility you are about to undertake. As a student, I agree:

- To use the hardware and software provided by New Buffalo Area Schools solely for educational purposes.
- To protect the privacy of my username and password from others.
- To follow the rules of copyright law and guidelines, and trademark laws and licensing agreements in the copying of text, images, or other files from the Internet or other resources.
- To immediately notify the supervising teacher if I access something questionable.
- Not to copy or modify files, data, or passwords belonging to other users; nor to use their usernames and passwords.
- Not to reveal personal information or images online such as my name, email address, address, and telephone numbers without written permission from my parent or guardian.
- Not to reveal personal information or images of any other individual online such as the name, email address, address, or telephone numbers.
- Not to illegally install licenses or copyrighted software.
- Not to vandalize any hardware, software, or data, including hacking into the operation of the technology system and creating or transmitting computer viruses.
- Not to change any computer setting without permission from the supervising teacher.
- Not to participate in any actions, which may be considered obscene, profane, pornographic, discriminatory, defamatory, harassing, malicious, or dangerous to the integrity of the information resources of the district.
- Cyber bullying – NBAS reserves the right to discipline the student for actions taken off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student while in school.

Student and Parent Responsibilities

Providing students with an iPad computer that will be taken to and from school does impose additional responsibility on the part of the student and parent. The school-provided iPad should be treated like any other piece of school property, such as a textbook, and its care is ultimately the responsibility of the student and parent.

STUDENT GUIDELINES

- iPads are a school-provided tool and should be used for school assignments.
- iPads are the property of New Buffalo Area Schools. Students should be aware that the content on their laptops is subject to search at any time and shall comply with the district Acceptable Use Policy (AUP) that is in your student handbook.
- iPads are expected to come to school every day FULLY CHARGED.
- Protective covers supplied on iPads are to remain unaltered on the device.
- Stickers and other decorative items are not permitted.
- No drawing, writing, or coloring on school issued devices
- Food and drink should be kept away from the iPads .
- Pens, pencils and other sharp objects should be kept away from the iPad screen.
- iPads MUST be kept out of extreme temperatures—do not leave them in cars for long periods of time.
- Students should not let other students or family members borrow or use iPads.
- Students are expected to adhere to the New Buffalo Area Schools AUP, as well as follow the rules for Digital Citizenship when using iPads. This includes using the iPad for ACADEMIC purposes only while at school. **Gaming and social messaging are not permitted during the school day.** Violations to the AUP and Digital Citizenship rules will be handled by the building Administration.

PARENT RESPONSIBILITY

- Parents are expected to enforce student iPad guidelines at home and help students adhere to the guidelines above.
- Parents MUST sign usage and responsibility agreement before the student can take the iPad home, as well as agree to the damage and loss policy outlined below.
- iPads are for use by the student, not other family members.
- iPads are configured to connect via a wireless Internet connection.
 - The school district will not be providing home Internet access.
 - Providing home Internet access will be the choice of the parent.
 - All Internet activity will automatically be run through the school filter.
 - Options for affordable Internet access through [AT&T](#) and [Xfinity](#) are available.

- iPads should be used by the student in a location that can be supervised by the parent; **unsupervised use is discouraged, e.g. use in the child's bedroom.**
- Parents should monitor student's time online. Internet sites will be filtered as they are at school; however, parents should still be aware of what the student is doing online.
- Parents are encouraged to be involved with student's iPad use and communicate any concerns to the classroom teacher.
- Parents agree to immediately report any damage to, or loss of, an iPad to the school. Parents may not take the iPad to an outside source for repair.
- Parents must return iPads to New Buffalo Area Schools in the event of the student changing schools, withdrawing, or graduating from New Buffalo Area Schools.
- As the parent/guardian of this student, I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

DAMAGE AND LOSS POLICY

Students and parents are liable for any damage or loss/theft of iPads just like any other piece of school equipment.

iPad Damage and Loss Policy:

- Lost/Missing Charger Block: \$19
- Lost/Missing Charger Cable: \$29
- Broken Case/Keyboard: \$110
- If iPad is lost or broken beyond repair due to neglectful actions: \$349

Students and their parents/guardians are financially responsible for school-issued iPads damaged through negligence, carelessness, or inappropriate use, including cracked screens. If an iPad is stolen it must be reported immediately to the School Resource Officer (SRO) to file a police report. Failure to promptly file a police report for a stolen device may result in the student and parent/guardian being held fully liable for its total replacement cost.

MacBook Damage and Loss Policy:

- Missing Charger Block = \$30

- Missing USB-C Charging Cable = \$5
- Missing Bag = \$15

Hardware Policy

- All iPads are in a protected case that should never be removed.
- No stickers, writing, drawings, or any other decorations should be placed on the device or case.

No Personal Laptops or Tablets

- Students must use the laptop provided by the school during class time.
- Students shall not bring in personal laptops, tablets, or use their phones in place of a school issued device during school hours.

Using the Machine

SAVING WORK

- Students should try to save all work to their Google Drive accounts.
- Files not saved within Google Drive, Docs, or Classroom, but saved to the local device may be lost if a device is damaged, reformatted, or a new one is issued.
 - DO NOT SAVE FILES LOCALLY, ALWAYS SAVE TO GOOGLE DRIVE IF POSSIBLE

INTERNET CONNECTIVITY

- The laptops are configured to connect to the Internet via a wireless connection.
- Wi-fi is available at all NBAS buildings and will be available to the students.
- Internet access will not be provided to students at home. Under special circumstances, the school may provide a hotspot if necessary.

Artificial Intelligence:

- Artificial Intelligence (AI) refers to technology that can perform tasks typically requiring human intelligence, such as problem-solving, learning, and decision-making. At New Buffalo Area Schools, students may interact with AI-powered tools to support their education. These tools are designed to enhance learning while promoting responsible and ethical use of technology. It is important to use AI resources appropriately, ensuring they are utilized for academic purposes and in alignment with school policies. Misuse of AI, including for unethical or dishonest purposes, is prohibited. Students should always seek guidance if they are unsure about the appropriate use of AI technologies.

Getting Help

Students may direct general questions regarding the use of the iPads for classroom assignments to the classroom teacher.

In many cases, simply rebooting the iPad and/or installing the most recent update will solve most issues. If completely stuck, first try to hold the power button down to power off the device, and then power back up.

Devices that are completely without charge can sometimes take longer than usual to start to respond once placed back on a charger. It is best not to let the device battery go completely dead.

Problems that are unable to be resolved by students or the classroom teacher should be addressed at the technology office in either the elementary school or the middle/high school. If an iPad must be sent away, the student may be issued a different device depending on the circumstances.

Signature Parent or Guardian: _____

Date: _____

Student: _____

Date: _____

The B.A.S.E. Program
Bison After School Enrichment
Student/Parent Handbook
2026-2027
New Buffalo Elementary School
12291 Lubke Road
New Buffalo, MI 49117
B.A.S.E. Office: 269.469.6062
B.A.S.E Pick Up Line: 269.469.6747

“The Right Choice for Today’s Education”

B.A.S.E. Mission & Vision Statement

Mission:

To provide NBAS students an educational environment that exposes students to new ideas, develop new skills, and to build social and emotional relationships with peers and the community.

Vision Statement:

To foster new experiences in the arts, sciences, & athletics. Exposure to these enrichments in Elementary school increases the students’ chances of trying new clubs and extracurricular activities in Middle and High School.

SERVICES AVAILABLE

3:35 PM - 6:00 PM	Monday – Friday
12:00 PM - 6:00 PM	Half Days

The B.A.S.E. Program is an after-school extension of the school day. Therefore, we are not open when there is no school.

The B.A.S.E. Program is open on Parent Teacher Conference Days.

LOCATION

New Buffalo Elementary School
12291 Lubke Road
New Buffalo, MI. 49117
269.469.6062 B.A.S.E. Office
269-469-6747 B.A.S.E. Pick up Line

Please program the B.A.S.E. pick up line number in your cell phone for your convenience.

REGISTRATION

Parent(s) is/are required to register their child each year for the B.A.S.E. Program. Only students enrolled in NBAS are eligible to participate. The B.A.S.E. program provides after school care for kindergarten through fifth grade students only. If there are any changes that need to be made in registration, please log in to the parent portal on Powerschool.

SIGN IN / SIGN OUT POLICY

For your child's safety, The B.A.S.E. Program requires that each student be signed in by a B.A.S.E. staff member and signed out by a parent or person designated on the registration. If a person is not listed on the registration form and must pick up the child in an emergency situation, parents are to call the school and speak with the B.A.S.E. staff or office staff to provide information on who will be picking the child up, or send a signed note giving the person permission to pick up the child. If a note is sent, a phone call will be used to verify based on information on the emergency contact form.

SIGNED OUT POLICY

Between the hours of 4:00 - 6:00 PM, once a student is picked up from B.A.S.E. they are officially signed out. Once a student is signed out of B.A.S.E., they cannot return to the school grounds until after 6:00 PM without a parent or guardian. The reason for this is to ensure the safety of all of our students. Any students who are signed out of B.A.S.E. then come back unattended will be asked to leave the grounds during our hours of operation.

Public use of playground and Outdoor equipment during B.A.S.E

To ensure the safety and security of all enrolled students, the school playground and outdoor equipment are closed to the general public during B.A.S.E. program hours. While community members are welcome to utilize local public parks, school grounds must remain secure for our students. Any unauthorized individuals or members of the public attempting to use the equipment during these hours will be asked to leave the premises and may return after 6:00 PM.

CUSTODY ISSUES

All parents/guardians listed on the B.A.S.E. Enrollment and Health Information page of their registration form shall be authorized to pick up his/her child on any day that B.A.S.E. is in session – unless B.A.S.E. is provided with a copy of a court order or decree that authorizes restriction of these parental rights and the B.A.S.E. Director is apprised of the court order or decree. This includes custody of either parent; this documentation allows the parent to pick up the child on any day B.A.S.E. is in session and to designate others to pick up the child on any day B.A.S.E. is in session. Only the parent with legal custody will be permitted to designate others to pick up the child, as long as the court order or decree provided to B.A.S.E. supports such a determination.

In the case of an emergency, we will generally try to contact the custodial parent first and then emergency contact. If you have questions or concerns regarding these issues and our policy, or if you have a court order requiring otherwise, please contact your B.A.S.E. Director.

LUNCH

Your child must bring lunch on half-days of school. Lunch time is 12:00-12:30. Consistent meal times ensure students have the energy needed for a productive day. Please help us maintain their daily routine by ensuring lunches arrive before 11:55 am. Be sure to label lunch containers with your child's name.

SNACK

A snack will be provided after school. Please bring any allergies to our attention immediately and fill out an allergy list on the B.A.S.E. registration form. Allergies will be posted for all staff.

From 3:35 - 4:00 pm, all students signed up for B.A.S.E. will be in the cafeteria eating a snack. This time is reserved for eating a snack and getting excused into the enrichments of the day.

SCHOOL CLOSING

The B.A.S.E. Program is closed when New Buffalo Area Schools are closed due to inclement weather. Please tune into your local television or radio stations for school closing updates, or update phone numbers and email addresses in Powerschool.

PERSONAL PROPERTY

Students are encouraged to leave items of value at home. This may include items such as jewelry, expensive clothing, electronic equipment, cell phones, smart watches and video games. The school cannot be responsible for their safekeeping nor be liable for loss or damage to personal valuables.

Your child will not be allowed to bring toys from home, in case of loss or damage. Your child will not be allowed to use his/her cell phone during B.A.S.E. hours.

Please label backpacks, winter gear, etc.

Students often have the same backpacks, boots, or coats. Mix-ups have occurred in the past. The use of the laundry baskets in the hallways are to keep the students' items organized and separated to decrease the amount of lost items.

OUTDOOR RECESS

The B.A.S.E program goes outside EVERY day. If your child cannot go outside in the winter they will need to make other arrangements after school. Please send appropriate

items for all types of weather. These items could include: sunscreen, boots, hats, gloves, and a change of clothes. In the warmer months, we play a lot of water games and your child may get wet and need to change. In the winter months, your child may get wet from the snow and also need a change of clothes.

After-School Program Field Trips

The BASE program may occasionally organize field trips off school property for educational enrichment. To participate, each student must submit a completed permission form signed by a parent or legal guardian prior to the trip.

Student participation is contingent upon adhering to Board Policy, the Student Code of Conduct, and all program behavioral expectations. Failure to comply with these standards may result in disciplinary action or exclusion from field trips.

DISCIPLINE Student Code of Conduct: Behavior & Response Matrix

The Student Code of Conduct outlined in the standard Student Handbook applies uniformly to the BASE program. All behavioral expectations, rules, and disciplinary protocols remain fully in effect during all after-school hours and operations.

This outlines the formal policies and procedures for maintaining a safe, respectful, and productive learning environment, based on the Discipline Rubric. These guidelines ensure consistency and fairness in addressing student behavior across all grade levels.

The goal of BASE discipline is to provide a structured framework that encourages positive behavior while providing clear, predictable consequences for infractions. We prioritize restorative practices and teaching opportunities alongside disciplinary actions to help students learn from their mistakes.

Behaviors are categorized into four levels based on severity and impact on the school environment:

Level	Description	Examples (non-exhaustive)
Level 1	Minor classroom disruptions or non-compliance, unsafe play,	Talking out of turn, off-task behavior, minor interruptions, disrespectful

	misuse of property, uncooperative behavior	tones and eye rolling and/or mumbling.
Level 2	Repeated Level 1 behaviors or more significant disruptions.	Defiance, disrespectful language, repeated minor infractions.
Level 3	Serious safety concerns or significant property damage.	Physical aggression, harassment, theft, severe defiance.
Level 4	Illegal acts or severe safety threats requiring immediate intervention.	Possession of weapons, controlled substances, or violence.

Implementation Guidelines

- **Progressive Discipline:** Repeated offenses at Level 1 or Level 2 automatically elevate the behavior to the subsequent tier.
- **Administrative Discretion:** The building principal and administration reserve the right to bypass lower levels of intervention for severe or dangerous actions that compromise school safety.

Disciplinary Procedures

- Initial Redirection: Verbal or non-verbal prompts to return to the task.
- Student-Teacher Conference: A private discussion to identify the cause of the behavior and set expectations.
- Parent Contact: Communication with guardians to ensure alignment between home and school.
- Reflective Task: A written or verbal exercise focused on the impact of the behavior.
- Formal documentation and immediate removal from the classroom if necessary.

Integration of BASE-Specific Discipline Policies

According to existing program documentation, the following language should be included to clarify the relationship between school-day conduct and BASE participation:

- Same-Day Exclusion Rule: A child will NOT be allowed to stay after school for the B.A.S.E. program if they received a referral during that school day. Parents will need to make arrangements to pick up or have their students ride the bus home.
- Immediate Safety Protocol: "Threats of harm to self, others, or staff will be dealt with immediately and on an individual basis in relation to severity. The severity of every incident is to be evaluated and the outcome determined by the director.
- Final Authority: The director has final say in consequences for any and all behavior corrections.
- BASE is an extension of the school day and is subject to the elementary school disciplinary policy.

Documentation and Reporting

All Level 2 and above incidents must be documented in the Powerschool system within 24 hours. Documentation should include:

1. The date and time of the incident.
2. The specific behavior observed.
3. Previous interventions attempted.
4. The final consequence administered may include removal from the program.

Dismissal from the program

The following circumstances may result in your child being dismissed from our program:

If late pick up exceeds 30 minutes.

A child who intentionally harms another student or staff member.

A child who is suspended from school or ISS (In school suspension) will also be dismissed from the program for the duration of the suspension.

A child who refuses to participate in daily activities & enrichments.

A child who has exceeded his/her 3rd major incident.

A child who has exceeded his/her 4th late pick up.

Late Pick Up Notice

We have a strict pick-up policy in our program. When you registered your child/children for the B.A.S.E. program, you received program information stating the hours of operation. The B.A.S.E. program closes at 6:00 pm. If our hours of operation do not meet your needs, you need to make arrangements for your child to be picked up or ride the bus at 3:40 pm.

We understand that emergencies arise but we expect all children to be picked up on time. When your child is picked up late, our staff is required to remain working, therefore, unable to attend to commitments outside of school.

We are happy to provide this service to our working parents, but would appreciate you honoring our policy. Thank you for your commitment to be on time to pick up your child.