



New Buffalo Area Schools

EVERY STUDENT. EVERY DAY.

2025-2026 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

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.

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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:

Curriculum Director:

Athletic Director: Matt Johnson

Director of Operations: Mark German

After School Director: Madeline Selby

Transportation Director: Tom Whitsel

High School Principal: Tracy Ripley

Middle School Principal: Dan Caudle

Elementary School Principal: Melissa Lijewski

ELEMENTARY CALENDAR – 2025/2026

September 2 - ½ Day – First Day of School

October 9 - ½ Day – Students – Parent/Teacher Conf 1 – 4 and 6 – 8

October 10 – No School For Students

November 20 - ½ Day – Students – Exams

November 21 - ½ Day – Students – Exams

November 26 – 28 Thanksgiving Break (Classes Resume 12/2)

Dec 22/Jan 2- Winter Break Begins (Classes Resume 1/05)

January 15- ½ Day - Students - Parent/Teacher Conf 1 – 4 and 6 – 8

January 16- ½ Day-Students

January 10- MLK Day – No School

February 13- No School

February 16- Presidents' Day – No School

March 5- ½ Day – Students – Exams

March 6- ½ Day – Students – Exams

March 29 Spring Break Begins

March 30 - April 5 – Spring Break (Classes Resume (4/7)

April 6 – No School

April 30- ½ Day – Students (Parent/Teacher Conf 1 – 4 and 6 – 8)

May 1- ½ Day – Students

May 25- Memorial Day – No School

June 8- ½ Day – Students – Exams

June 9- ½ Day – Students – Exams-Last Day of School

2025-2026 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

Channel 16 (NBC)
Channel 22 (CBS)
Channel 28 (FOX)

CABLE TV

Channel 8 (NBC)
Channel 13 (CBS)
Channel 9 (FOX)

RADIO STATIONS

WHFB (AM) 1060 - Benton Harbor
WLOI (AM) 1540 - LaPorte
WSJM (AM) 1400 – St. Joseph
WIMS (AM) 1420 - Michigan City
WY TZ (FM) 97.5 - Bridgman

WHFB (FM) 99.9 - Benton Harbor
WIRX (FM) 107.1 - St. Joseph
WCOE (FM) 96.7 –LaPorte
WEFM (FM) 95.9 - Michigan City

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 ~~student or~~ 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. ~~dropped off at the Main Office. Parents are not allowed to escort their child to class. Call 269-469-6069 to notify the office and provide a reason why.~~
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 must sign in at the office. A student may only leave school early if the student's parent notifies the office.

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

- ~~• Funeral of an immediate family member (Coded EN)~~
- ~~• Doctor and / or Dentist Appointment (Coded AE upon receipt of documentation)~~
- ~~• Illness -- Parent call needed for missed days 1 and 2. (Coded AC) Upon 3rd day a doctor's note is required to excuse the absence. (Coded AE for dates excused by documentation)~~
- ~~• Vacation -- If pre-approved by all teachers and administration, then excused (Coded AC -- chargeable for truancy)~~
- ~~• Court Issues (Coded EN -- Pre-Approval and post Appearance Documentation Required)~~
- ~~• Long Term Issues -- (Coded EN -- Principal Conference Required)~~

~~A student who violates attendance expectations may be subject to discipline and any other applicable consequences.~~

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.

~~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 absences of 19 or greater may be referred to the Berrien County Truancy Officer.~~

(moving down)

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 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.

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.

Each student has the opportunity to receive a complimentary breakfast each school day, beginning at 7:45 a.m. and served until 8:15 a.m. Providing a healthy start to the day is vital to success in school.

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/>

~~School lunch will be free to all students for the 2024-2025 school year.???~~

~~School breakfast will be free to all students for the 2025-2026 school year.??~~

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

~~All students are assigned a cafeteria account in our computerized debit system. Parents may send a deposit daily, weekly, or monthly. To view your child's account online — contact the Food Services Director at 469-6048, or smartinie@nbas.org to receive instructions. If a child's account is running low or negative, the parent will~~

~~receive a notice. Accounts that are neglected are referred to the principal and student services office. Further information: <https://www.nbas.org/o/nbas/page/food-service>.~~

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 and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend 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.

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 – 3 students have parents note daily dismissal plans in student planners. It is highly recommended that 4 - 5 parents write dismissal plans in student planners. If 4 – 5 students continually have dismissal plans mixed up, they will be required to have parents note dismissal plans in their student planner. 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 and building principal 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 David Kelly at 269-469-6035 or dkelly@nbas.org and Section 504 Coordinator at 269-469-6061 or.

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 where the ratio is 10-1. 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 30 hours of instruction over the course of five 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. Invitations to the program are sent out at the beginning of June, following the data collection of NWEA results from the May assessments.

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 2025-2026 school year, the District offers the following 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)
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	<ul style="list-style-type: none">• Restorative Practices• Parent Notification• Suspension or Expulsion• Police Referral
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	<ul style="list-style-type: none">• Restorative Practices• Parent Notification• Suspension or Expulsion

	<ul style="list-style-type: none"> ● Police Referral
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
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.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
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.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
Arson: purposefully, intentionally, or maliciously setting a fire on school property.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion up to 180 school days ● Police Referral

Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work.	<ul style="list-style-type: none"> • Restorative Practices • Credit Loss or Grade Reduction • Parent Notification • Suspension or Expulsion
Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
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.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
Sexing: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion

	<ul style="list-style-type: none"> • Police Referral
Misuse of District Technology: violating the District's acceptable use policies and agreement.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

Possession of chewing tobacco, cigarettes, smokeless tobacco pouches, and other tobacco paraphernalia (Includes Vapes, e-cigarettes, lighters, pipes, rolling papers, scales, etc. and/or lookalike drugs.)	1st Offense:	2nd Offense:	3rd Offense:	4th Offense:
	3 days OSS	5 days OSS	7 days OSS	10 days OSS
	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.	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.	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.	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.
	Parent contact with Administrator	Parent Conference with Administrator	Parent Conference with Administrator	Parent Contacted by Administrator
	May involve law enforcement	Referral to Child Study Team	Administrator and Student Service Team to Develop a Behavior Plan	Recommendation for Expulsion
		Behavior Plan Recommended	Involve law enforcement	Involve law enforcement
		May involve		

		law enforcement		
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*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.)	1st Offense: 10 Days OSS Confirmed enrollment in an abuse program may reduce suspension to 5 days of OSS or ISS The student must attend a confirmed minimum of 4 counseling sessions or completion of the online prevention program before consideration for reduction of days.	2nd Offense: 10 Days OSS Parent Contact by Administrator Recommendation for Expulsion Involve Law Enforcement
	Drug Delivery or Receipt (The act of delivering, receiving, purchasing, selling, or supplying of a controlled or alleged controlled substance).	Behavior Plan Recommended Parent Conference With Administrator and Student Services Team Involve Law Enforcement

Section V: BUILDING-SPECIFIC RULES AND PROCEDURES

ACCEPTABLE USE OF TECHNOLOGY

SEE Board Policy ~~7540, 7540.01, 7540.02, 7540.03, and 7540.04~~ **5208– Student Acceptable Use and Internet Safety** Computer Technology and Networks.
~~<https://go.boarddocs.com/mi/nbuf/Board.nsf/Public?open&id=policies#>~~
<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

Our school is extremely fortunate to have a full-time counselor on staff that is able to ~~and new this year a part-time social worker~~, deliver a guidance curriculum 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 can also be a great resource for parents and can be contacted through the school office. If you feel your child would benefit from counseling services, a form must be filled out and returned to the school counselor.⁵

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 6- **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 ~~5112~~ **5302** ~~Entrance Age~~ **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. ~~When volunteering to work in the school, you will need to sign in at the office and sign out of the school when you leave. A sign in/out sheet is located in the office.~~ 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. ~~Volunteers are required to wear Singlewire / Visitor Aware ID while in the building.~~

~~Visitors are not to go to the classroom to drop off student materials or lunches. We want to preserve the learning environment with limited interruptions. All visitors must check in and speak to the Office secretary. Safety and the learning environment are our top concerns.~~

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 dwysocki@nbas.org to renew.

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 or tobacco use on school property.

Have a positive attitude.

APPENDIX A: TITLE IX SEXUAL HARASSMENT

3118 *Title IX Sexual Harassment*

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment and retaliation, through this Policy will fulfill the District's investigation requirements under Policies 4104 or 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and any person designated to facilitate an informal resolution process cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

A. Definitions

For purposes of this Policy, the below terms are defined as follows:

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

- a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- c. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).
 - i. "Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - ii. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - iii. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.
 - iv. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.
- 2. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.
- 3. "Appeals Officer" is the person designated by the District to handle appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.

4. "Complainant" is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.
5. "Consent" means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.
6. "Day," unless otherwise indicated, means a day that the District's central office is open for business.
7. "Decision-Maker" is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker's conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.
8. "Education Program or Activity" means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.
9. "Formal Complaint" means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.
10. "Grievance Process" is the process by which the District handles Formal Complaints.
11. "Investigator" is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.
12. "Report" means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).
13. "Respondent" is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.

14. "Supportive Measures" are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.
15. "Title IX Coordinator" is the person(s) designated by the District to coordinate the District's Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on a specific matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

B. Posting Requirement

The Title IX Coordinator's contact information (name or title, office address, electronic mail address, and telephone number), along with the District's Title IX nondiscrimination statement, must be prominently posted on the District's website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator's name or title, office address, electronic mail address, and telephone number.

C. Designation of Title IX Coordinator

The District designates the following person(s) as the Title IX Coordinator(s):

HR Director & Athletic Director
1112 E. Clay Street, New Buffalo, MI 49117
269-469-6014 / 269-469-6051

D. Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail,

using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

E. General Response to Sexual Harassment

1. District's Obligation to Respond without Deliberate Indifference

Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

2. Response to Report of Title IX Sexual Harassment

Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

3. Formal Complaint Filed

Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using the Title IX Sexual Harassment Formal Complaint Form.

4. Equitable Treatment

The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

5. Documentation and Recordkeeping

The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

6. Supportive Measures

After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.

Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

Supportive measures are offered without charge to all parties and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to:

- a. District-provided counseling;
- b. Course-related adjustments, such as deadline extensions;
- c. Modifications to class or work schedules;
- d. No-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

7. Respondent Removal

a. Emergency Removal (Student)

The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical

health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

b. Administrative Leave (Employee)

The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

8. Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay.

If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

F. Grievance Process

1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

2. Notice of Allegations

Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

- a. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
- b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;
- c. A statement that the Respondent is presumed not responsible for the alleged conduct;
- d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;

- e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
- f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and
- g. If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during the disciplinary process, a citation to that portion of the Code of Conduct. If the Code of Conduct does not address false statements by students, the notice is not required to include any reference.

If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in this notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

3. Informal Resolution

During the Grievance Process, *after* a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process.

When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

- a. Allegations;
- b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
- c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and

- d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared

4. Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

a. Investigation Process

The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege in writing.

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, in any meeting or Grievance Process proceeding. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Superintendent or designee may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully

respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator. The party's response must be considered by the Investigator before completing the final investigation report.

b. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision-Maker.

At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision-Maker must:

- a. Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and
- b. Provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

- a. Identification of the sexual harassment allegations;
- b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
 - i. Notification to the parties;
 - ii. Party and witness interviews;
 - iii. Site visits;
 - iv. Methods used to collect evidence; and
 - v. Hearings held.
- c. Factual findings that support the determination;
- d. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
- e. A statement of, and rationale for, the result as to each allegation, including:
 - i. A determination of responsibility;
 - ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and
 - iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.
- f. Appeal rights

2. Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

- a. A procedural irregularity that affected the outcome.
- b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.
- c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.
- d. DISTRICT MAY CHOOSE TO ADD ADDITIONAL APPEAL GROUNDS

An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision.

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days.

The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually.

The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

B. Dismissal

1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

- a. The Formal Complaint's allegations, even if proven, would not constitute sexual harassment as defined in this Policy;
- b. The Formal Complaint's allegations did not occur in the District's programs or activities; or
- c. The Formal Complaint's allegations did not occur in the United States.

2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

- a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;
- b. The Respondent's enrollment or employment ends; or
- c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

C. Consolidation of Complaints

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

D. Remedies and Disciplinary Sanctions

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. Offering the parties school-based counseling services, as necessary;
3. Providing the parties with academic support services, such as tutoring, as necessary;
4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;

5. Moving the Complainant's or the Respondent's locker or work space;
6. Issuing a "no contact" directive between the Complainant and Respondent;
7. Providing counseling memoranda with directives or recommendations;

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

1. Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. Additional staff training;
3. A climate survey; or
4. Letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

B. False Statements

Any person who knowingly makes a materially false statement in bad faith in a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

C. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except

as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

D. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

E. Training

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. The definition of sexual harassment;
2. The scope of the District's education programs or activities;
3. How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

F. Record Keeping

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures.

The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

G. Office for Civil Rights

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
Phone: (216) 522-4970
E-mail: OCR.Cleveland@ed.gov

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

Legal authority: Education Amendments Act of 1972, 20 USC §§1681
- 1688; 34 CFR Part 106

Date adopted:

Date revised:

APPENDIX B: ANTI-BULLYING

5207 Anti-Bullying Policy

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

A. Prohibited Conduct

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

B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim and perpetrator's parent/guardian in writing.

E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

Note: Because the Superintendent has absolute immunity from tort liability when acting within the scope of his or her authority, we recommend naming the Superintendent as the "Responsible School Official." Boards, however, may select another individual to be the "Responsible School Official."

G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

Prevention Task Force. The Responsible School Official may form a bullying prevention task force. The task force will identify, develop, and recommend written materials, training programs, and initiatives to reduce bullying. In its discretion, the task force may involve school staff, students, school clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders.

Training. The Responsible School Official will provide and require annual training opportunities for District personnel who have significant contact with students on preventing, identifying, responding to, and reporting incidents of bullying.

Educational Programs. The Responsible School Official will periodically arrange or otherwise provide educational programs for students and parents on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for teachers to address these same issues within the classroom curriculum.

H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.
2. "Telecommunications access device" means any of the following:
 - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
 - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or

component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. "Telecommunications service provider" means any of the following:
- a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
 - b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
 - c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

Date adopted:

Date revised:

APPENDIX C: PROTECTION OF PUPIL RIGHTS

5308 Protection of Pupil Rights

A. Surveys, Analyses, and Evaluations

Parents/guardians may inspect any survey created by a third party before that survey is administered or distributed to their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date.

The District must obtain written consent from a student's parent/guardian before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the District will provide prior notice to the student's parent/guardian and an opportunity for the parent/guardian to opt their student out.

Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information.

"Sensitive information" includes:

- political affiliations or beliefs of the student or the student's parent/guardian;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other persons with whom the student has close family relationships;
- legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
- income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

B. Invasive Physical Examinations

Parents/guardians may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a

condition of attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.

“Invasive physical examination” means:

1. any medical examination that involves the exposure of private body parts; or
2. any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

C. Collection of Student Personal Information for Marketing

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information.

“Personal information” means individually identifiable information that includes:

1. student’s and parents’/guardians’ first and last name;
2. home or other physical address;
3. telephone number; or
4. Social Security Number.

This Policy does not apply to the collection, disclosure, or use of personal information for the purpose of providing educational services to students, such as:

1. post-secondary education recruitment;
2. military recruitment;
3. tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or
4. student recognition programs.

D. Inspection of Instructional Material

Parents/guardians may inspect instructional material consistent with Policy 5401.

E. Notification of Rights and Procedures

The Superintendent or designee will notify parents/guardians of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;

3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;
4. the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings); and
5. how to inspect any survey or other material described in this Policy.

This notification will be given to parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

Parents/guardians who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

Legal authority: 20 USC 1232h

Date adopted:

Date revised:

APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM

5309 Student Records and Directory Information

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

A. Definitions

1. An “education record” is a record directly related to a student that the District or its agents maintain, except that an education record does not include:
 - a. records kept in the maker’s sole possession that are used as a personal memory aid and that are not accessible or revealed to any person except a temporary substitute for the maker;
 - b. records maintained by a law enforcement unit of the District, as defined by the Family Educational Rights and Privacy Act (FERPA), if the record was created for a law enforcement purpose;
 - c. records relating to a student who is at least 18 years old that are created or maintained by a psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in that capacity that are created or maintained only for the student’s treatment (exclusive of remedial educational activities or educational activities that are part of the District’s instructional program) and that are disclosed only to persons providing treatment (except that the records may be personally reviewed by a physician or other appropriate professional of the student’s choice);
 - d. records created or received by the District after a person is no longer a student in the District and that are not directly related to the person’s attendance as a student in the District;
 - e. grades on peer-graded papers or assignments before they are collected or recorded by a teacher; or
 - f. records relating to a person employed by the District that are maintained in the normal course of business, relate only to the person’s employment, and are not available for any other purpose. Records relating to a person employed as a result of that person’s status as a student are, however, “education records.”
2. “Personally identifiable information” means a student’s name; the name of a student’s parent/guardian or family member; the student’s address or the address of a family member; a personal identifier, such as the student’s social security number, student number, or biometric record; other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; other information that alone or in combination is linked or

linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

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.

B. Collection and Retention of Records

School officials may collect and retain information about the District's students that is reasonably necessary for the District to perform its role as a public school district, including, without limitation, student work samples, assessments, evaluations, surveys, health and medical information, immunization records, birth certificates, proof of residence, proof of achievements and awards, behavior records, investigation reports, incident reports, attendance records, all records necessary for the District to satisfy state or federal legal obligations, and any record necessary for the District to prove that a student was accurately counted in membership for state aid and grant purposes.

The Superintendent or designee will ensure that all student records are retained consistent with the Records Retention and Disposal Schedule for Michigan Public Schools and Policy 3502 and that reasonable steps (including, without limitation, physical or technological controls) are taken to protect education records, including those stored electronically, from inadvertent or unauthorized disclosure.

C. Right to Inspect and Review Education Records

Parents/guardians may inspect and review their minor child's education records, regardless of custody status, unless a court order specifically provides otherwise.

Parents/guardians may also inspect and review the education records of an "eligible student" if the student is considered a dependent under Internal Revenue Code Section 152. An "eligible student" means a student who is at least 18 years old, an emancipated minor, or a student enrolled in a postsecondary institution. Eligible students have the right to inspect and review their own education records.

The District will not disclose a student's or parent's/guardian's phone number or address or the parent's/guardian's employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's parent/guardian notifies the District that the student or the student's parent/guardian has obtained a participation card issued by the department of attorney general.

The District will make arrangements for a parent/guardian or eligible student to inspect and review the student's education records within a reasonable time from receiving a request and not more than 30 calendar days from the date of the request or, if the student whose records are requested is a child with a disability as defined by the Individuals with Disabilities Education Act, before any Individualized Education Program Team meeting, resolution meeting, or due process hearing.

D. Right to Request Explanation or Interpretation of Student Education Records

A parent/guardian 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.

E. Right to Request Amendment of Education Records

A parent/guardian or eligible student may request that a student's education record be amended if the parent/guardian or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. The Superintendent will develop administrative guidelines explaining the process by which a parent/guardian or eligible student may request an amendment to the

student's records and that the parent/guardian or eligible student has the right to a hearing if the District refuses the request.

F. Disclosure of Education Records to School Officials

Except as noted in "Disclosure to a For-Profit Business Entity" (section J), a school official may receive and review personally identifiable information from a student's education record only if the school official has a legitimate educational interest in the information. A school official has a "legitimate educational interest" if the record review is necessary for the school official to perform an administrative, supervisory, or instructional task as assigned by the District or to perform a service or benefit for the student or the student's family. For purposes of this Policy, a "school official" is any person employed by the District. The Board further designates the following persons and entities as "school officials":

1. a person or company with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, medical consultant, or online educational service provider or vendor);
2. a contractor, consultant, volunteer, or other party to whom the Board has outsourced a service or function otherwise performed by District employees (e.g., a therapist, a school resource officer, or an authorized information technology specialist);
3. a parent/guardian or student serving on an official committee, such as a disciplinary, reinstatement, or grievance committee; and
4. a person, including a volunteer, who is assisting another school official in performing the official's duties.

The above-identified persons and entities must: (a) perform institutional services or functions for which the District would otherwise use its own employees, (b) be under the direct control of the District as to the use and maintenance of education records, and (c) be subject to the requirements of FERPA regulations governing the use and re-disclosure of personally identifiable information from education records.

The Superintendent or designee will adopt procedures, including physical and technological controls, to ensure that only those school officials with a legitimate educational interest may access personally identifiable information from a student's education records.

G. Disclosure of "Directory Information"

Except as otherwise stated in this Policy, school officials may disclose "directory information" without the prior written consent of a parent/guardian or eligible student unless the parent/guardian or eligible student specifically notifies the District that the parent/guardian 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.

The District will provide parents/guardians and eligible students with a Directory Information Opt Out Form, listing all uses for which it commonly discloses student directory information. The form will allow the parent/guardian 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.

The Superintendent or designee will provide the Directory Information Opt Out form to all parents/guardians or eligible students within the first 30 days of the school year. The form will also be made available at a parent's/guardian's or eligible student's request at any time during the school year. If the parent/guardian or eligible student does not return the form, the District may release directory information as permitted by law. The Directory Information Opt Out form will be kept on file for 1 year.

To ensure that directory information is not improperly used, the Superintendent or designee may require that a person requesting directory information execute an affidavit stating that, if disclosed, the directory information will not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

H. Disclosure of Education Records to Another School

School officials may release or disclose personally identifiable information contained in a student's education record without the consent of the parent/guardian or eligible student to another school or post-secondary institution in which the student seeks or intends to enroll, is enrolled, or from which the student receives services, if the disclosure is related to the student's enrollment or transfer.

I. Tagged Records and Record Transfers

Upon notification by a law enforcement agency that a student under age 17 is missing, the building principal or designee will tag the student's record in a manner that will alert both District and ISD personnel that the student is considered missing. Within 7 calendar days after receiving notice from a law enforcement agency that a student is no longer considered missing, the building principal or designee will remove the tag from the student's record.

Within 30 calendar days after receiving a request from a school in which a student has enrolled, the building principal or designee will forward the student's education records to the requesting school unless the student's record has been tagged as described in this Policy. If the record has been tagged, the building principal or designee will not forward the student's education records to the requesting school and will notify law enforcement.

J. Disclosure to a For-Profit Business Entity

School officials will not sell or otherwise provide any personally identifiable information that is part of a student's education records to a for-profit business entity, except as follows:

1. an employee or agent of a business entity acting as a "school official" as defined in this Policy;
2. pursuant to a management agreement between a public school academy and an educational management organization;
3. as necessary for standardized testing; or
4. as necessary to a person who is providing educational or educational support services to the student pursuant to a contract with the school.

K. Disclosure of Education Records in Response to Subpoena/Court Order

To the extent consistent with state law, including the nondisclosure requirements of Revised Judicature Act Section 2165, school officials may release or disclose personally identifiable information contained in a student's education records without the consent of the parent/guardian or eligible student upon receipt of a court order or lawfully issued subpoena requiring disclosure of the information. To the extent permitted or required by law, before complying with a court order or subpoena, school officials must notify the parent/guardian or eligible student, in writing, that the District intends to comply with the court order or subpoena.

L. Disclosure of Education Records in Other Circumstances

Except as provided in this Policy, the District and its employees and agents are prohibited from disclosing personally identifiable information from a student's education records without the written consent of a parent/guardian or eligible student unless the disclosure is otherwise permitted or required by law, including, without limitation, if the disclosure is:

- necessary because of a health or safety emergency;
- to authorized state or federal officials;
- in connection with a student's application for or receipt of financial aid;
- made for purposes of conducting a study for or on behalf of an educational agency or institution;
- to an accrediting organization;
- concerning a registered sex offender; or

- to a representative of a child welfare agency for a foster child.

A school official may not disclose personally identifiable information from a student's education records unless disclosure is consistent with the requirements of state and federal law, including FERPA.

M. Disclosure Logs

The Superintendent or designee will maintain, to the extent required by law, a log of those persons to whom personally identifiable information from a student's education records has been disclosed. The record will identify the student whose information was disclosed, the person or entity who requested or received the information, the information that was disclosed, the date the parent/guardian or eligible student provided written consent (if necessary for the disclosure), a legitimate reason for the disclosure, and any other information required by law.

Subject to the limitations below, a parent/guardian or eligible student may request, in writing, information related to disclosure of personally identifiable information by the District. This information includes:

- the specific personally identifiable information that was disclosed by the District;
- the name and contact information of each person, agency, or organization to which the District disclosed the student's personally identifiable information; and
- the legitimate reason that the person, agency, or organization had in obtaining the personally identifiable information.

The District is not required to provide information about the disclosure of personally identifiable information if the personally identifiable information is:

1. provided to MDE or CEPI;
2. provided to the eligible student or the student's parent/guardian;
3. provided to an intermediate school district providing services pursuant to a written agreement;
4. provided by an intermediate school district to a school district or to a public school academy in which the pupil is enrolled or to a school district or public school academy providing services to the pupil pursuant to a written agreement;
5. provided to a person, agency, or organization with the written consent of the eligible student or the student's parent/guardian;

6. provided to a person, agency, or organization in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction;
7. provided as necessary for standardized assessments that measure the student's academic progress and achievement;
8. covered by the District's Directory Information Opt Out Form, unless the parent/guardian or eligible student has signed and submitted the Opt Out Form.

N. Video Recordings

A video recording that is directly related to a student may be an "education record" (e.g., when it is maintained to document student conduct or misconduct, unless it is maintained by a law enforcement unit and used solely for a law enforcement purpose). The Superintendent or designee will determine, on a case-by-case basis, upon receipt of a request for the video's disclosure, whether a particular video is an "education record" and whether it contains "personally identifiable information" about a student. If the Superintendent or designee determines that a video recording is an "education record," its release and disclosure and the rights of parents/guardians and eligible students to inspect and review the video recording are governed by this Policy, applicable laws, and relevant state and federal guidance.

O. Disclosure of Records to Law Enforcement

Nothing in this Policy limits a school official's right or duty under state law or pursuant to the Statewide School Safety Information Policy to contact law enforcement to report possible criminal activity. A school official may not, however, disclose personally identifiable information from a student's education records to law enforcement without the prior written consent of a parent/guardian or eligible student unless disclosure is otherwise permitted or required by state or federal law (e.g., in response to a health or safety emergency or a court order or subpoena).

If a school official reports possible criminal activity of a student with a disability as defined by the Individuals with Disabilities Education Act, the school official must transmit a copy of the student's special education records and disciplinary records to the authorities to whom the crime is reported in a manner consistent with FERPA (i.e., with prior written consent or a lawful exception to consent). Except for disclosures in response to a health or safety emergency, school officials must seek written consent to transmit the records of a student with a disability immediately after reporting the student's potential criminal activity to authorities.

P. Disclosure of Information to Military Recruiter

The District will provide recruiters of the Armed Forces of the United States with at least the same access to the high school campus and to directory information

as is provided to other entities offering educational or employment opportunities to those students, as required by state and federal law. “Armed Forces of the United States” means the armed forces of the United States and their reserve components and the United States Coast Guard.

The Directory Information Opt Out Form must include the option to opt out of the disclosure of the student’s directory information to recruiters of the Armed Forces of the United States. Upon receipt of a written “opt out,” school officials may not release the student’s directory information to recruiters of the Armed Forces of the United States. The District may charge a fee, not to exceed the actual costs of copying and mailing the requested directory information, to recruiters of the Armed Forces of the United States, to the same extent it charges other organizations.

Q. Annual Notice Requirements

The Superintendent or designee will send an annual notice to parents/guardians and eligible students notifying them of the following:

1. the right to inspect and review their student’s education records;
2. the right to seek amendment of their student’s education records, the process for requesting amendment, and applicable hearing procedures;
3. the identity of designated “school officials” and the definition of “legitimate educational interest”;
4. the definition of “directory information” and notice that their student’s directory information may be disclosed without consent unless the parent/guardian or eligible student opts out of allowing disclosure;
5. the District’s practice to disclose a student’s education records, including disciplinary records, to another school or post-secondary institution in which the student seeks or intends to enroll or is enrolled;
6. the right to consent to the disclosure of personally identifiable information from a student’s education record before its disclosure, unless a nonconsensual disclosure is otherwise authorized by law;
7. the right to opt out of disclosure of directory information to recruiters for Armed Forces of the United States and their service academies;
8. the right to file a complaint with the U.S. Department of Education alleging that the District violated FERPA; and
9. the right to obtain a copy of the Board’s policies and administrative regulations about student records.

Legal authority: 20 USC 1401 et seq., 1232g, 7165, 7908; 26 USC 152; 34 CFR Part 99, 300; MCL 15.243(2); MCL 380.1134-1136,

380.1137a, 380.1279g; MCL 600.2165; MCL 722.30; MCL 780.855, 780.871; *Records Retention and Disposal Schedule for Michigan Public Schools*

Date adopted:

Date revised:

Notification to Parents of Directory Information

In compliance with federal regulation, the New Buffalo Area Schools have established the following guidelines concerning Directory Information (School Board Policy 5309 A 2 & 3).

5309 Student Records and Directory Information

2. "Personally identifiable information" means a student's name; the name of a student's parent/guardian or family member; the student's address or the address of a family member; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

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.

As the student's parent/guardian, I wish to have "directory information" withheld and not distributed."

Signature of Parent/Guardian

Date

~~APPENDIX E: ACCEPTABLE USE AGREEMENT~~

~~3116 District Technology and Acceptable Use~~

~~The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.~~

~~A. Children's Internet Protection Act~~

~~The Board complies with the Children's Internet Protection Act ("CIPA") and directs its administration to:~~

- ~~1. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:~~
 - ~~a. taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;~~
 - ~~b. depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and~~
 - ~~c. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.~~
- ~~2. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bona fide research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.~~
- ~~3. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.~~
- ~~4. Prohibit access by minors to inappropriate matter on the internet.~~
- ~~5. Prohibit unauthorized access, including hacking and other unlawful online activity by minors.~~

- ~~6. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.~~
- ~~7. Restrict minors' access to materials that are inappropriate for minors. The Board defines materials that are "inappropriate for minors" to include:~~
- ~~8. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.~~

~~The Superintendent or designee will take steps necessary to implement this Policy and to otherwise comply with CIPA.~~

~~B. Acceptable Use Agreement~~

~~The Superintendent or designee will develop, review, and revise as necessary an acceptable use agreement that must be signed before a user is provided access to the District's technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Superintendent or designee will develop an acceptable use agreement to be signed by each of the following groups:~~

- ~~• adult users, including employees, volunteers, and Board members;~~
- ~~• students in grades 7 and above and their parent/guardian; and~~
- ~~• students in grades 6 and below and their parent/guardian.~~

~~The acceptable use agreement must be consistent with this Policy and must include, at a minimum, all of the following:~~

~~1. A statement that:~~

- ~~a. use of District technology resources is a privilege that may be revoked at any time;~~
- ~~b. a user has no expectation of privacy when using District technology resources;~~
- ~~c. District technology resources use may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation;~~
- ~~d. District technology resources may not be used to bully, harass, or intimidate others;~~
- ~~e. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and~~
- ~~f. the District does not guarantee that the District's technology resources will be error free or uninterrupted.~~

- ~~2. Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned username and password.~~
- ~~3. A list of what constitutes misuse of District technology resources.~~
- ~~4. A prohibition against:~~
 - ~~a. accessing other user accounts or files without authorization;~~
 - ~~b. conducting personal business or activities;~~
 - ~~c. accessing pornography;~~
 - ~~d. communicating inappropriately with students;~~
 - ~~e. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and~~
 - ~~f. accessing or downloading unauthorized software or programs.~~
- ~~5. A requirement that users report any material that is threatening, harassing, or bullying.~~
- ~~6. A release of all claims and liability against the District for use of District technology resources.~~

~~C. District Personnel Use~~

~~District personnel must comply with Policies 4215 and 4216.~~

~~D. Public Access to Technology~~

- ~~1. Pursuant to the Michigan Library Privacy Act, each school library offering public access to the internet or a computer, computer program, computer network, or computer system (a "Qualifying School Library") will limit minors to only use or view those terminals that do not receive material that is obscene, sexually explicit, or harmful to minors. Persons age 18 or older, or a minor accompanied by the minor's parent/guardian, may access a school library terminal that is not restricted from receiving such material, if any.~~
- ~~2. Only when a Qualifying School Library offers public access as described in subsection D.1., the District must designate at least 1 terminal that is not restricted from receiving such material and at least 1 terminal that is restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a parent or guardian do not access the unrestricted terminal. The Superintendent or designee will determine which employees will implement subsection D in each Qualifying School Library.~~
- ~~3. As used in this Policy, "terminal" means a device used to access the internet or a computer, computer program, computer network, or computer system.~~

~~Legal authority: 47 USC 254; MGL 397.602, 397.606~~

~~Date adopted:~~

~~Date revised:~~

ACCEPTABLE USE AND SAFETY AGREEMENT

To access and use the District's Education Technology, including a school-assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of Education Technology is a privilege, not a right. The District's Education Technology, including its Internet connection and online educational services, is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.

The Board has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's Education Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of the District's Education Technology.

Please complete the following information: (Please Print)

Student User's Full Name: _____

School: _____ **Grade:** _____

Parent/Guardian Name: _____

Parent/Guardian,

~~As the parent/guardian of this student, I have read the Student Education Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. 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 (Policy 3116). 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. To the extent that proprietary rights in the design of a website hosted on Board-owned or leased servers would vest in my child upon creation, I agree to assign those rights to the Board.~~

~~Please check each that applies:~~

- ~~• I give permission for the Board to issue an Internet/e-mail account to my child.~~
- ~~• I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.~~
- ~~• I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a webcam.~~
- ~~• I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.~~

Parent/Guardian Signature: _____ **Date:** _____

Student

~~I have read and agree to abide by the Student Education Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of the Board's Education Technology, I agree to communicate over the Internet and through the~~

~~Education Technology in an appropriate manner, honoring all relevant laws, restrictions and guidelines.~~

Student's Signature: _____ **Date:** _____

~~Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to and use of the Education Technology to individuals who violate the Board's Student Education Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.~~

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 files server space 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 a laptop computer that will be taken to and from school does impose additional responsibility on the part of the student and parent. The school-provided laptop 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

- Laptops are a school-provided tool and should be used for school assignments.
- Laptops 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.
- Laptops are expected to come to school every day FULLY CHARGED.
- Protective covers supplied on laptops 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 laptops.
- Pens, pencils and other sharp objects should be kept away from the laptop screen.
- Laptops 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 laptops.
- Students are expected to adhere to the New Buffalo Area Schools AUP, as well as follow the rules for Digital Citizenship when using laptops. This includes using the laptop 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 laptop guidelines at home and help students adhere to the guidelines above.
- Parents MUST sign usage and responsibility agreement before the student can take the laptop home, as well as agree to the damage and loss policy outlined below.
- Laptops are for use by the student, not other family members.
- Laptops 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.
- Laptops 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 laptop use and communicate any concerns to the classroom teacher.
- Parents agree to immediately report any damage to, or loss of, a laptop to the school. Parents may not take the laptop to an outside source for repair.
- Parents must return laptops 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 laptops just like any other piece of school equipment.

Chromebook Damage and Loss Policy:

- Missing Charger = \$25
- Missing Bag = \$15
- Broken Screen due to neglectful actions = \$25
- If laptop is lost or broken beyond repair due to neglectful actions = \$300

MacBook Damage and Loss Policy:

- Missing Charger Block = \$30
- Missing USB-C Charging Cable = \$5
- Missing Bag = \$15
- Broken Screen = \$100
- If laptop is lost or broken beyond repair due to neglectful actions = \$800

Loss due to Theft: Laptops that are reported stolen MUST have a police report when reported missing. If a police report is submitted there will be no fee to the family for replacement. If no police report, the fee for replacement will be the full cost of the device.

Hardware Policy

- All iPads are in a protected case that should never be removed.
- Middle School Chromebooks will come with a carrying case. Students are expected to keep the Chromebook in its carrying case at all times.
- High school MacBook Airs will come with bag and have a hard shell on them. The hard shell should always remain on the laptop and the MacBook should always be in the protected bag while traveling from one location to another.
- 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 laptops for classroom assignments to the classroom teacher.

In many cases, simply rebooting the computer 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 a laptop 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
2025-2026
New Buffalo Elementary School
12291 Lubke Road
New Buffalo, MI 49117
Main Office: 269.469.6069
B.A.S.E.: 269.469.6062

“The Right Choice for Today’s Education”

B.A.S.E. Purpose

The B.A.S.E. program’s focus is to enrich the lives of the students by introducing kids from kindergarten to 5th grade to new and exciting enrichments, by hiring volunteers within the school district or within the community that have a talent, hobby or interest that they’d like to share with students of NBES. All students who attend, must follow all rules and expectations of the B.A.S.E. program and fully participate in the enrichments.

SERVICES AVAILABLE

3:40 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

269.469.6069	Student Services Office
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 contact the office or B.A.S.E.

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. Aide and signed out by a parent or person designated on the emergency card. If a person is not listed on the registration card 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. The B.A.S.E. entrance doors are **always locked.** ~~locked after school.~~

SIGN OUT POLICY

Once a student is signed out of B.A.S.E., they will not be allowed to return and sign in for any reason. The B.A.S.E. program is an enrichment program for students who attend school each day. On regular days, and half days, when a student is picked up by a parent or guardian, they are officially signed out of the B.A.S.E. program and cannot return.

Identification will be checked for those persons with whom the staff is unfamiliar **or anyone that is not on the emergency contact list.** The Student Services office will not be able to change the end of the day dismissal plans after **3:00 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.

WALKER POLICY

If you would like your child to walk home from the B.A.S.E. program, a form will be provided for you to sign and will be on file for the school year. If there is a change in the walker status you must notify B.A.S.E. staff with ample time for changes to go into effect. To help assure the safety of the child, the following conditions must be met for the B.A.S.E. program to release the child:

- A Walker Policy form must be completed by the parent/guardian and must be on file with the B.A.S.E. program before the child can be released.
- It is the responsibility of the parent/guardian to determine that the child has the necessary maturity level and skills, and to review safety procedures with the child before authorizing release.
- The time of release is no later than 5:45 PM or sunset, whichever comes first.
- In the event of inclement weather conditions, as determined at the discretion of the B.A.S.E. program. In this circumstance when a child will not be released, the parent/guardian will be contacted to pick up the child. If the parent/guardian does not arrive by 6:00 PM, the B.A.S.E. late pick-up form will be assessed.

LUNCH

Your child is to bring lunch on half-days of school. Be sure to label lunch containers with your child's name.

SNACK

A snack will be provided after school. Please see a B.A.S.E. Aide for a schedule of snack times and a menu for snacks provided. 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 3:40 - 4:00, 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. Once the cafeteria is empty, students who may need to complete a project, read, etc. are welcome to in the Cafeteria.

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, 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

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.

DISCIPLINE

The B.A.S.E Program is part of New Buffalo Area Schools. Each student is expected to follow New Buffalo Area School's Code of Conduct to ensure a safe and conducive after school environment. Students with major referrals will not be allowed to attend B.A.S.E. after school.

B.A.S.E. PROGRAM DISCIPLINE

Minor Incidents include rough play, inappropriate language, disobedience, and disrespectful behavior towards staff and students.

The offenses depends on the severity of the incident

1 st Offense	2 nd Offense	3 rd Offense
Removal from the activity	Removal from activity	Removal from activity
Parent/Guardian notified by phone or email	Phone call home	Write up
Warning note home	Write up	Phone call home & must be picked immediately.
		Will be dismissed from the program for the following day

Major Incidents include threatening language, theft, or destruction, and physical aggression towards a student or staff member.

The offenses depends on the severity of the incident

1 st Offense	2 nd Offense	3 rd Offense
Removal from the activity	Removal from activity	Removal from activity
Phone call home & must be picked up immediately.	Phone call home	Phone call home
Must be picked up immediately	Must be picked up immediately	Must be picked up immediately
		Will be dismissed from the program for the year.

Will be dismissed from the program for the following day	Will be dismissed from the program for one week.	
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Late Pick Ups

3 Late Pick Ups	4 th Late Pick Ups	5 th Late Pick Ups
Phone call home Late Pick Up Notice sent home.	Removal from the program for the rest of the trimester.	Will be dismissed from the program for the year.

Dismissal from the program if late pick up exceeds one hour. Dismissal from the program

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

If late pick up exceeds 1 hour.

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.

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

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

Student Name: _____

Date: _____

Details: _____

Madeline Selby

BASE Director: _____

Late Pick Up Notice

This letter is to remind you that 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.

Late pick-ups will be documented. If you are receiving this letter you have been late picking up your child three times. The fourth late pick up will result in dismissal from the program for the rest of the trimester. Five late pick-ups will result in dismissal from the program for the rest of the school year. Please be considerate of our staff in following the program times. If a parent or authorized adult will be late, it is their responsibility to notify the office as soon as possible. You can notify the office by calling 269.469.6062.

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.

Child's Name _____ Date _____

1st Time picked up: _____ Date _____

2nd Time picked up: _____ Date _____

3rd Time picked up: _____ Date _____

This is your third time being late. The fourth late pick up will result in dismissal from the program for the remainder of the trimester.

New Buffalo Elementary
B.A.S.E. Program
Bison After School Enrichment

Late Pick Up – Dismissal Notice

This letter is to remind you that 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.

Late pick-ups are documented. If you are receiving this letter, you have one of the following offenses:

- o This is your 4th time being late. Your child has been dismissed from the B.A.S.E. program for the remainder of the trimester.
- o This is your 5th time being late. Your child has been dismissed from the B.A.S.E. program for the remainder of the school year.
- o You were an hour late picking up your child. Your child has been dismissed from the B.A.S.E. program for the school year.

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. Five late pick-ups or over an hour late is excessive.

This late pick up dismissal form will result in the dismissal of your child from the program for the remainder of the year. Please make other arrangements for your child after school.

Child's Name _____

Date _____

Time Picked up: _____

New Buffalo Elementary
B.A.S.E. Program
Bison After School Enrichment

B.A.S.E. Sign Out Policy

Between the hours of 3:40 - 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 others who choose to leave B.A.S.E. then come back unattended will be asked to leave the grounds during B.A.S.E. hours.