

# STUDENT HANDBOOK

**2025-26**



**New Buffalo High School**

**Every Student, Every Day**

**New Buffalo High School**  
**2025-26**  
**Student / Parent Handbook**

Dear Parents and Students,

We at New Buffalo High School are proud of our unwavering commitment to excellence. We take pride in the accomplishments of our students in the classroom, on stage, and on the field. The New Buffalo High School staff is of the highest caliber and is committed to helping each and every student to reach their full potential.

The staff at New Buffalo High School is committed to providing a safe learning environment which is rich in learning opportunities to support the whole student. Through a diverse curriculum, including a variety of advanced placement and career-centered courses, as well as a vast array of extracurricular activities, New Buffalo strives to develop productive global citizens, who will be well prepared for a variety of post secondary experiences.

New Buffalo High School supports a strong community relationship with a high level of staff and surrounding community stakeholder relationships. Through these strong relationships, we have built a reputation of excellence with both state and national recognition.

We are extremely proud of our outstanding school, student body, staff, and community. I believe that you will find New Buffalo High School to be an excellent environment to advance your educational and personal goals.

Have a positive and rewarding school year. It's a great day to be a Bison!

Tracy L. Ripley  
New Buffalo High School Principal

Approved by the Board of Education – 06/2025

Dear Parents and Students:

Greetings and welcome to a new school year.

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

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

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

I am very excited to be a New Buffalo Bison! We have a wonderful, caring staff who will do whatever possible for you to succeed. I am looking forward to a great 2025-26 school year!

Sincerely,

Mr. Adam Bowen

Superintendent, New Buffalo Area Schools

### **Administrative Team**

Tracy Ripley	High School Principal	469-6001
Dan Caudle	Middle School Principal	469-6003
Lisa Price	School Counselor	469-6006
Angela Robertson	School Counselor	469-6007
Megan Smith	Social Worker	469-6036
<b>Caroline Fortunato</b>	Student Services Coordinator	469-6016
Matt Johnson	Athletic Director	469-6051
Barbara Woerdehoff	H.S. Secretary	469-6001
Beth Arvanitis	M.S. Secretary	469-6003
Jacob Stella	Technology Director	469-6020
Patty Iazzetto	Food Service	469-6048
<b>Mark German</b>	Maintenance	469-6017
Karla Madison	Special Ed/Mckinney Vento	469-6068

### **New Buffalo High School Staff**

Matthew Bayley	Spanish	469-6042
Chris Beushausen	Performing Arts	469-6034
Nicole Bowen	Health	469-6055
Sarah Clark	Social Studies	469-6050
Richard Eberly	Science	469-6057
Ayrielle Hoyt	Band	469-6052
<b>Bryan Ripley</b>	Building Trades	(219) 898-8281 cell
Ashley Jager	Art	469-6054
Tina Keller	Social Studies	469-6046
Thomas Krieger	Math	469-6044
Martin McGinn	Math	469-6021
Lisa Mollison	English	469-6037
Patricia Newton	Math	469-6039
Amy Quick	Math	469-6047
Julie Raducha	Spanish	469-6030
Brian Schiller	English/Radio/Yearbook	469-6059
Beth Scoggin	Special Education	469-6045
Angela Smith	Science	469-6031
Nicholas Talbott	Science	469-6056
Krista Totzke	English	469-6040
Natalie Walter	PE	469-6519

## **New Buffalo Area School Board of Education**

Lisa Werner: President  
Denise Churchhill: Vice President  
John Haskins: Treasurer  
Jenifer Summers: Trustee

Vanessa Thun: Secretary  
Stephen Donnelly: Trustee  
Greg Vosberg: Trustee

### **TABLE OF CONTENTS**

8	Forward
	District Vision / Mission of the School
	Philosophy
	Objectives
10	Equal Education Opportunity
	Student Support Services
	School Day / Regular Schedule
11	Final Exam Schedule
	Half-day
	1-hour delay
	2-hour delay
	Advisory / Bonus Period Expectations
12	Student Rights and Responsibilities
	Student Wellbeing / Injury and Illness

### **SECTION I -- General Information**

13	Enrolling in the School
	Scheduling and Assignment
	Transfer out of District
14	Withdrawal from School
	Immunizations / Immunization Requirements
15	Control of Casual Contact Communicable Diseases
	Control of Non-Casual Contact Communicable Diseases
16	Special Education
	Individuals with Disabilities Education Act --IEP
	Americans with Disabilities Act -- Section 504
	Elevators
	Restrooms/Locker Rooms
17	Gender Support
	Student Records
18	Right to Request Explanation or Interpretation of Student Records
	Right to Request Amendment of Educational Records
	Rights of Custodial and Noncustodial Parents
	Student Fees, Fines and Charges
19	Student Fundraising
	Student Valuables

- Communicating with Teachers
- Meal Service
- 21 Closed Campus Lunch
- Fire and Tornado Drills
- Emergency Closings and Delays
- 22 School Messenger Alert System Information
- Video and Audio Monitoring Systems
- Visitors
- 23 Lockers and Lock
- Use of the School Equipment and Facilities
- Lost and Found
- Student Sales
- Use of Medications
- 24 Prescription Medication
- Asthma Inhalers and Epinephrine Auto Injectors / Inhalers
- Over the Counter
- 25 Use of Telephones
- Advertising Outside Activities

## **SECTION II -- Academics**

- 25 Field Trips
- Grades / Grading Periods
- 26 Grading System
- Grading Percentage
- 27 Grade Point Average
- Advanced Placement Grades
- 28 Credit Redemption
- Testing Out
- 29 English Language Learners
- Promotion, Placement, and Retention
- 30 Placement in Mathematics
- Placement in English Courses
- Placement
- Education Development Plan (EDP)
- 31 Commencement
- Regular Diploma
- New Buffalo Requirements for Graduation
- 32 Dual Enrollment
- 33 Recognition of Student Achievement
- 34 Senior Scholars
- 35 Personal Curriculum
- 36 Reduced Schedules
- 36 Honor Roll
- Progressive Honor Roll
- Seal of Biliteracy

- STEM Seal
- 37 Guided Academics
- Student Assessment
- 38 Homework
- PowerSchool Homework Procedure
- Limited English Proficiency

### **SECTION III -- Student Activities**

- 38 School-Sponsored Clubs and Activities
- 39 Equal Access for Non-School Sponsored Student Clubs
- Athletics
- 40 Eligibility Requirements
- Student Initiated Non Curricular Clubs
- Transportation to /From Extracurricular Activities
- Student Employment

### **SECTION IV -- Student Conduct**

- 40 Discipline Generally
- 41 Absence/Attendance Policy
- Procedures
- 42 Notification to Parents
- Attendance Incentive - Third Term - Seniors Only
- 43 Vacation
- Emergency Leave
- Tardy Policy
- Tardy Procedure
- Test Policy
- College Campus Visits
- 44 Code of Conduct
- Expected Behaviors
- Music Policy
- Dance Rules
- Student Dress Code
- 45 Community Service vs. Community Works
- 46 Care of Property
- Academic Integrity
- 47 Behavior Expectations
- 48 Classroom Management and Office Referrals
- 50 School Policy on Violence Prevention
- 51 Student Discipline Code
- 51/58 Code of Conduct - Progressive Behavior Matrix
- 58/62 Student Code of Conduct Expectations
- 62 Misuse of Technology/Violation of Network
- 62 Off-Campus Sexual Assault
- 63 Recommendation for Administrative Discipline Hearing

- Administrative Disciplinary Hearing Procedure
- 64 Discipline
  - Informal Discipline
  - Lunch Detention
- 65 After School Detention
  - Snap Suspension
  - Formal Discipline
- 66 Criminal Acts/Behavior
  - Discipline of Students with Disabilities
  - Due Process Rights
  - Suspension From School
- 67 Expulsion From School
- 68 Discipline of Disabled Students
  - Suspension of Co-Curricular and Extra Curricular
  - Search and Seizure
- 69 Law Enforcement Interviews
  - Student Rights of Expression
- 70 Student Concerns, Suggestions and Grievances
  - Age of Majority
- 70/73 Public Complaints and Grievances
- 73 Grievances
- 74 Disciplinary Grievances
  - Social, Physical, or Operational Grievances

## **SECTION V -- Transportation**

- 75 Bus Transportation to School
  - Bus Conduct
- 76 Penalties for Infractions
  - Self-Transportation to School
- 78 Title VI, IX, 504 Grievance Form
- 80 Notice of Non-Discrimination
- 81 Memorandum to Parents Regarding Policy on Drug Free School
- 82 Parents on Blood-Borne Pathogens
- 82 Notification to Parents of Directory Information
- 84/85 Student/Parent/Principal Contract for Elimination Guns and Weapons from Schools
- 86 Parent/Student Laptop Agreement and Acceptable Use Policy Network & Internet
  - Access Agreement for Network
- 87/88 Student Education Technology Acceptable Use and Safety Agreement
- 89 Acknowledgement of Student Handbook



## **Foreword**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Guidance Counselor or Principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

## **District Vision**

Exceptional schools, exceptional community – building success together.

As educators, we are dedicated to developing the foundation for the creation and molding of young minds in preparation for becoming the leaders of tomorrow, both locally and globally. Through the commitment and state of the art facilities, offering a myriad of programs, putting students through rigorous curriculum, and teaching respect, tolerance, and leadership, along with diversity, students will be provided the tools to achieve academic and personal success. New Buffalo Area Schools will make use of all available resources, allowing us to positively influence the future of this community, not only through the students we successfully graduate, but also through our lifetime commitment to the educational journey.

## **Mission of the High School**

~~The Mission of New Buffalo High School is to promote a diverse learning community through advanced technology, inspiring educators, and a strong core curriculum.~~

**Every Student, Every Day**

**Philosophy:** We believe that each student can learn and achieve personal success through opportunities, which are appropriate to his/her ability level and his/her future plans. We recognize the need to educate the total child so each student has the opportunity to achieve his/her maximum potential.

We understand that students use high school as a stepping-stone to their future. We must meet the needs of all students to prepare them for higher education, immediate employment, or to pursue a specific trade or vocation. Our curriculum will have a course of study to meet these needs.

The teaching staff implementing the curriculum is the cornerstone of a successful school experience. However, a quality educational program requires an active partnership between the school, parents, and community. We believe that parental involvement in the child's education is essential.

**Objectives:** In applying our Mission Statement and Philosophy, our action and interaction with the people in and outside of New Buffalo is as follows:

Towards students:

1. Free public education will be available to all youth of our community, regardless of family background, socioeconomic status, race or gender.
2. Diversified school programs will be offered to:
  - a. Prepare a student to advance to higher education,
  - b. Prepare a student for employment after high school graduation,
  - c. Prepare a student to pursue a specific trade by attending a specialized school after high school graduation.
3. Quality career guidance programs will be offered to all students.
4. Opportunities will be offered for students to equip themselves with a sense of responsibility for their behavior and activities.
5. Exit objectives will be communicated to students for each class.
6. High academic standards will be maintained. Successful performance will be rewarded through support and recognition.
7. Opportunities will be provided for students to develop employability skills such as teamwork, critical thinking and reliability.

Towards staff:

1. With a curriculum designed to fulfill our mission, staff members will stress decision-making and critical thinking skills.
2. Staff members will help develop a child's healthy self-concept, which includes:
  - a. The ability to take responsibility for actions,
  - b. Improving communication with others, and
  - c. Working cooperatively with others.
3. Communication with and among staff should be open, free flowing, meaningful, and timely. Networking opportunities will be provided. The staff will have opportunities for shared decision-making throughout the school organization.
4. Continuing professional development will be encouraged.

Towards parents:

1. Parents will be welcome in the building by all staff.
2. Parents will be given honest answers to questions regarding their child's progress or behavior.
3. Parents will be informed as to exit objectives for each class in which their child is enrolled.
4. Regular opportunities for parents to meet with each teacher to discuss progress and behavior will be provided.
5. The school will provide opportunities for parental involvement in school programs.
6. Parents will be given access to both scheduling guidance and career guidance being given to their children.
7. Information will be provided to parents about school events and programs.
8. Parents will be informed of any significant change in their child's academic or social performance or behavior.
9. In cases of suspected substance abuse, parents will be informed and supported in the treatment process.
10. Parental involvement in the child's education will become a high priority.

Towards community:

1. The community should have knowledge about New Buffalo High School through its activities, accomplishments of students and faculty.
2. The school will show cooperation with the community realizing that there may be valuable resources that can be shared with the school.
3. The New Buffalo High School facilities will be available to members of the community whenever possible.
4. The school organizations will support and participate in community activities such as parades, festivals, etc. whenever possible.

### **Equal Education Opportunity**

It is the policy of this district to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the school district's Compliance Officer listed below:

Tracy Ripley  
High School Principal  
(269) 469-6001

The complaint will be investigated and a response, in writing, will be given to the concerned person within five (5) days. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

### **Student Support Services**

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

### **School Day**

The school is open at **7:55 A.M.** The first class begins at **8:10A.M.** and the last class ends at **3:30P.M.**

### **High School Regular Schedule**

1 <sup>st</sup> Period	8:10 to 9:26
2 <sup>nd</sup> Period	9:30 to 10:42
3 <sup>rd</sup> Period	10:46 to 11:58
Lunch	11:58 to 12:24
4 <sup>th</sup> Period	12:28 to 1:40
5 <sup>th</sup> Period	1:44 to 2:56
Advisory	3:00 to 3:30

## Final Exam Schedule

### Full Day

1 <sup>st</sup> Period	8:10 to 9:40
2 <sup>nd</sup> Period	9:44 to 10:49
3 <sup>rd</sup> Period	10:53 to 11:58
Lunch	11:58 to 12:24

4 <sup>th</sup> Period	12:28 to 1:40
5 <sup>th</sup> Period	1:44 to 2:56
Advisory	3:00 to 3:30

### ½ Day (2<sup>nd</sup> & 3<sup>rd</sup> Period)

2 <sup>nd</sup> Period	8:10 to 9:50
Break	9:50 to 10:05
3 <sup>rd</sup> Period	10:09 to 11:50

### ½ Day (4<sup>th</sup> & 5<sup>th</sup> Period)

4 <sup>th</sup> Period	8:10 to 9:50
Break	9:50 to 10:05
5 <sup>th</sup> Period	10:09 to 11:50

### Half Day Schedule

1 <sup>st</sup> Period	8:10 to 8:51
2 <sup>nd</sup> Period	8:55 to 9:36
3 <sup>rd</sup> Period	9:40 to 10:21
4 <sup>th</sup> Period	10:25 to 11:06
5 <sup>th</sup> Period	11:10 to 11:50

### 1 Hour Delay

1 <sup>st</sup> Period	9:10 to 10:11
2 <sup>nd</sup> Period	10:15 to 11:16
Lunch	11:16 to 11:41
3 <sup>rd</sup> Period	11:45 to 12:46
4 <sup>th</sup> Period	12:50 to 1:51
5 <sup>th</sup> Period	1:55 to 2:56
Advisory	3:00 to 3:30

### 2 Hour Delay

1 <sup>st</sup> Period	10:10 to 11:06
2 <sup>nd</sup> period	11:10 to 12:06
Lunch	12:06 to 12:31
3 <sup>rd</sup> Period	12:35 to 1:31
4 <sup>th</sup> Period	1:35 to 2:31
5 <sup>th</sup> Period	2:35 to 3:30

### Advisory / Bonus Period

Advisory period is a 30-minute Tier 2 and/or 3 academic intervention session at the end of the day where students are able to work on schoolwork from their classes. In addition to working on course work, students are expected to participate in school initiatives: Class Catalyst, Standardized Test Preparation, Xello, and make-up work for other teachers.

Advisory period should be used as an opportunity to develop relationships as well as support Tier 2/3 interventions.

### Expectations:

Advisory Period is designed for:

- Teachers to establish relationships with their students
- One-on-one or small group help for students struggling in school/content area
- Class meetings (when needed)
- Completion of homework/Make Up work/Test Prep/Schoolwide Initiatives
- Attendance is required and recorded

- 3 points per day (1 pts. for each 10 minute increment of on task behavior) will be awarded. Total points at the end of a trimester will be applied to the teacher of record's 1-5th period course as an individual category "Advisory" which will be weighted as 3% of the final grade.

### **Rights and Responsibilities**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the building principal.

Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program. An 18-year-old student electing to take responsibility for him or herself must sign an acceptance of Rights and Responsibilities form. In signing this form, the student realizes that all code of conduct rules apply.

### **Student Wellbeing**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the principal's office. A student may be excluded from school until this requirement has been fulfilled.

### **Injury and Illness**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or

go home. No student will be released from school without proper parental permission. Students must call from the High School Office.

## **SECTION I - General Information**

### **Enrolling in the School District**

Students that are new to the New Buffalo Area Schools are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A birth certificate or similar document,
- Custody papers from a court (if appropriate),
- Proof of residency (lease/rental agreement, phone bill, utility bill, tax bill, driver's license)
- Proof of immunizations

In some cases, temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent.

### **Scheduling and Assignment**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a schedule change.

Student schedules are developed by the Guidance Department to:

1. Meet requirements of the Michigan Merit Curriculum MMC
2. Meet the requirements of the NBAS School Board for graduation
3. To best prepare NBHS students for post-secondary studies/workforce
4. Match the classes to a student's interest aligned to the Educational Development Plan (EDP)

### **Drop/Add of Courses**

Students will sometimes discover they do not enjoy an elective class as much as they initially thought they might. In this case, the schedule may be changed to accommodate the student request, up to the 5th school day from the start of the class. After this time has expired, the student must remain enrolled in the class. No students may have less than a full schedule unless the Principal, based on sound educational practices, grants an exception.

### **Transfer Out of District**

If a student plans to transfer from the New Buffalo Area Schools, the parent must notify the Guidance Office. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records

may not be released if the transfer is not properly completed. Parents are encouraged to contact the Guidance Office for specific details.

### **Withdrawal From School**

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parent or guardian.

### **Immunizations**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the E.M.T. at 469-6069.

### **Immunization Requirements**

Hepatitis B                      A series of three doses of Hepatitis B vaccine is required before a new student may enter school. They must show one of the following:

- a) Dates when the immunizations for hepatitis were given.
- b) A physician signed statement indicating the child is in the process of completing the three vaccination series for Hepatitis B.
- c) A signed waiver statement that for religious or other objections, the parent does not choose to have their child/children immunized against Hepatitis B.

Unless given a waiver, students must meet the following requirements:

Diphtheria	Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Tetanus	Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Pertussis	Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Polio	Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Measles	Two (2) doses of live measles virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

Rubella	Two (2) doses of live rubella virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
Mumps	Two (2) doses of live mumps virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
Meningococcal	One (1) dose (MCV4 or MPSV4) Meningococcal Vaccine

### **Control of Casual Contact With Communicable Diseases and Pests**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

### **Control of Non-Casual Contact With Communicable Diseases**

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the county health department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the state board of health.

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

## **Special Education**



New Buffalo Area Schools provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (I.D.E.A.).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Special Education Coordinator at 469-6035 or 469-6068.

**Individuals with Disabilities Education Act:** Rules & Regulations 34 CFR 300.347 Content of IEP Transfer of Rights. The State of Michigan transfers rights at the age of majority, beginning at least one year before a student reaches the age of majority. Under state law, the student's IEP must include a statement that the student has been informed of his or her rights under Part B of the act, if any, that will transfer to the student on reaching the age of majority, consistent with 300.517. [Due Process Allowances](#)

Rule 340.1701a Definitions I to P: I "Parent" means the mother, father, or legally designated guardian of the handicapped person. "Parent" also means the affected handicapped person when the person reaches 18 years of age if a legal guardian has not been appointed by the appropriate court proceedings. [Due Process Allowances](#)

**Americans With Disabilities Act – Section 504** The Americans with Disabilities Act (A.D.A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents, who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the high school principal at 469-6001.

The district shall make reasonable accommodations for a disabled person to be able to participate in a school activity upon request to the superintendent at 469-6010 prior to the event. Board Policy 9160. Full participation

### **Elevator**

Use of the elevator is restricted to students or patrons that qualify under the Americans with Disabilities Act. Any unauthorized use of the elevator or tampering with the operational system of the elevator will result in disciplinary action.

### **Restrooms/Locker Rooms**

There are two single stall restrooms on the high school side and two on the middle school side. In addition there is a single stall bathroom located in the gold gymnasium. All students and staff are allowed to use the single stall restrooms on an individual basis. ~~Any student who feels uncomfortable going into a restroom of their birth sex, due to privacy or any other reason, can~~

~~access the facilities. Any student who wants to appeal the use of bathrooms should make an appointment with Tiffany Peters~~

### **Gender Support**

~~Students who feel as if they need gender support while at school may email the social worker, Tiffany Peters, to request an individual meeting regarding a potential Gender Support Plan. See attached policy for further gender support information [Policy 5106](#)~~

### **Student Records**

The teachers, counselors and administrative staff keep many student records. There are two basic kinds of records -- directory information and confidential records.

Directory information: The district has established the following information about each student as “directory information” and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Guidance Office in writing within ten days from the date of this notification that s/he will not permit distribution of any or all of such information.

A student's name; address, telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with the knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the building principal in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

**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.

**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.

**Student Fees, Fines and Charges**

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges. A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies and/or equipment. Questions regarding the fee waiver process should be addressed to the building principal.

Failure to pay fines, fees or charges may result in the withholding of report card, diploma and/or participation in extracurricular activities.

### **Student Fundraising**

Fundraising activities by school organizations must be approved in advance by the principal and superintendent. Organization sponsors assume responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project. Fundraisers by students may only be community based; car washes, chili/spaghetti dinners, etc. No door-to-door sales are permitted.

### **Student Valuables**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

### **Communicating with Teachers**

Voice mail, E-Mail, Powerschool, and Schoology are available for every teacher. Parents are encouraged to call and leave a message or E-Mail. The teachers' telephone numbers are listed at the beginning of the handbook. We encourage parents to use Powerschool to gain access to their child(s) current progress, attendance, and homework information. Please utilize any of the aforementioned media for contacting teachers.

### **Meal Service**

New Buffalo Area Schools Food Service Department is dedicated to providing nutritious meals to all customers in a safe, friendly environment that promotes education, healthy lifestyles and character development. We will ensure financial self-sufficiency by managing resources effectively and with innovation.

Each student has the opportunity to receive a complimentary school breakfast each school day. All schools in the district are served breakfast and lunch through the National School Lunch Program. Students who bring a lunch from home can purchase milk or other beverages separately. Snacks are sold as a la carte items at the Middle/High School. Elementary students may purchase extras after a permission slip is signed by a parent and received by the Food Service Director.

Free and Reduced price meals are available to families whose income meets federal guidelines. Family applications are now the only application we receive, which means we only need one application per family. At the beginning of each school year, families interested in receiving meal benefits must fill out a new application. New students to New Buffalo Area Schools must complete an application even if they were approved at their previous school. Applications do not transfer when a student enrolls in a new district. As a convenience, the USDA grants a continuance of last year's benefits for the first 30 days of the new school year to give parents time to fill out a new application and the Food Service Office to process. Free and reduced applications are processed in the order they are received. The earlier your application is submitted, the faster you will receive notice of your status. Free and reduced benefits can be considered any time your household income changes by \$50 a month or if you increase or decrease the number of household members.

**You are responsible for the cost of school meals until you receive notice of approval for your student(s) meal benefits.**

Upon enrollment, all students are assigned a cafeteria account in our computerized debit system. Parents may send in deposits daily, weekly or monthly. Every time a child makes a purchase, the amount is automatically debited from the account. When the student makes a purchase, our system recognizes whether a student is full price, reduced or free and charges the account accordingly. This system is completely confidential and provides total anonymity to free and reduced price students. *View your child's account online – contact the Food Service Director at 469-6048 to receive instructions.*

~~**Elementary School (K-5)** – If a child's account is running low or negative, the parent will receive a notice or phone call from the Food Service Office. Accounts that are neglected will be sent to the school principal and school social worker.~~

**New Buffalo Middle/High School (6-12)** – Students in grades 6-12 are granted a \$5.00 credit limit once their accounts go negative. Once a student's account is negative \$5.00, only purchases with cash will be allowed until the account is paid in full. A la carte items may not be charged. Students are reminded when their accounts are running low and parents can check their child's account online any time. No statements will be sent home. Accounts that are neglected will be sent to the school principal.

The cafeteria/lunch policy is as follows:

1. All students are required by school rules to be in the cafeteria during their lunch period. Students are to report to the cafeteria immediately following dismissal for lunch and must be in the cafeteria by the end of passing time. Lavatories are to be used during passing time, an additional four minutes is provided before and after lunch, if needed.
2. Students may not use other student's accounts.
3. Table clean up is expected of all. Students are responsible to dispose of their garbage when they have finished eating. Supervisors are expected to supervise—not to clean up student's garbage. Supervisors will assist if there is a problem or accidental spills at any table.
4. Meals must be eaten in the cafeteria only. **FOOD MAY BE EATEN ON THE STUDENT PATIO AREA WHEN WEATHER PERMITS.** No one may order food delivered to the cafeteria at any time.
5. Beverages brought to the school for lunch must not be opened for any reason until they are taken to the cafeteria.
6. Theft from the cafeteria will result in:
  - 1st offense:** Student referral sent to principal
  - 2nd offense:** Student referral sent to principal, suspended from cafeteria for one week.
  - 3rd offense:** Police notified, student suspended from cafeteria for remainder of school year.

**Closed Campus Lunch** - Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the

cafeteria or designated lunch area. Students may not enter the main hallway until 7 minutes before the start of class or class resumes.

Food and beverages are not allowed in the Performing Arts Center at any time.

During an athletic contest in the gymnasiums, ONLY bottled beverages will be allowed. Popcorn, food and candy purchased from the concession stand may be taken in the gymnasium.

### **Fire and Tornado Drills**

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

Tornado drills will be conducted during the tornado season using the procedures provided by the Berrien County Office of Emergency Preparedness. The alarm system for tornadoes is different from the alarm system for fires and consists of A STORM TONE signal.

Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct (6) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. Drills will not be preceded by a warning to the students.

### **Emergency Closings and Delays**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the students, parents, and the general public in the following manner:

### **TELEVISION STATIONS WITH CABLE CHANNEL IN NEW BUFFALO**

Channel 16 (NBC) – WNDU -- Channel 8  
Channel 22 (CBS) – WSBT – Channel 13  
Channel 28 (FOX) – WSJV – Channel 9

### **RADIO STATIONS**

WNBI-LP 107.9 New Buffalo Bison Radio

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

You can also log onto [www.wndu.com](http://www.wndu.com) for school closings

### **School Messenger Alert System Information:**

Our school messenger system is an essential tool for notification and communication. Within minutes of an emergency, we can use *School Messenger* to deliver a clear message to parents or

guardians by telephone (home or work), cell phone, email, pager, or PDA in any combination. *School Messenger* will also allow us to notify you of a school closing due to inclement weather. Additional examples of how this system may be used includes sharing information about unexcused absences, events that are canceled or changed, reminders of major upcoming events, transportation issues, etc.

*School Messenger* is internet based, allowing you to maintain a secure, password protected, online profile. Included in this section is an instruction sheet for accessing the system and creating your profile. After you have created your profile, you can then log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of the school to keep you informed.

Your online profile will enable you to:

- ☐ Input your personal contact information.
- ☐ Select which type of school information you would like to receive on each of your contact devices.
- ☐ Add contact information of other caretakers of your children; such as, grandparent or neighbors.

If you need assistance with your profile, please call the high school office at 469-6001. If you do not have access to a computer, please feel free to come to the school to use our facilities.

Parents and students are responsible for knowing about emergency closings and delays.

### **Video and Audio Monitoring Systems**

A video monitoring system may be used on school buses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

### **Visitors**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to prevent any inconvenience. Student visitors must be approved prior to visiting. You must have approval of the principal and each teacher one week prior to any student visitor. A student visitor must have the approval in writing of their principal and parent. Student visitors that are not in session the day of the scheduled visit will not be approved. Students may not bring visitors to school without first obtaining written permission from the principal and parent. All school rules apply to the visitor and the host student will accept responsibility if the visitor fails to follow school rules.

### **Lockers and Locks**

Students are assigned lockers as a place of security for outdoor clothing, books, and supplies. Money and other valuable items are not to be left in lockers. Always turn the lock after using it to re-lock the locker. The security of stored items can only be possible if lockers are properly closed and locked and the lock combination is kept confidential. All student lockers are the property of the New Buffalo Area Schools. They are loaned to students to use. Therefore, lockers are subject to search at any time. All students are to report any problems with their locker to office personnel. It is recommended that you leave any cash or valuables at home. If a student does have any of these items in their possession we recommend that you turn them in to the office for safekeeping or leave items locked in your vehicle. Rigging your locker to prevent locker from being locked or setting locker is prohibited. Consequences; the school applying up to a level 2 offense.

**Students may NOT have items taped to the exterior of the locker without administrative or club advisor permission. If items are hung on the interior of the locker (the item must be school appropriate and must be hung using painter's tape or magnets only).**

### **Use of School Equipment and Facilities**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

### **Lost and Found**

The lost and found area is in the high school hallway entrance. Students who have lost valuable items should check there and may retrieve the items from the high school office if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **Student Sales**

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

### **Use of Medications**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student.

For purposes of this policy, "medication" shall include all medicines prescribed by a physician and any patent drug.

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."



**Prescription Medication** - No school or district employee is allowed to administer to any student, or supervise a student's self-administration, of any prescription until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription medication on school grounds or at school-related functions, other than as provided for in this procedure. Prescription medication **MUST** be turned into the office. Consequences: Contact parents and they must come to the school to follow the procedure. Further instances of this violation could result in level 2 drug charges. Office personnel must administer 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.

**Over the Counter Medications (OTC)** – No student is allowed to possess or consume any over the counter medication on school grounds or at school-related functions, other than as provided for in this procedure. Prescription medication **MUST** be turned in to the office with a completed and signed School Medical Authorization Form. Office personnel must administer medication.

A student may possess an epinephrine auto-injector (EpiPen) and or and asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form.

**Use of Telephones/Personal Communication Devices**

A designated phone is in the office so that students may contact home. Students may also be called to the office to receive a telephone call from a parent/guardian.

Classroom telephones are available for student use with teacher permission.

Personal Communication Devices (cell phones, watches, earbuds, headphones, etc) will be expected to be placed in the classroom “parking lot” from start to finish during each class period. Use of personal communication devices will be at the discretion of the teacher.

**Advertising Outside Activities**

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of 24 hours notice is required to ensure that the principal has the opportunity to review the announcement or posting.

The school has a designated place located outside the principal's office, which may be used for posting notices after receiving permission from the principal.

**SECTION II -- Academics****Field Trips**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. All students who wish to attend a field trip must have a “Field Trip” form signed by parent or guardian. Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

\*\*If the field trip involves overnight travel, students will be placed with students of the same biological sex for housing purposes unless involving immediate family members.

**Grades / Grading Periods**

Students shall receive a report card at the end of each twelve (12) week period indicating their grades for each course of study for that portion of the academic term. The decision to grant credit is based on successful completion of the curriculum and performance on standardized tests and other testing.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

All courses of study will be counted in the computation of grade point averages with the exception of: Pass/fail courses (CR/NC). *\*\*Courses taken on credit/no credit basis must be approved by the principal before commencement of the course, and are not used in GPA calculations.*

Units of credit for courses of study will be granted in the following manner:

- a. .5 units for a term course
- b. 1.0 units for a three-hour block program course (All Career Technical Education courses)

### Grading System

High school students are graded on trimester. A student must receive a grade of “D-” or better in order to receive credit toward graduation.

Scholarship is evaluated in terms of letter grades:

A+/A/A- -Work of outstanding quality - excellent

B+/B/B- -Good work - well above average

C+/C/C- -Ordinary work - average

D+/D/D- -Poor work - below average

F -Failure -No credit

\*\*CR -Credit

\*\*NC -No Credit

**\*\*INC -Incomplete - A final grade of “INC” is issued if work can be made up, but must be made up within a two-week period. *(It is the responsibility of the student to arrange with the teacher for make-up work/exams prior to the absence. If no communication is provided, a student will receive the final grade as earned. If a student does not complete the final exam in a course, they will receive a zero for said exam.)***

Examination Grade weighting is applied as follows:

Freshman 20%

Sophomore 25%

Juniors 30%

Seniors 35%

### Grading Percentage

Ltr Gr	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Ran ge	100- 98	97- 94	93- 90	89- 87	86- 84	83- 80	79- 77	76- 74	73- 70	69- 67	66- 63	62- 60	<60
Pt Scl	4.0	4.0	3.75	3.5	3.0	2.75	2.5	2.0	1.75	1.5	1.0	.5	0

College courses taken concurrently with a high school schedule will be noted on the high school

transcript. High school credit will be given for these courses unless prior approval to not be included is granted by the principal.

New Buffalo High School will grant credit toward the high school diploma and compute grade point averages for transfer students according to the following procedure:

- Credits earned at another high school will be converted to the New Buffalo High School system and included on the student transcript.
- Letter grades will be transferred to New Buffalo High School using the grading system according to New Buffalo High School's G.P.A. computation system.
- If a transfer student from another school retakes a course and earns a grade higher than the previous failing grade, the previous failing grade will not be counted in the overall GPA.

### **Grade Point Average**

Grade point averages are computed by dividing honor points earned by the number of units of credit for which a student is registered. For example, a course with an earned grade of "C" would be 2 points. Add this to the other grades earned for total points earned. This total is then divided by the total classes taken. This can be done by grading period, trimester, and year or for a series of school years. The plus and minus ( + and -) are calculated into the G.P.A.

**Advanced Placement Grades** - The following has been a practice since implementation of the AP program. Upon receipt of scores from College Board, students' grades in their respective classes are modified as follows:

AP Score 3 = A- or highest

AP Score 4 = A or highest

AP Score 5 = A+

For example, a student who earns a B+ in an AP course but scores a 4 on the AP test, will receive an A in the class. If a student earns an A in the AP course but only a 3 on the AP test, the student still receives an A on their transcript for that class. The test should only serve to help students. (Modified / added 06/2019)

Students may take AP tests for classes that we offer, without taking the course.

- Students must pay for the test.
- We will give credit for classes that we offer.
- Students will have the AP label on their transcript for classes that we offer.

Students may take AP tests for AP classes that we do not offer:

- Students must pay for the test.
- Students will receive 1 credit if they receive a 3,4,5. (Students will receive a credit, not a grade)
- No AP label will be placed on the transcript.

Students may take CLEP for classes we offer.

- They do not have to take the class
- They may receive a CR for the class, not a grade.

- Students must pay for the test.
- CLEP scores will not qualify you for AP credit.

Students may take CLEP for classes we do not offer.

- Students must pay for the test.
- Students will receive 1 credit if they pass.
- Students will receive a CR if they pass, not a grade.
- The principal may offer a CLEP testing day if they go to an alternate site to test. (Modified / Added 5/24/21)

### **Credit Redemption**

Credit redemption is accomplished by attending 6th period credit recovery with a pre-negotiated plan, with a specific proctor. It may be possible for students wishing to redeem credit for a course in which they failed during the course of the current school year. Credit recovery grades are taken as Pass/Fail. At a minimum, the following must be met:

- Students need to have earned 60% or better on the course final exam and/or final course grade.
- The reason for failure must not have been an attendance related failure. (omit)
- Students must complete missing work at summer school or as part of 6th period credit recovery under the supervision of the assigned staff facilitator.
- Students and parents must complete the summer school and/or 6th Period Credit Recovery contract in order to be enrolled in the program.
- Once a student is successfully enrolled, the student is expected to create a plan with the facilitator and complete all portions by a determined deadline.
- If a student successfully passes an online credit recovery course, the previous course grade for the same course will be excluded in the overall GPA **and** coded “NC”.
- Credit earned via online credit recovery courses will be awarded a credit “CR” on the transcript for the course that has been successfully passed with a 60% or higher.
- By retaking and successfully passing an **in district** course, the new grade earned will override the previous grade in Powerschool and on the transcript.
- If a transfer student successfully passes a course **in district** that they failed prior to enrollment, the previous failing grade will not be counted in the overall GPA.

### **Testing Out**

**The law states that students should be afforded the opportunity to test out of courses.**

The Board of Education shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ (77%) in a final exam in the course, or, if there is no final exam, by exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project, or presentation. For the purpose of earning credit under this section, any high school pupil may take the final examination in any course. Credit earned under this section shall be based on a “pass” grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this section may or may not be counted toward graduation, as the board may determine, but the board’s determination shall apply equally to all such credit for all pupils and credit earned under this section shall be counted toward fulfillment of a requirement for a subject area course and shall be counted toward fulfillment of a requirement as to course sequence. Once credit is

earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area. Students must submit [Form 5460B F1](#), at least 10 days prior to the end of the current school year. Also, students must fulfill the requirements for the individual course assessment (s) within thirty (30) days prior to the start of the school year. See the guidance counselor or your principal for the dates governing this policy.

For our purposes, we will define these terms from the law in the following manner:

“Pupil enrolled in high school” refers to a student who is currently attending that high school or who is formally registered for next trimester. (This includes: 8<sup>th</sup> graders and students from private or parochial school settings.)

“Enrolled in the course” refers to a student who has registered and begun attending class sessions.

“Any course” refers to any trimester curricular offering available to students enrolled at your school; not to be confused with a class taught by a specific teacher.

“Any” will be loosely interpreted. Exempted courses include civics/American government and basic physical education. Further recommended exemptions include all federally funded vocational programs.

**The requirements for “attaining a grade of not less than C+” are to be identified by district practice and shall apply equally to all students attempting to test out of a course. These standards must be comparable to standards used for the regular course.**

The “final exam” is a comprehensive trimester assessment that includes the learning of the course. In the past, a final exam had a variety of definitions; for example, the last test of the trimester, a test covering half of the course, or a comprehensive assessment of the entire course. In the past and for the future, final exams may have multiple components (demonstrations, research papers, oral examinations, portfolios, paper/pencil, etc.) as long as the same components are part of the final exam for students taking the course in the normal fashion.

### **English Language Learners**

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provide notification regarding their child’s placement in, and information about, the school district’s English Language Learners programs.

### **Promotion, Placement and Retention**

Completing required coursework and earning the necessary credits determine a student's progress toward graduation and receiving a diploma. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the guidance office and a counselor will be pleased to answer any questions.

The following number of earned credits designates the grade in which the student will be registered:

Freshman	0 to 6.5 credits	Junior	14 to 20.5 credits
Sophomore	7 to 13.5 credits	Senior	21 or more credits

### **Placement in Math Courses**

Students who score under a 220 on the NWEA **and** a 380 on the PSAT 8 will be placed in a Math Essentials class in order to support needs to close gaps.

### **Placement in English Courses**

Students who score below a 390 Reading (the 8th-grade benchmark) on the PSAT 8/9 and score below a 220 Reading at least two (2) out of the three (3) times on NWEA during the course of their 8th-grade year will be placed in English Essentials. A writing sample will also be reviewed (see attached [Rubric](#)). (verified 01/24)

~~To Advance to English 10:~~

~~Students who score a 480 Reading (the 11th-grade benchmark) and above on the PSAT 8/9 and score a 220 Reading or above at least two (2) out of the three (3) times on NWEA during the course of their 8th-grade year will have the opportunity to advance to English 10 with parent permission. (verified 01/24)~~

### **Placement**

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law and what is best for each student's academic success. 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.

### **Education Development Plan (EDP)**

An EDP documents the ongoing process in which a learner identifies both career goals and plan of action to achieve them. The purpose is to provide every student with an ongoing record of career planning that will guide them in selecting careers that align with their aptitude, interests, and strengths.

The EDP process begins in seventh grade and is reviewed each year by student, parent, and counselor. The EDP contains personal information, career goal(s), educational/training goals, assessment results and plan of action. Students will be able to access Xello from school computers that create the EDP. Contact your counselor for more information on the EDP.

### **Commencement**

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.

### **Regular Diploma**

The Board of Education will graduate and present a diploma to any student completing 12 trimesters or the equivalent of a transfer student and a minimum of 28 academic credits in grades 9 – 12.

New Buffalo graduation requirements are more stringent than the Michigan Merit Curriculum. NBHS requires four credits in all core areas, the Principal may authorize exceptions on an individualized basis, as long as the State of Michigan requirements are met. This exception may also include the total number of credits to graduate.

### **New Buffalo Graduation Requirements**

When making academic choices, it is important for students to have realistic perceptions of their abilities and make selections accordingly.

Typical course requirements are:

English – 4 credits

It is strongly recommended that a student take an English course in their senior year if they are planning to attend a post-secondary college or university.

Math – 4 credits

Students must take a math or math-related class in Grade 12 or final year of high school.

Science – 4 credits (active participation and mastery of all standards aligned with Robotics Club may count for one science credit)

Social Studies – 4 credits

Health – ½ credit

Physical Education – ½ credit (three years of: marching band; varsity sports, powerlifting club or another outside sport may count for the PE credit)

Students, with the approval of the Guidance Counselor, parent, and principal, may take classes



outside of the school day that may achieve a physical education credit. If a student has taken a physical education type of course or activity that applies toward a physical education class they will have to provide written verification. This will only be for credit; a grade will not be issued.

Foreign Language – 2 credits (CTE courses may be substituted for 1 credit)

Visual / Performing Arts – 1 credit

Online learning – ½ credit - Online learning must be through the common accredited curricular program that has been approved by the administration and board of education.

Additional online, above and beyond the graduation requirement must follow the criteria below:

- online courses will only be allowed for Juniors or Seniors
- consideration and/or enrollment in courses offered at NBHS
- online coursework should be aligned with the students EDP
- enrollment in elective courses offered at NBHS must be taken before online high school courses will be considered
- students may not be enrolled in more than two (2) online courses during each trimester
- Completion of the online course is an expectation. If a student fails to complete the online course, the district will charge the student/parent the enrollment fee
- Enrollment in an online course will be for dual credit purposes only unless pre-approved by the administration for high school credit

Senior Presentation – Students will complete a 5 or 8 page research paper in MLA format depending on a student's post-secondary pathway. A presentation is also part of the NBHS graduation requirements. The research paper must follow the established format as provided by the English department. The research paper must be submitted to your senior year English teacher, unless you are not enrolled in an English class in the senior year. If not enrolled in an English class in the senior year, you may submit the paper to the high school principal for review and approval by the end of second trimester. All seniors must schedule and complete their presentation by the end of the second trimester.

20 hours of documented community service and a 500 word essay to be submitted to the high school office by the last week of school for seniors.

Advanced courses may be substituted for MMC courses by following the Personalized Curriculum Process.

Students must participate in the Michigan Merit Exam in the spring of the junior year. Students who do not pass the test are expected to participate in retesting opportunities. Opting out of State testing may result in not allowing the student to enter dual enrollment, as they have not taken the required assessment(s).

Graduation Credits Required: 28/Available Credits: 30

**Dual Enrollment/Off Campus Courses:**

Students are allowed to take courses at local colleges, universities, and/or other schools that participate in the Berrien County CTE programs and AK Smith Center.

Dual Credit Requirements are:

1. Students must meet the requirements for a Michigan Merit Curriculum (MMC) diploma in all four subject areas of the High School MMC: communication skills, mathematics, reading and science; a student in grade 12 is eligible for courses in the subject area in which he or she has earned endorsements, computer science or foreign language courses not offered by the school, and fine arts programs as permitted by the district.
2. Students must be enrolled in both the school district and other off campus institution during the local school district's regular academic year and must be enrolled in at least one high school class.
3. The students must be willing to commit to State testing or have completed these assessments.
4. Students seeking college credit for courses taken will be the financial responsibility of the parent(s).
5. ~~Off Campus Transportation: Off campus course enrollment (CTE, Dual Enrollment, Math Science Center, etc.) does not qualify students for district provided transportation; it is the responsibility for the family to provide any off campus transportation to these sites. New Buffalo Area Schools will consider transporting students to off campus sites when enrollment for the program is 5 students or more. If transportation is provided for the program by the district then the students must take the district provided transportation.~~ Transportation for off-campus classes is provided by the family of the student enrolled. When five or more eligible students enroll in the same off-campus site, NBAS transportation will be considered. The transportation director will work diligently to combine routes and collaborate with other districts to maximize transportation opportunities for all interested students. The superintendent may override this to meet the needs of students.
6. Indiana students are not eligible for NBAS to pay for tuition.

Public Act 160 created the Post Secondary Enrollment Options Act Dual Enrollment, which directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

School districts are required to pay the lesser of: (a) the actual charge for tuition, mandatory course fees, material fees and registration fees; or (b) the state portion of the students' foundation allowance, adjusted to the proportion of the school year they attend the post secondary institution.

If you believe you are eligible for dual enrollment that you qualify for tuition and fee support, and you wish to participate, contact either the guidance counselor or high school principal.

### **Recognition of Student Achievement**

Class Ranking Guidelines: Seniors must take a minimum of the following to be eligible for Senior Academic Honor Roll.

#### **I. Required Classes:**

- a) Four years of English.
- b) Four years of Math.

- c) Four years of Science.
- d) Four years of Social Studies.
- e) Two years of Foreign Language.
- f) One year of Fine Arts.
- g) For students who transfer into New Buffalo High School from homeschool or from a non-accredited high school to be considered for Highest or High Honors, the student must attend three trimesters at New Buffalo High School, be in attendance for the full three trimesters and complete all course requirements for consideration for graduation honors. A student in a home school program must present grades from the program they have completed to be considered for Highest Honors. A student transferring in from another accredited high school must complete all course requirements for graduation honors to be considered for Highest and High Honors if attendance is less than three trimesters. To be considered for Senior Scholars, they must attend New Buffalo High School for three trimesters.
- II. Must be eligible for graduation by meeting MMC and NBAS requirements.
- III. G.P.A. for the above courses must be at a minimum of 3.20.
- IV. Overall G.P.A. must be at least 3.00, to be at the entry level of Honor Graduate.
- V. All seniors meeting I, II, III and IV will be identified by G.P.A. listed as Senior Academic Honor Roll.
  - a) < 3.9 - 4.00 – Summa Cum Laude
  - b) < 3.7 to 3.89 – Magna Cum Laude
  - c) < 3.5 to 3.69 – Cum Laude (Honors must meet graduation requirements and maintain a 3.00 to 3.49 G.P.A.)
  - d) < 3.0 to 3.49 – Honor Roll

No rounding of GPA will be allowed to meet honor graduate status. Honor graduate students will be acknowledged in the graduation program. NBHS does **not publicly** rank our graduates. If a college registrar requests a ranking, one will be provided.

### **Senior Scholars**

New Buffalo High School honors and values high academic achievement at its graduation ceremony. At the end of the second term of their senior year, students will have their course work evaluated, cumulative GPA and SAT or ACT score calculated into a list of Senior Scholars. As in all other GPA calculations, there will be no rounding of GPA or points. These students will be individually honored at the graduation ceremony and articles of their accomplishments will be submitted to the local media. To qualify, a student must achieve an 1130 or higher on the SAT or a 23 on the ACT **and** have earned a 3.50 GPA or higher on a 4.0 scale in their coursework. Also, the following requirements must be completed to be considered a Senior Scholar:

1. New Buffalo and Michigan Merit Curriculum required courses.
2. Enrollment and completion of both the course and AP/CLEP exam of at least two (2) from the following advanced courses/college-level courses in categories a - e below:

- a. English: College Composition, AP Language, AP Literature or an approved college-level English course.
  - b. Math: **AP Calculus**, Calculus, College Algebra or an approved AP/college-level math course.
  - c. Science: Chemistry A/B, Physics A/B, A combination of Chemistry and Physics and AP Biology or an approved college-level science course.
  - d. Social Studies: AP Government, AP Microeconomics, AP Macroeconomics, AP US History, College Psychology, or College Sociology, or an approved college-level social studies course.
  - e. Foreign Language: AP Spanish
3. A minimum of two (2) credits of foreign language.
4. A minimum of two (2) credits of Fine Arts.
5. Four (4) Non-credit related completed extra-curricular activities at NBHS or non-NBHS with administrative approval.
7. In order to be considered a senior scholar a student **must** successfully complete at least one (1) AP course of their choosing.

There are no substitutes allowed for these requirements.

For students who transfer into New Buffalo High School from homeschool or from a non-accredited high school to be considered, the student must attend three trimesters at New Buffalo High School, be in attendance for the full three trimesters and complete all course requirements for consideration for graduation honors. A student in a home school program must present grades from the program they have completed to be considered. A student transferring in from another accredited high school must complete all course requirements for graduation honors to be considered if attendance is less than three trimesters.

No rounding of GPA will be allowed to meet senior scholar honor graduate status.

Senior scholars will be acknowledged in the graduation program. ~~NBHS does not rank our graduates. If a college registrar requests a ranking, one will be provided.~~

*The New Buffalo High School administration and building council understand that extenuating circumstances arise. Therefore, the above-mentioned reserve the right to review and/or revise the above requirements on a per student basis.*

### **Personal Curriculum**

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9<sup>th</sup> grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact the high school principal.

For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Policy 5409.

### **Reduced Schedules**

In lieu of a reduced schedule, students will be encouraged to enroll in an elective course offered at NBHS. If an elective is not available, an online board approved course will be offered at the expense of the district and aligned with a student's EDP. Exceptions to this expectation will be considered upon request of a parent and approved by the principal.

### **Honor Roll**

A Scholastic Honor Roll will be announced at the end of each trimester. The Honor Roll will be calculated using standard letter grade to a 4.0 scale and then average conversion.

Students may not have a "D", "F" or "I" letter grade on their report card. Credit (CR) and No Credit (NC) grades are not used in determining honor roll membership.

### **Progressive Honor Roll**

Students that have improved their overall G.P.A. by .5 are recognized on the Progressive Honor Roll.

### **Seal of Biliteracy - Offered by the State of Michigan**

The Michigan Seal of Biliteracy is earned by students who pass English graduation requirements and show an Intermediate High proficiency in another language. This level of proficiency is characterized by fulfilling all practical needs of a language. Any student may be tested with any second language, but with our K-12 Spanish program, this can be earned with an Intermediate High on the STAMP 4S test or with the score of a 4 or a 5 on the AP Spanish Language and Culture test.

### **STEM Seal - offered by State of Michigan**

Stem Endorsement Courses

Engineering Courses: (½ credit of the following)  
Engineering (Formerly Smart Lab Projects)  
Robotics  
First Robotics

Technology Courses: (½ credit more of the following)  
Smart Lab Projects  
Robotics  
First Robotics  
Electronics  
Computer Programming

Science Courses: (6 credits in years 7-12 with 4 in high school from the following)  
Physical Science A&B  
Biology A&B  
Physics A&B  
Chemistry A&B  
Envirothon  
Anatomy  
Earth Science A&B  
AP Biology A&B&C

Math: (6 credits in years 7-12 with 5 in high school from the following)  
Algebra I Seminar, A&B  
Algebra II A&B  
Geometry A&B  
Trigonometry A&B  
Calculus A&B  
Accounting A&B  
Personal Finance A  
AP Calculus exam scores of 3 and above

Calculus: 1 credit  
Calculus A&B  
AP Calculus scores

### **Guided Academics**

Guided Academics (GA) is a class that is to be offered to students who truly need extra time. Students who qualify to take GA: This class is considered part of New Buffalo Area Schools RTI program and is not intended to be open to all students. A student may take only one Guided Academic class per trimester.

Students specifically *qualified* for taking GA:

- Students with grade(s) issues (from our at risk list)
- Students enrolled in 3 AP courses / College courses
- Special Circumstances (504, health, generational poverty, possibly free/reduced lunch, SES)

- Independent guided academics (Must meet a circumstance above and receive administrative approval). This will not be considered an additional class for a teacher's schedule. (06/2019)

### **Student Assessment**

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Examination Grade weighting is applied as follows:

Freshman	20%
Sophomore	25%
Juniors	30%
Seniors	35%

Depending on the type of testing, specific information and/or parent consent may need to be obtained. New Buffalo High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

**All students will be expected to take student surveys unless their parents excuse them in writing. Students are not identified individually on these surveys.**

### **Homework**

The goal at NBHS is to prepare our students for the adult world, whether that is higher education or the working world, we feel it is best practice to not accept late work. Deadlines are a life skill and promote accountability and responsibility. **ABSOLUTELY NO LATE WORK WILL BE ACCEPTED** unless a student attends study tables within 5 days of the due date of an assignment.

- \* Homework is due on the day/time assigned by the teacher.
- \* 1 day will be allowed to make up work per 1 day absent per attendance policy
- \* If absent multiple consecutive days, students will have the same number of consecutive school days to turn in work.

### **PowerSchool Homework Procedure**

Teacher will enter a "0" in the grade book indicating the assignment cannot be made up. Teacher will enter a "M 0" in the grade book indicating the assignment can still be made up (assignment is marked "missing"). (Students are encouraged to speak to their teachers on an individual basis if extenuating circumstances arise.) Students with IEP or 504 accommodations giving extended time will be accommodated by all teachers.

### **Limited English Proficiency**

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.

## **SECTION III -- Student Activities**

### **School - Sponsored Clubs and Activities**

The school has many student groups that are authorized by the school. It is the district's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. Extracurricular activities do not reflect the school curriculum with the exception of marching band, radio, robotics, dance, yearbook, guitar, and drama, but are made available to students to allow them to pursue additional worthwhile activities such as:

Authorized groups include:

Yearbook	Mock Trial
Envirothon	Choir
Robotics	GSA
Academic Challenge	National Honor Society
Color Guard	SADD
Future Educators	Spanish Honor Society
Student Senate	Chess
Drama	D&D Club
DTAT	Esports
Future Educators	Guitar Club
Radio	Ski Club
Pottery Club	STEAM Kinesthetic Sculpture
<del>Pokagon Youth Advisory</del>	World Travel Club
Powerlifting Club	

All students are permitted to participate in the activities of their choosing, as long as they meet the athletic or club eligibility requirements.

In order for a student to earn graduation honor cords for participation in a club, a student must meet all club requirements/expectations as set by the club advisor.

### **Equal Access for Non-School Sponsored Student Clubs**

A student-initiated group may meet on school premises during non-instructional time and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school-sponsored student organizations, without regard to the religious, political, philosophical, or other content of the activity.

The Principal shall grant the group's request and first determine that:

- A. The activity has been initiated by students
- B. Attendance at the meeting is voluntary
- C. No agent or employee of the District will promote, lead, or participate in the meeting
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school
- E. Non-school persons do not direct, conduct, control, or regularly attend the activity

A school employee may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity.



## **Athletics**

New Buffalo High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the Athletic Director at 469-6003. Log onto [www.bisonathletics.org](http://www.bisonathletics.org) for a complete listing of all MS/HS sport activities.

Baseball	Football	Tennis (boys/girls)
Basketball (Boys/Girls)	Golf	Wrestling
Softball	Equestrian	Swimming
Volleyball	Track (Boys/Girls)	
Cheer	Soccer (Boys/Girls)	
Cross Country (Boys/Girls)		

## **Eligibility Requirements**

(See Athletic Handbook for eligibility requirements)

## **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.

## **Student Employment**

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with the high school secretary and obtain a work permit.

**Students by law may not work more than 18 hours per week while school is in session.**

**Work permits may be obtained in the High School office from 7:00am - 3:30pm Monday thru Friday, August through June. July office hours are from 8:00am - 12:00pm.**

## **SECTION IV -- Student 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 attending or involved in extracurricular activities and engage in misconduct will face consequences related to the activity in addition to potential consequences provided in this handbook. Each situation will be evaluated on an individual basis with consequences best aligned accordingly.

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.

### **Absence/Attendance Policy**

The New Buffalo Board of Education, faculty and staff expect every student to be in attendance in every class on every school day.

Parents are asked to call in on the day of an absence, email or send a note with their child upon their return (any late notification is an unexcused absence). The principal will determine whether or not class requirements may be fulfilled for long-term illnesses and/or family emergencies that necessitate extended absences. An absence due to hospitalization, where certified instruction is provided, is exempt.

A student may only leave school early with parental permission for valid reasons, as determined by administration or the designee. This includes trips to the car or home to retrieve forgotten items. Failure to follow this requirement will have consequences as outlined in: "Unauthorized Leaving the Building". All absences count toward absence totals for each course individually for testing and credit consequences,

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
- personal or family vacations.

**Except the following (excused):**

- ~~First five absences with parent contact~~
- ~~Any absence that has medical, dental, court documentation~~
- ~~Death or serious illness of student's family member~~
- ~~Observation of religious holidays of the student's faith~~
- ~~College Planning visits~~
- ~~Personal or family vacations~~

**\*\*At the 12th unexcused absence a student enrolled in any high school course must obtain a 77% (C+) on the final exam in order to receive credit in the course. If a 77% is not achieved on the final exam, the student will receive no credit for the course.**

**Procedures:**

1. All absences are classified excused, or unexcused.
2. Parents must call in on the day of an absence, email or send a note, with their student upon their return.
3. If a student is anticipated absent more than one day, the attendance office should be notified at the time of the first notification.
4. Students who fail to gain pre-approval for a school-related absence will receive an "F" for the day (or the equivalent) in classes missed and the student will be recorded as absent.
5. Students involved in course-related absences who are having academic difficulties should be identified to the teacher sponsoring the activity for possible removal from the trip roster.
6. If a student needs to leave the building for any reason, they must sign out at the office and upon their return, they must sign back in. Failure to comply results in the time missed being counted as an unexcused absence.

**Parent Notification:**

- o Upon the 5th Unexcused Absence: Written notification to the recorded student address indicating the days missed and the attendance policy. In addition a request to meet with all stakeholders to discuss the attendance issue.
- o Upon the 10th Unexcused Absence: Written notification to the recorded student address indicating that a student will be reported to Berrien County for truancy and that if the student receives two (2) additional unexcused absences a no credit (NC) ~~failing grade~~ will be issued for this particular class unless a 77% or higher grade on the final exam is earned. In addition, the student may be unenrolled from New Buffalo High School at the discretion of administration if has a history of chronic absence.
- o Pre-approval required for no-credit option

Anyone that has less than a full schedule must have their schedule reviewed and approved by the principal. Students will lose credit (Failure) for any classes dropped due to attendance. If a student is removed from more than one class, he/she shall be dropped from the school rolls for the balance of the trimester.

Whenever an assembly is scheduled, students must first report to class for attendance.

Special trips or family vacations should be planned during vacation periods and weekends so that the school program can proceed without unnecessary interruption. If parents/guardians choose to take their student out of scheduled school programs, they need to realize that they are placing the student at an academic disadvantage.

Unexcused absences will be considered as truancy. The school will contact the Truant Officer for those students who are not at least 18 years old.

### **SENIOR ATTENDANCE INCENTIVE—THIRD TERM (SENIORS ONLY)**

Seniors with a grade of B- and four (4) or fewer absences for the spring term will not be required to take the final exam. School-related absences, death in the immediate family, medical, dental, or court related absences with proper documentation of such turned in to the high school office and are not calculated in this exam exemption. A senior who does not have to take the exam may do so to try to better his/her grade. It will not be averaged if it does not help the grade. The principal will make the determination on any student in question.

### **Vacation**

1. Parents are encouraged to schedule vacations around the scheduled school breaks during the year.
2. Parents should notify the school attendance office of their family vacation one week prior to leaving
3. Students are to do the assigned work prior to leaving. If this is not possible, the student and teacher are to establish a date when the work is to be completed. These arrangements are to be made before the student leaves on vacation.

### **Emergency Leave**

If a student is required to miss school due to a death or serious illness within the family, the parent is encouraged to notify the attendance office of the emergency. Upon return the student will get the assignments missed in each class and complete the work in an equal number of days as missed or arranged with the teacher. Failure to complete the work may result in charging the absences against the student days of attendance.

### **Tardy Policy**

8:00 to Beginning of 1st period: Administrators and teachers are in the hallways helping students to class. Teachers are expected to close their door when the bell finishes ringing.

If a student is late for any period, there is no need to stop in the office for a pass. Students will report directly to class regardless of time, unless the student feels justified to be issued a pass

from the office. (Ex: Doctor/dentist appointment, police, flat tire, etc.)

#### **Procedure:**

- Any student who enters (not already in the classroom) after the bell stops ringing will be considered tardy if within the first 10 minutes of class.
- Teachers will enter a **Tardy** in PowerSchool for said student and a documentation of **verbal warning** in PowerSchool for the first tardy instance.
- Any student who enters after the 10-minute mark will be marked absent.
- Teachers will enter an **Absence** in PowerSchool for said student and **time of arrival** in the comments section of PowerSchool.
- If a student comes to class with a pass, regardless of time, they are **neither** tardy or absent. They are marked as **Present** in PowerSchool.

#### **Test Policy**

Students will only be allowed to retake a test if the classroom teacher believes the student has made significant effort and has attended remediation or review sessions before a retest will be given (unless a student has a 504 or IEP that provides this accommodation)

#### **College Campus Visits**

The following procedures are in effect for seniors & juniors if you plan to go to a college campus for a visit/tour;

1. Contact the Guidance Office **THREE DAYS PRIOR** to the planned visit to obtain a form letter.
2. Present to the Admissions Office for completion of form.
3. Return completed form to Attendance Office after visit.
4. Parents must notify the Attendance Office the day of the absence.
5. Scholarship interviews and/or college visits with parents or other responsible adults will be non-chargeable up to a total of four to be used in the junior and/or senior year. Must have the qualifications to be accepted by that college/university.
6. **Additional visits may be approved by the high school principal.**

#### **Code of Conduct**

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

#### **Expected Behaviors**

Each student shall be expected to:

1. Abide by national, state, and local laws as well as the rules of the school.
2. Respect the civil rights of others.
3. Act courteously to adults and fellow students.
4. Be prompt to school and attentive in class.
5. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background, (no bigotry).

6. Complete assigned tasks on time and as directed.
7. Help maintain a school environment that is safe, friendly, and productive.
8. Act at all times in a manner that reflects pride in self, family, and in the school.

### **Music Policy**

Students may listen to music with headphones/earbuds in classrooms off of school-supplied laptops at the discretion of each teacher. It is suggested/recommended that instrumental only music is used during study time due to its non-interference with the learning process.

### **Dance Rules**

- a) All school rules apply, including the Dress and Grooming Code listed below.
- b) All guests must be registered in the high school office and if the guest is in high school, you must have the Dance Permission Form filled out by your guest's high school principal. If you bring a guest to the dance, school rules apply to them and you must accept the consequences of their behavior. Be sure your guest will follow school rules.
- c) No sexually explicit dancing. Failure to abide by this rule will result in warning, 2<sup>nd</sup> offense parents notified, 3<sup>rd</sup> offense no dances for remainder of the school year.

### **Student Dress Code**

Good grooming is a matter of personal pride in appearance. One's manner of dress influences the learning environment. The world of work requires a standard of dress and schools require a standard as well. Any fashion (dress, grooming, accessory or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

- Foot wear is required for health reasons.
- Sunglasses are not to be worn in the classroom unless prescribed by a physician.
- 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.

Other dress related decisions are at the discretion of the principal. Students who fail to comply with dress code regulations will be asked to change into appropriate attire before being allowed to continue attending classes. Students who miss class as a result of inappropriate attire will be considered unexcused.

The dress code applies to all school functions: games, dances, sport events home and away. Students who are representing New Buffalo High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands and other such groups. Students attending any school functions as a spectator, the dress code applies at all times.

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.

### **Community Service vs. Community Works**

**Community Service:** Every student is required to complete 20 hours of community per state law in order to graduate. Community service hours may be earned within the NBAS district or in the greater community. **No dollars are earned for community service hours.** All community service hours are documented on a form that is available in the high school office. Each student's hours and tracking are the sole responsibility of his/her self. The completed form should be turned in to the high school office by the end of each school year. Mrs. Woerdehoff keeps a record of all community service for each student upon turn in of said form.

**Community Works:** 40% of the cost of any school trip or other Schedule B extra curricular club or sport may be paid for by community works dollars issued through New Buffalo Area Schools. Community works dollars will be allocated as follows: **\$15.00 per hour for community works completed either within or outside of the district.** If a student's community works hours exceed 40% of the cost of any one event, they may apply the excess hours and proceeds to another event, trip, or Schedule B club. (Examples of Community Works events/clubs earning hours: Prom, Disney Band Trip, Spain Trip)

All Schedule B clubs/organizations/athletics are able to earn community works financial assistance. The **advisor** for each individual Schedule B extracurricular will be responsible for the tracking and managing of all paperwork related to the earning of community works hours/payments. The high school administrative assistant may assist each advisor with said tracking but is not responsible for such. Please see Mrs. Woerdehoff for further information regarding the forms and tracking of all hours.

***If a student fails to turn in the community service/works form at the end of each year, they may be subject to a loss of record of earned hours for the year.***

***Each student is required to earn their own community service/works hours. Parents are not allowed to earn any community service or works hours for students.***

### **Care of Property**

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.

### **Academic Integrity**

Cheating is the fraudulent acquisition of another's property. To deceive by trickery; swindle. (<http://dictionary.reference.com/browse/plagiarism>) Cheating in school includes, but is not limited to:

- Copying another's work, with or without permission from that person. (If with permission, then both are guilty.)
- Viewing another's test, quiz or work for the purposes of taking their efforts as their own.
- Use of AI generated materials and/or answers without teacher permission

**Cloning:** Submitting another's work, word-for-word, as one's own.

**Copy/Paste:** Contains significant portions of text from a single source without alterations, directly copied and pasted.

**Find/Replace:** Changing key words and phrases but retaining the essential content of the source material without citing its source.

**Mix/Remix:** Paraphrase from multiple sources, written so they are made to fit together, but there is little original student work.

**Recycle:** Borrowing generously from the writer's previous work without citations.

**Reuse:** Taking a previously graded assignment and turning it in for a grade in the same or another class.

**Hybrid:** Combines perfectly cited sources with copied passages without citations into student's work.

**Mashup:** Mixes copied and pasted or copied material from multiple sources into student's work.

**File not Found Error:** Includes citations to non-existent or inaccurate information about sources. Incomplete URL's and incomplete/erroneously referenced sources.

**Great paper, but it's not mine:** Includes proper citation to sources but the paper contains almost no original student work, or relies too closely to the text's original wording and/or structure. Many of these ideas, as well as more examples and in-depth discussion can be found at this address: [Plagiarism](#).



## **Behavior Expectations**

### **Be Respectful \* Be Responsible \* Be Safe**

#### *How will I be expected to behave in class?*

In each class, the teacher is the education leader. You will receive classroom rules and suggestions from each of your teachers. These expectations will include academic requirements, rules, and discipline consequences. If classroom expectations are not met, you will receive discipline consequences from your teacher or principal. When a guest teacher, instructional assistant, or volunteer is in the room, you should behave responsibly and respond respectfully, just as you would for any supervising adult at New Buffalo Area Schools (NBAS).

#### *How will I be expected to behave in the cafeteria?*

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 should 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 or the outdoor patio area.

#### *How will I be expected to behave in the Performing Arts Center?*

Learning to be a good, appreciative audience is important. Speakers and performers grow in confidence when an audience respects their efforts. Students should demonstrate the following behavior during assemblies and performances:

1. Sit quietly with feet on the floor.
2. Applaud respectfully when appropriate (refrain from whistling, booing, and yelling).
3. Remain in seats until the performance is over. Follow the directions of teachers and supervisors.
4. Exit the PAC safely.

#### *How will I be expected to behave in hallways and common areas?*

Middle School students are expected to remain in the commons area, adjacent to the middle school office, in the morning until the warning bell at 7:40a.m. Those who participate in the breakfast program may proceed directly from the bus to the cafeteria.

Please speak, visit, and greet each other in polite, conversational tones. For the safety and well being of everyone, students are required to walk on the right side of the hallway keeping hands, feet, and objects to themselves.

High School students may move throughout the hallways and common areas. Please utilize the couches and various seating areas.

*How will problems be handled?*

Problems at school should be addressed with the school's mission in mind. All parties have their rights, roles, and responsibilities.

### **Classroom Management and Office Referrals**

New Buffalo students and teachers will have the opportunity to learn and teach in a safe, orderly, enjoyable classroom environment. To maintain an optimal learning/teaching environment, all parties will be expected to do their personal best at all times.

*What do you mean by "responsibilities"?*

#### **Student Responsibilities:**

- Understand the expectations of the school, family, and community regarding behavior at NBMS/HS.
- Learn to apply the Lifelong Guidelines (truth, trust, active listening, no put-downs, and personal best) to all school activities.
- Students are expected to do their best work on all assignments, and to turn-in all assigned work – on time.
- Students with failing grades and missing assignments may attend study tables after school or use advisory time to support their academic success.

#### **Teacher Responsibilities:**

- New Buffalo High School teachers will prepare appropriate lessons that further their students' mastery of the stated curriculum of the State of Michigan and the New Buffalo Area Schools.
- Establish and maintain classroom rules and procedures that teach students to use respectful, responsible, and safe behaviors that lead to success in middle school, high school, college, the military, the work place, family life, or any other civil endeavor.
- Correct and/or re-teach positive behavior to students who are misbehaving.
- Inform parents of students' unsafe, disrespectful, or irresponsible behavior.
- Refer students to the building principal who commit gross infractions (Level #3) or chronically violate school or classroom rules (Level #2).
- Participate in professional meetings regarding student behavior.
- Assist with the implementation of student behavior plans.
- Supervise non-instructional areas by interacting with students in positive ways, whenever possible. Cover supervision posts with colleagues, keeping someone on duty during all passing times. Remind students to proceed to class when a warning alarm sounds. Close the classroom door upon the tardy bell. Record student tardiness consistently and follow tardy procedure.
- Manage classrooms to maximize usable instructional time and model appropriate school attitudes and behaviors.

#### **Parent Responsibilities:**

- Provide a home environment that emphasizes the importance of behaving in a safe, respectful, responsible manner.
- Support the school's efforts to teach its students to be successful in the classroom.

**Principal Responsibilities:**

- Maintain a safe, orderly, and productive learning environment.
- Support the efforts of teachers and parents to teach students behaviors and habits that will lead to future success.
- Implement discipline procedures in a consistent manner.

*What will classroom rules be like?*

NBMS/HS teachers' classroom rules may differ slightly, but they will be similar to the following set of school rules:

1. Be prepared to do your personal best with the opening assignment immediately after tardy signal sounds.
2. Each student is required to have:
  - a. Pen or pencil
  - b. Notebook paper
  - c. Text book, journal, homework
  - d. Flash drive (zip drive)
3. Practice active listening while others are talking. Signal the teacher that you wish to speak, by raising your hand.
4. Keep hands, feet, and verbal put-downs to yourself at all times. Respect and protect others, and their property.
5. Cooperate with teacher's instructions immediately, the first time they are given.

*What happens if I don't follow the classroom/school rules?*

Remember, our primary purpose at NBMS/HS is not to assign negative consequences, but to provide positive support for consistently good school behavior. Realistically, however, there will be consequences for bad behavior choices. New Buffalo Secondary School identifies behavior violations with three (3) categories:

- Level #1 – Teacher managed violations are handled by the teacher in a variety of ways. Most violations require only a subtle reminder, so the teacher can return to teaching quickly after correcting the student. Each teacher will post a list of progressive consequences that will be followed. Teachers will log all Level 1 infractions within Powerschool.
- Level #2 – Office referrals refer to the section on Violations and Consequences. Repeated violations after teacher intervention, sent to office.
- Level #3 – Whenever a major offense occurs, the student is sent directly to the office. Teachers are not expected to sacrifice instructional time to correct a student when a major offense is made. Major offenses are usually a violation of the law or a serious infraction on others. Level #3 offenses are offenses that will result in In-school suspension up to expulsion.

All decisions regarding consequences for student misbehavior will be made at the discretion of the administration with the best interests of the individual student in mind, while considering the serious obligation to provide a safe, orderly learning/teaching environment for all students and staff.

## **School Policy on Violence Prevention**

### **Purpose of the Policy:**

The Safe and Civil process was adopted by the Board of Education to give students, parents, staff, and the community at large a clear statement concerning the school district's stand against violent behavior and the consequences that will follow violation of the policy.

### **Our Philosophy Statement:**

We respect and protect our students, their parents, our staff and our community.

### **Definition of Violence/Disrespect:**

Violence/Disrespect is any word, look, sign or act that hurts a person's feelings, body or things.

### **Statement of Policy:**

We believe no one is entitled to be violent in any form. **No** form of violence will be tolerated in school, on school-sponsored transportation, or at school-sponsored activities away from school.

**No student, staff member, or any other person shall be allowed (any time, for any reason, whether in the school building, on the school grounds, on school buses, or anywhere else during school-sponsored events) to intimidate, threaten to harm, or cause harm to any person or property.**

**Consequences of violating this policy:** The school administration will determine appropriate consequences for violating this policy. **See code of conduct chart below.**

### **Student Discipline Code**

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

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

The following chart provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the disciplinary list does not mean that such conduct will be accepted or tolerated. The list is not all-inclusive but acceptable behavior and conduct must occur at all times. The principal may also adjust consequences of any offense to be more or less severe based on mitigating or aggravating circumstances. In most instances, they refer to school hours, school grounds and school activities. However, community violations that interfere with school purposes may be addressed in the same manner

## **CODE OF CONDUCT**

## Progressive Behavior Matrix

Tier I- Tier II: Mild to Moderate Violations <b>Teacher / Staff Managed</b> (Low level disruption to learning environment)				
VIOLATIONS	Tier I		Tier II	Tier III
	CONSEQUENCE 1	CONSEQUENCE 2	CONSEQUENCE 3	CONSEQUENCE 4
<b>Tardy</b> * Per 12 Weeks	<b>For tardy 1-2</b> <b>Verbal Warning</b>  Parent Contact (by reporting staff member for each tardy)  Log Behavior/ Parent contact details	<b>Tier I: Behavior</b> <b>Referral</b>  3rd Tardy 1 Hour Detention (Assigned by Admin.)  Parent Contact (by reporting staff) Log Behavior/ Parent contact details	<b>Tier II: Behavior</b> <b>Referral</b>  4th Tardy 2 Hour Detention (Assigned by Admin.)  Parent Contact (by reporting staff) Log Behavior/ Parent contact details	<b>Tier III: Behavior</b> <b>Referral</b>  5th Tardy 2 Hour Detention (Assigned by Admin.)  Parent Conference (by Administrator) *Referral to Student Services Team
Inappropriate Language	<b>Verbal Warning/</b> <b>Redirection</b>  Staff Logs Behavior in POWERSCHOOL	<b>Tier I: Behavior</b> <b>Referral</b>  1 Hour Detention  Parent Contact (by reporting staff)  Log Behavior/ Parent contact details	<b>Tier II: Behavior</b> <b>Referral</b>  2 Hour Detention  Parent Contact (by Administrator)  <b>Behavior Plan</b> <b>Recommended</b>  Log Behavior/ Parent contact details	<b>Tier III: Behavior</b> <b>Referral</b>  1-3 days ISS  Parent Conference (with Administrator)  Log Behavior/ Parent contact details  *Referral to Student Services Team
Physical Contact (Horse Play)				
Defiance				
Disrespect Non- Compliance				
Disruption				
Property Misuse				
Dress Code Violation				
Inappropriate Display of Affection				
Inappropriate Location / Out of Bounds Area				

<b>Technology Violation/Violation of Technology Network Agreement</b>	<b>Verbal Warning/ Redirection</b>  Staff Logs Behavior in POWERSCHOOL	<b>Tier I: Behavior Referral</b>  Loss of access for 1 - 12 weeks or until cost is reimbursed  Parent Contact (by reporting staff) Log Behavior/ Parent contact details	<b>Tier II: Behavior Referral</b>  Loss of access for 1 - 12 weeks or until cost is reimbursed  <b>Behavior Plan Recommended</b> Referring staff Log Behavior Parent Contact (by Administrator)	<b>Tier III: Behavior Referral</b>  Loss of access for up to the entire school year or until cost is reimbursed  Parent Conference with Administration  Referring staff Log Behavior
<b>Violation of Bus/Driving Rules</b>	<b>Verbal Warning</b>	1 hour detention  Parent Contact Log Behavior	3 Days of Suspension from Bus/Driving Privileges  Parent Contact Log Behavior	5 Days of Suspension from Bus/Driving Privileges  Parent Meeting with Administration

<b>VIOLATIONS</b>	<b>Tier I</b>		<b>Tier II</b>	<b>Tier III</b>
	<b>CONSEQUENCE 1-3</b>	<b>CONSEQUENCE 2</b>	<b>CONSEQUENCE 3</b>	<b>CONSEQUENCE 4</b>

<b>Personal Electronic Device (PED) (Cell Phone)</b>	<b>Verbal Warning/ Redirection</b>  Staff Logs Behavior in POWERSCHOOL	<b>Tier I: Behavior Referral</b>  Shut off and place in custody of teacher (Assigned by teacher) Parent Contact (by teacher) Log Behavior/ Parent contact details  Student picks up the phone from the teacher at the end of the class period	<b>Tier II: Behavior Referral</b>  Shut off and place in custody of teacher (Assigned by teacher) Parent Contact (by teacher) Log Behavior/ Parent contact details  Student picks up the phone from the teacher at the end of the class period	<b>Tier III: Behavior Referral</b>  Shut off and place in custody of office for the day AND 1 hour detention (Assigned by Admin.) Parent Contact (by teacher) Log Behavior/ Parent contact details  Student picks up the phone from the office at the end of the day  Subsequent Offenses: Cell Phone is ban from school for 5 days for each offense AND 1 hour detention Meeting with parent and student to establish a plan for usage (by Admin)
<b>Cheating/Academic Misconduct</b>	<b>Tier II Behavioral Referral</b>  Grade of Zero on the assignment/test for 1st and 2nd offense (teacher discretion)  Parent Contact (By Reporting Teacher)		<b>Tier III Behavioral Referral</b>  Loss of Credit in Class  Parent Conference With Administrator and Student Services Team  Subsequent Offense: Loss of Credit in Class; conference with parent and administration; and Ineligibility for academic honors upon graduation	
<b>Other Behaviors</b> Infractions of school rules not covered by the categories described.	<b>Verbal Warning/ Redirection</b>  Staff Logs Behavior in POWERSCHOOL	<b>Tier I: Behavior Referral</b>  1 Hour Detention  Parent Contact (by reporting staff)  Log Behavior/ Parent contact details	<b>Tier II: Behavior Referral</b>  2 Hours Detention -1 Day ISS  Parent Contact (by Administrator)	<b>Tier III: Behavior Referral</b>  1-3 Days ISS  Behavior Plan Recommended Parent Contact (by Administrator)

<b>Skippping Class /Unauthorized Leaving of Building</b>	<b>Tier II Behavioral Referral</b>  1st Incident Zero for Class Work/Day of Skipping  Parent Contact (By Reporting Teacher)	<b>Tier II Behavioral Referral</b>  2nd Incident 3 Days Lunch Detention - 1 Day ISS  Parent Contact w/ Administrator  *Referral to Student Services Team	<b>Tier III Behavioral Referral</b>  3rd Incident 1 day OSS  Parent Conference With Administrator and Student Services Team <b>Behavior Plan Recommended</b> *Student success team meeting & parents.	<b>Tier III Behavioral Referral</b>  4th Incident 3 days OSS  Parent Conference With Administrator and Student Services Team
--	--	---	--	---

***\*Once a student has received a “Consequence 4” the above violations move to a Major (Tier III).***

<b>Major Violations (Tier III)</b> <b>Administrator Managed</b> (Student is immediately removed from the classroom/situation)				
*Depending on the severity, discipline will be imposed on an escalating scale ranging from 1-3 days of ISS to the extreme (recommendation for expulsion). Assigned levels are based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. <b>Any student that is suspended, may not attend any school related activities (including extra curricular) for the duration of the suspension.</b>				
VIOLATION	CONSEQUENCE/ LEVEL 1	CONSEQUENCE/ LEVEL 2	CONSEQUENCE/ LEVEL 3	CONSEQUENCE/ LEVEL 4
<b>Pulls Fire Alarm</b>	<b>Tier III Behavioral Referral</b>  <b>1-3 Days OSS</b>  Parent Contact (By Administration)	<b>Tier III Behavioral Referral</b>  <b>3-5 Days OSS</b>  Parent Contact w/ Administrator  <b>Behavior Plan Recommended</b>  *Referral to Student Services Team	<b>Tier III Behavioral Referral</b>  <b>5-7 Days OSS</b>  Parent Conference With Administrator and Student Services Team to Develop a Behavior Plan	<b>Tier III Behavioral Referral</b>  <b>10 Days OSS</b>  Parent Contact by Administrator  *Recommendation for Expulsion  * Involve Law Enforcement
<b>Inappropriate Language / Profanity Directed towards staff</b>				
<b>Severe Disruption to the classroom/learning environment</b>				
<b>Severe Defiance / Disrespect / Insubordination / Non-Compliance</b>				
<b>Gang Affiliation Display or Activity</b>				



<b>Property Damage / Vandalism</b>				
<b>Forgery / Theft / False Identification</b>				
<b>Technology Violation</b>				
<b>Harassment / Bullying</b>				
<b>Physical Aggression</b>				

<p><b>Possession of chewing tobacco, cigarettes, smokeless tobacco pouches, and other tobacco paraphernalia</b></p> <p>(Includes Vapes , e-cigarettes, lighters, pipes, rolling papers, scales, etc. and/or look alike drugs.)</p>	<p><b>Tier III Behavioral Referral</b></p> <p><b>3 Days OSS</b></p> <p>*Confirmed enrollment in an abuse program may reduce suspension to 1 day of OSS or ISS</p> <p>The student must attend a confirmed intervention program with a substance abuse counselor or online program before consideration for reduction of days.</p> <p>Parent Contact w/ Administrator</p> <p>*May Involve Law Enforcement</p>	<p><b>Tier III Behavioral Referral</b></p> <p><b>5 Days OSS</b></p> <p>*Confirmed enrollment in an abuse program may reduce suspension to 3 day of OSS or ISS</p> <p>The student must attend a confirmed intervention program with a substance abuse counselor or online program before consideration for reduction of days.</p> <p>Parent Conference With Administrator</p> <p>*Referral to Student Services Team</p> <p><b>Behavior Plan Recommended</b></p> <p>*May Involve Law Enforcement</p>	<p><b>Tier III Behavioral Referral</b></p> <p><b>7 Days OSS</b></p> <p>*Confirmed enrollment in an abuse program may reduce suspension to 5 day of OSS or ISS</p> <p>The student must attend a confirmed intervention program with a substance abuse counselor or online program before consideration for reduction of days.</p> <p>Parent Conference With Administrator and Student Services Team to Develop a Behavior Plan</p> <p>* Involve Law Enforcement</p>	<p><b>Tier III Behavioral Referral</b></p> <p><b>10 Days OSS</b></p> <p>*Confirmed enrollment in an abuse program may reduce suspension to 5 day of OSS or ISS</p> <p>The student must attend a confirmed intervention program with a substance abuse counselor or online program before consideration for reduction of days.</p> <p>Parent Contact by Administrator</p> <p>*Recommendation for Expulsion</p> <p>* Involve Law Enforcement</p>
--	---	--	--	--

VIOLATION	LEVEL 3	LEVEL 4
Extortion	<b>5 - 10 Days OSS</b>  Notification of police and parent	<b>10 Days OSS</b>  Notification of police and parent Recommendation for Expulsion
Fighting (student to student during the school day)	<b>5 Days OSS</b> Notification of police and parent	<b>10 Days of OSS</b> Notification of police and parent Recommendation for Expulsion
<b>*Possession of Alcohol, Illegal drugs</b> (i.e. Marijuana, Vapes that test positive for THC) <b>and/or Drug Paraphernalia</b> (Includes needles, containers with illegal drug residue of any sort.)	<b>Tier III Behavioral Referral</b>  <b>10 Days OSS</b>  *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.  <b>Behavior Plan Recommended</b>	<b>Tier III Behavioral Referral</b>  <b>10 Days OSS</b>  Parent Contact by Administrator  *Recommendation for Expulsion  * Involve Law Enforcement
<b>Drug Delivery or Receipt</b> (The act of delivering, receiving, purchasing, selling, or supplying of a controlled or alleged controlled substance).	Parent Conference With Administrator and Student Services Team  * Involve LawEnforcement	
<b>Use / Possession of Combustibles and Explosives</b> (Excluding matches & lighters)	<b>Tier III Behavioral Referral</b> * Involve Law Enforcement  <b>Up to 10 Days OSS and Parent Contact by Administrator</b>  *Recommendation for Expulsion	
<b>Physical or Verbal Assault- Student to Employee, Student, Contractor or Volunteer</b>		
<b>Bomb Threats or Similar Threats</b>		
<b>Hazing</b>		
<b>Aarson</b>		
<b>Theft</b>		

<b>Criminal Sexual Conduct</b>	
<b>Use / Possession of weapons</b>  <i>* Administration MUST notify parents and Law Enforcement [MCL 380.1313(1)]</i>	<p><b>Tier III Behavioral Referral</b>  * Involve Law Enforcement</p> <p><b>10 Days OSS and Parent Contact by Administrator</b></p> <p>*Recommendation for Expulsion</p> <p>Note that under Michigan law, school boards are not required to expel a student for weapons possession if the student can establish in a clear and convincing manner at least one of the following:</p> <ul style="list-style-type: none"> <li>• The object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.</li> <li>• The weapon was not knowingly possessed by the student.</li> <li>• The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon.</li> <li>• The weapon was possessed by the student at the suggestion, request or direction of, or with the express permission of school or police authorities.</li> </ul>

**\*\*Exchange of OSS and ISS to one another can be used at principal discretion**

## Student Code of Conduct Expectations

<u>Student Code of Conduct Expectations</u>
<p><b><u>Bullying/Cyberbullying:</u></b></p> <p>A student will not engage in bullying OR CYBERBULLYING any student for any reason in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school- sponsored activity or event whether or not it is held on school premises. "At school" includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the school district or public school academy. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in section 219a of the Michigan penal code, 1931 PA 328, MCL 750.219a.</p> <ul style="list-style-type: none"> <li>• "Bullying" means any written, verbal, or physical act, or any electronic communication, <b>including, but not limited to, cyberbullying</b>, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following: <ul style="list-style-type: none"> <li>○ Substantially interfering with educational opportunities, benefits, or programs of one (1) or more pupils.</li> <li>○ Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.</li> <li>○ Having an actual and substantial detrimental effect on a pupil's physical or mental health.</li> <li>○ Causing substantial disruption in, or substantial interference with, the orderly operation of the school.</li> </ul> </li> </ul> <p style="text-align: right;"><b>(BOE POLICY 5517.01)</b></p>

**Cheating/Academic Misconduct:**

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other disciplines.

**Defacement of Property:**

A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement.

**Destruction of Property:**

A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.

**Disorderly Conduct:**

A student will not knowingly misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

**Failure to Serve Assigned Detention:**

A student **shall** serve an assigned detention of which students and/or parents/guardians have been notified. **The detention notification method must be confirmed by a school employee.** Alternative consequences **may, on a case-by-case basis,** be approved by school administrators for students who lack transportation.

**False Identification:**

A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel, **to avoid discipline,** to falsely obtain money or property, or for any other reason.

**Fighting:**

A student will not physically fight with another person. Self-defense or defense of others may be taken into account in determining whether this provision has been violated.

**Forgery:**

A student will not sign the name of another person for the purpose of defrauding ANOTHER.

**Fraud:**

A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.

**Gambling:**

A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

**Gang Activity:**

A student will not, by the use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's education mission. Gang activity includes any one of the following:

- Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang
- Using any word, phrase, symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
- Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
- Recruiting student(s) for gangs.

**Harassment/Intimidation:**

A student will not engage in or participate in any behavior that is included in the definition of harassment or intimidation. "Harassment or intimidation" means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment or intimidation includes, but is not limited to, a gesture or written, verbal, or physical act.

**Hazing:**

The act of hazing is a crime in Michigan and will not be tolerated in the district. A student will not engage in or participate in any behavior that is included in the definition of hazing. The term "hazing" means "an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization." The term "organization" means "a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution." [MCL 750.411t]. See *Board of Education Policy: 5516 -*

**STUDENT HAZING**

**Improper, Negligent, or Reckless Operation of a Motor Vehicle:**

A student will not intentionally or recklessly operate a motor vehicle so as to endanger the safety, health, or welfare of others on school property.

**Public Display of Affection:**

Students will not engage in inappropriate displays of affection.

**Appropriate Dress and Grooming:**

A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others.

**Appropriate Use of Electronic Communication Devices:**

Students may possess a cellular telephone or other electronic communication device while at school provided that during school hours and on a school vehicle the cellular phone or electronic communication device remains off and out of sight unless authorized school personnel have given students permission to use them.

**Insubordination/Unruly Conduct:**

A student will not willfully ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein, refusing to leave a hallway or any other location when instructed by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.

**Leaving School Without Permission:**

A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.

**Loitering:**

A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.

**Possession of Inappropriate Personal Property:**

A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including, but not limited to, pornographic or obscene material, laser lights, or personal entertainment devices. Certain devices may be permitted for health or other reasons, if approved by the administration.

**Profanity and/or Obscenity Toward Students:**

A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or insulting, obscene gestures toward any other student.

**Profanity and/or Obscenity Toward Staff:**

A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or insulting, obscene gestures toward any school district staff members or adult volunteers.

**Sexual Harassment:**

A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities. A student will not make unwelcome sexual advances, requests for sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel, or adult volunteers. [policy 3118](#)

**Smoking:**

A student will not smoke or use e-smoking devices, use tobacco or alternative cigarette options, or possess any substance containing tobacco or nicotine in any area under the control of a school district, including all activities or events supervised by the school district.

**Tardiness:**

A student will not fail to be in his or her place of instruction at the assigned time without a valid excuse.

**Technology Abuse:**

A student will not misuse and/or abuse technology resources, nor will they violate the district's Acceptable Use Policy.

**Theft or Possession of Stolen Property:**

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property which does not belong to the student.

**Threat/Coercion:**

A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.

**Trespassing:**

A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.

**Truancy:**

A student will not willfully and repeatedly fail to report to the school's assigned class or activity without prior permission, knowledge, or excuse by the school and parent/guardian.

**Weapon Look-ALikes:**

A student shall not possess, use, sell, or distribute a toy weapon, a look-a-like or replica weapon except with the prior approval of a teacher or an administrator for appropriate educational use.

**MISUSE OF TECHNOLOGY / VIOLATION OF NETWORK AGREEMENT**

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

If you are in the system in unauthorized areas and damage occurs, the following consequences will apply:

1. Criminal charges will be filed for any damages over \$100.
2. Suspension or expulsion from school.
3. Pay all damages. Basic charges for repair start at \$100 per hour.

The consequences can be any combination of the three or all of them.

Students must sign and return Form 7540 (attached in the back of this handbook) to receive computer access.

**Off-Campus Sexual Assault:**

As of August 8, 2018, legislation went into law that aims to protect student sexual assault victims who attend school with the perpetrator.

The first of the three laws requires courts to prohibit a student adjudicated for criminal sexual conduct or assault with intent to commit criminal sexual conduct from attending the same school building or riding the same school bus as the victim. The perpetrator, not the school, is responsible for complying with such a court order.

The second law specifically allows a sexual assault victim to seek a personal protection order against a student perpetrator who attends the same school building as the victim. Again, the perpetrator, not the school, is responsible for complying with a personal protection order.



If a student perpetrator is a student with a disability and is prohibited from attending a particular school or riding a bus, the school may be obligated by the Individuals with Disabilities Education Act or Section 504 to find alternative schooling or transportation for the student.

The Third law specifically amends the Revised School Code to expand a school's latitude to discipline for off-campus sexual assaults against students. State law already mandates, subject to consideration of seven mitigating factors outlined in Section 1310 of the Revised School Code, permanent expulsion of a student who "commits criminal sexual conduct in a school building or on school grounds." The new law also allows a school to suspend or expel a student who commits off-campus criminal sexual conduct against another student in the district. It also mandates, subject to the seven factors, permanent expulsion of a student who "pleads to, is convicted of, or is adjudicated for criminal sexual conduct" against another student in the district.

**Nondiscrimination Complaint Manager:**

**Name:** Tracy Ripley

**Address:** 1112 East Clay Street, New Buffalo, MI 49117

**Telephone:** 269-469-6003

**Coordinator:**

**Mr. Adam Bowen, Superintendent of Schools**

**Address:** 1112 East Clay Street, New Buffalo, MI 49117

**Telephone:** 269-469-6010

**Recommendation for Administrative Discipline Hearing**

A fourth offense at Level 2 of the same violation in the same school year results in a hearing with the Administrative Discipline Hearing Committee for possible expulsion. Ten referrals of any nature will result in a hearing with the Superintendent for possible expulsion.

Students that are disruptive and violating the school code on a consistent basis are infringing on other students' rights to learn and teachers' rights to teach, which is the primary goal of education.

If a student is referred to the Administration Committee, the decision could extend for the student being placed on a Behavior Contract up to being recommended for an expulsion hearing before the full Board of Education.

Student behaviors, which result in this type of hearing, are unacceptable. Not only do they interfere with other students' learning, they cause disruption to the students' education due to loss of class time.

**Procedure**

Upon the fourth violation, the principal will inform the student, parent, and superintendent of the violation and recommend an Administrative Hearing (student due process rights are the same as for expulsion). The superintendent will contact all parties as to the date and time of the hearing.

The student's discipline record will be considered at this hearing and a recommendation will be made by the Superintendent of Schools to continue on with the expulsion or place the student on

a Superintendent's Behavior Contract; which if the student violates, will result in the student being recommended for an immediate expulsion hearing.

### **Discipline**

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

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

Two types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline results in consequences within the school. It includes: change of seating or location, lunchtime detention, before or after school detention.

### **Students' assigned detentions will have the following options:**

**Lunchtime Detention** - Students assigned detention will receive an opportunity to serve during lunchtime. If a student does not successfully complete detention during the offered lunch option, an after school detention will be assigned.

### **Lunchtime Detention Procedure:**

1. Students need to report to the detention location room by 12:03 (for lunch detention) or to the office for after school detention by 3:35. Release from lunch detention is at 12:23. This allows five minutes to get lunch and get to the lunchroom. (Students reporting late will not be allowed in the detention room and will receive an additional hour of detention after school.)
2. A quiet, restricted atmosphere will be maintained at all times. No talking or movement will be allowed.
3. Students will be assigned a specific desk and seat. The student may not, for any reason, leave the assigned desk without permission.
4. Students will not be allowed to talk or communicate with anyone, for any reason, EXCEPT the monitor and only when spoken to.
5. Students will not, under any circumstances, be on electronic devices. (phones, computers, music playing devices)
6. Students will not be allowed to sleep or lay their heads down on their desks.
7. Students WILL complete all assigned work.
8. Students will be RESPECTFUL at all times.
9. A violation of the above will result in the following:
  - A. First offense - One additional hour, after school
  - B. Second offense - ISS.

**After School Detentions.** Sign in with the principal and turn in cell phone to the office. Any early exit results in no detention credit. Students must report to the principal's office 5 minutes after

the dismissal bell. Detention concludes 60 minutes later. Students should sign in by 3:35, remain seated, silent and working on schoolwork or reading. (Expectations in the after school detention are the same as lunchtime detentions.) Students who ride the bus home from school will be given a 24-hour notice of a detention so that parents may make transportation arrangements for the student the following day.

**Snap Suspension** (by State Law) – Teacher may suspend a student from class for one day for behavior that is disruptive to the classroom-learning environment. The student will be sent to the I.S.S. room in the office with schoolwork to complete for full credit. Snap suspension is when a student is sent to the office (with a red card for the full class period or a yellow card for a 10 minute break) to complete work for credit.

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

**Formal Discipline** - Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, suspension for up to 10 school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense. If a student is suspended, the parents may appeal the suspension, in writing, to the superintendent and a formal appeal hearing will be held.

Suspension from co-curricular and extracurricular activities may also be appealed. Refer to the Grievance Procedure on page 62 for details.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to be present. The superintendent reviews the data and testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment.

### **Criminal Acts/Behavior**

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

Acts, which the law defines as criminal, are prohibited on school property or at school sponsored events. The commission of such acts may result in police action and/or disciplinary action up to and including expulsion. Some examples of such criminal acts, although by no means an inclusive list, are:

Arson, assault, battery, extortion, blackmail or coercion, burglary, larceny, trespass, robbery, explosives, weapons, and/or possession of other dangerous objects, damage done to the property of school personnel whether on or off of school grounds.

### **Discipline of Students With Disabilities**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act IDEA, The Americans with Disabilities Act [ADA](#), or Section 504 of the Rehabilitation Act of 1973 [Section 504](#).

### **Due Process Rights**

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

### **Suspension From School**

#### **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.

### **Expulsion From School**

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents, which will contain:

- a) The charge and related evidence;
- b) The time and place of the Board meeting;
- c) The length of the recommended expulsion;
- d) A brief description of the hearing procedure;

- e) A statement that the student may bring parents, guardians or counsel;
- f) A statement that the student may give testimony, present evidence, and provide a defense;
- g) A statement that the student may request attendance of school personnel who was party to the action or accused the student of the infraction.

Students being considered for expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the building principal and the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

Within ten days after notification of expulsion, the expulsion can be appealed, in writing to the superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. The opportunity to earn grades or credit ends when a student is expelled.

New Buffalo High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not able to be appealed. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

In compliance with state law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a district building or on district property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as a "firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

### **Discipline of Disabled Students**

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 (Hyper) and federal due process rights appropriate to disabled students.

A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the principal's office.

### **Suspension of Co-Curricular and Extra Curricular**

See page 69 under Student Concerns, Suggestions and Grievances.

### **Search and Seizure**

Search of a student and his/her possessions, including, purses, wallets, knapsacks, book bags, lunch boxes, cell phone, and vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

**Law Enforcement Interviews**

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.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

No strip searches will be conducted by any employee of the district, but may be conducted by law enforcement officials, if deemed necessary.

If a search produces evidence that the student has violated or is violating either the law or the school or district policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

**Student Rights of Expression**

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

A material cannot be displayed if it:

1. Is obscene to minors, libelous, indecent or vulgar;
2. Advertises any product or service not permitted to minors by law;
3. Intends to be insulting or harassing;
4. Intends to incite fighting or presents a likelihood of disrupting school purposes.

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper regress and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines, may present them to the building principal 24 hours prior to display.

**Student Concerns, Suggestions and Grievances**

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

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

A student has the right to a hearing if the student believes s/he has been properly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may petition to have a change in grade based on current law.

### **Age of Majority**

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exception noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

1. Have the same privilege as their parents/guardians as it relates to access or control of their student records;
2. Represent themselves during disciplinary conferences and be the addressee for their grade reports
3. Sign themselves in and out of school and may verify their own absence with the proper emancipation paperwork on file. NOTE: All attendance standards continue to apply.
4. Provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

### **Public Complaints and Grievances**

Any person or group having a legitimate interest in the operations of this district shall have the right to present a request, suggestion, complaint, or grievance concerning district personnel, the program, or the operations of the district. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and grievance in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the district by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, complaints, or grievances reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.



Matters regarding a professional staff member:

A. First Level

If it is a matter specifically directed toward a teaching staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and district administrative guidelines.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the building principal.

B. Second Level

If the matter cannot be satisfactorily resolved at the first level, the complainant, with the building principal shall discuss it.

At this level the principal shall make a written record of the incident and provide the complainant with the appeal process outlined. The administrator shall also have the complainant sign a form (developed by the superintendent) to acknowledge receipt of the appeal procedure. The written record shall be maintained by the building administrator and submitted to the superintendent if the complainant appeals.

C. Third Level

If a satisfactory solution is not achieved by discussion with the building principal, a written request for a conference shall be submitted to the superintendent by the complainant with a copy to the board. This request should include:

1. The specific nature of the complaint and a brief statement of the facts giving rise to it.
2. The respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely
3. The action, which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the superintendent, the Board shall be advised of the resolution. The superintendent will reach a decision and inform the parent in writing within five (5) school days after the meeting with the complainant.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board.

The Board after reviewing all material relating to the case, may refuse to hear the appeal, or may hear the appeal at a properly called regular or special meeting of the entire Board.

The complainant shall be advised, in writing, of the board's decision within a reasonable time frame.

Matters regarding an administrative staff member:

In the case of a complaint directed toward an administrative staff member, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed. The complaint shall be discussed, initially, with the person toward whom it is directed and if a satisfactory resolution is not achieved at this level, the matter shall be brought, as required, to higher levels terminating with the Board.

Matters regarding a support staff member:

In the case of a complaint directed toward a support staff member, the complaint is to be directed, initially, toward the person's superior, and the matter then brought as required to higher levels in the manner prescribed as for Professional Staff Members.

Matters regarding district services or operations:

If the request, suggestion, complaint, or grievance relates to a matter of district procedure or operation, it should be addressed, initially, to the area supervisor and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding Professional Staff Member."

Matters regarding the educational program:

If the request, suggestion, complaint, or grievance relates to a matter of district program, it should be addressed, initially, to the building principal and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding Professional Staff Member."

Matters regarding instructional materials:

If the request, suggestion, complaint, or grievance relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the district, the following procedures shall be followed:

- A. The criticism is to be addressed to the superintendent, in writing, and shall include:
  1. Author;
  2. Title;
  3. Publisher;
  4. The complainant familiarity with the material objected to;
  5. Sections objected to, by page and item;
  6. Reasons for objection.
- B. Upon receipt of the information, the superintendent shall, after advising the Board of the complaint, appoint a review committee consisting of:
  1. One or more professional staff members;
  2. A Board member;
  3. One or more lay persons knowledgeable in the area.
- C. The superintendent shall be an ex-officio member of the committee.

- D. The committee, in evaluating the questionable material, shall be guided by the following criteria:
  - 1. The appropriateness of the material for the age and maturity level of the students with whom it is being used;
  - 2. The accuracy of the material;
  - 3. The objectivity of the material;
  - 4. The use made of the material.
- E. The material in question may not be withdrawn from use pending the committee's decision.
- F. The committee's decision shall be reported to the superintendent in writing within ten (10) school days following the formation of the committee. The superintendent will advise the complainant, in writing, of the committee's decision and advise the Board of the action taken or recommended.
- G. The complainant may appeal this decision to the Board through a written request to the superintendent, who shall forward the request and all written material relating to the matter to the Board.
- H. The Board shall review the case in committee session and advise the complainant, in writing, of its decision within ten (10) school days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

### **Grievances**

The Student Grievance Procedure encourages students and/or parents to discuss their grievance(s) informally with the faculty member, coach or administrator against whom the grievance is directed prior to utilizing the more formal grievance procedure outlined below. It is expected that the majority of grievances will be settled in this manner. If not, the following procedure shall apply.

Student grievances generally involve academic matters, disciplinary action, and/or student social, physical, or operational conditions:

- 1. If a student, parent representative, or group of students feels s/he is not being treated fairly with respect to academic matters, such as scheduling, examinations, marks, etc., and cannot resolve the question with the employee involved, s/he may appeal in writing to the principal.
- 2. If the principal's decision is still unsatisfactory to the student, s/he may appeal step-by-step to the superintendent and then to the Board of Education. The Board, after reviewing

- all material relating to the case, may refuse to hear the appeal or may hear the appeal at a properly called regular or special meeting of the entire Board.
3. Whenever an appeal is made at or beyond the principal's level, it shall be made in writing.
  4. At the principal and superintendent level of appeal, a written response will be provided within five working days.

### **Disciplinary Grievances**

If a student (or a group of students) feels that disciplinary action applied to him/her is unfair, s/he may file a written request with the principal, asking for a review of the action.

If the decision is unsatisfactory to the student, the student may follow the steps of appeal described above.

### **Social, Physical, or Operational Grievances**

If a student (or group of students) feels that a particular social, physical, or operational condition in the school should be modified or provided, s/he should follow the same procedure used to grieve a disciplinary matter.

## **SECTION V - Transportation**

The superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in school, on school property and on school vehicles.

Discipline on district vehicles shall be the responsibility of the driver on regular bus runs. When district vehicles are used for field trips and other district activities, however, the teacher, coach, or advisor shall be responsible for student discipline. If a student becomes a serious discipline problem on the vehicle, the superintendent may suspend the transportation privileges of the student or school suspension, providing such suspension conforms to due process.

No student is to be detained after the close of the regular school day unless the parents of the student have been contacted and informed that their child is to be detained.

The rules and provisions of the Student Code of Conduct shall govern student conduct. This Code of Conduct shall be reviewed periodically.

### **Bus Transportation To School**

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. Students may ride home with another student on the bus with written parent/guardian permission issued ahead of time to the Transportation Director, Tom Whitsel at [twhitsel@nbas.org](mailto:twhitsel@nbas.org).

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the principal approves.

The school provides bus transportation for all students who live farther than one (1) mile from school. The bus schedule and route is available by contacting the Bus Transportation Office at 469-6009.

### **Bus Transportation to Off Campus Courses**

~~Off-Campus Transportation: Off-campus course enrollment (CTE, Dual Enrollment, Math Science Center, etc.) does not qualify students for district provided transportation; it is the responsibility for the family to provide any off-campus transportation to these sites. New Buffalo Area Schools will consider transporting students to off-campus sites when enrollment for the program is 5 students or more. If transportation is provided for the program by the district then the students must take the district provided transportation.~~

Transportation for off-campus classes is provided by the family of the student enrolled. When five or more eligible students enroll in the same off-campus site, NBAS transportation will be considered. The transportation director will work diligently to combine routes and collaborate with other districts to maximize transportation opportunities for all interested students. The superintendent may override this to meet the needs of students.

### **Bus Conduct**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school), each student shall:

- a) Be on time at the designated loading zone;
- b) Stay off the road at all times while walking to and waiting for the bus;
- c) Line up single file off the roadway to enter;
- d) Wait until the bus is completely stopped before moving forward to enter;
- e) Refrain from crossing a highway until the bus driver signals it is safe;
- f) Go immediately to a seat and be seated.

It is the parent's responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip, each student shall:

- a) Remain seated while the bus is in motion;
- b) Keep head, hands, arms, and legs inside the bus at all times;

- c) Not litter in the bus or throw anything from the bus;
- d) Keep books, packages, coats, and all other objects out of the aisle;
- e) Be courteous to the driver and to other bus riders;
- f) Not eat or play games, cards, etc.;
- g) Not tamper with the bus or any of its equipment.

Leaving the bus, each student shall:

- a) Remain seated until the bus has stopped;
- b) Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- c) Be alert to a possible danger signal from the driver.

The drivers will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials and/or the parents.

### **Penalties for Infractions**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Code of Conduct and may be deprived of the privilege of riding on the bus.

### **Self-Transportation to School**

Driving to school is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

Students may park their vehicles in the lot located at the west end of the building between the hours of 7:00 a.m. and 10:00 p.m. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots designated staff are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search.

Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigations into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

**The following rules shall apply:**

- a) Students under age eighteen (18) are to have a Parking Lot Application on file in the principal's office from their parents granting permission to drive to school.
- b) Parking lot speed limit is 10 mph.
- c) When the school provides transportation, students shall not drive to school-sponsored activities unless their parents grant written permission and approved by the principal/superintendent.
- d) No other students are allowed to be driven to a school sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approval by the principal or superintendent's designee.
- e) Always lock your car. Do not leave expensive equipment in your car in the school parking lot. The school cannot assure the security of such items.
- f) Students may not go to their car during the school day without permission from the principal or office personnel.

**TITLE VI, IX, 504 GRIEVANCE FORM**

Building \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Step 1 -- Statement of Grievance

---

---

---

---

---

---

---

Signed -- Grievant Signature \_\_\_\_\_

Reported to \_\_\_\_\_  
Principal or Supervisor

Disposition \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Grievance satisfactorily settled? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, referred to the Superintendent or Coordinator of Titles VI and IX and Section 504.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Step 2 - Disposition

---

---

---

---



---

Grievance satisfactorily settled? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, referred to the Board of Education

Signed \_\_\_\_\_ Date \_\_\_\_\_

Step 3 -- Disposition

---

---

---

---

---

Grievance satisfactorily settled? Yes \_\_\_\_\_ No \_\_\_\_\_

Step 4 -- Appealed to

---

---

---

Signed \_\_\_\_\_ Date \_\_\_\_\_

#### **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:

Denise Tuszynski/Human Resource Director and [Matt Johnson](#)/Athletic Director

1112 E. Clay Street, New Buffalo, MI 49117

(269) 469-6014

[dtuszynski@nbas.org](mailto:dtuszynski@nbas.org) and [mjohnson@nbas.org](mailto: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:

Tracy Ripley/Principal

1112 E. Clay Street, New Buffalo, MI 49117

(269) 469-6004

triple@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:

[Denise Tuszynski](#)/Human Resource Director

1112 E. Clay Street, New Buffalo, MI 49117

(269) 469-6014

[dtuszynski@nbas.org](mailto: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.

### **MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG FREE SCHOOLS**

In accordance with federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by state statute, or substance that could be considered a "look-alike" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

### **NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS**

The New Buffalo Area Schools are subject to federal and state regulations to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the district request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop, you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases and we sincerely hope that through proper precautions and cooperation, we can prevent them from spreading.

If you have any questions or concerns, please contact  
Mr. Adam Bowen  
Superintendent of Schools  
469-6010

### **NOTIFICATION TO PARENTS OF DIRECTORY INFORMATION**

In compliance with federal regulations, the New Buffalo Area Schools have established the following guidelines concerning student records.

- A. The Guidance Counselor is the District Records Officer responsible for the processing and maintenance of all student records. The Guidance Office is located in the high school/middle school complex and can also be reached by calling 469-6006.
- B. Each student's records will be kept in a confidential file located at the Guidance Office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those designated by federal law or district regulations.
- C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with district officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the district's Compliance Officer with the Federal Education Rights and Privacy Act.
- D. The district has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Guidance Office in writing within ten days from the date of this notification that s/he will not permit distribution of any or all of such information:

Name, address, and telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of

an athletic team; dates of attendance; date of graduation and awards received; and any other information the district considers would not be harmful or an invasion of privacy, if disclosed.

- E. A copy of the policy and the accompanying guidelines are available at the superintendent's office, all schools offices, and @ nbas.org. There are also people available to answer any questions concerning this policy or guidelines.

-----

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

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## **STUDENT/PARENT/PRINCIPAL CONTRACT FOR ELIMINATING GUNS AND WEAPONS FROM SCHOOLS**

Guns and other weapons clearly are a hazard to a safe learning environment and the welfare of human beings. According to the National Center for Health Statistics, every day 14 young people, age 19 and under, are killed as a result of gun use. According to the Metropolitan Life Survey of the American Teacher, 1993: Violence in America's Public Schools, 11% of teachers and 23% of students say they have been victims of violence in or near their schools. While the elimination of guns and weapons from schools is the responsibility of all segments of the school and society, three individuals have especially crucial responsibility: the student, principal, and parent. This contract draws attention to the specific responsibilities of those three individuals.

WE, THE UNDERSIGNED, AGREE TO THE FOLLOWING COMMITMENTS:

### **STUDENT**

I agree not to bring a gun or any weapon to school or to any school event.

I will tell my peers to seek adult assistance when conflict situations begin to get out of control.

I will not carry another person's gun or weapon.

If I see a gun or other weapon on campus or at a school event, I will alert an adult about its existence.

### **PARENT/GUARDIAN**

I will teach, including my personal example, my teenagers about the dangers and consequences of guns and weapons use, and I will keep any guns and all weapons I own under lock and away from my children.

I will support the school's policies to eliminate guns and weapons and work with the school in developing programs to prevent violence.

I will carry out my responsibility to teach my children how to settle arguments without resorting to violence, to encourage him/her to use those ideas when necessary, and to follow school guidelines for reporting guns and weapons they see to an appropriate adult.

### **PRINCIPAL**

I will ensure that students have an anonymous way to report to an adult any guns or other weapons they see on campus.

I will promote conflict resolution instruction for all students as part of the curriculum.

I will communicate the school's policies on guns and weapons to all participants in the school community and focus upon the responsibilities we all have.

**I will use the school's student leadership groups and student meetings to obtain ideas to develop a safe school environment.**

I will report all guns and other weapons violations to law enforcement officials, according to established procedures.

Signed:

Student \_\_\_\_\_ Dated \_\_\_\_\_

Parent \_\_\_\_\_ Dated \_\_\_\_\_

Principal \_\_\_\_\_ Dated \_\_\_\_\_

Developed by the National Association of Secondary School Principals

## **New Buffalo Area Schools Parent Laptop Agreement and Acceptable Use Policy**

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

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

- To use the hardware and software provided by New Buffalo Area Schools solely for educational purposes.
- To protect the privacy of my username and password from others.
- To follow the rules of copyright law and guidelines, and trademark laws and licensing agreements in the copying of text, images, or other files from the Internet or other resources.
- To immediately notify the supervising teacher if I access something questionable.

- Not to copy or modify, files, data, or passwords belonging to other users; nor to use their usernames and passwords.
- Not to reveal personal information or images online such as my name, email address, address, and telephone numbers without written permission from my parent or guardian.
- Not to reveal personal information or images of any other individual online such as the name, email address, address, or telephone numbers.
- Not to illegally install licenses or copyrighted software.
- Not to vandalize any hardware, software, or data, including hacking into the operation of the technology system and creating or transmitting computer viruses.
- Not to change any computer setting without permission from the supervising teacher.
- Not to participate in any actions, which may be considered obscene, profane, pornographic, discriminatory, defamatory, harassing, malicious, or dangerous to the integrity of the information resources of the district.
- Cyber bullying – NBAS reserves the right to discipline the student for actions taken off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student while in school.



## Student and Parent Responsibilities

Providing students with 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: \_\_\_\_\_

### **ACKNOWLEDGEMENT OF STUDENT HANDBOOK**

I have received the New Buffalo High School Handbook. I understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the New Buffalo School District. I also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

\_\_\_\_\_ Student's printed name \_\_\_\_\_ Date

\_\_\_\_\_ Student's Signature \_\_\_\_\_ Date

06/2025