



New Buffalo Area Schools

EVERY STUDENT. EVERY DAY.

2025-2026

2026-2027

**New Buffalo Middle School
Student Handbook**

Dear Students & Parents,

Welcome to New Buffalo Middle School! On behalf of our teachers and staff, we're excited to kick off another great school year with you.

Our goal is to make sure every student has a positive and meaningful learning experience. From core classes to electives and extracurriculars, there's something here for everyone and we're here to help every step of the way.

We believe that working together with students, families, staff, and our community makes all the difference. This handbook will give you a good overview of how things work at NBMS. Please take some time to read through it and hang onto it in case you need to look something up later. Don't forget to sign and return the last page (and any other forms) to your first period teacher.

Whether you're returning or brand new to NBMS, we hope this year is full of growth, success, and great memories. We're glad you're here!

It's a great day to be a Bison—let's make it a great year!

Dan Caudle

A handwritten signature in black ink, appearing to read 'Dan Caudle', with a stylized flourish at the end.

Principal

New Buffalo Middle School

Message from the Superintendent

Dear Parents and Students:

Greetings and welcome to a new school year.

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

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

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

I am very excited to be a New Buffalo Bison! We have a wonderful, caring staff who will do whatever possible for you to succeed. I am looking forward to a great 2026-2027 school year!

Sincerely,



Adam Bowen
Superintendent
New Buffalo Area Schools

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

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

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

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IMPORTANT INFORMATION

District Website: nbas.org

Board Policies are available at: [NBAS Board Policies](#)

New Buffalo Middle School

1112 E. Clay Street

New Buffalo, MI 49117

Main Office: (269) 469-6003

Fax: (269) 469-2028

Administration

Superintendent: Adam Bowen

Curriculum Director: Sam Stine

Special Education Director: Diane Hyatte

Athletic Director: Matt Johnson

Director of Operations: Mark German

Transportation Director: Tom Whitsel

High School Principal: Tracy Ripley Emily Zablocki-Kohler

- *High School Administrative Assistant: Barb Woerdehoff*

Middle School Principal: Dan Caudle

- *Middle School Administrative Assistant: Beth Arvanitis*

Elementary School Principal: Melissa Lijewski

- *Elementary School Administrative Assistant: Jenna Wendel*

NBMS Vision Statement: Every student. Every day.

NBMS Mission Statement: New Buffalo Middle School is committed to academic excellence and individualized learning, where every student is empowered to thrive in a supportive and inclusive environment. Through strong partnerships among staff, families, and the community, we foster a nurturing culture that encourages students to strive for excellence and prepares them for future success.

EMERGENCY SCHOOL CLOSING PROCEDURES

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

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following television and radio stations:

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
WHFB (FM) 99.9 - Benton Harbor
WLOI (AM) 1540 - LaPorte
WIRX (FM) 107.1 - St. Joseph
WSJM (AM) 1400 – St. Joseph

WCOE (FM) 96.7 - LaPorte
WIMS (AM) 1420 - Mich. City
WEFM (FM) 95.9 - Mich. City
WYTZ (FM) 97.5 – Bridgman

You can also log onto 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 neighbor.

If you need assistance with your profile, please call the middle school office at 469-6003. 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.

DISTRICT CALENDAR

2025-2026

Aug	25	Professional Development	
	26	Work Day	(Open Houses)
	27	Professional Development	
	28	Professional Development	
Sep	02	½ Day – Students	(Teachers – Work Day Afternoon)
Oct	09	½ Day – Students	(Parent/Teacher Conf 1 – 4 and 6 – 8)
	10	Professional Development	(No Students)
Nov	19	Exams – Full Day	
	20	½ Day – Students – Exams/Records Day	
	21	½ Day – Students – Exams/Records Day	
	26 – 28	Thanksgiving Break	(Classes Resume 12/1)
Dec 22/Jan 2		Winter Break Begins	(Classes Resume 1/05)
Jan	15	½ Day - Students	(Parent/Teacher Conf 1 – 4 and 6 – 8)
	16	½ Day Students	(Teachers – PD in afternoon)
	19	MLK Day – No School – Students	(Teachers – PD)
Feb	13	No School	(No School: Teachers & Students)
	16	Presidents’ Day – No School	
Mar	04	Exams – Full Day	
	05	½ Day – Students – Exams/Records Day	
	06	½ Day – Students – Exams/Records Day	
	30-31	Spring Break	
Apr	01-03	Spring Break	(Classes Resume 4/7)
	06	No School	(No School: Teachers & Students)
	30	½ Day - Students	(Parent/Teacher Conf 1 – 4 and 6 – 8)
May	02	½ Day – Students	(Teachers – PD in afternoon)
	26	Memorial Day – No School	
Jun	05	Exams – Full Day	
	08	½ Day – Students – Exams/Records Day	
	09	½ Day – Students – Exams/Records Day	
	10	Teacher Record Workday	(No Students)

2026-2027

Aug	31	Professional Development	
Sep	01	Work Day	(Open Houses)
	02	Professional Development	
	03	Professional Development	
	08	½ Day – Students	(Teachers – Work Day Afternoon)
Oct	09	Professional Development	(No Students)
	15	½ Day – Students	(Parent/Teacher Conf 1 – 4 and 6 – 8)
	16	½ Day - Students	(Teachers - PD - Afternoon)
Nov	25 – 27	Thanksgiving Break	(Classes Resume 11/30)
Dec	02	Exams - Full Day	
	03	½ Day - Students - Exams/Records Day	
	04	½ Day - Students - Exams/Records Day	
	21-1/1	Winter Break Begins	(Classes Resume 1/04)
Jan	18	MLK Day – No School – Students	(Teachers – PD)
	28	½ Day - Students	(Parent/Teacher Conf 1 – 4 and 6 – 8)
	29	½ Day Students	(Teachers – PD in afternoon)
Feb	15	Presidents’ Day - No School	(No School: Teachers & Students)
Mar	10	Exams – Full Day	
	11	½ Day – Students – Exams/Records Day	
	12	½ Day – Students – Exams/Records Day	
	29-31	Spring Break	
Apr	01-02	Spring Break	(Classes Resume 4/5)
	29	½ Day - Students	(Parent/Teacher Conf 1 – 4 and 6 – 8)
	30	½ Day – Students	(Teachers – PD in afternoon)
May	31	Memorial Day – No School	
Jun	09	Exams – Full Day	
	10	½ Day – Students – Exams/Records Day	
	11	½ Day – Students – Exams/Records Day	
	14	Teacher Record Workday	(No Students)

DAILY SCHEDULE

2026-2027

School Day

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

Middle school regular schedule

1 st Period	8:10 to 9:13
2 nd Period	9:17 to 10:20
3 rd Period	10:24 to 11:27
4 th Period	11:31 to 12:34
Lunch	12:34 to 1:00
5 th Period	1:04 to 1:58
6 th Period	2:02 to 2:56
W.I.N. Time	3:00 to 3:30

Half Day Schedule

1 st Period	8:10 to 8:43
2 nd Period	8:47 to 9:20
3 rd Period	9:24 to 9:57
4 th Period	10:01 to 10:34
5 th Period	10:38 to 11:11
6 th Period	11:15 to 11:50

Final exam schedule

Day 1 (1st Hr)

1 st Period	8:10 to 9:40
2 nd Period	9:44 to 10:38
3 rd Period	10:42 to 11:36
4 th Period	11:40 to 12:34
Lunch	12:34 to 1:00
5 th Period	1:04 to 1:58
6 th Period	2:02 to 2:56
W.I.N. Time	3:00 to 3:30

Day 2 (2nd & 3rd)

2 nd Period	8:10 to 9:50
Break	9:50 to 10:05
3 rd Period	10:10 to 11:50

Day 3 (4th & 5th)

4 th Period	8:10 to 9:50
5 th Period	9:54 to 10:50
6 th Period	10:54 to 11:50

1 Hour Delay

1 st Period	9:10 to 10:11
2 nd Period	10:15 to 11:16
3 rd Period	11:20 to 12:21
Lunch	12:21 to 12:46
4 th Period	12:50 to 1:51
5 th /6 th Period	1:55 to 2:56
W.I.N. Time	3:00 to 3:30

2 Hour Delay

1 st Period	10:10 to 11:06
2 nd period	11:10 to 12:06
3 rd Period	12:10 to 1:06
Lunch	1:06 to 1:31
4 th Period	1:35 to 2:31
5 th /6 th Period	2:35 to 3:30

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

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 and 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:

Dan Caudle / Principal New Buffalo Middle School

1112 E. Clay Street, New Buffalo, MI 49117

(269) 469-6002

dcaudle@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

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

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

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

Attendance

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

1. Parents must call 269-469-6003 or email barvanitis@nbas.org on the day of an absence.
2. Please be sure to include the reason for the absence
3. If the student is out for two or more days, schoolwork may be requested and picked up at the school office. The teacher will have 24 hours to gather the necessary materials.
4. If a student is absent more than one day, the office should be notified each day.
5. Late students must be dropped off at the Main Office. Call 269-469-6003 to notify the office and provide a reason why.
6. If a student needs to leave the building for any reason, parents must call 269-469-6003 or email barvanitis@nbas.org.

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

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

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

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

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. A student who has an excused absence will have 1 day for each day of absence to complete missing work. Students will communicate with the teacher to create a plan to make up work for long term absences. Students absent from school due to illness or students leaving early from school due to illness will not be allowed to attend after school activities.

Planned absences

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

Students are expected to:

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

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

Attendance Data Points

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

Data Point 1 (40 days of school)

Regular = 0 -2.5 days absent
At risk = 3-3.5 days absent
Chronic = 4 -7.5 days absent
Severe Chronic = 8 or more days absent

Data Point 2 (80 days of school)

Regular = 0 - 4.5 days absent
At risk = 5 - 7.5 days absent
Chronic = 8 -15.5 days absent
Severe Chronic = 16 or more days absent

Data Point 3 (120 days of school)

Regular = 0 - 6.5 days absent
At risk = 7 - 11.5 days absent
Chronic = 12 - 23.5 days absent
Severe Chronic = 24 or more days absent

Data Point 4 (160 days of school)

Regular = 0 - 8.5 days absent
At risk = 9 - 15.5 days absent
Chronic = 16 - 31.5 days absent
Severe Chronic = 32 or more days absent

Data Point 5 (180 days of school)

Regular = 0 - 9.5 days absent
At risk = 10 - 16.5 days absent
Chronic = 17 - 33.5 days absent
Severe Chronic = 34 or more days absent

For more information, see Policy 5301.

Books and Supplies

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

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

Bulletin Boards

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

Bullying

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

Cell Phones / Personal Electronic Devices

Students may not use cell phones or other electronic devices during school hours. Cell phones or other electronic devices must be stored in the student's locker during school hours if a student chooses to bring them to school.

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

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

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

Personal Communication Devices (PCDs) include, but are not limited to:

- Cellular and smartphones (e.g., iPhone, Android).

- Smartwatches and wearable technology.
- Tablets, iPads (non-school issued), and e-readers.
- Headphones, earbuds, and portable speakers (e.g., AirPods, Beats).

Usage Guidelines

- **Storage Requirements:** During the school day (from the morning bell to the afternoon dismissal), all PCDs must be powered completely off—not just placed on vibrate or silent—and stored in the student’s assigned locker.
- **Permitted Times:** Students may use PCDs before and after school, and during the passing period before lunch.
- **Prohibited Areas:** The use or possession of PCDs is strictly forbidden at all times in locker rooms, bathrooms, and any other area where a reasonable expectation of privacy exists.
- **Instructional Exceptions:** Teachers may permit PCD use in the classroom solely for educational purposes under their direct supervision and discretion.

Ethical and Legal Restrictions

- **Privacy:** Capturing, recording, or transmitting audio, video, or photos of any student or staff member without express permission is strictly prohibited.
- **Academic Integrity:** Using a PCD/school-issued device to capture or transmit test information or any other materials that constitute cheating or academic dishonesty is a violation of the Student Code of Conduct.
- **Prohibited Content:** Students may not use PCDs to access blocked websites or to transmit material that is threatening, obscene, sexually explicit, or constitutes harassment/bullying.

Consequences for Violations

Violations will follow an escalating scale of progressive discipline:

1. **First Offense:** The device is confiscated and held in the office, and returned to the student at the end of the school day. The infraction is logged in PowerSchool.
2. **Second Offense:** The device is confiscated and held in the office. A parent or guardian must pick up the device. The infraction is logged in PowerSchool.
3. **Third Offense:** The device is confiscated and held in the office until parent/guardian pickup. A parent-administrator meeting is required, and a 1-hour detention will be issued to the student. The infraction is logged in PowerSchool.
4. **Fourth Offense and Subsequent Offenses:** The device is confiscated and held in the office until parent/guardian pickup. A parent-administrator meeting is required, and a 2-hour Friday detention will be issued to the student. The infraction is logged in PowerSchool. Further violations will be treated as insubordination and may result in suspension or permanent loss of PCD privileges on campus.

Responsibility and Liability

Students who bring PCDs onto school property assume full responsibility for their care. The District is not responsible for the theft, loss, or damage of any personal electronic device.

Cheating, Plagiarism, and Academic Dishonesty

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

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

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

Children’s Protective Services Investigations

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

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Closed Campus

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

Communicable Diseases

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

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

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

Damage to School Property

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

Dress and Grooming

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

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

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

Dress Code

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

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

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

Emergency Contact Information

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

Fees

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

Food Services

New Buffalo Area Schools Food 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.

Free and Reduced priced 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 priced students. *View your child's account online – contact the Food Service Director at 469-6048 to receive instructions.*

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 cleanup 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 spill 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 delivery services are not allowed.

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.

Field Trips

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

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

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

First Aid, Illness, or Injury at School

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

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

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

Head Lice

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

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

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

Homeless Children and Youth

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

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

Karla Madison / McKinney Vento Liaison
1112 East Clay Street
New Buffalo, MI 49117
(269) 469-6068 kmadison@nbas.org

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

Immunizations

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

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

Law Enforcement Interviews

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.

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.

Locker Use

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

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. 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.

Lost and Found

All lost and found items are to be taken to the Lost & Found rack located in the Middle School Commons. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medication

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

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

For additional information and requirements, see Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or

designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

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

Parties

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

Protection of Pupil Rights

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

Public Display of Affection

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

Rights of Custodial and Non-Custodial Parents

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

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

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

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's

control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

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

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

Student Education Records

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

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

Right to Request Explanation or Interpretation

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

Right to Request Amendment of Education Records

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

Directory Information

The District designates the following information as directory information:

- Name
- Address
- Telephone number
- Date & place of birth
- Photograph
- Major field of study
- Participation in officially recognized activities and sports
- Height & weight
- Dates of attendance
- Date of graduation & awards received
- Any other information the district considers would not be harmful or an invasion of privacy, if disclosed

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student

does not consent to the disclosure of the student’s directory information for 1 or more of the uses for which the District would commonly disclose the information.

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

Technology

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

Threat & Suicide Assessment

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

The purpose of this process is to:

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

Assessments are conducted by trained school personnel and may include input from school social workers, school counselors, administrators, teachers, and law enforcement when necessary. Parents/guardians will be notified promptly and included in the process. Our goal is always to provide support, ensure safety, and connect students and families with the resources they need.

Transportation Services

General Transportation Guidelines for E-Bikes

Riding an e-bike to school is a privilege that may be revoked at any time due to misconduct. All e-bike riders must adhere to all local and state laws regarding motorized and electric bicycle operation. While students are encouraged to utilize school transportation, those who choose alternative methods—along with their parents or guardians—assume full responsibility for safety and travel to and from school.

E-Bike Rules and Regulations

All student drivers and e-bike riders must strictly adhere to the following regulations:

- **Registration & Permits (E-Bikes):** Students intending to ride an e-bike on school property **must** first complete the school-approved E-Bike E-Course and submit the completion certificate to the main office. Additionally, all e-bikes must be registered with the school administration at the beginning of the school year to receive an official parking permit.
- **Class 3 E-Bike Requirements:** In accordance with safety regulations, riders of Class 3 e-bikes must be at least 14 years of age and are **required to wear a helmet** at all times while operating the e-bike on school grounds.
- **Speed Limit:** The maximum speed limit for all e-bikes in school parking lots and campus roadways is **10 mph** at all times.
- **School-Sponsored Activities:** When school-provided transportation is available for off-campus, school-sponsored activities, students are required to use it. Students may not ride an e-bike to these events.

E-Bike Parking

Electric bicycles (e-bikes) must be parked exclusively at the designated bicycle racks located at **Doors 1, 2, 12, and 16.**

Restricted Zones (Bus Lanes, Fire Lanes, & Sidewalks)

E-bikes may not be parked or ridden in designated bus lanes, fire lanes, or on school sidewalks at any time. These areas must remain clear for pedestrian safety and emergency access.

- **E-Bike Sidewalk Policy:** E-bikes are strictly prohibited from being ridden on school sidewalks. If a student needs to use a sidewalk to reach a designated bike rack, they must dismount and walk alongside their e-bike.

E-bikes violating these policies are subject to ticketing, towing, or impoundment at the owner's expense.

Video Surveillance & Parking Lot Monitoring

Video surveillance cameras may be active in school parking lots and used to investigate student misconduct. Violations of parking lot policies or the student code of conduct may result in standard disciplinary measures, including the immediate withdrawal of parking privileges.

E-Bike Liability & Security

Students park their e-bikes on or near school property **at their own risk.** The school assumes no liability for damage to or theft of contents. E-bikes are not monitored or protected by the school, and students are strongly advised not to leave items of value unattended in or near their e-bikes. Always lock your bike.

Expectations of Privacy & Search Policy

Students have no expectation of privacy regarding e-bikes parked on school grounds. School parking areas are subject to regular sweeps by administration, law enforcement, and contraband-detection K-9 units.

Furthermore, items and spaces within e-bikes on school grounds are subject to plain-view observation. Based on the standard of reasonable suspicion, any vehicle—including e-bikes—may be searched by school administration. Prohibited items discovered during a search will result in disciplinary action up to and including expulsion, as well as referral to law enforcement.

E-Bike Citations and Legal Compliance

Operating an e-bike on school property is a privilege conditional upon strict adherence to safety regulations and traffic laws. Students and parents/guardians are officially advised that improper e-bike operation may result in citations issued by the School Resource Officer (SRO) or local law enforcement. Parents and students assume joint liability for any civil or criminal citations, fines, or legal penalties resulting from the unlawful or improper operation of an e-bike on or near school grounds.

School Vehicle Rules

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

When in school vehicles, the following rules apply:

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

- Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
- Students must respect the rights and safety of others at all times.
- Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- Students may not vandalize or intentionally cause damage to the vehicle.
- Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

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

School Vehicle Misconduct Consequences

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

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

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

Different Route Requests

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

Tom Whitsel / Transportation Director

1112 East Clay Street

New Buffalo, MI 49117

(269) 469-6009

twhitsel@nbas.org

Video Surveillance and Photographs

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

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

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

Visitor & Volunteer Expectations

- Always sign in and wear a nametag; sign out when you leave.
- Weapons are prohibited on school property.
- Appropriate attire must be worn. Please know that you are a role model to our children.
- No profanity written on clothing.
- Shorts or skirts need to be at an appropriate length.
- No pajamas.
- Any rips in clothing must not be revealing.
- Appropriate language must be used in the building.
- Have your cell phone on vibrate and limit the use so that your attention is on the children.
- Do not take pictures of the students.
- No smoking, vaping, tobacco, or cannabis use on school property.
- No alcohol consumption in the presence of students.
- Have a positive attitude.

Withdrawal From School

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

SECTION II: ACADEMICS

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

To register for PowerSchool, contact the NBAS Technology Department.

Jacob Stella / Director of Technology

Missy Thompson / Technology Department

techstaff@nbas.org

Grades

Report cards will be issued each trimester. Grades are calculated using the following grading scale:

Grading Percentage:

Ltr Gr	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Range	100-98	97-94	93-90	89-87	86-84	83-81	79-77	76-74	73-71	69-67	66-64	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

Incomplete:

A student that has been given an incomplete has two weeks to successfully change the incomplete to a grade or credit, which is to be agreed upon by the teacher and student.

Students that are underperforming may be recommended or may be required to attend summer school. When determining what students to recommend/require summer school the following information is taken into account:

1. Student test scores (NWEA, etc.)
2. Student grade in the class
3. Teacher recommendation
4. Recommendation of Student Support Team

Homework

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

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

Placement

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

Students with Disabilities

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact

Dan Caudle / 504 Coordinator

(269) 469-6002 dcaudle@nbas.org

Diane Hyatte / Director of Special Education

(269) 469-6035 dhyatte@nbas.org

Summer School

To ensure each student's opportunity to maintain grade-level learning, New Buffalo Area Schools developed an extended Summer School program designed to allow students the opportunity to "catch-up" on lost learning from the previous school year. The goal of the Summer School program is to allow each child the opportunity to meet grade-level norms prior to the start of the upcoming school year.

Qualification criteria for Summer School includes meeting grade level norms on the Spring NWEA, M-STEP and/or recommendation from the child's teachers.

- Dates: June - July - three days a week (Tuesday, Wednesday, and Thursday)
- Classes Offered: Math and ELA (all grade levels)
- Transportation: Provided by request only
- Cost for Summer School: free to New Buffalo students
- 6th and 7th grade students are able to stay before and/or after school at Day Camp
 - 8:00am - 4:00pm (more information is available upon request)
- Meals: Breakfast and Lunch are served
 - Must be eaten at school
 - No charge

Testing Out

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy 5409 and make arrangements with the NBHS principal or counselor.

Emily Zablocki-Kohler / NBHS Principal

Keri Haskins / NBHS School Counselor

(269) 469-6005 NEWRPINCIPAL@nbas.org

(269) 469-6035 khaskins@nbas.org

Work Permits

Information about work permits is available at the New Buffalo Middle School Office.

SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

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

For the 2026-2027 school year, the District offers the following student clubs, activities, and athletics:

New Buffalo Middle 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.

Authorized groups include:

Student Senate	NJHS	Quiz Bowl
SADD	Spelling Bee	GSA
Geography Bee	Study Tables	Chess Club
D & D Club	Drama Club	World Travel Club

New Buffalo Middle School provides a variety of athletic activities in which students may participate in. The following is a list of activities currently being offered. Log onto www.bisonathletics.org for a complete listing of all MS/HS sport activities.

Soccer	Football	Cross Country
Fall Cheerleading	Volleyball	Basketball
Winter Cheer	Wrestling	Track & Field

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

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

Study Tables Student Guidelines

Study Tables will be offered to all NBMS students, Monday through Thursday from 3:30-4:45. A licensed teacher will be with the students each day helping with homework. Snacks are available for all students along with bussing for all students eligible for transportation. Study Tables is an extension of the school day so all school rules apply during this time.

- If you have no homework, you should not attend Study Tables. However, every student can use Study Tables as a quiet place to read for their various classes.
- Get to Study Tables in a timely manner. Be sure to have all needed materials and sign in. There will be no roaming the halls.
- iPads will only be used for homework completion.
- No music, no phones, no headphones, and no computer games.

- Phones can be kept out on the desk, but cannot be used.
- If you are asked to be quiet or get back on task more than twice in a given day, you will not be allowed back into Study Tables for 1 week.
- You are not able to leave Study Tables until 4:45 pm unless you have practice or your parent/guardian is picking you up or has communicated with the Study Tables teacher.
- If you finish your homework early, please have a book to read.
- If you are coming to Study Tables but needing to work with another teacher, please sign in, get your snack and then go see your teacher. Return to Study Tables when you are done getting additional help.

Extracurricular Activities

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

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

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

For more information, see Policy 5507.

Student-Initiated Non-Curricular Clubs

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

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

Transportation To/From Extracurricular Activities

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

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

Discipline Generally

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

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

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

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook. Any student with a scheduled In School Suspension or Out of School Suspension may not attend extracurricular activities on the day(s) of the suspension.

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

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

Forms of School Discipline & Applicable Due Process

After-School Detention

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

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

In-School Suspension

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

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

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.

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.

A parent or student may appeal the Superintendent or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

Removal for 60 or More School Days

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

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

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

Student Code of Conduct

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

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

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

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

Progressive Behavior Matrix

Tier I- Tier II: Mild to Moderate Violations Teacher / Staff Managed (Low level disruption to learning environment)				
VIOLATIONS	Tier I		Tier II	Tier III
	CONSEQUENCE 1	CONSEQUENCE 2	CONSEQUENCE 3	CONSEQUENCE 4
Tardy * Per 12 Weeks	For tardy 1-2 Verbal Warning Parent Contact (by reporting staff member for each tardy) Log Behavior/ Parent contact details	Tier I: Behavior Referral 3rd Tardy 1 Hour Detention (Assigned by Admin.) Parent Contact (by reporting staff) Log Behavior/ Parent contact details	Tier II: Behavior Referral 4th Tardy 2 Hour Detention (Assigned by Admin.) Parent Contact (by reporting staff) Log Behavior/ Parent contact details	Tier III: Behavior Referral 5th Tardy 1 day of ISS Behavior Plan Recommended Parent Conference (by Administrator) *Referral to Student Services Team
Inappropriate Language	Verbal Warning/ Redirection Staff Logs Behavior in POWERSCHOOL Parent Contact (by reporting staff)	Tier I: Behavior Referral 1 Hour Detention Parent Contact (by reporting staff) Log Behavior/ Parent contact details	Tier II: Behavior Referral 2 Hour Detention Parent Contact (by Administrator) Behavior Plan Recommended Log Behavior/ Parent contact details	Tier III: Behavior Referral 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				

VIOLATIONS	Tier I		Tier II	Tier III
	CONSEQUENCE 1	CONSEQUENCE 2	CONSEQUENCE 3	CONSEQUENCE 4
Violation of Bus/Driving Rules	Verbal Warning Parent Contact	1 hour detention Log Behavior Parent Contact	3 Days of Suspension from Bus/Driving Privileges Log Behavior Parent Contact	5 Days of Suspension from Bus/Driving Privileges Parent Meeting with Administration
Personal Electronic Device <i>(phones, smart watches, or any other personal electronic devices)</i>	1st Offense: Teacher makes PowerSchool Log & contacts parent PED is turned into office and is stored in a locked space in the principal's office for remainder of the day Student may pick it up from the office at the end of the day	2nd Offense: Teacher makes PowerSchool Log & contacts parent PED is turned into office and is stored in a locked space in the principal's office for remainder of the day Parent/Guardian must Student may pick it up from the office at the end of the day Lunch detention	3rd Offense: Teacher makes PowerSchool Log Student sent to office PED is turned into office and is stored in a locked space in the principal's office for remainder of the day Principal contacts parent Parent must pick up PED from the office at the end of the day unless otherwise discussed with principal 1 hour detention	4th and Subsequent Offenses: Teacher makes PowerSchool Log Student sent to office PED is turned into office and is stored in a locked space in the principal's office for remainder of the day Principal contacts parent Parent must pick up PED from the office at the end of the day unless otherwise discussed with principal 2 hour Friday detention Principal will collaborate with parent to create a PED plan for the student while at school

<p>Cheating/Academic Misconduct</p>	<p>Tier II Behavioral Referral</p> <p>Grade of Zero on the assignment/test for 1st and 2nd offense (teacher discretion)</p> <p>Parent Contact (By Reporting Teacher)</p>		<p>Tier III Behavioral Referral</p> <p>Loss of Credit in Class</p> <p>Parent Conference With Administrator and Student Services Team</p> <p>Subsequent Offense: Loss of Credit in Class; conference with parent and administration; and Ineligibility for academic honors upon graduation</p>	
<p>Other Behaviors Infractions of school rules not covered by the categories described.</p>	<p>Verbal Warning/Redirection</p> <p>Staff Logs Behavior in POWERSCHOOL</p> <p>Parent Contact (by reporting staff)</p>	<p>Tier I: Behavior Referral</p> <p>1 Hour Detention</p> <p>Parent Contact (by reporting staff)</p> <p>Log Behavior/ Parent contact details</p>	<p>Tier II: Behavior Referral</p> <p>2 Hours Detention -1 Day ISS</p> <p>Parent Contact (by Administrator)</p>	<p>Tier III: Behavior Referral</p> <p>1-3 Days ISS</p> <p>Behavior Plan Recommended Parent Contact (by Administrator)</p>
<p>Skipping Class /Unauthorized Leaving of Building</p>	<p>Tier II Behavioral Referral</p> <p>1st Incident</p> <p>1 Hour Detention</p> <p>Parent Contact (By Reporting Teacher)</p>	<p>Tier II Behavioral Referral</p> <p>2nd Incident</p> <p>2 Hours Detention</p> <p>Parent Contact w/ Administrator</p> <p>*Referral to Student Services Team</p>	<p>Tier III Behavioral Referral</p> <p>3rd Incident</p> <p>1 day ISS</p> <p>Parent Conference With Administrator and Student Services Team</p> <p>Behavior Plan Recommended *Student success team meeting & parents.</p>	<p>Tier III Behavioral Referral</p> <p>4th Incident</p> <p>1-3 days OSS</p> <p>Parent Conference With Administrator and Student Services Team</p>

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

<p><u>Major Violations (Tier III)</u> Administrator Managed (Student is immediately removed from the classroom/situation)</p>
<p>*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. Any student that is suspended, may not attend any school related activities (including extra curricular) for the duration of the suspension.</p>

VIOLATION	CONSEQUENCE/ LEVEL 1	CONSEQUENCE/ LEVEL 2	CONSEQUENCE/ LEVEL 3	CONSEQUENCE/ LEVEL 4
Pulls Fire Alarm	<p>Tier III Behavioral Referral</p> <p>1-3 Days OSS</p> <p>Parent Contact (By Administration)</p>	<p>Tier III Behavioral Referral</p> <p>3-5 Days OSS</p> <p>Parent Contact w/ Administrator</p> <p>Behavior Plan Recommended</p> <p>*Referral to Student Services Team</p>	<p>Tier III Behavioral Referral</p> <p>5-7 Days OSS</p> <p>Parent Conference With Administrator and Student Services Team to Develop a Behavior Plan</p>	<p>Tier III Behavioral Referral</p> <p>10 Days OSS</p> <p>Parent Contact by Administrator</p> <p>*Recommendation for Expulsion</p> <p>* Involve Law Enforcement</p>
Inappropriate Language / Profanity Directed towards staff				
Severe Disruption to the classroom/learning environment				
Severe Defiance / Disrespect / Insubordination / Non-Compliance				
Gang Affiliation Display or Activity				
Property Damage / Vandalism				
Forgery / Theft / False Identification				
Technology Violation				
Harassment / Bullying				
Physical Aggression				
<p>Possession of chewing tobacco, cigarettes, smokeless tobacco pouches, and other tobacco paraphernalia</p> <p>(Includes Vapes , e-cigarettes, lighters, pipes, rolling papers, scales, etc. and/or look like drugs.)</p>	<p>Tier III Behavioral Referral</p> <p>3 Days OSS</p> <p>*Confirmed enrollment in an abuse program may reduce suspension to 1 day of OSS or ISS The student must attend a confirmed intervention program with a substance abuse counselor or online program before consideration for reduction of days</p>	<p>Tier III Behavioral Referral</p> <p>5 Days OSS</p> <p>*Confirmed enrollment in an abuse program may reduce suspension to 3 day of OSS or ISS 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>Tier III Behavioral Referral</p> <p>5-7 Days OSS</p> <p>*Confirmed enrollment in an abuse program may reduce suspension to 5 day of OSS or ISS 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>Tier III Behavioral Referral</p> <p>10 Days OSS</p> <p>*Confirmed enrollment in an abuse program may reduce suspension to 5 day of OSS or ISS 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>

	Parent Contact w/ Administrator *May Involve Law Enforcement	*Referral to Student Services Team Behavior Plan Recommended *May Involve Law Enforcement	and Student Services Team to Develop a Behavior Plan * Involve Law Enforcement	*Recommendation for Expulsion * Involve Law Enforcement
VIOLATION	LEVEL 3		LEVEL 4	
Extortion	5 - 10 Days OSS Notification of police and parent		10 Days OSS Notification of police and parent Recommendation for Expulsion	
Fighting (student to student)	5 Days OSS Notification of police and parent		10 Days of OSS Notification of police and parent Recommendation for Expulsion	
*Possession of Alcohol, Illegal drugs (i.e. Marijuana, Vapes that test positive for THC) and/or Drug Paraphernalia (Includes needles, containers with illegal drug residue of any sort.)	Tier III Behavioral Referral 10 Days OSS *Confirmed enrollment in an abuse program may reduce suspension to 5 days of OSS or ISS The student must attend a confirmed minimum of 4 counseling sessions with a substance abuse counselor before consideration for reduction of days. <u>Behavior Plan Recommended</u> Parent Conference With Administrator and Student Services Team * Involve Law Enforcement		Tier III Behavioral Referral 10 Days OSS Parent Contact by Administrator *Recommendation for Expulsion * Involve Law Enforcement	
Drug Delivery or Receipt (The act of delivering, receiving, purchasing, selling, or supplying of a controlled or alleged controlled substance).				
Use / Possession of Combustibles and Explosives (Excluding matches & lighters)			Tier III Behavioral Referral * Involve Law Enforcement	
Physical or Verbal Assault- Student to Employee, Student, Contractor or Volunteer			Up to 10 Days OSS and Parent Contact by Administrator *Recommendation for Expulsion	
Bomb Threats or Similar Threats				
Hazing				
Aarson				

Theft	
Criminal Sexual Conduct	
Use / Possession of weapons <i>* Administration MUST notify parents and Law Enforcement [MCL 380.1313(1)]</i>	<p>Tier III Behavioral Referral * Involve Law Enforcement</p> <p>10 Days OSS and Parent Contact by Administrator</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"> ● 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. ● The weapon was not knowingly possessed by the student. ● The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon. ● The weapon was possessed by the student at the suggestion, request or direction of, or with the express permission of school or police authorities.

Student Code of Conduct Expectations

<u>Student Code of Conduct Expectations</u>
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Bullying/Cyberbullying:

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.

- “Bullying” means any written, verbal, or physical act, or any electronic communication, **including, but not limited to, cyberbullying**, 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:
 - Substantially interfering with educational opportunities, benefits, or programs of one (1) or more pupils.
 - 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.
 - Having an actual and substantial detrimental effect on a pupil's physical or mental health.
 - Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

(BOE POLICY 5207)

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.

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].

(BOE POLICY 5203)

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.

(BOE 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.

APPENDIX A: ACCEPTABLE USE AGREEMENT

Series 3000: Operations, Finance, and Property

3116 *District Technology and Acceptable Use*

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 file server space and to remove the account of any user whose action is not consistent with acceptable-use practice. In compliance with the Child Internet Protection Act the district utilizes filtering systems and software, making every attempt to block sites deemed inappropriate for students.

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

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

Student and Parent Responsibilities

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

STUDENT GUIDELINES

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

PARENT RESPONSIBILITY

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

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

DAMAGE AND LOSS POLICY

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

iPad Damage and Loss Policy:

- Missing Charger = \$25
- Missing Bag = \$15
- Broken Screen due to neglectful actions = \$25
- If iPad is lost or broken beyond repair due to neglectful actions = \$300
- Lost/Missing Charger Block: \$19
- Lost/Missing Charger Cable: \$29
- Broken Case/Keyboard: \$110
- If iPad is lost or broken beyond repair due to neglectful actions: \$349

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

MacBook Damage and Loss Policy:

- Missing Charger Block = \$30
- Missing USB-C Charging Cable = \$5
- Missing Bag = \$15

- Broken Screen = \$100
- If iPad is lost or broken beyond repair due to neglectful actions = \$800

Loss due to Theft: iPads 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 a bag and have a hard shell on them. The hard shell should always remain on the iPad 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 iPads or Tablets

- Students must use the iPad provided by the school during class time.
- Students shall not bring in personal iPads, 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 iPads are configured to connect to the Internet via a wireless connection.
- Wi-fi is available at all NBAS buildings and will be available to the students.
- Internet access will not be provided to students at home. Under special circumstances, the school may provide a hotspot if necessary.

Artificial Intelligence:

- Artificial Intelligence (AI) refers to technology that can perform tasks typically requiring human intelligence, such as problem-solving, learning, and decision-making. At New Buffalo Area Schools, students may interact with AI-powered tools to support their education. These tools are designed to enhance learning while promoting responsible and ethical use of technology. It is important to use AI

resources appropriately, ensuring they are utilized for academic purposes and in alignment with school policies. Misuse of AI, including for unethical or dishonest purposes, is prohibited. Students should always seek guidance if they are unsure about the appropriate use of AI technologies.

Getting Help

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

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

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

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

Signature Parent or Guardian: _____

Date: _____

Student: _____

Date: _____