

**NEW BUFFALO HIGH SCHOOL
2014/2015
STUDENT/PARENT HANDBOOK**

Dear Parents and Students:

On behalf of the faculty and staff, we are pleased to welcome you. New Buffalo High School's primary focus is to provide an effective learning experience for all students who attend our school. It is important for us in this quest to pursue a quality education experience for each of our students. From the core academics to the innovative electives and extra curricular programs, NBHS offers challenges and opportunities for each student.

A collaboration of caring by parents, teachers, staff, families and community is vital for the success that we wish to attain for each student. The information in this handbook is designed to familiarize students and parents with key school policies and procedures. We encourage you to read through the handbook carefully now and refer to it as needed throughout the year. Please sign the last page and return it with all other required paper work to your first period teacher.

Whether you are returning this fall or joining us as a new student, it is my hope that your 2015/16 school year begins a great learning experience and enthusiasm for learning. We hope you will find NBHS an ideal environment to advance your educational and personal development. A positive attitude creates positive results. When you believe in yourself, anything is possible.

NBHS begins with you. Have a positive and rewarding school year.

Sincerely yours,

Guy H. Reece
High School Principal

Approved by the Board of Education ????

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 (mwesterburg@nbas.org). We also encourage you to visit our website regularly for district news and calendar events. Several teachers and academic departments will be adding their own web-pages and you will be able to register for automatic updates.

We have added some great new staff this year and new business course offerings at the high school. We have also lowered class sizes, added the One-to-One Computer Initiative, and added a fiber optic connection between our schools.

Sincerely,

Mark Westerburg,

Administrative Team:

Reece, Guy	High School Principal	469-6002
Price, Lisa	Guidance Counselor	469-6006
Johnson, Matt	Athletic Director	469-6004
Lijewski, Ed	Tech Coord./Transportation	469-6016
Wysocki, Devinnie	H.S. Secretary	469-6001
Coffman, Barbara	M.S. Secretary	469-6003
Stella, Jacob	IT Coordinator	469-6020
Westerburg, Mark	Superintendent	469-6010
Iazzetto, Patty	Food Service	469-6048
Carlson, Keith	Maintenance	469-6017
Attendance Phone Number		469-6001

NEW BUFFALO HIGH SCHOOL STAFF

Bayley, Matthew	Spanish	469-6030
Bauer, Jennifer	Special Education	469-6049
Cook, Brenda	Health & Nutrition	469-6055
Cramer, Suzanne	Media Center	469-6031
Duram, Josh	Social Studies	469-6038
Eberly, Richard	Science	469-6057
Fidler, Ed	Math	469-6039
Fiero, Jennifer	Dance	469-6053
Grandholm, Carol	Science	469-6058
Hughes, Robert	Building Trades	449-6083 cell
Ingle, Amy	Math	469-6047
Keller, Tina	Social Studies	469-6046
Magro, Linda	Special Education	469-6043
McNair, Claire	Math	469-6044
Mollison, Lisa	English	469-6037
Newton, Patricia	Smart Lab	469-6029
Pagen, Susan	Special Ed.	469-6035
Remmo, Matthew	English	469-6041
Ripley, Tracy	Social Studies	469-6050
Roback, Christina	Band/Choir	469-6052
Scoggin, Beth	Special Education	469-6045
Talbott, Nik	Science	469-6056
Totzke, Krista	English	469-6040
Weidenmiller, Kelly	Spanish	469-6042
Wheeler, Shelley	Business	469-6036
Zapor, Jacob	Art	469-6054

NEW BUFFALO AREA SCHOOLS BOARD OF EDUCATION

Pano Arvanitis:	President	Charles Heit:	Vice-President
Judith Handley-Zabicki:	Secretary	Lee Artz:	Treasurer
Frank Magro:	Trustee	Lisa Werner:	Trustee
Roger Lijewski:	Trustee		

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FOREWORD

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

DISTRICT VISION

New Buffalo Area Schools...bringing the world to our students...and in turn, bringing our students the world.

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

MISSION OF THE SCHOOL

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

To promote learning and personal success for all students.

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

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

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

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

Towards students:

1. Free public education will be available to all youth of our community, regardless of family background, socioeconomic status, race or gender.

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

Towards staff:

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

Towards parents:

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

Towards community:

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

EQUAL EDUCATION OPPORTUNITY

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

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

Guy Reece
High School Principal
(269) 469-6001

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

STUDENT SUPPORT SERVICES

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

SCHOOL DAY

The school is open at **7:30A.M.** The first class begins at **7:50A.M.** and the last class ends at **3:10P.M.**

Regular Schedule

1st Period	7:50	9:04
2nd Period	9:09	10:21
3rd Period	10:26	11:38
Lunch	11:38	12:03
4th Period	12:07	1:19
5th Period	1:24	2:36
Bonus	2:40	3:10

Final Exam Schedule

	<u>Day 1 (1st Hr)</u>	<u>Day 2 (2nd & 3rd)</u>	<u>Day 3 (4th & 5th)</u>
1st Period	7:50	9:20	2nd Period 7:50 9:30
2nd Period	9:26	10:30	Break 9:30 9:46
3rd Period	10:36	11:40	3rd Period 9:50 11:30
Lunch	11:40	12:10	
4th Period	12:16	1:20	
5th Period	1:26	2:30	
Bonus	2:35	3:10	

Half Day Schedule

1st Period	7:50	8:31
2nd Period	8:35	9:16
3rd Period	9:20	10:01
4th Period	10:05	10:46
5th Period	10:50	11:30

1 Hour Delay

1st Period	8:50	9:50
2nd Period	9:54	10:54
3rd Period	10:58	11:58
Lunch	11:58	12:23
4th Period	12:27	1:27
5th Period	1:31	2:31
Bonus Period	2:35	3:10

2 Hour Delay

1st Period	9:50	10:46
2nd period	10:50	11:46
Lunch	11:50	12:15
3rd Period	12:19	1:15
4th Period	1:19	2:15
5th Period	2:18	3:10

BONUS PERIOD EXPECTATIONS

Bonus period is an extra 35 minutes for each class, once per week. During this time teachers are expected to provide help for students whom have not mastered the concepts delivered during normal class time. It is a RTI Level 2 Intervention.

Expectations:

- Bonus Period is designed for:
 - One-on-one or small group help for students struggling in your class
 - Students to complete your HW, or if their HW is completed they may work on HW from another teacher
 - If all HW is completed, then students may read for pleasure
 - A time for teachers to establish relationships with their students
- Attendance is required and recorded.
- The students will remain in your room. Please do not send students to other teachers.
- Bonus Period is NOT:
 - A time to deliver new subject matter
 - A time to play cards or any other game, it is an academic period.
 - A time for students to wander the hallways.

RIGHTS AND RESPONSIBILITIES

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

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

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

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

STUDENT WELL-BEING

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

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

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. Students must call from High School Office.

SECTION I -- GENERAL INFORMATION

ENROLLING IN THE SCHOOL

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

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

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

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

SCHEDULING AND ASSIGNMENT

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

Student schedules are developed by the Guidance Department to:

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

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

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from the New Buffalo Area Schools, the parent must notify the Guidance Office. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Guidance Office for specific details.

WITHDRAWAL FROM SCHOOL

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

IMMUNIZATIONS

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

Immunization Requirements

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

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

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

Diphtheria	Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Tetanus	Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Pertussis	Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Polio	Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Measles	Two (2) doses of live measles virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
Rubella	Two (2) doses of live rubella virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
Mumps	Two (2) doses of live mumps virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
Meningococcal	One (1) dose (MCV4 or MPSV4) Meningococcal Vaccine

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

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

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

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

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the county health department, to ensure that the rights of the person

affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

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

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

SPECIAL EDUCATION

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

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Special Education Coordinator at 469-6062 or 469-6068.

Individuals with Disabilities Education Act: Rules & Regulations 34 CFR 300 347 Content of IEP Transfer of Rights. The State of Michigan transfers rights at the age of majority, beginning at least one year before a student reaches the age of majority. Under state law, the student's IEP must include a statement that the student has been informed of his or her rights under Part B of the act, if any, that will transfer to the student on reaching the age of majority, consistent with 300.517.

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

AMERICANS WITH DISABILITIES ACT - SECTION 504

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

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

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

ELEVATOR

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

STUDENT RECORDS

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

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

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

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

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

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

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

STUDENT FEES, FINES AND CHARGES

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

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or

materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges. A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies and/or equipment. Questions regarding the fee waiver process should be addressed to the building principal.

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

STUDENT FUND-RAISING

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

STUDENT VALUABLES

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

COMMUNICATING WITH TEACHERS

Voice mail, E-Mail and Powerschool is available for every teacher and parents are encouraged to call and leave a message or E-Mail. The teachers' telephone numbers and email addresses are listed on Page 3 of the handbook. We encourage parents to use Powerschool to gain access to their child(s) current progress, attendance, and homework information as well as contacting teachers.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction should contact the principal prior to coming to the school.

MEAL SERVICE

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

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

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

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

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

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

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

The cafeteria/lunch policy is as follows:

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

Closed Campus Lunch - Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area. Student may not enter the main hallway until 7 minutes before the start of class or class resumes. ~~Seniors may enter the main hallway after completing their lunch, although you may not disturb classes that are in session. This rule applies to students that are the “Age of Majority”~~

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

During an athletic contest, bottled water will ONLY be allowed. Popcorn and candy purchased from the concession stand may be taken in the gymnasium. NO pop or juice is allowed in the gymnasium.

FIRE AND TORNADO DRILLS

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

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

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

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the 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

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

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

Power Announcement Alert System Information:

Instant Alert for Schools is an essential tool for notification and communication. Within minutes of an emergency, we can use *Power Announcement* to deliver a clear message to parents or guardians by telephone (home or work), cell phone, email, pager, or PDA in any combination. *Power Announcement* 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.

Power Announcement 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 high school office at 469-6001. If you do not have access to a computer, please feel free to come to the school to use our facilities.

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

VIDEO AND AUDIO MONITORING SYSTEMS

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

VISITORS

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

LOCKERS AND LOCKS

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

Students may NOT have items taped to the exterior of the locker. If items are hung on the interior of the locker (the item must be school appropriate and must be hung using painter's tape or magnets only).

USE OF THE MEDIA CENTER

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of one month. To check out any other materials, contact the librarian.

The library is also open Monday through Thursday between the hours of 3:00 to 6:00 P.M., for most of the year.

All materials checked out of the library must be returned to the library by the end of the school year.

USE OF THE SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

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

STUDENT SALES

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

USE OF MEDICATIONS

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

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

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

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

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

USE OF TELEPHONES

Office telephones are NOT to be used for personal calls. Students will be called to the office to receive a telephone call if it is a parent/guardian.

Classroom telephones will be available for student use with teacher permission only. Office personnel will initiate all calls on behalf of a student seeking permission to leave school for any reason.

ELECTRONIC COMMUNICATIONS DEVICES – STUDENTS

NBHS is **not** responsible for the loss, damage, or theft of personal electronic devices at school or school events.

The purpose of this cell phone policy is:

- Protect the individual student from distractions during normal class hours.
- Protect the classroom from the disruption of cell phones alarming during class.
- Provide protect of students while in locker rooms.

Electronic devices may be used:

- Before school, during passing times and after school. They may be used in all areas of the school, except the lockers rooms.

Electronic Devices may **not** be used:

- In any classroom during school hours, bathroom, or locker room for any reason. The school issued computer replaces all functions of a cell phone.

Consequences for Cell Phone Violations:

- 1st Offense: Teacher Warning, shut off phone and place in teacher custody for the period
- 2nd Offense: Cell phone turned into the office for the day and a 1 hour detention
- 3rd Offense: Cell phone confiscated in office for 5 days, 1 hour detention and parents notified.
- 4th and Subsequent Offenses: Cell phone may not be returned to school. The issue has become persistent disobedience and the consequences escalate up to and including expulsion.

ADVERTISING OUTSIDE ACTIVITIES

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

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

SECTION II -- ACADEMICS

FIELD TRIPS

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

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

GRADES

All courses of study will be counted in the computation of grade point averages with the exception of:
(1) pass/fail courses, (2) work study.

Grade point averages will be computed by dividing the honor points earned by the number of units of credit for which a student is registered; (i.e., honor points divided by registered credits).

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

a. .5 units for a term course

b. 1.5 units for a three-hour block program course

*Three-hour block program courses include: All Careerline Tech Center courses

GRADING SYSTEM

High school students are graded on trimester marking periods. A student must receive a grade of "D-" or better in order to receive credit toward graduation. A grade average of "B" or better is required for an unqualified recommendation to a college or university.

Scholarship is evaluated in terms of letter grades:

A/A- -Work of outstanding quality - excellent

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

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

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

E -Failure - no credit

*INC -Incomplete - work can be made up, but must be made up within a two-week period

**CR -Credit

**NC -No Credit

It is the responsibility of the student to arrange with the teacher for make up work.

***Courses taken on credit/no credit basis must be approved by the principal before commencement of the course, and are not used in GPA calculations.*

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.

Examination Grade weighting is applied as follows:

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

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

1. Students need to have earned 50% or better in course.
2. The reason for failure must not have been an attendance related failure.
3. Students must complete missing work at summer school, under the supervision of a teacher.
4. Students must complete a plan with teacher and complete all portions by determined deadline.

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	83-80	79-77	76-74	73-70	69-67	66-63	62-60	<60
Pt Scl	4.0	4.0	3.75	3.5	3.0	2.75	2.5	2.0	1.75	1.5	1.0	.5	0

College courses taken concurrently with a high school schedule will be noted on the high school transcript. High school credit will be given for these courses unless prior approval to not be included is granted by the principal.

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

- a. Credits earned at another high school will be converted to the New Buffalo High School system and included on the student transcript.
- b. Letter grades will be transferred to New Buffalo High School using the grading system in accordance with New Buffalo High School's G.P.A. computation system.

Grade Point Average

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of classes taken. For example, a course with an earned grade of "C" would be 2 points. Then add this to the other grades earned for total points earned. This total is then divided by the total classes taken for the G.P.A. This can be done by grading period, trimester, and year or for a series of school years. Credit/no credit classes (and + and -) are not calculated into the G.P.A.

Grading Periods

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

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

Testing Out

The law states:

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

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

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

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

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

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

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

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

Students will have the opportunity to test out of classes offered at New Buffalo High School by taking the final exam for the class the week prior to the beginning of school, and one week after the start of school.

English Language Learners

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

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

PROMOTION, PLACEMENT, AND RETENTION

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

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

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

NEW BUFFALO HIGH SCHOOL GRADUATION REQUIREMENTS

Education Development Plan (EDP)

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

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

Diploma

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

Specific Requirement for Graduation from NBAS

Career Pathways are Arts & Communication; Business, Management, Marketing & Technology; Engineering/Manufacturing & Industrial Technology; Health Sciences; Human Services; and Natural Resources & Agriscience. Additional information for each pathway can be obtained at the Guidance Office.

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

New Buffalo Graduation Requirements

Typical course requirements are (advanced courses may be substituted for MMC courses by following the Personalized Curriculum Process)

English 4 Credits			Advanced	Advanced	
English 9	A - B English Essentials				
English 10	A - B				
English 11	A - B ACT Prep		AP Language	Literature	
English 12	A - B		AP Language	Literature	

*Students must take an English class in Grade 12 or final year of school per Michigan Merit Curriculum. Students in Arts & Communication and Human Services should develop an Education Development Plan that includes College Writing and other English selections

Math 4 Credits				Advanced
Math 9	Algebra 1 A - B	Algebra 2 A - B	Algebra Essentials	
Math 10	Algebra 2 A - B	Geometry A - B		Calculus A - B
Math 11	Geometry A - B	Discrete Math	ACT Prep	
Math 12	Trig A - B	Personal Fin.	Accounting	College Alg.

Subject: *Students entering Engineering, Medicine, Health Sciences, Agri Science, Landscaping, Math or Science Education, or hopes to be admitted to a major university should develop an EDP that includes calculus. Students must take a math or related class in final year per MMC.

Social Studies 4 Credits			
Social Studies 9	U.S. History A - B	World History A	
Social Studies 10	World History B	Economics	
Social Studies 11	Integrated S.S.		
Social Studies 12	Government	SS Elective	College Psych. Sociology

Students in Human Services or Arts and Communication career pathway, or those who are entering education for Sociology, Psychology, or Journalism should include in their EDP-Sociology, Psychology and International Studies.

Science 4 Credits			
Science 9	Biology A - B		
Science 10	Intro. Chem & Physics	Community Chemistry	
Science 11	Chem A - B	Physics A - B	Discrete Science
Science 12	Science Electives		

Conceptual I or Essential Level classes may be substituted for Intro Levels. Science Electives include: Electronics, College Biology, Envirothon and Astronomy

Other required:

Visual, Performing or Applied Arts (1 credit)

Health, Physical Education (1 credit)

Languages other than English or Career Technical (Class of 2016) (2 credits)

Senior Projects

Juniors will take SAT Prep, which will be the on-line experience course.

Student passing the M-STEP/SAT with a 1 or 2 will get 1 credit in the appropriate area of study.

Students in Senior Projects will have a scheduled senior English class to write a senior exit paper.

Students will have individual conferences with Teacher and Principal throughout the year to check progress, prior to deadline.

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

Minimum of Graduation Credits per Graduating Year: **Credits required: 28/Available Credits: 30**

~~The class of 2013 or beyond must take one class (1/2 credit) of Physical Education.~~ Taking additional credits beyond those required in ELA, math, science, and languages other than English can modify this requirement. Students with the approval of the Guidance Counselor, parent, and principal, may take classes outside of the school day that will achieve a physical education credit. If a student has taken a physical education course that applies toward a physical education class they will have to provide written verification. This will only be for credit; a grade will not be issued.

Students must complete 20 hours of community or school service. The components of the senior project credit will consist of: paper project, 500 word essay, presentation, and 20 hours of community or school service to complete this requirement for one credit.

DUAL ENROLLMENT

Historically, school districts have allowed their students to attend courses at local colleges or universities, in addition to their own high school in an effort to meet students' needs and interests. This is called "dual enrollment." High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. The following requirements apply to such courses of instruction:

1. Students are in grade 10, 11 or grade 12.
2. Students must meet the requirements for an MMC diploma in all four subject areas of the High School MME: communication skills, mathematics, reading and science; a student in grade 12 is eligible for courses in the subject area in which he or she has earned endorsements, computer science or foreign language courses not offered by the school, and fine arts programs as permitted by the district.
3. Students must be enrolled in both the school district and post secondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
4. An exception to this could occur if the New Buffalo Board of Education or the Superintendent determines that a scheduling conflict exists, which is beyond the student's control.
5. The college courses cannot be a hobby craft or recreation course, or in the subject areas of Physical Education, theology, divinity, or religious education.
6. The students must be willing to commit to State testing or have completed these assessments.

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

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

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

RECOGNITION OF STUDENT ACHIEVEMENT

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

I. Required Classes:

- a) Four years of English, including world literature/composition or college writing.
- b) Four years of math through Trig/Calculus or College Algebra
- c) Four years of science (must include Chemistry A-B and Physics A-B or College Biology/College Chemistry).
- d) Minimum of two years of foreign language and one year of a Fine Arts, (drama, art, band) Requirements may be substituted with permission of teacher, counselor or principal.
- e) For students who transfer into New Buffalo High School from home school or from a non-credited high school to be considered for Highest or High Honors, the student must attend three trimesters at New Buffalo High School, be in attendance for the full three trimesters and complete all course requirements for consideration for graduation honors. A student in a home school program must present grades from the program they have completed to be considered for Highest Honors. A student transferring in from another accredited high school must complete all course requirements for graduation honors to be considered for Highest and High Honors if attendance is less than three trimesters. To be considered for Senior Scholars, they must attend New Buffalo High School for three trimesters.

II. Must be eligible for graduation by meeting MMC and NBAS requirements.

III. G.P.A. for the above courses must be at a minimum of 3.20.

IV. Overall G.P.A. must be at least 3.00, to be at the entry level of Honor Graduate.

V. All seniors meeting I, II, III and IV will be identified by G.P.A. listed as Senior Academic Honor Roll.

- a) < 3.9 - 4.00 – Summa Cum Laude
- b) < 3.7 to 3.89 – Magna Cum Laude
- c) < 3.5 to 3.69– Cum Laude (Honors must meet graduation requirements and maintain a 3.00 to 3.49 G.P.A.)
- d) < 3.0 to 3.49 – Honor Roll

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

SENIOR SCHOLARS

New Buffalo High School honors and values high academic achievement at its graduation ceremony. At the end of the second term of their senior year, students will have their cumulative GPA and ACT scores calculated into a list of Senior Scholars. As in all other GPA calculations, there will be no rounding of GPA or points. These students will be individually honored at the graduation ceremony and articles of their accomplishments will be submitted to the local media. To qualify, a student must achieve a combined score of 1,550 for the class of 2014-2015. For the class of 2015-2016, it increases to 1,575 and may be adjusted by administration. The Formula to qualify consists of the grade point average from their core classes multiplied by 250, combined with the student's ACT Score multiplied by 27.778

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal and guidance counselor.

Honor Roll

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

You cannot have a “D”, “F” or “I” letter grade on your card. Credit (CR) and No Credit (NC) grades are not used in determining honor roll membership.

Progressive Honor Roll

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

Homework/Practice

As the goal at NBHS is to prepare our students for the adult world, whether that is higher education or the working world, we feel it is best practice to not accept late work. Deadlines are a life skill and promote accountability and responsibility. **ABSOLUTELY NO LATE WORK WILL BE ACCEPTED.**

* Homework is due on the day/time assigned by the teacher.

* 1 day will be allowed to make up work per 1 day absent.

* If absent multiple consecutive days, student will have same number of consecutive school days to turn in work.

POWERSCHOOL HOMEWORK PROCEDURE:

Teacher will enter a “0” in the grade book indicating the assignment cannot be made up.

Teacher will enter a “_M 0” in the grade book indicating the assignment can still be made up (assignment is marked “missing”). (Students are encouraged to speak to their teachers on an individual basis if extenuating circumstances arise.)***All Students with IEP or 504 accommodations giving extended time will be accommodated by all teachers.***

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with state standards and district policy. New Buffalo Area School’s goal is for all high school students to achieve a composite SAT score of 18 (equivalent score for SAT). Students are encouraged to retake the SAT until they reach this goal.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

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

Vocational and interest surveys may be given to identify particular areas of student interest or talent. The guidance staff often gives these.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

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

All students will be expected to take student surveys unless their parent excuses them in writing. Students are not identified individually on these surveys. College entrance testing information can be obtained from the guidance office.

SECTION III -- STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

The school has many student groups that are authorized by the school. It is the district's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. Authorized groups include:

Yearbook	Mock Trial
D-TAT	Envirothon

Extracurricular activities do not reflect the school curriculum with the exception of marching band and drama, but are made available to students to allow them to pursue additional worthwhile activities such as:

Academic Challenge	National Honor Society
Flag Corps	SADD
Future Educators	Spanish Honor Society
Student Senate	

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

EQUAL ACCESS FOR NON-SCHOOL SPONSORED STUDENT CLUBS

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

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

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

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

ATHLETICS

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

Baseball	Football
Basketball (Boys)	Golf
Basketball (Girls)	Softball

Volleyball	Track (Boys)
Cheerleaders	Track (Girls)
Cross Country (Boys)	Soccer (Boys)
Cross Country (Girls)	Soccer (Girls)

Eligibility Requirements

- A. Students must be passing four (4) out of five (5) classes at the end of the trimester, and thirteen (13) out of fifteen (15) classes in contiguous trimesters to be automatically eligible to participate.
- B. Any student who passes less than four (4) of five (5) classes in one (1) marking period will be ineligible for ten (10) school days or until it is determined the deficiency does not remain.
- C. During a trimester, continuing eligibility for students (except for those students in B above) will be determined on a weekly cumulative basis. MHSAA procedural guidelines will be used for this purpose, except that a four-of-five stipulation will be used as the required minimum level of academic expectation.
- D. Sixth and ninth graders will be automatically eligible at the start of the school year.
- E. Initial eligibility status for transfer students will be based upon MHSAA guidelines.
- F. Continuing eligibility status for transfer students will be based upon provisions A through E above except that a short, reasonable period of time will be given for the student to conform to these guidelines.
- G. A student must be on time and in school the entire day, all periods, the day of and the day after a contest. If a valid excuse is not given, the athlete will be ineligible to participate in the next contest. It is the responsibility of the coaches to check the attendance of their players.
- H. Early dismissal - athletes dismissed for athletic events are responsible to get any make-up work from their teachers.

STUDENT EMPLOYMENT

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

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

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

ABSENCE/ATTENDANCE POLICY

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

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

A student may only leave school early with parental permission for valid reasons, as determined by administration or the designee. This includes trips to the car or home to retrieve forgotten items. Failure to follow this requirement will have consequences as outlined in: "Unauthorized Leaving the Building"

Key Points:

- All excused and non-excused absences count toward absence totals, excluding exceptions stated below.
- 6 days absent in a Trimester is the maximum allowed without any consequences
- 7th Absence requires the student to score a minimum of 75% on the final exam to have their grade calculated, otherwise they receive no credit.
- 12th Absences in any one-hour period, then the student receives **NO CREDIT** for that class.

Excused absence: Here are some examples of excused absences, (All excused absences require verification/documentation):

- Funeral of an immediate family member
- Doctor and/or Dentist Appointment
- Illness – Parent Call Needed for missed days 1 and 2. Upon 3rd day a doctor’s note is required to excuse the absence. (Chargeable absence)
- Vacation – If pre-approved by all teachers and administration, then excused (Still Counts as an Absence for each day missed)
- Court Issues (Pre-Approval and Post Appearance Documentation Required)
- Long Term Issues – Principal Conference Required

All other absences are Unexcused and the Homework Policy will be followed. All absences count toward your total number of absences, excused or unexcused, except:

- School Imposed Suspensions
- School Related Absences – Field Trips, Sporting Events, College Visits (Pre-Approval Required)
- Funeral of an immediate family member
- Court Issues (Pre-Approval and Post Appearance Documentation Required)
- Long Term Issues as determined by the principal

Procedures

1. All absences are classified excused, or unexcused.
2. Parents must call in on the day of an absence, email or send a note, with their student upon their return. Late calls are appreciated and are recorded as unexcused.
3. If a student is anticipated absent more than one day, the attendance office should be notified at the time of the first notification.
4. Students who fail to gain pre-approval for a school-related absence will receive an “F” for the day (or the equivalent) in classes missed and the student will be recorded as absent.
5. Students involved in course-related absences who are having academic difficulties should be identified to the teacher sponsoring the activity for possible removal from the trip roster.
6. Upon the 7th absence (excused or unexcused) the student will be required to achieve at least a 75% on the final exam to have his or her grade calculated for the trimester. If the student does not attain a 75%, the student will receive **NO CREDIT**.
7. If a student needs to leave the building for any reason, they must sign out at the office and upon their return, they must sign back in. Failure to comply results in the time missed being counted as an unexcused absence.
8. Parent Notification
 - o Upon the 5th Absence: Send a letter to the recorded student address indicating the days missed and the attendance policy.
 - o Upon the 6th Absence: Send a Registered letter home to the recorded student address indicating the days missed and the attendance policy.
 - o Upon the 7th Absence: Telephone Call home or email to inform parents of 75% Exam requirement

- o Upon the 10th Absence: Send a letter home to the recorded student address indicating the days missed and the attendance policy.
- o Upon the 12th Absence: Send a letter to the recorded student address indicating that **NO CREDIT** will be issued for this particular class.

Anyone that has less than a full schedule must have their schedule reviewed and approved by the principal. Students will lose credit (NO CREDIT) for any classes dropped due to attendance. If a student is removed from more than one class, he/she shall be dropped from the school rolls for the balance of the trimester.

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

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

Unexcused absences will be considered as truancy and students not be allowed to make-up the missed work for the time they were truant. The school will contact the Truant Officer for those students who are not at least 16 years old.

ATTENDANCE INCENTIVE—THIRD TERM (SENIORS ONLY)

Seniors with a grade of B- and four (4) or fewer absences for the spring term will not be required to take the final exam. School-related absences and absences due to a death in the immediate family will not be counted in this total and are not calculated in this exam exemption. Medical absences and suspension days will be counted in the total when determining exam exemption. A senior who does not have to take the exam may do so to try to better his/her grade. It will not be averaged if it does not help the grade. The principal will make the determination on any student in question.

Vacation

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

Emergency Leave

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

Tardy Policy:

7:30 to Beginning of 1st period: Administrators and teachers are in the hallways helping students to class. Teachers are expected to close their door when the bell finishes ringing.

If a student is late for any period, there is no need to stop in the office for a pass. Students will report directly to class regardless of time, unless the student feels they are justified to be issued a pass from the office. (Ex: Doctor/dentist appointment, police, flat tire, etc.) Teachers will honor another teacher's written pass explaining why the student is late.

Procedure:

1. Any student who enters (not already in the classroom) after the bell stops ringing will be considered tardy if within the first 10 minutes of class.
2. Teachers will be expected to enter a **Tardy** in PowerSchool for said student and a documentation of **verbal warning** in PowerSchool for the first tardy instance.
3. Any student who enters after the 10-minute mark will be marked absent.
4. Teachers are expected to enter an **Absence** in PowerSchool for said student and **time of arrive** in the comments section of PowerSchool.
5. If a student comes to class with a pass REGARDLESS of how long into class (1 minute or 20 minutes) they are **neither** tardy nor absent. They are marked as **Present** in PowerSchool.

Consequences:

- 1st Tardy...Student will receive a Tardy and a verbal warning from Teacher. Both will be documented in PowerSchool.
- 2nd Tardy...Student will receive a Tardy and another verbal warning from Teacher. Both will be documented in PowerSchool. Teachers are expected to contact parent via email or phone to inform of tardy issue; document the parental contact.
- 3rd Tardy...Student will be issued a 1-hour detention referral, which will be served after school in the detention room. Teacher will issue said detention referral using PowerSchool - Submit Log Entry. Teachers are expected to contact parent via email or phone to inform of tardy issue and consequence; document the contact.
- 4th Tardy...Student will be issued a 2-hour detention referral, which will be served after school in the detention room. Teacher will issue said detention referral using PowerSchool - Submit Log Entry. Teachers are expected to contact parent via email or phone to inform of tardy issue and consequence; document the contact.
- 5th Tardy...Out of School Suspension for Insubordination. Issued through PowerSchool - Submit Log Entry. Teachers are expected to contact parent via email or phone to inform of tardy issue and consequence, document contact.

Student will have 2 consecutive dates to serve the tardy detention. If the student fails to serve the detention he/she will be issued Out of School Suspension for Insubordination.

The accumulation of tardies is no longer changed to an absence. Absences and tardies are separate issues except for the 10-minute late rule, which constitutes an absence.

Test Policy

Students will only be allowed to retake a test if the classroom teacher believes the student has made significant effort and has attended remediation or review sessions before a retest will be given.

College Campus Visits

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

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

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

CODE OF CONDUCT

Expected Behaviors

Each student shall be expected to:

1. Abide by national, state, and local laws as well as the rules of the school.
2. Respect the civil rights of others.
3. Act courteously to adults and fellow students.
4. Be prompt to school and attentive in class.
5. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background, (no bigotry).
6. Complete assigned tasks on time and as directed.
7. Help maintain a school environment that is safe, friendly, and productive.
8. Act at all times in a manner that reflects pride in self, family, and in the school.

Student Conduct

Respect for law and for those persons in authority shall be required of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property, pride in one's work, achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this district.

No student on or about school property or at any school-related activity:

1. Shall commit any act, verbal or non-verbal (gestures, handshakes, etc.) that may reasonably be perceived by a student, teacher, or administrator as evidence of membership in or affiliation with any gang:
2. Shall commit any act, verbal or non-verbal, in furtherance of the interest of any gang or gang activity, including, but not limited to:
 - a. Soliciting others for membership on any gang or gang-related activity;
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
 - c. Committing any other illegal act or violation of school district rules or policies; or
 - d. Inciting other students to act with physical violence on any person.

3. The term "gang," as used in this policy, means a group of two or more persons whose purposes or activities include the commission of illegal acts or violation of school-district rules or policies.

Music Policy

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

Dance Rules

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

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

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

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

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

Student Dress Code

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

Unacceptable attire includes:

1. Lack of foot wear, for health reasons.
2. Tops are to meet the top of pants in both front and back with no midriff or back being exposed. Sleeveless, tank, halter, tube, spaghetti, see-through and string tops and dresses are not permitted. No underwear may be visible, including bra straps. Shoulder straps must be a minimum of 3 student fingers wide. Cut out sides or slits of tee shirts/tanks.
3. Shorts-Although shorts are allowed, they must be long enough to meet the fingertips when the arm is extended to the floor, shoulders relaxed. No cut-offs are allowed.
4. Sunglasses are not to be worn in the classroom unless prescribed by a physician.
5. Clothing with obscene or suggestive slogans and designs and/or questionable language is not

- acceptable.
6. Jackets, coats and blankets are not worn during the school day unless authorized by school personnel.
 7. No clothing or jewelry, which symbolizes sex, drug, alcohol, tobacco, gang, racism, or satanic cult material is allowed.
 8. Clothing with tears or holes above the fingertip length is not allowed.
 9. Skirts including when worn over leggings must be long enough to meet the fingertips when the arm is extended to the floor. Skirts must stay at this length throughout the day or student must change or cover up
 10. Clothing including leggings or other clothing that is deemed too tight must be changed or covered up. The covering must meet the fingertip length rule.
 11. Chains, not viewed as jewelry, will not be worn.
 12. No pants are to be worn below the normal waistline. Underwear must not be visible.
 13. Inappropriate tattoos must be covered by clothing.
 14. Clothing that is revealing (i.e. Front or rear cleavage, undergarments, midriff), sexually suggestive or transparent is not allowed.
 15. Hats, caps, scarves or sweatbands are not allowed except on principal designated exceptions.
 16. Other dress related decisions are at the discretion of the principal.

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

Consequences:

- | | |
|-------------------------|---|
| 1 st Offense | Call/email home – correct attire – Log Entry in Power School |
| 2 nd Offense | Call/email home – correct attire – parent meeting – Log Entry in Power School |
| 3 rd Offense | Call/email home – correct attire – parent meeting – 1 Hour After School Detention - Log Entry in Power School |
| 4 th Offense | Call/email home – correct attire – parent meeting – Suspension (ISS up through OOS 10 days) - Log Entry in Power School |

* Parental committee updated this policy in May 2014.

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

Care of Property

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

ACADEMIC INTEGRITY

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

- Copying another’s work, with or without permission from that person. (If with permission, then both are guilty.)
- Viewing another’s test, quiz or work for the purposes of taking their efforts as their own.
- A course length is limited a to a trimester. Examples of a course include: ELA 10A, Algebra II B, etc

First Offense in a course: A grade of “F” (without recovery) on the assignment/test. The student and parents/guardians will receive a written notification of the offense and penalty, signed, dated, and filed by the office. The notification will advise the student of the consequences of a second offense.

Second Offense in the same course: A grade of “F” (without recovery) for the course. The student and parents/guardians will receive a written notification of the offense and penalty, signed, dated, and filed by the office. The notification will advise the student of the consequences of a third offense.

Third Offense for the remainder of the year: “F” for the course and ineligibility for academic honors upon graduation. The student and parents/guardians will receive a written notification of the offense and penalty, signed, dated, and filed by the Counseling Department. This notification will explain the action taken. The student shall be removed from the class where the third offense occurred.

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

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

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

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

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

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

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

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

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

Great paper, but it’s not mine: Includes proper citation to sources but the paper contains almost no original student work, or relies too closely to the text’s original wording and/or structure. Many of these ideas, as well as more examples and in-depth discussion, can be found at this address: <http://plagiarism.org/plagiarism-101>.

BEHAVIOR EXPECTATIONS

Be Respectful * Be Responsible * Be Safe

How will I be expected to behave in class?

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

How will I be expected to behave in the Media Center?

The NBMS/HS media center has a variety of materials selected to meet the needs of students at each grade level. Our media center specialist, instructional assistants, and teachers are available to help students using the center for class work and resource materials, as well as recreational reading. The media center hours are Monday – Thursday from 7:50 a.m. to 5:30 p.m. and Friday from 7:50 a.m. to 3:10 p.m. Students who do not behave in a respectful, responsible, safe manner, may lose media center privileges for a period of time.

How will I be expected to behave in the cafeteria?

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

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

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

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

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

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

Students are expected to remain in the commons area in the morning until the warning bell at 7:40a.m. Those who participate in the breakfast program may proceed directly from the bus to the cafeteria.

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

How will problems be handled?

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

CLASSROOM MANAGEMENT AND OFFICE REFERRALS

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

What do you mean by "responsibilities"?

Student Responsibilities:

- Understand the expectations of the school, family, and community regarding behavior at New Buffalo High School.
- Learn to apply the Lifelong Guidelines (truth, trust, active listening, no put-downs, and personal best) to all school activities.
- Students are expected to do their best work on all assignments, and to turn-in all assigned work – on time.
- Students with failing grades and missing assignments may be assigned after school or Saturday Detention to assist the student in completing their missing work and study in an academic atmosphere.

Teacher Responsibilities:

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

Parent Responsibilities:

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

Principal Responsibilities:

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

What will classroom rules be like?

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

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

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

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

Level #1 – Teacher managed violations are handled by the teacher in a variety of ways. Most violations require only a subtle reminder, so the teacher can return to teaching quickly after correcting the student. Each teacher will post a list of progressive consequences that will be followed.

Level #2 – Office referrals refer to section on Violations and Consequences. Repeated violations after teacher intervention, sent to office.

Level #3 – Whenever a major offense occurs, the student is sent directly to the office. Teachers are not expected to sacrifice instructional time to correct a student when a major offense is made. Major offenses are usually a violation of the law or a serious infraction on others. Level #3 offenses are offenses that will result in In-school suspension up to expulsion.

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

SCHOOL POLICY ON VIOLENCE PREVENTION

Purpose of the Policy:

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

Our Philosophy Statement:

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

Definition of Violence/Disrespect:

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

Statement of Policy:

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

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

Consequences of violating this policy: The school administration will determine appropriate consequences for violating this policy. **SEE DISCIPLINE CODE CHART.**

STUDENT DISCIPLINE CODE

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

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

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

Discipline Code Chart

<p>Vapor Devices</p> <p>Vapor Producing Device, commonly referred to as e-cigarettes/and all other slang names. Being in possession, use, delivery, transfer while in school or on school property, such as parking lots, school buses, field trips or at school sponsored events.</p> <p>Inhaling vapors of foreign substances are a danger to students health and to others. The school prohibits the sale, distribution, use, or possession of any form of vapor producing devices or substances used in such devices during school time or at any school activity. This also includes bus stops. Violation of this rule could result in suspension or expulsion.</p> <p>LEVEL 3</p>	<p>1st Offense</p> <ol style="list-style-type: none"> 1. 3 days O.S.S. 2. notification of police and parents for underage possession 3. possible fine by courts <p>2nd Offense</p> <ol style="list-style-type: none"> 1. 5 days O.S.S. 2. Notification of police and parents for underage possession 3. Possible fine by courts <p>3rd Offense</p> <ol style="list-style-type: none"> 1. 10 days O.S.S. 2. Notification of police and parents for Underage possession possible fine by courts
<p>Purposely Setting a Fire</p> <p>Anything involving fire that endangers school property and/or its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.</p> <p>LEVEL 3</p>	<p>All Offenses</p> <ol style="list-style-type: none"> 1. 10 days O.S.S. or expulsion 2. Notification 3. Restitution
<p>Physically Assault</p> <p>Physical assault on a staff member, student, or other person associated with the district, which may or may not cause injury, is strictly prohibited. Injury to another person may result in charges being filed and subject the student to expulsion.</p> <p>LEVEL 3</p>	<p>Any Offense</p> <p>Requires suspension or expulsion up to 180 school days of any student in grade 6 or above who physically assaults another student on school property, at a school activity, or on any school vehicle. The assault must be reported to a board member or administrator</p>
<p>Verbal Threatening</p> <p>Any statement or non-contact action that a staff member, student, or other person associated with the district feels to be a threat will be investigated as a verbal assault as will profanity directed toward a staff member in a threatening tone. Verbal threats may result in suspension and expulsion.</p> <p>LEVEL 3</p>	<p>Any Offense</p> <p>Requires suspension or expulsion up to 180 school days of any student in grade 6 or above who verbally assaults a school employee, volunteer, or contractor, or who makes a bomb threat or other threat toward school property or activities</p>
<p>Extortion</p> <p>Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule could result in suspension or expulsion.</p> <p>LEVEL 3</p>	<p>1st Offense</p> <ol style="list-style-type: none"> 1. 5 to 10 days O.S.S. 2. Notification of police and parent <p>2nd Offense</p> <ol style="list-style-type: none"> 1. 10 days O.S.S. or possible expulsion 2. Notification of police and parent

<p>Gambling</p> <p>Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering using money or goods and services. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.</p> <p>LEVEL 3</p>	<p>1st Offense</p> <ol style="list-style-type: none"> 1. Parents notified, confiscation and 1 hour detention 2. 3 days O.S.S. 3. Suspension up to 10 days possible expulsion
<p>Bullying</p> <p>See page (53) for description</p>	<p>1st and All Offenses</p> <ol style="list-style-type: none"> 1. Suspension up to 10 days, up to and including expulsion 2. Conference with parent(s)/guardian(s) 3. Referral to appropriate law enforcement agency
<p>Explosives</p> <p>Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.</p> <p>LEVEL 3</p>	<p>All Offenses</p> <ol style="list-style-type: none"> 1. Parents notified 2. 1-10 days O.S.S. 3. Possible expulsion based on explosive device 4. Notification of police 5. Restitution
<p>Theft</p> <p>When a student is caught stealing school property or someone's personal property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the building principal. The school is not responsible for personal property. Theft may result in suspension or expulsion</p> <p>LEVEL 3</p>	<p>1st and All Offenses</p> <ol style="list-style-type: none"> 1. Parents notified (Discipline Form issued for 1st offense) Level 3 2. 1-10 days O.S.S. and/or possible expulsion 3. Notification of police restitution 4. Restitution
<p>Hazing</p> <p>Soliciting, encouraging, aiding, or engaging in "hazing" on or in any school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited</p> <p>See description page (51)</p> <p>LEVEL 3</p>	<p>1st and All Offenses</p> <ol style="list-style-type: none"> 1. Suspension up to 10 days, up to and including expulsion 2. Conference with parent(s)/guardian(s) referral to appropriate law enforcement agency
<p>Fighting</p> <p>Fighting is defined as two persons actively involved in the activity doing physical harm to each other. If both persons had an active role in the fight such as trash talking, threats, challenges, etc., then both parties will be considered at fault. Fighting may lead to suspension or expulsion and police action</p> <p>LEVEL 3</p>	<p>1st and All Offenses (Discipline Form issued for 1st offense)</p> <ol style="list-style-type: none"> 1. 5 days O.S.S. 2. Police and parent notified <p>2nd offense</p> <ol style="list-style-type: none"> 1. 10 days O.S.S. and possible expulsion
<p>Damaging School Property/Vandalism</p>	<p>1st and All Offenses</p>

<p>Damaging School Property/Vandalism</p> <p>Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion and full restitution for damages will be required.</p> <p>LEVEL 3</p>	<p>1st and All Offenses</p> <ol style="list-style-type: none"> 1-5 days O.S.S. Police and parent notification Full restitution <p>2nd Offense</p> <ol style="list-style-type: none"> 6-10 days O.S.S. Police and parent notification Full restitution Possible expulsion
<p>False Alarms/False Reports</p> <p>A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.</p> <p>LEVEL 3</p>	<p>1st Offense</p> <ol style="list-style-type: none"> 1 hr detention or O.S.S. or community service & loss of extracurricular activities for a day Parent conference <p>2nd Offense</p> <ol style="list-style-type: none"> 2 hr. detention or community service <p>3rd Offense</p> <ol style="list-style-type: none"> 3 hour detention & parent conference <p>4th Offense</p> <ol style="list-style-type: none"> 1-5 days O.S.S./Administrative hearing
<p>Gang Activity</p> <p>Any gang related activity during the school day or at extracurricular activities that might include behavior such as the writing of graffiti, hand gestures, and dress; specifically beads or other paraphernalia, which are worn for the purpose of designating gang association, are not to be worn at any time during the school day or at extracurricular activities.</p> <p>LEVEL 3</p>	<p>Any Offense</p> <p>Suspension up to ten days up to expulsion from school after an Administrative hearing</p>
<p>Obscene/Profane Language</p> <p>Any use of verbal, written form, drawings, caricatures or gestures that is obscene or profane could lead to suspension or expulsion</p> <p>LEVEL 2</p>	<p>1st Offense After Level 1 Intervention by teacher</p> <ol style="list-style-type: none"> 1 hr. detention or 1 hr of community/school service or loss of extracurricular activity for a day. Completion of behavioral paper work Parent notification <p>2nd Offense</p> <ol style="list-style-type: none"> 3 hours detention or six hours of community/school service or loss of 2 extracurricular activities. Parent notification <p>3rd Offense</p> <ol style="list-style-type: none"> Parent conference required before student can return to school <p>4th Offense</p> <ol style="list-style-type: none"> Administrative hearing

<p>Violation of Driving/Parking Rules</p> <p>Driving to school is a privilege. Failure to follow driving and parking rules will result in a loss of driving privileges.</p> <p>LEVEL 2</p>	<p>1st & 2nd Offense Level 2 Intervention by Principal</p> <ol style="list-style-type: none"> 1. Loss of driving privilege for 2 days 2. Parent notified <p>3rd Offense</p> <ol style="list-style-type: none"> 1. Loss of driving privilege for 10 days 2. Parent notified <p>4th Offense</p> <ol style="list-style-type: none"> 1. Loss of driving privileges for the trimester or year 2. Parent notified
<p>Disruption of the Educational Process</p> <p>Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violations of this rule could result in suspension or expulsion.</p> <p>LEVEL 2</p>	<p>1st Offense After Level 1 Intervention by Teacher</p> <ol style="list-style-type: none"> 1. 1 hr. detention or loss of extracurricular activity for a day 2. Parent conference <p>2nd Offense</p> <ol style="list-style-type: none"> 1. 2 hr. detention <p>3rd Offense</p> <ol style="list-style-type: none"> 1. 3 hour detention, parent conference & development behavior plan <p>4th Offense</p> <ol style="list-style-type: none"> 1. 1-10 days O.S.S. or possible expulsion 2. Parent conference and administrative hearing
<p>Harassment</p> <p>The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment could result in suspension or expulsion from school.</p> <p>LEVEL 2</p>	<p>1st Offense Level 2/3</p> <p>Discipline will vary from the list below:</p> <ol style="list-style-type: none"> 1. Oral warning 2. Written warning 3. Out of school suspension 4. Restriction of privileges 5. Restriction of access 6. Expulsion 7. Police action
<p>Failure to Serve After School Detention in Teacher's Room</p> <p>The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.</p> <p>LEVEL 2</p>	<p>1st Offense After Level 1 Intervention by teacher</p> <ol style="list-style-type: none"> 1. 1 hr detention or J.S.S. or community service & loss of extracurricular activities for a day 2. Parent conference <p>2nd Offense</p> <ol style="list-style-type: none"> 1. 2 hr. detention or community service. Unexcused absence. Zero for the day <p>3rd Offense</p> <ol style="list-style-type: none"> 1. 3 hour detention & parent conference. Unexcused absence. Zero for the day <p>4th Offense</p> <ol style="list-style-type: none"> 1. 1-5 days O.S.S and administrative hearing Unexcused absence, Zero for the day(s)

<p>Refusing to Accept Discipline</p> <p>The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.</p> <p>LEVEL 2</p>	<p>1st Offense After Level 1 Intervention by teacher</p> <ol style="list-style-type: none"> 1 hr detention or I.S.S. or community service & loss of extracurricular activities for a day Parent conference <p>2nd Offense</p> <ol style="list-style-type: none"> 2 hr. detention or community service. Unexcused absence, Zero for the day <p>3rd Offense</p> <ol style="list-style-type: none"> 3 hour detention & parent conference. Unexcused absence, Zero for the day <p>4th Offense</p> <ol style="list-style-type: none"> 1-5 days O.S.S., administrative hearing, unexcused absence, zero for the day(s)
<p>Persistent Absence or Tardiness</p> <p>Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absence could lead to suspension from school.</p> <p>LEVEL 2</p>	<p>See page 33 (Attendance Policy) page 35 (Tardy Policy)</p>
<p>Cutting Class (Skipping)</p> <p>A student remains in the school building but fails to attend his/her scheduled class. Excessive cutting of class could result in suspension, removal from the class, up to expulsion. Typically the student will miss of portion of a period, the whole period or multiple periods. The responsible Teacher is not able to account for the missing student. Missed class(s) count as an unexcused absence, work may not be made up and assessments are scored as zero.</p> <p>LEVEL 2</p>	<p>1st Offense</p> <p>Zero for class & unexcused absence charged</p> <ol style="list-style-type: none"> 1 hr. detention or 1 hrs. community/school service or loss of extracurricular activity for a day Parent notification <p>2nd Offense</p> <ol style="list-style-type: none"> Zero for class & unexcused absence charged 3 hrs detention or 3 hrs of community/school service or loss of 2 extracurricular activities Parent conference <p>3rd Offense</p> <ol style="list-style-type: none"> 2 Days O.S.S, parent conference & behavior plan <p>4th Offense</p> <ol style="list-style-type: none"> Zero for class & unexcused absence charged 5 days O.S.S. Parent notification, administrative hearing

<p>Violation of Bus Rules</p> <p>Please refer to Section V on transportation for bus rules.</p> <p>LEVEL 2</p>	<p>1st Offense – Warning</p> <p>2nd Offense - 1 hour detention</p> <p>3rd Offense - 3 days suspension of riding privileges</p> <p>4th Offense - 5 days suspension of riding privileges</p> <p>5th Offense - Suspension of riding privileges for remainder of trimester</p>
<p>Unintentional Property Damage</p> <p>The act that damaged the property was done with no malice. Full restitution will be required.</p> <p>LEVEL 2</p>	<p>All Offenses</p> <ol style="list-style-type: none"> 1. Parent notified 2. Restitution
<p>Misuse of Technology/Violation of Network Agreement</p> <p>Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.</p> <p>LEVEL 2</p>	<p>1st. Offense: Warning, meet with Principal and Network Administrator</p> <p>2nd Offense: No access until cost is reimbursed when Network or Computer is disabled or the time to remove illegal items. Loss of access for 3 to 12 weeks</p> <p>3rd Offense: Lose access to technology for remainder of the school year. An access review will be held before access is granted for the following school year</p> <p>4th Offense: Loss of Technology for remainder of high school career</p>
<p>Unauthorized Leaving of Building (Skipping)</p> <p><i>(not signing out and contacting parent and/or school official or going to vehicle without permission)</i></p> <p>School officials must speak with the parent before a student under the age of 18 will be allowed to sign out. Eighteen-year-olds with a properly documented Age of Majority form on file may sign out without parent permission, but must have a school official's permission to sign out and leave. Failure to follow this procedure could result in suspension and up to expulsion. Typically the student will miss of portion of a period, the whole period or multiple periods. The responsible Teacher is not able to account for the missing student. Missed class(s) count as an unexcused absence, work may not be made up and assessments are scored as zero.</p> <p>LEVEL 1</p>	<p>1st Offense Level 1 Intervention by Principal</p> <ol style="list-style-type: none"> 1. Warning 2. Parent notified <p>2nd Offense</p> <ol style="list-style-type: none"> 1. 1 hr. detention or 1 hr community/school service 2. Parent notified <p>3rd Offense</p> <ol style="list-style-type: none"> 1. 1 days O.S.S. 2. Parent notified, administrative hearing

<p>Violation of Dress Code</p> <p>Continued violation of the dress code will be considered persistent disobedience and could lead to suspension and/or expulsion for chronic offenders. Refer to page 38</p> <p>LEVEL 1</p>	<p>1st Offense Call/email home – correct attire – Log Entry in Power School</p> <p>2nd Offense Call/email home – correct attire – parent meeting – Log Entry in Power School</p> <p>3rd Offense Call/email home – correct attire – parent meeting – 1 Hour After School Detention – Log Entry in Power School</p> <p>4th Offense Call/email home – correct attire – parent meeting – Suspension (ISS up through OSS 10 days) - Log Entry in Power School</p>
<p>Inappropriate Library Use</p> <p>Being in the library without a pass (misuse of technology, inappropriate behavior, removing materials without checking out).</p> <p>LEVEL 1</p>	<p>1st Offense intervention by media specialist</p> <p>2nd Offense Loss of library privileges for 3 days</p> <p>3rd Offense Loss of library privileges for 10 days</p> <p>4th Offense Loss of library privileges for 30 days</p>
<p>Inappropriate Behavior</p> <p>All behaviors deemed unacceptable in the school.</p> <p>LEVEL 1</p>	<p>1st Offense After Level 1 Intervention by teacher</p> <p>1. 1 hr. detention or Loss of extracurricular privilege for a day</p> <p>2nd Offense</p> <p>1. Loss of 2 extracurricular privileges and/or 3 hour detention</p>
<p>Displays of Affection</p> <p>Students demonstrating affection with each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school.</p> <p>LEVEL 1</p>	<p>1st Offense - Warning</p> <p>2nd Offense</p> <p>1. 1 hr. detention, community service.</p> <p>2. Contact parents</p> <p>Subsequent Offenses</p> <p>1. 3 hour detention or 3-1 hr detentions or lunch detentions or community service</p> <p>2. Parents conference</p>
<p>Insubordination/Disobedience/Defiance of Authority</p> <p>School staff is acting "in loco parentis," which means law allows them, to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.</p> <p>LEVEL 1</p>	<p>1st Offense After Level 1 Intervention by teacher, Level 2</p> <p>If the teacher refers the student to the principal for corrective action for insubordination, student may receive suspension from school, up to and including expulsion</p>

<p>Falsification of Schoolwork, Cheating, Identification, Forgery</p>	<p>SEE ACADEMIC INTEGRITY POLICY: PAGE 39</p>
<p>Forgery of hall passes and excuses are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion. LEVEL 1</p>	<ol style="list-style-type: none"> 1. Suspension up to 10 days, up to and including expulsions, even permanent. 2. Conference with parent(s)/guardian(s) 3. Referral to appropriate law enforcement agency
<p>Possession of Electronic Equipment</p>	<p>1st Offense: Teacher Warning, shut off phone and place in teacher custody for the period</p>
<p>See electronic communication devices pg 21 Students may use MP3 or MP 4 players at all times, except while in the classroom. The device must not be heard by anyone other than the user. No laser pointers. Cell phones are not allowed in bathrooms or locker rooms. If the student must call home, they must use the office phone. Violation could result in confiscation up to and including suspension. Level 1</p>	<p>2nd Offense: Cell phone turned into the office for the day and a 1 hour detention 3rd Offense: Cell phone confiscated in office for 5 days, 1 hour detention and parents notified 4th and Subsequent Offenses: Cell phone may not be returned to school. The issue has become persistent disobedience and the consequences escalate up to and including expulsion</p>

Misuse of Technology/Violation of Network Agreement

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

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

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

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

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

HAZING/STUDENT ANTI-HAZING

Soliciting, encouraging, aiding, or engaging in “hazing” on or in any school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited.

“Hazing” means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District.

Students engaging in any hazing or hazing type behavior that is, in any way connected to any activity sponsored or supported by the District, will be subject to one or more of the disciplinary actions up to permanent expulsion from District.

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the District shall be particularly alert to possible situations, circumstances, or events, which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy, and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

HARASSMENT/BULLYING

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

Verbal:

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

Non-verbal:

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

Physical Contact:

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

Gender/Ethnic/Religious/Disability Harassment

Verbal:

Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.

Non-verbal:

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

Physical:

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take immediately the following steps:

- A. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's principal, the affected student should, as soon as possible, after the incident, contact his/her principal.
- B. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

Bullying is a form of harassment. For the purposes of this policy, "bullying" is defined as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal putdowns, extortion of money or possessions, and exclusion from peer groups within

school.” Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while en-route to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

Nondiscrimination Complaint Manager:

Name: Guy Reece
Address: 1112 East Clay Street, New Buffalo, MI 49117
Telephone: 269-469-6001

Coordinator:

Mark Westerburg, Superintendent of Schools
Address: 1112 East Clay Street, New Buffalo, MI 49117
Telephone: 269-469-6010

RECOMMENDATION FOR ADMINISTRATIVE DISCIPLINE HEARING

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

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

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

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

Procedure

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

The student's discipline record will be considered at this hearing and a recommendation will be made by the Superintendent of Schools to continue on with the expulsion or place the student on a Superintendent's Behavior Contract; which if the student violates, will result in the student being recommended for an immediate expulsion hearing.

DISCIPLINE

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

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

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline results in consequences within the school. It includes:

- change of seating or location,
- lunchtime detention,
- detention,
- Saturday detention, or
- Snap suspension

Students' assigned detentions will have the following options:

Tuesday and Thursday (1) hour detentions. Sign in with the teacher in their room. Any early exit results in no detention credit. Student must report to the teacher's room 5 minutes after the dismissal bell. Detention concludes 60 minutes later. Student is to remain seated, silent and working on school work or reading.

Snap suspension by State Law – Teacher may suspend a student from class for one day for behavior that is disruptive to the classroom-learning environment. The student will be sent to the I.S.S. room in the office with schoolwork to complete and the student will receive a zero for the day. The work must be completed or the student will be assigned a Saturday School.

Formal Discipline

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

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

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

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

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

Criminal acts/behavior

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

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

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

Discipline of students with disabilities

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

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

Suspension from school

When a student is being considered for a suspension of ten days or less, the administrator in charge will notify the student and parent of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

Suspension of one (1) school day or less will not be subject to appeal. Suspension of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parent's receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed.

1. The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of others.
2. Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parent if, in the principal's opinion, this is appropriate.
3. The principal will reach the decision and inform the parent in writing within ten (10) school days after the receipt of the written request.
4. The decision of the principal may be appealed in writing to the superintendent within two (2) school days of the parent's receipt of the decision. The superintendent will reach a decision and inform the parent in writing within ten (10) school days after the receipt of the written request.
5. The superintendent's decision shall be considered final. The parent may appeal to the Board of Education only in cases of alleged violation of due process (Policy 5611) by the superintendent. In such cases, the appeal shall be made in writing to the Board president within two (2) school days after the parent's receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parent of its decision within ten (10) school days of receipt of the written request.

Expulsion from school

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

- a) The charge and related evidence;
- b) The time and place of the Board meeting;
- c) The length of the recommended expulsion;
- d) A brief description of the hearing procedure;
- e) A statement that the student may bring parents, guardians or counsel;
- f) A statement that the student may give testimony, present evidence, and provide a defense;
- g) A statement that the student may request attendance of school personnel whom was party to the action or accused the student of the infraction.

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

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

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

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

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

Discipline of disabled students

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

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

Suspension of co-curricular and extra curricular

See page 59 under Student Concerns, Suggestions and Grievances.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including, purses, wallets, knapsacks, book bags, lunch boxes, cell phone, and vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. The search will be conducted in a manner that is reasonably related to

its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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

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

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

The district, as part of our Zero Tolerance Policy, conducts canine sniff searches. In the high school: lockers, hallways, classrooms without students, and/or parking lots will be searched.

STUDENT RIGHTS OF EXPRESSION

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

A material cannot be displayed if it:

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

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

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

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

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

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

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

Age of Majority

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

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

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

Public Complaints and Grievances

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

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

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

Matters regarding a professional staff member:

A. First Level

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

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

B. Second Level

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

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

C. Third Level

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

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

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

D. Fourth Level

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

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

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

Matters regarding an administrative staff member:

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

Matters regarding a support staff member:

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

Matters regarding district services or operations:

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

Matters regarding the educational program:

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

Matters regarding instructional materials:

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

- A. The criticism is to be addressed to the superintendent, in writing, and shall include:
 - 1. Author;
 - 2. Title;
 - 3. Publisher;
 - 4. The complainant familiarity with the material objected to;
 - 5. Sections objected to, by page and item;
 - 6. Reasons for objection.

- B. Upon receipt of the information, the superintendent shall, after advising the Board of the complaint, appoint a review committee consisting of:
 - 1. One or more professional staff members;
 - 2. A Board member;
 - 3. One or more lay persons knowledgeable in the area.

- C. The superintendent shall be an ex-officio member of the committee.

- D. The committee, in evaluating the questionable material, shall be guided by the following criteria:
 - 1. The appropriateness of the material for the age and maturity level of the students with whom it is being used;
 - 2. The accuracy of the material;
 - 3. The objectivity of the material;
 - 4. The use made of the material.

- E. The material in question may not be withdrawn from use pending the committee's decision.

- F. The committee's decision shall be reported to the superintendent in writing within ten (10) school days following the formation of the committee. The superintendent will advise the complainant, in writing, of the committee's decision and advise the Board of the action taken or recommended.

- G. The complainant may appeal this decision to the Board through a written request to the superintendent, who shall forward the request and all written material relating to the matter to the Board.

- H. The Board shall review the case in committee session and advise the complainant, in writing, of its decision within ten (10) school days.
No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

Grievances

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

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

1. If a student, parent representative, or group of students feels s/he is not being treated fairly with respect to academic matters, such as scheduling, examinations, marks, etc., and cannot resolve the question with the employee involved, s/he may appeal in writing to the principal.
2. If the principal's decision is still unsatisfactory to the student, s/he may appeal step-by-step to the superintendent and then to the Board of Education. The Board, after reviewing all material relating to the case, may refuse to hear the appeal or may hear the appeal at a properly called regular or special meeting of the entire Board.
3. Whenever an appeal is made at or beyond the principal's level, it shall be made in writing.
4. At the principal and superintendent level of appeal, a written response will be provided within five working days.

Disciplinary

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

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

Social, Physical, or Operational

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

SECTION V -- TRANSPORTATION

Bus transportation to school

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

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

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

Bus conduct

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

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

The following behaviors are expected of all students:

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

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

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

During the trip, each student shall:

- a) Remain seated while the bus is in motion;
- b) Keep head, hands, arms, and legs inside the bus at all times;
- c) Not litter in the bus or throw anything from the bus;
- d) Keep books, packages, coats, and all other objects out of the aisle;
- e) Be courteous to the driver and to other bus riders;
- f) Not eat or play games, cards, etc.;
- g) Not tamper with the bus or any of its equipment.

Leaving the bus, each student shall:

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

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

Penalties for infractions

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

Self-transportation to school

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

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

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

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

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

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

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

The following rules shall apply:

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

TITLE VI, IX, 504 GRIEVANCE FORM

Building _____ Date _____ Time _____

Step 1 -- Statement of Grievance

Signed -- Grievant Signature

Reported to _____
Principal or Supervisor

Disposition _____

Signed _____ Date _____

Grievance satisfactorily settled? Yes _____ No _____

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

Signed _____ Date _____

Step 2 - Disposition

Grievance satisfactorily settled? Yes _____ No _____

If not, referred to the Board of Education

Signed _____ Date _____

Step 3 -- Disposition

Grievance satisfactorily settled? Yes _____ No _____

Step 4 -- Appealed to

Signed _____ Date _____

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG FREE SCHOOLS

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

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

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

Dear Parents/Guardian:

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

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

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

If you have any questions or concerns, please contact
Mark Westerburg
Superintendent of Schools
469-6010

NOTIFICATION TO PARENTS OF DIRECTORY INFORMATION

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

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

Name, address, and telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the district considers would not be harmful or an invasion of privacy, if disclosed.
- E. A copy of the policy and the accompanying guidelines are available at the superintendent's office, all schools offices, and @ nbas.org. There are also people available to answer any questions concerning this policy or guidelines.

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

Signature of Parent/Guardian

Date

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

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

WE, THE UNDERSIGNED, AGREE TO THE FOLLOWING COMMITMENTS:

STUDENT

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

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

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

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

PARENT/GUARDIAN

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

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

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

PRINCIPAL

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

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

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

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

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

Signed:

Student _____ Dated _____

Parent _____ Dated _____

Principal _____ Dated _____

Developed by the National Association of Secondary School Principals

New Buffalo Area Schools Parent Laptop Agreement and Acceptable use Policy

All members of the New Buffalo Area School community are required to follow the Acceptable Use Policy (AUP) when using computers and the network at NBAS.

The primary goal of the Laptop 1: 1 Program is to in enrich your learning experience as a student both in and out of the classroom.

The AUP is an Honor Code for technology. We want to be a partner in your exploration of the digital world. We are loaning you a personal laptop with the expectation that you will make good decisions with regard to your personal use of technology. The AUP is a guide to help you make ethical and practical decisions while using your laptop and the network.

Your laptop is an academic learning tool. With a personal laptop, you have anytime, anywhere access to an array of programs and tools. You have customize your MacBook and become more familiar with the basic navigation and software. There are many positive opportunities available to you with a personal laptop in your hands. We expect you to make responsible decisions and use your laptop in a safe respectful manner.

The actions listed below will result in disciplinary action or the loss of your laptop and Network privileges. New Buffalo Area Schools network and school issued laptop may NOT be used for including but not limited to:

- Illegal activity
- Accessing or transmitting offensive materials
- Hate mail
- Material advocating violence or discrimination
- Obtaining obscene or pornographic material
- Creating or forwarding inappropriate (mean-spirited, racist, pornographic, false etc.) material
- Using another user's account with or without their permission
- Accessing or modifying other user's account, files or passwords
- Any actions that deliberately disrupt network service or damage equipment or data

New Buffalo Area schools empowers NBAS faculty to set boundaries within their classrooms. All download software on your school issued laptop is subject to review by the New Buffalo Area School Technology Team. **Students are expected to bring their fully charged laptop to school each day.**

In order to ensure the safety and privacy of the community and its members, any member of the New Buffalo Area School community who uses technology to degrade a member of the NBAS community or the reputation of the NBAS community is subject to disciplinary action.

New Buffalo Area School 1:1 Laptop Program Laptop User Agreement (LUA)

1. Equipment

Ownership.

NBAS retains sole right of possession of the laptop and related equipment, (“The Computer”). The Computer will be issued to students at the distribution event “Meet Your Mac Book” according to the guidelines set forth in this document. The Technology eams retains the right to collect and/or inspect the computer at any time and to alter, add or delete installed software or hardware.

Substitution of Equipment.

In the event the Computer is inoperable, NBAS has limited number of spare laptops for use while the computer is repaired or replaced. This agreement remains in effect for the substitute. If a student forgets to bring the laptop or power charger to school, a substitute will not be provided.

If technical difficulties or issues prevent homework completion, a parent note is requested.

Customization of Equipment.

The Student is permitted to alter or add files to customize the assigned Computer to their own working styles (i.e. System Preferences).

2. DAMAGE OR LOSS OF EQUIPMENT

Actions Required in the Event or Damage of Loss. Report the problem immediately to one of the following members of the Technology Team:

Mr. Ed Lijewski Tech room 109
Mr. Jacob Stella Tech room 109
Mrs. Missy Thompson room 109

All laptops are covered by a manufacturer’s extended warranty (Apple Care) as well as an additional insurance policy.

Insurance does not cover negligence and abuse. For example, throwing the laptop or using the laptop as an umbrella would be considered examples of neglect abuse. If a laptop is damaged by neglect or abuse, it is the student’s responsibility to replace it.

3. STANDARDS FOR PERSONAL COMPUTER CARE.

Student Responsibilities:

1. Bring the Computer and charging unit to NBAS every school day. Keep the Computer locked in your locker when it is at school and not in use. Keep the computer in a secure location when it is not at school, or attended (with you or within your sight) at all times.

2. Do not let anyone use the Computer other than your parents or guardians.
3. Adhere to the NBAS Acceptable Use Policy (AUP) at all times. When in doubt, ask a member of the Technology Team, principal or teacher.
4. Back up your data
5. Arrive to school every day with a fully charged battery.
6. Report any problems, damage or theft immediately to a member of the Technology Team.
7. Use only the software that is pre-approved by the NBAS Technology Team.

General Care

1. Do not do anything to the computer that will permanently alter it in any way.
2. Do not remove any serial numbers or identification in place on the Computer.
3. Keep the equipment clean. For example, do not eat or drink while using the Computer.
4. Do not put any stickers on the computer.

Carrying the Computer

Transport the Computer in the laptop bag provided by the Technology Team.

Screen Care:

1. Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
2. Do not leave computers in automobiles. Computers cannot tolerate extremes in temperature.
3. Unattended computers in halls and other areas of the school will be picked up and taken to the administration office for safekeeping. Only the owner can retrieve the computer.

PERSONAL HEALTH & SAFETY

1. Do not provide your personal information to anyone over the Internet.
2. Do not share your password with anyone.
3. Use appropriate language by refraining from the use of profanity or insulting language. Offensive messages that originate outside of school, but disrupt the school's educational process, will be subject to school consequences.
4. I will not correspond or meet with someone through the Internet without the pre-approval of a teacher, parent, administrator, or Technology Team. I will immediately report any technology use that makes me uncomfortable or violates school policies.

Chatting

During class, students may not use any chat or collaboration program to communicate with others through the computer network unless a teacher or administrator expressly authorizes them to do so. This prohibition includes the use of email during class time.

Audio

Because computer audio can be distracting and disruptive, the volume setting on the laptops should be turned off while students are on campus.

Games

Games should never be played in class or on the computer at any time.
Deemed as a learning tool by a classroom teacher.

Music Policy

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

Network Access

Students may not access information on any of the schools non-public servers without the permission from the administrator, nor may they use any other student's computer.

Monitoring

Since the school is, to a certain extent, responsible for the actions that take place during school hours, we will monitor on-line actions, including website access, news –groups access, protocol, bandwidth, downloads, and Internet sites, i-chat, and email.

E-mail Safety

I will only use the school provided Email account when using email.

I will adhere to all of the aforementioned guidelines in this Acceptable Use Policy when using a school provided Email account. NBAS actively filters and monitors school provided email accounts regardless of whether the account is accessed from school or another location, and may view messages sent through school provided email accounts. Anonymous e-mail is prohibited.

Remember that when a student sends email, he or she is acting as an ambassador of the school. The correspondence should be courteous and appropriate.

Printing

All computer-users should print only essential material. Paper is a valuable resource and should not be wasted in printing every email received or every website visited. Print responsibly. Also, limitations may be placed on student's permission to print if they abuse this privilege. Students should retrieve their printed material immediately, as the pages are thrown away within a certain amount of time. Students must put their names at the top of all pages printed.

Distributing Files /MP3s

NO computer programs (executables), MP3s, pornography, or copyrighted material may be distributed over the NBAS network.

This rule prohibits sending files through email, as well as setting up servers on a student's laptop or by any other physical or electronic means. Also, students should not download copyrighted MP3s or non-share programs. The use of virus programs or other intentionally harmful programs is strongly prohibited and will be dealt with seriously.

Terms of Agreement

The student is responsible at all times for the care and appropriate use of this computer. I understand if my child violates the guidelines agreed to in the District Acceptable Use Policy (AUP), his/her privilege to take the laptop home may be restricted or removed and he/she may be subject to disciplinary action.

The laptop remains the property of New Buffalo Area Schools. At the end of the school year or upon transfer from the district, parents and student agree to return the laptop to the school in the same condition it was issued to the student, less reasonable wear.

Signature

Parent or Guardian _____

Date _____

Student _____

Date _____

ACKNOWLEDGEMENT OF STUDENT HANDBOOK

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

_____ Student's printed name _____ Date

_____ Student's Signature _____ Date