

Dear Parents and Guardians,

Welcome to the 2009-2010 school year at New Buffalo Elementary School! As the elementary principal, it is with great pleasure that I offer the exciting adventures that are sure to take place within the elementary building this year. Please keep in mind that as the adventures unfold, the teachers, support staff, students, and myself work hard to ensure that the school is a safe and friendly environment. On that note, the following pages give guidance to the procedures that help all employees make certain that the abovementioned statement is a reality. So in essence, this handbook is designed to provide you with pertinent information you should be aware of regarding your child's elementary education. School educators trusts that you will share this useful material with your child(ren) in the most appropriate manner.

At New Buffalo Elementary School, our focus is on doing what is best for all learners. As you may know, we place a strong emphasis on academic excellence. Every student is expected to advance in their knowledge of a variety of topics while attending school. In the past, we have been awarded many accolades for the instructional programs we have in place. For instance, during every school year dating back to 2004-2005, we have been honored with an 'A' on the Department of Education State Report Card. In addition, we have also been praised for our work with Michigan's Integrated Behavior and Learning Support Initiative (MiBLSi). This growing notion strives to create a safe environment for students, while promoting high achievement in literacy skills. A phrase we commonly use in our building to help students present themselves appropriately is "BISON." This is simply an acronym that means:

Be kind
Invest yourself
Stay safe
Outstanding attitude
Non-violent solutions

Our dedicated teachers in addition to our committed support staff are devoted to providing for each student's individual needs. We encourage your support and assistance throughout the school year so that your child will have a successful and rewarding year. One of the ingredients in supporting the efforts of school is guaranteeing that your child is to school on time. While here, it is anticipated that your child(ren) conduct themselves in a socially acceptable manner at all times. Good discipline, with school and parents working together, is imperative to the overall success of each learner. All elementary educators will make every attempt possible to produce discipline policies that are consistent and fair.

As educators, communication is one of our top priorities. We hold dear to the truth that personal conversations, mailings, phone calls, and emails, to name a few of the methods, are central to the overall success of your child(ren). With this said, please be sure to look over the material that is sent home. This sentiment includes newsletters which will be sent home monthly. These documents contain information worthy of being looked at; please make this a habit.

With respect to parent participation, there are many opportunities offered throughout the course of the year. Volunteer work, parent/teacher conferences, and scheduled activities are certainly only a few of the options available. Our hope, as a school family, is that you will get involved in your child's education as we can accomplish much more success together.

In closing, the following pages are intended to help answer questions you might have throughout the school year. Please take time to become familiar with them and feel free to contact myself or your child's teacher should you have any questions. We can be contacted through the school office at 269.469.6060.

Sincerely,

Joshua Traugher
Principal
New Buffalo Elementary School

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Mission Statement

The Mission of New Buffalo Elementary School is to provide unique educational opportunities for students and challenge them to become independent thinkers and problems solvers in an ever-changing world.

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 faculty or staff member 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 Office listed below.

Ronald J. Hart
High School Principal
269-469-6002

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.

New Buffalo Elementary School 2009-2010 Daily Schedule

7:30 a.m. Breakfast begins

8:00 a.m. School begins

Lunch times as follows:

11:10 – 11:45 am — Recess (11:10-11:25)/Lunch (11:25-11:45)—Grade 1

11:20 – 11:55 am — Recess (11:20-11:35)/Lunch (11:35-11:55)—Grade 2

11:30 – 12:05 pm — Recess (11:30-11:45)/Lunch (11:45-12:05)—Grade 4

11:45 – 12:20 pm — Recess (11:45-12:00)/Lunch (12:00-12:20)—Grade 5

11:50 – 12:25 pm — Recess (11:50-12:05)/Lunch (12:05-12:25)—Grade K

12:00 – 12:35 pm — Recess (12:00-12:15)/Lunch (12:15-12:35)—Grade 3

2:35-3:10 pm—Band for Grade 5

3:20 p.m. All students dismissed

All students have at least one 15-minute recess scheduled during either the A.M. or P.M.

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 radio and television stations. Additionally, the Honeywell Instant Alert system will contact you should your information be on file.

Television Stations

Channel 16	WNDU	Cable Channel 8
Channel 22	WSBT	Cable Channel 13
Channel 28	WSJV	Cable Channel 9

Internet

Logging onto www.wndu.com or www.wsbt.com will give you school closings for the entire viewing area.

Radio Stations

WIRX (FM) 107.1	South Haven	WCOE(FM) 96.7	LaPorte
WHFB(FM) 99.9	Benton Harbor	WYRZ(FM) 97.0	Bridgman
WLOI(AM) 1540	LaPorte	WEFM(FM) 95.9	Michigan City
WSJM(AM) 1400	St. Joseph		

Sometimes it is necessary for the children to be sent home early when conditions change in the course of the day. Please make arrangements with a neighbor or friend to receive your child if you are not at home.

Enrollment

In order to attend the New Buffalo Elementary School a student must have attained the age of five(5) on or before December 1st of the current school year and be a resident of the school district or meet one of the following:

- A. Tuition students will be accepted as prescribed by Board policy.
- B. A non-resident student placed with the District for educational reason by a Juvenile or Probate Court.
- C. Enroll as a School of Choice student as long as the District participates in the program.
- D. A child is a resident if only one parent resides in the District, or they are the son or daughter of an employee, as prescribed by law. That parent does not have to have custodial rights.

All new students must enroll at the elementary office. A record of immunizations and a birth certificate are part of the required registration forms. Your child will be assigned to a classroom at the time of enrollment.

Preschool

The Bison Beginners Program is provided for students that are four years old by December 1st. The program is funded through the state Great Start Readiness Program (GSRP) grant and the school district. Parents are asked for pertinent information to determine the child's eligibility, which requires that two of the 25 at-risk factors are met. The half day and/or full day, four days per week program can serve a maximum of 16 preschool students at any one time. The social and academic experiences in the four-year-old program will assist the children with

successful future school experiences. Please call the Principal's Office for further information concerning this program at 269.469.6060.

Attendance

All elementary age children are required by law to attend school on a daily basis. Regular and punctual attendance is to your child's benefit as he or she can only get the fullest education if he/she is in school everyday. Parents may be contacted if the student is absent more than two (2) days without an excuse.

Absences

If your child is ill or absent for some other reason, you are expected to contact the school. This can be done by calling or emailing the school in the morning and explaining why your child will not be in school or by sending a note with your child on the first day of his or her return to school. In all cases, contact from the parents is required if a child is absent. Absences not reported by the parent will be unexcused.

If your child will be missing two days or more of school, you may call the office and request that work assignments be prepared for your child. Since teachers have classroom responsibilities during the day, please call the office by 10:30 am to have work ready to be picked up by the end of the student day. (The phone number to the school office is 269.469.6060.) In cases of vacation, whenever possible, parents should schedule vacations around the scheduled school breaks during the year. Parents should notify the school secretary one week prior to leaving. The student, guardian, and teacher are to establish a date when the work is to be completed. These arrangements should be realized prior to leaving for vacation.

If your child has been ill and running a fever, please keep your child home until he/she is fever free for 24 hours. If your child has been vomiting during the night, please keep him/her home the following day. These children are contagious and should stay home.

If your child has been sick with the flu, please let the secretary or the school nurse know if it is the respiratory flu or stomach flu. The Berrien County Health Department requests us to give them a count as to which type of flu it is.

Tardiness

Being on time is important. If your child is late, he or she must report to the office upon arrival at school. Each child will be given a pass to their classroom. Excessive tardiness will not be tolerated and may result in your child spending extra time after school. Please help to reduce the amount of distraction to students and teacher by making sure your children are at school on time.

Leaving School Early

If you wish to pick your child up during the day, you must report to the office and sign out the student. Teachers or school personnel will not release a child to anyone unless this is accomplished. A release note may be necessary if someone other than the guardian is to pick up the student. If your child is to be excused from school on his/her own, a written note must be received by the office. For purposes of your child's safety, this practice is discouraged.

If you find it necessary to pick up your child before dismissal time, please wait in the front hall by the office for your child to come to you. Parents are asked to pick up children for appointments before ~~2:45~~ 3:10 pm as to not interfere with school buses. All parents are to remain at the office area during dismissal.

If your child's schedule changes, i.e. riding different bus, walking home with a friend, etc., we must have a note from you as to what is supposed to take place. Phone calls are discouraged for this practice. Instead, school personnel should have parent/guardian authorization in the form of a signed note to do something besides what the child normally does.

Accident and Illness in School

If a child becomes ill and cannot take part in room activities or is injured at school, the parents will be notified immediately. The parent will then be responsible for arranging to pick the child up as soon as possible. Parents are responsible for supplying at least one additional number of someone who can be reached in case of an emergency.

If a child cannot participate in any normal part of the school day proper notification must be received from home before your child is excused from that activity.

Visitor Policy

New Buffalo Elementary has a no visitor policy for school-age children. Parents and adult community members are welcome at the school. In order to properly monitor the safety of students and educators, each visitor must report to the office upon entering the school to obtain a visitor's pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a faculty or staff member, s/he should call for an appointment prior to coming to the school, in order to prevent any inconvenience. All teachers have voicemail systems in their room.

Family Rights and Privacy Act

Student Records

Your child's records are protected from release to any person outside of the New Buffalo Area Schools and no information therein will be released without your signed permission.

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.

Parents have the right to review their child's school records. If you wish to review the contents of your child's records, contact the school office; at which time an appointment may be made to review the records.

The educational interests of the student require the collection, retention, and use of information about individual students and groups of students. At the same time, the student's right of privacy mandates careful custodianship and limitations on access to student records.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government or specifically permitted by this Board may be compiled by District employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law.

- A. Observations and ratings of individual students by professional educators acting within their sphere of competency
- B. Samples of student work
- C. Information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. vocational preference inventories
 - 2. achievement tests
 - 3. standardized intelligence tests
 - 4. local common assessments
- D. authenticated information provided by a parent or adult student concerning achievements and other school activities which the student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. attendance records
- I. health records
- J. family backgrounds and arrangements

In all other cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, not including Board members, who have a legitimate educational interest in the information. In situations in which a student has both a custodial and a non-custodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order.

Americans with Disabilities Act—Section 504

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

Upon request to the Superintendent or the designee, the District shall make reasonable accommodation for a disabled person to be able to participate in the activity.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school faculty and/or support staff members. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the elementary principal at 269.469.6060.

Communication Between Home and School

Report Cards

Report cards are given out three times a year at the end of each trimester. Parents who have questions or comments are urged to have a personal conference with the teacher.

Newsletter

Besides the District newsletter which is published once a month, there will be school newsletter sent home at least monthly titled, "Bison Briefs".

Parent-Teacher Conferences/Visits

Formal conferences are held three times a year. It is hoped that every parent will attend these conferences. In addition, informal conferences can be scheduled by contacting the teacher. Teachers are available for conferences during the day at various times according to when their classes have art, music, or physical education. They are also available to talk to parents daily before and after school each day. Teachers of Special Education, Title I, Art, Music, and Physical Education are also available for conferences. Appointments for visiting with teachers may be made by calling the school office.

Website

Parents and guardians are always welcome to visit the school website for information. One component especially informative is PowerSchool. This feature of the website will allow you to monitor your child's academic progress.

In addition, there are other tools to help parents and guardians communicate with elementary **educators**. Should the abovementioned list not answer questions or should the question you have come prior to a report card, Parent Teacher Conference, etc, you may try;

1. Calling the school office at 269.469.6060 or Academic Guidance Counselor, Mrs. Margaritis, at 269.469.6067.
2. Dialing the teacher's number for personal contact or voice mail. Parents may leave a message for a teacher 24 hours a day.
3. Attending school functions and activities.
4. Scheduling a conference with your child's teacher or team of teachers.

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk, will not be permitted. Should a disruption occur, your child may be required to get other clothes to change into or be sent home. Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (No)
- Does my clothing advertise something that is prohibited to minors? (No)

- Are there obscene, profane, drug related, gang related or inflammatory messages on my clothing? (No)

As a **school community**, we feel that the following types of clothing and/or accessories are generally not conducive to good classroom behavior and often lead to disruptive behavior. Please assist us by not allowing your children to wear them to school. The list is as follows:

- Heelies
- Alcohol or tobacco logos
- Fashion that is disruptive to the learning environment
- Form-fitting clothing
- Clothing that promotes violence
- Halter tops/tank tops or bare midriff
- Mini skirts/shorts (above mid thigh)
- Half shirts
- Bandannas
- See-through shirts or mesh shirts
- Chains hanging from sides

Hot Lunch and Breakfast

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.

All schools in the district are served breakfast and lunch through the National School Lunch Program. At New Buffalo Elementary School, breakfast is free. We feel this is important to offer because research is fairly consistent in suggesting that students who eat breakfast do better in school. We hope that either, you can provide a healthy start at home or encourage your child to join us for breakfast. The Universal Breakfast program will start at 7:30 a.m. and end at 7:55 a.m. sharp. In terms of lunch, students who bring food from home can still purchase milk or other beverages separately.

Free and Reduced price meals are available to families whose income meets federal guidelines. Students who attended NBAS in the previous school year and were eligible for free and reduced priced meals will automatically be eligible for the same benefits until October 1st of the new school year. A new application must be received and approved by the October 1st deadline for families to continue receiving uninterrupted 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 ID card is scanned, 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. To be able to view your child's account online, contact the Food Service Director at 269.469.6048 to receive a password and instructions.

New Buffalo Elementary School Breakfast & Lunch (PreK-5)

Breakfast price is FREE!

Deposits can be made with cash in a labeled envelope or by check payable to NBAS Cafeteria. Low balance and negative notices will be sent home weekly with students. If the amount is negative, it is due immediately. If payment has not been received within a week, a collection letter will be sent home. Accounts that are repeatedly sent collection letters will have a credit limit of \$5.00. Once the \$5.00 credit limit is reached, the amount will be on a cash only basis. Accounts that are neglected will be sent to the school principal.

Ala-carte items are available but written permission to purchase those items must be sent in by a parent. Ala-carte items cannot be charged.

Student Sales

Students are not permitted to sell any items or services in school without the approval of the building principal. Violation of this may lead to disciplinary action.

Lost and Found

A lost and found area is located near the school office. If your child has lost anything, he or she should check to see if it has been turned in to Lost and Found. Mark all outdoor clothing clearly with your child's name.

Any clothing left at the close of the school year will be given away.

Computer Technology and Networks

The New Buffalo Elementary School offers Internet access for student use. Before any student may enhance his/her school career through participation in the school's computer network, she/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.

Students must sign and return Network & Internet Access Agreement for Network Users (sent home early in the school year) to receive computer access.

Grading Scale

In general, the grading scale includes using a system of 1, 2, 3, and 4 to show the progress of a student.

- 4 Exceeds expectations—Superior, careful, thorough, prompt; quick, resourceful; has excellent self-control and study habits (90-100%)
- 3 Meeting expectations—Shows consistent interest; responds readily; conscientious and dependable (80-90%)
- 2 Progressing towards expectations—Satisfactory; does good work with direction; has good intentions but not always interested; performs minimum requirements (70-79%)

- 1 Not meeting expectations—Irregular in completing work or shows minimum improvement, lacks concentration in study; (60-69%)

New Buffalo Elementary School Homework Expectations

Definition

Homework shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

Expectations

All assigned homework shall meet the following expectations:

- A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

To help with your child's homework, provide a quiet place to study away from outside distractions. Setting aside a time for homework on a daily basis, helps everyone develop good study habits. Parents need to make sure that homework is complete even if students are involved in extra curricular functions. For further direction on this subject, please refer to Board Policy 2330.

Partnership Roles

Teacher's Role: Teachers will help students realize that continued effort will not only increase achievement, but bring increased satisfaction, self-esteem, and enjoyment of future tasks. Teachers will provide assignments that provide reinforcement, practice, and meaningful activities.

Student's Role: Students will attempt their very best on all assignments and complete them on time.

Parent's Role: We feel that parents are the key to making academic assignments a positive experience for their children. Therefore, we ask that parents make school a top priority, providing the necessary supplies, and supporting your child(ren).

New Buffalo Elementary School Promotion/Retention Policy

A student in the elementary school will be promoted to the next grade level when academic and social criteria are met. These requirements are stated per grade level for subject areas in our state's Grade Level Content Expectations. A list of these expectations will be posted on our website at www.nbas.org. In addition to the meeting of the requirements, attention will be given to work habits, social development, attendance, and academic placement.

The Superintendent shall develop procedures for promotion and retention of students which:

- A. Ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the District's core curriculum;
- B. Require the recommendation of the classroom teacher for promotion or retention;
- C. Require that parents are informed in advance of the possibility of retention of a student at grade level;
- D. Assure that every effort will be made to remediate the student's difficulties before she/he is retained; when summer school is offered and recommended, students shall attend with at least 90% attendance, a good work ethic and appropriate behavior or retention will be considered.
- E. Assign to the building principal the final responsibility for determining the promotion or retention of each student.

If promotion of a student is not to take place, the following procedures will and must have occurred:

1. The teacher will notify the parents and principal in writing by the end of January of possible retention.
2. The problems the student is having and attempts to remedy the problems will be stated in the notification. (This may not be done if the student's reason for failing occurs totally in the latter part of the year.)
3. After approximately twenty-four weeks, the teacher will confer with the parent at the end of the twenty-fourth and thirtieth weeks of school.
4. Six weeks prior to the end of the school year, the principal will review with the teachers those students who are tentatively being considered for retention.
5. By the end of April, a conference will be held between the principal, parents, and teacher.
6. Before the last Friday in May, a parent-teacher conference will be held to inform the parents that the student is being retained. (Based on the recommendation of the teacher, the principal's decision is final. Parents objections to placement must be in writing.)

Search and Seizure

Search of a student and his/her possessions, including 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.

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.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

Drug Prevention

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

The Board prohibits the use, possession, concealment, or distribution of any drug at any time on District property or at any District-related event. For further direction on this subject, please refer to Board Policy 5530.

Use of Tobacco

The Board of Education does not approve of the use of tobacco by students or other persons on school property and/or at school sponsored events.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substances that contain tobacco.

The administration of each school building will take appropriate action in cases involving students who use tobacco in their building or on school grounds as well as reporting the infraction to local police authorities. In these cases, there may be a fine assessed by local law officials.

Student Wellbeing

Student safety is a responsibility of **all elementary educators**. **Faculty and support staff** members are familiar with emergency procedures such as lockdown, fire, and tornado drills as well as accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify **any educator** immediately.

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

If your child must take medication during the school day, a signed release must be completed allowing either the Emergency Medical Technician (E.M.T.) or other school personnel to administer the medication. The dosage and correct times must be included along with any other needed information. If possible, the prescription should be included. The school cannot dispense any medication on its own, including aspirin. Students are discouraged from carrying any form of medication on themselves during the school day.

At this time, the Michigan Department of Community Health recommends a policy on head lice that focuses on the exclusion of active infestations only. Active infestations can be defined as the presence of live lice or nits found within ¼” of the scalp.

- Any student with live lice may remain in school until the end of the school day if parents are not available. Immediate treatment at home is advised. The student will be re-admitted to school after treatment and examination by school personnel.
- Any student with nits (farther than ¼” from scalp) should be allowed in school.
- Parents should remove nits daily and treat if live lice are observed.
- Children will be allowed to ride the school bus home.
- The school will provide parents with a copy of an information sheet on head lice infestation, if the parent requests it.

Code of Conduct

In an effort to promote a quality schooling experience, we have recently initiated Michigan’s Integrated Behavior and Learning Support Initiative (MiBLSi). This program is centered on positive behavior support with several key objectives targeted. These are to:

- Identify expectations
- Teach expectation
- Monitor expected behavior
- Acknowledge and encourage expected behavior
- Correct behavioral errors
- Use information for decision-making

To reinforce our expectations, school personnel uses the following acronym:

B for Be Kind
I for Invest Yourself
S for Stay Safe
O for Outstanding Behavior
N for Non-Violent Solutions

The acronym, in conjunction with the following general expectations in addition to common area expectations are taught, re-taught, practiced and reinforced throughout the school year.

General School Rules

Students should also respect the law and those persons in authority. 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. It is important to keep in mind that school expectations and rules are intended for the safety of all.

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 the District.

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

- a) shall commit any act, verbal or nonverbal gestures, handshakes, etc. that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang;
- b) shall commit any act, verbal or nonverbal, in furtherance of the interest of any gang or gang activity, including, but not limited to:
 - 1. soliciting others for membership in any gang or gang-related activity;
 - 2. requesting any person to pay protection or otherwise intimidating or threatening any person;
 - 3. committing any other illegal act or violation of District rules or policies;
 - 4. inciting other students to act with physical violence on any person;
- c) the term “gang” as used in this policy, means a group of two(2) or more persons whose purposes or activities include the commission of illegal acts or violation of District rules or policies.

A major component of the educational program at New Buffalo Elementary is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly in accordance with established standards. These standards are life skills and aid in creating a well-rounded individual. Persistent disobedience in any form will not be tolerated. Specific expectations and rules are stated below.

Building Rules

- 1. Students are not to bring any weapons (knives, guns – real or play), etc. to school.
- 2. Additionally, students are not to bring pagers or cell phones to school unless permission is granted by the building administrator.
- 3. Trading cards, laser pointers etc. will not be allowed in school.

All of the items in numbers 1, 2, and 3 will be immediately confiscated.

- 4. Students are not to be in hallways and bathrooms unless given permission. Students are to walk when inside the building.
- 5. Students may not use the phone unless there is an emergency. Scout meetings, baseball practice, visiting with a friend, etc. are plans that should be made before coming to school.
- 6. The restrooms are not a play area. Students are expected to keep them clean and neat for those who follow. They are to be used for their intended purpose and then children are to return immediately to class.
- 7. Every adult who works at, or visits the school, is to be treated with respect by students. Likewise, all students who visit the school are to be treated with respect by adults.
- 8. Eating or chewing gum, candy, or snacks, in the building is not permitted. The only exception to this would be classroom parties, break times between regular school and after-school programs, or with the permission of the classroom teacher.
- 9. Students are expected to practice good housekeeping, and assume responsibility for helping to keep the building clean and orderly.

10. Fighting will not be tolerated in any form and may result in immediate suspension from school.
11. Students are discouraged from bringing personal playthings for use on the playground, etc. They tend to get broken, lost, or stolen.
12. Skateboards, roller blades, snow skis, etc. may be used to get to and from school but will not be allowed to be used during the school day.
13. Bicycles are to be securely placed in the racks upon arrival. No bicycles are to be ridden during the school day.

School Policy on Violence Prevention

Definition of Violence/Disrespect

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

Our Philosophy Statement

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

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, teacher, 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. (A Violence Continuum is included in the expanded version of the handbook located on the school website.) The Violence Continuum lists behaviors from most severe to least severe. Each year the building committee will decide which behaviors to place emphasis on even though all behaviors are consistently monitored.

To facilitate this process of creating a non-violent place of learning, each student is encouraged (although not required) to sign the "Peace Pledge" in the beginning of the school year. (A copy of the Peace Pledge is sent home early in the school year.) Please read this pledge and discuss it with your child.)

Violence Continuum for New Buffalo Elementary School

Level 5

- Rape, Murder, Drive-by shooting
- Attempted suicide
- Firing gun in building
- Stabbing
- Hate Crime
- Assaulting an educator with a weapon
- Fighting (with a weapon)
- Intimidating (with a gun)
- Intimidating (with other weapon)
- Sexual assault

Level 4

- Assaulting an educator
- Threatening an educator

- Extortion
- Stalking
- Theft vandalism
- Sexual, Racial, or Religious Harassment

Level 3

- Fighting (without a weapon)
- Sexual, Racial, or Religious Intimidation
- Pulling, Grabbing, Ripping Clothing
- Taunting, Verbal Intimidation
- Using profanity
- Slapping, Pushing, Hitting
- Spitting
- Graffiti

Level 2

- Name calling
- Staring/Leering
- General Vulgarity
- Gesturing

Level 1

- Rumors, Gossip
- Making rude noises
- Eye rolling, “Duh”

Restroom Expectations for New Buffalo Elementary

Be Kind	<ul style="list-style-type: none"> • Take turns • Respect the privacy of others
Invest Yourself	<ul style="list-style-type: none"> • Be quick and leave the area when you are done
Stay Safe	<ul style="list-style-type: none"> • Respect school property; do not do anything that will get you in trouble
Outstanding Attitude	<ul style="list-style-type: none"> • Use only the supplies you need
Non-Violent Solutions	<ul style="list-style-type: none"> • Respect others; do not tease them • Use conflict resolutions strategies or strategies that do not involve hitting of any kind or kicking

Hallway Expectations for New Buffalo Elementary

Be Kind	<ul style="list-style-type: none"> • Be helpful
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	<ul style="list-style-type: none"> • Move quietly because others are trying to learn in class
Invest Yourself	<ul style="list-style-type: none"> • Be where you should be on time
Stay Safe	<ul style="list-style-type: none"> • Pass on the right side of the hallway while walking • Keep your hands and feet to yourself
Outstanding Attitude	<ul style="list-style-type: none"> • Be friendly
Non-Violent Solutions	<ul style="list-style-type: none"> • Respect others; do not tease them • Use conflict resolutions strategies or strategies that do not involve hitting of any kind or kicking

Cafeteria Expectations for New Buffalo Elementary

Be Kind	<ul style="list-style-type: none"> • Take turns in line • Respect lunchroom helpers • Include others in friendly conversation • Be helpful to others • Welcome others so that they feel as if they belong
Invest Yourself	<ul style="list-style-type: none"> • Walk in quietly, in a single file line • Line up promptly when lunch is over • Make healthy choices • Get utensils and napkins first • Use quiet voices
Stay Safe	<ul style="list-style-type: none"> • Eat only your own food • Keep your hands and feet to yourself • Carry tray with both hands • Ask for help—if needed • Walk calmly so that you do not fall down
Outstanding Attitude	<ul style="list-style-type: none"> • Wait patiently in line • Use proper table manners such as closing your mouth as you eat • Take only what you will eat and

	no more <ul style="list-style-type: none"> • Clean up your area • Empty tray and deposit silverware
Non-Violent Solutions	<ul style="list-style-type: none"> • Respect others; do not tease them • Use conflict resolutions strategies or strategies that do not involve hitting, kicking, or hitting of any kind

It is our intention that these expectations encompass the behaviors of students. However, there are other necessary rules to follow. These rules are stated below.

Cafeteria Rules

1. Eating in the cafeteria is a privilege that can be withdrawn for disciplinary reasons.
2. Students should be courteous and polite at all times.
3. Students are to remain seated while eating and return their trays to the kitchen window when directed by the cafeteria supervisor.
4. Students are to leave their table and surrounding area clean. Throwing of food will not be tolerated.
5. Students are to follow the directions of the supervisors both in the cafeteria and outdoors or in the classrooms, wherever recess happens to be.
6. State code and policy prohibits the trading of food between students.
7. Students should not bring glass containers into the cafeteria.

Playground Expectations for New Buffalo Elementary

Be Kind	<ul style="list-style-type: none"> • Take turns with the equipment • Support others with a helpful hand or smile
Invest Yourself	<ul style="list-style-type: none"> • Come in promptly from your area of play • Leave electronic devices at home
Stay Safe	<ul style="list-style-type: none"> • Dress appropriately for the weather • Use equipment properly • Keep hands and feet to self • Keep nature on the ground • Play appropriate games with

	appropriate rules
Outstanding Attitude	<ul style="list-style-type: none"> • Show good sportsmanship
Non-Violent Solutions	<ul style="list-style-type: none"> • Respect others; do not tease them • Use conflict resolutions strategies or strategies that do not involve hitting, kicking, or hitting of any kind

It is our intention that these expectations encompass the behaviors of students. However, there are other necessary rules to follow. These rules are stated below.

Playground Rules

Students are required to go outside at recess time and may only be excused by a written note for some health reason. Children have outdoor recess everyday except when it is raining, or when the temperature is severely cold, i.e. a wind chill of 0° F. It is important, therefore, that children be dressed appropriately for the expected weather of the day.

1. Students are to play in assigned play areas and are not to play in front of the school, on the driveway or in the parking lots at any time.
2. Children are not allowed to leave the playground without permission from the supervisor in charge.
3. Children are not to enter the woods at any time without permission of the supervisor.
4. Students should proceed directly to the play areas and return promptly to their classrooms when the whistle blows.
5. Skateboards, roller blades, baseballs, kites, steel balls, play guns, knives, glass items and laser pointers are not permitted at school. Skateboards and roller blades ridden to and from school may be stored in the principal's office or appropriate area as directed by the classroom teacher during the day.
6. Any activity involving a ball or running games are to be played away from the permanent equipment. No aluminum or metal bats are to be used at school.
7. The blacktop area is for jumping rope, hopscotch, jacks, basket shooting, ball bouncing, etc. Balls are not to be thrown against the building. No kicking, batting, or throwing practice is permitted on the blacktop.
8. Stone, snowball, dirt, rock, bark chips, or ice throwing is not permitted.
9. Tackle football is not allowed. Touch or flag football is allowed if the rules are followed. No jam piles are permitted.
10. Chicken fighting, "King on the Mountain," or other activities where there is a risk of being severely injured, are not permitted.

11. When swinging, the student is to remain seated and swing straight. No twisting or jumping from the swings will be allowed. Students should maintain safe distance from swings while they are in use to avoid being hit.
12. Students are not to jump from any climbing or swinging equipment. Slides are meant to be used to slide down – not climb up.
13. Children may enter the building to use the restrooms only with permission.
14. Arguments and disagreements often lead to fighting. Such disagreements should be reported to the supervisor. Punching, kicking, wrestling, and other activity such as this will not be tolerated and may result in the loss of the privilege of using the playground or being immediately suspended from school.

Bus Expectations for New Buffalo Elementary

Be Kind	<p>While waiting in line for the bus or sitting on the bus:</p> <ul style="list-style-type: none"> • Use quiet voices • Keep hands to self
Invest Yourself	<ul style="list-style-type: none"> • Be on time
Stay Safe	<ul style="list-style-type: none"> • Sit with your back against the seat • Keep the aisle clear • Keep hands inside the bus • Wait in the appropriate area before and after school • Line up properly • Use walking feet
Outstanding Attitude	<ul style="list-style-type: none"> • Follow directions
Non-Violent Solutions	<ul style="list-style-type: none"> • Respect others (both students and adults); do not tease them • Follow sidewalk and bus rules • Use conflict resolutions strategies or strategies that do not involve hitting, kicking, or hitting of any kind

It is our intention that these expectations encompass the behaviors of students. However, there are other necessary rules to follow. These rules are stated below.

Bus Rules

1. Be on time at designated bus stops. Buses cannot wait for tardy pupils.
2. Obey the driver's directives. Help the driver to assure safety at all times.
3. Expect to walk some distance to a bus stop as required by Board policy.
4. Stay off the roadway while waiting for bus. Form a line to get on the bus.
5. Cross in front of bus when crossing road or highway, NOT IN BACK OF THE BUS. Wait for the driver to signal to cross street.
6. Wait until bus has come to a complete stop before attempting to enter or leave the bus. Remain seated while the bus is in motion. Enter or leave the bus only at the front door, except in the case of emergency.
7. Do not leave the bus without the driver's consent, except at home or school. No unauthorized stops will be made.
8. Occupy any seat assigned by the driver. Keep feet out of aisles, off of seats and back of seats. Standing will not be permitted.
9. Sit three in a seat by filling back seats first when conditions require it.
10. Musical instruments will have to be held by the owner. Do not leave them in aisles or at front or rear emergency door.
11. Sit erect with your feet on the floor and facing forward. Keep head, arms, hands, and other objects inside bus.
12. Observe classroom conduct. Avoid unnecessary disturbing noises. The driver should not be distracted while bus is in motion. Do not shout at passing persons or vehicles.
13. Be courteous! Use no profane or vulgar language.
14. Help keep bus clean. No gum chewing, no eating, no pop to or from school.
15. Be considerate of everyone.
16. Younger students will be permitted to enter and depart first.
17. FIGHTING – PUSHING – SHOIVING or other rowdyism will not be tolerated.
18. Report any damage you observe to the driver. Damage to the interior or exterior of the bus will result in payment for damages and in suspended bus riding privileges.
19. No pets or animals may be transported on the bus.
20. A student will leave or board the bus only at his or her assigned stop. Any deviation must have prior approval of the building principal, upon written request of the parent.

21. The bus driver has the authority to issue a report of misconduct for violation of these rules by a student.
22. Possession of water guns, water balloons, rubber bands, and the projectiles shot from them, i.e. paper wads, clips, B.B.'s etc., is prohibited. No glass containers will be allowed.
23. All students shall be quiet when the bus stops for railroad crossings as required by state law.

A referral will be sent home if a child misbehaves. It is to be signed by the parent and returned to the school office. Accumulation of three reports automatically results in a three-day suspension from the bus. Subsequent referrals may result in accumulated days of suspension from the bus. A student may be suspended at any time depending on the severity of the situation. If a student is suspended from riding the bus, the parent shall be responsible for seeing that the child gets to and from school.

Discipline

Shall any of these expectations or rules not be followed, **teachers and support staff members** may engage in a course of corrective action towards a student that may involve informal or formal procedures.

Informal Discipline

All decisions regarding consequences for student misbehavior will be made at the discretion of school personnel with the best interests of the individual in mind, while considering the serious obligation to provide a safe, orderly learning/teaching environment for all students and educators. Informal measures may include:

- Verbal warning
- Change of seating or location
- A behavior referral
- Time out (removal from situation)
- Time owed
- Writing assignment (reflective/positive action)
- Loss of classroom privilege
- Response cost (a system that incorporates a loss of accumulated earnings)
- Positive practice
- Other—at the discretion of the teacher

A behavior referral shall be written when a student's conduct merits such an action. The behavior referral form is included in the handbook. Additionally, a discipline rubric is included in the handbook. The discipline rubric outlines guidelines for appropriate measures educators are to consider for violations of expectations or school rules. When viewing this rubric, you will notice that a code of colors references the severity of the school violation.

Formal Discipline

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. Formal measures of discipline removes a 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.

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.

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 Elementary 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.

Weapon-Free School Zone

The Board of Education, as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors.

The Board recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety by individuals possessing weapons and/or dangerous weapons.

Accordingly, the Board (or the Superintendent, a Principal, or other District official as may be designated by the Board) shall permanently expel a student from attending school in the District if the student possesses a weapon in a weapon free school zone. Such expulsion is mandatory, unless the student establishes, in a clear and convincing manner, at least one of the following:

- A. that the object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon
- B. the weapon was not knowingly possessed by the student
- C. the student did not know or have reason to know that the object or the instrument possessed by the student constituted a weapon or dangerous weapon
- D. that the weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities

Definitions

“Weapon” or “dangerous weapon” includes a firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with blade over two (2) inches, any knife opened by a mechanical device, iron bar, or brass knuckles. It also includes any item used or threatened to be used as a weapon.

“Weapon-Free School Zone” means school property and/or a vehicle used by the school to transport students to or from school property.

“School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, and includes the area up to 1000 feet surrounding school property.

“Firearm” means: (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun is considered to be a “firearm”.

Recordation and Referral

All expulsions pursuant to this policy shall be entered and preserved on the student’s individual permanent record. This information shall be disseminated, as part of a student’s permanent record, to any other public or private (primary or secondary) school where the expelled student seeks to enroll and where this District is requested, or otherwise required, to forward or release records to that institution. The District shall immediately report any incident involving the possession of a weapon or dangerous weapon on school property, in writing, to the student’s parent or legal guardian and to the local law enforcement agency.

The District shall within three (3) days of expulsion, refer the expelled student to the appropriate County Department of Social Services or County Community Mental Health Agency. The District shall also notify the

individual's parent or legal guardian or (if the individual is at least eighteen (18) years old or otherwise legally emancipated) notify the expelled student of the referral. The District shall also refer for prosecution, conduct by any individual which is believed to violate State or Federal laws establishing weapon-free or gun-free school zones.

Petitions for Reinstatement

Students expelled pursuant to this policy (or their parent or legal guardian) may petition the Board of this District for reinstatement to school. An individual who was in grade 5 or below when expelled may petition for reinstatement at any time after the expiration of sixty (60) school days subsequent to the date of expulsion. The District will make available the proper forms to those who wish to petition for reinstatement. The petitioner shall provide an authorization and release the Board and its designated committee to request, receive, and review all student records and student record information maintained by any public or private school which the petitioning student has attended. If such records are already in the possession of this District, the parent/guardian or student (if emancipated) shall furnish written authorization for review of same by the committee and Board members.

Upon receipt of a petition for reinstatement, the District shall do the following:

- A. Not later than ten(10) school days after receiving a petition for reinstatement, the Board shall appoint a committee to review the petition and any supporting information submitted by the parent or legal guardian or from the expelled student.
- B. The committee shall consist of two (2) Board members, one (1) school administrator, one(1) teacher and one(1) parent of a student attending the District.
- C. The Superintendent of the District may prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.
- D. Not later than ten (10) school days after all members are appointed, the committee shall review the petition provided by the District and shall submit a recommendation to the Board on the issue of reinstatement.
- E. The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reason for the recommendation and of any recommended conditions for reinstatement.
- F. The Superintendent shall be allowed to attend meetings of the committee appointed by this Board when considering petitions for reinstatement.

Criteria for Reinstatement

The designated committee and this Board shall consider at least the following factors when a petition for reinstatement is submitted:

- A. whether the reinstatement would create a risk of harm to other students or school personnel
- B. whether reinstatement would create a risk of District or individual liability for the Board or District personnel

- C. the age and maturity of the individual
- D. the individual's school record before the incident that caused the expulsion
- E. the individual's attitude concerning the incident that caused the expulsion
- F. the individual's behavior since the expulsion and the prospects for remediation of the individual

Petitions for reinstatement from students expelled by another Board shall not be processed if that student has not first submitted a petition for reinstatement to the expelling Board. This District will only consider reinstatement, to the extent required by law, upon receiving written verification of the denial of the student's petition for reinstatement by the expelling Board.

Conditions of Reinstatement

The Board may require an expelled student (and if the petition was filed by a parent or legal guardian to agree in writing to specific conditions before reinstating the student. The conditions may include, but are not limited to:

- A. signing a behavior contract;
- B. participation in or completion of an Anger Management Program or other appropriate counseling;
- C. periodic progress reviews;
- D. specific immediate consequences for failure to abide by any conditions of reinstatement.

Reinstatement

If the District decides to reinstate the expelled student, those who were in grade 5 and below at the time of the expulsion shall not be reinstated before the expiration of ninety (90) school days subsequent to the date of expulsion, unless a longer period of expulsion is required pursuant to the Federal Gun-Free Schools Act. For student in grade 5 and below who have violated the Federal Gun-Free Schools Act and who are accordingly subject to mandatory one (1) year expulsion, the Superintendent may submit his/her own recommendation to the Board, in conjunction with the designated committee's recommendation, to modify the one (1) year expulsion requirement (on a case-by-case basis) to a period of time not less than ninety (90) school days.

Application to Disabled Students

This policy shall be applied in a manner consistent with the rights secured under Federal law to students who are determined to be eligible for special education programs and services.

Harassment

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. **The harassment of a student, member of the educating community, or any other individual 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.

Sexual Harassment

Verbal

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

Gender/Ethnic/Religious/Disability Harassment

Verbal

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

Conducting a "campaign of silence" toward a fellow student, teacher, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

Non-verbal

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

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

- E. If the alleged harasser is a student, teacher, 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.
- F. 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 she/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 the 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 that 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.

Student Anti-Hazing

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.

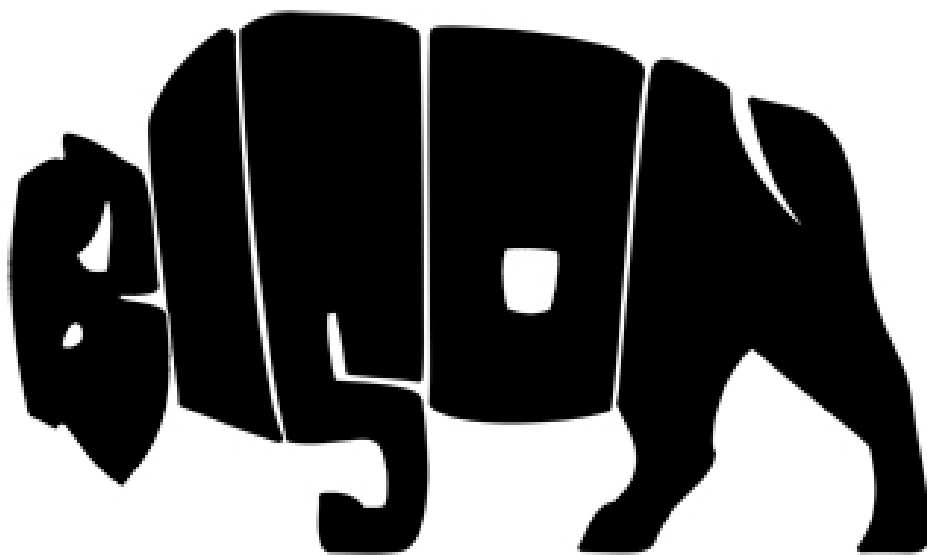
Bullying

Bullying is a form of harassment. For this 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.

Criminal acts

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice of the same crime), when school rules and law are violated.



NETWORK & INTERNET ACCESS AGREEMENT FOR NETWORK USERS

This agreement is entered into this _____ day of _____, _____, between _____, hereinafter referred to as Network user, and the New Buffalo Area Schools, hereinafter referred to as District. The purpose of this agreement is to provide Network and Internet access, hereinafter referred to as Network, for educational purposes to the Network user. As such, this access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

The intent of this agreement is to ensure that Network users will comply with all Network and Internet acceptable use policies approved by the District.

In exchange for the use of the Network resources, either at school or away from school, I understand and agree to the following:

- A. The use of the Network is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses, or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the user for other disciplinary actions.
- B. The District reserves all rights to any material stored in files, and will remove any material which it, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Network users will not use their District-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.
- C. All information services and features contained on District or Network resources are intended for the private use of its registered users, and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
- D. The District and/or Network resources are intended for the exclusive use by their registered users. The Network user is responsible for the use of his/her account/password and/or access privilege. Any problems, which arise from the use of a user's account, are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden, and may be grounds for loss of access privileges.
- E. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not limited to:
 - 1. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users,
 - 2. Misrepresenting other users on the Network,
 - 3. Disrupting the operation of the Network through abuse of the hardware or software,
 - 4. Malicious uses of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks, posting chain letters or engaging in "spamming" (that is, sending an annoying or unnecessary message to a large number of people)
 - 5. Interfering with others' use of the Network,
 - 6. Extensive use for non-curriculum-related communication,
 - 7. Illegal installation of copyrighted and/or non-copyrighted software,

8. Use of internet chat rooms is prohibited unless for educational forums.
9. Game playing using the Internet or loading games not authorized as part of the teaching curriculum is prohibited.

F. The use of District and/or Network resources is for the purpose of:

1. Support of the academic program,
2. Telecommunications,
3. General information.

G. The District/and or Network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

H. The Network user will diligently delete old files on file server on a frequent basis from their personal directory to avoid excessive use of the disk space.

I. The District and/or Network will periodically make determinations on whether specific uses of the Network are consistent with the acceptable-use practice. The District and/or Network reserve the right to log use, and to monitor file server disk space utilization by

J. Should the Network user transfer a file, shareware, or software which infects the Network with a virus and causes damage, the Network user will be liable for any and all repair costs to make the Network once again fully operational, and may be subject to other disciplinary measures as determined by the District.

K. The Network user may only log on and use the Network under the immediate supervision of a staff member, and only with his/her authorized account number.

L. The District reserves the right to log computer use, and to monitor file serve space utilization by users. The District reserves the right to remove a user account on the Network to prevent unauthorized activity.

M. **Personal Safety:**

- 1) You will not post contact information (e.g., address, phone number) about yourself or any other person.
- 2) You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature of the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities.

In consideration for the privileges of using the District and/or Network resources, and in consideration for having access to the information contained on the Network, or by the Network, I hereby release the District, Network and their operators and administration from any and all claims of any nature arising from my use, or inability to use the District and/or Network resources.

I agree to abide by such rules and the District and/or Network may further add regulations of system usage as from time-to-time. These rules will be available in hard copy form in the Principal's Office.

Both the student and parent/guardian must sign below and return to the Principal's Office to receive computer assess.

Signature of Network User

Date

As the student's parent/guardian, I agree to this agreement and will indemnify the District for any fees, expenses, or damages incurred as a result of my child's use or misuse of the Network or equipment.

Signature of Parent/Guardian

Date

PEACE PLEDGE

"I pledge to be a peaceful person. I pledge to be peaceful in my school, family, neighborhood and community. I pledge not to fight with others. I pledge not to encourage others to fight. I pledge to set a peaceful example for others to follow. I pledge to make my world a more peaceful place for all children to be safe, happy, and peaceful. I pledge to move forward with peace in my heart."

I WILL not let my words or actions hurt others.

...And if others won't become part of the solution, **I WILL**.

Signing here reflects your commitment to this pledge.

Behavior Referral Form

Name: _____

Location

Date: _____ Time: _____

Teacher: _____

Grade: K 1 2 3 4 5

Referring Staff: _____

- | | |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Playground | <input type="checkbox"/> Library |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Bathroom |
| <input type="checkbox"/> Hallway | <input type="checkbox"/> Classroom |
| <input type="checkbox"/> Bus | <input type="checkbox"/> Other |

Offense

Mild

Moderate

Severe

1st

2nd

3rd

4th +

PLEASE USE BALLPOINT PEN AND PRESS HARD.

Problem Behavior	Possible Motivation	Administrative Decision
<p>Minor (Mild & moderate behaviors)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Physical contact <input type="checkbox"/> Defiance/Disrespect/Non-compliance <input type="checkbox"/> Property misuse <p>Major (Severe behaviors & 3rd offenses)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Abusive language <input type="checkbox"/> Fighting/Physical aggression <input type="checkbox"/> Overt defiance <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Overt disruption <input type="checkbox"/> Theft <input type="checkbox"/> Destruction of property 	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Avoid peer(s) <input type="checkbox"/> Avoid adult <input type="checkbox"/> Avoid task or activity <input type="checkbox"/> Don't know <input type="checkbox"/> Other _____ 	<ul style="list-style-type: none"> <input type="checkbox"/> Loss of privilege/reflection table <input type="checkbox"/> Time in office <input type="checkbox"/> Conference with student <input type="checkbox"/> Individualized instruction <input type="checkbox"/> Bus suspension <input type="checkbox"/> In-school suspension _____ hours/days <input type="checkbox"/> Out of school suspension _____ hours/days <input type="checkbox"/> Other _____

Others involved in incident : None Peers Staff Teacher
 Substitute Unknown Other

Other comments: (Due to confidentiality, please do not use other children's names in this section.)

Parent Signature: _____ Date: _____

I need to talk to the student's teacher. I need to talk to the administrator.

Parent Contact:

Was parent contacted?	Yes _____	No _____		
By whom?	Administrator _____	Teacher _____	Teacher Aide _____	
How?	Sent referral home _____	Phone call _____	Contacted in person _____	E-mail _____

Copies: White-Parent Yellow-Teacher Pink-Office Gold-Office

Discipline Rubric to be inserted here.