

New Buffalo

Elementary

Student / Parent

Handbook

2018-2019

Dear Parents:

The staff of New Buffalo Elementary School extends a warm welcome to you and your family. The important task of educating your child has been entrusted to us. Yet as we all know, working together towards building a culture of learning and respect is very important to the process of educational growth. By definition a culture is many individuals deciding what the important expectations and values are within a given community or environment. At New Buffalo, we feel strongly about providing the best possible learning environment while maintaining respect and developing understanding for others. In this partnership with you, we work towards developing the whole child within our school community.

Student/Parent Handbook answers most day-to-day questions that may arise during the school year and to explain school procedures. We consider them important for order, safety, progress, and pride in our schools. At times, there are issues that are not covered in the handbook. If that is the case, you can refer to our School Board Policy. You can access the Board Policy guidelines as follows.

1. Log onto [www.nbas.org](http://www.nbas.org)
2. Click on the [Board of Education](#) tab.
3. Click on the [board policy](#) link.

As always, I am available to help you with questions or concerns. I look forward to a wonderful school year and hope your child has a successful educational experience at New Buffalo Elementary.

Sincerely,

Adam Bowen  
New Buffalo Elementary Principal

Approved by the Board of Education 8-13-18

NEW BUFFALO ELEMENTARY  
CONTACT INFORMATION

Main Office	469-6060
Student Services / Child Absence	469-6069
School Fax	469-1870
Department of Transportation	469-6009
Web Address	<a href="http://www.nbas.org">www.nbas.org</a>

MISSION STATEMENT

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

At New Buffalo Elementary our focus is on doing what is best for children. We place a strong emphasis on academic excellence, expecting every child to advance in their knowledge of the content standards. Along with building a strong academic base, we are a MiBLSi school (Michigan's Integrated Behavior and Learning Support Initiative), striving to create a safe environment, while promoting high achievement in literacy skills. A phrase that is common to our learning community is "BISON," which is an acronym for: Be Kind, Invest Yourself, Stay Safe, Outstanding Attitude, Non-violent Solutions.

New Buffalo Elementary  
12291 Lubke Rd.  
New Buffalo, MI 49117  
269-469-6060      269-469-6069  
Fax: 269-469-1870

STAFF LIST  
2018-2019

Principal	Adam Bowen
Secretary	Barb Woerdehoff
Student Services Secretary	Renee Bowen
Guidance Counselor	Angela Robertson
Title 1 Instructor / Coordinator	Melissa Lijewski
Preschool	Julie Price
Kindergarten	Renee Fitts
Kindergarten	Laura Selir
1 <sup>st</sup> Grade	Gabrielle James
1 <sup>st</sup> Grade	Kylie Olson
2 <sup>nd</sup> Grade	Kristi Pinette
2 <sup>nd</sup> Grade	Kim Magro
3 <sup>rd</sup> Grade	Maria Kruger
3 <sup>rd</sup> Grade	Sara Mead
4 <sup>th</sup> Grade	Curtis Brewster
4 <sup>th</sup> Grade	Susan Seifert
5 <sup>th</sup> Grade	Barb Reed
5 <sup>th</sup> Grade	Morgan Olmstead
Specialty Teachers:	
Art	Matthew Raney
Music	Chris Sokol
PE	Erica Johnson
Spanish	Luis Sanchez
Speech Therapist	Nancy Mrozek
Speech Therapist	Melissa Forker
Special Education	Kris Seiko
Librarian	Suzanne Cramer
Support Staff:	
Paraprofessional	Darla Bowen
Paraprofessional	Jeanne Pryzstup
Paraprofessional	Cynthia Lang
Paraprofessional	Tammy Hauch
Paraprofessional	Beth Arvanitis
Paraprofessional	Mark Jackson
Head Cook	Kathy Dohner
Cafeteria Staff	Stacy Gropp, Marlene Kissman, Karen Lord, Gael Rosenbaum
Cafeteria Support	
Custodians	Randy Mast, Tracy Spencer

NEW BUFFALO AREA SCHOOLS  
IMPORTANT CONTACT INFORMATION

SUPERINTENDENT:

Dr. Jeff Leslie 269-469-6010

ADMINISTRATORS:

Mr. Wayne Butler, HS/MS 269-469-6004

Mrs. Lindsey Diebolt, Assistant HS/MS 269-469-6002

Mr. Adam Bowen, ES 269-469-6061

DIRECTOR OF B.A.S.E. PROGRAM

Mrs. Andrea Brown 269-469-6062 or 269-469-6069

DIRECTOR OF FOOD SERVICES:

Mrs. Patty Iazzetto 269-469-6048

DIRECTOR OF TRANSPORTATION:

Mr. Ed Lijewski 269-469-6016

COMPLIANCE OFFICER

Mr. Adam Bowen 269-469-6061

ON LINE:

District [nbas.org](http://nbas.org)

Elementary School <https://www.nbas.org/Domain/8>

Facebook [New Buffalo Elementary \(Like US!\)](#)

SCHOOL BOARD:

Chuck Heit President 269-469-6689

Frank Magro Vice-President 269-469-1640

Lisa Warner Secretary 269-426-0110

Pano Arvanitis Treasure 269-469-6825

Loren Croskey Trustee 269-231-6004

Roger Lijewski Trustee 269-240-2349

Heather Black Trustee 773-512-2743

NEW BUFFALO ELEMENTARY  
2018 – 2019

DAILY SCHEDULE

7:35	_____	Doors Open
7:45	_____	Breakfast Programs Opens
8:15	_____	Breakfast Program Ends
8:20	_____	Class Begins

A student is considered tardy at the 8:20 AM Bell. A student will be marked absent after 8:50 AM.

11:25	_____	Kindergarten Lunch
11:30	_____	1 <sup>st</sup> Grade Lunch
12:00	_____	2 <sup>nd</sup> Grade Lunch
12:05	_____	3 <sup>rd</sup> Grade Lunch
12:35	_____	4 <sup>th</sup> Grade Lunch
12:40	_____	5 <sup>th</sup> Grade Lunch
3:40	_____	School Dismissal

HALF-DAY SCHEDULE

7:45	_____	Breakfast Program / Doors Open
8:15	_____	Breakfast Program Ends
8:20	_____	Class Begins
12:00	_____	School Dismissal

STUDENT DROP OFF AND PICK UP PROCEDURES

The drop off and pick up area for parents driving their students to and from school is along the curbside only of the principal's office doors. If you are dropping off or picking up, you must remain in your car, and use the south entrance only. If you need to enter the building with your child, please park in a designated parking space, use the sidewalk, and cross at the crosswalks only. When picking up your child, if you are not in the designated pick up line, we require that you park your car and escort your child from the building entrance. Meet your child outside the building at the flagpole, refrain from

entering the building at the end of the school day. For safety reasons, we will not send a child through the parking lot to your car.

We have two entrances in the morning that the children may use: drop off and parking may enter the building at the South doors (principal's office) and bus riders will enter the doors by Student Services Office (North doors). Please help with the safety of all and be alert, looking for walkers. Use crosswalks and sidewalks to ensure your safety.

#### ACCEPTABLE USE OF TECHNOLOGY

SEE Board Policy 7540, 7540.01, 7540.02, 7540.03, and 7540.04 – Computer Technology and Networks. <http://www.neola.com/newbuffalo-mi/>

#### ACCIDENTS AND ILLNESS AT SCHOOL

Students involved in minor accidents (small cuts, scratches, or bruises) will be cared for by school personnel.

If it is necessary for a child to be sent home because of a serious accident or illness, the office will notify the parent. Please keep emergency information current in the school office through PowerSchool Parent Portal. This information includes three emergency contact numbers.

If parents cannot be reached, the person designated on the emergency portion of PowerSchool will be notified. If neither the parent nor a second person designated can be reached, the principal will determine the best course of action. If the child needs a doctor, the child will be taken to a local doctor or hospital. In all cases, every effort will be made to reach and notify the parent(s).

#### ANIMALS AND PETS

We realize that interactions with pets and wildlife help children understand the diversity of animal life, deepen their connection to other species, and develop positive attitudes toward animals.

Please contact the teacher before bringing a pet or other animal to school to determine whether there are student allergies or other issues, and to find the most suitable time. To avoid disruption, do not bring pets into the building when picking up or dropping off students.

## ARRIVAL AND DEPARTURE

The school day begins at 8:20 a.m. and ends at 3:40 p.m. Our doors open in the morning for breakfast at 7:45 a.m. Any student arriving or leaving the building during school hours will be required to sign in / sign out at the Student Services Office with an adult. With safety of children as our priority, this procedure will guarantee the accountability of all children during the regular school day. Students are to be picked up at the Student Services Office when leaving early.

## ATTENDANCE / TARDINESS

See Board Policy 5200 – Attendance. <http://www.neola.com/newbuffalo-mi/>

The Michigan Compulsory School Attendance Law requires that the child’s parent, guardian, or other person in this state having control and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child’s eighteenth birthday. The child’s attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.”

School begins at 8:20 a.m.

Students will be marked tardy if they arrive after 8:20 a.m.

Students will be marked absent after 8:50 a.m. Classroom attendance is taken at 8:50 a.m.

Children arriving after school begins are required to sign in at the Student Service Office. If a child is frequently tardy on a regular basis, parents will be contacted in order to help correct the problem.

The goal is to have 95% attendance rate. To reach the 95% goal, a student should not have more than 9 absences in a year or three absences per trimester. Parents must call in on the day of an 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.

Excused absence: Here are some examples of excused absences, all excused absences require verification/documentation:

Funeral of an immediate family member (card of service turned into office).

Doctor / Dentist Appointment (written document from doctor / dentist office).

Court (documentation provided)



Illness:

- Doctor's note provided
- All other absences are unexcused.

All absences count toward your total number of absences when considering attendance awards, excused or unexcused.

Procedures:

1. Parents must call in on the day of an absence.
2. Late students must be escorted into the building and signed into Student Services Office.
3. If a student is absent more than one day, the attendance office should be notified each day.
4. If a student needs to leave the building for any reason, they must sign out at the Student Services Office and upon their return, they must sign back in (escorted by their parent).
5. Parent Notification:  
Students who are considered at-risk for attendance will be contacted by their child's teacher via email, phone call, or in person. Documentation will occur through a log in PowerSchool. If you child is 10% or more absent during a data point, a letter will be sent in the mail.

Attendance Data Points

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

Data Point 1 (40 days of school)

- Regular = 0 -2 days absent
- At risk = 3 days absent
- Chronic = 4 or more days absent
- Severe Chronic = 8 or more days absent

Data Point 2 (80 days of school)

- Regular = 0 - 4 days absent
- At risk = 5 - 7 days absent
- Chronic = 8 or more days absent
- Severe Chronic = 16 or more days absent

Data Point 3 (120 days of school)

- Regular = 0 - 6 days absent
- At risk = 7 - 11 days absent
- Chronic = 12 or more days absent

Severe Chronic = 24 or more days absent  
Data Point 4 (160 days of school)  
Regular = 0 - 8 days absent  
At risk = 9 - 15 days absent  
Chronic = 16 or more days absent  
Severe Chronic = 32 or more days absent

Data Point 5 (180 days of school)  
Regular = 0 - 9 days absent  
At risk = 10 - 16 days absent  
Chronic = 17 or more days absent  
Severe Chronic = 34 or more days absent

Attendance at school is vital for a child to progress academically. Each child should strive to maintain an excellent attendance record. Absences can cause some disruption in the educational progress of a child; therefore, students should not be absent unless absolutely necessary.

Should an absence occur, contact the school at 269-469-6069. Please be sure to include the reason for the absence. If the student is out for two or more days, schoolwork may be requested and picked up at the school office. Work that is to be picked up at the end of the day must be requested by 8:45 a.m. of that day, allowing the teacher time to gather the necessary materials.

For your child's well being and to prevent the spread of communicable diseases, please do not send your child to school if (s) he has one or more of the following symptoms:

- Fever (within the past 24 hours)
- Vomiting (within the past 24 hours)
- Diarrhea (within the past 24 hours)
- Heavy nasal discharge (especially green or yellow)
- Reddened eyes and/or discharge
- Persistent cough
- An unidentified rash

A definition of a fever is a child who has 100°F temperature or higher.

Symptoms of other Communicable Diseases:

- Chickenpox (Varicella): exclude until lesions are dry and crusted.
- Conjunctivitis (pink eye): exclude 24 hours of treatment or symptoms resolved.
- Diarrhea (non-specific, Rota-virus and most Salmonella): exclude when diarrhea cannot be contained or presence of fever.
- Salmonella Typhi: exclusion until permission form health department to return.
- Shigella: exclusion until permission from health department to return.
- Fifth Disease (erythema infectiosum): exclusion not required.

Hand-Foot-Mouth Disease: exclusion not required.  
Hepatitis: until approved by health care provider.  
Impetigo: exclude until 24 hours of antibiotic treatment.  
Lice: see below.  
Mononucleosis: exclusion not required.  
Pertussis (whooping cough): after 5 days of treatment.  
Ringworm: exclusion not required (should be treated).  
Scabies: until treated.  
Strep Throat: after 24 hours of treatment.  
Tuberculosis: Until physician's advice  
Upper respiratory infection: when fever gone.

If your child is being treated for any communicable disease, please inform Student Services Office immediately.

#### Head lice

If a child is found with head lice, the parent will be called to come pick up his/her child.

Informational handout is given to the parent on how to treat the lice and information on re-entry back into school.

Before a child can return to the classroom, he/she must be lice/nit free. The parent will bring him/her to the Student Services Office to be checked.

#### Epinephrine Auto-Injectors

Students who are prescribed Epi-Pens to treat anaphylaxis shall provide the Student Services Office with a doctor's note, signed medical permission form, and instructions about the allergic reaction the student has. Epi-Pens will be stored in the Student Services Office.

### BACKGROUND CHECK

See "Visitors and Volunteers"

### BLOOD/BODILY FLUIDS

We have special policies to follow when a child has been bleeding or has any bodily fluids on his/her clothing. *Bodily fluids are vomit, diarrhea and blood.* Michigan law requires that a child that has bodily fluids on his/her clothing cannot be exposed to other children. The home will be contacted for a change of clothes, if one has not been provided.

## BULLYING / HARASSMENT

Every child is important to us and we are committed to providing all students with a safe and supportive environment.

Bullying and harassment is disruptive to the learning environment and educational process and is not acceptable at New Buffalo Area Schools. We are committed to providing all students with a safe and supportive environment. Through the teaching of the BISON core behavior standards; teaching respect and tolerance for one another is a top priority.

Bullying is defined as 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.

SEE Board Policy 5517.01 –Bullying. <http://www.neola.com/newbuffalo-mi/>

Harassment or intimidation of any kind of a student by another student(s) or a staff member is contrary to the Board of Education’s commitment to provide a physically and psychologically safe environment in which to learn.

SEE Board Policy 5517 –Anti Harassment. <http://www.neola.com/newbuffalo-mi/>

Harassment and intimidation may be included but is not limited to:

1. Verbal or physical harassment or abuse.
2. Physical intimidation and threats.
3. Intentional pushing, tripping, touching, etc.
4. Requiring favors from another student by threatening them with physical harm.
5. Making fun of another student or a member of their family.
6. Making fun or jokes about another student or members of their family because of their race, nationality, religion or gender.
7. Using technology as tool of communicating any of the above descriptors.

If a student is found, through the guidelines set forth by the Board of Education, to violate the Bullying / Harassment Policy, the following steps will be instituted:

### 1st Offense:

Parents will be notified verbally by the teacher or the administrator. Documentation will be done in the form of a referral form, and the principal will be made aware. The student will conference with the principal and a logical consequence assigned. In school suspension may be enforced at this time.

### 2nd Offense:

A conference with the parent, student, and principal will take place within one day of the incident. The student will not return to class until the conference has been held. In school

suspension or out of school suspension may be enforced at this time.

The school counselor will conduct a one on one session with the student to discuss harassment and provide an opportunity for an intervention.

**3rd Offense:**

A conference with the parents, student, principal, and school counselor will take place the day of the incident. Prior to the conference, the student will not return to class. The student could be suspended from school for a period of three (3) days.

The superintendent will be notified of all offenses leading up to this point.

**4th Offense:**

The student could be suspended from school for a period of ten (10) days. The superintendent will be notified.

**BUS TRANSPORTATION**

Transportation to and from New Buffalo Elementary School is a service provided to public school students. Parents are expected to monitor students at bus stops and to insure the safety of the children. Unsupervised children at stops can lead to unsafe conditions.

Students are to follow the Bus Expectations as outlined below:

Be Kind	Use quiet voices; keep hands to self
Invest Yourself	Be on time; help the driver by monitoring your behavior; observe classroom conduct
Stay Safe	Sit with your back against the seat; keep aisle clear; hands inside the bus; wait in the appropriate area before and after school; line up properly; cross in front of the bus only; wait for the driver to signal you; use walking feet
Outstanding Attitude	Follow directions
Non-violent Solutions	Respect others; use conflict resolution strategies that avoid physical contact (use your words)

Students are eligible for school transportation services as long as they follow the rules. If an infraction should occur, parent / guardian will be notified through a referral reform or phone call. If several infractions are given or the severity of the infraction is such that it requires immediate action, a student may receive a prompt suspension from riding the bus. Assigned seating may be required.

### Responsibility of Parents:

1. To ensure that their children arrive at the bus stop on time in the morning. Schedules will not permit waiting for students to come out of their home after the bus arrives.
2. To provide necessary protection of their children when going to and from the bus stops.
3. To accept joint responsibility with the school authorities for proper conduct of their children.
4. To make reasonable effort to understand and cooperate with those responsible for pupil-transportation. We welcome the opportunity to discuss any phase of transportation with you.
5. To make sure that a note is sent to school if transportation arrangements change.

### CHILD STUDY TEAM (CST)

If your child is having significant learning or behavioral problems, the general education teacher will have been in touch with you about the concerns and the possible solutions to move your child in the right direction. If things do not get better, the teacher will refer the student to the child study team. The CST consists of the classroom teacher, principal, guidance counselor, Title I coordinator, parents, and at times the child. Together, we will all sit down and create a plan. That plan will be put into place and we will reconvene in six to eight weeks. The next meeting will determine if the school will continue with the CST process or eliminate the CST process. If CST process continues, the special education teacher and Berrien RESA employees may be asked to attend. After multiple CST meetings are held, and student progress is stagnant, the child may be referred to a special education evaluation.

### COMMUNICATION BETWEEN HOME AND SCHOOL

Parents are encouraged to contact the school about any matter of concern. Staff and administration want to resolve your concerns promptly. Please follow the line of communication outlined below:

The first essential step is to go to the immediate source and establish the facts.

If your concern is directly related to your child and the teacher, please call or meet with the teacher to discuss the matter.

If more information is then needed or if you have additional questions or concerns, please contact the school principal.

If your concern is directly related to school bus transportation, please contact the Transportation Department at 269-469-6016.

## COUNSELING

Our school is extremely fortunate to have a full-time counselor on staff, delivering guidance curriculum focusing on friendship, diversity, problem solving, self-esteem, communication, and healthy choices. There are also opportunities for small group and individual counseling. The school counselor can also be a great resource for parents and can be contacted through the school office. If you feel your child would benefit from counseling services, a form must be filled out and return to the school counselor.

## DISCIPLINE

At New Buffalo Elementary we believe that each student is a unique individual with unique personal, social, and educational needs. Disciplinary action should be viewed as a teachable moment that values learning from the mistake and developing a reasonable connection between the behavior and the resulting consequence.

Using our BISON Expectations throughout the school community we believe:

Treat other people, as you would want to be treated.

Every attempt will be made to maintain dignity and self-respect.

Students will be guided and expected to solve their problems without creating problems for anyone else.

Misbehavior will be handled with logical consequences whenever possible.

Common areas such as the playground, cafeteria, restroom, bus, hallway, gymnasium, and lining up use the B.I.S.O.N. acronym to set the expectation in those areas.

B = Be Kind

I = Invest yourself

S = Stay safe

O = Outstanding attitude

N = Non-violent solutions

Through this Code of Conduct, we make every effort to provide a safe, learning environment in which children can thrive and enjoy their educational experience.

Our Staff CORE Beliefs at New Buffalo Elementary when dealing with children:

1. Every attempt should be made to maintain the dignity of both the adult and the student.
2. Students should be guided and expected to solve the problems they create without making problems for anyone else.
3. Students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
4. Misbehavior should be handled with natural consequences instead of punishments whenever possible.

5. Problems should be turned into opportunities to learn and grow.

Disciplinary Action Requires We Look at 7 Critical Considerations:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the violation or behavior committed;
5. Whether the violation or behavior committed threatened the safety of any student or staff member;
6. Whether restorative practices will be used to address the violation or behavior committed; and
7. Whether a lesser intervention would properly address the violation or behavior committed.

Regardless of the level of behavior, parent / guardian will be notified through the use of the Behavior Referral Form. When the incident increases in severity, every effort will be made to contact the parents by phone or in person. If a child received a referral in a day, the student will NOT be staying after school for the B.A.S.E. program. Our belief is that there is no reason to extend a day that has already had some trouble. Parents will need to make arrangements to pick up or have their student ride the bus home.

Behavior Rubric (concerning Major Offenses):

When possible, the child has been moved through all steps of classroom behavior plan, repeated redirections, re-taught expectations, conference with student, rearranged seating, home communication, loss of privilege, time out of classroom (Recovery), and any individualized behavior plan that may be in place. The discipline rubric clearly outlines the steps / consequences for major offenses. The use of the rubric is based on Administrator decision after considering the 7 critical considerations (as stated above).

Threats of harm to self, others, or staff will be dealt with immediately and on an individual basis in relation to severity. Severity is to be evaluated and determined by the principal. The severity of the punishment may not fit the offense when determined by the principal. Multiple infractions in close proximity may result in additional consequences as determined by the principal.

TYPE	ABUSIVE LANGUAGE	PHYSICAL AGGRESSION	THEFT / DESTRUCTION
1 <sup>ST</sup> OFFENSE	Loss of privilege Time in Office Meet with Counselor Time to Think Peace Pledge Review Expectations Phone call home Restitution Letter of apology / acknowledgement of wrongful behavior	Loss of privilege Time in Office Meet with Counselor Time to Think Peace Pledge Review Expectations Phone call home ½ day ISS ISS 360 Module Restitution Letter of apology / acknowledgement of wrongful behavior	Loss of privilege Time in Office Meet with Counselor Time to Think Peace Pledge Review Expectations Phone call home ½ day ISS ISS 360 Module Restitution Letter of apology / acknowledgement of wrongful behavior Replacement / Monetary
2 <sup>ND</sup> OFFENSE	Loss of privilege Time in Office	Loss of privilege Time in Office	Loss of privilege Time in Office



	Meet with Counselor Time to Think Peace Pledge Review Expectations Phone call home ½ day ISS ISS 360 Module Restitution Letter of apology / acknowledgement of wrongful behavior	Meet with Counselor / Principal Time to Think Peace Pledge Review Expectations Phone call home Behavior plan in place 1 day ISS ISS 306 Module Restitution Letter of apology / acknowledgement of wrongful behavior	Meet with Counselor / Principal Time to Think Peace Pledge Review Expectations Phone call home 1 day ISS ISS 360 Module Restitution Letter of apology / acknowledgement of wrongful behavior Replacement / Monetary
3 <sup>RD</sup> OFFENSE	Loss of privilege Time in Office Meet with Counselor / Principal Time to Think Peace Pledge Review Expectations Phone call home Behavior plan in place 1 day ISS ISS 360 Module Restitution Letter of apology / acknowledgement of wrongful behavior	Loss of privilege Time in Office Meet with Counselor / Principal Time to Think Peace Pledge Review Expectations Phone call home 1 day OSS Restitution Letter of apology / acknowledgement of wrongful behavior	Loss of privilege Time in Office Meet with Counselor / Principal Time to Think Peace Pledge Review Expectations Phone call home 1 day OSS Restitution Letter of apology Replacement / Monetary
4 <sup>TH</sup> OFFENSE	Loss of privilege Time in Office Meet with Counselor / Principal Time to Think Peace Pledge Review Expectations Phone call home 1 day OSS Restitution Letter of apology / acknowledgement of wrongful behavior	Loss of privilege Time in Office Meet with Counselor / Principal Time to Think Peace Pledge Review Expectations Phone call home OSS – 2 days Restitution Letter of apology / acknowledgement of wrongful behavior	Loss of privilege Time in Office Meet with Counselor / Principal Time to Think Peace Pledge Review Expectations Phone call home OSS - 2 days Restitution Letter of apology / acknowledgement of wrongful behavior Replacement / Monetary

All offenses beyond the 4<sup>th</sup> will be treated as the 4<sup>th</sup> offense with behavior modification / small group / one to one guidance put in place.

Offenses that exceed the behavior rubric will be subject to further review. It may be deemed expulsion be recommended.

SEE Board Policy 5610.01 –Expulsion/Suspension.

<http://www.neola.com/newbuffalo-mi/>

## DRESS CODE

While we understand the constant change in fashion, it is important to note that a selected manner of appearance that disrupts the educational process or presents a risk to themselves or others may remove a student from the educational setting.

The classroom teacher enforces the following guidelines, with the responsibility going to the principal to administer this policy.

- 1.) Students are to dress modestly, neatly, and cleanly for school.
- 2.) Torso must be covered (no underwear showing)
- 3.) Sleeveless tops are appropriate for warm weather if underwear is not visible at any time.
- 4.) The use of logos incorporating alcohol or tobacco, along with violent messages on clothing will not be permitted.
- 5.) Shorts and skirts are to be worn at mid-thigh or below.
- 6.) Shoes must be tied / Velcro at all times for safety.
- 7.) Hats, hoods, and other head covering are for outside only.
- 8.) Protective clothing needs to be worn in bad weather.
- 9.) Closed toed shoes are encouraged for playground due to wood chips and fast paced play.

Students should have a pair of inside shoes, to be worn on the carpeted areas of the school, and a pair of outside shoes, to be worn in the dirt, grass, and bark areas. Boots are to be worn during the winter months when snow is present. Boots should not be worn as indoor attire.

## 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:

Non Cable TV	Cable TV
Channel 16 (NBC)	Channel 8 (NBC)
Channel 22 (CBS)	Channel 13 (CBS)
Channel 28 (FOX)	Channel 9 (FOX)

### Radio Stations

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

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

Along with the local media, you can also sign up (through Power School) to receive a

phone call / text / email from the Power Announcement program or log on to [www.nbas.org](http://www.nbas.org) and click on a link for local School Closing Information found on the left side of the web page.

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 devices.

Add contact information of other caretakers of your children such as, grandparent or neighbor.

### EMERGENCY DRILLS

Michigan requires each school to conduct 6 fire drills, 2 severe weather drills, and 3 lockdown procedures during the school year. In order to make every effort to conduct these drills / procedures with the utmost efficiency and meaningfulness for the students, we ask that visitors arriving at the school during these understand that they may last up to 20 minutes and normal procedures cannot be utilized. An example would be a parent coming to pick up a student for an appointment.

### 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.

### EXCUSED PARTICIPATION

If a student needs to be excused from school activities / recess for more than 3 consecutive days, a note from the doctor is required.

### 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 Compliance Officer listed below:

Adam Bowen Elementary School Principal (269) 469-6060. 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.

## FIELD TRIPS

Field trips are a valuable part of an instructional program and we at New Buffalo Elementary are fortunate to add this support to our curriculum. Field trips are not optional and should be attended unless the school administrator is implementing disciplinary action.

Chaperones who attend a trip must fill out a background check online at <https://bib.com/secureVolunteer/New-Buffalo-Area-Schools/>

Siblings are not to attend field trips as the purpose of the trip is for a specific grade level and for academic purpose. If you are unable to find the necessary coverage for other siblings, then you will not be able to attend the trip (and we really want parents to attend and experience the field trips with their school age child).

Students may be prohibited from field trips for any of the following reasons:

1. Failure to turn in permission forms.
2. Behavioral or safety concerns.
3. Denial of permission from administrator.
4. Other reasons as determined by the school.

## FOOD SERVICE PROGRAM

New Buffalo Area Schools Food Services is dedicated to providing nutritious meals in a safe, friendly environment that promotes healthy lifestyles.

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

Free and reduced meals are provided to those families who meet the federal guidelines. Applications can be picked up in the school office or on line at [www.lunchapp.com](http://www.lunchapp.com)

Elementary lunch prices are set at \$2.60. Milk for sack lunch is \$.50. Snacks are sold ala carte if permission slips are signed by a parent and received by the Food Service Office.

All students are assigned a cafeteria account in our computerized debit system. Parents may send a deposit daily, weekly, or monthly. To view your child's account online – contact the Food Services Director at 469-6048, or [piazetto@nbas.org](mailto:piazetto@nbas.org) to receive instructions. If a child's account is running low or negative, the parent will receive a notice. Accounts that run neglected are referred to the principal and student services office. Further information: visit [www.nbas.org](http://www.nbas.org) –Departments -> Food Service.

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

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

## GOOD CITIZEN OF THE MONTH

Word of the Month:

September - Responsibility  
October - Respect  
November - Generosity  
December- None  
January - Patience  
February - Kindness  
March - Honesty  
April - Grit/perseverance  
May - Courage  
June - None

## HOMEWORK

General objectives accomplished by homework:

Reinforce learning that has taken place at school  
Relate learning beyond the school day  
Develop project-based materials for a real-world experience  
To help students develop study habits

Each night, students should develop a routine of nightly sustained reading and math fact practice.

Planned absence work should be asked for in advance to allow time for the teacher to put work together. A good rule of thumb is a one-day notice for each day of absence (up to a week). For example: If you are planning on being absent on a Thursday and Friday, notify your child's teacher by Tuesday. Most importantly, please communicate with your child's teacher. Makeup of schoolwork is given when the student is absent due to illness / injury. The student will be allowed an equal number of days to make up any work missed. Any exceptions to this policy will be at the discretion of the individual teachers with the approval of the principal.

## IMMUNIZATIONS

SEE Board Policy 5320 – Immunizations.

<http://www.neola.com/newbuffalo-mi/>

All kindergarten children (as well as any other student enrolling in a school for the first time) must be immunized as required by state law. Students will be excluded from school if they do not comply with the state's immunization law. A record of immunization with month, day, and year is to be given to the school. Parents must also submit a signed and dated statement by a county health department director or licensed vision specialist verifying that the child has been administered the department of public health preschool vision / hearing screening test. Check with your family doctor for further information regarding required immunizations.

State law requires that new students entering the district must provide a current immunization record and birth certificate. If immunization boosters are needed you will be notified by the school office. Students who have not completed the required immunizations will be excluded until requirements are met. The only exception that the State of Michigan will accept is if the parent or guardian signs a waiver refusing the immunization on religious grounds or if there is other documented medical conditions to waive the immunization(s).

Since January 2014, schools in Michigan are required to have immunization reports that show students 11 years of age have received the Meningococcal Conjugate (MCV) and the Tetanus, Diphtheria, Pertussis (Tdap) vaccinations. We are more than happy to answer any questions you may have.

## MEDICATIONS

See Board Policy 5330 –Use of Medications.

<http://www.neola.com/newbuffalo-mi/>

If a child is to receive medication during the school day, the parent or guardian should bring the medication along with physician instructions to the Student Services Office. Medical forms are available and must be filled out. All prescription medication containers need to carry the pharmacy label with patient's name, doctor's name, name of medication, dosage, and instructions. The doctor should be very specific about instruction for administration of medication. "As needed" is NOT specific enough. Medicine CAN NOT be dispensed without required forms.

Prescription medication MUST be in its original container labeled with a date, the child's name, and the exact dosage.

The child should never transport to and from the school medication. An adult should bring the medication, along with the completed permission/instruction form directly to the Student Services Office.

### Epinephrine Auto-Injectors

Students who are prescribed Epi-Pens to treat anaphylaxis shall provide the Student Services Office with a doctor's note, signed medical permission form, and instructions about the allergic reaction the

Children with ASTHMA must have an “asthma action plan” on file, signed by a physician.

Children with DIABETES must have a “diabetes action plan” on file, signed by a physician.

#### *Non-prescribed (Over-the-Counter) Medications*

Parents may authorize the school to administer a non-prescribed medication using a form, which is available at the school Student Services Office. A physician does not have to authorize such medication but all of the other conditions described above under Non-Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

#### LOST AND FOUND

The lost and found area is in the gym commons area. Students who have lost items should check there as well as parents. Unclaimed items will be given to charity periodically through the school year.

#### MONEY AND VALUABLES

If money is being sent to school for lunches, special projects, etc., it is advised that it be sent in envelopes with the student’s name, teacher’s name, and information on what the money is to be used for at school.

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

#### OK2SAY

The goal of OK2SAY is to stop harmful behavior before it occurs by encouraging anyone to report threatening behavior to caring adult authorities who can help. OK2SAY encourages Michigan residents to confidentially submit tips 24/7 using the OK2SAY mobile app, online, email, texting, or by calling trained program technicians. Upon receipt of a tip, specially trained OK2SAY technicians address the immediate need and forward the information to the appropriate responding law enforcement agency or organization. Tips go to schools, local law enforcement agencies, community mental health agencies or the Michigan Department of Health and Human Services.

#### PARENT TEACHER CONFERENCES

Three times a school year, parent teacher conferences will be held. Parents may request a conference at any time of the year. Parents will be continually informed on student progress throughout the year.

## PLAYGROUND

All students are expected to follow the instructions of playground supervisors in a respectful and courteous manner. Play equipment will be furnished ~ if improperly handled, use will be restricted. Students will be expected to share school equipment.

All students will go outside for recess during the school day. Please make sure your child is dressed for cold weather, i.e., hats, gloves, and boots. Exceptions to the above would be the following:

- 10°F or lower (wind chill factor taken into account) supervised in the classroom
- Inclement weather (rain and/or severe snowstorm) supervised in the classroom
- Student has a doctor's excuse because of a health problem supervised in the office area
- Student has a note from the parent requesting inside recess for a period, not to exceed 2 days, due to a temporary health problem, supervised in the office area.

Visitors are not allowed on the playground without permission of the principal.

## PRINCIPAL'S LIST

Students in grades 3 – 5 will have the opportunity to be recognized for their hard academic work. Students that earn all A's and B's will be placed on the principal's list. This information may be shared in a public document as well.

## PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next level is based on the following criteria and is determined through collaboration with families. Final right of assignment lies with the principal or their designee.

## RECESS

[See board policy 5615 – New Buffalo Elementary School Recess](#)

“What's the favorite part of your day?” Ask any student and 90% or higher will come back with “Recess!” Recess is not only the fun part of the day but it is also a chance for students to build social development while stimulating the brain. Studies have shown that students who are physically active have improved academic performance, achieve higher test scores, and demonstrate a better attitude toward school. Through movement, students increase the capacity of blood vessels, allowing for the delivery of oxygen, water, and glucose (“brain food”) to the brain. As an intervention, recess can be taken away from students if behavior is inappropriate per principal discretion.

- K – 1 students will have three recess periods a day.
- 2 – 3 students will have two recess periods a day.
- 4 – 5 students will have one recess period a day.



## REPORT CARDS

Report cards are sent home at the end of each trimester. Parents can keep track of student progress through Power School and communication with your child's teacher.

Preschool through Second Grade- Student progressed is measured using the scale: Satisfactory (S), Progressing (P), and Needs Improvement (N)

Third, Fourth, and Fifth Grade - Teachers are to provide parents with progress reports at parent/teacher conferences twice annually and report cards twice annually. Students receive traditional A-B-C-D-E grades. The percentage scale is:

98-100 A+	77-79 C+
93-97 A	73-76 C
90-92 A-	70-72 C-
87-89 B+	67-69 D+
83-86 B	63-66 D
80-82 B-	60-62 D-
59 & Below E	

## SEARCH AND SEIZURE

SEE Board Policy 5771 – Search and Seizure. <http://www.neola.com/newbuffalo-mi/>

## SCHEDULING AND ASSIGNMENT

The principal, classroom teachers, Title I coordinator, and guidance counselor work together to assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal. Final right of assignment lies with the principal or their designee.

## SPECIAL EDUCATION

New Buffalo Area Schools provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (I.D.E.A.). Individuals with Disabilities Act. 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 469-6068.

## STUDENT FEES, FINES AND CHARGES

The school may establish fees and charges to cover the costs for certain extracurricular activities. Materials for clubs, 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. A fee shall not exceed the combined

cost of the service(s) provided and/or materials used.

When school property, equipment, 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, 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 and/or participation in extracurricular activities.

### STUDENT RECORDS

Parents / guardians have access to their child's records upon request. All records are examined in the presence of a school official. Third party access to records is limited and consent of the parent / guardian or court order must be verified. 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 only exception to this is to comply with state and federal laws that may require release without consent.

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 SUPPORT SERVICES

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

### TITLE I

Your child may participate in our Title I program. Title I is a Federally funded program. Student data determines who meets eligibility for services. If your child qualifies for services, you will receive a note from our Title I Coordinator and building principal.

### NEW STUDENT REGISTRATION / ENTRANCE AGE

IN TO NEW BUFFALO: Parents must provide birth certificate, record of up to date immunizations, and two forms of residency (driver's license, rental agreement / mortgage, utility

bill, etc.). Your child will not be allowed to begin until all paperwork is completed.

Prekindergarten students must be 4 years old by September 1<sup>st</sup> of the current school year. Kindergarten students must be 5 years old by September 1<sup>st</sup> of the current school year. If a non-resident, students must have been accepted through school of choice or accepted as a tuition student.

See Board Policy 5112 – Entrance Age. <http://www.neola.com/newbuffalo-mi/>

OUT OF DISTRICT: Parents must notify the school office about plans to transfer their child to another school. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed.

### TRANSPORTATION PLANS

Each student must know of their plan after school and be able to communicate this with their teacher. It is required that Pre K – 2 students have parents note daily dismissal plans in student planners. It is highly recommended that 3 – 5 parents write dismissal plans in student planners. If 3 – 5 students continually have dismissal plans mixed up, they will be required to have parents note dismissal plans in their student planner. Notes / emails / phone calls for younger students are more reliable. For your child's safety, it is essential to confirm where your child will go after school: The B.A.S.E. program, on the bus, car rider, walker, or a special activity. We care deeply about student safety and request that any change (to include riding a different bus or request of a different drop off) be communicated with the teacher and office staff by the parent / guardian.

### VACATION

Parents are encouraged schedule vacations around the scheduled school breaks during the year. Parents should notify the school attendance office of their family vacation one week prior to leaving. 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.

VIDEO MONITORING SYSTEM A video monitoring system may be used on school buses and 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 AND VOLUNTEERS

Volunteers are an important part of the New Buffalo Elementary Community. Each day your dedication, caring, and smiles touch the lives of students you see. When volunteering to work in the school, you will need to sign in at the office and sign out of the school when you leave. The sign in/out sheet is located by the Student Service Office.

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

As a volunteer worker, you provide supplementary help to the students and teachers and perform other needed tasks in support of the educational program. As a volunteer, you must follow the same code of ethics that the professional staff follows. At no time is a volunteer to handle any discipline or behavioral matters. If you plan on volunteering, please fill out a background check online at <https://bib.com/secureVolunteer/> or visit our website [www.nbas.org/](http://www.nbas.org/) and find the link to Secure Volunteer.

For the protection of the children in the school, New Buffalo Area Schools is required by law to inquire whether prospective employees have been convicted of a crime related to children. This procedure calls for a comprehensive background check with the Central Records Division of the Michigan State Police. Volunteers are also required (as an administrative procedure) to agree to a background check for the sole purpose of obtaining a conviction only criminal history, by the school district, using the school. Secure Volunteer app on the website. The school district appreciates the work of each volunteer for the time and efforts provided in the assisting in the operation of the schools.

If a volunteer does not possess a Michigan ID, they are encouraged to seek one or submit the findings from an agency who has completed fingerprinting with background check.

## VISITOR AND VOLUNTEER EXPECTATIONS

Always sign in and wear a nametag; sign out when you leave.

Weapons are prohibited on school property.

Appropriate attire must be worn. Please know that you are a role model to our children.

No profanity written on clothing.

Shorts or skirts need to be at an appropriate length.

No pajamas.

Any rips in clothing must not be revealing.

Appropriate language must be used in the building.

Have your cell phone on vibrate and limit the use so that your attention is on the children.

Do not take pictures of the students.

No smoking or tobacco use on school property.

Pre-approval of siblings joining your volunteer time is expected.

Have a positive attitude.

## WEAPON POSSESSION

See Board Policy 5772 – Weapons. <http://www.neola.com/newbuffalo-mi/>

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons.

False weapons, or look-a-like items, are included in this policy. Possession of a weapon may result in a student suspension or expulsion. New Buffalo Area Schools is a 'Weapon Free School Zone,' which also includes vehicles used by the school to transport students.

The B.A.S.E Program  
Bison After School Enrichment

# Parent Handbook

## 2018-2019

New Buffalo Elementary School  
12291 Lubke Road  
New Buffalo, MI. 49117  
Office:269.469.6069  
B.A.S.E:269.469.6062

“The Right Choice for Today’s Education”

### PURPOSE

To provide after school enrichment for New Buffalo students.

### SERVICES AVAILABLE

3:40 p.m. - 6:00 p.m. Monday – Friday  
12:00 p.m. - 6:00 p.m. Half Days

The B.A.S.E Program is an after-school extension of the school day. Therefore, we are not open when there is no school.

The B.A.S.E Program is not open on Parent Teacher Conference Days.

## LOCATION

New Buffalo Elementary School  
12291 Lubke Road  
New Buffalo, MI. 49117

269.469.6069 Student Services Office  
269.469.6067 B.A.S.E Extension

Please program the BASE extension in your cell phone.

## REGISTRATION

Parent(s) is/are required to register their child each year for the B.A.S.E Program. Only students enrolled in NBAS are eligible to participate. The B.A.S.E. program provides after school care for kindergarten through fifth grade students only.

## SING IN /SIGN OUT POLICY

For your child's safety, The B.A.S.E Program requires that each student be signed in by a B.A.S.E Aide and signed out by a parent or person designated on the emergency card. The B.A.S.E entrance doors are locked after school. You must push the buzzer to be let in.

Identification will be checked for those persons with whom the staff is unfamiliar.

Students arriving at school after 1:00 pm are unable to stay for the B.A.S.E. program.

Student Services office will not be able to change end of the day dismissal plans after 2:30 pm.

## LUNCH

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

## SNACK

A snack will be provided after school. Please see a B.A.S.E Aide for a schedule of snack times and a menu for snacks provided. Please bring any allergies to our attention immediately. Allergies will be posted for all staff.

## SCHOOL CLOSING

The B.A.S.E Program is closed when New Buffalo Area Schools are closed due to inclement weather. Please tune into your local television or radio stations for school closing updates.

## PERSONAL PROPERTY

Students are encouraged to leave items of value at home. This may include items such as jewelry, expensive clothing, electronic equipment, cell phones, and video games. The school cannot be responsible for their safekeeping nor be liable for loss or damage to personal valuables.

Your child will not be allowed to use his/her cell phone during B.A.S.E hours.

Please label backpacks, winter gear, etc.

Students often have the same backpacks, boots, or coats. Mix-ups have occurred in the past.

## OUTDOOR RECESS

The B.A.S.E program goes outside EVERY day. If your child cannot go outside in the winter, they will need to make other arrangements after school. Please send appropriate items for all types of weather. These items could include; sunscreen, boots, hats, gloves, and a change of clothes. In the warmer months, we play a lot of water games and your child may get wet and need to change. In the winter months, your child may get wet from the snow and also need a change of clothes.

## DISCIPLINE

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



## B.A.S.E PROGRAM DISCIPLINE

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

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Removal from the activity	Removal from activity	Removal from activity
Parent/Guardian notified at pick up	Phone call home	Phone call home
		Will be dismissed from program for the following day

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

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Removal from the activity	Removal from activity	Removal from activity
Phone call home	Phone call home	Phone call home
Must be picked up immediately	Must be picked up immediately	Must be picked up immediately
Will not be allowed the next day.	Will be dismissed from program for one week.	Will be dismissed from program for the year.

### Late Pick Ups

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

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

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

**Late Pick Up Notice**

This letter is to remind you that we have a strict pick-up policy in our program. When you registered your child/ children for the B.A.S.E program, you received program information stating the hours of operation. The B.A.S.E program closes at 6:00pm. If our hours of operation do not meet your needs, you need to make arrangements for your child to be picked up or ride the bus at 3:40pm.

Late pick-ups will be documented. If you are receiving this letter you have been late picking up your child 3 times. The fourth late pick up will result in a dismissal from the program for the rest of the trimester. Five late pick-ups will result in a dismissal from the program for the rest of the school year. Please be considerate of our staff in following the program times. If a parent or authorized adult will be late, it is their responsibility to notify the office as soon as possible. You can notify the office by calling 269.469.6069.

We understand that emergencies arise but we expect all children to be picked up on time. When your child is picked up late, our staff is required to remain working, therefore, unable to attend to commitments outside of school.

We are happy to provide this service to our working parents, but would appreciate you honoring our policy. Thank you for your commitment to be on time to pick- up your child or drop them off at the mandated time.

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

Time picked up: \_\_\_\_\_

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

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

**Late Pick Up – Dismissal Notice**

This letter is to remind you that we have a strict pick-up policy in our program. When you registered your child/ children for the B.A.S.E program, you received program information stating the hours of operation. The B.A.S.E program closes at 6:00pm. If our hours of operation do not meet your needs, you need to make arrangements for your child to be picked up or ride the bus at 3:40pm.

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

- This is your 5<sup>th</sup> time being late. Your child has been dismissed from the BASE program for the school year.
- You were an hour late picking up your child. Your child has been dismissed from the BASE program for the school year.

We understand that emergencies arise but we expect all children to be picked up on time. When your child is picked up late, our staff is required to remain working, therefore, unable to attend to commitments outside of school. Five late pick-ups or over an hour late is excessive.

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

Child's Name \_\_\_\_\_

Date \_\_\_\_\_

Time Picked up: \_\_\_\_\_