

Niles Community Schools



Northside Child Development Center

PARENT-STUDENT HANDBOOK

DYNAMIC LEARNERS | DIVERSE OPPORTUNITIES | DRIVEN TO SUCCEED

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SECTION I--FOREWARD

Niles Community Schools' Vision and Mission Statement

Niles Community Schools
Dynamic Learners * Diverse Opportunities * Driven to Succeed

Niles Community Schools inspires and prepares all learners through diverse opportunities to challenge the present and enrich the future.

Behavior Expectations Guiding Principles

I am respectful, responsible and resilient.

Dear Parents,

Welcome to Niles Community Schools. This handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference. If any of the policies or administrative guidelines referenced in this document are revised after **June 30, 2020** the language in the most current policy or administrative guideline prevails.

The first seven sections provide general guidelines and policies that are followed within all Niles Community Schools' elementary buildings: Eastside, Northside, Howard-Ellis and Ballard. Section VII will provide you building specific information. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

Respectfully,
Your Niles Community Schools Leadership Team

Adopted by the Board of Education on **May 18, 2020.**

Equal Education Opportunity
4122B - COMPLAINT PROCEDURES FOR NONDISCRIMINATION AND EQUAL OPPORTUNITY/ACCESS

Tracy Hertsel
Director of Student Services
269-683-6662 ext 10005

Adam Burtsfield
Director of Special Education
269-683-0757 ext 10028

Directory Information Under FERPA, the district is authorized to designate certain personally identifiable information contained in education records as "directory" information and to disclose such information without prior consent unless a student objects to such disclosure. The district designates the following personally identifiable information contained in a student's education record as directory information: student name, address, photograph, e-mail address, telephone number, date and place of birth, major field of study, grade level, participation in officially-recognized sports and activities, weight and height of athletic team members, dates of attendance, degrees, honors and awards received, and the most recent previous school attended. Unless a parent or eligible student advises the district in writing within 20 days of receipt of this notice that s/he does not want some or all of this designated directory information released, school officials may release this information without prior consent. Written objections to the release of directory information should be submitted to the building principal.

SECTION II—GENERAL INFORMATION

Parent Volunteer Policy

We encourage parent participation and volunteerism in our schools so please do not be hesitant to ask to help! However, to ensure the safety of our students, the following apply to all adults who will be working with our students:

1. Volunteers, including parents, are screened through the administration of the Self Certification Statement and must complete an ICHAT before volunteering on a regular basis. These documents are available in the office.
2. Volunteers may not begin volunteering until screening is complete and they have received an email confirmation.
3. Volunteers must check in at the office and obtain a visitor pass.
4. Volunteers using office machines should use them outside of teacher preparation time.
5. All supplies needed should be requested or obtained by the teacher.

Advisory and Parent Organizations

These parent groups are important to our school improvement processes and we need your help and input in developing and reviewing following:

- 1. School Improvement Plan
- 2. Title 1 School Wide Program
- 3. Curriculum and Assessment
- 4. Health and Nutrition
- 5. Parent Participation Compacts
- 6. Parent Participation Policy and Procedures
- 7. Parent Involvement Opportunities
- 8. Parent and Child Needs in the Community

Visitors

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

- Students may not bring visitors to school without prior written permission from the Principal.

Visitor and Volunteer Expectations

- Always sign in and wear a nametag; sign out when you leave.
- Weapons are prohibited from school property
- Appropriate attire must be worn. Please know that you are a role model to our children. See Dress Code on p.6.
- 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.
- Pre-approval of siblings joining your volunteer time is expected.
- No smoking or tobacco use on school property.
- Have a positive attitude!

Injury and Illness

While we make all attempts to ensure the safety of your child while in our care, occasionally accidents happen. Should your child require immediate medical attention, all attempts will be made to notify you via phone or one of your emergency contact persons prior to transporting your child to the closest and most appropriate facility.

Following are two ways we teach our students to cover a cough (or sneeze) which will help reduce the spread of germs: 1) cough into a tissue and 2) cough into your upper sleeve or elbow. You could help by encouraging this at home as well.

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

Symptoms of Other Communicable Diseases:

Chickenpox (Varicella)	Exclude until lesions are dry and crusted.
Conjunctivitis (Pink Eye)	Exclude until 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 from 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	Exclude following school policy. (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 advise
Upper Respiratory Infection	When fever is gone
IF YOUR CHILD IS BEING TREATED FOR ANY COMMUNICABLE DISEASE, PLEASE INFORM THE SCHOOL OFFICE IMMEDIATELY.	

Control of Non Casual-Contact Communicable Diseases

see Board Policy [8453 - DIRECT CONTACT COMMUNICABLE DISEASES](#)

Head Lice-school policy

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

Immunizations

Students MUST be current with all immunizations required by law or have an authorized waiver from State immunization requirements. Any questions about immunizations or waivers should be directed to the building secretary.

Use of Medications

A Doctor must complete and sign the Medication Permission and Instruction form available in the school office for prescription medication required during school hours (or use the link below). The doctor should be very specific about instructions for administration of medication. “As needed” is NOT specific enough. Medicine CAN NOT be dispensed without required forms.

[Authorization for Prescribed Medication or Treatment Form #5330f1b](#)

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

Medication should never be transported to and from school by the child. An adult should bring the medication, along with the completed permission/instruction form directly to the school office.

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

[Authorization for Prescribed Medication or Treatment Form #5330f1b](#)

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

[Authorization for Prescribed Medication or Treatment Form #5330f1b](#)

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.

Control of Blood-Borne Pathogens

8453.01 - [Control of Blood-Borne Pathogens](#)

Individuals With Disabilities

see Board Policy 2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

[Notice of Non-Discrimination](#)

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. Those students identified, as having limited English proficiency, will be provided additional support and instruction to assist them in gaining English proficiency.

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Applications must be approved by the **Director of Special Education (683-0757)**. The District will provide homebound instruction only for those confinements expected to last at least five (5) days. See Board policy **2412 - HOMEBOUND INSTRUCTION PROGRAM** - for detail.
www.goboarddocs.com/mi/nile/Board.nsf/Public#

Transfer Out of the District & Withdrawal

Parents must notify the office or enrollment secretary about plans to transfer their child to another school. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions of the student.

Student Records

See Board Policy 8330 - [Student Records](#)

Student Information Updates

We ask you to keep our staff informed of any new or ongoing changes of address, phone numbers, those responsible for picking up your child, and health concerns that may arise during the year.

Food Services

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. The school participates in the National School Lunch Program and makes lunches available to students for a fee.

For an application for Free & Reduced service please access the Niles Community Schools Website at www.nilesschools.org >Family & Students > How Do I? > apply for free and reduced meals?

Universal breakfast is free to ALL students and served each morning. Teachers will work with parents in developing a snack program for children during the day. Lunch can be purchased at the following prices:

Lunch Cost	\$2.55	Reduced Cost: \$.40
Milk	\$1.45	

All menus can be found online at: <https://nilesschools.nutrislice.com/>

Payment Information: Weekly payment is encouraged. Payment should be in an envelope with the following: child's name, teacher's name & date (s) of payment. Specify lunch or milk payment. All checks should be made out to Niles Community Schools. After 3 days of non-payment you will receive a note home. To set up an account, please go to <https://www.sendmoneytoschool.com/Dashboard/Login.aspx?ReturnUrl=%2f>
Parents will need their student's ID number to access this function.

Emergencies in Buildings When First Responders Are Involved

Unfortunately, emergencies do occur from time-to-time in our schools and in the community that could result in a lockdown or other action. During such matters, the safety and well-being of our students, employees and staff is our primary concern. Calling the school during an emergency situation may result in busy signals as the lines will most likely be tied up with first responders. While we value informing parents of any emergency as soon as possible, our first responders strongly request that we not release any public statement until they have an opportunity to assess the entire situation. This serves two primary purposes:

- 1) It allows all of our people to work with the first responders to ensure the safety of our students and employees and
- 2) In the early stages of the emergency we may not have all of the necessary facts to share with you and we do not

want to release misinformation. In this day of social media and cell phones, we realize you may hear about an event before you hear from us. Unfortunately, we can't control the dissemination of all information. However, we have extensive plans in place, work very closely with our first responders, and always put safety first. In consultation with emergency personnel, we will provide parents with accurate information as soon as possible.

Emergency Operating Procedures

- The school complies with all fire safety laws and will conduct fire drills in accordance with State law.
- Tornado drills will be conducted during the tornado season using the procedures provided by the State.
- Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year.
- The schools have specific procedures outlined and on file for additional emergencies.

Emergency Closings and Delays

During inclement weather, please listen to your radio or TV for school closings or shortened days. The following stations will be notified and some or all of them will broadcast the information, depending on the time school officials make the decision:

ABC57

WNDU

WSBT

All emergency information relative to early dismissals, delays, or closure will be posted on building and/or district websites. In the event of an early dismissal based upon weather, building issues, power outage, etc. parents are notified and procedures are followed according to the information from the Child Emergency Closing Form. Changes in information on this form (and school emergency cards) are the responsibility of the parent.

Preparedness for Toxic and Asbestos Hazards

[Asbestos Hazard Emergency Act \(AHERA\) Notification Requirements](#)

Complaint Processes

If you are unable to resolve your concern or question after consulting with the teacher you should schedule an appointment with the principal. Call the office and leave a message with the secretary *“that you would like to speak with or schedule an appointment with the principal.”* If you are unable to resolve your concern or question after your appointment with the principal, you can call the superintendent’s office and your complaint will be forwarded to the appropriate official. If your complaint is still unresolved after working with the appropriate official, you have the right to request a Board hearing.

Parental Grievance Process

See Board Policy 9130 - [PUBLIC COMPLAINTS](#)

Weather & Recess

Children have the opportunity to play outdoors daily. Students will not go outside if the temperature or wind-chill is below 10 degrees Fahrenheit.

SECTION III—ACADEMICS

K-8 Curriculum

Our curriculum is unique to each program, and developmentally appropriate for each student. Small group and differentiated instruction ensure that every student is successful in meeting the objectives for the student's specific program and/or individual student plan. Niles Community Schools maintains a curriculum that:

- Supports each child's rate of development;
- Provides the foundation for school readiness and later school success;
- Integrates health, mental health, and nutrition into school activities;
- Helps children develop emotional security and social skills; and
- Balances activities to enhance all areas of a child's development

Homeschool

Additional course offerings are available at <https://www.nilesvp.com/courses.html>

Review of Instructional Materials and Activities

Parents have the right to review any instructional materials being used in the school; they also may observe instruction in any class. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. A student's disruptive behavior will be taken into consideration for a student to participate. No student may participate in any school-sponsored trip without parental consent.

See Routine Transportation sign off (section VIII)

Grades

Each program has a standard grading procedure; your teacher will provide you with detailed descriptions of your child's measure of their achievement. Parents and students are encouraged to check academic progress through PowerSchool. This is a service to parents which allows them to monitor how their child is doing. Log in information will be sent home at the beginning of the school year. If you have not received your log in information, please contact your child's school's office.

Grading Scale:

For 5th grade only:

A = 90-100

B = 89-80

C = 79-70

N = Needs improvement

K-4th grade:

ES = Exceeds Standards

MS = Meets Standards

BC = Basic Concept - Some understanding of basic concepts, but fails to meet standards

N = Needs Support - Little understanding of basic concepts

CR = Credit

Parent Teacher Conferences

Parents will be continually informed on student progress throughout the year. However, two times a year, parent teacher conferences are held to help us foster family involvement by building a relationship with you, learning more about your expectations for your child and discussing how we can work together to help your child be successful. You may also request a parent teacher conference any time throughout the year.

Title I

We receive Title I federal funds to assist us with providing quality programming for our students. Please accept this as your notification that:

You have the right to request specific information about the professional qualifications of your child's classroom teacher and about any paraprofessional (instructional assistant) who provides Title I services to your child. You may request this information from: **Dr. Ann Bingham, Director of Curriculum, Niles Community Schools, 1 Tyler St., Niles, MI 49120**

If your child has been assigned a teacher who does not meet applicable State certification or licensure requirements, you will be notified in writing if that teacher has taught your child for more than four consecutive weeks. In this situation, notification will be made no later than the end of the fourth consecutive week and will be provided to you in an understandable format and, to the extent practical, in a language that you can understand.

Federal regulations require that each district adopt procedures for receiving and resolving disputes pertaining to the Title I program. Please contact the Niles Community Schools Curriculum Office at 269-683-0736 for further information regarding the district's disputes resolution policy.

See School Compact (section VIII)

Student Assistance Team Process

Our primary goal is to develop successful students in academic and behavioral areas. If your child is having significant learning or behavioral problems, the general education teacher will have been in touch with you, and together you have probably worked on possible solutions for your child's success. If continued support is needed, a Student Assistance Team (SAT) is activated. This team is comprised of multiple educators and educational support personnel; it is an "in house" problem solving team to help students be successful. If at any time you are concerned about your child's progress, please begin discussion with his or her teacher, and you are always welcome to bring your concern to the principal.

Scheduling and Assignment

The principal will 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.

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.

- Current level of achievement
- Potential for success at the next level
- Emotional, physical, and/or social maturity

SECTION IV—STUDENT CONDUCT

Attendance

The Board of Education, as an agency of the State, is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. **5200 – ATTENDANCE** As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel. Regular attendance means being absent no more than 5% of school days in session. For example, in a 180 day school year, regular attendance is equal to 0-9 days absent. Absences greater than 10 days put your child at risk academically.

- **ABSENCES:** All absences must be reported by telephone or through written notification to the school. Office hours are 8:00 A.M. – 4:00 P.M. If an absence is not reported by phone, you will receive an automated call. The parent should send a note to the teacher when the child returns explaining the child's absence if not reported by phone. In the event that your child will be absent for three or more days (e.g. family vacations, childhood diseases), homework assignments will be provided upon request. Please give the teacher 24 hours of advance notice for homework requests.
- We believe regular attendance is essential to school success. Notification of absences is as follows:

Data Point 1: (40 days) <ul style="list-style-type: none">• 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) <ul style="list-style-type: none">• 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) <ul style="list-style-type: none">• 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) <ul style="list-style-type: none">• 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) <ul style="list-style-type: none">• Regular = 0-9 days absent• At risk = 10-16 days absent• Chronic = 17 or more days absent• Severe Chronic = 34 or more days absent	Excessive tardiness may result in unexcused absences.

- The school reserves the right to ask for verification (i.e., doctor's notes) for the cause of any absences. If, at any point during the school year, your child's absences are considered chronic, he or she will be referred to an attendance intervention program.
- The Board may report to the Intermediate School District infractions of the law regarding the attendance of students below the age of sixteen (16). A truant officer will be notified when 10 or more unexcused absences have occurred.

Tardy Policy

Students will be considered tardy if they are not in their class 10 minutes after the start of school and 10 minutes prior to school dismissing.

Dress Code

To minimize disturbances to the educational environment and to ensure a safe and secure learning environment, the following guidelines will be used by building principals to determine what action will be taken relative to student dress:

1. Clothing, patches, buttons, jewelry, bags and any other personal items should be appropriate, neat and clean. Any item containing or depicting obscenity, profanity, weapons, offensive messages of race and religion, ads for illegal substances or symbols found to be disruptive to the educational environment are not acceptable.
2. Jewelry or body adornments determined to be disruptive or dangerous, are not allowed. Any accessories such as chains, spikes or jewelry that could be detrimental to the safety and/or welfare of other persons will not be permitted.
3. Revealing, sheer, and/or low-cut clothing will not be allowed. All shirts, tank tops, and/or blouses must cover a minimum of half of each shoulder and the entire torso. Shirts such as tank tops, camis, undershirts, and mesh shirts cannot expose the bare midriff.
4. Hats, sunglasses, hoods, winter scarves, bandanas, headbands, and other headgear may not be worn inside the building.
5. Shorts and skirts must extend past the student's fingertips when the student's arms are extended by his/her legs.
6. Significantly torn or altered clothes (with primary focus on holes or tears above the knees) are not allowed if skin is exposed at or above a similar level as stated in #5 or as described in #3.
7. Yoga pants or leggings may only be worn when covered by a shirt, blouse, sweater, skirt, etc., but must extend to a similar level as shorts and skirts (see #5). Sagging pants riding below the waist that may expose skin or any garment worn under the pants are not allowed. Pants made with flannel or fleece that are considered "pajama bottoms" are not permitted.
8. Coats or lined jackets are to be left in lockers, not worn to class.
9. Book bags, backpacks, duffels, and purses are to be left in lockers except for use in gym class only.
10. Excessive makeup, costumes, or accessories that are distracting to instruction are not allowed
11. Any other item or appearance deemed inappropriate by administration.

When appropriate, students violating the dress code will be allowed to call home to request suitable clothing. Staff may also be able to offer temporary garments. Any student refusing to comply with the dress code may be suspended.

Code of Conduct

The Board of Education of the Niles Community School District, 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 and emotional well-being and safety.

The primary objectives of requiring appropriate student behavior and self-discipline is to produce a positive and safe learning atmosphere in which there will be no interruption of the teaching-learning environment. All students will assume personal responsibility for their behavior and actions, develop appropriate self-control, exhibit self-discipline, and accept the responsibility and consequences of any inappropriate behavior. To accomplish this objective requires a cooperative effort from students, staff, and parents.

The responsibility to implement the Code of Conduct rests with the building principal.

All students shall:

- A. Respect the educational process through the display of appropriate language, attitude, and physical behavior.
- B. Respect and honor the rights of other students to learn in an environment free of intimidation or harassment.
- C. Maintain satisfactory attendance.
- D. Comply with the dress code.

Consequences and interventions for noncompliance for the above expectations shall include, but not be limited to the list below. The severity or the repetitive nature of a student's behavior will be given consideration when determining appropriate consequences.

- A. Community or school service
- B. Detention
- C. Denial of participation in school activities
- D. Denial of privileges
- E. Intervention by professional school staff
- F. Parent contact or conference
- G. Referral to an administrative panel
- H. Referral to appropriate law enforcement or other governmental agency
- I. School probation
- J. Warnings
- K. Peer mediation
- L. Participation in restorative justice practices

The following behaviors will be considered unacceptable by Niles Community Schools and a violation of the School Code of Conduct which will result in suspension and an administrative hearing.

- A. Any purposeful action toward another student that results in serious and observable injury requiring medical attention.
- B. Use or possession of a weapon, explosive, look-alike weapon, or anything that is used as a weapon.
- C. Possession of any drug or look-alike drug (includes alcohol and tobacco).

- D. Use, or being under the influence, of drugs or alcohol.
- E. Intentionally causing, or attempting to cause, physical harm to any school staff or school representative through force or violence.
- F. Verbal assault against any school staff or school representative. (Any intentional threat or offer to do bodily injury to another by force, under circumstances which create a well-founded fear of actual harm, coupled with the apparent ability to carry out the act if not prevented.)
- G. Acts of arson, bomb threats, false fire alarms, or any serious threat to school property or activities.
- H. Willful destruction of school property (in excess of \$200).
- I. Acts of stalking (repeated or continuing harassment of another individual that cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested).

A violation of the Niles Community Schools Code of Conduct will result in the following sequence of events:

- A. The student shall be suspended from school.
- B. The building principal will convene an administrative panel composed of three administrators.
- C. The student and his/her parents will be informed of the time, place, and purpose of the administrative hearing.
- D. At the hearing, all parties will present information and arguments pertinent to the case. School officials and the student may invite other individuals to testify at the hearing.
- E. After the panel has heard all the parties, they will excuse the student and parents to determine a recommendation for the Board of Education.
- F. The recommendation will include the offense and recommended disciplinary actions. If expulsion is recommended, the panel will also outline the conditions for acceptance back into the Niles Community Schools.

Revised 10/18/93, Revised 1/16/95, Revised 2/20/95, Revised 4/17/00, Revised 1/25/08

Bullying and Other Aggressive Behavior Toward Students

Bullying is defined as repeated, persistent, harmful behavior, where an imbalance of power exists, intended to cause fear, distress, or harm to another person's body, emotions, self-esteem or reputation, that substantially interferes with a student's ability to benefit from the educational environment. Bullying exists when a student with more social and/or physical

power deliberately dominates and harasses another with less power. Bullying is unjustified and typically repeated.

Bullying/Harassment of students is prohibited, and will not be tolerated. Any student that believes she/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the **Superintendent at 269-683-0732**. All reports of bullying will be investigated.

Consequences for bullying will range from a warning to expulsion, depending on the severity and number of previous offenses.

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students will undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

See Board Policy [5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS](#)

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.

Search and Seizure

See Board Policy [5771 - SEARCH AND SEIZURE](#)

Acceptable Use of Technology

Niles Community Schools (NCS, or Schools) strongly promotes the use of electronic information technologies in educational endeavors. Schools provide access to information resources in a variety of electronic formats, which allows learners to access resources, communicate in a technologically rich environment, make informed choices, and become self-directed, responsible, and accountable life-long learners.

Definitions (Information Resources)

- *Network* includes, but are not limited to, all voice, video and data systems.
- *Equipment* includes, but is not limited to, network infrastructure, computers, disk drives, keyboard & mice, multi-function photocopiers, printers, scanners, video and audio players/recorders, cameras, and telecommunications.
- *Software* includes, but is not limited to, local applications (code, script, or service), network applications (code, script, or service), audio/video/media programs, and print/fax processing.
- *Materials* include, but are not limited to, files, pictures/images (still or motion), sounds, and text or dialogue (in any language).
- The *Internet* is a global network connecting millions of computers. More than 100 countries are linked together through the exchange of data, news and opinions.

The purpose of this document is to identify and communicate standards that will assist in ensuring students benefit from their use of the Schools' network and the Internet.

The Internet is a place for the exchange of information and ideas on a wide range of subject matter. An emphasis on *Digital Citizenship* is crucial to development of 21st Century Skills. With access to computers and people all over the world, there also comes the availability of materials that may not be considered an educational value in the context of the school setting.

While NCS implements Internet filtering, it is impossible to control all materials on a global network. As such, students may encounter materials that are personally considered obscene, abusive, or otherwise offensive. NCS firmly believes that information and the interaction available through the network outweighs the risk that students may access materials that are not consistent with the educational goals of NCS.

Use of the NCS Network

Use is ultimately governed or supported by Board Policies:

- 7540 - COMPUTER TECHNOLOGY AND NETWORKS
- 7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY
- 7542 - ACCESS TO DISTRICT TECHNOLOGY RESOURCES FROM PERSONAL
- - COMMUNICATION DEVICES
- 5136 - PERSONAL COMMUNICATION DEVICES
- 5500 - CODE OF CONDUCT
- 5513 - CARE OF DISTRICT PROPERTY
- 5517 - ANTI-HARASSMENT
- 5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS
- 5600 - STUDENT DISCIPLINE

The use of the Schools' network is a privilege, not a right. Students who fail to comply with the Schools' policies and guidelines while using the network may lose the privilege to access the network. Students may also lose the privilege to use equipment provided by the School or to bring their own computerized devices to school. Additionally, students may be subject to other disciplinary action or financial liability as appropriate based upon the nature and severity of the violation.

All students who are granted access to Internet resources through the School, whether on or off of Schools' property, will have read, signed and accepted the Student Acceptable Use Policy agreement with the School. This will typically occur as a function of the Student Handbook process. The School will revoke network and Internet access to any student who does not have a properly signed agreement on file with the School. In the case of students under the age of 18, parental consent and signatures will be required before access will be granted.

All account holders ("users") of the NCS network will be granted access to select services the network offers based on grade-level and curriculum needs. The following persons may hold accounts:

- Students: Students who are currently enrolled in the district may be granted an individual network account or access to a shared account following agreement to the terms and conditions of this policy.

All accounts, software and materials created or stored on NCS equipment or within the NCS network are the property of Niles Community Schools. Users should have no expectation of privacy regarding documents, files, e-mail or other media created or stored using technology of Niles Community Schools, and understand that all items may be reviewed at any time without knowledge or consent of the user.

General Rules

The scope of this agreement extends to all NCS network, equipment, software and materials whether being used on or off of Schools' property. Furthermore, the user(s) of technology ...

- Should have appropriate experience or instruction before using the technology.
- Are to use the network, software and materials during instructional time only for facilitating learning and enhancing educational information exchange consistent with the purposes of the School.
- Are responsible for the reasonable care of technology, including hardware and software while in their possession or while they are using it. Failure to maintain reasonable care may result in a financial liability to the student or student's parent/guardian.
- Will report any damage or problems with equipment, software or materials immediately upon discovery to the teacher or building principal.
- Are responsible for the security of their account. Passwords should be considered confidential and not shared with anyone else.
- Are discouraged from leaving their account logged in and unattended.
- Are expected to have all media (e.g. CD/DVD, USB drives) scanned for contamination which might endanger the integrity of Schools' network, equipment or software before they are used.
- Shall adhere to specific rules established for the use of network, equipment and software in School Labs.

Acceptable Uses

Technology may be used ...

- to further instructional goals and mission of the district;
- in the creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research;
- to participate in video conferencing, weblogs, wikis, bulletin boards and groups with the creation of content for podcasts and webpages that support education and research or to enhance educational information exchange;
- with parental consent, for online publication of original educational material, curriculum related materials and student work.

Unacceptable Uses

To attempt or ...

- Cheat, plagiarize, or in any way violate Schools' Code of Conduct;
- Violate copyright, or use another person's intellectual property without his/her prior approval or proper citations;
- Knowingly access, possess, share, upload, download or distribute pornographic, obscene, or sexually explicit materials;
- Annoy, harass, discriminate, intimidate, or threaten any person or organization;
- Vandalize, deface, damage, or disable the property of another person, organization or School;
- Endanger the integrity of a computer on the Schools' network or the data stored on the network or Internet, including introduction of malicious software (e.g. viruses, worms, trojan horses, etc);
- Circumvent the Schools' Internet security measures and/or filters;
- Log on to the network using another person or group's name and password or to otherwise misuse a name or password;
- Access or manipulate another person's network, equipment or materials, without the implied or direct permission of that person;
- Falsely represent oneself in any network communication;
- Transmit information that is false or defamatory or violates the privacy of another person;
- Transmit unsolicited emails (e.g., chain letter emails, spamming emails) to any of the Schools' distribution lists without permission of a teacher or Schools' administrator;
- Utilize peer-to-peer file-sharing applications or Internet social media without authorization of a teacher or Schools' administrator;
- Play, download or install games, entertainment software, or copyrighted material without permission of a teacher or Schools' administrator;
- Remove, disable or modify any Schools' installed software;
- Engage in commercial (private or for-profit) activity, product advertisement, or political lobbying;
- Interfere with the authorized investigation or lawful activities of any person, business, or organization in any manner;
- Violate any local, state or federal statute, or any rule, regulation, or policy of the School.

School District Responsibilities

Niles Community Schools is responsible for the management of the network, equipment and software that the Schools' use to access information technologies for educational purposes. These responsibilities include:

- Enforcing this Acceptable Use Policy ;
- Selecting resources that support the mission of the school district;
- Selecting software that the network will support;
- Defining the rights and responsibilities of technology users;
- Creation or removal of user's accounts on the network(s);
- Maintaining network and equipment;
 - Providing training opportunities on the use and application of information technology;
 - Filtering and/or restricting materials not intended within the purposes of the Schools and to maintain compliance with State and Federal Law.

In accordance with its obligations under the Children's Internet Protection Act, NCS has undertaken efforts to educate students about appropriate online behavior, including cyber bullying awareness and interactions with individuals on social networking websites.

During classroom activities, it is the responsibility of the classroom educator/teacher/facilitator to supervise student internet use in a manner that is consistent with the educational objectives of the School and this policy.

Student Responsibilities

Use of the Internet by students must be in support of education and research and must be consistent with the educational objectives of the corporation.

Network etiquette expects that the student abide by the following guidelines. These guidelines include, but are not limited to:

- Students are expected to be courteous and respectful. The use of vulgar, obscene, lewd, and otherwise inappropriate language is prohibited. Students shall not engage in cyber bullying.
- While the Internet itself has virtually boundless resources, the availability of local communication and storage resources is limited. Since list servers and mail servers can generate a significant amount of data to be stored, students are expected to “clean up” their files or mailboxes at appropriate times so as to not create a storage problem on the host server.
- All communications and materials obtained via the network or the Internet should be assumed to be intellectual property subject to federal copyright law.
- Any attempt to compromise network security is prohibited. Any student identifying a possible breach in security must notify a school administrator, teacher or the district’s Technology Director.

If a student is uncomfortable or feels harassed, intimidated, or threatened by information or materials that s/he receives over the Internet, s/he should tell a teacher, principal, or other school administrator immediately. Likewise, if a student is asked by another Internet user to stop emailing or contacting them, the student must stop all contact immediately.

If a student inadvertently identifies or is presented inappropriate materials on the Internet while doing legitimate research, the student is expected to notify the teacher, principal, or other Schools' administrator.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.

Laptops and Personal Computing Devices

Assignment of District-Owned technology [1-to-1] (Care of District Property):

Students or their parent/guardian are responsible for the proper care of technology equipment at all times, whether on or off Schools' property, including any costs associated with repairing or replacing the equipment if student is deemed negligent of reasonable care. Purchase of optional insurance is recommended.

Checkout of technology for non-classroom use must be in accordance with building and Board Policy (Lending of District-Owned Equipment):

Students or their parent/guardian are responsible for the proper care of technology equipment at all times, whether on or off Schools' property, including any costs associated with repairing or replacing the equipment if student is deemed negligent of reasonable care. Check with your home insurance carrier for applicable coverage.

Use of personal computing devices must be in accordance with Board Policy (Personal Communication Devices):

- Personal computers and other personal communication devices in use on NCS network are subject to inspection by a teacher or administrator at any time.
- Students may only use personal laptops or other personal communication devices in accordance with Schools' Acceptable Use Policy and applicable Board Policy.

Restrictions and Disclaimers

- Schools accepts no responsibility or financial liability for personal laptops or other personal communication devices that are brought to school by students.
- Personal computers or other personal communication devices that are lost, stolen, or damaged are the responsibility of the student and his/her parents/guardians, regardless of how the loss, theft, or damage occurs.
- Students are advised to take steps to guard against damage, loss, or theft, including the optional purchase of appropriate insurance.
- Schools' technology department will not provide technical support for any personal laptop or other personal communication device.
- Finally, student and his/her parents are responsible for compensating the Niles Community Schools for any losses, costs or damages incurred by the school district for violations of Board Policies/Administrative Guidelines and school rules while the student is using Schools' technology network, equipment or software, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by a student while using equipment or 3rd-party Computer Services. The student and his/her parents/guardians are similarly responsible if the student takes any action with network, equipment or software that has the purpose or effect of voiding any warranty in effect covering such equipment or of providing students access to software that are available other than at the software source authorized for use by the school.

Consequences of Inappropriate Use of Technology, Computer(s) and the Network

- The building administrator will determine inappropriate use based on this Acceptable Use Policy. Their decision is final. The building administrator may close an account at any time.
- Any person who does not comply with the Acceptability Use Policy may lose or have restricted privileges of use. Repeated or severe infractions of the policy may result in permanent termination of privileges.
- Users violating any of these rights and responsibilities may face additional disciplinary action deemed appropriate in keeping with policies as stated in the student code of conduct, student handbook or policies of The Board of Education.

SECTION V—TRANSPORTATION

First Student

Together First Student and the Niles Community Schools have developed standards of student conduct that we believe will assure each child a safe bus ride each day. The following provides guidelines on acceptable and unacceptable behavior and possible disciplinary actions:

School Bus Rules and Regulations

1. Students must listen to the driver and follow the driver's directions. The driver has the authority of a classroom teacher.
2. Students are to conduct themselves on the bus in such a way that will not distract the driver. Distracting the driver puts everyone on the bus at risk.
3. If crossing the street to board the bus, students **MUST** look both left and right for cars, make sure the **RED** lights are flashing, and wait for the driver's **signal to cross**. Always cross the street in **FRONT** of the bus.
4. Before boarding and after exiting the bus, students must keep a safe distance from the bus. Keep at least 10 FEET away from the bus.
5. Students are to enter the bus promptly, immediately take their seats, and remain in their assigned seat whenever the bus is moving.
6. Students must **remain properly seated** at all times. (Back to Back; Bottom to Bottom; Book bag on the lap)
7. Outside of ordinary conversation in a normal tone, classroom conduct is to be observed when on the bus. The driver has authority to prohibit any conversation.

8. Students are not to touch the emergency equipment on the bus (emergency doors, windows, roof hatches, body fluid/first aid kits, 2-way radios, etc.) except as directed by the driver or during an actual emergency.
9. The bus windows should not be opened without permission from the driver.
10. Students are to keep all body parts inside the bus. (Hands, arms, head, hair, etc.)
11. Students are to keep ***their hands and feet*** to themselves. (No fighting; horseplay poking or pinching)
12. Students are not to eat or drink while on the bus.
13. No spraying of colognes, perfume or body sprays while on the bus.
14. Students are not to throw objects of ***any kind*** either inside the bus, out of the bus, or around the bus.
15. Students should help keep the bus clean, sanitary, and orderly. They must not damage or abuse bus seats or equipment.
16. Students are ***not*** to use abusive language or profanity, obscene or rude gestures, or spit while on the bus.
17. Students may ***not*** bring large musical instruments, any animals, balloons, glass containers or objects, or large school projects onto the bus unless this has been prearranged.
18. Students are not to leave the bus without the driver's permission, except on arrival at their assigned bus stop or at their assigned school.
19. No parents, grandparents or guardians are allowed on buses, without permission or prior approval has been received by Niles Community Schools and First Student.
20. Student are prohibited from using WCD's to capture, record or transmit the words (i.e. audio) and or images (i.e. picture/videos) of any student, staff members or bus driver/aide.
21. By riding the bus, it is implied that all students and parents understand these rules and will abide by them. Stating that they did not know the rules does not excuse a student from mis-behavior or infractions of the rules.

STUDENTS MUST RIDE THEIR ASSIGNED BUS TO AND FROM THEIR ASSIGNED STOP. SWITCHING BUSES FOR ANY REASON IS STRICTLY PROHIBITED UNLESS A BUS PASS IS ISSUED BY SCHOOL OFFICE.

****Following the Bus Safety Rules and Regulations will insure safety, prompt arrivals and departures of buses, and positive attitudes on the part of students. Violations of these rules may result in the suspension of bus privileges.****

Please review this information with your child to help him/her understand what is expected of them while riding a school bus. We take the safety of your children very seriously. A key part of that is to establish a safe and pleasant environment on the bus to and from school.

Conduct and Discipline

Students are expected to behave in a respectful manner toward the driver and other students while waiting for and riding the bus. Fighting, bullying, bickering, horseplay and boisterous activities are not allowed. Drivers will try to prevent and resolve behavior problems as they arise by working directly with students. In cases of repeated misbehavior or serious misconduct the driver may issue a misconduct report to be taken to the parent/guardian. The misconduct report will contain a brief description of the inappropriate behavior. Please take this opportunity to discuss the inappropriate behavior with your child. Please sign and return the misconduct report to the driver with your child. If you have questions or concerns about the misconduct report please contact either the Manager or Supervisor at the Transportation Office at 269-684-1420.

The Niles Community Schools have adopted a District Code of Conduct which applies to all students at school, involved in school activities and on the buses. If you have questions regarding transportation, please contact:

First Student, 1740 Lake Street
Niles, Michigan 49120
269-684-1420

SECTION VI—NILES COMMUNITY SCHOOLS BOARD POLICY

Niles Community Schools' Board Policy can be viewed at:

<https://go.boarddocs.com/mi/nile/Board.nsf/Public#>

Confidentiality

8350 - CONFIDENTIALITY

Health Services

5310 - HEALTH SERVICES

Student Abuse and Neglect

8462 - CHILD ABUSE OR NEGLECT

Student Privacy and Parental Access To Information

2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

2461 – RECORDING OF DISTRICT MEETINGS INVOLVING STUDENTS AND/OR PARENTS

Student Supervision & Welfare

3213 - STUDENT SUPERVISION AND WELFARE

Annual Notices

are linked through NCS website: https://www.nilesschools.org/about_ncs/annual_notices

[Annual Parent Notice - Right to Request Teacher and Paraprofessional Qualifications](#)

[Notification to Public Regarding Inspection of Instructional Materials](#)

[Student Privacy Notice - And Consent/Opt-Out for Specific Activities](#)

FERPA Annual Notification of Rights and Designation of Directory Information

Emergency Closing

[Notice of Non-Discrimination in Vocational and Applied Technology Education](#)

[Notice of Pesticide](#)

SECTION VII—Northside 2020-2021

School Schedule

- **Full day Kinder- Connections** - Monday through Friday: 8:35-3:36
- **Early Childhood Special Education ECSE**—Monday through Thursday: 8:35-11:45 (AM students) & 12:25-3:35 (PM students)
- **Great Start Readiness Program GSRP**
 - **Full day**-- Monday through Thursday: 8:35-3:36
- **Montessori**— Monday through Friday:
 - **½ day**— 8:35-11:48 (Age 3 and 4)
 - **Full day**--8:35-3:36 (Kinder Age)

Routine Drop Off

- Arrive 5 minutes before the above listed start time
- Children should ALWAYS be supervised
- Between 8:25-8:35 there will be adult supervision at the Fire Lane for drop off. You MAY drop your child off curbside to be received by one of our staff. Your child will be escorted to the south entrance and escorted to their instructors.
- If you drop off after the start of school you will be responsible to escort your child into the building and sign them in at the check in window or office desk.
- Adults should NEVER drop a child off when no supervision is available.

Routine Pick Up

- Arrive 5 minutes before the above listed dismissal time
- We only release students to adults authorized on the emergency card (in writing or by phone call) by the parent/guardian;
- Adults who pick up children must provide proof of identification in addition to being listed on the child emergency card in the office;
- Authorized adults must sign the child out (in the office or with staff) –after identification has been checked – before the child will be released to the adult;
- After a parent/authorized adult signs a child out, the adult should accompany the child carefully all the way to their vehicle.
- Adults should NEVER leave children unattended in a vehicle; enter the building while vehicle is running; park in fire lane.

Early Pick Up

- All individuals picking up children must wait in the main entrance hallway for staff to bring your child to you.
- If you must pick your child up early, for unforeseen reasons, please do so before 11:30 or 3:15. You MUST sign them out in the office and your child will be considered “tardy” for tracking purposes.
- Teachers and Aides WILL NOT release children to guardians at the classroom
- If your child is normally a bus rider, and you will be picking them up, please DO the following:
 - Send a note, call the office and arrive before 11:40 or 3:35.

Transition to Pre-K & Kinder-Connections

As school begins, your child and family have fears about your child starting school. Here are some things you and your child can do to make this transition smoother:

1. Be sure your child has received the necessary immunizations and well child exams.
2. Talk to your child about school.
3. Visit the local library and choose books about going to school.
4. Visit the child's school and/or playground.
5. Attend the scheduled registration and Parent-Student Orientation.
6. Get involved in your child's school by volunteering in the classroom regularly.
7. Set a consistent routine for when to get up, eat and go to bed. (Children need 10-12 hours of sleep per night!)
8. Attend scheduled meetings such as Parent – Teacher Conferences.
9. Discuss your child's progress and any concerns with your child's teacher.

Building Programs

Great Start Readiness Program GSRP (Preschool-4 Year Olds)

Berrien RESA has developed a County-wide handbook for all GSRP parents and families. Available upon request.



Early Childhood Special Education ECSE

Berrien RESA provides a variety of opportunities for students to receive special education services while at the same time participate in general education classes. From students with moderate cognitive impairments to Autism Spectrum Disorder, these classrooms offer students the opportunity to interact and learn with their peers in the least restrictive environment.

Kindergarten-Connections

This program is based on student needs and is filled through a summer screening process. Children in this classroom are age eligible for Kindergarten however they may socially, academically and/or physically require a bridge between Preschool and Kindergarten. Children enrolled in this program will take part in an experience that allows them to develop the prerequisite skills for having the confidence to be ready for kindergarten

Montessori

The Niles Montessori Primary program is for three, four, five & six year old children. The program is designed based upon the philosophy and methods created by Dr. Maria Montessori. She believed that the preschool years are the most critical period for nurturing a child's natural curiosity and for laying the foundation for all future development.

Our goal is to foster independence and to support children in moving toward mastery of self and the environment. A Montessori classroom is purposefully designed to accommodate sequence and order of self-teaching materials. Curriculum includes practical life, sensorial, language, math and cultural activities. Teachers, or Directresses, observe students' needs and create an environment that will allow learners to meet those needs. Students learn to work together and accept one another's unique strengths and potentials. Morning and full day sessions are available.

General Schedule—

- 30 minutes of outdoor play
- 2 hour of work time (snack & learning)
- 20 minutes of group time
- 55 minutes of lunch and play
- 30-60 minutes of rest
- 2.5 hours of extended learning time

Montessori Policy Agreement 2020-2021 School Year

Montessori program is a three year program for children beginning at age 3. Families are encouraged to begin their child as a three year old to allow them to successfully progress through the three year Montessori curriculum.

Cost

Part Time Student \$400 per month; Annually \$3,600 (Age 4 before December 1st)*

Part Time Student \$450 per month; Annually \$4,050 (Age 3 by August 1st)*

- Family Life Fee--\$15 per year—Provides consumable materials for cooking and fine motor development.
- Provide Snack (minimally monthly)—Directress will give guidance on standard.

*Please note the increase for the 2020-21 school year

Schedules

Monday – Friday all day (Kindergarten)

Monday - Friday half day (3 and 4 year olds)

Ages

- 3 year old program: Must be 3 by August 1st
- 4 year old program: Must be 4 by August 1st
 - If the child turns 5 by December 1st they will be a full-day 4 year old
 - If the child turns 5 after December 1st they will be a half day 4 year old
- 5 year old (Kindergarten): Must be 5 on or by December 1st

Fees

- Are not prorated for holidays, no school days, and vacation days.
- If the school is closed for longer than 10 full school days in a given month due to a state of emergency or other mandated school closure, the tuition for that month will be reduced to half.
- Due on the first day of the month your child attends. Payment should be made to the Northside secretary.
- Late Fees: \$15 late fee if payment is not received by the 15th of the month.

Transportation:

- Transportation is included for all students in the AM (from home to school)
- Transportation is not included for mid-day pick up.

Waitlist:

- Families may call at any time to have their child placed on the waitlist for up to three years in advance.
- Children are guaranteed acceptance based on availability of age group and date placed on the waitlist.
- If a family is unable to accept an offered spot and chooses to be placed back on the waiting list for the following year they will not be guaranteed a spot and will be placed at the bottom of the wait list as if they called that day for the first time.
- Once put on the waitlist the family will receive a letter stating the date they were put on the list and for what age / year. If the family is unable to accept an offered position, they will receive a letter with the new date and for age/year.
- Families will be notified by April 1st to offer a spot for the following year or let them know there are no openings
 - Families will only be notified for the year their child is to attend
 - Those on a waiting list longer than one year may not hear from the school until April 1st of the year they will be accepted in the fall. Families can always call to check their child's status on the list.

Mini-Vikes are NICE, LISTEN, and DO!

Northside provides an environment where children can experience positive relationships while practicing self-discipline. It is a place where children can develop confidence and a healthy sense of self. The quality of early relationships will influence the way children relate to others for the rest of their lives.

Since this is such an important aspect of early learning, we devote a great deal of attention to quality teacher/child interactions by showing encouragement, listening attentively, respecting children's feelings, and making sure we have individual time with each child daily. We help children learn to use words to express their feelings instead of "hitting" and, by example, teach them to work together cooperatively. Our focus is on developing our Mini-Vike Expectations:

Be NICE
LISTEN
DO

Physical punishment is never used. "Time out" is seldom necessary, but may be used on occasion when a child needs some time away from the group. The time out is not used to humiliate or punish, but rather as a quiet place to rest and regain control.

The teachers will alert parents to serious behavior concerns. It is important that the approach to these situations be consistent at home and at school. Parents are encouraged to discuss these behaviors with the teacher and to jointly determine techniques that can be carried out in both settings. A behavior specialist is available to assist as needed.

All children will be encouraged to act in an open, friendly, and cooperative manner with all adults as well as other children. All staff will participate in helping each child develop self-control, self-direction, and cooperation with others through appropriate modeling techniques. This will take place whenever your child is in our care.

If a child is causing any type of harm to himself or others, or damage to property, the teacher or instructional assistant will take immediate action.

Depending on the situation, the adult may choose to do one or more of the following:

- 1) Assist children with peaceful conflict negotiation.
- 2) Redirect the child to another activity / provide alternative choices.
- 3) Remind the child of classroom rules.
- 4) Praise another child for behaving appropriately.
- 5) Draw the child away and quietly talk to him/her.

Each classroom will have a quiet area that can be used as a place for the child to sit away from others and will provide an area for peaceful negotiation.

(Northside follows all district, State of Michigan, Michigan State Licensing rules, GSRP rules, as related to discipline.)

Refer to the "We Care Contract" for behaviors that will allow for a positive learning environment

Licensing Requirements

Volunteer Processes

At Northside no adult is ever alone with children. Staff supervises volunteers, including parents, at all times. Volunteers, including parents, are screened through the administration of the Self Certification Statement and must complete an ICHAT before volunteering on a regular basis

A volunteer shall not have unsupervised contact with children in our care if he or she has been convicted of either of the following:

1. Child abuse or neglect.
2. A felony involving harm or threatened harm to an individual within the ten years immediately preceding the date of offering to volunteer at the childcare center.

Michigan Licensing Regulations also state that the center shall have on file a report, signed by a licensed physician, for each staff and volunteer who has contact with the children at least 4 hours per week for more than two consecutive weeks. This report shall declare, to the best of the physician's knowledge, the physical capability of the person to perform the duties required. In addition, the center shall have on file evidence that each staff and volunteer who has contact with children at least 4 hours per week for more than two consecutive weeks is free from communicable tuberculosis, verified within 1 year before employment or volunteering.

Volunteers must be 18 years of age or older, unless accompanied by another adult. For example, a teacher must accompany high school student volunteers. Volunteers are required to read, sign, and follow our Standards of Conduct. Staff provides training to volunteers in the classroom.

Handling blood and bodily fluids

- **Gloves** are put on before making contact with body fluids during care and all cleaning procedures. Additionally, masks may be worn.
- Disposable gloves will be discarded after a single use in accordance with disposal procedures.
- Hands will be washed in soap and water after handling fluids and contaminated articles even though gloves are worn.
- Discard disposal items, including disposable gloves, paper towels, sanitary napkins/tampons, used bandages and dressings in a plastic trash container, which is kept, closed and is discarded daily.
- Disposable items should be used to handle body fluids whenever possible or practical.
- Paper towels should be used to pick up and discard any solid waste materials, e.g., vomit, feces.

Children & Staff Hand Washing

The hands of children and staff shall be thoroughly washed prior to handling food and before eating, after toileting (diapering), after coughing into hands or blowing nose. Procedures for hand washing shall be posted in food preparation areas and toilet rooms according to Child Care Center Licensing Rule R 400.5902c.

Our hand washing procedure is as follows:

- Use soap and warm running water.
- Rub hands together for approximately 10 seconds to work up a lather.
- Scrub between fingers, knuckles, backs of hands, and nails.
- Rinse hands under warm running water. Running water is necessary to carry away debris and dirt.
- Use paper towels to thoroughly dry hands.
- Discard paper towels.

Sanitizing Equipment

All tableware, utensils, food contact surfaces and food service equipment shall be thoroughly washed, rinsed, and sanitized after each use with an approved sanitizing solution. Children's toys and equipment will be sanitized regularly to adhere to Child Care Center Licensing Rules and Regulations.

Northside Child Development Center ensures that all toys are sanitized using the 3-Step Sanitizing Process (outlined below) a minimum of 1 time every three weeks. When a child mouths a toy, or touches a toy after coughing or sneezing, the toy is put into a Dirty Toy bucket. All toys in the bucket are sanitized at the end of the day and returned to the classroom.

In addition to the tri-weekly complete sanitizing process, toys are sprayed with an approved sanitizing solution and allowed to air dry at the end of every day.

Three Step Sanitizing Process:

Step 1 -Soapy Water (Using soapy water, wash surface vigorously)

(Must be dumped and refilled daily)

Step 2 -Clear Water (Rinse Surface with clear water and wipe with paper towel)

(Must be dumped and refilled daily)

Step 3 -Sanitize with sanitizing solution. Allow to air dry when possible.

(Must be dumped and refilled daily)

Health Services

1. Children must have a current Well Child Exam for continued attendance.
2. Your child MUST meet the minimum immunization requirement for initial attendance.
3. It is the parent's responsibility to update immunizations as necessary.

Child and Abuse Prevention

The State of Michigan Child Protection Law provides for the protection of children from child abuse or neglect. Northside, as a regulated child care provider, must report any suspected abuse or neglect to the Department of Human Services.

This agency prohibits child abuse of any kind: emotional, physical, or sexual from occurring in any agency facility. We also protect employees and parents from unfounded allegations of abuse. Employees and volunteers adhere to the following guidelines:

- Employees are never alone with children. If a child requires assistance in the bathroom, the door is left open and other adult(s) are visible.
- Volunteers are never left alone with children. Michigan Licensing Regulations require that employees supervise volunteers. Volunteers are always visible to employees. Volunteers certify that they have not been convicted of child abuse or neglect or any felony involving harm or threatened harm.
- Verbal discipline must not include foul language, profanity, or any language that degrades or belittles a child.
- Families receive information throughout the program year regarding developmentally appropriate discipline for children.

For more information on child abuse and neglect prevention you may contact:

Berrien County Department of Human Services: 269-934-2300

Cass County Department of Human Services: 800-382-4277

Mental Health

Northside staff will work together with parents to accomplish several goals:

- 1) To gain insight into the student's mental health by gaining information from parents;
- 2) Share observations of the child in the classroom with the parents;
- 3) Work with parents to identify appropriate responses to the child's behavior at school and at home;
- 4) Share ways to build and strengthen nurturing, supportive environments and relationships in the home and at school.

Nutrition & Food Safety

For the protection of our students (and to encourage healthy eating) the only food we recommend, must be prepackaged/unopened nutritious snack foods such as: pretzels, celery, dried fruit, crackers, raisins, carrots or cheese. Food donations are not accepted by all programs at Northside. Please consult with your child's teacher before donating food. Due to the number of children annually with peanut allergies, no food containing peanuts/peanut butter may be brought to school.

*Children will be "celebrated" on their birthdays; a healthy snack is strongly encouraged.

Participant Protection & Drug Free Workplace

Smoking is prohibited on school property, including the parking lot. At no time is any individual permitted to possess any type of weapon, firearm, or drug paraphernalia, or be under the influence of an illegal substance or alcoholic beverage on school property. Northside, and all Niles Community School's buildings and grounds are drug-free zones.

Playground Inspections

State of Michigan requires that outdoor play areas are available and that all outdoor play equipment be maintained in a safe condition and the equipment and play area be inspected daily. A staff member must complete a daily inspection of the playground and equipment to assure that no hazards are present. This inspection must be completed before children use the playground. The daily inspection is then documented on the Outdoor Playgrounds Inspection Log. A Certified Playground inspector has inspected our playground.

Licensing Reports

All childcare centers must maintain a licensing notebook which includes all licensing reports, special investigation reports and all related Corrective Action Plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspections and special investigation reports from the past two years are available on the Bureau of Child and Adult Licensing website at: www.michigan.gov/michildcare.

Incidents

An incident includes, but is not limited to, the following:

- A child is lost or left unsupervised.
- Alleged sexual contact between children or a child and a staff member or volunteer.
- Physical discipline of a child by a staff member or volunteer.

If any of the above incidents occur a phone call will be made followed by a written report.

Accidents

An accident includes, but is not limited to, the following:

- Adult initiated impact on a child or children (adult tripping on...)
- Physical environment impact on a child (object falling)

If any of the above accidents occur a phone call will be made followed by a written report.