

Parent/Student Handbook

**Southside School
1450 Silverbrook
Niles, Michigan 49120
Phone: 269-683-0421
Fax: 269-684-9530**

www.nilesschools.org

<p>Start Time: 8:25 a.m.</p> <p>Dismissal Time: 2:51 p.m.</p> <p>Half Day Dismissal: 11:29 a.m.</p>
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DISTRICT BEHAVIOR EXPECTATIONS GUIDING PRINCIPLES

I am: Respectful

I am: Responsible

I am: Resilient

DISTRICT VISION: Dynamic Learners * Diverse Opportunities * Driven to Succeed

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

SOUTHSIDE MISSION STATEMENT: Our mission is to uphold a safe, caring and respectful learning environment where high expectations, independence and responsibility are promoted. We stress the important of life long learning because we believe our students can meet the demands of a rapidly changing society.

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**Southside School Staff
2018-2019**

Name	Position	Extension	Room	E-Mail
Paula Hopkins	Principal/TC	11700	Office	paula.hopkins@nilesschools.org
Sharon Prestine	Principal Secretary	11701	Office	sharon.prestine@nilesschools.org
<u>Teachers</u>				
Aryll Forester	EI 6 th	11704	3	ariyll.forester@nilesschools.org
Sally Irons	EI 7 th & 8 th	11716	9	sally.irons@nilesschools.org
Bob Harvey	EI 9 th , 10 th , 11 th & 12 th	11714	8	bob.harvey@nilesschools.org
Ceili Rockhill	Pre-Vocational	11718	10	ceili.rockhill@nilesschools.org
Janet Maciulski	Pre-Vocational	11722	12	janet.maciulski@nilesschools.org
Vacant	Pre-Vocational	11724	13	
Shannon Quinn	Pre-Vocational/SOAR	11726	15	shannon.quinn@nilesschools.org
<u>Support Staff</u>				
Kim Avance	Social Worker	11711	5-B	kim.avance@nilesschools.org
Jill Gundlock	Speech	11709	5-A	jill.gundlock@nilesschools.org
<u>Outreach Workers</u>				
Kelly Barton	At Risk	11706	11	kelly.barton@nilesschools.org
Jayne Borzsei	EI	11720	4	jayne.borzsei@nilesschools.org
Michael Clanton	EI	11714	8	michael.clanton@nilesschools.org
Robin Ferguson	EI	11716	9	robin.fergison@nilesschools.org
Todd Hesson	EI	11704	3	todd.hesson@nilesschools.org
<u>Instructional Aides</u>				
Kelly Flick	Pre-Vocational	11722	12	kelly.flick@nilesschools.org
Emily Nelson	Pre-Vocational	11718	10	emily.nelson@nilesschools.org
Michelle Payne	Pre-Vocational	11724	13	michelle.payne@nilesschools.org
Shane Perkey	Pre-Vocational			shane.perkey@nilesschools.org
Rachel Tidey	Pre-Vocational-SOAR	11726	15	rachel.tidey@nilesschools.org
<u>Custodian</u>				
Robert Mitchell	Head Custodian	11713		robert.mitchell@nilesschools.org
<u>Food Service</u>				
Nancy Bates	Cafeteria	11702		nancy.bates@nilesschools.org

INTRODUCTION: This student 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. If you have any questions that are not addressed in this handbook or district website at www.nilesschools.org, you are encouraged to talk to your teachers or the building principal.

Southside School implements an organized school-wide program that emphasizes immediate positive reinforcement, personal responsibility, appropriate decision making skills and the development of socially acceptable behavior. On a daily basis, students discuss their progress in the school. They continually are taught to take responsibility for their behavior and evaluate their current personal goals.

ACCEPTABLE USE POLICY: Please review the following Acceptable Use Policy with your child and sign the consent form in the appropriate space. The consent form is found at the back of this handbook.

Introduction

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 cyberbullying.
- 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):

Additional Guidelines for Use :

- 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 accept 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.

ANTI-HARASSMENT: It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs and activities. All students, administrators, teachers, staff and all other school personnel share responsibility for avoiding, discouraging and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property or at another location if such conduct occurs during an activity sponsored by the Board.

For purposes of this policy, "School District community" means students, administrators and professional and support staff, as well as Board members, agents, volunteers, contractors or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school related events/activities (whether on or off School District Property). See NCS Board Policy 5517.01 neola.com-niles/MI for more information.

ARRIVAL AND DEPARTURE: If you are dropping a student off at school they cannot arrive before 8:15 a.m. If you are picking up your student it must be at dismissal time as we are unable to provide adequate supervision before and after school. If you need to pick your child up early, please contact the office ahead of time. Please be sure to sign him/her out in the office before the student leaves the building. Please note that you cannot park in the bus lane in the front of the building during arrival and departure times.

Students going home to residences other than their own are not allowed. Requests to have children dropped off at other than their own homes can potentially cause problems. Therefore, only parents will be allowed to pick up their own student from school and transport that student to the destination of their choosing.

ATTENDANCE: The Board of Education, as an agency of the State, is required to enforce the regular attendance of students. State law requires attendance in school. Section 380.1561 of the Revised School Code reads, “...the child’s parent, guardian or other person in this state having control and charge of the child shall send that child to a public school during the entire school year from the age of 6 to the child’s sixteenth birthday. Except as otherwise provided in this section, for a child who turned age 11 on or after December 1, 2009 or a child who was age 11 before that date and enters grade 6 in 2009 or later, the child’s parent, guardian or other person in this state having control and charge of the child shall send the child to the child’s eighteenth birthday.” Regular school attendance and promptness are marks of a good student and a good citizen. In school, as in other facets of life, regular attendance and punctuality are necessary for success. Erratic attendance, non-attendance or tardiness hampers student progress and holds a student back from making the most of their ability. For a student eighteen or over, the school will expect a parent, doctor or responsible adult to corroborate a student’s absence. Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions and other related activities. As such, regular attendance and classroom participation are integral to installing incentives for the student to excel. Regular attendance means being absent no more than 5% of school days in session. For example, in a 175-day school year, regular attendance is equal to 0-9 days absent. Absences greater than 10 days put your child at risk academically.

- **ABSENCES:** We believe regular attendance is essential to school success. Notification of absences is as follows.
 1. After 5 days of absence – Teacher contacts parent.
 2. After 10 days of absence – Principal sends a letter.
 3. After 15 days of absence – Principal sends a letter.
 4. After 20 days of absence – Principal sends a letter and sets up a conference or home visit.
 5. After 20 days or more of absence – Principal reports excessive absence to the truant officer.
- **TARDY POLICY:** Students will be considered tardy if they are not in their class by 8:25 a.m.
- **Absence Codes:**
 - A=Absence with parent communication to office
 - EA=Excused absence with doctor note, court, funeral
 - UA=Unexcused absence with no parent communication
 - ESO=Early sign out

BLOODBORNE PATHOGENS: Niles Community School employees receive Bloodborne Pathogens training. If anyone is exposed to blood or other potentially infectious material, staff members have been trained to follow specific procedures. The district is committed to taking the necessary precautions to protect both students and staff from the spread of infectious material in the school environment.

BULLYING: Niles Community Schools has a zero tolerance for bullying. It is the policy of the district to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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 or other aggressive behavior toward a student, whether by other students, staff or third parties, including board members, parents, guests, contractors, vendors and volunteers, is strictly prohibited. This prohibition

includes written, physical, verbal and psychological abuse, including hazing, gestures, comments, threats or actions to a student which cause or threaten to cause bodily harm, reasonable fear for the personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect and refusing to tolerate harassment or bullying is expected of administrators, faculty staff and volunteers to provide positive examples for student behavior.

This policy applies to all “at school” activities in the district, including activities on school property, in a school vehicle and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. See NCS Board Policy 5517.01 neola.com-niles/MI for more information.

OK2SAY: OK2SAY allows anyone to confidentially report tips on criminal activities or potential harm directed at Michigan students, school employees, or schools. Refer to ok2say.com for more information.

CIVIL RIGHTS POLICY: The Niles Community Schools Board of Education complies with all federal and state laws and regulations prohibiting discrimination. Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964 (race, color, or national origin) may be directed to the Director of Personnel, 269-683-6662; compliance with Title IX of the Education Amendments of 1972 (sex) may be directed to the Director of Curriculum, 269-683-0736; compliance with Section 504 of the Rehabilitation Act of 1973 (disability) may be directed to the Director of Special Education, 269-683-0757; all at Niles Community Schools, 111 Spruce Street, Niles, MI 49120

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. Warning
- K. Peer Mediation
- L. Participation in restorative justice practices

The following behaviors will be considered unacceptable by Niles Community Schools and will result in suspension and an administrative hearing. The administrative hearing panel will be composed of three district administrators. The student and his/her parents will be informed of the time, place, and purpose of the hearing. At the hearing, all parties will present information pertinent to the case. School officials and the student may invite other individuals to participate in the hearing. After the panel has heard all the parties, they will excuse the student and parents to determine the appropriate disciplinary action. If expulsion is recommended, the recommendation will be forwarded to the Board of Education. The panel will also recommend conditions for re-admittance to the Niles Community Schools. The behaviors listed below apply to actions on school property and school sponsored activities.

- 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

Manifestation: The IDEA uses the term “manifestation determination” to mean the evaluation of the relationship between a student’s disability and act of misconduct that must be undertaken when a district proposes to take specified disciplinary actions. Within 10 days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, (except for a removal that is for 10 school days in a row or less and not change of placement), the school district, the parent, and relevant members of the IEP Team (as determined by the parent and the school district) must review all relevant information in the student’s file, including the child’s IEP, any teacher observations, and any relevant information provided by the parents to determine:

1. If the conduct in question was caused by, or had a direct and substantial relationship to the child’s disability, or
2. If the conduct in question was the direct result of the school district’s failure to implement the child’s IEP.

If the school district, the parent, and relevant members of the child’s IEP Team determine that either of those conditions was met, the conduct must be determined to be a manifestation of the child’s disability. If the school district, the parent and relevant members of the child IEP Team determine that the conduct in question was the direct result of the school district’s failure to implement the IEP the school district must take immediate action to remedy those deficiencies.

COMMUNICATION: A priority of Southside School is strong home/school communication. You will receive a parent newsletter from the school office at the beginning of each month.

If you have questions or concerns, you should contact the teacher by:

1. Going to the classroom before or after school.
2. Calling the office and leaving a message for the teacher.
3. Sending a note to the classroom.
4. Sending an e-mail to the teacher.

If you are unable to resolve your concern or question after consulting with the teacher, you should schedule an appointment with the principal. We are interested in your input and wish to make sure your experience at Southside is a positive one for you and your child.

COMPLAINT PROCESS: 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.

CONFERENCES: Parent-Teacher Conferences are scheduled in the fall and spring of each school year. Please refer the school calendar for the exact dates. In addition to the regularly scheduled parent conferences, annual IEP’s are also convened for each student to review goals, progress, program services and any necessary revisions.

Parents and teachers are urged to request a conference anytime during the year as questions, concerns or special situations arise. We strongly believe that student progress can be maximized and problems minimized with parents and teachers working closely together.

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. Southside staff may also be able to offer temporary garments. Any student refusing to comply with the dress code will be given consequences.

EMERGENCIES IN BUILDING 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. 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 there is an all clear. 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.

EMERGENCY SCHOOL CLOSINGS AND DELAYS: If threatening weather occurs, you will be notified by our School Messenger system. You may also check the Niles Community Schools website or Facebook page or turn on local TV or radio stations (WSBT, WNDU, FOX, 940 AM, 1400 AM, 94.9 FM, 97.5 FM, 98.3 FM, 103.7 FM, 107.1 FM) for the status of school closings. Occasionally, the start of school may be delayed two hours. If this happens, bus pickups will be two hours later than the regular time and school will start at 10:25 a.m. If threatening weather occurs during the school day, it may be necessary to close school early.

ENROLLMENT: All students entering Southside School must meet the requirement of Michigan Special Education rules. An Individualized Education Planning Committee (IEPC) meeting is held to determine eligibility, students' needs, appropriate program and placement alternatives. Committee members include the parents, Southside administrator, local district representative, MET representative, teacher(s) and ancillary staff/therapist/parent representative as needed. If Southside is determined to be the appropriate placement alternative, the parent/guardian then completes a series of building enrollment forms including basic student data, transportation form, application for school lunch, etc. In addition, the school will need the student's health appraisal, copy of a birth certificate, immunization records, various permissions, verification of residency and a release of records request. Office staff is available to assist parents/guardians through this enrollment process.

FERPA ANNUAL NOTIFICATION OF RIGHTS AND DESIGNATION OF DIRECTORY INFORMATION: Unless a parent or eligible student advises the district in writing within 20 days of receipt of this notice that he/she 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 of your school.

FIRE, LOCK DOWN AND TORNADO DRILLS: Drills are conducted regularly to ensure that students are familiar with procedures. Emergency exit routes and designated safety areas are posted in each classroom for fire and disaster drills.

FOOD SERVICE: Students have the opportunity to purchase lunch every day. Lunch may be purchased for \$2.55; milk is available for 45 cents. Breakfast is free for all Southside students. Your child may qualify for free or reduced price lunch. A free/reduced meal application may be obtained in the school office or found online at www.lunchapp.com.

Money must be sent in an envelope clearly marked with the name of the student and the name of their teacher. This envelope should also indicate how much money is enclosed. This will ensure the child receives credit for the payment. Checks should be made payable to Niles Community Schools.

A lunch/breakfast menu is provided for every classroom but is not sent home with each student. The menu can be viewed at <http://nilesschools.nutrislice.com/>

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.

All student grades will be calculated using the following scale:

93-100	A	90-92	A-	87-89	B+	83-86	B
80-82	B-	77-79	C+	73-76	C	70-72	C-
67-69	D+	63-66	D	60-62	D-	59 and below	F

INJURY AND ILLNESS: Every attempt will be made to notify parents or guardians during or after an emergency. If the parents can be reached in time, the parent should make arrangements for treatment. If the emergency requires immediate action, the school administration or other school personnel will make arrangements for the student to receive medical attention at the nearest medical facility.

Note: You fill out emergency/enrollment sheets each year. It is important that you read these carefully and sign them with any special instructions. Please also include any change in medications on the form. The emergency information you give to us accompanies any injured or ill student to the hospital.

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

A student who becomes ill during the school day should notify his/her teacher and the teacher will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

If your child is ill and experiencing any of the following symptoms, please follow these guidelines:

- Chicken Pox: Remain at home until lesions are dry and crusted.
- Colds, influenza and/or other viral infections: Ask your physician and/or use your best judgment. Consider the following – Is your child feeling up to attending? Will his/her being there present any danger of spreading infection to others? Will his/her being there cause the illness to get worse?
- Conjunctivitis (pink eye): Remain at home until 24 hours of treatment or symptoms are resolved.
- Fever: Remain at home until no fever for 24 hours.
- Head Lice: We have a “no nit” policy. Students must be brought to school for a head check before returning to the classroom and are allowed back in only when there are no nits present.
- Strep Throat: Remain at home until 24 hours of treatment and no fever.
- Vomiting and/or Diarrhea: Remain at home until no vomiting/diarrhea for 24 hours.

LOCKERS: School lockers are the property of the district. School authorities, for any reason, may conduct periodic general inspections of lockers at any time, without notice, without student consent and without a search warrant. Each student will be issued a locker to secure their belongings and will be expected to adhere to the following requirements:

1. No designs, stickers, etc., are allowed on the outside facing of the lockers.
2. Students may only use the lockers that are officially assigned to them.
3. Lockers are for garments and books only. Goods or items of value are not to be stored in lockers.

MEDICATION: With the exception of inhalers and EpiPens students are not to have medication in their possession. To insure that medication is properly dispensed, the following procedure is to be followed:

1. Parents must submit to the office a permission form signed by the doctor and parent with dosage instructions.
2. Students must bring medication in their original prescription containers.
3. Medication will be administered by a staff member.
4. A record of medication dispensed must be maintained by the office.

OUTSIDE AGENCIES: Outside agencies are not allowed to meet with students during school hours. Permission is required from the parent/guardian for an outside agency to pick up a student after school.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS): Southside School provides high-quality programs and staff development services to help our educators create proactive and positive behavior management.

POWER SCHOOL: All students and parents will receive a confidential access ID number and password at the beginning of the year to access student grades via Power School. Power School allows parents and students to view student information, such as details on class performance, future or missing assignments, test scores and more,

anything via any internet access. To access Power School go to the website address <http://nilespowerschool.berrienresa.org/public> and follow the instructions on the screen.

SCHOOL MESSENGER: This is a notification tool that allows us to relay vital information to you. It is used, in addition to news outlets, to notify you of school closings or delays along with specific information for our building. Additional information will be sent home.

SCHOOL WIDE INFORMATION SYSTEM (S.W.I.S.): S.W.I.S. is a web-based information system designed to help school personnel to use office referral data to design school-wide and individual student interventions. S.W.I.S. helps us foster respect and responsibility in your students and improve school climate and school culture. We have trained our entire staff to make data-driven decisions on a school wide level, in classrooms and with individual students.

SEARCH AND SEIZURE: Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District remains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

STUDENT ASSESSMENT: Southside uses the district approved assessment tools, including NWEA and the state approved measurement.

STUDENT INFORMATION UPDATES: As part of your student's enrollment, we ask you to keep our office 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.

STUDENT RIGHTS OF EXPRESSION: The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. See Board Policy 5723 for further details.

STUDENT VALUABLES: With the exception of designated days approved by teacher or principal, students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. If a cell phone must be brought to school, it must be turned off and given in to the classroom teacher upon arrival. It will be returned at the end of the day. If a cell phone is found in your possession, it will be confiscated at minimum.

THERAPEUTIC CRISIS INTERVENTION PROGRAM (TCI): Managing student behavior has always been part of operating a classroom and dealing with disruptive students is part of that process. Southside classrooms have a behavior management component, which deals with day-to day student behaviors. The Berrien Regional Education Service Agency has developed procedures for managing these student behaviors to assist staff in crisis situations. These procedures are based upon the Cornell Therapeutic Crisis Intervention (TCI) Program and require extensive training and ongoing practice by all staff.

The major thrust of the Therapeutic Crisis Intervention Program is to diffuse volatile situations through a series of steps short of physical intervention. Physical restraint is always the last response in handling crisis situations. In an emergency situation, when physical restraint is required and necessary to prevent physical injury to other students, staff or self, a team approach is used to minimize the potential of injury to harm. Parents are notified of all such incidents, which are documented and recorded. This record of unusual behavior incidents will be the basis for developing and/or updating a specific "Behavioral Intervention Plan" for the student. The Behavioral Intervention Plan will concentrate on developing strategies and alternatives to promote positive change in the student's attitude and behavior with the overall goal of eliminating future crisis situations and will be established with parent input, participation and approval prior to the plans implementation.

VISITORS/VOLUNTEERS: 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 sign in. If a person wishes to confer with a member of the staff, he/she 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 permission from the principal.

Volunteers must pass a background check prior to volunteering at Southside School. There are no exceptions to this rule.

*Weapons are prohibited on school property.

ADDITIONAL INFORMATION: Please see our district website at www.nilesschools.org for further information regarding these policies and notices.

- Attendance
- Bus Conduct
- Bus Transportation to School
- Code of Conduct
- Control of Casual-Contact Communicable Diseases and Pests
- Control of Non-casual Contact Communicable Diseases
- Discipline
- Due Process Rights
- Early Dismissal
- Enrolling in the School
- Equal Education Opportunity
- Field Trips
- Fire, Lock Down and Tornado Drills
- Homebound Instruction
- Immunizations
- Individuals With Disabilities
- Limited English Proficiency
- Nonschool-Sponsored Clubs and Activities
- Parent Involvement
- Penalties for Infractions (Transportation)
- Preparedness for Toxic and Asbestos Hazards
- Review of Instructional Materials and Activities
- Scheduling and Assignment
- School-Sponsored Clubs and Activities
- Student Discipline
- Student Fees, Fines, and Supplies
- Student Records
- Transfer Out of the District
- Use of Medication
- Videotapes on School Buses
- Withdrawal From School



BOX TOPS FOR EDUCATION – Earn cash for our school with Box Tops for Education! Make a difference each time you go to the grocery store just by purchasing your favorite General Mills brands.

- Clip Box Tops from hundreds of your favorite General Mills products found throughout your local grocery store. Each Box Top is worth 10 cents to our school.
- Please clip Box Tops along the dotted lines and check expiration dates.
- Send the Box Tops to school, and we will collect submitted box tops and send them to General Mills.

Box Tops can be found on hundreds of quality products from brands like these: General Mills, Pillsbury, Betty Crocker, Ziploc, Kleenex, Hefty. Visit boxtops4education.com for a current list of participating products and to learn more about how you can help our school. Thanks for your support!