

# Niles Community Schools



## Howard-Ellis Elementary 2022-2023 PARENT-STUDENT HANDBOOK

DYNAMIC LEARNERS | DIVERSE OPPORTUNITIES | DRIVEN TO SUCCEED

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# SECTION I--FORWARD

## 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 Families,

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, 2022** 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 August 15, 2022.**

### Equal Education Opportunity

Board Policy - [2266-NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES](#)

[4122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY](#)

Title IX Coordinators & Anti-Harassment/Non-Discrimination Compliance Officers:

Adam Burtsfield  
Assistant Superintendent  
269-683-6662  
One Tyler Street, Niles MI. 49120  
[adam.burtsfield@nilesschools.org](mailto:adam.burtsfield@nilesschools.org)

Jeron Blood  
Special Education Director  
269-683-0757  
One Tyler Street, Niles MI. 49120  
[jeron.blood@nilesschools.org](mailto:jeron.blood@nilesschools.org)

### 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.

Niles Community Schools appreciates your time and assistance.

### **Parent Participation**

Parent organizations and advisory groups are important to our school improvement processes. Input and review of the following are required on an annual basis:

- MICIP Plan
- Title 1 School Wide Program
- Curriculum and Assessment
- Health and Nutrition
- Parent and Child Needs in the Community
- School/ Home Communication

Please contact your child's school if you would like to participate.

### **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 great time, enjoy the students and share your 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.
COVID-19	Exclude following current health department guidelines.
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

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

## **Head Lice and Bed Bugs**

- If a child is found to have 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.
- If a bed bug is found in a classroom, parents of students in the classroom will be notified, the classroom will be inspected and licensed pest control specialists will treat the classroom.

## **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 must 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**

Board Policy - [8453.01 - CONTROL OF BLOOD-BORNE PATHOGENS](#)

## **Individuals With Disabilities**

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. Board policy - [2412 - HOMEBOUND INSTRUCTION PROGRAM](#)

### **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.

### **Intradistrict Transfers**

Parents may apply for intradistrict transfers prior to the start of each school year. An intradistrict transfer is when parents/guardians wish to enroll their student(s) at a school other than the designated school that is in their attendance area **within** Niles Community Schools. Transportation to and from school must be provided by the parents/guardians. Applications are emailed to parents after the enrollment process is complete.

### **Student Records**

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. Universal breakfast is free to ALL students and served each morning.

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

All menus and prices 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.familyportal.cloud>

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 a hearing in front of the Board.

### **Parental Grievance Process**

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

### **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.

### **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 either in-person or virtually 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 is 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: Brooke Brawley, 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 ACTIVITIES

School-Sponsored Clubs and Activities

Extra-curricular activities do not reflect the school curriculum, but may be made available to students to allow them to pursue additional worthwhile activities. Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. All school rules will still apply regarding behavior and equal opportunity to participate.

No non- district-sponsored organization may use the name of the school or school mascot.

See Specific School Activities (section VIII)

SECTION V—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 essential learning activities. 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.

Board Policy - [5200 - ATTENDANCE](#)

- 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"><li>• Regular = 0-2 days absent</li><li>• At risk = 3 days absent</li><li>• Chronic = 4 or more days absent</li><li>• Severe Chronic = 8 or more days absent</li></ul>	Data Point 2: (80 days) <ul style="list-style-type: none"><li>• Regular = 0-4 days absent</li><li>• At risk = 5-7 days absent</li><li>• Chronic = 8 or more days absent</li><li>• Severe Chronic = 16 or more days absent</li></ul>	Data Point 3: (120 days) <ul style="list-style-type: none"><li>• Regular = 0-6 days absent</li><li>• At risk = 7-11 days absent</li><li>• Chronic = 12 or more days absent</li><li>• Severe Chronic = 24 or more days absent</li></ul>
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<b>Data Point 4: (160 days)</b> <ul style="list-style-type: none"> <li>Regular = 0-8 days absent</li> <li>At risk = 9-15 days absent</li> <li>Chronic = 16 or more days absent</li> <li>Severe Chronic = 32 or more days absent</li> </ul>	<b>Data Point 5: (180 days)</b> <ul style="list-style-type: none"> <li>Regular = 0-9 days absent</li> <li>At risk = 10-16 days absent</li> <li>Chronic = 17 or more days absent</li> <li>Severe Chronic = 34 or more days absent</li> </ul>	Excessive tardiness may result in unexcused absences.
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- 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:

- Clothing, patches, buttons, jewelry, bags and any other personal items should be appropriate. Any item containing or depicting obscenity, profanity, weapons, ads for illegal substances, or symbols found to be offensive and/or disruptive to the educational environment, including but not limited to the Confederate flag, swastika and/or gang affiliations, are **not** acceptable.
- Jewelry or body adornments considered to be disruptive or dangerous are not acceptable.
- Revealing, sheer, strapless and/or low-cut clothing will not be allowed. All shirts, tank tops, and/or blouses must cover undergarments and the entire torso.
- Hats, sunglasses, and hoods cannot be worn inside the building. Headphones and/or earbuds may not be worn in the building.
- Shorts, pants, skirts, leggings, torn or altered clothes should cover all undergarments and the buttock and private areas should not be visible while standing, bending, sitting or laying down.
- Sagging pants riding below the waist that may expose skin or any garment worn under the pants are not allowed.
- Coats or lined jackets are to be left in lockers, not worn to class.
- Book bags, backpacks, purses, laptop bags, and duffels are to be left in lockers except for use in gym class only.
- Excessive make-up and/or face paint, costumes, or accessories that are distracting to instruction or unsafe are not allowed.
- 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

### Board Policy - [5500 - 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 severity or repetitive nature of a student's behavior will be given consideration when determining appropriate consequences.

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.

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

### **OK2SAY**

OK2SAY is an anonymous hotline that students, staff and community members can use to report, and help stop harmful behavior. The goal of OK2SAY is to stop these behaviors before they occur 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.

<https://www.michigan.gov/ok2say/>

### **Search and Seizure**

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 students 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 allows for the exchange of information and ideas on a wide range of subject matter. 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 - TECHNOLOGY](#)

[7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY](#)

[7542 - ACCESS TO DISTRICT TECHNOLOGY RESOURCES AND/OR INFORMATION 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 Niles Community Schools' network is a privilege, not a right. Students who fail to comply with district 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 NCS, whether on or off of district property, will have read, signed and accepted the Student Acceptable Use Policy agreement. This will typically occur as a function of the Student Handbook process. NCS will revoke network and Internet access to any student who does not have a properly signed agreement on file with the school they attend. 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. 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 district technology and should 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 the district’s 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 NCS.
- 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 the district’s network, equipment or software before they are used.
- Shall adhere to specific rules established for the use of network, equipment and software in building media centers/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 Niles Community 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 district;
- Endanger the integrity of a computer on the district network or the data stored on the network or Internet, including introduction of malicious software (e.g. viruses, worms, trojan horses, etc);
- Circumvent the district’s 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 district's distribution lists without permission of a teacher or administrator;
- Utilize peer-to-peer file-sharing applications or Internet social media without authorization of a teacher or administrator;
- Play, download or install games, entertainment software, or copyrighted material without permission of a teacher or administrator;
- Remove, disable or modify any district 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 Niles Community Schools.

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, the classroom educator/teacher/facilitator will supervise student internet use in a manner that is consistent with the educational objectives of the district 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 district 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 district 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 the 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 NCS' Acceptable Use Policy and applicable Board Policy.

#### Restrictions and Disclaimers

- NCS 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.
- The district's technology department will not provide technical support for any personal laptop or other personal communication device.
- Students 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 district technology, network, equipment or software, including the cost of investigating such violations. The 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 district.

#### 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 ensure 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#>

Direct links to Board Policies families may find relevant:

[8350 - CONFIDENTIALITY](#)

[5310 - HEALTH SERVICES](#)

[8462 - STUDENT ABUSE AND NEGLECT](#)

[2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION](#)

[2461 - RECORDING OF DISTRICT MEETINGS INVOLVING STUDENTS AND/OR PARENTS](#)

[3213 - STUDENT SUPERVISION AND WELFARE](#)

### **Annual Notices**

are linked through NCS website: [https://www.nilesschools.org/about\\_ncs/annual\\_notices](https://www.nilesschools.org/about_ncs/annual_notices)

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

[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](#)

[Registration of New Pupils](#)

[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 Use](#)

## SECTION VII—HOWARD-ELLIS

### **Dear Howard-Ellis Families,**

Howard-Ellis Elementary is home to approximately 650 Kindergarten through fifth grade students. Teachers and principals continuously review data from formative and summative assessments to adjust programming and instruction to meet children's needs. Professional Learning Communities and the School Improvement Team meet regularly to discuss goals and instructional strategies. To strengthen their own educational practices, our staff members dedicate their own time to participate in Niles Learning Communities. A system of Positive Behavior Interventions and Supports provides a positive and safe school culture that is shaped by our Viking Behavior Expectations: I am respectful, responsible and resilient. Our behavior specialist is available to help students, parents and teachers who need assistance meeting the changing demands of our learners.

Our dynamic Parent Teacher Organization works to provide students with materials, equipment, and programs that enrich learning, including subscriptions to children's news magazines, and educational (and fun) assemblies. PTO leads the way in organizing Spirit Weeks and Staff Appreciation Week in addition to the multiple "fun"draisers such as Hacienda Night, Penny Wars and Cookies and Canvas with Santa.

In ways both big and small, the community contributes to our school. The Niles-Buchanan YMCA provides water safety lessons, a Before/After Care Program and Summer My Way. The Niles Service League and area Lions Clubs offer school supplies, clothing and eyeglasses to students in need. Circle Federal Credit Union provides additional classroom supplies to our teachers. Community members visit our classrooms to give Junior Achievement lessons. The community's generosity is reciprocated as our staff and students strive to help those beyond our school's walls. Service projects have aided the St. Mary's Christian Service Center Food Pantry, pet refuge centers, military troops stationed overseas and local veterans. Families in need of assistance know they can rely on our staff to connect them with the appropriate resources.

If you are a new or returning family member of a Howard-Ellis learner, we welcome you to a new school year and thank you in advance for your support.

Donna Roark, Principal	683-4633
Heather Loos, Assistant Principal	683-4633
Dr. Dan Applegate, Superintendent of Schools	683-0732

**Address / Phone / Fax / Website**

2788 Mannix St., Niles, MI 49120      Phone: 269-683-4633      Fax: 269-684-9534      [www.nilesschools.org](http://www.nilesschools.org)

**Start and Dismissal Times** 8:45am – School begins    3:46pm – School is dismissed    11:58pm – Half day dismissal

**Arrival and Departure**

Students who are transported to and from school should not arrive before 8:40 A.M. If your child needs to arrive earlier than 8:40 A.M, principal approval must be obtained. Students must be picked up at dismissal time. This is important as we do not have adequate supervision outside of teachers' on duty times.

**Drop-Off Procedures:**

- All drop off and pick ups are made in the parent traffic line on the north side of the building along Mannix St.
- Pull forward as much as possible.
- Students must remain in cars until 8:40am. Students must exit on the passenger side only.
- At 8:40am, staff members will open doors.
- Entry doors:
- Kindergarten and 1st grade - #24
- Second and 3rd grade - #1
- Fourth and 5th grade - #2
- Remain in line and exit onto Leet Rd.

**Pick-Up Procedures:**

- Early dismissals are highly discouraged.
- Do not enter the office. Remain in your car. Students will only be released to adults in the parent pick up line with a pick up car tag visible in the window.
- Ensure that your child has the coordinating pick up number on the backpack.
- Numbers will be communicated to the classrooms and children will exit the building. Staff members will ensure that car and backpacks tags match.

The safety of our students comes first and we thank you for your cooperation, understanding and patience.

### **Viking Behavior Expectations: The 3 Rs**

A top priority of our Howard-Ellis staff and students is to create a positive learning environment. Howard-Ellis follows the Viking Behavior Expectations: I am respectful, responsible and resilient. Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. PBIS creates schools where all students succeed. Following is an outline of our three-tiered framework for Howard-Ellis Elementary to create a positive learning environment in which all students are able to thrive:

- Tier 1 practices and systems establish a foundation of regular, proactive support while preventing unwanted behaviors. Schools provide these universal supports to all students, school-wide.
- Tier 2 practices and systems support students who are at risk for developing more serious problem behaviors before those behaviors start. These supports help students develop the skills they need to benefit from core programs at the school.
- At Tier 3, students receive more intensive, individualized support to improve their behavioral and academic outcomes. At this level, schools rely on formal assessments to determine a student's need.

We all strive to make Howard-Ellis the best place for educating your children. In order for this to happen, we must have a safe and orderly environment where all children are free from bullying, teasing, and intimidation. Our staff has committed themselves to make this program a success. It is imperative that we have the cooperation of our parents in order to fully accomplish this goal.

### **School-Sponsored Clubs and Activities**

Extra-curricular activities do not reflect the school curriculum, but may be made available to students to allow them to pursue additional worthwhile activities. Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. All school rules will still apply regarding behavior and equal opportunity to participate. No non-district-sponsored organization may use the name of the school or school mascot.

### **School Sponsored Field Trips**

Throughout the year, students participate in district sponsored field trips. These activities enhance the curriculum and help us carry out the vision and mission of the district. These activities take place during the school day. Dates of field trips will be communicated to parents by classroom teachers.

### **Valuable Items**

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 toys, trading cards, jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping 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 kept in a locker or zipped up backpack during the school day. Personal communication devices shall not be used during school hours unless approved by a teacher. If devices are being used, they will be confiscated and released to the parent upon their request.

### **Lost and Found**

A lost and found box is located near the café stage. You or your child may check these boxes at any time for lost items. In the winter months, we also have small tubs near each recess door for extra or missing items.

### **P.T.O. Information**

Howard-Ellis' Parent Teacher Organization offers several ways for you to get involved. PTO meeting dates are listed in the school's weekly newsletter and on our website.



## School Compact

Dear Parents:

It is important that families and schools work together to help students achieve a quality education. Listed below are essential roles and responsibilities that we as partners need to carry out to support our children's success in school and in life. Teachers, parents and students at Howard-Ellis Elementary are asked to sign the agreement outlining this commitment.

Parent(s) Responsibilities	Student Responsibilities	Teacher/Staff Responsibilities
<p><b><i>I (we) agree to:</i></b></p> <ol style="list-style-type: none"> <li>1. Make sure my child is on time and attends school regularly.</li> <li>2. Have my child ready to learn by sending him or her to school healthy, rested and clean.</li> <li>3. Support the school rules and expectations for a positive learning environment.</li> <li>4. Other ways I can help my child: (Please mark the following ways you are willing to help your child this year). <ul style="list-style-type: none"> <li><input type="checkbox"/> Read every night</li> <li><input type="checkbox"/> Practice math facts</li> <li><input type="checkbox"/> Limit television/video games</li> <li><input type="checkbox"/> Provide a writing journal</li> <li><input type="checkbox"/> Provide online practice requested by the teacher</li> </ul> </li> </ol> <p><b>Parent(s) Signature:</b> _____ <b>Date:</b> _____</p>	<p><b><i>I agree to:</i></b></p> <ol style="list-style-type: none"> <li>1. Follow the district behavior expectations by being respectful, responsible and resilient: <ul style="list-style-type: none"> <li>-listening, following directions and doing my personal best every day</li> <li>-completing and returning assignments on time</li> <li>-sharing work with parents and returning papers to school on time</li> <li>-following school and classroom rules and accepting the consequences and responsibility for my own behavior</li> </ul> </li> </ol> <p><b>Student Signature:</b> _____ <b>Date:</b> _____</p>	<p><b><i>We agree to:</i></b></p> <ol style="list-style-type: none"> <li>1. Provide a safe and positive learning environment where all children are treated with respect and compassion.</li> <li>2. Establish open communication with parents regarding student progress.</li> <li>3. Communicate school/classroom rules, and expectations.</li> <li>4. Have high expectations in order to help each student reach his or her personal best.</li> <li>5. What would you like me to do to help your child this year?</li> </ol> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Teacher Signature:</b> _____ <b>Date:</b> _____</p>