



**Niles McKinley High School Handbook
2017-2018**

It is our pleasure to welcome the students and staff of the Niles community to a new school year. Over the next year, we will develop new relationships with one another. We will work together to improve academically, socially, and emotionally. We will continue the strong academic tradition of the Niles City Schools by being prepared for school, engaging ourselves in the learning process, and treating each other with respect. The Parent/Student handbook produces a baseline for fostering an appropriate learning environment for all members of our school community. Parents, students, and staff are encouraged to review the contents of the handbook.

Tracie Parry, Principal

Stephen Rovnak, Assistant Principal

Our Mission Statement

The mission of the Niles City School District is to instruct a defined curriculum in a safe, educational environment. The district will ensure the opportunity for all students to become responsible learners, critical thinkers, and problem solvers as productive members of a democratic society.

Parent/Guardian and Student Agreement

This handbook is designed to help you and your student understand and follow the rules and regulations of Niles McKinley High School and any and all extensions of Niles City Schools, including, but not limited to busses, assemblies, field trips, concerts, plays and sporting events.

By signing this form and returning it to your student's homeroom teacher, you are stating that you understand and will adhere to the contents within this handbook. Furthermore, you also understand that this handbook serves as a guide and is subject to the discretion of the administration and Niles City Schools Board of Education.

Please cut and return the bottom section of this page.

I have read and understand the contents within the Niles McKinley High School Parent/Student handbook.

Parent/Guardian's Signature

Student's Signature

Date

Office Hours

Niles McKinley High School is open from 7:00 AM – 3:30 PM. The school day begins at 7:30 AM and concludes at 2:45 PM.

Emergency School Closing

If school must be closed, the following radio and television stations will be notified.

Television:

WFMJ Channel 21
WKBN Channel 27
WYTV Channel 33

Radio:

WKBN 570 AM
WHOT 101.1 FM

Expectations for Students

Outside the home, the school becomes an important element in teaching and reinforcing appropriate conduct expected by society. In order to function as a self-disciplined, self-directed, self-motivated, and responsible person, the school shall provide the greatest opportunity for teachers to teach and students to learn in the school environment. In order to maximize the school experience, each student is **expected to:**

- 1. Read, become familiar with, and abide by the rules, regulations, and policies of the student handbook. An orientation regarding the contents of the handbook will be held during the first day of school. Students must acknowledge receipt of this handbook by signing the attached verification.**
- 2. Comply immediately with the rules and regulations, which govern student conduct in school, on school property, or at any school-sponsored activity**
- 3. Attend school and classes regularly.**
- 4. Arrive punctually to school, classes, and all activities.**

- 5. Come prepared with appropriate materials and attitude; become an active participant in the instructional process.**
- 6. Dress to meet the requirements of any class or activity.**
- 7. Demonstrate respect for self and others.**
- 8. Demonstrate respect for the right of others to have an unhindered educational opportunity.**
- 9. Demonstrate respect for the physical space of others.**
- 10. Demonstrate safe, responsible conduct at all times.**
- 11. Demonstrate respect for one's own property and the property of others.**

Expectations of Parents

- 1. Read, discuss, and sign the student handbook verification form.**
- 2. Support school efforts to teach and implement student expectations as set forth in the student handbook.**
- 3. Maintain necessary communication with appropriate school staff.**
- 4. Involve yourself in school activities.**
- 5. Support school efforts that make the school environment safe, orderly, and conducive to teaching and learning.**
- 6. Advocate student compliance with all school rules, regulations, and policies.**

7. Advocate student acceptance of responsibility for behavior and educational choices, including the consequences which may apply.

8. Discuss appropriate conduct with your child.

Nondiscrimination and Equal Access to equal Educational Opportunity

Any form of discrimination or harassment can be devastating to an individual’s academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, “Protected Classes”) in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

School Calendar

August	28, 2017	Staff Professional Day – First Day for Teachers
August	29, 2017	First Day of Classes for Students
September	04, 2017	Labor Day – No School
September	12, 2017	Staff Professional Development – No School
October	13, 2017	N.E.O.E.A. Day - No School
October	27, 2017	Staff Professional Development Day-No School End of First Nine-Week Grading Period
November	14, 2017	Parent/Teacher Conference Day (Niles Primary and Niles

		Middle School)
November	16, 2017	Parent/Teacher Conference Day (Niles Intermediate and Niles McKinley High School
November	22, 23& 24, 2017	Thanksgiving Recess
December	20, 2017	Last Day of Classes – Winter Break
January	03, 2018	Classes Resume
January	12, 2018	Staff Professional Development Day- No School End of Second Nine Week Grading Period (End of 1st Semester)
January	15, 2018	Martin Luther King Day – No School
February	15, 2018	Parent/Teacher Conference Day (K-12)
February	16, 2018	No School
February	19, 2018	Presidents Day – No School
February	26, 2018	Staff Professional Development Day-No School
March	16, 2018	Staff professional Development Day- No School End of Third Nine-Week Grading Period
March	29, 2018	Last Day of Classes – Spring Break
April	09, 2018	Classes Resume
May	23, 2018	Commencement, 7:00 P.M. W.D Packard Music Hall
May	24, 2018	Last Day of Classes for Students End of Fourth Nine-Week Grading Period (End of 2 nd Semester)
May	25, 2018	Staff In-Service Day

District Contact Information

Central Office	330-989-5095
Niles McKinley High School	330-652-9968
Niles Middle School	330-652-5656
Niles Intermediate School	330-989-5093
Niles Primary School	330-989-5091
Bus Garage	330-652-5764

Regular Bell Schedule

Homeroom	7:30 - 7:40
Period 1	7:44 - 8:35
Period 2	8:39 - 9:31
Period 3	9:35 - 10:27
Period 4	10:31 -11:23
Period 5	11:23 - 11:53
Period 6	11:53 - 12:23
Period 7	12:23 - 12:53
Period 8	12:57 - 1:49
Period 9	1:53 - 2:45

2 Hour Delay Bell Schedule

Homeroom	9:30 - 9:40
Period 1	9:44 – 10:15
Period 2	10:19 – 10:50
Period 3	10:54 – 11:25
Period 5	11:29 – 11:59
Period 6	11:59 – 12:29
Period 7	12:29 – 12:59
Period 4	1:03 – 1:34
Period 5	1:38 – 2:09
Period 6	2:13 – 2:45

Grading Scale

Percentage	Letter Grade	GPA
90 – 100	A	4.0
80 – 89	B	3.0
70 – 79	C	2.0
60 – 69	D	1.0
0 – 59	F	0.0

Honor Roll/Merit Roll

Students in grades 9-12 earn “District Honor Roll” recognition when they achieve a 3.5 through 4.0 average in all academic subjects. Students earning a grade point average of 3.0 to 3.49 shall be placed on the District Merit Roll. Pass/Fail classes are not averaged when determining Honor Roll or Merit Roll. The names of Honor Roll and Merit Roll students are posted in their respective buildings and sent to the newspapers for publication.

Homework

As long as it is properly designed, carefully planned and geared to the development of the

individual student, homework meets a real need and has a definite place in the educational program. It is not used for disciplinary purposes. The extent and type of homework given is decided by the classroom teacher within the framework of specific instructional plans.

Homework is assigned to help the student become more self-reliant, learn to work independently, improve the skills which have been developed and complete certain projects such as reading of worthwhile books and the preparation of research papers. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational progress.

Report Cards

Report cards are issued four times during the school year. They will be sent home, via the student, on the first Friday following the end of the grading period. The final report card must be picked up by the student or parent at the McKinley High School guidance office or main office. An automated call will be made to parents when the report cards are ready for pick up.

Mid Term Grade Report

The report is sent to the parent midway through each grading period. An appointment can be scheduled with a 24 hour notice to speak with your child's teacher about any problems (academic/behavioral) there may be and to discuss what can be done to help your child. Mid Term Grade Reports are issued to all students.

Parent Assist Module (PAM)

The Parent Assist Module is designed to help parents/guardians stay involved in their students education. Each student receives a unique user name and password within the first few weeks of school (sent home to the parent/guardian). Our teachers post grades regularly on the PAM for the parent/guardian to see. This does not always represent the complete grade of the student; however, if you feel that there is a discrepancy please call the office and set an appointment to talk to the teacher.

Determination of Grades

All grades are based on a combined percentage earned, not a point value system.

Semester Course

1st Grading Period	50%
2nd Grading Period	50%

Year Course

1st Grading Period	25%
2nd Grading Period	25%
3rd Grading Period	25%
4th Grading Period	25%

Highly Qualified Teachers

It is the right of the parent to request information concerning the highly qualified teacher status of his or her student's teachers. Records are kept at the board office and the school office for all teachers on staff.

College Credit Plus

Grades earned under the College Credit Plus (formally SB 140 and College in High School) shall be reported by the university, college or other approved institution. Grades earned under these plans shall appear also on the student's official high school transcript. These grades will be computed in the student's final GPA.

Graduation Requirements

Commencement exercises will include only those students who have successfully completed requirements for graduation, as outlined by the State of Ohio, and as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may; however, be denied participation in the ceremony of graduation when personal conduct so warrants. The graduation ceremony is a privilege not a right.

Graduation Requirements

- Meet all standard diploma requirements
- Take end-of-course exams and meet one of the following:
 1. Earn a cumulative passing score on seven end-of-course exams. The score will be set by the State Board of education
 2. Earn a "remediation" score on a nationally recognized college admission exam

such as ACT or SAT.

3. Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

End of Course Exams

For each of the seven end-of-course state tests, a student earns one to five graduation points. Students have the potential to earn a total of 35 points. **To meet this graduation option, a student must earn a minimum number of 18 points from the seven tests.**

This graduation option gives a student flexibility in accumulating 18 points. A high score on one test can balance a low score on another test. **A student must earn a total of at least four points on English tests, four points on math tests and six points on science and social studies tests.**

Standard Diploma

- Twenty-three (23) credits will be required for graduation. Of the twenty-three (23) credits fifteen (15) credits shall be required in courses outlined below. Eight (8) credits are earned as electives.
- Four (4) credits English
- Three (3) credits Social Studies consisting of 1 credit in World Studies, 1 credit in US Studies, 1 credit in American Government
- Four (4) credits Mathematics including 1 credit of Algebra II or its equivalent
- Three (3) credits Science (Science with inquiry-based lab experience, including 1 credit in Physical Science and Biology and 1 credit in Chemistry, Physics or other physical science, Advanced Biology or other life science, Astronomy, Physical Geology or other earth or space science)
- One-half (1/2) credit Health
- One (1/2) credit Physical Education (2 semesters)
- One (1/2) credit in Economics
- One (1) credit Fine Arts

High School Academic Diploma with Honors

In order to earn a Diploma with Honors one must complete the following credits. Students must meet seven of the eight listed criteria:

- English - Four (4) credits
- Math - Four (4) credits (including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content)
- Science – Four (4) credits (including Physics and College in H.S. Chemistry or Chemistry)
- Social Studies - Four (4) credits
- Foreign Language - Three (3) credits (including at least 2 units in each language studied)
- Fine Arts - One (1) credit
- Grade Point Average – 3.5 on a 4.0 scale
- ACT/SAT – 27 ACT / 1210 SAT (Excluding scores from the writing sections)

*Career-Technical – Not counted toward requirements and may not be used to meet requirements *Electives – Not counted toward requirements

*Additional Assessment – None

To qualify for a Career-Technical Honors Diploma, students must meet all but one of these criteria:

- Four (4) credits of English (which may include applied communications)
- Four (4) credits of Math, to include Algebra I, Geometry, Algebra II and another higher level course
- Four (4) credits of Science that develop concepts of physical, life and earth and space sciences
- Four (4) credits of Social Studies
- Two (2) credits of Foreign Language, or two (2) credits of business/technology, or one (1) credit of each
- Three (3) credits in the student' s career-technical education curriculum
- Two (2) credits in the subject areas listed above or in fine arts
- An overall 3.5 GPA
- Complete a career passport that reflects achievements of the occupational proficiency benchmark established for the Ohio Vocational Competency Assessment or the

- equivalent
- A composite score of 27 on the ACT or 1210 on the SAT

Honor Graduates

Those students graduating with a High School Academic Diploma with Honors will be designated as honor graduates when the class graduates as seniors.

O.H.S.A.A. Athletic Eligibility Requirements

To be eligible to participate in athletics you must pass 5 one-credit courses or the equivalent in the preceding grading period. **Nine-week grades are used to determine eligibility, not exam or semester, or yearly averages.** For fall athletes the 4th nine-week grades are used from the preceding year.

Denial of Participation

1. **Students must be in attendance before the end of first period (8:35) to be eligible for extra-curricular activities.** The school administration may excuse a student for the following reasons:
 - a. Routine doctor appointments with written permission.
 - b. Attendance at a funeral
 - c. School business
 - d. Absences approved in advance, such as college visitation
 - e. Other good and just causes
2. Students expelled, suspended from school, or serving in-school intervention are not eligible to participate in extra-curricular activities during that period of time.

Class Rank

- Students are ranked using a 4.0 grading scale. Only the final average per subject (semester or year course) will be used to figure point average and class rank.
- Students are ranked at the end of each semester. However, the final grade earned determines the ranking for that particular year. The 7th semester ranking will define the final class ranking of seniors for the graduation programs. A final transcript of all grades, including the 7th semester grades, will be sent to all colleges and/or prospective

employers.

- In a situation of ties in rank, students with the same GPA will be assigned the same rank for the final class rank only. Rank order following ties will assume the next ranked position.
- Credits earned in tutored subjects or summer school will not count toward rank or GPA.

Valedictorian and Salutatorian

In an effort to recognize academic excellence, a class valedictorian and salutatorian will be chosen. The following criteria will be taken into consideration:

- Valedictorian(s) will be the graduating senior(s) having the highest grade point average.
- Salutatorian(s) will be the graduating senior(s) having the second highest grade point average.
- Students must take the required courses and pass with at least a final grade of a B or higher.
- No tutored courses or summer school classes will be accepted
- In case of ties, equal GPA's, CO-valedictorians and/or CO-salutatorians will be named.
- Valedictorians and salutatorians will be tentatively named at the end of the 3rd nine-week grading period. A letter grade of C or below during the fourth nine week grading period will retract the student valedictorian/Salutatorian status.
- To qualify, the student must be enrolled for coursework at Niles McKinley.
- Be enrolled as a student at Niles McKinley High School by the first day of his/her senior year and complete four semesters at Niles McKinley High School.
- Must earn a Diploma with Honors

<u>Required Courses for Valedictorian/Salutatorian</u>	<u>Grade</u>
Honors English I**	9
Honors English II**	10
Honors English III**	11
AP English IV **	12

Advanced Algebra I*	8/9
Honors Geometry**	9/10
Honors Algebra II**	10/11
Honors Trig/Pre-Calculus**	12
Biology*	9/10
Chemistry*	10/11
Physics*	11/12
Advanced World Studies*	9
Advanced US Studies*	10
Advanced American Government*	11/12
Foreign Language***	9/10/11/12
College in HS Chemistry****	11/12
College in HS Calculus****	11/12

*Must be in all advanced classes unless honors courses are offered in the same subject.

**Students must take all honors classes offered to be considered.

***Three years of one foreign language or two languages for two years.

**** If classes are not offered, they are not required.

The College Credit Plus equivalent as determined by the Niles City School District of any of the above courses shall be sufficient to satisfy any particular course requirement with the exception of all Honors English and AP English. Students may take CCP Calculus 1571 on campus.

Guidance Department

Feel free to use the services provided by the guidance staff, but schedule an appointment with your counselor when it is convenient for both of you. The Guidance Department will offer advice and help in any way to make your educational program and interpersonal relationships

successful.

(Grades 9, 11) Mrs. Stollo

(Grades 10, 12) Mrs. Klem

Course Load

All freshmen and sophomores must carry at least six (6) credits each semester. All juniors and seniors must carry at least five (5) credits each semester. Students selecting semester courses should take the companion course, if one is offered. It is the responsibility of the student to regularly check his or her credits and academic status

Credits Needed for Advancement of Grade Levels

Grades 9-10 A student must earn at least 6 credits to attain sophomore status

Grades 10-11 A student must earn at least 12 credits to attain junior status

Grades 11-12 A student must earn at least 18 credits to attain senior status

Drop/Add a Class

Students are expected to follow through with the subjects they have selected. Students permitted to have a schedule change are those who need subjects missing from their schedules or those who have incomplete schedules. Students in study halls who wish to add subjects in those study hall periods may also see if additions of classes are possible. Requesting a specific teacher for a particular class will not be considered in making schedule changes. **There will be absolutely no dropping/changing of classes after the second week unless a computer error has been made or unless the teacher recommends a change.** After such time the student shall receive withdrawn failing (W/F) and the course will be counted in his/her GPA. All requests for changes in schedules must be approved by the principal.

Post-Secondary Enrollment Program

College Prep Courses

The core college curriculum recommended for most colleges consists of

- 4 units of English (with emphasis on composition)
- 4 units of Mathematics

- 3 units of Science (laboratory courses)
- 3 units of Social Studies (includes World History, US Studies, and American Government)
- 2-3 units of the same Foreign Language or 2 units each of 2 different Foreign Languages
- 1 unit of Fine/Performing Arts

Some programs may require more extensive preparation in specific subject areas

Deficiencies may cause college entry rejection or admission on condition

College Option (Grades 9-12)

Qualified students are given the opportunity to enroll full or part time in NONSECTARIAN college courses for either high school and/or college credit. Two options are available:

Option A - Take college coursework for college credit only; the student is responsible for payment of all costs.

Option B - Take college coursework for college and high school credit; the school district will pay for the required portion.

This is arranged individually through the guidance department. Each college sets the qualifications needed for the Post-Secondary College Option. Students are given this information in the spring of each year, and a meeting with the parent and student is required.

Trumbull Career and Technical Center (TCTC)

Niles McKinley High School junior and senior students are offered an opportunity to attend this vocational school located in Champion. All programs are open to male and females students and provide career training. By accepting TCTC's offer of admission, the student is committed to attend the TCTC for the first two weeks of school in the fall. All credits and grades earned there are counted towards graduation at McKinley High School. An opportunity for a TCTC visitation is provided for all students in order to help them make decisions about attending school there. The programs are open to all students who meet the admission requirements. Parents, too,

are invited to call the school for a visit.

Attendance

Attending school is both necessary and required by law. State law requires attendance until the age of eighteen. The district will adhere to the guidance, resources, and materials developed by the Ohio Department of Education in regards to student attendance.

Habitual Truant

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in one month without a legitimate excuse; or
- c. Absent 72 or more hours in one year without a legitimate excuse.

Excessive Absences

- a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
- b. Absent 65 or more hours in one school year with or without a legitimate excuse.

Vacation

Parents are strongly encouraged to schedule family vacations at times so as not to interfere with the adopted school calendar. However, if there is no alternative to a family's scheduled vacation during the time when school is in session, parents must notify the school as soon as possible.

Please refer to the attendance policy.

Reporting off of School

If your child is going to be absent from school due to an illness, please contact the school at 330-652-9968 Ext. 0082 to report your child off. Upon returning to school, present a written excuse, dated and signed by a parent or guardian, stating the reason for being absent. Failure to contact the school or provide a written excuse within two school days upon the student returning to school may result in disciplinary action.

Student Illness at School

In the event a student becomes ill at school, or other circumstances arise, only those persons listed on the student's Emergency Medical Form will be contacted. If this contact cannot be

made the student will remain at school.

Sign out Students

Students needing to leave school early must provide the building principal or designee with a note/phone call stating the reason(s) for the student to leave early. Parents and/or guardians listed on the Emergency Medical Forms must come into the office and sign the student out of school. Photo identification may be required.

Eighteen year old students, as adults, may sign themselves out/in, but must adhere to the attendance policy and are responsible for all missed work and are subject to the same disciplinary action as all other students.

Make-Up Assignment Policy

Each student who has been absent must immediately upon return to school make arrangements with his/her teacher(s) to make up work missed. Students are given one (1) day to make up homework/assignments, etc. for each day of excused absence. For example, if the student has been absent for three (3) days and the absence is excused, he/she has three (3) days upon return to school to make up any missed assignments. If a student exceeds (10) or more excused consecutive absences he/she is only allocated (10) days to make-up any missed assignments. When circumstances warrant, a time extension may be arranged through the building administrators/teachers. If a student is going to be absent from school for three (3) or more days please contact the school office to arrange a time to pick up requested assignments.

Tardy to School

All students coming to school after the tardy bell (7:30 AM) will be considered tardy. Students who arrive after the tardy bell must report to the attendance office. They will be issued a tardy pass and need to present this pass to the teacher to be admitted to class. The only excused tardy will be medically excused absences.

Tardy to Class

A full four minutes passing time should eliminate tardiness to class. Teachers will not refuse to

admit students who are tardy to class, but will document on their tardy log sheet that the student is tardy to class. Students are not to report to the office for permission slips due to classroom tardiness.

Listed below are the consequences for being tardy to class per grading period. Upon the:

- Third tardy – 1 hour detention
- Fourth tardy – 1 hour detention
- Fifth tardy – Two 1 hour detentions
- Sixth tardy – Two 1 hour detentions
- Seventh tardy – One day in school intervention
- Eighth tardy & beyond – One day suspension from class. Subsequent tardies will be dealt with on an individual basis with a progressively longer suspension may be assigned

Early Dismissal

- Bring a dated, written request from a parent or guardian, with a current telephone number, to the attendance office prior to first period.
- A parent or guardian must sign the “sign-out” sheet in the attendance office at the time of departure

Hall Passes

All students who are in the halls after the tardy bell rings must have a proper hall pass. Flagrant disregard for the use of passes when in the hallway will result in discipline. Students must have a hall pass to leave a class at any time for any reason.

Dropping off & Picking up

Because of the volume of traffic in and out of our parking lots students will only enter the building through the main doors on Dragon Drive no earlier than 7:00 A.M. Students entering the building prior to 7:20 A.M. must report to cafeteria and are not permitted in the halls or at their lockers. Students who arrive late must sign in at the attendance office before going to class.

Lunch.

No one will be permitted to leave the cafeteria for any reason, unless approval is given by a staff monitor. Also, food from outside businesses is not permitted to be brought to school by a parent/guardian for his/her child to eat during the scheduled lunch period.

Senior Release Program

Seniors may be granted late arrival or dismissed early from school on a daily basis if scheduled into a 1st or 9th period study hall. Seniors will be permitted to remain in the Senior Release Program if they meet all of the following criteria; no grade lower than a D- in any of their senior year courses, no suspension from school their senior year, and not defined as habitually or excessively absent from school during their senior year. If any of these are not met, the student will not be permitted to leave early on the Senior Release Program. This form may be picked up in the Main Office.

Driving Privileges

Driving permits will be distributed on a first come, first serve basis. All students must have a driving permit completed and signed by the student and his or her parent. Cost is \$15.00 per permit. This form is to be turned in to the principal's office. Each car parking on school property must have an identifiable parking tag which can be obtained in the office. Parking is only permitted in the designated areas of the student parking lot located by the library doors. All other parking lots are off limits unless approved by the building principal. Any student who violates student parking and driving laws, such as reckless driving, peeling tires, and illegal parking, may be denied parking privileges for the remainder of the school year. In addition, students who are habitually tardy may have their privileges revoked for the remainder of the semester in accordance with the tardy policy.

Homecoming & Prom

Homecoming is open to students in grades 9 – 12. Homecoming will be a closed event, offered only to current Niles students. No guests, from other districts including Life Skills, VLA, ECOT, etc. will be permitted to attend homecoming.

Prom is open to grades 11 and 12. Sophomores may attend prom if asked by an upper classmate from Niles McKinley. A guest must be accompanied by a Niles McKinley student and cannot be older than nineteen years of age.

A Guest Form must be completed and turned into the office for an administrator's approval and must have a recent picture of the student attached.

Lockers

Each student is assigned a locker on the first day of school. The lockers are property of the Niles Board of Education and are subject to search at any time. Locks are provided in order to ensure the safe keeping of personal items.

Cell Phones, I Pods, I Pads and Other Electronic Devices

Electronic devices may be used before, or after school, during class change and/or while at lunch. Once a student enters a classroom, the electronic device must be put away until the bell rings at the end of the period. At times, the teacher may give permission for students to access their electronic device during selected classroom instructional periods. Student devices need to be logged onto the District's filtered network. Photo and video recording is not permitted in any area of the building without staff permission. (Please refer to BYOD Policy)

Cell phones and other electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Student Code of Conduct or Board of Education Policy 5136.

Discipline

School is a place for learning. Students, parents, and teachers have the right to expect an environment devoted to instruction. Classroom time must not be lost to student misconduct. Students are required to comply with all building and district rules and regulations. Discipline is the concern of both school and home. School is a learning environment that demands that children obey school rules and respect and honor the rights of others to learn. The

best discipline is self-control. If students fail to follow rules and choose to misbehave, they will be disciplined. Examples of unacceptable behavior include the following: assault, fighting, disruption of class/school, dangerous weapons, hazing and bullying, vandalism, arson, alcohol/drug/tobacco use and possession, theft, falsifying information, use of cell phone during classroom instruction, cheating, gambling, plagiarism, and insubordination.

Disciplinary action may include detention, taking away privileges, suspension or expulsion from school. Parents may receive written notice of disciplinary action taken. Transportation to and/or from detention becomes the responsibility of the home.

Bullying/Harassment

All forms of bullying/harassment are in violation of law enforcement and school rules. It is a violation for any student or staff member to take any form of bullying/harassment toward another student or a staff member, or any person associated with the school district. This includes, but may not be limited to physical or emotional bullying, cyber bullying, any electronic bullying, sexual harassment, harassment for gender/ethnic/religious/disability/height/weight or sexual orientation.

All violations of this policy will receive disciplinary action and may be referred to local law enforcement for criminal charges.

Student Hazing

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk

of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

Detentions

All detentions are a minimum of 1 hour in length unless determined otherwise by an administrator. Detentions will be served immediately after school, starting at 2:50. Students must sign in with the detention monitor on the day at which they serve their detention. Any detention not served, will result in additional discipline/intervention.

Suspension from School

The term suspension shall be understood to mean the removal of a student from all related school activities, curricular and extracurricular, for a period in excess of twenty-four (24) hours but not to exceed (10) school days. During a suspension, the student must be under the supervision of the parent/guardian, and is not permitted on any school premises at any time, including any school sponsored activities. A student shall receive no credit for work missed during his or her suspension.

Expulsion from School

Expulsion shall be understood to mean the exclusion of a student from all school attendance and related activities (both curricular and extracurricular) for the remainder of the current school year, or it may continue into the next school year. Expulsion will be determined by the

superintendent. Student Due Process as prescribed and required by O.R.C. 3313.66 shall be followed when expulsion is recommended.

An expelled student is not permitted on school grounds at any time for any reason, including all school sponsored activities, except for counseling with parents. The student shall receive no credit for missed work during his or her expulsion.

Students Rights and Responsibilities

Like all citizens, students have civil rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities which are inseparable from these rights, which include the right to:

1. equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
2. attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. due process of law with respect to suspension and expulsion;
4. free inquiry and expression and the responsibility to observe rules regarding these rights and

5. privacy, which includes privacy with respect to the student's school records.

Students Rights of Expression

In accordance with Board of Education Policy 5722 and Policy 9700, students have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. This includes the right to distribute, at reasonable times and places, written material, petitions, buttons, badges, or other insignia, except expression that:

1. is defamatory, libelous, obscene or harmful to juveniles;
2. is pervasively indecent or vulgar;
3. promotes activities, products, or services that are unlawful (illegal) as to minors as defined by state or federal law;
4. constitutes insulting or "fighting words", the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character, or statements that violate the Board's policies regarding bullying, harassment and/or discrimination as set forth in Policy 2260.01, Policy 5517 and Policy 5517.01);
5. Infringes upon the privacy rights of others;
6. violates copyright laws;
7. is reasonably likely to cause a substantial disruption of or material interference with school activities or the educational process.

Distribution or display by any student of non-school-sponsored material must be approved by the principal. Materials prohibited by these guidelines will be halted and disciplinary action will be taken.

Dress Code

A student's attire for school directly reflects self-esteem and school pride. Dress and grooming shall be appropriate to the educational activities and the school environment. Students shall be aware that school is a place for education and is not a showcase for extreme styles of dress and grooming. School dress and grooming shall be neat, clean, and conducive to learning.

The list below gives examples of inappropriate and appropriate attire:

- Shirts must cover cap of shoulders. Exposure of any part of the torso is prohibited. Bare back clothing and revealing neck lines on tops are not permitted. Tops and bottoms must overlap when a student's arms are raised to shoulder height. Any type of "cut-off/ cut-out" shirt is prohibited.
- Clothing that bears statements, slogans, images, or insignias that are indecent, obscene, profane, lewd, or vulgar shall not be permitted. Clothing that bears statements, slogans, images, or insignias that harass, threaten, intimidate, demean, suggest violence or has gang affiliation and/or creates a reasonable risk of substantial interference of the educational process shall not be permitted. Clothing that bears statements, slogans, or insignia advertising, promoting, or depicting alcoholic beverages, tobacco products, or illegal drugs and that creates a reasonable risk of substantial interference of the educational process shall not be permitted.
- Students must wear shoes that are safe and appropriate for the school environment. Tongs, flip flops, shower shoes and backless shoes/sandals are prohibited.
- Facial piercing will be permitted. Excessive piercing is not allowed. Excessive piercing will be determined and at the discretion of the building administrator(s).
- Hats, head scarves, sunglasses, gloves, bandanas and head coverings are not permitted to be worn or carried during school hours.
- All undergarments will be concealed.
- Tattoos, slogans, insignia, buttons, and other paraphernalia may not be worn or displayed if the message may reasonably be anticipated to create a disruption of the educational process. In the case of exposed areas, the building principal may require the student to

cover a tattoo with a bandage, or by some other means, while at school.

- Dresses, shorts, and skirts must be appropriate in length.
- Droopy or excessively baggy pants/clothing will not be allowed.
- Hooded garments are allowed but hoods are not permitted 'up' during the school day.
- Apparel or jewelry that may pose a safety hazard and are judged to be potentially harmful to students will not be permitted.
- Clothing that promotes or displays the names of local or competitive high schools are not permitted.
- Pajama style garments including slippers shall not be worn at school.
- Articles of clothing meant to be worn outdoors rather than indoors will not be worn during the school day and should be kept in the locker.
- Leggings must be opaque. Leggings that are see through must be worn with a top layer of clothing that reaches mid-thigh.

It must be understood that final interpretations of appropriate dress and grooming will reside with the building principal and/or designee.

Student Medication

If possible, all medications should be given by the parent/guardian at home. If this is not possible, it will only be administered in school in accordance with the following regulations:

1. Medication Authorization form must be completely filled out and signed by the parent or guardian requesting that the medication be administered to the student.
2. ALL MEDICATION MUST BE BROUGHT TO SCHOOL BY A PARENT/GUARDIAN.
3. The medication must be received in the original container in which it was dispensed by the pharmacist.
4. All medication must be labeled with the student's name, the dosage and time to be given, and the name of the medication.

The school nurse, or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications.

Visitors Policy

ALL VISITORS must enter the building through the main doors, located on Dragon Drive. To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must report to the office, sign in and wear a badge to their destination. Visitors will not be allowed to go to a classroom for any reason without an appointment. It is strongly encouraged to make an appointment with a teacher or administrator by either calling the main office or emailing an individual teacher or administrator.

Emergency Drills

Fire drills shall be scheduled by the school administrator each month during the school year (minimum 8 times per school year). Rules for fire evacuation are posted in each classroom and include directions on the exits and alternative exits to use and the outdoor areas to proceed to upon leaving the building from the particular room. No person is to remain in any District building during fire drills.

Tornado drills are held at various times during the school year. Students shall report to assigned areas as indicated in their classroom and remain there until an "all clear" is given by district personnel.

The principal/designee shall also conduct a minimum of three (3) safety drill each school year.

Student Records/Directory Information

Many student records are kept by the teachers, counselors, and administrative staff. There are two basic kinds of records – directory information and confidential records. Directory information can be given to outside organizations for non-profit making purposes when requested, unless the parents of the student restrict the information in writing to the principal.

Confidential records contain educational and behavioral information that has restricted access based on the Family Educational Rights and Privacy Act (FERPA) and Ohio Law.

This information can only be released with the written consent of the parents/guardian. The only exception to this is to comply with state and federal laws that may require release without consent. Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records.

However, the district may disclose appropriately designated "directory information" without written consent, unless it has been advised to the contrary in accordance with district procedures.

The primary purpose of directory information is to allow the school district to include the information from a child's education record in certain school publications such as the yearbook, honor roll and merit roll, etc.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent.

The Niles City Schools have designated the following information as directory information:

1. Student's name
2. Student's address
3. Telephone number
4. Student's date and place of birth
5. Participation in officially recognized activities and sports
6. Student's achievement awards or honors
7. Student's weight and height, if a member of an athletic team
8. Dates of attendance ("from and to" dates of enrollment)

If you do not wish to have all or part of your student's directory information published you must indicate so in writing to the principal by October 1, 2017.

Food Services (All prices are subject to change)

Niles schools offer breakfast and lunch programs. These meals are planned to meet the guidelines established under the child nutrition program of the United States Department of Agriculture. Menus are featured in local newspapers and are sent home each month with your child on the back of the monthly newsletter. Applications for the Free Lunch Program are available in all elementary school offices. Forms may be obtained throughout the school year as the need arises. Completed free and reduced lunch applications are to be returned to the principal's office. They will be reviewed and a determination made as to eligibility. Applicants will be notified as soon as possible as to whether or not they qualify for free or reduced lunches. All applications are kept confidential and there is no identifying factor involved.

Students who qualify for the lunch program must follow the established rules and regulations. Students who are eligible for free or reduced price lunches are eligible for free or reduced breakfasts. Other students may also purchase breakfast tickets on a daily basis.

Lunch prices for the 2017-2018 School Year are:

	<u>Daily</u>	<u>Breakfast</u> (daily only)
Regular	\$2.85	\$1.25
Reduced	\$0.40	\$0.30
Milk	\$0.50	

Please Note: All prices subject to change

Bus Services and Regulations

Transportation is provided for all students living one (1) mile or more from their school of attendance. Central pick-up points are posted in the local newspaper and at each building before school starts.

Transportation to and from school is a privilege. The school bus is an extension of the school and appropriate behavior is expected at all times. Drivers are responsible for and expect orderly conduct. Students on the bus are under the authority of and directly responsible to the driver. If

students do not respond to the driver's request for orderly conduct, the driver shall report this to the principal. Appropriate action will be taken as determined by the school principal.

Parents are responsible for the safety of students while going to and from the pick-up points and until students board the bus, and also when students get off the buses on the return trip. Buses operate on a time schedule; this schedule does not permit buses to wait for tardy students. Students shall be at the bus stop five (5) minutes before the bus is scheduled to arrive.

School Insurance

School insurance forms are available in the school office. Students are encouraged to take a form home and have their parents read it carefully. If they desire to purchase the insurance, they may do so by following instructions on the form.

Textbooks

Each student will be issued textbooks. A record will be made which properly identifies the book and its condition upon issuance. Reasonable care by the student must be evident upon returning the book at the end of the school year. If not, the student must pay in accordance with his/her negligence.

Debts and Fees: Failure to Pay

The Ohio Revised Code, Section 3313.642, states that boards of education may adopt rules and regulations prescribing a schedule of fees for such materials and prescribing a schedule of charges which may be imposed upon pupils for the loss, damage, or destruction of school apparatus, equipment, musical instruments, library material, or required textbooks furnished without charge, for damage to school buildings, and selling projects, and may enforce payment of such fees and charges by withholding grades and credits of the pupils concerned. If fees are not paid the following will result:

1. Credit will be withheld
2. Transcripts will not be released
3. Caps and gowns will not issued
4. Diplomas will be withheld, and students may not be able to participate in graduation

ceremonies

Interrogations and Searches

The following rules apply to the search of school property assigned to a student (locker, desk, etc.) and the seizure of items in his/her possession.

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
2. A search of a desk or other storage space may be conducted when there exists reasonable cause for school authorities to believe that the area violates school rules.
3. Items, the possession of which constitutes a violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Principals and their designees are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is a reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.

1. There should be reasonable cause to believe that the search will result in obtaining evidence which indicates the student's violation of school rules.
2. Searches of the student's person are conducted by a member of the same gender as the student.
3. Searches are conducted in the presence of another administrator or staff member.
4. Parents of a minor student who is the subject of a search are notified of the search and are given the reason(s) for the search as soon as feasible after its completion.

The schools have legal custody of students during the school day and during hours of approved

extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control; therefore, the following steps shall be taken.

1. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
2. Whenever possible, law enforcement officials should contact and/or question students out of school.
3. The school principal must be notified before a student may be questioned in school or taken from a classroom.
4. The administration shall notify the parent(s) of the student being interviewed by the law enforcement officials, if the law enforcement officials have not, before the student is questioned so that the parent(s) may be present if they do desire.
5. When law enforcement officials remove a child from school, administration will make an attempt to notify the parent(s).

Extra-Curricular & Off Campus

Misconduct by a student that occurs off property owned or controlled by the district but is connected to activities or incidents that have occurred on property owned or controlled by the district shall be subject to disciplinary action which may include community service, out-of-school suspension, and expulsion.

Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or property of such official or employee shall be subject to disciplinary action which may include community service, out-of-school suspension, and expulsion.

Students at school sponsored extra-curricular and/or off-campus events (including but not limited to field trips) are governed by the Student Code of Conduct and are subject to the authority of District officials.

Failure to obey the instructions of District officials shall result in the loss of eligibility to attend school sponsored events or off-campus events and may also lead to other discipline up to and including in permanent expulsion.

Field Trips

All field trips sponsored by the schools are educational in nature and are directly related to the subject matter and the course objectives of instruction at the particular grade level. Field trips are lessons and are to be planned as such, with objectives determined in advance. Appropriate instruction should precede and follow each field trip. All field trips must be approved by the Board or its designee.

Students attending school sponsored field trips are governed by the Student Code of Conduct and are subject to the authority of District officials. Failure to obey the instructions of District officials shall result in the loss of eligibility to attend school sponsored field trips and may also lead to other discipline up to and including in permanent expulsion.

Photography/Video

The Board of Education recognizes the value of audiovisual and other types of electronic communication in providing children with an effective education. It is understood that the photographs or videotapes may be used in media presentations that may be made available to other educational institutions or through a cable television station or network.

Furthermore, the child's name, work product, school and grade may be revealed during the presentation(s) but no other information about the student or his/her work will be revealed without prior parental consent. This provision also applies to the Niles McKinley Yearbook.

If you DO NOT wish to have your child and/or his/her schoolwork products videotaped or photographed as part of an educational program produced by the school or its representatives you (parent/guardian) must contact the building administrator(s) immediately.

Our district utilizes automated phone calls to notify families of school closures, delays, emergency events, and school announcements. If you wish not to receive such notifications, please notify the school office.

Technology Acceptable Use Policy

Use of technology at Niles McKinley High School is a privilege that may be forfeited by any student who fails to abide by the terms of all current policies and guidelines. Specific network, internet and wireless usage agreements are provided each year and posted on the school website. Agreements must be signed by student and parent before technology use is permitted. Disciplinary procedures will be followed for misuse of any policy. Proper internet usage and cyberbullying prevention training will be provided to each student.

McKinley Alma Mater

McKinley Alma Mater,
Guiding star above,
Forever in our gratitude
We offer thee our love.
In Joys and in all sorrows,
We shall e'er be true,
While in our hearts we ever love
thy flag of Red and Blue!
McKinley Alma Mater,
Tender, brave and true,
So proudly in eternal skies
Now gleam thy Red and Blue,
Then proudly shall thy mantle,
O'er thy children fly,
While in our hearts we ever praise
Thy name McKinley High!