

We would like to take this opportunity and welcome our staff and students to a new school year. The NMS administration and staff are privileged to work with our fine student body. We are excited about the opportunity to foster the academic development and growth of our students. We will continue to challenge our students academically and prepare our students socially, to become contributing members of the Niles community. This student handbook provides an outline of the principles for the NMS students to follow. It is designed to uphold the NMS motto of, "*Academics, Integrity, and Community.*" We ask that our parents, guardians, students, and staff review the contents of this handbook. We are looking forward to having another great year at NMS. We will do our best to keep the pride and academic tradition of the Niles City Schools strong. GO DRAGONS!

Mr. Sam Reigle, Principal

Mrs. Vicki Raptis, Assistant Principal

Mr. Brian McConnell, Dean of Students

### **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.

### **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; and 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 for 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.**

#### **Equal Educational Opportunity and Nondiscrimination Policies**

Students have the right to be free from discrimination on the basis of race, color, gender, 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, national origin, citizenship status, religion, economic status, marital status, pregnancy, or disability in all aspects of education including admission; membership in school-sponsored organizations, clubs or activities; access to facilities; academic evaluations; or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin,

ancestry, citizenship status, religion, sex (including sexual orientation or transgender identity), economic status, age, disability, military status, or genetic information (collectively, “Protected Classes”) in its educational programs or activities.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

#### **School Calendar**

|                           |   |
|---------------------------|---|
| August 28, 2017           | Staff Professional Day – First Day for Teachers   |
| August 29, 2017           | First Day of Classes for Students   |
| September 4, 2017         | Labor Day – No School   |
| September 12, 2017        | Staff Professional Development- No School   |
| October 13, 2017          | No School - N.E.O.E.A. Day  |
| October 27, 2017          | End of First Nine-Week Grading Period – Staff Professional Development Day- No School                         |
| 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  |
| November 22, 23, 24, 2017 | Thanksgiving Recess   |
| December 20, 2017         | Last Day of Classes – Winter Break  |
| January 3, 2018           | Classes Resume  |
| January 12, 2018          | End of Second Nine-Week Grading Period – Staff Professional Development Day- No School- End of First Semester |
| January 15, 2018          | Dr. 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            | End of Third Nine-Week Grading Period – Staff Professional Development Day- No School                         |
| March 29, 2018            | Last Day of Classes- Spring Break   |
| April 9, 2018             | Classes Resume  |
| May 23, 2018              | Commencement, 7:00 PM, WD Packard Music Hall  |
| May 24, 2018              | Last Day of Classes for Students – End of Fourth Nine-Week Grading Period<br>End of Second Semester           |
| May 25, 2018              | Staff In-service Day  |

**\*Parent/Teacher Conference make-up days will be November 28, 2017 and February 22, 2018.**

**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   |
| District Website           | <a href="http://www.nilescityschools.org">www.nilescityschools.org</a> |

**Staff Contact Information**

|                     |                              |  |
|---------------------|------------------------------|--|
| Sam Reigle          | <b>Principal</b>             | <a href="mailto:sam.reigle@nilesmckinley.org">sam.reigle@nilesmckinley.org</a>                   |
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|                   |                         |  |
|-------------------|-------------------------|--|
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### School Schedule

The Niles Middle School office is open 7:15 a.m. to 3:15 p.m. The school day begins at 7:45 a.m. and concludes at 2:55 p.m.

### Bell Schedule

|                |             |                             |
|----------------|-------------|-----------------------------|
| Breakfast      | 7:15-7:45   |                             |
| Homeroom       | 7:45-7:53   |                             |
| First Period   | 7:57-8:57   |                             |
| Second Period  | 9:01-10:01  |                             |
| Third Period   | 10:05-11:05 |                             |
| Fourth Period  | 11:09-11:39 | 6 <sup>th</sup> grade lunch |
| Fifth Period   | 11:43-12:13 | 7 <sup>th</sup> grade lunch |
| Sixth Period   | 12:17-12:47 | 8 <sup>th</sup> grade lunch |
| Seventh Period | 12:51-1:51  |                             |
| Eighth Period  | 1:55-2:55   |                             |
| DISMISSAL      | 2:55        |                             |

### Grading Scale

|   |        |                           |
|---|--------|---------------------------|
| A | 90-100 | Excellent Achievement     |
| B | 80-89  | Above Average Achievement |
| C | 70-79  | Average Achievement       |
| D | 60-69  | Below Average Achievement |
| F | 0-59   | Failing Achievement       |
| I |        | Incomplete                |

### **Honor Roll/Merit Roll**

Students in grades 6-8 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 3.00 through 3.49 will be placed on the "District Merit Roll." The names of Honor Roll and Merit Roll students will be posted in their respective buildings and sent to the local newspapers for publication. Physical Education will not be calculated into the average when determining Honor Roll or Merit Roll status.

### **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 one week after the grading period ends.

### **Interim Reports**

Interim Reports are issued 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.

### **Promotion, Assignment and Retention of Students**

Promotion of each student is determined individually. The decision to promote, assign or retain a student in a grade is made on the basis of the following factors which include, grade average, age, acquisition of knowledge, mastery of skills, general physical, social and emotional maturity, the total school records, the number of previous retentions, and the licensed/certificated staff's judgment.

The guiding aim in promotion, assignment or retention should be the placement of the student in a learning situation from which she/he can academically profit.

In grades 6 through 8, promotion, assignment and retention procedures demand continuous analysis and study of the cumulative student case history records.

Guidelines include the following elements:

### Promotion

All final subject grade averages of D. If a student earns one final failing grade or its equivalent, the decision on promotion may be made by the teacher in consultation with the building principal/assistant principal.

### Assigned

Children who have not achieved minimum grade level objectives and who would not measurably benefit from retention, but who have made a significant effort, may be assigned to the next grade level. Assigning a child indicates that the individual will move on to the next grade level. The decision on assignment may be made by the teacher and the principal/assistant principal.

### Retention

Any student who is truant for more than 10% of the required days of the current school year and has failed (F) two or more core curriculum subject areas is eligible for retention. The decision on retention is to be made by the teacher and the building principal/assistant principal.

The decision of the building principal and/or superintendent concerning placement of students is final and made in the best interest of the student.

The student shall attend summer school and shall successfully complete one (1) course in the area where the failure has occurred. A student who fails three (3) or more subjects is a candidate for retention. The student shall attend summer school and shall successfully complete at least two (2) courses in the areas where failure has occurred. A student who fails four (4) or more courses may not be promoted to the next grade.

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

To be eligible, a student-athlete must be currently enrolled in a member school and have received passing grades in five courses during a nine week period. This can be any course, not just core classes.

### **NMS Attendance Policy Regarding Athletics**

Any student - athlete who is absent from school for an entire school day cannot participate in any practice or games on that day.

Student - athletes are considered tardy to school and can still participate in practice or games if they are in school by 9:01 a.m. on that day. Student - athletes who attend school between 9:02 a.m. and 2:55 p.m. are considered to be a half day absent and will not be eligible to participate in practice or games on that day. Student-athletes can participate in practice or a game if they have a medical excuse. Any other circumstances are up to the discretion of the NMS Administration and Athletic Director.

Coaches are responsible for letting their athletes, parents, and guardians know about the above rules. Any further questions about this policy should be directed to the NMS Administration and Athletic Director.

### **Reporting off of School**

If your child is going to be absent from school due to an illness, please contact the school at 330-652-5656 to report your child off. Upon returning to school, your child will have **48 hours** to present a written excuse, dated and signed by a parent or guardian, stating the reason for being absent. Your child will be issued an unexcused absence if they are not reported off from school or we do not receive a written excuse. Children with unexcused absences are subject to school discipline.

### **Illnesses**

In order to keep your child and other children in the building as healthy and ready to learn as possible, we ask that you **PLEASE KEEP YOUR CHILD HOME IF THEY ARE ILL!**

**The following symptoms /conditions may indicate the start of a communicable disease. In order to prevent spreading the germs of a contagious disease, please follow these simple guidelines:**

**PLEASE KEEP YOUR CHILD HOME from school if he/she has any of the following symptoms:**

- Temperature of 100 degrees or higher in the last 24 hours. Please do not send children back to school until they have been **fever free for 24 hours without fever reducing medications such as Tylenol or Motrin.**
- Vomiting or Diarrhea in the last 24 hours.
- Severe cough.
- Undetermined rash.
- Conjunctivitis/pink eye- redness or itching of eyes and usually yellow/green crust on lids, especially in the morning. May return 24 hours after treatment with antibiotics. **Must have a Doctor's excuse.**
- Impetigo-24 hours after treatment has begun; draining sores must be covered. **Must have a Doctor's excuse.**
- Strep throat- may return 24 hours after treatment with prescription medicine and **NO FEVER. Must have a Doctor's excuse.**
- Ringworm- may return 24 hours after treatment by a doctor and must be covered with bandage. Excluded from all contact sports until sores are gone. **Must have a Doctor's excuse.**
- Scabies- after treatment with prescription medicine. **Must have a Doctor's excuse**



**Influenza/FLU- influenza is an airborne transmitted viral disease characterized by:**

- Fever of 101-104 degrees for several days
- Muscle aches and weakness; may last 2-3 weeks
- Extreme fatigue
- Headache
- Respiratory symptoms similar to the common cold (cough, congestion, sneeze)
- Nausea, vomiting, and diarrhea
- Incubation is short, usually 1-3 days from contact. Your child may be communicable for 7 days, adults for 3-5 days.

Whenever your child sees the doctor, please provide the school with a doctor's excuse for the absences. Feel free to call the clinic if you have questions or concerns about your child's health.

**Student Illness at School**

In the event a student becomes ill at school, or other circumstances arise, school personnel will contact only those persons listed on the student's Emergency Medical Form. **Students are not permitted to use their cell phones.** If 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. In the interest of student safety, no student shall leave the building without permission from the building principal or designee. 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.

**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 (7:45 AM) will be considered tardy. Students who arrive after the tardy bell must report to the office. Tardies will be considered **unexcused** unless accompanied by a parent note or phone call. Notes/phone calls must be received within 24 hours. Unexcused tardiness may result in a disciplinary consequence.

### **Attendance Policy**

|                                  |                         |
|----------------------------------|-------------------------|
| Students arriving 7:45-10:05 AM  | Tardy                   |
| Students arriving after 10:05 AM | ½ Day Absence (Other)   |
| Students leaving before 10:05 AM | ½ Day Absence (Other)   |
| Students leaving after 10:05 AM  | Early Dismissal (Other) |
| Absent all day                   | Full Day Absence        |

Attending school is both necessary and required by law. State law requires attendance until the age of 18. The District will adhere to the guidance, resources, and materials developed by the Ohio Department of Education in regards to student attendance.

The definition of “habitual truant” has been changed from days to hours. The new definition is:

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

Excessive Absences:

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

**MEDICALLY EXCUSED ABSENCES AND OUT OF SCHOOL SUSPENSIONS DO NOT COUNT TOWARDS THE ATTENDANCE POLICY. ALL OTHER ABSENCES COUNT TOWARDS THE ATTENDANCE POLICY. SUCH MEDICAL VERIFICATION MUST BE RECEIVED BY THE SCHOOL WITHIN TWO (2) DAYS OF THE STUDENT'S RETURN TO SCHOOL.**

### **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, the administration may honor the request based on the following criteria:

- ✓ The request for vacation must be submitted by the parent(s) or guardian at least (10) days prior to the first day of absence.

**IF THE REQUEST IS APPROVED, THE DAYS OF VACATION WILL BE COUNTED TOWARD THE ATTENDANCE POLICY. STUDENTS WILL BE PERMITTED TO MAKE UP WORK, WHICH WILL BE DUE UPON RETURN. THE SCHOOL SHALL NOT BE EXPECTED TO RE-TEACH ANY WORK MISSED BY THE STUDENT.**

### **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 personal communication devices during school hours, cheating, gambling, plagiarism, and insubordination.

Disciplinary action may include detention, taking away privileges, in-school suspension, out-of-school suspension or expulsion from school. Parents may receive written notice of disciplinary action taken. Parents are notified at least a day in advance of students assigned detention. Transportation to and/or from detention becomes the responsibility of the home.

### **Bullying/Harassment/Hazing**

**All forms of bullying/harassment/hazing 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/hazing 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.

### **Detention**

Detentions will be served Monday-Friday from 3:00 P.M.- 3:40 P.M.

Lunch Detentions may also be utilized as a disciplinary consequence, as determined by the teachers/administrators.

### **Academic Recovery**

Academic Recovery will be served Monday-Friday from 3:00 P.M.-3:40 P.M. This is utilized as a way to make up work not received and is arranged between the teacher/administrator and parent/guardian. It is not used as a form of discipline, but as a way to earn credit for work not received during class time.

### **In-School Suspension**

In -School Suspension will be held at the high school on Tuesdays and Thursdays. Students will be transported from the middle school to the high school on the morning of their assigned suspension. Students will have the opportunity for academic recovery during in-school suspension and will be given credit for work completed. Students will be transported back to the middle school at the conclusion of the school day.

### **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. A student shall receive no credit for work missed.

### **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, except for counseling with parents. No credit shall be given for work accumulated prior to expulsion for the current semester, the letter grade of "F" shall prevail and appear on student transcripts for that current semester.

### **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.

### **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.
- 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, or suggest violence and that 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. Students are permitted to wear sandals. Students are not permitted to wear shower shoes and/or flip flops.
- No visible body, facial or tongue piercing will be permitted with the exception of the ears.
- 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.
- Extreme make-up, unusual hairstyles such as Mohawks and extreme hair color will not be permitted. Make-up and hair color must be a natural color or tone.
- Tattoos are not permitted.
- Dresses and skirts must be at knee cap length. Dresses and skirts that are between fingertip and knee cap in length can be worn only with a pair of leggings (not pantyhose) are worn underneath.
- Shorts must be loose fitting and fingertip in length.
- Jeans and/or pants with holes that reveal skin are not permitted. Pants must be at normal length and cannot drag on the floor.
- Droopy or excessively baggy pants or shirts will not be allowed.
- 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 middle schools and/or 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.
- Solely wearing leggings, tights, yoga pants, or any other type of form-fitting pants is prohibited. However, these articles may be worn if a top layer of clothing (tunic length) is worn with it.

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.

Cough drops are permitted in the classroom with a written note from a parent/guardian. These will remain in the possession of the classroom teacher and will be dispensed to the student appropriately.

### **Visitors Policy**

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 walk through the school. A specific reason must be noted and deemed necessary to go to a classroom. However, to avoid a disruption of the instructional school day and to provide adequate time to the visitor, please make prior appointments and/or arrangements.

### **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 one (1) 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.

### **Food Services**

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. The principal/assistant principal will review applications with the cafeteria supervisor in making a determination on eligibility.

Lunch prices for the 2017-2018 School Year are:

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



### **Charge Guidelines for the Cafeteria**

It is the Parent/Guardian responsibility to see that their student has money in his/her account to purchase meals, have money for that day's meal or that they bring a lunch. The school district now has a POS, (Point of Sale), system in each building that works as a "debit" account. This means that students may put money in their account in advance of purchasing food. If your student has a zero balance in their account and has no money to purchase a meal, then the following will be in effect:

1. Students will only be allowed to charge up to FIVE meals at any given time.
2. After three meals have been charged, cashiers will remind the student daily and a letter will be sent home by the Cafeteria Supervisor.
3. If a student charges FIVE meals, the following will result:
  - An alternate reimbursable meal will be provided and charged to the student.
  - Daily verbal reminders to students from cashiers.
  - A written reminder sent home with student from the Cafeteria Supervisor.
  - A telephone call from the Cafeteria Supervisor.
  - A letter sent home through USPS from the Cafeteria Supervisor.
  - A phone call or meeting from the building Principal/Assistant Principal.
  -

We have three ways to put money on your student's account; Cash, check or online by logging on to [www.payforit.net](http://www.payforit.net) and selecting the option to open an account. You will be guided through the process to open an account.

There is no charging of ala carte items in any building, only for a basic breakfast or lunch.

There will be no change given back to students at the Intermediate and Primary Buildings. Any extra money will be deposited into the student's account. Any balances will automatically rollover to the following year.

\*\* We ask that there be no charging the last two weeks of school every year and that all negative balances are paid in full by the end of the year.

Any questions about the Charge Guidelines and school lunches can be directed to the Niles City Schools Cafeteria Supervisor. The phone number is 330-989-5095.

### **Bus Services and Regulations**

Transportation is provided for all middle school 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/assistant 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.



## NILES CITY SCHOOLS- BUS SAFETY RULES

Whether a student rides back and forth to school or rides the school bus on an occasional field trip, it is important to know the bus safety rules. Parents and students should review rules together and sign the form below in the spaces provided.

1. Pupils must arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stop –driver’s designated place of safety.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Pupils must go directly to an assigned seat so the bus may safely resume motion. They must sit in a position that will provide maximum protection by the barrier.
5. Pupils must remain seated keeping aisles and exits clear.
6. Pupils must observe classroom conduct. They should obey the driver promptly and treat the driver and all other students respectfully, without harassment or bullying.
7. Pupils must not use profane language.
8. Pupils must refrain from eating, drinking and chewing gum on the bus.\*
9. Pupils must not use any form of tobacco.
10. Pupils must not throw or pass objects on, from, or into the bus.
11. Pupils must not put head or arms out the bus windows.
12. Pupils may carry on the bus only objects that can be held in their laps. Do not bring large school projects or pets on the bus.
13. Pupils must leave or board the bus at the location they have been assigned. Parental and administrative authorization is required to do otherwise.
14. Weapons of any nature are not to be brought to any school building or function; nor are they permitted on the school bus.

\* There may be situations on field or athletic trips where food may be consumed on the bus with the driver’s/administrator’s permission, and only when the bus is stopped.

## SAFETY SIGNALS

When students get on or off the bus and must cross a street, the driver will give the crossing signal by slowly dropping their hand straight down when it is safe to cross. Students should ALWAYS check traffic on their own before crossing. If the driver blows the horn, that means **DANGER!** Check traffic again – if the student sees no danger, he/she should look back at the driver for further instructions.

## IMPORTANT DISCIPLINARY NOTE

Failure to obey the bus rules will result in a written conduct report to the building principal. Disciplinary action may take the form of loss of transportation privileges.

### **Student Fees and Fines**

Students are responsible for all textbooks and library books issued to them during the school year. All books must be paid for if lost or damaged.

### **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. 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 possessions are done by a member of the same gender.
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 extracurricular 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.

### **Technology Acceptable Use Policy**

Students are encouraged to use the Board's computers and Internet connection for education purposes. Use of such resources is a privilege, not a right. Students shall conduct themselves in a responsible, efficient, ethical, and legal manner. Inappropriate use, including any violation of these guidelines, shall result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the attached agreement. Parents: permission is required for minors.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under eighteen (18) years old) must understand that neither the School nor the Board can control the content of the information available on these systems.

Some of the information available may be inappropriate, objectionable, controversial, and/or offensive. The Board has implemented technology protection measures that block/filter Internet access to visual displays that are obscene, contain child pornography, or are harmful to minors.

The Board also employs monitoring devices/software that maintain a running log of Internet activity recording which sites a particular user visits.

As such, the Board monitors online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, or harmful to minors. The privilege to access online services may be withdrawn from users who do not respect the rights of others or who do not follow these guidelines.

- Students are responsible for their behavior and communication on the Internet. The student in whose name an online service account is issued is responsible for its proper use at all times. General school rules concerning behavior and communication apply to every student's online conduct.
- Students shall only access the Internet by using their assigned Internet E-mail account. Use of another student's account/address/password is prohibited.
- Students shall not allow other users to utilize their passwords.
- Students shall not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users or misrepresent other users on the network.
- Students shall not read, delete, copy, modify, use, or forge another user's electronic mail or files or attempt to interfere with another user's ability to send or receive electronic mail.
- Students shall not transmit any material in violation of any state/federal law/regulation or Board policy.
- Students shall not use the Board's computers, network, or the Internet for commercial purposes (e.g., for financial gain), advertising, political lobbying, or illegal activity.

Additionally, students may not use the system to encourage the use of drugs, alcohol, or tobacco or to promote unethical practices or any activity prohibited by law or Board policy.

- Students may not hack or gain unauthorized access to other computers or computer systems or attempt to gain such unauthorized access.
- Students are expected to abide by the following generally accepted rules of network etiquette:
  1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers. Refrain from using obscene, profane, vulgar, sexually explicit, defamatory, threatening, or abusive language in your messages.
  2. Do not reveal your name, address, telephone number, or password or such personal information of other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
  3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  4. Do not repost (forward) personal communication without the author's prior consent.
  5. Never agree to get together with someone you "met" online without prior parental consent.
- Students shall not engage in vandalism. Vandalism includes, but is not limited to, the malicious use of the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system, uploading/downloading any inappropriate material, creating computer viruses, and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
- Students shall not use the Board's network in such a way that would disrupt the use of the network by other users and must avoid intentionally wasting limited resources. All communications and information accessible via the Internet shall be assumed to be private property (e.g., copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship shall be respected. Copyrighted material shall not be placed on the system without the author's written permission.
- Students shall not download information onto the Board's hard drives. All downloads must be to floppy disk. Only public domain software may be downloaded.

If a student transfers or downloads a file or software program from the Internet the student shall check the file with a virus-detection program before opening the file for use. If a student transfers or downloads a file or software program that infects the Board's computers and/or network with a virus and causes damage, the student and parent shall be liable for any and all repair costs to make the network once again fully operational.

- Students shall secure prior approval from a teacher or the computer network administrator before joining a Listserv (electronic mailing lists) and shall not post personal messages on bulletin boards.
- Students shall not access and/or participate in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior written approval from a teacher, principal, or computer network administrator. All such authorized communications shall comply with these guidelines.

Privacy in communication over the Internet and the Board network is not guaranteed. The Board reserves the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its online services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects shall be cited the same as references to printed materials.

- Students shall report any security problem or misuse of the network to the teacher, principal, or computer network administrator.
- Students shall not disclose, use, and/or disseminate student personally identifiable information via the Internet, except as authorized by the minor student's parent/guardian or the student, if she/he is eighteen (18) years of age or older.

### **Parent or Guardian Computer Network and Internet Policy Agreement**

As the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of the Niles City School District's Computer Network and Internet Policy. I understand that access is being provided to the students for educational purposes only. However, I understand that it is impossible for the School to restrict access to all offensive and controversial materials. I understand that my child or ward has the responsibility for abiding by the Computer Network and Internet Policy. I am signing this Agreement and agree to indemnify and hold harmless the School, the Niles City School District, and the Data Acquisition Site that provides the Niles City School District the opportunity for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his/her access to such networks or his/her violation of the foregoing Computer Network and Internet Policy. I accept full responsibility for supervision of my child's or ward's use or his/her access

account if and when such access is not in the School setting. I hereby give permission for my child/ward to use the building-approved account to access the Niles City School District's computer network and the Internet, and agree to all provisions of Board Policy.

**Permission to photograph/videotape**

**Release to Utilize**

We recognize the value of audio-visual and other types of electronic communication in providing our child with an effective education and hereby grant permission for our child and/or his/her schoolwork products to be photographed or videotaped as part of an education program produced by the Niles City School District or its representatives.

We further grant permission for the photographs or videotapes to be used in media presentations that are made available to other educational institutions or through a cable television station, network or social media. We understand that our child's image, name, work product, school, and grade may be revealed in the presentation(s) but that no other information about our child or his/her schoolwork will be revealed without our prior consent.

**Automated School Announcements**

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