

Niles City Schools

“As a student at Niles
Primary School, I pledge to
be respectful, responsible,
and safe.”



Niles Primary School Student Handbook

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Parents please note, page 25 must be signed and returned by Friday, August 30, 2019.

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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. The contents of this handbook will be discussed with students.
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 of Parents

1. Read and discuss the student handbook with your child.
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 Policy & 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 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 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.

Teacher Qualifications Notice

The Niles City School District is dedicated to employing the most qualified professionals to teach children. As a parent, you have the right to request information about the professional qualifications of your child’s teacher and any teacher’s aides or assistants working with your child. If you would like additional information about the qualifications of your child’s teacher and/or aide, please contact Superintendent at (330) 989-5095 or you may contact the building principal.

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	www.nilescityschools.org

Weather Emergencies and Dismissals

Announcements of school cancellations or late starting times due to the weather are made over the radio and television stations. **Please do not call your school.** Check with the one of the following radio or television stations during inclement weather:

Television:	Radio:
WFMJ Channel 21	WKBN 570 AM
WKBN Channel 27	WHOT 101.1 FM
WYTV Channel 33	

Academics

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

Outstanding (O), Satisfactory (S), Unsatisfactory (U), Taught not Accomplished (TN) and Needs Improvement (NI) marks are used for designated subjects. Incomplete (I) will be issued for failure to complete due assignments. Incompletes will be averaged as a failing grade.

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 on the first Friday following the end of the grading period.

Interim Reports

Interim Reports are sent to parents midway through each grading period. An appointment can be scheduled within 24 hours to meet with your child's teacher about any academic or behavioral concerns.

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 thrive academically.

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, NI, or better, student is eligible for promotion. 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.

Assignment

Students who have not achieved grade level benchmark indicators 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 student indicates that the individual will move on to the next grade level. The decision on assignment will be made by the teacher and the principal.

Retention

Any student who is truant for more than 10% of the required days of the current school year and has failed (F or U) 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.

Parents will be advised no later than April 30 if a student's progress has been so unsatisfactory that retention seems probable.

No student should be retained more than twice in the elementary grades.

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

Parent Access

The Parent Access is designed to help parents/guardians stay involved in their child's education. Each student receives a unique username and password within the first few weeks of school (sent home to the parent/guardian). Our teachers post grades regularly on the Parent Access for the parent/guardian to view.

Parent/Teacher Conferences

Regularly scheduled parent/teacher conferences are held two times during the school year. Conferences are scheduled online through Niles City Schools website and are by appointment only. Forms are sent home in advance on how to access our website. Please check the school calendar for the schedule of conference dates.

The school staff welcomes additional conferences. Arrangements can be made by calling or writing a note to arrange for a time with the teacher. The principal may be called upon at any time to assist in the conference.

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Lost and Found

The lost and found area is in the multi-purpose Cafeteria. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be donated to charity.

Birthdays

Invitations- In order to ensure that no child is left out, students must distribute party invitations to the **whole** class, or all boys, or all girls. As far as food treats- Please notify the classroom teacher ahead of time if you intend to send in a birthday treat to the class. Due to the food allergy concerns, pre-wrapped and/or **store-bought** treats are only permitted.

Allergies

Please check with the school nurse to discuss possible food allergies within your child’s classroom.

Classroom Parties

There are two Home & School sponsored parties each year. They are held near Halloween and winter holiday break. The parties usually last 30 minutes during the school day and are organized by the selected home room parents. The Home & School also provides a treat for Valentine’s Day, but there is no party for this event and is held in the teacher’s classroom.

Attendance

Arrival/Dismissal

Drivers are to exercise extreme caution when dropping off and picking up students. Parents are asked to leave students where sidewalks are provided for children to reach the building. The building principal will provide specific building directions with regard to the parking lots and circular drives. Please do not block fire lanes, handicapped parking spots, or the area where buses load. This will ensure every child’s safety.

Attendance Policy

- 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 resource and material developed by the Ohio Department of Education in regards to student attendance.

- Definition of ‘habitual truant’ 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; or

- Absent 72 or more hours in one year without a legitimate excuse.
- Includes 'excessive absences':
 - Absent 38 or more hours in one school month with/without a legitimate excuse; or
 - Absent 65 or more hours in one school year with/without a legitimate excuse.

Reporting off of School

If your child is going to be absent from school due to an illness, please contact the school; at 330-989-5091 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.

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.

Signing out Students

Students needing to leave school early must provide the classroom teacher with a note stating the reason(s) for the student to leave early. Again, photo identification is required for the release. Phone calls for change in dismissal will not be honored.

Tardy to School

Excessive tardiness will result in a meeting with the building administrator or Dean of Students to discuss possible intervention and/or disciplinary action. The parent/guardian must sign-in the student in the office.

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 ten (10) or more excused consecutive absences he/she is only allocated ten (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 two (2) or more days, please contact the school office to arrange a time to pick up requested assignments.

Vacation

Parents are strongly encouraged to schedule family vacations at times as to not interfere with the adopted school calendar. If there is no alternative to a family's scheduled vacation during the time when school is in session, please notify the school as soon as possible. Refer to our Attendance Policy.

Please notify the school as soon as possible. Refer to attendance policy.

Conduct

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, harassment and bullying, vandalism, arson, alcohol/drug/tobacco use and possession, theft, falsifying information, use of cell phone during school hours, 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. Parents are notified at least a day in advance of students assigned detention, if possible. Transportation to and/or from detention becomes the responsibility of the home. It must be understood that the final interpretations of disciplinary action will reside with the building principal and/or Dean of Students.

Lunch detentions may be given to students who violate conduct.

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 allow 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, 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.

BULLYING PROCEDURES

- All referrals are investigated by administrators/Dean of Students
- Referrals are made by: parents, students, teachers, principal, assistant principal, dean of students, support staff
- Investigation completed by administrators – both bully and victim receive a response
- Parents are notified and action taken
- Bully and victim meet separately with guidance counselor/dean of students
- Guidance counselor/dean of students monitor both bully and victim with documentation
Teachers are notified of potential bullying
- Education and awareness by: announcements made by principal, assemblies, character education, small group activities and individual activities as needed
- All teachers and support staff have a copy of the procedures
- Bullying definition posted in all classes and throughout the building

To report bullying concerns:

NPS 330-989-5091

NIS 330-989-5093

NMS 330-652-5656

NHS 330-652-9968

Definition of bullying, harassment, intimidation: [Something done on purpose] [Something that happens more than once] [Something hurtful to others]

Examples: name calling, hitting, verbal taunts, spreading rumors, taking someone's property, making fun of people, embarrassing people, laughing at someone, shoving, putting people down, harassing someone, and picking on or attacking people because they are different in some way, i.e. race, religion, gender, family background, etc.

Please also review Niles City Schools Board Policy:

5517 Anti-Harassment

5517.01 Bullying and Other Forms of Aggressive Behavior

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 if the misconduct is connected to activities or incidents that have occurred on 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. Permissions, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and/or other employees of the Board shall be alerted to possible situation, 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 to this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

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 ten (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. Assignments may be made up but 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. An expelled student is not permitted on school grounds at any time for any reason, except for counseling with parents. Student Due Process as prescribed and required by O.R.C. 3313.66 shall be followed when expulsion is recommended.

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 Dean of Students 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 personal items 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).

Students Rights and Responsibilities

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

Dress Code Guidelines:

- Shirts must cover shoulders. Exposure of any part of the torso is prohibited.
- Clothing that bears statements, slogans, images, or insignia that are indecent, obscene, profane, lewd or vulgar is not permitted.
- Footwear must be safe and fit appropriately (no flip flops).
- No visible body, facial or tongue piercing will be permitted with the exception of the ears.
- All undergarments should be concealed.
- Hats, head scarves, and head coverings are not permitted during school hours.
- Dresses, skirts, and shorts must be at an appropriate length.
- Apparel or jewelry that may pose a safety hazard.
- Tennis shoes are required for physical education class.

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

Technology Devices

Personal Communication Device (PCD) are to stay in his/her book bags and if a student is caught with his/her devices they will be confiscated. The students' phones or other devices will be brought to the office and their parents will be called. (See Board Policy 5136).

Extra-Curricular and 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 permanent expulsion.

Forbidden Articles

Students will not bring forbidden articles to school such as tobacco, matches, lighters, caps, knives, laser pointers or other items of like nature. Students may never bring explosives, weapons, weapon look-alikes, or toy weapons of any kind to school. Glass containers are unsafe and should not be brought to school.

Electronic toys, games, or equipment are also not allowed. (unless it is part of a lesson.)

STUDENT SERVICES

Exceptional Children

All school districts are required to provide a Free Appropriate Public Education (FAPE) to all children with disabilities in accordance with the Individuals with Disabilities Education Act (IDEA).

In the provision of a free appropriate public education, children and their parents are afforded due process rights, requiring school districts to follow certain procedural safeguards. Individualized education programs (IEPs), for example, must be developed and reviewed annually for each child with a disability who receives special education and related services.

The least restrictive environment (LRE) is inclusion within the regular classroom. Students with suspected disabilities are referred to an Intervention Assistance Team (IAT) through their teachers, parents, and/or building principal. Interventions are recommended by the IAT to be put into place. The IAT reconvenes to monitor the implemented interventions. If adequate progress is not being made, the IAT may then refer the student for a multi-factored evaluation to determine eligibility for Special Education Services.

Speech/Language Therapy

Speech/language therapy services are provided to all students who qualify according to state guidelines. An evaluation by the speech/language pathologist determines the communicative status, hearing and educational functioning of students. Children having a qualifying disorder may be seen for therapy provided the disorder has an adverse effect upon the student's educational performance.

STUDENT HEALTH SERVICES

Medication Policy

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 completed 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. STUDENTS ARE NOT PERMITTED TO BRING ANY MEDICATION TO SCHOOL.**
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.

Building Administrators, School Nurses and authorized personnel are the only employees permitted to administer over-the-counter or prescription medication to students. Exceptions may be granted under federal and state laws governing the education of handicapped children.

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.

Communicable Diseases

Parents are asked to notify the school office if their child has contracted a communicable disease. For example: head lice, scabies, strep throat, chicken pox, and scarlet fever. Any student positive for lice or nits will need rechecked by a Niles City School Nurse or trained staff member for re-admittance to school. Teachers are required to notify the school nurse and principal of any student suspected of having a communicable disease.

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 visits 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

Head Lice (Pediculosis)

Pediculosis is an infestation of head lice, not an infection. It does not pose a significant health hazard and is not known to spread disease.

Students found to be infested with head lice are excluded from school and are required to receive suitable treatment at home immediately. Children identified with head lice are sent home with the parent, if possible. Children who cannot be sent home due to inability to reach a parent or authorized Dean of Students, or those whose parents are unable to come to school to pick them up may remain in school that day with restrictions on activities that require close personal contact. The school nurse or designated personnel has the responsibility to communicate with other schools where siblings or other close contacts of the infested person attend.

A child may return to school to be checked by the school nurse or designated personnel the morning after initial treatment or when the parent feels the child has been adequately treated if the following conditions are met:

- A parent or authorized Dean of Students must accompany the child. The child is not permitted to ride the school bus to school that day.
- The parent/Dean of Students must wait until the checkup is completed.
- The child is live lice and nit free.
- The parent must show an obvious attempt to remove the majority of nits. Nits that are present are acceptable but if it takes longer than ten minutes to remove nits from hair, the student will be sent home to remove the excessive nits.
- When it is obvious that the parent has made significant progress in the treatment process, the child does not have live lice and the child has missed a significant number of school days because of lice infestation, the child may be readmitted at the discretion of the school nurse. Advice on treatment is again given to the parent and the importance of nit removal is stressed. The nurse will require that the child be seen again the following school morning to monitor that progress in nit removal has been made. The child will continue to be monitored as needed.

Students may be excused from school a maximum of five (5) consecutive days (inclusive of weekend days) for treatment of head lice.

In case of chronic, repeated infestations, the child may be rechecked as often as needed at the discretion of the school nurse or building administrator.

When several cases of live head lice are identified in the same classroom, all students in that classroom are screened.

****Nurse will check student for return to school from 9:00-9:30 a.m.**

School Services

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 building administrator each month during the school year (minimum 6 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/Dean of Students shall also conduct a minimum of one (3) safety drill each school year.

Registering a Child for School

Parents wishing to enroll a child in school need to present the school with the following documentation: birth certificate, social security card, immunization record, photo ID, two (2) proofs of residence, and custody papers, if applicable. Parents need to register at the Niles Board of Education Office.

Annually, a citywide kindergarten registration/screening is held. Parents must present the above documentation to the Board of Education. Parents will be given a screening date and appointment upon completion of registration. Kindergarten students will have the following screened: vision, hearing, speech, and academic ability.

Health Records

When enrolling a child in school, be prepared to give the school nurse a medical history of your child's illnesses, accidents, any physical conditions that might affect school progress, and any information that will help the school better understand and serve your child.

State law required these immunizations be given to a child entering school:

- Five doses DTAP
- Four doses of polio vaccine
- Two MMR

- Three doses of Hepatitis
- Two doses of Varicella or proof of disease

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.

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 addendums to records, and obtain copies of such records.

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, etc.

Food Services

We are pleased to inform you that **Niles Primary and Niles Intermediate Schools** will be implementing **Free Breakfast and Lunch**, a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2019-2020.

What does this mean for you and your children attending the school(s) identified above?

Great news for you and your children! All enrolled students of **Niles Elementary Schools** are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2019-2020 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application. If you have a student in the **Middle or High Schools**, **please still fill out an application.**

If any further assistance is needed, please contact Holly Hanni at 330-989-5095 Ext. 4017

Lunch

No glass containers or carbonated beverages are allowed to be brought into school.

Lactose Policy

In the case of an intolerance to the main entrée, a substitution can be provided, with advance notice from the parent or under Offer vs. Serve the student can turn down the item, as long as there are at least three components of the meal on the tray, one of which must be a full sized serving of either vegetable or fruit.

Bus Services and Regulations

Transportation is provided for all Niles Primary students. Central pick-up points are posted in the local newspaper and at each building before school starts. Central pick-up points can also be found on the Niles City Schools website at <http://www.nilescityschools.org/Transportation.aspx>.

Transportation to and from school is a privilege. The school transportation is an extension of the school and appropriate behavior is expected at all times. Drivers are responsible for student safety and expect orderly conduct.

In the event students do not respond to the driver's request for orderly conduct, the driver shall complete the BUS REFERRAL FORM. The form will be shared with the principal or Dean of Students. Appropriate action will be taken as determined by the school principal or Dean of Students.

Discipline Guidelines

1st Offense - Referred to principal / Dean of Students / parent contact

2nd Offense - Referred to principal / Dean of Students / possible detention, parent contact

3rd Offense - Bus suspension 1-3 days

4th Offense - Bus suspension 3-5 days

5th Offense - Bus suspension 5- 10 days

It must be understood that final interpretations of behavior will reside with the building principal and/or Dean of Students. If parent/guardian/family designee is not at the bus stop, the bus driver will bring the student back to the bus garage. If violated 3 times in one month, supervisor of transportation will inform parents of busing privileges being suspended.

Parents are responsible for the safety of children while going to and from school at both the pick-up and drop off points. Parents will remain with their child until boarding the bus. Buses operate on a time schedule and are unable to wait for tardy students. Students are highly encouraged to be at the bus stop five (5) minutes before the bus is scheduled to arrive.

The Niles City Schools provide bus transportation for all students. If problems occur, please call the Transportation Supervisor at (330) 652-5764 or the Principal.

Alternate Transportation

*There will be **NO** *bus passes* issued to students to go to/from school on a different bus than assigned. If students need to go someplace different before or after school, parents/guardians are to make other transportation arrangements.*

Niles City Schools offers Alternate Transportation Requests for students to get on/off at another location than their home address. This service is not required by law, but put in place by the district to assist parents/guardians with the needs of the students. We do, however, have guidelines that must be followed to ensure the safest and most efficient transportation schedule for ALL students of the district. A new request must be filled out every year, it does not transfer to the next school year. Please remember the form is a request. Niles City Schools does not automatically grant requests, they must be considered on a case-by-case basis. The district will make every effort to provide alternate transportation, but reserves the right to discontinue the service at any time, in which case you will be notified. The request must not require a bus route to be changed, altered or added. The request will be to an EXISTING stop only, no new stop will be created. The student must be picked up from the same location (an existing stop) every day of the week (Monday-Friday). The student must be dropped off at the same location (an existing stop) every day of the week (Monday-Friday). No every other week stops will be approved. Each student will be allowed THREE alternate requests per school year and there will be no one-time or intermittent requests granted. The request will not take effect until approved by the Transportation Supervisor. Allow 48 hours from the time the request form is received by the transportation department.

NILES CITY SCHOOLS - BUS SAFETY RULES

Whether a student rides to/from 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. Students must arrive at the bus stop 5 minutes before the bus is scheduled to arrive. Students must wait in a location clear of traffic and away from the bus stop – driver’s designated place of safety.

1. Behavior at the school bus stop must not threaten life, limb or property of any individual.
2. Students 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.
3. Students must remain seated keeping aisles and exits clear.
4. Students must observe classroom conduct. They should obey the driver promptly and treat the driver and all other students respectfully, without harassment or bullying.
5. Students must not use profane language.
6. Students must refrain from eating, drinking and chewing gum on the bus.*
7. Students must not use any form of tobacco.
8. Students must not throw or pass objects on, from, or into the bus.
9. Students must not put head or arms out the bus windows.
10. Students 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.
11. Students must leave or board the bus at the location they have been assigned. Parental and administrative authorization is required to do otherwise.

12. 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.

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 Dean of Students.

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.

Recess

Recess will only be held outdoors if temperature is above 32 degrees with consideration of wind chill temperature.

NILES CITY SCHOOLS

2019-2020 SCHOOL CALENDAR

August	23, 2019	Staff In-Service Day--First Day for Teachers
August	26, 2019	First Day of Classes for Students
September	2, 2019	Labor Day--No School
October	11, 2019	NEOEA Day—No School
October	25, 2019	Staff Professional Development Day—No School End of First Nine-Week Grading Period
November	5, 2019	Staff Professional Development Day—No School
November	7, 2019	*Parent/Teacher Conference Day at Niles Primary School & Niles Middle School
November	14, 2019	*Parent/Teacher Conference Day at Niles Intermediate School & Niles McKinley High School
November	27, 28, 29, 2019	Thanksgiving Recess
December	20, 2019	Last Day of Classes--Winter Break
January	6, 2020	Classes Resume
January	10, 2020	Staff Professional Development Day—No School End of Second Nine-Week Grading Period (End of 1 st Semester)
January	20, 2020	Martin Luther King Day--No School
February	13, 2020	*Parent/Teacher Conference Day--(K-12)
February	14, 2020	No School
February	17, 2020	President's Day—No School
March	13, 2020	Staff Professional Development Day—No School End of Third Nine-Week Grading Period
April	9, 2020	Last Day of Classes--Spring Break
April	20, 2020	Classes Resume
May	20, 2020	Commencement, 7:00 P.M., W.D. Packard Music Hall
May	21, 2020	Last Day of Classes for Students End of Fourth Nine-Week Grading Period (End of 2 nd Semester)
May	22, 2020	Staff In-service Day

IMPORTANT: Niles McKinley High School students will have a two-hour delayed start (9:30 AM start time) every Friday throughout the 2019-2020 school year for high school teaching staff job-embedded professional development.

<u>Building:</u>	<u>Student Start/End Times</u>	<u>High School Students Only</u>	<u>Teacher Start/End Times</u>
Niles Primary School	8:45 AM--3:30 PM	Delayed Start	8:15 AM--3:40 PM
Niles Intermediate School	8:30 AM--3:15 PM	Every Friday	8:00 AM--3:25 PM
Niles Middle School	7:45 AM--2:55 PM	All Year	7:30 AM--2:55 PM
Niles McKinley High School	7:30 AM--2:45 PM	9:30 AM -- 2:45 PM	7:20 AM--2:45 PM

<u>Nine-Week Grading Periods</u>	<u>Student Days</u>	<u>Professional Days</u>	<u>Total Days</u>
08/26/2019--10/25/2019	43	02	45
10/28/2019--01/10/2020	43	—	43
01/13/2020--03/13/2020	43	—	43
03/16/2020--05/21/2020	43	01	44
Total Days	172	03	175

***Parent/Teacher Conference Schedule**

<u>Niles Primary School</u>		<u>Niles Intermediate School</u>		<u>Niles Middle School</u>		<u>Niles McKinley High School</u>	
11/7/19	4:15 PM--9:15 PM	11/14/19	4:00 PM--9:00 PM	11/7/19	3:40 PM--8:40 PM	11/14/19	3:30 PM--8:30 PM
2/13/20	4:15 PM--9:15 PM	2/13/20	4:00 PM--9:00 PM	2/13/20	3:40 PM--8:40 PM	2/13/20	3:30 PM--8:30 PM

Parent/Teacher conference make-up days will be November 21, 2019 and February 20, 2020.

Parent or Guardian Computer Network and Internet Policy Agreement

(to be read and signed by parent(s)/guardian(s) of students who are under 18)

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 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 5156.

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 or network. 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 calls to notify families of school closures/delays, emergency events and school announcements. If you wish to not receive such notifications, please notify the school office.

Parent/Guardian and Student Agreement

This handbook is designed to help you and your child understand the rules and regulations of Niles Primary School. In addition, my signature shall serve as a guarantee that I have received a copy of the Niles City School District's Parent-Student Handbook for Grades K-2. I have read the information contained in this handbook including details about the school's code of conduct, board policy regarding student behavior, and attendance. I understand the rights and responsibilities pertaining to student behavior and agree to support and abide by the rules of the school.

Permission to Photo / Videotape Release to Utilize: _____ YES _____ NO

Child's Name _____ Grade _____ Room # _____

Parent's Signature _____ Date _____

Please return this page by Friday, August 30, 2019.