

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

Michael R. Notar, Principal

Scott A. Libert, Assistant Principal

Our Mission Statement

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

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 of Parents

- 1. Read, discuss, and sign the student handbook verification form.**
- 2. Support school efforts to teach and implement student expectations as set forth in the student handbook.**
- 3. Maintain necessary communication with appropriate school staff.**
- 4. Involve yourself in school activities.**
- 5. Support school efforts that make the school environment safe, orderly, and conducive to teaching and learning.**
- 6. Advocate student compliance with all school rules, regulations, and policies.**
- 7. Advocate student acceptance of responsibility for behavior and educational choices, including the consequences which may apply.**
- 8. Discuss appropriate conduct with your child.**

Equal Education Opportunity

Students have the right to be free from discrimination on the basis of race, color, gender, 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.

Nondiscrimination Policy

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, citizenship status, religion, sex, economic status, age, disability or military status.

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	25, 2010	Staff Professional Day – First Day for Teachers
August	26, 2010	Staff Professional Day
August	27, 2010	Staff Professional Day
August	30, 2010	First Day of Classes for Students
September	06, 2010	Labor Day – No School
October	15, 2010	No School
October	25-29, 2010	OGT Testing
November	05, 2010	End of First Nine-Week Grading Period – Early Release
November	23, 2010	Parent/Teacher Conference Day (K-12)
November	24, 2010	No School
November	25 & 26, 2010	Thanksgiving Recess
December	17, 2010	Last Day of Classes – Christmas Vacation
January	03, 2011	Classes Resume
January	17, 2011	Martin Luther King Day – No School
January	28, 2011	End of Second Nine-Week Grading Period – Early Release
February	17, 2011	Parent/Teacher Conference Day (K-12)

February	18, 2011	No School
February	21, 2011	Presidents Day – No School
March	14-18, 2011	OGT Testing
April	01, 2011	End of Third Nine-Week Grading Period – Early Release
April	21, 2011	Last Day of Classes – Easter Vacation
April	26, 2011	Classes Resume
May	29, 2011	Commencement (2:00 P.M.)
May	30, 2011	Memorial Day – No School
June	02, 2011	Last Day of Classes for Students – Early Release
June	02, 2011	End of Fourth Nine-Week Grading Period
June	13-17, 2010	OGT Testing

District Contact Information

Central Office	330-652-2509
Niles McKinley High School	330-652-9968
Niles Middle School	330-652-5656
Washington Elementary School	330-652-3939
North Rhodes Elementary School	330-652-6970 or 330-652-9410
Jackson Elementary School	330-652-4711
District Website	www.nilescityschools.org

School Schedule

Period 1	7:30-8:20
Period 2	8:24-9:14
Period 3	9:18-10:08
Period 4	10:12-11:02
Period 5	11:02-11:32

Period 6	11:32-12:02
Period 7	12:02-12:32
Period 8	12:36-1:26
Period 9	1:30-2:20

Grading Scale

A	96-100	Excellent Achievement
A-	93-95	Outstanding Achievement
B	86-92	Above Average Achievement
B-	83-85	Slightly Above Average Achievement
C	76-82	Average Achievement
C-	73-75	Slightly Below Average Achievement
D	66-72	Below Average Achievement
D-	63-65	Slightly Above Failure
F	62 & Below	Failing Achievement

Honor Roll/Merit Roll

Students in grades four and five 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 3.3 or 3.4 shall be placed on the District Merit Roll. Art, library-media, technology, music, physical education, and handwriting are not averaged when determining Honor Roll or Merit Roll. The names of Honor Roll and Merit Roll students are posted in their respective buildings and sent to the newspapers for publication.

Homework

As long as it is properly designed, carefully planned and geared to the development of the individual student, homework meets a real need and has a definite place in the educational program. It is not used for disciplinary purposes. The extent and type of homework given is decided by the classroom teacher within the framework of specific instructional plans.

Homework is assigned to help the student become more self-reliant, learn to work independently, improve the skills which have been developed and complete certain projects such as reading of worthwhile books and the preparation of research papers. Home study assignments also afford a

way for parents to acquaint themselves with the school program and their own children's educational progress.

Report Cards

Report cards are issued four times during the school year. They will be sent home on the first Wednesday following the end of the grading period.

Interim Reports

Interim Reports are issued to those students who demonstrate a decline in academic performance and may be failing a subject. These reports are sent to parents 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.

Semester and Final Exams

Semester and final exams will test the basic concepts that were taught during the year. These concepts will cover a fundamental knowledge which reflects the basic of the subject area. The exams will attempt to certify that the student was basically competent in a particular subject area. All teachers that teach a full year or semester course will administer a semester and/or final exam. **Seniors will be permitted to leave at the completion of their final exams (10:00 AM) during final exam week if they meet all of the following criteria; no grade lower than a D- in any of their senior year courses, no suspension from school their senior year, and 18 days or less of absences from school during their senior year. If any of these are not met, the student must stay in school the entire school day during finals week and is not permitted to leave early.**

Determination of Semester and Final Grades

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

Semester Course		Year Course	
1 st Grading Period	40%	1 st Grading Period	20%
2 nd Grading Period	40%	2 nd Grading Period	20%
Semester Exam	20%	Semester Exam	10%

are required to pass the OGT in order to receive a diploma from Niles McKinley High School.

Those students who fail one or more sections of the test will retake those specific sections. Testing will take place in October, March, and June of each school year.

For additional information check the website at www.ode.state.oh.us.

Graduation Requirements

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

Standard Diploma – Classes of 2011 & 2012

- Passage of all five state mandated Ohio Graduation Tests (OGT) administered in the fall, summer and spring.
- Twenty-one (21) credits will be required for graduation. Of the twenty-one (21) credits fifteen (15) credits shall be required in courses outlined below. Six (6) credits are earned as electives.
- Four (4) credits English
- Three (3) credits Social Studies consisting of 1 credit in World Studies, 1 credit in US Studies, 1 credit in American Government
- Three (3) credits Mathematics including 1 credit of Algebra II or its equivalent
- Three (3) credits Science (Science with inquiry-based lab experience, including 1 credit in Physical Science and Biology and 1 credit in Chemistry, Physics or other physical science, Advanced Biology or other life science, Astronomy, Physical Geology or other earth or space science)
- One-half (1/2) credit Health
- One (1/2) credit Physical Education (2 semesters)
- One (1) credit Business/Technology, Fine Arts, or Foreign Language
- Six (6) electives

Standard Diploma - Class of 2013

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

Standard Diploma - Class of 2014 and Beyond

- Passage of all five state mandated Ohio Graduation Tests (OGT) administered in the fall, summer and spring.
- Twenty-three (23) credits will be required for graduation. Of the twenty-three (23) credits fifteen (15) credits shall be required in courses outlined below. Eight (8) credits are earned as electives.
- Four (4) credits English
- Three (3) credits Social Studies consisting of 1 credit in World Studies, 1 credit in US Studies, 1 credit in American Government
- Four (4) credits Mathematics including 1 credit of Algebra II or its equivalent
- Three (3) credits Science (Science with inquiry-based lab experience, including 1 credit in Physical Science and Biology and 1 credit in Chemistry, Physics or other physical science)

science, Advanced Biology or other life science, Astronomy, Physical Geology or other earth or space science)

- One-half (1/2) credit Health
- One (1/2) credit Physical Education (2 semesters)

High School Academic Diploma with Honors

Graduating Classes 2011 and Beyond

In order to earn an Academic Diploma with Honors one must take courses from the Advanced and/or Honors Path.

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

ACT/SAT – 27 ACT / 1210 SAT

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

Electives – Not counted toward requirements

Additional Assessment - None

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

- Four (4) credits of English (which may include applied communications)
- Four (4) credits of Math, to include Algebra I, Geometry, Algebra II and another higher level course
- Three (3) credits of Science that develop concepts of physical, life and earth and space sciences
- Three (3) credits of Social Studies
- Two (2) credits of Foreign Language, or two (2) credits of business/technology, or one (1) credit of each
- Three (3) credits in the student's career-technical education curriculum
- Two (2) credits in the subject areas listed above or in fine arts
- An overall 3.5 GPA
- Complete a career passport that reflects achievements of the occupational proficiency benchmark established for the Ohio Vocational Competency Assessment or the equivalent
- A composite score of 27 on the ACT or 1210 on the SAT

Honor Graduates

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

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

To be eligible to participate in athletics you must pass 5 one-credit courses or the equivalent in the preceding grading period, and have a 1.0 GPA for all subjects attempted. Nine-week grades are used to determine eligibility, not exam or semester, or yearly averages. For fall athletes the 4th nine-week grades are used from the preceding year.

Denial of Participation

1. Students absent during any part of the scheduled school day may not participate in any extra-curricular activity unless excused by the administration for:
 - a. Routine doctor appointments with written permission.
 - b. Attendance at a funeral
 - c. School business
 - d. Absences approved in advance, such as college visitation
 - e. Other good and just causes
2. Students expelled or suspended from school are not eligible to participate in extra-curricular activities during that period of time.

Class Rank

- Students are ranked using a 4.0 grading scale. Only the final average per subject (semester or year course) will be used to figure point average and class rank. Add-on points will also be calculated to the final GPA for those students taking the required courses and passing with at least a final grade of a B- or higher.
- Students are ranked at the end of each semester. However, the final grade earned determines the ranking for that particular year. The 8th semester ranking will define the final class ranking of seniors for the graduation programs. A final transcript of all grades, including the 8th semester grades, will be sent to all colleges and/or prospective employers.
- In a situation of ties in rank, students with the same GPA will be assigned the same rank for the final class rank only. Rank order following ties will assume the next ranked position.
- Credits earned in tutored subjects or summer school will not count toward rank or GPA.

Valedictorian and Salutatorian

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

- Valedictorian(s) will be the graduating senior(s) having the highest grade point average.
- Salutatorian(s) will be the graduating senior(s) having the second highest grade point average.
- Add-on points will also be calculated to the final GPA for those students taking the required courses and passing with at least a final grade of a B- or higher.

- No tutored courses or summer school classes will be accepted
- In case of ties, equal GPA's, CO-valedictorians and/or CO- salutatorians will be named.
- Valedictorians and Salutatorians will be tentatively named at the end of the 3rd nine-week grading period. The final determination will be made after the final grades are posted at the conclusion of the year.
- Only 2 (two) credits of Post Secondary work (SB140) per year will be counted toward the grade point average.
- To qualify, the student must be enrolled for coursework at Niles McKinley.

To qualify for valedictorian/salutatorian a student must:

- Be enrolled as a student at Niles McKinley High School by the first day of his/her senior year.
- Must earn a Diploma with Honors

Guidance Department

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

Mrs. Janik (A-L)

Mrs. Gargano (M-Z)

Course Load

All freshmen and sophomores must carry at least six (6) credits each semester. All juniors and seniors must carry at least five (5) credits each semester. Students selecting semester courses should take the companion course, if one is offered.

Drop/Add a Class

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

Post-Secondary Enrollment Program

College Prep Courses

The core college curriculum recommended for most colleges consists of

- 4 units of English (with emphasis on composition)
- 3 units of Mathematics (Alg. I, Alg. II, Geometry)
- 3 units of Science (laboratory courses)
- 3 units of Social Studies (includes World History, US Studies, and American Government)
- 2-3 units of the same Foreign Language or 2 units each of 2 different Foreign Languages
- 1 unit of Fine/Performing Arts

Some programs may require more extensive preparation in specific subject areas

Deficiencies may cause college entry rejection or admission on condition

College Option (Grades 9-12)

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

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

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

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

Trumbull Career and Technical Center (TCTC)

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

Reporting off of School

If your child is going to be absent from school due to an illness, please contact the school at 330-652-9968 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.

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 two (2) 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 up until 9:18 AM will be considered tardy. After that time, they will be counted one-half (1/2) day absent.

1. Upon arriving at school, present a written excuse for tardiness to the attendance office.
2. Sign the “tardy” register in the attendance office and receive a “pass” to enter class.

A parental call or note does not excuse a tardy, it only verifies that the student will be late and is not truant. Listed below are the consequences for being tardy to school per semester. Upon the:

- **Fourth tardy** – 1 hour detention
- **Fifth tardy** – 2 hour detention
- **Sixth tardy** – Two 2 hour detentions
- **Seventh tardy** – One day suspension
- **Eighth tardy** – One day suspension with loss of driving privileges to school for the remainder of the semester. Subsequent tardies will be dealt with on an individual basis with a progressively longer suspension being assigned.

Students who arrive after the tardy bell must report to the attendance office. They will be issued a tardy pass and need to present this pass to the teacher to be admitted to class. The only excused tardies will be medically excused absences.

Tardy to Class

A full four minutes passing time should eliminate tardiness to class. Teachers will not refuse to admit students who are tardy to class, but will document on their tardy log sheet that the student is tardy to class. Students are not to report to the office for permission slips due to classroom tardiness.

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

- **Fourth tardy** – 1 hour detention
- **Fifth tardy** – 2 hour detention
- **Sixth tardy** – Two 2 hour detentions
- **Seventh tardy** – One day suspension from class
- **Eighth tardy & Beyond** – One day suspension from class. Subsequent tardies will be dealt with on an individual basis with a progressively longer suspension being assigned.

Early Dismissal

1. Bring a dated written request from a parent or guardian to the attendance office before the morning announcements.
2. A parent or guardian must sign the “sign-out” sheet in the attendance office at the time of departure.

Hall Passes

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

Dropping off & Picking up

Because of the volume of traffic in and out of our parking lots students will only enter the building through the main doors on Dragon Drive or through the Library-Cafe entrance on Liberty Street no earlier than 7:00 A.M. Students entering the building prior to 7:25 A.M. must report to cafeteria and are **not permitted in the halls or at their lockers**. Students who arrive late must sign in at the attendance office before going to class.

Students being picked up after school must exit through the main doors facing Dragon Drive. **Absolutely no students can be picked up in the student parking lot.**

Lunch

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

Senior Work Release Program

Seniors may be dismissed early from school on a daily basis after eighth period to work at a regular scheduled job, which requires the student to be there prior to the normal dismissal time. The work permit requires student, employer, physician, and parent signatures, and it must be approved by the principal. It may be revoked if grades become unacceptable or work status changes. This form may be picked up in the Main Office. **Seniors will be permitted to remain in the Senior Work Release Program if they meet all of the following criteria; no grade lower than a D- in any of their senior year courses, no suspension from school their senior year, and 18 days or less of absences from school during their senior year. If any of these are not met, the student will not be permitted to leave early on the Senior Work Release Program.**

Driving Privileges

Driving permits will be distributed with seniors getting priority and juniors next in line. All students must have a driving permit completed and signed by the student and his or her parent. **Cost is \$5.00 per permit.** This form is to be turned in to the principal's office. Each car parking on school property must have an identifiable parking tag which can be obtained in the office. Parking is only permitted in the student parking lot located by the library doors. All other parking lots are off limits unless approved by the building principal. Any student who violates student parking and driving laws, such as reckless driving, peeling tires, and illegal parking, may be denied parking privileges for the remainder of the school year. **In addition, students who are habitually tardy may have their privileges revoked for the remainder of the semester in accordance with the tardy policy.**

Homecoming & Prom

Homecoming is open to students in grades 9 – 12. Prom is open to grades 11 and 12. Sophomores may attend prom if asked by an upper classmate from Niles McKinley. **A guest must be accompanied by a Niles McKinley student and attend a private or public high school.**

A Guest Form must be completed and turned into the office for an administrator's approval.

Lockers

Each student is assigned a locker on the first day of school. The lockers are property of the Niles Board of Education and are subject to search at any time.

Cell Phones, I Pods, and Other Electronic Devices

MP3 players, mobile/handheld devices, radios, I Pods, Cell Phones, Cell Phones with a camera or other electronic devices **may be used before, or after school, during class change and/or while at lunch. Once a student enters a classroom, the electronic device must be put away until the bell rings at the end of the period.**

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

Attendance Policy

Attending school is both necessary and required by law. State law requires attendance until the age of eighteen.

6 and 12 days of absence
18 days or less of absence

Warning letters mailed home
Parent/Guardian meeting with Building Administrator

A student who is absent from school nine (9) days in a semester or eighteen (18) days for the year is subject to the following:

- Referral to the Trumbull County Juvenile Court.

A requirement that all further absences must be verified by a medical or legal professional. Failure to do so will result in an unexcused absence.

A student who is absent from an individual class (9) days in a semester or eighteen (18) days for the year is subject to the following:

- Possible failure of course and loss of credit
- A requirement that all further absences must be verified by a medical or legal professional. Failure to do so will result in an unexcused absence.

MEDICALLY EXCUSED ABSENCES AND OUT OF SCHOOL SUSPENSIONS DO NOT COUNT TOWARDS THE 9/18 POLICY. ALL OTHER ABSENCES COUNT TOWARDS THE 9/18 POLICY. SUCH MEDICAL VERIFICATION MUST BE RECEIVED BY THE SCHOOL WITHIN TWO (2) DAYS OF THE STUDENT'S RETURN TO SCHOOL.

Parents could be fined up to \$500.00 if a child habitually skips school and juvenile court judges can order parents to perform up to seventy hours of community service.

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 vacation will not require the student to miss more than (5) days.
- The student's record of prior absences for the current school year is within the 9/18 Attendance Policy.
- 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 9/18 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 cell phone during classroom instruction, cheating, gambling, plagiarism, and insubordination.**

Disciplinary action may include detention, taking away privileges, suspension or expulsion from school. Parents may receive written notice of disciplinary action taken. 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.

Detentions

All detentions are 1 hour in length unless determined otherwise by an administrator. Detentions will be served from 2:30-4:30 on Tuesdays and Thursdays. Students must sign in with the detention monitor on the day at which they serve their detention. Any detention not served, will result in a suspension from school.

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 fourth the rights of students and the responsibilities which are inseparable form 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 only permitted to wear sandals, shower shoes, tongs/flip flops from April 1st to October 31st.**
- Facial piercing will be permitted if it consists of a small stud or diamond (**no hoops**). Excessive piercing is not allowed. Excessive piercing will be determined and at the discretion of the building administrator(s).
- Hats, head scarves, sunglasses, gloves, bandanas and head coverings are not permitted to be worn or carried during school hours.
- All undergarments will be concealed.
- Extreme make-up, unusual hair styles such as Mohawks and extreme hair color will not be permitted. Make-up and hair color must be a natural color or tone. Males are not permitted to wear make-up or paint fingernails.
- Tattoos, slogans, insignia, buttons, and other paraphernalia may not be worn or displayed if the message may reasonably be anticipated to create a disruption of the educational process. In the case of exposed areas, the building principal may require the student to cover a tattoo with a bandage, or by some other means, while at school.
- Dresses 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 are permitted from April 1st to October 31st.** Shorts must be loose fitting and fingertip in length.
- Jeans and/or pants with holes, whether an article of clothing is worn underneath are not permitted. Pants must be at normal length and cannot drag on the floor.
- Droopy or excessively baggy pants, shirts and hooded garments 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 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.

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 by October 1, 2010.

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. Lunch prices for the 2010-2011 School Year are:

	<u>Daily</u>	<u>Breakfast</u> (daily only)
Regular	\$2.25	\$1.25
Reduced	\$0.40	\$0.30
Milk	\$0.50	

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.

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

School Insurance

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

Textbooks

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

Debts and Fees: Failure to Pay

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

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

Interrogations and Searches

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

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.

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

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

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

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control; therefore, the following steps shall be taken.

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

Extra Curricular & Off Campus

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

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

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

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

Field Trips

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

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

Photography/Video

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

Furthermore, the child's name, work product, school and grade may be revealed during the

presentation(s) but no other information about the student or his/her work will be revealed without prior parental consent. This provision also applies to the Niles McKinley Yearbook.

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

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 on-line 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 High 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 on-line services may be withdrawn from users who do not respect the rights of other or who do not follow these guidelines.

- Students are responsible for their behavior and communication on the Internet. The student in whose name an on-line 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" on-line 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.

McKinley Alma Mater

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