

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

John D. Yuhasz, Principal

Samuel T. Reigle, 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	24, 2011	Staff Professional Day – First Day for Teachers
August	25, 2011	Staff Professional Day
August	26, 2011	First Day of Classes for Students
September	05, 2011	Labor Day – No School
October	14, 2011	No School - N.E.O.E.A. Day
October	28, 2011	End of First Nine-Week Grading Period – Early Release
November	22, 2011	Parent/Teacher Conference Day (K-12)
November	23, 2011	No School
November	24 & 25, 2011	Thanksgiving Recess
December	21, 2011	Last Day of Classes – Christmas Vacation
January	03, 2012	Classes Resume
January	16, 2012	Martin Luther King Day – No School
January	20, 2012	End of Second Nine-Week Grading Period – Early Release

February	16, 2012	Parent/Teacher Conference Day (K-12)
February	17, 2012	No School
February	20, 2012	Presidents Day – No School
March	23, 2012	End of Third Nine-Week Grading Period – Early Release
April	05, 2012	Last Day of Classes – Easter Vacation
April	16, 2012	Classes Resume
May	27, 2012	Commencement (2:00 P.M.)
May	28, 2012	Memorial Day – No School
June	01, 2012	Last Day of Classes for Students – Early Release
June	01, 2012	End of Fourth Nine-Week Grading Period

Calamity Make-up Days: April 13, 12, 11, & 10, 2012 (in that order)

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

The Niles Middle School office is open 7:30 a.m. to 3:45 p.m. The school day begins at 8:00 a.m. and concludes at 2:45 p.m.

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 6-8 earn “District Honor Roll” recognition when they achieve a 3.5 through 4.0 average in all academic subjects. Students earning a grade point average of 3.3 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.

Promotion, Assignment and Retention of Students

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

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

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

Guidelines include the following elements:

Promotion

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

Assigned

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

Retention

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

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

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

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

To be eligible, a student-athlete must be currently enrolled in a member school and have received passing grades in 75 percent of subjects in which enrolled the immediately preceding grading period.

Reporting off of School

If your child is going to be absent from school due to an illness, please contact the school at 330-652-5656 to report your child off. Upon returning to school, 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

Excessive tardiness will result in a meeting with the building administrator or designee to discuss possible intervention and/or disciplinary action.

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.

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 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. Transportation to and/or from detention becomes the responsibility of the home.

Detention

Detentions can be served Monday-Friday from 2:50 P.M.- 3:30 P.M.

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 permitted to wear sandals. **Students are not permitted to wear shower shoes and/or flip flops.**
- No visible body, facial or tongue piercing will be permitted with the exception of the ears.
- Hats, head scarves, sunglasses, gloves, bandanas and head coverings are not permitted to be worn or carried during school hours.
- All undergarments will be concealed.
- Extreme make-up, unusual 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 are not permitted.
- Dresses and skirts must be at knee cap length. Dresses and skirts that are between fingertip and knee cap in length can be worn only with a pair of leggings (not pantyhose) are worn underneath.
- **Shorts 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 or shirts will not be allowed.
 - Apparel or jewelry that may pose a safety hazard and are judged to be potentially harmful to students will not be permitted.
 - Hooded garments and tops that have front pockets are not permitted to be worn during the school day.
 - Clothing that promotes or displays the names of local or competitive middle schools and/or high schools are not permitted.
 - Pajama style garments including slippers shall not be worn at school.
 - Articles of clothing meant to be worn outdoors rather than indoors will not be worn during the school day and should be kept in the locker.

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

Student Medication

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

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

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

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

Visitors Policy

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must report to the office, sign in and wear a badge to walk through the school. A specific reason must be noted and deemed necessary to go to a classroom. However, to avoid a disruption of the instructional school day and to provide adequate time to the visitor, please make prior appointments and/or arrangements.

Emergency Drills

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

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

The principal/designee shall also conduct a minimum of one (1) safety drill each school year.

Student Records/Directory Information

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

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

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

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

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

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

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

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

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

Food Services

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

Lunch prices for the 2011-2012 School Year are:

	<u>Daily</u>	<u>Breakfast</u> (daily only)
Regular	\$2.75	\$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.

Student fees and fines

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

Interrogations and Searches

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

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
2. 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.

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.