

Niles City Schools



Elementary Student Handbook

Parents please note: Pages 22 and 23 must be signed and returned to your child's school no later than Friday, September 9, 2011.

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Our Mission Statement

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

Expectations for Students

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

1. Read, become familiar with, and abide by the rules, regulations, and policies of the student handbook. The contents of this handbook will be discussed with students.
2. Comply immediately with the rules and regulations, which govern student conduct in school, on school property, or at any school-sponsored activity.
3. Attend school and classes regularly.
4. Arrive punctually to school, classes, and all activities.
5. Come prepared with appropriate materials and attitude; and become an active participant in the instructional process.
6. Dress to meet the requirements of any class or activity.
7. Demonstrate respect for self and others.
8. Demonstrate respect for the right of others to have an unhindered educational opportunity.
9. Demonstrate respect for the physical space of others.
10. Demonstrate safe, responsible conduct at all times.
11. Demonstrate respect for one's own property and the property of others

Expectations of Parents

1. Read, 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.
9. Acknowledge receipt of the handbook and agree to support and abide by the rules of the school by signing the attached sheet on the last page of the handbook.

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.

Teacher Qualifications Notice

The Niles City School District is dedicated to employing the most qualified professionals to teach children. As a parent, you have the right to request information about the professional qualifications of your child's teacher and any teacher's aides or assistants working with your child. If you would like additional information about the qualifications of your child's teacher and/or aide, please contact Superintendent, Mark Robinson at (330) 652-2509 or you may contact the building principal.

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
Rhodes Elementary School	330-652-6970 or 330-652-9410
Jackson Elementary School	330-652-4711
District Website	www.nilescityschools.org

Academics

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

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

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. There is no formal honor roll for grades K-3 students.

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.

Promotion, assignment and retention procedures demand continuous analysis and study of the cumulative student case history records.

Guidelines include the following elements:

Promotion

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

Assignment

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 or U) two or more core curriculum subject areas is eligible for retention. The decision on retention is to be made by the teacher and the building principal.

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

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

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

Attendance

Arrival/Dismissal

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

Attendance Policy

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

6 and 12 days of absence	Warning letters mailed home
18 days of absence	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 TOWARD THE 9/18 POLICY. ALL OTHER ABSENCES COUNT TOWARD THE 9/18 POLICY. SUCH MEDICAL VERIFICATION MUST BE SUBMITTED TO THE SCHOOL OFFICE.

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.

Reporting off of School

If your child is going to be absent from school due to an illness, please contact the following school; Jackson Elementary (Kindergarten students) at 330-652-4711, Rhodes Elementary (Grade 1 & 2 students) at 330-652-6970 or 330-652-9410, Washington Elementary (Grades 3-5 students) at 330-652-3939 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. At the **elementary schools**, 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.

Tardy to School

Excessive tardiness will result in a meeting with the building administrator or designee to discuss possible intervention and/or disciplinary action. The student is not marked tardy if he/she presents a medical excuse upon returning to school.

Make-Up Assignment Policy

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

If a student is going to be absent from school for two (2) or more days, please contact the school office to arrange a time to pick up requested assignments.

Weather Emergencies and Dismissals

Announcements of school cancellations or late starting times due to the weather are made over the radio and television stations. **Please do not call your school.** Check with the one of the following radio or television stations during inclement weather: W.A.N.R., Y-103, CD-106, W.R.B.P./W.G.F.T., K-105/W.S.O.M., HOT FM101, WKBN (Channel 27), WYTV (Channel 33), and WFMJ (Channel 21).

Vacation

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

Conduct

Discipline

School is a place for learning. Students, parents, and teachers have the right to expect an environment devoted to instruction. Classroom time must not be lost to student misconduct. Students are required to comply with all building and district rules and regulations.

Discipline is the concern of both school and home. School is a learning environment that demands that children obey school rules and respect and honor the rights of others to learn. The best discipline is self-control. If students fail to follow rules and choose to misbehave, they will be disciplined. Examples of unacceptable behavior include the following: assault, fighting, disruption of class/school, dangerous weapons, hazing, harassment and bullying, vandalism, arson, alcohol/drug/tobacco use and possession, theft, falsifying information, use of cell phone during school hours, cheating, gambling, plagiarism, and insubordination.

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

becomes the responsibility of the home. It must be understood that the final interpretations of disciplinary action will reside with the building principal and/or designee.

Suspension from School

The term suspension shall be understood to mean the removal of a student from all related school activities, curricular and extracurricular, for a period in excess of twenty-four (24) hours but not to exceed ten(10) school days. During a suspension, the student must be under the supervision of the parent/guardian, and is not permitted on any school premises at any time.

Expulsion from School

Expulsion shall be understood to mean the exclusion of a student from all school attendance and related activities (both curricular and extracurricular) for the remainder of the current school year or it may continue into the next school year. Expulsion will be determined by the superintendent. An expelled student is not permitted on school grounds at any time for any reason, except for counseling with parents. Student Due Process as prescribed and required by O.R.C. 3313.66 shall be followed when expulsion is recommended.

Students Rights and Responsibilities

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

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

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

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

Dress Code

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

Dress Code Guidelines:

- Shirts must cover shoulders. Exposure of any part of the torso is prohibited.
- Clothing that bears statements, slogans, images, or insignia that are indecent, obscene, profane, lewd or vulgar is not permitted.
- Footwear must be safe and fit appropriately (no flip flops).
- No visible body, facial or tongue piercing will be permitted with the exception of the ears.
- All undergarments should be concealed.
- Hats, head scarves and head coverings are not permitted during school hours.
- Make-up, fake tattoos and artificial nails are not permitted.
- Dresses, skirts and shorts must be at an appropriate length.
- Hair color, including highlights, must be within the spectrum of color that the hair grows naturally.
- Hairstyles that cause a distraction or disruption to the educational process are not permitted. Examples may include spiked hair, mohawks, etc. The determination of inappropriate is at the discretion of the building principal or designee.
- Apparel or jewelry that may pose a safety hazard.
- Tennis shoes are required for physical education class.

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

Extra Curricular and Off Campus

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

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

Students at school sponsored extra-curricular and/or off-campus events (including but not limited to field trips) are governed by the Student Code of Conduct and are subject to the authority of District officials. Failure to obey the instructions of District officials shall result in the loss of eligibility to attend school sponsored events or off-campus events and may also lead to other discipline up to and including in permanent expulsion.

STUDENT SERVICES

Students with Disabilities

All school districts are required to provide a free appropriate public education (FAPE) to all children with disabilities in accordance with the Individuals with Disabilities Education Act (IDEA).

In the provision of a free appropriate public education, children and their parents are afforded due process rights, requiring school districts to follow certain procedural safeguards.

Individualized education programs (IEPs), for example, must be developed and reviewed annually for each child with a disability who receives special education and related services.

The least restrictive environment (LEA) is inclusion within the regular classroom. Students with suspected disabilities are referred to an Intervention Assistance Team (IAT) through their teachers, parents, and/or building principal. Interventions are recommended by the IAT to be put into place. The IAT reconvenes if the interventions are unsuccessful. The IAT may then refer the student for a multi-factored evaluation to determine eligibility for Special Education Services.

Speech/Language Therapy

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

Title I Reading and Math

The Title I Reading and Math Program is a federally funded program that provides additional staff and materials in aiding children who need extra help in their early years of school. Title I instruction focuses on reinforcing and strengthening the skills taught by the regular classroom teacher. Participation and qualification for the program is determined annually at the end of the school year. A variety of information is used to determine student eligibility. Once children are placed in the program they are tested periodically to determine progress.

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 completed and signed by the parent or guardian requesting that the medication be administered to the student.
2. ALL MEDICATION MUST BE BROUGHT TO SCHOOL BY A PARENT/GUARDIAN. STUDENTS ARE NOT PERMITTED TO BRING ANY MEDICATION TO SCHOOL.
3. The medication must be received in the original container in which it was dispensed by the pharmacist.
4. All medication must be labeled with the student's name, the dosage and time to be given, and the name of the medication.

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

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

School Services

Visitors Policy

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

Emergency Drills

Fire drills shall be scheduled by the building administrator each month during the school year (minimum 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.

Registering a Child for School

Parents wishing to enroll a child in school need to present the school with the following documentation: a birth certificate, a social security card, an immunization record, photo ID, proof of residence, and custody papers, if applicable. Parents will meet with the building principal.

Annually, a citywide kindergarten registration/screening is held. To register, parents must present the above documentation. Kindergarten students have the following screened: vision, hearing, speech, and academic ability.

Health Records

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

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

- Five doses DTAP
- Four doses of polio vaccine
- Two MMR
- Three doses of Hepatitis
- One dose of Varicella or proof of disease

Student Records/Directory Information

Many student records are kept by the teachers, counselors, and administrative staff. There are two basic kinds of records – directory information and confidential records.

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

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

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

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

Niles City Schools has 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, 2011.

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>Weekly</u>	<u>Daily</u>	<u>Breakfast (daily only)</u>
Regular K-2	\$11.25	\$2.25	\$0.75
Regular 3-5	\$12.50	\$2.50	\$.075
Reduced	\$2.00	\$0.40	\$0.30
Milk	\$2.50	\$0.50	

Bus Services and Regulations

Transportation is provided for all elementary 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 or designee. Appropriate action will be taken as determined by the school principal or designee.

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).

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 permanent expulsion.

2011-2012 Testing Dates

The 2011-2012 testing dates are listed below. The Ohio Achievement Assessments will be administered in the fall (Grade 3 Reading only) and the spring (Grades 3-8). The Ohio Graduation Tests will be administered in the fall and the spring, with an optional administration in the summer. The Ohio Test of English Language Acquisition will be administered once in the spring. The Alternate Assessment for Students with Disabilities is a collection of evidence which begins in September and ends in March.

The dates for the test result data due to districts are best estimates. The actual dates of the test result data due to districts may vary from the estimates given.

Ohio Achievement Assessments

- Fall Administration, Grade 3 Reading – Fall Administration – Monday, October 3 through Friday, October 7, 2011
(Data file ready for download in November 2011; reports due November 2011)
- Spring Administration – Monday, April 23 through Friday, May 11, 2012
(Data file ready for download on June 15, 2012; reports due June 30, 2012)
 - Grade 3 – Reading and Mathematics
 - Grade 4 – Reading and Mathematics *(Writing is suspended for this year)*
 - Grade 5 – Reading, Mathematics and Science *(Social Studies is suspended for this year)*
 - Grade 6 – Reading and Mathematics
 - Grade 7 – Reading and Mathematics *(Writing is suspended for this year)*
 - Grade 8 – Reading, Mathematics and Science *(Social Studies is suspended for this year)*

Ohio Graduation Tests

- Fall Administration – Monday, October 24 through Sunday, November 6, 2011
(Data file ready for download on December 12, 2011; reports due January 5, 2012)
- Spring Administration – Monday, March 12 through Sunday, March 25, 2012
(Data file ready for download on May 14, 2012; reports due May 24, 2012)
- Summer Administration (Optional) – Monday, June 18 through Sunday, July 1, 2012
(Data file ready for download on August 6, 2012; reports due August 28, 2012)

Ohio Test of English Language Acquisition (OTELA)

- Spring Administration – Monday, January 16 through Friday, March 9, 2012
(Results will be available in May)

Alternate Assessment for Students with Disabilities (AASWD)

- Districts begin to collect evidence (COE) in September 2011
Last day to ship AASWD COE for scoring is March 2, 2012
(Results will be available in May)

Contact Information

Office of Assessment
(614) 466-0223

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.

NILES CITY SCHOOLS

2011-2012 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	N.E.O.E.A Day—No School
October	28, 2011	End of First Nine-Week Grading Period--Early Release Day
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	3, 2012	Classes Resume
January	16, 2012	Martin Luther King Day--No School
January	20, 2012	End of Second Nine-Week Grading Period (End of 1 st Semester)--Early Release Day
February	16, 2012	*Parent/Teacher Conference Day--(K-12)
February	17, 2012	No School
February	20, 2012	President's Day--No School
March	23, 2012	End of Third Nine-Week Grading Period--Early Release Day
April	5, 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	1, 2012	Last Day of Classes for Students--Early Release Day
June	1, 2012	End of Fourth Nine-Week Grading Period (End of 2 nd Semester)--Early Release Day

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

Building:	Student Start/End Times	Early Release Times	Teacher Start/End Times
Jackson Elementary School	9:15 AM -- 3:30 PM	1:10 PM	8:50 AM -- 3:45 PM
Rhodes Elementary School	9:15 AM -- 3:30 PM	1:10 PM	8:50 AM -- 3:45 PM
Washington Elementary School	9:00 AM -- 3:15 PM	12:55 PM	8:35 AM -- 3:30 PM
Niles Middle School	8:00 AM -- 2:45 PM	12:25 PM	7:55 AM -- 2:50 PM
Niles McKinley High School	7:30 AM -- 2:20 PM	12:00 PM	7:25 AM -- 2:20 PM

Nine-Week Grading Periods	Student Days	Professional Days	Total Days
08/26/2011--10/28/2011	44	3	47
10/31/2011--01/20/2012	49	0	49
01/23/2012--03/23/2012	44	0	44
03/26/2012--06/01/2012	<u>43</u>	<u>0</u>	<u>43</u>
Total Days	180	3	183

*Parent/Teacher Conference Schedule			
Elementary (K-2)	Elementary (3-5)	Middle School (6-8)	High School (9-12)
11/22/11 4:30 PM--9:30 PM	11/22/11 4:15 PM--9:15 PM	11/22/11 3:45 PM--8:45 PM	11/22/11 3:20 PM--8:20 PM
11/23/11 No School	11/23/11 No School	11/23/11 No School	11/23/11 No School
02/16/12 4:30 PM--9:30 PM	02/16/12 4:15 PM--9:15 PM	02/16/12 3:45 PM--8:45 PM	02/16/12 3:20 PM--8:20 PM
02/17/12 No School	02/17/12 No School	02/17/12 No School	02/17/12 No School

Please Detach This Sheet and Return Signed

Parent or Guardian Computer Network and Internet Policy Agreement (to be read and signed by parent(s)/guardian(s) of students who are under 18):

As the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of the Niles City School District's Computer Network and Internet Policy. I understand that access is being provided to the students for educational purposes only. However, I understand that it is impossible for the School to restrict access to all offensive and controversial materials. I understand that my child or ward has the responsibility for abiding by the Computer Network and Internet Policy. I am signing this Agreement and agree to indemnify and hold harmless the School, the Niles City School District, and the Data Acquisition Site that provides the Niles City School District the opportunity for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his/her access to such networks or his/her violation of the foregoing Computer Network and Internet Policy. I accept full responsibility for supervision of my child's or ward's use or his/her access account if and when such access is not in the School setting. I hereby give permission for my child/ward to use the building-approved account to access the Niles City School District's computer network and the Internet.

**PERMISSION TO PHOTOGRAPH/VIDEOTAPE
RELEASE TO UTILIZE**

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

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

In addition, my signature shall serve as a guarantee that I have received a copy of the Niles City School District's Parent-Student Handbook for Grades K-5. I have read the information contained in this handbook including details about the school's code of conduct and board policy regarding student behavior and attendance. I understand the rights and responsibilities pertaining to student behavior and agree to support and abide by the rules of the school.

Child's Name _____ Grade _____ Room # _____

Parent's Signature _____ Date _____

Parents please note: Both sides of this form must be signed and returned to your child's school no later than Friday, September 9, 2011.

NILES CITY SCHOOLS – Bus Safety Rules



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

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

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

SAFETY SIGNALS

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

IMPORTANT DISCIPLINARY NOTE

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

By signing below, I acknowledge that I have read and understand the bus safety rules. I understand that my child will be audio and video recorded while aboard buses for their safety and the safety of others. I further understand that there are expectations for student conduct and acceptable behavior while on the bus, and I agree to work with Niles City Schools to assure that my child meets these requirements.

Student’s Name _____ Date _____

Student’s School _____ Grade _____

Parent/Guardian
Signature _____