

Niles City Schools



Niles Middle School Student Handbook

Mr. Sam Reigle, Principal
Mrs. Allyson Martin, Assistant Principal
Mr. Brian McConnell, Dean of Students

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www.nilescityschools.org

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. The 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!

Disclaimer

The student handbook/code of conduct, acceptable use policy and other relevant policies, handbooks and rules apply equally to in-school learners and remote learners.

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.

Nondiscrimination Policy & Access to Equal Educational Opportunity

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of district, or social or economic background, to learn through the curriculum offered in this district. Educational programs shall be designed to meet the varying needs of all students.

District Contact Information

Central Office	330-989-5095
Niles McKinley High School	330-652-9968
Niles Middle School	330-652-5656
Niles Intermediate School	330-989-5093
Niles Primary School	330-989-5091
District Website	www.nilescityschools.org

Niles Middle School Schedule

Office Hours	7:15 A.M. - 3:15 P.M.
School Hours	7:45 A.M. - 2:55 P.M.

Niles Middle School Bell Schedule

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

Staff Contact Information

Sam Reigle	Principal	sam.reigle@nilesmckinley.org
Allyson Martin	Assistant Principal	allyson.martin@nilesmckinley.org
Brian McConnell	Dean of Students	brian.mcconnell@nilesmckinley.org
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David Guerra	Math	david.guerra@nilesmckinley.org
Richard Havrilla	ELA/Social Studies	richard.havrilla@nilesmckinley.org
Susan Hess	Literacy Works	susan.hess@nilesmckinley.org
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Mary Wike	Intervention Specialist	mary.wike@nilesmckinley.org
Ann Woloschak	Intervention Specialist	ann.woloschak@nilesmckinley.org

NILES CITY SCHOOLS

2020-2021 SCHOOL CALENDAR

August	28, 2020	Staff In-Service Day--First Day for Teachers
August	31, 2020	First Day of Classes for Students
September	7, 2020	Labor Day--No School
October	9, 2020	NEOEA Day—No School
October	30, 2020	Staff Professional Development Day—No School End of First Nine-Week Grading Period
November	3, 2020	Staff Professional Development Day—No School
November	5, 2020	*Parent/Teacher Conference Day at Niles Primary School & <u>Niles Middle School</u>
November	12, 2020	*Parent/Teacher Conference Day at Niles Intermediate School & Niles McKinley High School
November	25, 26, 27, 2020	Thanksgiving Recess
December	18, 2020	Last Day of Classes--Winter Break
January	4, 2021	Classes Resume
January	15, 2021	Staff Professional Development Day—No School End of Second Nine-Week Grading Period (End of 1 st Semester)
January	18, 2021	Martin Luther King Day--No School
February	11, 2021	*Parent/Teacher Conference Day--(K-12)
February	12, 2021	No School
February	15, 2021	President's Day—No School
March	19, 2021	Staff Professional Development Day—No School End of Third Nine-Week Grading Period
April	1, 2021	Last Day of Classes--Spring Break
April	12, 2021	Classes Resume
May	23, 2021	Commencement, 1:00 P.M., W.D. Packard Music Hall
May	27, 2021	Last Day of Classes for Students End of Fourth Nine-Week Grading Period (End of 2 nd Semester)
May	28, 2021	Staff In-Service Day

*Parent/Teacher conference make-up days will be November 19, 2020 and February 18, 2021.

Academics

Grading Scale

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

Honor Roll Merit

Students in grades 6-8 earn “*District Honor Roll*” recognition when they achieve a 3.5 through 4.0 average in all academic subjects. Students earning a grade point average of 3.00 through 3.49 will be placed on the “*District Merit Roll*.” The names of the recognized students will be posted in their respective buildings and sent to the local newspapers for publication. Physical Education will not be calculated into the average when determining Honor Roll or Merit Roll status.

Homework

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

Homework is assigned to help the student become more self-reliant, learn to work independently, improve the skills which have been developed and complete certain projects such as reading of worthwhile books and the preparation of research papers. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children’s educational progress.

Report Cards

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

Interim Reports

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

Promotion, Assignment and Retention of Students

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

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

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

Guidelines include the following elements:

Promotion

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

Assignment

Students 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 student indicates that the individual will move on to the next grade level. A student who is assigned to the next grade level may also be enrolled in the Niles Virtual Learning Academy (NVLA) Online Program, for Credit Recovery from the school year prior. The decision on assignment may be made by the teacher/building principal/assistant principal/dean of students.

Retention

Any student who 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/building principal/assistant principal/dean of students.

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 or be enrolled in the NVLA Online program and shall successfully complete one (1) course in the area where the failure has occurred.

A student who fails three (3) or more subjects is a candidate for retention. The student shall attend summer school or be enrolled in the NVLA Online Program 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 Requirements

To be eligible, a student athlete must be currently enrolled in a member school and have received passing grades in four (4) courses during a nine week grading period. This can be any course, not just core subject classes.

NMS Attendance Policy Regarding Athletics

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

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

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

Parent Access

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

Parent/Teacher Conferences

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

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

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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

Students arriving 7:45-10:05 A.M.	Tardy
Students arriving after 10:05 A.M.	½ Day Absence
Students leaving before 10:05 A.M.	½ Day Absence
Students leaving after 10:05 A.M.	Early Dismissal
Students leaving after 10:05 A.M.	Full Day Absence

Tardy to School

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

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

- Attending school is both necessary and required by law. State law requires attendance until the age of eighteen. The district will adhere to the guidance resource and material developed by the Ohio Department of Education in regards to student attendance.

- Definition of 'habitual truant' changed from days to hours. The new definition is:
 - Absent 30 or more consecutive hours without a legitimate excuse;
 - Absent 42 or more hours in one month without a legitimate excuse; or
 - Absent 72 or more hours in one year without a legitimate excuse.

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

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

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, the student has 48 hours to present a written excuse, dated and signed by a parent or guardian, stating the reason for being absent. The student will be issued an unexcused absence if he or she is not reported off from school or a written excuse is not received.

STUDENT HEALTH SERVICES

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. **Students are not permitted to use their cell phones.** If contact cannot be made the student will remain at school.

STUDENTS ARE TO STAY HOME IF THEY ARE ILL, in order to keep the other students in the building healthy and ready to learn.

Communicable Diseases

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

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

STUDENTS ARE TO STAY HOME FROM SCHOOL if he/she has the following symptoms:

- Temperature of 100 degrees or higher in the last 24 hours. Please do not send your child back to school until they are fever free for 24 hours without fever reducing medications such as Tylenol or Motrin;
- Vomiting and/or diarrhea in the last 24 hours
- Severe Cough
- Undetermined rash
- Conjunctivitis /pink eye- may include redness or itching of eyes and usually a yellow/green crust on eyelids, especially in the morning

Medical Excuse Required

Please provide a medical excuse for the following illnesses:

- **Impetigo** (24 hours after treatment has begun/draining sores must be covered)
- **Strep Throat** (24 hours after treatment with prescription medicine and **NO FEVER**)
- **Ringworm** (24 hours after treatment by doctor and covered with bandage; excluded from all contact sports until sores are gone)
- **Scabies** (Treatment with prescription medicine)
- **Influenza/FLU-Airborne transmitted viral disease characterized by:**
 - Fever of 101-104 degrees for several days
 - Muscle aches and weakness; may last 2-3 weeks

- Extreme fatigue
- Headache
- Respiratory symptoms similar to the common cold (cough, congestion, sneeze)
- Nausea, vomiting, and diarrhea
- Incubation is short, usually 1-3 days from contact
- Children communicable for 7 days
- Adults for 3-5 days

Whenever a student sees a doctor, please provide the school with the doctor's excuse for attendance records. Please contact the Niles Middle School Clinic to speak to the school nurse for any questions and/or concerns.

STUDENT HEALTH SERVICES

Medication Policy

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

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

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

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

Student Sign Out

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 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 three (3) or more days, please contact the school office to arrange a time to pick up requested assignments.

Vacation

Parents are strongly encouraged to schedule family vacations at times as to not interfere with the adopted school calendar. However, if there is no alternative to a family’s scheduled vacation during the time when school is in session, the administration may honor the request based on the following criteria:

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

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

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.

Contraband/paraphernalia will be confiscated by Administration and turned over to the School Resource Officer.

Disciplinary action may include detention, taking away privileges, in-school suspension, out of school suspension or expulsion from school. Parents may receive written notice of disciplinary action taken. Parents are notified at least a day in advance of students assigned detention, if possible. Transportation to and/or from detention becomes the responsibility of the home. It must be understood that the final interpretations of disciplinary action will reside with the building principal/assistant principal and/or Dean of Students.

Bullying/Harassment

All forms of bullying/harassment are in violation of law enforcement and school rules. It is a violation for any student or staff member to allow any form of bullying/harassment toward another student or a staff member, or any person associated with the school district.

This includes, but may not be limited to physical or emotional bullying, cyber bullying, sexual harassment, harassment for gender/ethnic/religious/disability/height/weight or sexual orientation. All violations of this policy will receive disciplinary action and may be referred to local law enforcement for criminal charges.

BULLYING PROCEDURES

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

To report bullying concerns:

NPS	330-989-5091
NIS	330-989-5093
NMS	330-652-5656
NHS	330-652-9968

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

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

Please also review Niles City Schools Board Policy:
5517 Anti-Harassment
5517.01 Bullying and Other Forms of Aggressive Behavior

Detention

Detentions will be served Monday -Friday from 3:00 P.M. - 3:40 P.M.
Lunch detentions may also be utilized as disciplinary consequence, as determined by the teachers/administrators/and/or dean of students

Academic Recovery

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

In School Suspension

In School Suspension will be held at Niles Middle School, Monday through Friday, during regular school hours. Students will have the opportunity for academic recovery while serving the in school suspension and will be given credit for work completed.

Suspension from School

The term suspension shall be understood to mean the removal of a student from all related school activities, curricular and extracurricular, for a period in excess of twenty-four (24) hours but not to exceed ten (10) school days. During a suspension, the student must be under the supervision of the parent/guardian, and is not permitted on any school premises at any time. Assignments may be made up but a student shall receive no credit for work missed.

Expulsion from School

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

Interrogations and Searches

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

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

Principals and their 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 personal items are conducted by a member of the same gender as the student.

3. Searches are conducted in the presence of another administrator or staff member.
4. Parents of a minor student who is the subject of a search are notified of the search and are given the reason(s) for the search as soon as feasible after its completion.

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

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

Students Rights and Responsibilities

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

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

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

1. equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;

2. attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. due process of law with respect to suspension and expulsion;
4. free inquiry and expression and the responsibility to observe rules regarding these rights and
5. privacy, which includes privacy with respect to the student's school records.

Dress Code

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

Dress Code Guidelines:

- Shirts must cover shoulders. Exposure of any part of the torso is prohibited. Bareback clothing and revealing necklines 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.
- Clothing that promotes or displays the names of local or competitive middle schools and/or high schools are not permitted.
- Articles of clothing meant to be worn outdoors rather than indoors will not be worn during the school day and should be kept in the locker.
- Solely wearing leggings, tights, yoga pants, or any other type of form-fitting pants is prohibited. However, these articles may be worn if a top layer of clothing (tunic length) is worn with it.
- Pajama style garments including slippers and robes shall not be worn at school.
- Footwear must be safe and fit appropriately. Flip flops and/or slides shall not be permitted. Sandals that have a back strap are permitted.
- No visible body, facial or tongue piercing will be permitted with the exception of the ears.
- All undergarments are to be concealed.
- Extreme make-up, unusual hairstyles such as Mohawks and extreme hair color will not be permitted. Make-up and hair color must be a natural color or tone.
- Hats, head scarves, sunglasses, gloves, bandanas, and head coverings are not permitted to be worn and/or carried during school hours.
- Tattoos are not permitted.
- Dresses and skirts must be at an appropriate length. Dresses and skirts between fingertip length and knee must be worn with legwear underneath.
- Shorts must be loose fitting, appropriate in length, and be without holes.
- Jeans and/or pants with holes will be permitted within reason. Pants must be normal length and cannot drag on the floor.

- Droopy or excessively baggy pants or shirts are not permitted
- Apparel or accessories that may pose a safety hazard and/or disrupt the school day are not permitted.
- 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/assistant principal, and/or Dean of Students.

Technology Devices

***Exceptions to this are under the discretion of administration and teachers that are deemed for educational purposes**

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

Extra-Curricular and Off Campus

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

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

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

Forbidden Articles

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

School Services

Visitors Policy

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

Emergency Drills

Fire drills shall be scheduled by the building administrator each month during the school year (minimum 6 times per school year). Rules for fire evacuation are posted in each classroom and include directions on the exits and alternative exits to use and the outdoor areas to proceed to upon leaving the building from the particular room. No person is to remain in any District building during fire drills.

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

The principal/assistant principal, and/or Dean of Students shall also conduct a minimum of three (3) 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.

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. Directory information may 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.

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, 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 have designated the following information as directory information.

Student:

- Name
- Address
- Telephone number
- Date and place of birth
- Participation in officially recognized activities and sports
- Achievement awards or honors
- Weight, height and if a member of an athletic team
- 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 City 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 available to view at nilescityschools.org and are sent home each month with students.**

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 and reduced priced lunches are also eligible for free and reduced breakfasts. Other students may also purchase breakfast tickets on a daily basis. The principal/assistant principal will review applications with the cafeteria supervisor in making a determination on eligibility.

Lunch prices for School Year 2020-2021:

	<u>Daily</u>	<u>Breakfast</u>
Regular	\$3.05	\$1.50
Reduced	\$0.40	\$0.30
Milk (only)	\$0.60	\$0.60

Charge Guidelines for Cafeteria

It is the Parent/Guardian responsibility to see that their student has money in his/her account to purchase meals, have money for that day’s meal or that they bring a lunch. The school district has a POS, (Point of Sale), system in each building that works as a “debit” account. This means that students may put money in their account in advance of purchasing food.

If your student has a zero balance in their account and has no money to purchase a meal, then the following will be in effect:

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

- A phone call or meeting front he building Principal/Assistant Principal

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

There is no charge of ala carte items in the building, only for a basic breakfast or lunch. There will be no change given back to students at the Intermediate and Primary Buildings. Any extra money will be deposited into the student's account. Any balances will automatically rollover into the following year.

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

If any further assistance is needed, please contact the Niles City Schools Cafeteria Supervisor at 330-989-5095 (Ext. 4017).

Bus Services and Regulations

Transportation is provided for all Niles 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. Central pick-up points can also be found on the Niles City Schools website at <http://www.nilescityschools.org/Transportation.aspx>.

Transportation to and from school is a privilege. The school transportation is an extension of the school and appropriate behavior is expected at all times. Drivers are responsible for student safety and expect orderly conduct. 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 building principal/assistant principal. Appropriate action will be taken as determined by the school principal/assistant principal.

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

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

NILES CITY SCHOOLS - BUS SAFETY RULES

Whether a student rides to/from school or rides the school bus on an occasional field trip, it is important to know the bus safety rules. Parents and students should review rules together. Students must arrive at the bus stop 5 minutes before the bus is scheduled to arrive. Students must wait in a location clear of traffic and away from the bus stop – driver’s designated place of safety.

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

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

SAFETY SIGNALS

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

IMPORTANT DISCIPLINARY NOTE

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

Student Fees and Fines

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

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 services, 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, expulsion.

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

Since access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under eighteen (1) years old must understand that neither the School nor the Board can control the content of the information available on these systems.

Some of the information available may be inappropriate, objectionable, controversial, and/or offensive. The Board has implemented technology protection measures that block/filter Internet access to visual displays that are obscene, contain child pornography, or are harmful to minors. The Board also employs monitoring devices/software that maintain a running log of Internet activity recording which sites a particular user visits.

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

- Students are responsible for their behavior and communication on the Internet. The student in whose name an online service account is issued is responsible for its proper use at all times. General school rules concerning behavior and communication apply to every student's online conduct.
- Students shall only access the Internet by using their assigned Internet E-mail account. Use of another student's account/address/password is prohibited.
- Students shall not allow other users to utilize their passwords.
- Students shall not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users or misrepresent other users on the network.
- Students shall not read, delete, copy, modify, use, or forge another user's electronic mail or files or attempt to interfere with another user's ability to send or receive electronic mail.
- Students shall not transmit any material in violation of any state/federal law/regulation or Board policy.
- Students shall not use the Board's computers, network, or the Internet for commercial purposes (e.g., for financial gain), advertising, political lobbying, or illegal activity. Additionally, students may not use the system to encourage the use of drugs, alcohol, or tobacco or to promote unethical practices or any activity prohibited by law or Board policy.
- Students may not hack or gain unauthorized access to other computers or computer systems or attempt to gain such unauthorized access.
- Students are expected to abide by the following generally accepted rules of network etiquette:
 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers. Refrain from using obscene, profane, vulgar, sexually explicit, defamatory, threatening, or abusive language in your messages.
 2. Do not reveal your name, address, telephone number, or password or such personal information of other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 4. Do not repost (forward) personal communication without the author's prior consent.
 5. Never agree to get together with someone you "met" online without prior parental consent.
- Students shall not engage in vandalism. Vandalism includes, but is not limited to, the malicious use of the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system, uploading/downloading

any inappropriate material, creating computer viruses, and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.

- Students shall not use the Board's network in such a way that would disrupt the use of the network by other users and must avoid intentionally wasting limited resources. All communications and information accessible via the Internet shall be assumed to be private property (e.g., copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship shall be respected. Copyrighted material shall not be placed on the system without the author's written permission.
- Students shall not download information onto the Board's hard drives.

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.

Video Surveillance and Electronic Monitoring Policy 7440.01

Recordings of students will be treated as confidential. Consequently, because the Board is bound by Ohio's Student Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school

officials with legitimate educational interests. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal/superintendent, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording).

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within seven (7) days of the event/incident. Unless a formal complaint is being investigated, recordings may be destroyed after seven (7) days. If, however, action is being taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken.

Parent or Guardian Computer Network and Internet Policy Agreement

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

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

PERMISSION TO PHOTOGRAPH/VIDEOTAPE RELEASE TO UTILIZE

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

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

AUTOMATED SCHOOL ANNOUNCEMENTS

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

