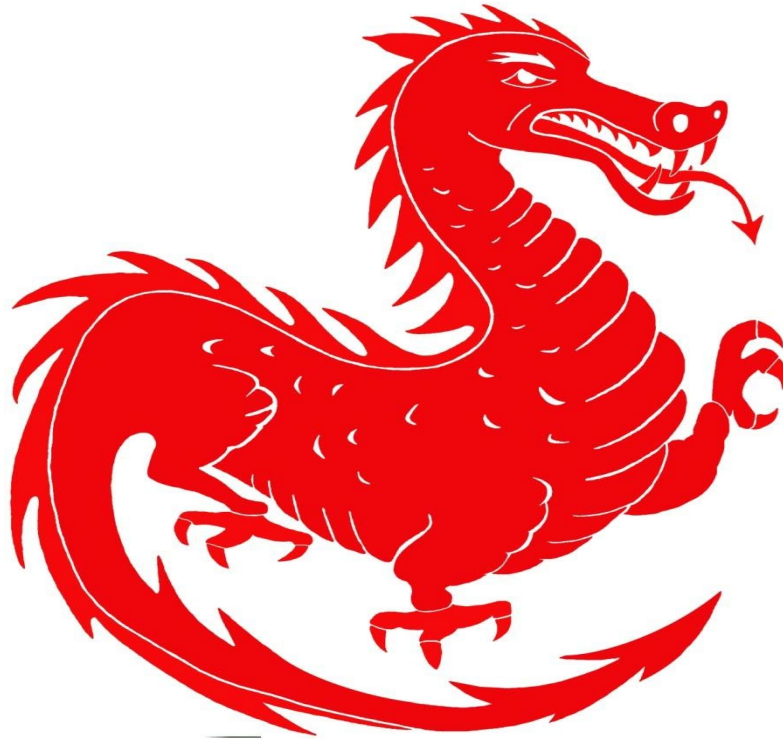


# Niles City Schools

## Niles Intermediate Student Handbook



**“As a student of Niles Intermediate School, I pledge to be respectful, be responsible, and be productive.”**

**Mr. Christopher Staph, Principal  
Mr. Michael Fasline, Dean of Students  
120 East Margaret Street  
Niles Ohio, 44446  
(330)-989-5093  
Fax (330)-989-5094**

**[www.nilescityschools.org](http://www.nilescityschools.org)**

Parents please note: Pages 31, 32, & 33 must be signed and returned to your child’s school no later than **Friday, August 23, 2024**. *(These pages will be sent home separately as a packet).*

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## **Our Mission Statement**

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

## **Expectations for Students**

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

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

### **Expectations of Parents**

1. Read and discuss the student handbook with your child.
2. Support school efforts to teach and implement student expectations as set forth in the student handbook.
3. Maintain necessary communication with appropriate school staff.
4. Involve yourself in school activities.
5. Support school efforts that make the school environment safe, orderly, and conducive to teaching and learning.
6. Advocate student compliance with all school rules, regulations, and policies.
7. Advocate student acceptance of responsibility for behavior and educational choices, including the consequences which may apply.
8. Discuss appropriate conduct with your child.
9. Acknowledge receipt of the handbook and agree to support and abide by the rules of the school by signing the attached sheets on the last few pages of the handbook.

### **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](http://www.nilescityschools.org)

### **Weather Emergencies and Dismissals**

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

**Television:**

WFMJ Channel 21

WKBN Channel 27

WYTV Channel 33

**Radio:**

WKBN 570 AM

WHOT 101.1 FM

**The decision to close schools will be made as early as possible. In an effort to continue to provide the community with current information and communications regarding school closing, delayed openings, early dismissal, and other emergency notification information. The Niles City Schools has implemented a parent notification system called Direct Communications. To sign up for our Direct Communications please go to the Niles City School website.**

## ACADEMICS

### Grading Scale

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

Outstanding (O), Satisfactory (S), Unsatisfactory (U), and Needs Improvement (NI) marks are used for designated subjects in grades 3-5. 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 grade average in all academic subjects. Students earning a grade point average of 3.0 or 3.49 shall be placed on the "District Merit Roll." Specials at Niles Intermediate are Art (Second Semester) Study Island Math, Study ELA, Technology/Library (First Semester), Music, and Physical Education. These are not included when determining averages for Honor Roll or Merit Roll. The names of qualifying students are posted in their respective buildings and sent to the newspapers for publication. There is no formal honor roll for grade 3 students and there will be no awards assembly.

### 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 the reading of worthwhile books and the preparation of research papers. Home study assignments also offer 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 issued to all students no matter how they are doing academically in school. These reports are sent to parents' midway through each grading period. An appointment can be scheduled within 24-hour notice 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**

Students with final subject grade averages of D, NI or better are eligible for promotion. If a student earns one final failing grade or its equivalent, the decision on promotion may be made by the teacher and building Principal during a consultation.

##### **Assignment**

Students who have made significant efforts, but did not achieve grade level benchmark indicators or would not measurably benefit from retention 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 will be made by the teacher and the Principal.

##### **Retention**

Any student who is truant for more than 10% of the required days of the current school year and has failed (F or U) two or more core curriculum subject areas is eligible for retention. The decision on retention is to be made by the teacher and the building Principal. Parents will be advised no later than April 29th if a student's progress has been so unsatisfactory that retention seems probable. No student should be retained more than twice in the elementary grades.

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

### **Parent Access**

The Parent Access portal is designed to help parents/guardians stay involved in their students' 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. Interim Reports/Report Cards can also be viewed through Parent Access. Student login information will remain the same throughout their time at Niles City Schools.

### **Parent/Teacher Conferences**

Regularly scheduled parent/teacher conferences are held twice 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 or Dean of Students may be called upon at any time to assist in the conference.

### **Lost and Found**

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

### **Classroom Parties**

There are three Home & School sponsored parties each year: Halloween, Christmas and Valentine's Day. **The Home & School provides treats for all parties** and Home & School will make arrangements with families to help in the classrooms. **All parties will last 30 minutes.** This allows for students to enjoy social interaction with their peers. The Halloween parade will occur for family viewing, weather permitting. Students are also permitted to make Valentine's Day boxes and cards for every student in the room. Guidelines for acceptable costumes will be provided closer to the date of the party.

### **Birthday Treats**

Students who bring in treats must be store bought.

### **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.



## ATTENDANCE

### Arrival/Dismissal

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

### Attendance Policy

- Attending school is both necessary and required by law. State law requires attendance until the age of eighteen. The district will adhere to the guidance resource and material developed by the Ohio Department of Education in regards to student attendance.
- Definition of 'habitual truant' has 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.
  - **As a result, the student will have a meeting with our Attendance Intervention Team to discuss possible interventions with the student and their parents.**

### Reporting off of School

**If your child is going to be absent from school for any reason, please contact Niles Intermediate (Grades 3-5 students) at 330-989-5093 to report your child off. Upon returning to school, present a written excuse, dated and signed by a parent /guardian, or provide a medical excuse 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 contact person/persons cannot be reached, the student will remain at school.

### Signing out Students

Students needing to leave school early must provide the classroom teacher with a note from the **custodial parent** stating the reason(s) for the student to leave early with the name of the person picking up the child. In the interest of student safety, no student shall leave the building without permission from the building Principal or Dean of Students. 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 is required.**

### **Tardy to School**

Excessive tardiness will result in a meeting with the school counselor and Dean of Students to discuss possible intervention and/or disciplinary action. **After four non-medical tardies a detention will be given to the student.**

### **The parent/guardian must sign-in the student in the office.**

**AM Tardy Time - 8:35 a.m. – 10:35 a.m.**

**PM Tardy Time – 1:40 p.m. – 3:00 p.m.**

### **Make-Up Assignment Policy**

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

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

### **Vacation**

Parents are strongly encouraged to schedule family vacations at times 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, please notify the school as soon as possible. Refer to our Attendance Policy.

## **HEALTH SERVICES**

### **Head Lice and Influenza Information**

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

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

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

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

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

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

## **Communicable Diseases**

Parents are asked to notify the school office if their child has contracted a communicable disease. This may include: head lice, scabies, strep-throat, chicken pox, scarlet fever, and COVID 19. The following symptoms/conditions may indicate the start of a communicable disease. In order to prevent spreading the germs of a contagious disease, please follow these simple guidelines.

**PLEASE KEEP YOUR CHILD HOME from school if he/she has any of the following symptoms:**

- Temperature of 100 degrees or higher in the last 24 hours. Please do not send your child back to school until they have been **fever free for 24 hours without fever reducing medications such as Tylenol or Motrin.**
- Vomiting or Diarrhea in the last 24 hours.
- Severe Cough.
- Undetermined Rash.
- Conjunctivitis/pink-eye, redness or itching of eyes is usually a yellow/green crust on lids, especially in the morning. May return 24 hours after treatment with antibiotics. **Must have a Doctor Excuse.**
- Strep throat. May return 24 hours after treatment with antibiotics. **Must have a Doctor Excuse**

## **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 and physician record 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, also 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.

## PBIS

### **PBIS**

What is School-wide PBIS?

Positive Behavioral Interventions and Supports, or PBIS is a framework that helps to lead schools in developing policies and practices that focus on positivity. PBIS encourages the teaching of appropriate and desirable behaviors, rather than focusing on what children are “not” supposed to do. By treating behavior the same way we approach educational standards, students can be taught what is expected of them and their increased understanding of this will lead toward fewer disciplinary actions and a more positive overall school experience for teachers and students alike. PBIS creates consistency from one student to the next as well as one circumstance to the next. It allows for clear communication between administration, staff, students, and parents. It allows all parties involved to have an understanding of the breakdown of disciplinary actions and allows students to be more responsible for their overall educational experience. In these ways, positive behaviors and academic outcomes, that often correlate with less desirable behaviors, will increase for each student.

### **PBIS individualized Matrix**

NIS Mission Statement – NIS will instruct all students in a safe, educational environment. We seek to produce lifelong learners who are respectful, responsible and productive learners and members of a democratic society.

## 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; also 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/vape use and possession, theft, falsifying information, use of cell phones 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 after school or lunch detention, removal of privileges, suspension, or expulsion from school. Parents may receive written notice of resulting disciplinary actions. Parents are notified at least a day in advance of students assigned detention. All transportation for detention becomes the responsibility of the home. It must be understood that the final interpretations of disciplinary action will reside with the building Principal and/or Dean of Students.

### **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 take any form of bullying/harassment toward another student, staff member, or any person associated with the school district. This includes, but may not be limited to: physical or emotional bullying, cyber bullying, any electronic bullying, sexual harassment, harassment of gender/ethnicity/religion/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, 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 or individual activities as needed
- All teachers and support staff have a copy of the procedures
- Bullying definition is posted in all classes and throughout the building

### **To report bullying concerns:**

**NPS 330-989-5091**

**NIS 330-989-5093**

**NMS 330-652-5656**

**NHS 330-652-9968**

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

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

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

### **Student Hazing**

Hazing activities of any type are inconsistent with and disruptive to the educational process; prohibited at any time in school facilities, on school property; also incidents occurring off school property with misconduct connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

**Hazing** is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial

risk of causing mental or physical harm. Permissions, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and/or other employees of the Board shall be alerted to possible situations, circumstances or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance.

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

### **Detentions**

Disciplinary Referrals can be given for excessive tardiness, causing annoyance to others, destructive of school property, failure to observe school rules, disrespecting authority, lack of cooperation, rude, being discourteous, incomplete assignments, restless inattentiveness, excessive talking, mischievousness, etc. **Detentions are held on Tuesday and Wednesday from 7:30 a.m. – 8:00 a.m.**

### **Suspension from School**

The term suspension shall be understood to mean the removal of a student from all related school activities, curricular and extracurricular, for a period in excess of twenty-four (24) hours but not to exceed 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 during their suspension time.

### **In School Suspension**

In-School Suspension will be held at Niles Intermediate School, Monday through Friday during regular school hours. Students will have the opportunity for academic recovery during in-school suspension. Credit will be given for all work completed during this 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 and may also 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.



### **Forbidden Articles**

Students will not bring forbidden articles to school; such as tobacco, matches, lighters, caps, knives, laser pointers or other items of like nature. Students may never bring explosives, weapons, weapon look-alikes, or toy weapons of any kind to school. Glass containers are unsafe and should not be brought to school. **Electronic toys, games, or equipment are also not allowed. (unless it is part of a lesson.)**

### **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 applying to 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. An individual exercising their rights must demonstrate respect towards the rights of others. Boundaries of rights and consequences of actions must be recognized and accepted.

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

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; 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
5. Privacy, which includes privacy with respect to the student's school records.

### **Extra-Curricular and Off Campus**

Misconduct by a student that occurs off property owned or controlled by the district, 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.

Regardless of where it occurs, misconduct by a student directed at District Officials, employees, and/or their property 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. This may also lead to other disciplinary actions up to and including permanent expulsion.

### **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 or shower shoes**).
- 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.
- **No Hoods on over student heads in classrooms or hallways.**
- Make-up, fake tattoos and artificial nails are not permitted.
- Dresses, skirts and shorts must be at appropriate length.
- **Hairstyles** that cause a distraction or disruption to the educational process are not permitted. Examples may include **Mohawks**, etc.
- Apparel or jewelry that may pose a safety hazard is not permitted.
- Tennis shoes are required for physical education class.
- Droopy or excessively baggy pants or shirts will not be allowed.
- **Jeans or pants** with **large holes** that reveal skin **are not permitted**. Pants must meet the normal length and cannot drag on the floor.

**It must be understood that final interpretations of appropriate dress and grooming will reside upon the building Principal, School Nurse, and/or Dean of Students discretion.**

### **Technology Devices**

Cell-phones, and technology devices 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 to pick them up.

## 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 (LRE) is inclusion within the regular classroom. Students who continue to fall below grade level expectations are referred to our Multi-Tiered-System Team (MTSS), where research-based interventions are implemented and progress is continually monitored. Interventions are recommended by the IAT to be put into place. The IAT reconvenes to monitor the implemented interventions. If adequate progress is not being made, the IAT may then refer the student for a multi-factored evaluation to determine eligibility for Special Education Services.

### **Speech/Language Therapy**

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

## SCHOOL SERVICES

### **Visitors Policy**

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

### **Emergency Drills**

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

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

The Principal/Dean of Students shall also conduct a minimum of three (3) safety drills each school year.

### **Registering a Child for School**

Parents wishing to enroll a child in school need to apply online at Niles City Schools Website or contact the Niles City Schools Board of Education at (330) 989-5095. When enrolling your child/children you must bring with you the following documentation: a birth certificate, an immunization record, photo ID, two proofs of residence, and custody papers, if applicable.

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 A (recommended)
- Two doses of Varicella or proof of disease

### **Student Records/Directory Information**

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

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

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

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

The primary purpose of directory information is to allow the school district to include the information from a child's education record in certain school publications such as the yearbook, 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 Friday, August 23<sup>rd</sup>, 2024.

## **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 on our school website and are also sent home each month with your child.

### **Lactose Policy**

In the case of an intolerance to the main entrée, a substitution can be provided with advance notice from your child's doctor. The student can turn down the item, as long as there are at least three components of the meal on the tray, one of which must be a full-sized serving of either vegetable or fruit.

### **Cafeteria Guidelines**

We are pleased to inform you that Niles Primary and Niles Intermediate Schools will be implementing Free Breakfast and Lunch, a new option available to schools participating in the

National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2024 – 2025.

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

All enrolled students of **Niles Elementary Schools** K-5 will receive a free healthy breakfast and lunch at school at **no charge** to your household each day of the 2024-2025 school year. No further action is required of you; however, many different opportunities and benefits are offered to families at all financial levels. We ask that all children, **district wide**, please complete the application.

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

It is the Parent/Guardian responsibility to see that their student has money in his/her account to purchase Ala Carte items. The school district now 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 these items. If your student has a zero balance in their account and has no money to purchase Ala Carte items, then the following will be in effect:

We have three ways to put money on your student’s account; Cash, check or online by logging on to [www.payschoolscentral.net](http://www.payschoolscentral.net) and selecting the option to open an account. You will be guided through the process to open an account.

There is no charging of ala-carte items in any building,

**THERE WILL BE NO CHANGE GIVEN BACK TO STUDENTS AT THE INTERMEDIATE AND PRIMARY BUILDINGS. EXTRA MONEY WILL BE DEPOSITED INTO THE STUDENTS ACCOUNT. BALANCES WILL AUTOMATICALLY ROLL-OVER TO 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.

**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 at each school building before school starts. They can also be found at [www.nilescityschools.org/Transportation.aspx](http://www.nilescityschools.org/Transportation.aspx).

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 student safety and expect orderly conduct. If students do not respond to the driver's request for orderly conduct, the driver shall report this to the Principal or Dean of Students. Appropriate action will be taken as determined by the school Principal or Dean of Students.

### **Discipline Guidelines:**

1<sup>st</sup> Offense – Referred to Principal / Dean of Students / contact parent / guardian if needed, possible warning, 1 to 2-day bus suspension or more based on Principal or Dean of Students discretion.

2<sup>nd</sup> Offense – Referred to Principal or Dean of Students / bus suspension 2 days

3<sup>rd</sup> Offense – Bus suspension 3 days

4<sup>th</sup> Offense – Bus suspension 4 days

5<sup>th</sup> Offense – Bus suspension 5 days

6<sup>th</sup> Offense – Bus suspension 10 days

7<sup>th</sup> Offense – Loss of bus privileges for remainder of school year

Parents are responsible for the safety of students while going to and from the pick-up points, 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.

**Students are not permitted to ride different buses. If a student needs to go somewhere other than their designated bus stop, parents/guardians must make other transportation arrangements.**

*\*Please sign the Bus Rules and Regulations form on page 28 and return by Friday, Aug. 23<sup>rd</sup>.*

### **Interrogations and Searches**

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

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

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

1. There should be reasonable cause to believe that the search will result in obtaining evidence which indicates the student's violation of school rules.
2. Searches of the student's 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 any attempt to notify the parent(s).

#### **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 in writing.



### **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 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 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 thumb, flash or zip drive. 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 List-server (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 DISTRICT TESTING SCHEDULE 2024 - 2025

### Fall 2024 Third Grade ELA Testing Window:

- **Grade 3 ELA Test: Oct. 21, - Oct 25, 2024.**
- **(5) consecutive school days, including makeups.**

### Spring 2025 Testing Window:

- **(Spring Break: April 18 – April 25 (classes resume April 28)**
- **ENGLISH LANGUAGE ARTS: *March 25 – April 14, 2025***
- **MATHEMATICS and SCIENCE: *April 14 – May 9, 2025***

(15) consecutive school days, including makeups, within each test window

### Fourth Grade IOWA Testing Window:

- **Grade 4 IOWA Test: May 12, 2025 – May 16, 2025**

# NILES CITY SCHOOLS

## 2024 – 2025 SCHOOL CALENDAR

August	20, 2024	Staff Professional Day--First Day for Teachers
August	21, 2024	First Day of Classes for Students
August	30, 2024	No School
September	2, 2024	Labor Day--No School
October	10, 2024	*Parent/Teacher Conference Day – (K-12)
October	11, 2024	NEOA Day — No School
October	18, 2024	No School Staff Professional Development Day No School End of First Nine-Week Grading Pd
November	27, 28, 29, 2024	Thanksgiving Recess
December	19, 2024	Last Day of Classes – Winter Break
December (End of 1 <sup>st</sup> Sem)	20, 2024	Staff Professional Development Day, No School. End of Second Nine-Week Grading Period
January	6, 2025	Classes Resume
January	20, 2025	Martin Luther King Day--No School
February	13, 2025	*Parent/Teacher Conference Day--(K-12)
February	14, 2025	No School
February	17, 2025	President's Day—No School
March	7, 2025	No School – Staff Professional Development Day – End of the Nine-Week Grading Period
April	17, 2025	Last Day of Classes for Students – Spring Break
April	28, 2025	Classes Resume
May	18, 2025	Commencement, 1:00 P.M., W.D. Packard Music Hall
May	21, 2025	Last Day of Classes for Students-End of Fourth Nine-Week Grading Period (End of 2 <sup>nd</sup> Sem)
May	22, 2025	Staff In-Service Day

<b><u>Building:</u></b>	<b><u>Student Start/End Times</u></b>	<b><u>Teacher Start/End Times</u></b>
Niles Primary School	8:45 AM -- 3:30 PM	8:15 AM -- 3:40 PM
Niles Intermediate School	8:30 AM -- 3:15 PM	8:00 AM -- 3:25 PM
Niles Middle School	7:45 AM -- 2:55 PM	7:35 AM -- 3:00 PM
Niles McKinley High School	7:30 AM -- 2:45 PM	7:20 AM -- 2:45 PM

<b><u>Nine-Week Grading Periods</u></b>	<b><u>Student Days</u></b>	<b><u>Professional Days</u></b>	<b><u>Total Days</u></b>
08/21/2024--10/18/2024	40	02	42
10/21/2024--12/20/2024	42	—	42
01/06/2025--03/07/2025	43	—	43
03/10/2025--05/21/2025	47	01	48
<b>Total Days</b>	<b>172</b>	<b>03</b>	<b>175</b>

<b>*Parent/Teacher Conference Schedule</b>					
<b>10/10/2024</b>	<b>Niles Primary School</b>	<b>4:15 PM-- 9:15 PM</b>	<b>10/10/2024</b>	<b>Niles Middle School</b>	<b>3:40 PM—8:40 PM</b>
<b>10/10/2024</b>	<b>Niles Intermediate School</b>	<b>4:00 PM—9:00 PM</b>	<b>10/10/2024</b>	<b>Niles McKinley</b>	<b>3:15 PM—8:15 PM</b>
<b>2/13/2025</b>	<b>Niles Primary School</b>	<b>4:15 PM—9:15 PM</b>	<b>2/13/2025</b>	<b>Niles Middle School</b>	<b>3:40 PM—8:40 PM</b>
<b>2/13/2025</b>	<b>Niles Intermediate School</b>	<b>4:00 PM—9:00 PM</b>	<b>2/13/2025</b>	<b>Niles McKinley</b>	<b>3:15 PM—8:15 PM</b>

**NOTE: Parent/Teacher Conference make-up days will be October 17, 2024 and February 20, 2025.**

## 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. Students must arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
2. Students 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. Students must go directly to an assigned seat so the bus may safely resume motion. They must sit with their back against the seat and feet in front of them. This position will provide maximum protection by the barrier.
5. Students must remain seated keeping aisles and exits clear.
6. Students must observe classroom conduct. They should obey the driver promptly and treat the driver and all other students respectfully, without harassment or bullying.
7. Students must not use profane language.
8. Students must refrain from eating, drinking and chewing gum on the bus.\*
9. Students must not use any form of tobacco.
10. Students must not throw or pass objects on, from, or into the bus.
11. Students must not put their head or arms out the bus windows.
12. Students may carry only objects that can be held in their laps on the bus. Do not bring large school projects or pets on the bus. Parents/guardians will need to provide transportation for large items.
13. Students must leave or board the bus at the location they have been assigned. **Students are not permitted to ride different buses. If a student needs to go somewhere other than their designated bus stop, parents/guardians must make other transportation arrangements.**
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 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.

**NILES CITY SCHOOLS – Bus Safety Contract**

**IMPORTANT DISCIPLINARY NOTE**

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

**Discipline Guidelines:**

1<sup>st</sup> Offense – Referred to Principal / Dean of Students / contact parent / guardian if needed, possible, warning, 1 to 2-day bus suspension or more based on Principal or Dean of Students discretion.

2<sup>nd</sup> Offense – Referred to Principal or Dean of Students / bus suspension 2 days

3<sup>rd</sup> Offense – Bus suspension 3 days

4<sup>th</sup> Offense – Bus suspension 4 days

5<sup>th</sup> Offense – Bus suspension 5 days

6<sup>th</sup> Offense – Bus suspension 10 days

7<sup>th</sup> Offense – Loss of bus privileges for remainder of school year

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 \_\_\_\_\_ Room # \_\_\_\_\_

Parent/Guardian  
Signature \_\_\_\_\_

**Parents please note: This form must be signed and returned to your child's school no later than Friday, August 23, 2024.**



# Niles Intermediate School Library Borrowing Policies

Dear Families,

I am thrilled to begin a new school year as your child’s School Librarian. The library is an essential part of the school learning community and a building block for lifelong success.

Students will visit the school library with their classrooms and participate in a variety of learning activities. They will also have the option of checking out 1 book per week. To be able to check out and use library resources, I am asking each student to get a 2 pocket folder that corresponds with the color of their grade level (this was also on the school supply list) by **Friday, August 23<sup>rd</sup>**. A barcode will be placed on this folder, and it will be used as the student’s “library card.”

**3<sup>rd</sup> – Yellow Folder**

**4<sup>th</sup> – Red Folder**

**5<sup>th</sup> – Blue Folder**

Checking out books and using library materials is a privilege and responsibility. Library materials must be returned in the same condition as they were lent out, so that others will be able to use them. Please help your child understand these important responsibilities by enforcing proper care for library materials. Any book that is lost or damaged will be charged for the cost of the book, and students will not be able to check out again until the book is paid for or replaced.

Parents/Guardians have the options of permitting or not permitting their child to borrow library materials. Please indicate below your choice for the 2024 – 2025 school year.

I encourage families to read with their children and enjoy the wonderful resources available at your school library!

Respectfully,

Miss Hoover, Librarian  
Niles Intermediate School



\_\_\_\_\_

Student’s Name

\_\_\_\_\_

Teacher Room Number

- Yes, my child has permission to check out school library books. I understand the responsibilities and am aware of the policies of any library materials checked out under my child’s name.
- No, I do not give permission for my child to check out school library books.

**Parents please note: This form must be signed and returned to your child’s school no later than Friday August 23, 2024.**

## Parents Right to Know

Dear Parent/Guardian of Niles City Schools:

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- I. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- II. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- III. Whether the teacher is teaching in the field of discipline of the certification of the teacher;
- IV. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

You may ask for the information by returning this letter to the address listed above or you may email your request to [chris.staph@nilesmckinley.org](mailto:chris.staph@nilesmckinley.org).

Be sure to give the following information with your request:

Student Name: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, 44446: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Sincerely,

Antoinette D'Urso/Director of Teaching & Learning

Every Student Succeeds Act (Public Law 114-95), Section 1112 (e)(1)(A)

**Parents please note: This form must be signed and returned to your child's school no later than Friday August 23, 2024.**

## **MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT**

### **\*Ohio Students Experiencing Homelessness\***

#### **Various types of homelessness identifications:**

1. In a shelter, hotel/motel, vehicle, or campground
2. On the streets
3. In an abandoned building, trailer, or other inadequate accommodations
4. Doubled-up with friends/family because you cannot find or afford housing

#### **Students experiencing homelessness have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.**

#### **Your children have the right to:**

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children and youths.
- Continue in the school they attended before you became homeless or the school last attended. If a school sends your child to a school other than the one requested, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless.
- Receive transportation services comparable to services offered to other students.
- Attend a school and participate in school programs with children who are not homeless.
- Enroll in a school without giving a permanent address. Districts cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.

Antoinette D'Urso Homeless Liaison	(330) 989-5095 ext: 4011
Raffeala Infante (LSW) (Prek-5)	NIS (330) 989 5093 ext: 3109 NPS(330) 989-5091 ext: 1100
Amanda Mancino (LSW) (6-12)	NMHS (330) 652-9968 ext: 5086 NMS (330) 652-5656 ext: 2116
Julie Green	Transportation Supervisor – 330-652-5764

