

# **Niles Senior High School**

**1441 Eagle Street**

**Niles, Michigan**

**(269) 683-2894**

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

## **Student Handbook**

**2019-2020**



**Behavior Expectations**

**Guiding Principles**

**I Am:**

**Respectful**

**Responsible**

**Resilient**





# Welcome to Niles High School!

Dear Students,

On behalf of the faculty and staff, we are pleased and proud to welcome you to Niles High School, home of the Vikings. Whether you're returning this fall or joining us as a new student, we hope you will find NHS an ideal environment to get involved in a variety of activities to further your educational and personal development.

The material in this handbook is designed to inform students and parents about key school policies and procedures. We encourage you to read through the handbook carefully now, and then refer to it as needed throughout the year. By becoming familiar with these rules and policies, you will have taken the first step in becoming an effective partner in our school community. If you have further questions about those rules and policies, please go to our website and look at the online version of this handbook. Please do not hesitate to call with questions.

Our goal is to ensure that both you and the school benefit from your time here. To this end, the doors to our offices are always open to those with questions, concerns, or suggestions. We hope you will drop by sometime! Just as every student has different needs and goals, we can each make a unique contribution to our learning community. Be an involved Viking!

We sincerely wish each and every one of you a successful 2019-2020 school year.

Molly Brawley, Principal  
Chris Porter, Assistant Principal  
Jerry Holtgren, Director of New Tech  
Mike Vota, Assistant Director of New Tech  
Jeff Upton, Athletic Director  
Faculty and Staff

School Colors: Navy Blue/Vegas Gold  
Mascot: Vikings

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Please note: Administration reserves the right to recommend changes and/or additions to the policies and procedures contained within this handbook at any time. If any changes and/or additions are made after the start of a school year, administration will notify all parents, students, and staff as soon as possible upon Board approval.

# School Day Schedule

<p><b>Regular</b></p> <p>1st hour 7:45AM - 8:35AM</p> <p>2nd hour 8:40AM - 9:30AM</p> <p>3rd hour 9:35AM - 10:25AM</p> <p>4th hour 10:30AM - 11:20AM</p> <p>1st lunch 11:20AM - 11:55AM</p> <p>5th hour 12:00PM - 12:50PM</p> <p>5th hour 11:25AM - 12:15PM</p> <p>2nd lunch 12:15PM - 12:50PM</p> <p>6th hour 12:55PM - 1:45PM</p> <p>7th hour 1:50PM - 2:46PM</p> <p><b>Delayed Start</b></p> <p>1st hour 9:45AM - 10:18AM</p> <p>2nd hour 10:23AM - 10:56AM</p> <p>3rd hour 11:01AM - 11:34AM</p> <p>4th hour 11:39AM - 12:12PM</p> <p>1st lunch 12:12PM - 12:47AM</p> <p>5th hour 12:52PM - 1:25PM</p> <p>5th hour 12:17PM - 12:50PM</p> <p>2nd lunch 12:50PM - 1:25PM</p> <p>6th hour 1:30PM - 2:03PM</p> <p>7th hour 2:08PM - 2:46PM</p>	<p><b>Assembly/Early Release (this will vary)</b></p> <p>1st hour 7:45AM - 8:23AM</p> <p>2nd hour 8:28AM - 9:06AM</p> <p>3rd hour 9:11AM - 9:49AM</p> <p>4th hour 9:54AM - 10:32AM</p> <p>6th hour 10:37AM - 11:15AM</p> <p>1st lunch 11:15AM - 11:50AM</p> <p>5th hour 11:55AM - 12:33PM</p> <p>5th hour 11:20AM - 11:58AM</p> <p>2nd lunch 11:58AM - 12:33PM</p> <p>7th hour 12:38PM - 1:15PM</p> <p>Assembly 1:15PM - 2:46PM</p> <p><b>Half Day</b></p> <p>AM - Regular</p> <p>1st hour 7:45-8:36</p> <p>2nd hour 8:41-9:32</p> <p>3rd hour 9:37-10:28</p> <p>4th hour 10:33-10:58</p> <p>AM - Exam</p> <p>1st hour 7:45-8:46</p> <p>2nd hour 8:51-9:52</p> <p>3rd hour 9:57-10:58</p> <p>PM - Regular</p> <p>4th hour 7:45-8:10</p> <p>5th hour 8:15-9:06</p> <p>6th hour 9:11-10:02</p> <p>7th hour 10:07-10:58</p> <p>PM - Exam</p> <p>4th hour 7:45-8:46</p> <p>5th hour 8:51-9:52</p> <p>6th hour 9:57-10:58</p>
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## Niles New Tech School Day Schedule

### 9th Grade

Time	Activity	Minutes
7:45a.m. – 9:30 a.m.	Period 1,2	105
9:35 a.m. - 11:20 a.m.	Period 3,4	105
11:20 a.m. - 12:50 p.m	Lunch / Passport	90
12:55p.m. - 2:46 p.m.	Period 6,7	111

### 10th Grade

Time	Activity	Minutes
7:45 a.m. – 9:30 a.m.	Period 1,2	95
9:35 a.m. - 10:25 a.m.	Period 3	50
10:30 a.m. - 11:20 a.m.	Period 4 / Passport	50
11:20 a.m. - 12:50 p.m	Lunch / Period 5	90
12:55p.m. - 2:46 p.m.	Period 6,7	111

### 11th Grade

Time	Activity	Minutes
7:45a.m. – 9:30 a.m.	Period 1,2	105
9:35 a.m. - 11:20 a.m.	Period 3,4	105
11:20 a.m. - 2:46 p.m	Lunch / Dual enrollment / Electives / CTE	206

### 12th Grade

Time	Activity	Minutes
7:45 a.m. - 12:50 p.m.	Dual enrollment / Electives / CTE / Lunch	305
12:55 p.m. - 2:46 p.m.	NT Period 1,2	111



\* See *New Tech Handbook for Half-Day, Delayed Start, and Assembly Schedule.*

## **NILES SENIOR HIGH SCHOOL**

### **Administrators** (269) 683-2894

Molly Brawley, Principal, Ext. 11058

Chris Porter, Assistant Principal, Ext. 11011

Jerry Holtgren, Director of New Tech, 683-6031, Ext. 11302

Mike Vota, Assistant Director of New Tech, 683-6031, Ext. 11316

Jessica Johnson, Dean of Students, Ext. 11012

### **Athletics** (269) 684-8683

Jeff Upton, Athletic Director, Ext. 11018

### **Niles Career Technical Center**

Carrie George, Director, Ext. 11061

### **Secretaries**

Trisha Brazo, Attendance, Ext. 11001

Rhonda Fletcher, Principal, Ext. 11003

Annemieke Kosten, New Tech / IT, 683-6031, Ext. 11300

Pam Lingle, Registrar, Ext. 11010

Cathy Smuda, Athletics, Ext. 11002

Guidance, Ext. 11017

# PART I GENERAL INFORMATION

## Academic Recognition

The honor roll is published at the end of each semester. To be a member of the honor roll, a student must have attained a 3.0 G.P.A. for the semester.

Juniors and Seniors who have a cumulative GPA of 3.2 or higher are considered as candidates for membership in the National Honor Society by completing and submitting an application to the chapter advisor. A faculty panel will review the applications. In addition to academic performance, selection is based on character, leadership and service. National Honor Society applications for the 2018-19 school year are due on/before October 5, 2018 at 7:25 a.m. for Fall Inductions; on/before February 22, 2019 at 7:25 a.m. for Spring Inductions.

To be considered for graduation academic honors a student must have completed a minimum of 3 semesters at Niles High School. The following graduation honors are awarded and are the only cords allowed at the commencement ceremony:

- Blue Cords - National Honor Society
- \*Gold Cords - cumulative GPA for 7 semesters of 3.0 or better
- \*Board Scholar Gold Sash -

(Academic) 7 semesters of 3.0 cumulative GPA while taking 4 years of *rigorous* sequential courses in English, math, science, social studies and 2 years of the same foreign language, as well as a minimum score of 1000 on the SAT. **See Guidance Counselor for specific course sequences.**

(Career Tech) 7 semesters of 3.0 cumulative GPA while **earning additional requirements and certification in a minimum of two years in the same CTE program. See CTE Director for specific requirements per specific CTE program.**

- Red Cord - 4 years of Math/Science Center
- White Cord - Class Officer
- Green Cord - Student Council Officer

**\*Further clarification on honor requirements for the Class of 2023 will be shared with students and parents in the fall of 2019.**

## Academic Records and Credits

The following will be used to determine grade status:

6.5 credits for sophomore status  
13 credits for junior status  
19.5 credits for senior status  
26 credits to graduate

4 cr	ELA
4 cr	Math
3 cr	Science
3 cr	Social Studies
2 cr	World Languages
1 cr	Health/PE
1 cr	Visual/Performing/Applied Arts

- One full season on any MHSAA athletics team or two years in marching band may waive the PE credit requirement, but only when schedule conflicts do not allow a student to take PE
- All students must take the MME to graduate.
- One credit online experience will be met through blended/virtual courses, in primary/middle school, or imbedded as part of a core class.
- Students who do not earn at least the following minimum thresholds in credits will be placed in one of the district's alternative programs:

Beginning of 10th grade: 4

Beginning of 11th grade: 11.5

End of 1st semester, 11th grade: 15

Beginning of 12th grade: 19

End of 1st semester, 12th grade: 22.5

## Academic Reports

Report cards are mailed home after each nine-week marking period. Quarterly progress reports are also mailed to each student's home who has a D or an F in any course taken at Niles High School at the halfway point of the quarter.

All students' grades will be calculated using the following scale:

Grading Scale	Letter Grade	Non-weighted	Weighted
93-100	A	4.00	5.00
90-92	A-	3.667	4.667
87-89	B+	3.333	4.333
83-86	B	3.00	4.00
80-82	B-	2.667	3.667
77-79	C+	2.333	3.333
73-76	C	2.00	3.00
70-72	C-	1.667	2.667
67-69	D+	1.333	2.333
63-66	D	1.00	2.00
60-62	D-	0.667	1.667
59 and below	F	0.00	0.00

Weighted grades are assigned to Advanced Placement and dual enrollment classes that would be considered a part of the high school core curriculum. Dual enrollment classes still count as a .5 high school credit, with the exception of lab science classes, foreign language classes, and any other 5-credit hour class, which count for 1 high school credit.

For further information, please see the school program of study at [www.nilesschools.org](http://www.nilesschools.org).

## Adult Status

Students who have attained the age of eighteen are adults and legally responsible for their actions. They are expected to follow all rules as they apply to the entire student body with the following exception: Adult students **not residing** with their parent or guardian may sign excuse documentation for their own absence from school. Prior to this, students must

complete the Adult Status form, available in the attendance office. Additionally, evidence may be required as to the need for each absence.

For further information on this topic, please see our website at [www.nilesschools.org](http://www.nilesschools.org).

## **Announcements**

Announcements are for communication of important information to the student body. Announcements should be submitted to the main office. Students wishing to submit announcements must receive proper signatures from teacher/coach/adviser before submitting to the main office. Printed announcements are posted in the main office. Parents may receive daily announcements via email by contacting the main office. An administrator or advisor must approve signs advertising various student activities before posting.

## **Class Changes**

Classes are scheduled for each student based on the signed request form. Students who need to change the requests made for their schedule must do so before the end of the previous school year as per signed schedule request forms. There may not be any changes out of scheduled classes listed on the request form. If there is an error in scheduling, please request to see the guidance counselor during the *first four days* of the semester.

## **Complaint Processes**

If you are unable to resolve your concern or question after consulting with the teacher you should schedule an appointment with the principal. Call the office and leave a message with the secretary that you would like to speak with or schedule an appointment with the principal. If you are unable to resolve your concern or question after your appointment with the principal, you can call the superintendent's office and your complaint will be forwarded to the appropriate official. If your complaint is still unresolved after working with the appropriate official, you have the right to request a Board hearing.

## **Computer Use**

Computers are available for student use in classrooms and computer labs. The use of computers is a privilege. Students and parents must read, sign and return the Technology Acceptable Use Policy prior to access being granted (see Appendix A).

## **Counseling and Guidance Services**

Niles High School offers student counseling and guidance in educational, vocational, and personal fields. Services include scheduling, testing, scholarship awareness, general counseling, conflict resolution, alternative methods of earning credit, as well as providing information and help with post-secondary options. Students may make an appointment by signing up in the Guidance Office before or after school, during lunch, or between classes if time permits.

## **Credit Recovery**

Niles High School offers two opportunities for students who may need to make up a failed credit. Spring credit recovery starts in February and runs through the end of the school

year or until the course is finished. Spring credit recovery runs three days a week, after school, at teacher preference. Summer credit recovery generally starts the week after school gets out for the summer. We offer two four-week sessions of summer credit recovery, with four-hour days, four days a week. No transportation is provided for spring or summer credit recovery.

Students who earn credit in credit recovery will be awarded CR on their transcripts. If students do not pass the course, an NC will be added. The student's original class grade stands.

Attendance is mandatory for all days during credit recovery sessions. Athletics, study table, vacations, illness, clubs, and emergencies are not waived during the sessions. Seat time within this opportunity is important, and we enforce a strict policy.

Any student who has failed a class should consider credit recovery. Students who do not have enough credits year to year will be placed in one of our alternative programs. Students are responsible for knowing their credit status. Please contact your guidance counselor if you fail a course and/or you are unsure of your credit status.

## **Dances/Prom/Winter Formal**

School dances are held throughout the year and are sponsored by various organizations. Prior to entry, students must show their school ID card at the door. Students will be admitted to the dance up until 10:00 p.m. unless prior arrangements have been made with administrators. Once a student leaves the dance, he/she will not be allowed to re-enter. All dances held at NHS will end promptly at 11:15 p.m. Students are asked to leave the building at the conclusion of the dance. Students will need to make ride arrangements before coming to the dance, as there will be no student supervision once the dance ends.

Any student who wishes to bring a guest must return a properly completed guest pass form to the principal's secretary two days prior to the end of the school day of the dance. Guest pass forms are available from the principal's secretary. All guests must be high school students, or not over the age of 18. The NHS principal or his/her designee must approve all guest passes. Guest passes must be submitted and approved before buying tickets.

Prom guests may not be over the age of twenty (20) years of age. Any student not in the senior or junior class of NHS who is invited to attend the prom must be approved through the guest pass process. All prom guests who are not enrolled in high school must have received a high school diploma or equivalent or are currently attending and in good standing in adult education classes. Guest passes must be submitted before buying tickets.

In order to attend Prom and/or Winter Formal, students must be in "good standing" in the school in which they attend. Please see "Good Standing" criteria in the Student Handbook.

Prom and Winter Formal, regardless of location, are school functions; therefore, all school rules and behavior expectations outlined in this handbook apply.

## **Detentions**

Lunch Detention (1/2 hour detention only)

1st Lunch and 2nd Lunch

## After School Detention

1/2 hour or 1 hour detentions may be served.

If a student does not serve a detention, the time is doubled. If a student accumulates two "No Shows", the referral is given to the appropriate administrator who may assign in school suspension (ISS) or out of school suspension (OSS) unless the student had an excused absence the day the detention was to be served.

## **Dual Enrollment/Early College Academy/Early Middle College**

In order to enroll in college course work as a Dual Enrollment/Early College Academy/Early Middle College student, the following rules and expectations apply:

1. The parent(s)/guardian agrees to pay any additional tuition and material fees due to the enrolling institution beyond what the district agrees to pay. (Please note Niles Community School Board policy in italics below.)

*"Upon receipt of a bill from the postsecondary institution itemizing the charges for a student's participation in a particular course, the District shall either pay the bill or the prorated percentage of the State portion of the foundation allowance for that student, whichever is lower. If charges exceed such payment, the student and his/her parents are responsible for the remaining charges."*

2. The student must maintain a full time 7-period schedule between the postsecondary institution and Niles High School.
3. The student may only withdraw from their postsecondary course(s) during the college withdrawal dates for full refund. Then the student must enroll in a replacement class at Niles High School in order to maintain a full time student status.
4. If the student withdraws after the college withdrawal date, the parent(s)/guardian agrees to reimburse the district for all postsecondary fees. The student will then receive a failing grade(s) on their high school transcript.
5. If the student fails the course(s), the parent(s)/guardian agrees to repay the district the tuition fees paid on the student's behalf by the district. The student will receive the failing grade(s) on their high school transcript. (Please note Niles Community School Board policy in italics below.)

*"If a student participating in the postsecondary (dual) enrollment program fails to successfully complete an eligible course, the student and his/her parents are responsible for reimbursing the District for such charges incurred by the District for such enrollment. In the event reimbursement is not made in a reasonable period of time, the Superintendent is authorized to file claim against the student and/or his/her parents in Small Claims Court for collection."*

6. If the student fails any postsecondary course(s), or fails to complete the postsecondary course, they may be denied future enrollment into the Dual Enrollment/Early College Academy program. Failure of more than one course will result in an automatic removal from the program.

## **Emergencies in Buildings When First Responders Are Involved**

Unfortunately, emergencies do occur from time-to-time in our schools and in the community that could result in a lockdown or other action. During such matters, the safety and

well-being of our students, employees and staff is our primary concern. While we value informing parents of any emergency as soon as possible, our first responders strongly request that we not release any public statement until there is an all clear. This serves two primary purposes:

1. It allows all of our people to work with first responders to ensure the safety of our students and employees and
2. In the early stages of the emergency we may not have all of the necessary facts to share with you and we do not want to release misinformation.

In this day of social media and cell phones, we realize you may hear about an event before you hear from us. Unfortunately, we can't control the dissemination of all information. However, we have extensive plans in place, which include 10 drills a year; we also work very closely with our first responders and always put safety first.

## **Extracurricular Activities**

Sponsors of various clubs, organizations, and athletic teams will formulate rules and regulations pertinent to each individual group and submit them to all participants in writing after approval of building administrator. It is to be understood that school rules and regulations apply to all such activities including off campus activities. See the NHS Athletic Code Handbook for further details.

## **Food Services**

### **Breakfast**

Breakfast will be available to all Niles Senior High students in the school cafeteria. The cafeteria will be serving from 7:20 - 7:40 every morning. Students who qualify for free/reduced lunch will also qualify for free/reduced breakfast.

### **Cafeteria Behavior Expectations**

1. Students are permitted to consume foods and beverages in the cafeteria and Cyber Cafe only.
2. Students who bring lunches must also eat in the cafeteria unless leaving the building.
3. Students who throw food in the cafeteria are subject to suspension from the cafeteria. They may be readmitted with a parent conference.
4. Students who leave trays and debris will be subject to the cafeteria work details and possible suspension.
5. Absolutely NO glass beverage containers allowed in building.

### **Closed Lunch for Ninth and Tenth Grade**

Ninth and tenth grade students are not to leave the building during the lunch period. Violators will be subject to a consequence of the discipline code.

### **Menu**

School menus are available at [nileschools.nutrislice.com](http://nileschools.nutrislice.com). Choose the appropriate school.

### **Open Lunch for Eleventh and Twelfth Grade**

Students are advised that open lunch for eleventh and twelfth graders is a privilege. Students are expected to observe the following rules:

1. Students are to dispose of all litter in proper receptacles.

2. Students are to observe all city ordinances and neither loiter on, trespass on, nor damage personal property.
3. Students are to act responsibly and respectfully toward citizens with whom they come in contact during open lunch (example: use of appropriate language).
4. Students may exit the building through the student parking lot doors and office entrance, but they will be readmitted through the student lot doors when circumstances allow; otherwise, they will be expected to enter through the office entrance only.
5. Students may be asked to show their ID upon their exit and re-entry.
6. Students with open lunch privileges must dispose of all open drink containers before re-entering the building.

Failure to observe these expectations may result in the denial of open lunch privileges for any or all students.

Because of the disruption to the office and the educational environment, food from an outside vendor or business is not allowed to be delivered to Niles High School during lunch hours unless given special written permission in advance from administration. Failure to comply with this policy could result in the forfeiture of lunch privileges or good standing, as well as an insubordination referral.

Students may utilize their lunch time to work with teachers and facilitators; however, they may not take food down into the classrooms or studios, and they must have a signed, dated pass from the adult in direct supervision in advance.

For further information on this topic, please see our website at [www.nilesschools.org](http://www.nilesschools.org).

## **“Good Standing” Criteria**

In order to attend certain extracurricular functions, including but not limited to Winter Formal, Prom **and/or the Commencement ceremony**, students must be in good standing in terms of attendance, academics, and behavior. Student progress will be evaluated on their current grades. Any student failing more than one class, not attending school regularly up to the day of the event, and/or suspended the day of the function may not attend these events. Students should not purchase tickets to these functions unless they are considered in good standing. Administration reserves the right to prohibit attendance at these events for students with chronic misbehavior. For the 2019-20 school year, students with more than 49 class absences by December 13, 2019 will not be in good standing for Winter Formal; students with more than 91 class absences by March 27, 2020 will not be in good standing for Prom.

Students will be notified if they are not allowed to attend the events. Students can appeal their standing status by making an appointment with the assistant principal or assistant director prior to the week of the event. If a student is unsure of his/her standing, all questions and appeals should be directed to the assistant principal or assistant director.

## **Grades**

Each program has a standard grading procedure; your teacher will provide you with detailed descriptions of your child's measure of his or her achievement. Parents and students are encouraged to check academic progress through PowerSchool, as well as ECHO for Niles New Tech learners. Login information will be sent home at the beginning of



the school year. If you have not received your login information, please contact your child's school's office.

## **Graduation and Commencement**

### **Senior Events**

Wednesday, May 20, 2020: Caps and gowns, senior walk

Thursday, May 21 and Friday, May 22: Final exams

Wednesday, May 27: Baccalaureate - Line-up is at 6:30 PM, event starts at 7:00

Thursday, May 28: Commencement rehearsal - 9:30AM-11:30

Thursday, May 28: Commencement ticket distribution, directly after rehearsal

Thursday, May 28: Project Graduation luncheon, after ticket distribution

Thursday, May 28: Commencement - Line-up is 6:30 PM - DO NOT BE LATE

### **Commencement Expectations**

#### **A. Student Dress:**

- a. Cap and gown are worn to both Baccalaureate and Commencement
- b. Appropriate dress is expected
- c. Mortarboards (caps) are not to be decorated
- d. Only school-approved cords, medals, and awards can be worn
- e. Additional details will be provided prior to graduation events

#### **B. School rules still apply**

- a. A heightened level of decorum is expected
- b. Poor behavior will result in being removed from the ceremony.

## **Handicapped Students**

Students are advised that every effort will be made to accommodate special needs.

Students who have special needs (wheelchair, crutches, parking permit) are to request assistance in the main office.

## **In-School Suspension (ISS)**

A student may be required to complete the consequences of misbehavior by remaining in a designated room and completing assigned classroom academic tasks. ISS, in lieu of out-of-school suspension, will provide a suspended student the opportunity to participate in school and to pursue academic study. Students who are assigned ISS but do not attend the day assigned will be reassigned ISS for the following scheduled day. Students who are assigned ISS but report to it late will be assigned an additional detention. Students removed from ISS for misbehavior will be suspended out of school for the remainder of that day and the following school day. Students who serve ISS will NOT be able to attend or participate in any after school extracurricular activities, such as athletic practices, athletic contests, club meetings, etc.

For further information on this topic, please see our website at [www.nilesschools.org](http://www.nilesschools.org).

## **Lockers**

School lockers are the property of the district. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for

any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant.

1. Each student is required to use school issued locks for hall lockers. All other locks are prohibited. Students must pay \$5.00 if their lock must be replaced or if the student does not clean out their locker.
2. Locker assignments are made in the office. NO changes are permitted without administrative approval.
3. Students are to report defective lockers or locks to the office immediately.
4. Students are not to share lock combinations or lockers with anyone.
5. Students are advised not to keep valuables and personal possessions in lockers. The school is not responsible for loss or damage of personal property.
6. When using the gym locker rooms, students are cautioned to lock their valuables and equipment according to directions given by their physical education instructor. All reports of theft are to be made immediately to the physical education instructor.
7. Lockers will be cleaned out on the last day of school. Any items left by the student that do not belong to the school will be discarded.
8. Lockers not assigned to individual students may be designated for school personnel only. Any remaining lockers will be sealed preventing student use for safety purposes.

## **Lost and Found**

The lost and found department is in the main office. Lost or stolen items are to be reported to office personnel or the administration. Unclaimed items are given to local charities at Winter Break and at the end of the school year.

## **Medication/First Aid**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

All medication shall be kept in a locked storage case in the school office. For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies.

Before any prescribed medication or treatment may be administered to any student during school hours, Board policy requires the school to have the written prescription from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student.

Before any non-prescribed medication or treatment may be administered, Board policy requires the school to have prior written consent of the parent who must also authorize any self-medication by his/her child. The District in accordance with the Superintendent's guidelines will administer medications.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines, if the following conditions are met:

- A. There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler (Form 5330 F1c)
- B. The building administrator has received a copy of the written approvals from the physician and the parent/guardian.

For further information on this topic, please see our website at [www.nilesschools.org](http://www.nilesschools.org).

## **Niles Community Schools Nondiscrimination Policy and Procedures**

It is the policy of the Niles Community School District that no person shall, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, be excluded from participation in, be denied benefit of, or be subjected to discrimination, in employment or any of its program or activities.

1. Any questions concerning Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin, should be directed to Tracy Hertsel, Director of Student Support Service, Niles Community Schools, 111 Spruce Street, Niles, Michigan 49120. 269/683-0736.
2. Inquiries related to Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to Tracy Hertsel, Director of Student Support Service, Niles Community Schools, 111 Spruce Street, Niles, Michigan 49120. 269/683-0736.
3. Questions concerning Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, should be directed to Melissa Troup, Director of Special Education, Niles Community Schools, 111 Spruce Street, Niles, Michigan, 49120. 269/683-0757.

## **Off Campus Events**

Students at school sponsored off campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Students may be restricted from attending these events and may be suspended from school for violations of school district rules and regulations.

In order to participate in school sponsored field trips, students are required to maintain passing grades in classes that meet during the scheduled field trip.

## **On-line Classes**

In order to participate in online learning at Niles High School, the following rules and expectations apply:

1. Before registration in the course, the parent/guardian must complete and submit a form showing acknowledgement of online enrollment and including a parent/guardian email address where online grades and updates may be sent.
2. Niles Community Schools agrees to pay the cost of the online course provided it falls within the student's scheduled school day/semester.
3. If the student withdraws from the course after the withdrawal date, the parent agrees to repay any fees incurred by the district on behalf of the student.
4. If the student fails to earn a passing grade, she/he will be denied additional enrollment at the expense of Niles Community Schools. Any further online courses will be at the expense of the parent/guardian. Unpaid fees will be posted on the student fine list at the end of each school year.
5. All online students will be required to attend the scheduled class period in the Hunter Lab daily until the entire course is completed. Upon completion, upperclassmen will be granted open campus privileges. Attendance is expected and will be reported on Powerschool daily. **All issues of academic dishonesty will follow the guidelines set forth by the on-line institution as well as Niles High School.**

## Out of School Suspension (OSS)

The principal or designee may impose an out of school suspension of up to ten (10) days duration, but shall attempt to notify the student's parents or guardians of the suspension by telephone. A copy of the notification may also be sent home with the student. The written notice shall include the reasons for the suspension and the dates(s) of the suspension. A suspended student is not permitted on any Niles Community Schools' property during his/her suspension. Students may obtain assignments during suspension (see "Makeup Assignment /Test" section of NHS Student-Parent Handbook).

For further information on this topic, please see our website at [www.nilesschools.org](http://www.nilesschools.org).

## Personal Communication Devices

Students may use personal communication devices (PCDs) anytime except during instructional time and as noted below. During instructional time, use of PCDs is prohibited in all locations and devices must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. **Headphones, earbuds, and other listening accessories are also included.** Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. At no time are students allowed to post and/or record video or take still pictures without prior consent of faculty or staff. PCD's are not to be out or on in any school restroom or locker room at any time. Students are allowed to use PCD's with the sound off during their lunch hour and during passing periods as long as all other rules are followed.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property. Niles Community Schools is not responsible for loss or theft of

any PCD device, including investigating such events, and students assume all risks associated by bringing the device to school.

**Violations of this policy will result in disciplinary action and/or confiscation of the PCD.** Students who are in violation of the policy will be required to turn in the PCD to the staff member without incident. Prior to confiscation, the student will be given the opportunity to text/call to provide any necessary communication regarding the incident. If a situation arises in which the student must communicate information to a parent or guardian after the student's phone has been confiscated, the student will be able to use the school phone or, in rare situations, their PCD for purposes of communicating with parent/guardian. For violations, staff members will assign a detention and then turn in the PCD to the office where the student can pick up the device after school. Subsequent offenses will result in ISS and/or confiscation for parent pickup, and further consequences, as needed. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement.

For further information on this topic, please see our website at [www.nilesschools.org](http://www.nilesschools.org).

## **Student Handbook**

The student handbook is an integral part of the daily routine at Niles High School. Every student is provided with one handbook and is expected to carry his/her handbook during the school day. Replacement handbooks are available in the Principal's Office for \$10.

## **Textbooks and Supplies**

It is the responsibility of every student to come to class with the proper supplies to be successful. This includes textbook, student handbook, paper and writing implements. Required textbooks and the original planner are furnished free of charge to students. In many cases, an individual copy will be issued to each student by the teacher, while in other classes, a set of books or a variety of materials will be available to be shared with others.

Students will be held responsible for all materials issued to them. If a book or handbook is lost during the school year, it will be necessary to make arrangements immediately to purchase another school-issued replacement.

At the close of the school year, books are to be returned and damage or wear beyond normal usage will be charged to the student. A fine list is recorded in the main office. All fines must be paid as a condition to participate in graduation ceremonies.

Materials and equipment loaned to the students, such as laptops, tools, safety glasses, locks and rulers are to be returned in good condition and any loss or damage will be charged to the student.

Any student found with materials improperly checked out from the Senior High Library or taken from a classroom is subject to disciplinary action.

## **Transfer Credit and Graduation Requirement**

Transfer students will have their official transcripts evaluated by the guidance department and registrar. At the conclusion of the evaluation process, a credit status report will be issued. Credit will be accepted from all public and nonpublic high schools registered and accredited

by the state in which they operate. For credits from non-registered and non-accredited schools to be accepted the student must 1) present a course description and a list of the course objectives attained 2) validate the learning through the competency testing procedure.

The last semester before graduation must be spent at Niles High School. During that semester the student must take the maximum number of credits per semester and fulfill the graduation requirements specified for that graduating class. A maximum of 2.5 make up credits taken off campus is permitted.

For further information on this topic, please see our website at [www.nilesschools.org](http://www.nilesschools.org).

## Transportation

### First Student

Together First Student and the Niles Community Schools have developed standards of student conduct that we believe will assure each child a safe bus ride each day. The following provides guidelines on acceptable and unacceptable behavior and possible disciplinary actions:

#### School Bus Rules and Regulations

1. Students must listen to the driver and follow the driver's directions. The driver has the authority of a classroom teacher.
2. Students are to conduct themselves on the bus in such a way that will not distract the driver. Distracting the driver puts everyone on the bus at risk.
3. If crossing the street to board the bus, students **MUST** look both left and right for cars, make sure the **RED** lights are flashing, and wait for the driver's *signal to cross*. Always cross the street in **FRONT** of the bus.
4. Before boarding and after exiting the bus, students must keep a safe distance from the bus. Keep at least 10 FEET away from the bus.
5. Students are to enter the bus promptly, immediately take their seats, and remain in their assigned seat whenever the bus is moving.
6. Students must *remain properly seated* at all times. (Back to Back; Bottom to Bottom; Book bag on the lap)
7. Outside of ordinary conversation in a normal tone, classroom conduct is to be observed when on the bus. The driver has authority to prohibit any conversation.
8. Students are not to touch the emergency equipment on the bus (emergency doors, windows, roof hatches, body fluid/first aid kits, 2-way radios, etc.) except as directed by the driver or during an actual emergency.
9. The bus windows should not be opened without permission from the driver.
10. Students are to keep all body parts inside the bus. (Hands, arms, head, hair, etc.)
11. Students are to keep *their hands and feet* to themselves. (No fighting; horseplay poking or pinching)
12. Students are not to eat or drink while on the bus.
13. No spraying of cologne, perfume or body spray while on the bus.
14. Students are not to throw objects of *any kind* either inside the bus, out of the bus, or around the bus.
15. Students should help keep the bus clean, sanitary, and orderly. They must not damage or abuse bus seats or equipment.
16. Students are *not* to use abusive language or profanity, obscene or rude gestures, or spit while on the bus.

17. Students may *not* bring large musical instruments, any animals, balloons, glass containers or objects, or large school projects onto the bus unless this has been prearranged.
18. Students are not to leave the bus without the driver's permission, except on arrival at their assigned bus stop or at their assigned school.
19. No parents, grandparents or guardians are allowed on buses, without permission or prior approval has been received by Niles Community Schools and First Student.
20. Students are prohibited from using WCD's to capture, record or transmit the words (i.e. audio) and or images (i.e. picture/videos) of any student, staff members or bus driver/aide.
21. By riding the bus, it is implied that all students and parents understand these rules and will abide by them. Stating that they did not know the rules does not excuse a student from mis-behavior or infractions of the rules.

**\*\*Following the Bus Safety Rules and Regulations will insure safety, prompt arrivals and departures of buses, and positive attitudes on the part of students. Violations of these rules may result in the suspension of bus privileges.\*\***

## **Conduct and Discipline**

Students are expected to behave in a respectful manner toward the driver and other students while waiting for and riding the bus. Fighting, bullying, bickering, horseplay and boisterous activities are not allowed. Drivers will try to prevent and resolve behavior problems as they arise by working directly with students. In cases of repeated misbehavior or serious misconduct the driver may issue a misconduct report to be taken to the parent/guardian. The misconduct report will contain a brief description of the inappropriate behavior. Please take this opportunity to discuss the inappropriate behavior with your child. Please sign and return the misconduct report to the driver with your child. If you have questions or concerns about the misconduct report please contact either the Manager or Supervisor at the Transportation Office at 269-684-1420.

If you have questions regarding transportation, please contact:

### **First Student**

**1740 Lake Street**

**Niles, Michigan 49120**

**269-684-1420**

### **Bus Procedures**

Permission from home and school is necessary for the following:

1. Getting off the bus at other than the regularly assigned bus stop.
2. Riding a bus other than the one assigned.

Students must adhere to guidelines established by the transportation director. Written requests are to be submitted to the attendance office before school or during lunch period.

### **Student Arrival/Departure**

Prior to 7:10 a.m., students must enter the building from the student parking lot entrance or the main entrance on Eagle Street and are restricted to the cafeteria and adjacent hallways. **Students may not leave the property once they arrive on campus regardless of how students arrive at the school.** Students will not be permitted to loiter in the halls or access their lockers before 7:20 a.m. or after 3:00 p.m.

### **Student Drop-Off/Pick-Up Areas**

Parents are asked to drop-off and pick-up students at the Main Entrance on Eagle Street. When traffic becomes heavy or back-ups occur, students may also be dropped off/picked up in the student parking lot along Eagle Street. Drivers are asked to enter the west entrance of the student lot, turn right along Eagle Street, and exit onto Eagle Street by the baseball field. Parents may also drop-off and pick-up students along 14th Street. Parents and guests should not circle through the student parking lot to drop-off or pick-up students at the parking lot doors. The bus lot on the north side of the school building is restricted to staff members, busses, and deliveries only.

### **Student Driving/Parking**

1. In order for a student to park in the high school parking lot, he/she must purchase a student parking permit at the main office. Funds raised from these permits go to the purchase of additional security cameras, including those that look out to the parking lot. The cost of the parking permit is \$10 per year. If a student needs a parking permit anytime during second semester, the cost will be prorated to \$5.
2. Students are to park in designated areas only -- main parking lot.
3. Students are not permitted to loiter in their vehicles nor in the student parking lot or block driveway areas.
4. Students are to drive carefully and at a reasonable speed with due regard for vehicular and pedestrian traffic.
5. All vehicles on school property are subject to search with "reasonable suspicion."
6. Disciplinary action may include suspension of parking privileges on school property and towing.

For further information on this topic, please see our website at [www.nilesschools.org](http://www.nilesschools.org).

## **Work Permits**

Offer of Work and Request for Working Permit forms are available in the office. This form must be completed by the employer and student and returned to the office. A work permit will then be completed by office personnel once it is signed by the student and employer; it can then be returned to the employer. A work permit may be revoked if poor school attendance results in a level of school work lower than prior to beginning employment. A minor who has a work permit revoked by the school shall be informed of an appeal process.

## **PART II ATTENDANCE**

### **Policy**

Student attendance is a vital factor in academic achievement. Every class period is important. Regular and punctual attendance of students is expected, encouraged and enforced. Our district goal is that all students have regular attendance. Regular attendance is defined as missing school less than 5% of the school days for the school year. Anyone who does not attend regularly is considered at-risk (between 5% and 9% of days missed), chronically absent (between 10% and 14% days missed) and severely



chronically absent (over 15% of days missed.) Absenteeism has a negative impact on the student, families, and the school community. Students should anticipate an adverse affect on their grade and enrollment status for excessive absences.

To participate in an after school extracurricular or athletic event a student must have been in attendance for the entire day unless excused for another school function, pre-approved by a school administrator, or signed out by a parent with administrative approval. All absences from a class shall be counted except those for school sponsored/sanctioned activities or approved extenuated absences.

## Procedure

An excused absence from school or class is an absence where the *parent or guardian* properly completed the required contact with the school **within two business days**. All issues concerning unexcused absences must be resolved with the attendance office no later than 1:00 pm that school day if the student wishes to participate in an afterschool activity that evening. Any student that has an unexcused absence after 1:00 pm will not be allowed to partake in that evening's event(s). Phone calls excusing the student will be accepted and should be directed to the attendance secretary or her voice mail. Students who have been absent may also bring an excuse note to the attendance secretary upon their return to school. Failure to be excused by a note or a parental phone call will result in an unexcused absence. Please identify the student by printing their full name, the date of absence, the reason for absence, and the date returned to school.

If a student arrives after the tardy period (the first five minutes of a class period), he or she will be considered absent. Students who leave school during the school day must sign out in the Attendance Office. On their return to school, the student must bring an excuse note to the attendance secretary. The student will receive an unexcused absence without an excuse. Students who miss more than five minutes of class are considered absent.

## Truancy

A student shall be considered truant each day or part of the day s/he is inexcusably absent from his/her assigned location. Absence is defined as no presence in the assigned location any time beyond the tardiness limit. Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Administrative action taken will be as follows:

1. No credit will be recorded for work missed as a result of truancy.
2. A record of truancy will be entered in the student's record file.
3. A parent conference may be held.

A student shall be considered a "habitual truant" when, in spite of warnings and/or his/her parent's efforts to ensure attendance, s/he has accumulated twenty (20) truanies during a school year.

The disciplining of truant students shall be in accordance with Board policies and due process, as defined in Policy 5611 and the Student Code of Conduct.

## Extenuated Absences

Absences beyond the control of the student will be considered for extenuated absence status. Extenuated absence status removes the absence from affecting the participation

grade or from a hearing for removal from school. Students are required to make up all work missed during an extenuated absence. When a student wants an absence to be extenuated he/she must apply to the appropriate administrator. **Vacations are excluded from this, unless mitigating circumstances exist.** The administrator prior to the vacation will determine these circumstances. Each case will be decided on its own merit. Appropriate documentation provided by the student upon return to school is essential to determining what is or is not an extenuated absence. When a prolonged absence is anticipated because of medical reasons, students should apply to the principal for homebound status.

With the proper documentation the following absences will be considered for extenuated absence status:

1. Court appearance
2. Long-term illness/hospitalization
3. Death in family

## **Excessive Absences and Grade Status**

Excessive absences will affect a student's grade and ability to pass a class. Attendance/participation may constitute a percentage of the marking period grade. All absences, including excused absences, except extenuated and school function absences could be considered part of the attendance/participation grade and can affect a student's good standing status. Seniors who have excessive absences may be excluded from graduation ceremonies.

Any student who accumulates over 5 class periods of absences within a single class per marking period will be considered a chronically absent or severely chronically absent student (this is a combination of excused and unexcused absences; school related absences and extenuated absences will not be included in this total). Parents and students will be notified after their fourth absence in a single class.

Once this threshold is reached, the student will lose 5% from the marking period grade for each absence in any class(es) where the total absences are greater than 5; for example, 6 absences in a class will result in a -5% in the final grade, 7 absences equals -10%, etc., unless students make up those absences through study table attendance, with each class absence equaling one study table after school. Any days over the threshold will need to be made up in study table within five school days of the absence. Students who cannot or do not make up those absences may submit an appeal to the dean of students no later than the week prior to marking period or semester exams. The dean will take the appeal to the attendance committee, which will consist of no less than two teachers, a guidance counselor, along with an administrator. If the appeal is accepted by the attendance committee, the committee will determine the appropriate grade reduction, if any.

## **Make Up Assignments/Tests**

Responsibility for making up work for an excused absence rests with the student. Make up work must be submitted to instructional staff within the equal number of days absent, plus one, but not to exceed ten school days. This does not include pre-arranged absences including vacations and field trips. In these cases, all work must be completed upon student's return. A student who is truant (skips) from a class will not be allowed to make up work for credit.

Homework assignments can be requested through the attendance secretary for a **student missing three (3) days or longer**. Once homework assignments are provided through this manner, students are expected to have assignments completed upon return.

### **Pre-arranged Absence Slip**

A pre-arranged absence request must be obtained from the attendance office and must be accompanied by a written note from the parent. The student is expected to complete all of the work that is missed on the day the student returns. Requests for pre-arranged absences should be made three days in advance to give teachers adequate time to prepare the assignments.

### **Tardy Policy**

1. Tardiness defined: A student is considered tardy when not in the appropriate classroom when the tardy bell rings unless that student has a pass from school personnel.
2. Consequences: A student receiving a tardy will be assigned detention to be served within 24 hours. The first failure to serve detention will result in doubling detention time. Repeated skipping of detention will result in ISS/OSS.
3. Excessive tardiness will not be tolerated and will result in parent contact.

For further information on this topic, please see our website at [www.nilesschools.org](http://www.nilesschools.org).

## **PART III STUDENT BEHAVIOR**

### **District Code of Conduct**

This code has as its purpose the defining of categories of misconduct and potential consequences as sanctioned by the Niles Community Schools Board of Education. All behaviors have consequences whether or not they are the result of carefully thought out decisions. It is each student's responsibility to read and understand the code. The high school staff and administration is charged with implementing consequences for misbehavior that will help change a student's behavior and provide a safe and secure learning environment. The consequences listed in the code are general guidelines. Based upon knowledge of the facts and concepts of effective/progressive discipline, administrators have the authority to implement consequences that, in their opinion, are most appropriate. These consequences may include but are not limited to detentions, suspensions, behavior contracts, school or community service, peer mediation, participation in restorative justice practices, administrative hearings, expulsions, etc.

### **Non-negotiables**

The following behaviors are considered unacceptable by Niles Community Schools and will result in suspension and an administrative hearing. The administrative hearing panel will be composed of three district administrators. The student and his/her parents will be informed of the time, place, and purpose of the hearing. At the hearing, all parties will present information pertinent to the case. School officials and the student may invite other individuals to participate in the hearing. After the panel has heard all the parties, they will excuse the student and parents to determine the appropriate disciplinary action. If expulsion is recommended, the recommendation will be forwarded to the board of

education. The panel will also recommend conditions for re-admittance to the Niles Community Schools. The behaviors listed below apply to actions on school property and school sponsored activities.

1. Any purposeful action toward another student that results in serious and observable injury requiring medical attention.
2. Use or possession of a weapon, explosive, look-alike weapon, or anything that is used as a weapon.
3. Possession of any drug (including alcohol, tobacco and e-cigarettes/"vapes" as defined in Board Policy 5512.)
4. Use, possession, or distribution of drug items defined in Board Policy **5530** and any paraphernalia associated with them.
5. Use, or being under the influence, of drugs or alcohol.
6. Intentionally causing, or attempting to cause, physical harm to any school staff or school representative through force or violence.
7. Verbal assault against any school staff or school representative (any intentional threat or offer to do bodily injury to another by force, under circumstances which create a well founded fear of actual harm, coupled with the apparent ability to carry out the act if not prevented).
8. Acts of arson, bomb threats, false fire alarms, or any serious threat to school property or activities.
9. Willful destruction of school property (in excess of \$200).
10. Acts of stalking (repeated or continuing harassment of another individual that cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested).

## **General Behavior Expectations**

One of the goals of Niles High School is to teach students the behavior expectations of the adult work world. These expectations include self-respect and respect for others. Our behavioral expectations also include behavior that makes Niles High School a safe and secure learning environment. In addition to these expectations, the teacher with administrative approval may develop more specific classroom expectations.

1. Student attendance is required at all assemblies and special programs. Assigned seating, attentiveness, and appropriate appreciation are expected.
2. Students are not to loiter in the building after 2:46 p.m. When in the building after 2:46 students are to be with a supervised activity. Any student remaining on school property after dismissal must be supervised by school personnel.
3. Book bags, backpacks, gym bags, purses, laptop bags, and briefcases are to be kept in lockers. Laptop sleeves are acceptable for transporting technology. Any bag that does not fit into a locker must be checked in with administration.
4. Consumption of food and/or drink during the school day, except during lunch, must be approved by administration. Food purchased at school vending machines and school stores are to be consumed in the cafeteria only.
5. Public displays of affection are prohibited. This includes, but is not limited to, kissing and hugging. Hand-holding is acceptable.
6. Physical, emotional or social bullying will not be tolerated (as defined in Board Policy 5517.01).
7. Running, shouting, pushing, blocking traffic flow and inappropriate language are unacceptable behaviors anywhere on campus.

8. Sexual Harassment is prohibited. Sexual Harassment is defined as unwelcome sexual advances, sexual requests or other verbal or physical conduct of a sexual nature that creates an uncomfortable environment for the victim.
9. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion.

## **Dress Code**

To minimize any disturbance to the educational environment and to ensure a safe and secure learning environment, the following guidelines will be used by building principals to determine what action will be taken relative to student dress.

1. Clothing, patches, buttons, jewelry, bags and any other personal items should be appropriate, neat and clean. Any item containing or depicting obscenity, profanity, weapons, offensive messages of race and religion, ads for illegal substances or symbols found to be disruptive to the educational environment are not acceptable.
2. Jewelry or body adornments considered to be disruptive or dangerous are not acceptable. Any accessories such as chains, spikes or jewelry that could be detrimental to the safety and/or welfare of other persons will not be permitted.
3. Revealing, sheer, and/or low-cut clothing will not be allowed. All shirts, tank tops, and/or blouses must cover a minimum of half of each shoulder and the entire torso. Shirts such as tank tops, camis, undershirts and mesh shirts cannot expose the bare midriff.
4. Hats, sunglasses, hoods, winter scarves, bandanas, headbands, and other headgear cannot be worn inside the building. Headphones may not be worn in the building.
5. Shorts and skirts must extend past the student's fingertips when the student's arms are extended by his/her legs.
6. Significantly torn or altered clothes, with primary focus on holes or tears above the knees, are not allowed if skin is exposed or above a similar level as stated in #5 or described in #3.
7. Yoga pants or leggings may only be worn when covered by a shirt, blouse, sweater, skirt, etc., but must extend to a similar level as shorts and skirts (see #7.) Sagging pants riding below the waist that may expose skin or any garment worn under the pants are not allowed. Pants made of flannel or fleece that could be considered "pajama bottoms" are not permitted.
8. Coats or lined jackets are to be left in lockers, not worn to class.
9. Book bags, backpacks, purses, laptop bags, and duffels are to be left in lockers except for use in gym class only.
10. Excessive make-up, costumes, or accessories that are distracting to instruction are not allowed.
11. Any other item or appearance deemed inappropriate by administration.

## **STUDENT BEHAVIOR CONSEQUENCES**

It is to be understood that this code is intended to be cumulative for the current school year. Parent-student-teacher communications and/or conference(s) are **expected** to correct all misbehavior. Administration involvement in student behavior issues should only occur after parent-student-teacher communication and interventions.

## **BULLYING/THREATENING BEHAVIOR/HARASSMENT**

Bullying is defined as repeated, persistent, harmful behavior, where an imbalance of power exists, intended to cause fear, distress, or harm to another person's body, emotions, self-esteem or reputation, that substantially interferes with a student's ability to benefit from the educational environment. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another with less power. For more information, see NCS board policy 5571.01 ([www.neola.com/niles-mi](http://www.neola.com/niles-mi))

1 day ISS/OSS

2 days ISS/OSS

Minimum 3 days OSS/Behavior Plan/Code of Conduct Hearing

## **CHEATING/PLAGIARISM**

Includes but is not limited to intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; copying from another student's work; representing material prepared by another as one's own work; allowing others to copy from or use work not their own.

First offense

parent contact by teacher

no credit for assignment

Second offense

parent contact by administrator

Possible nine week grade of "F"

1 day ISS

Third or more offense

parent meeting with administrator

Possible nine week grade of "F"

1+ days of OSS

## **DRESS CODE VIOLATION**

To be determined by the dean of students, assistant principal or assistant director. When appropriate, students violating the dress code will be allowed to call home to request suitable clothing. Staff may also be able to offer temporary garments. Any student refusing to comply with the dress code may be suspended.

## **EXPLICIT MATERIALS**

To attempt or knowingly access, possess, share, upload, download or distribute pornographic, obscene, or sexually explicit materials

Code of Conduct Hearing

## **FIGHTING**

Is defined as physical contact in which two or more parties are active participants, which does or could cause bodily harm. Physical contact refers to but is not limited to hitting, shoving, pushing, tripping, pinching, or spitting. Police action will also be taken by the district police liaison officer in addition to any school discipline. Spitting on another individual will result in out-of-school suspension.

5 days OSS

Code of Conduct Hearing

## **FORGERY OF SCHOOL DOCUMENTS**

1 day ISS  
1 day OSS  
Code of Conduct Hearing

## **INAPPROPRIATE BEHAVIOR IN SCHOOL**

Behavior and/or conduct and/or incitement to action that results in disruption of the learning process and orderly school environment or endangers the safety of the school, students, and/or personnel.

½ hour detention  
1-hour detention  
1 day ISS  
1 day OSS  
Minimum 3 days OSS/Behavior Plan/Code of Conduct Hearing

## **INCITEMENT**

Promoting or inciting a disagreement or conflict between others, which could result in a disruption of the school processes; this includes, but is not limited to: making accusations or threats; recording, repeating or transmitting gossip or rumors; or encouraging physically, verbally, electronically or in writing a conflict which could result in a disruption.

1 day ISS  
1 day OSS  
Minimum of 3 days OSS / Code of Conduct

## **INDECENT EXPOSURE**

Code of Conduct Hearing

## **INSUBORDINATION/DISRESPECT**

Refusal to comply with request of school authorities or disrespect to school personnel

1-hour detention  
1 day ISS  
1 day OSS  
Minimum 3 days OSS/Behavior Plan/Code of Conduct Hearing

## **PHYSICAL ASSAULT**

Physical assault is different from fighting because it does not involve at least two active participants. Macing a person is viewed as an assault

Code of Conduct Hearing  
Referral to police liaison

## **POSSESSION OR USE OF FIREWORKS, EXPLOSIVE MATERIALS OR NOXIOUS SUBSTANCES**

5 days OSS  
Code of Conduct Hearing

## **PROFANITY**

Use/access/distribution of obscene or profane language in oral or written form in pictures, caricatures, gestures, on clothing or through technological devices

½ hour detention

1-hour detention

1 day ISS

1 day OSS (**Profanity directed at any adult in the building starts at this step**)

Minimum 3 days OSS/Behavior Plan/Code of Conduct Hearing

## **SKIPPING/CLOSED CAMPUS VIOLATION**

Truancy, willful absence from school, improper check-in/check-out

**Single class:**

1 hour detention (all subsequent violations will result in “all classes” discipline consequences)

**All classes:**

1 day ISS

1 day OSS

Minimum 3 days OSS/Behavior Plan/Code of Conduct Hearing

## **THEFT OR POSSESSION OF STOLEN PROPERTY**

3 days OSS plus restitution

Code of Conduct Hearing

possible police contact

## **VANDALISM**

Significant misuse/destruction/defacing school property and/or personal property caused by the result of inappropriate behavior. All consequences include full payment of labor and replacement costs of applicable restitution and possible police contact

1 day ISS

1 day OSS

Minimum 3 days OSS/Behavior Plan/Code of Conduct Hearing

Code of Conduct Hearing

## **"VAPING" - possession or use of a “vape”, e-cigarette, etc.**

OSS pending a test of the contents of the device

Minimum out of school suspension of 5 days

If THC or another illicit substance is detected, OSS pending code of conduct hearing

## **VIOLATION OF DRIVING/PARKING REGULATIONS**

Parking ticket/fine

Loss of school driving/parking privileges

Possible police action/towing

## **SUMMARY**

The listed penalties are a possible range of consequences. The administration has the right to invoke any disciplinary measure necessary to insure the positive operation of the



school. Referrals to police and juvenile authorities will be made when appropriate, necessary, or required by law.

- Regulations covered in this handbook are in effect at school or at any school approved activity on or off school property
- Any student who is under suspension will not be allowed to attend or participate in any school activity and is not permitted on school property. Any student who has excessive incidents of restriction may also not be allowed to attend or participate in any school activity.
- Any student accumulating 10 or more in-school restriction days through the course of the school year will receive OSS for every day thereafter.
- Administration may convene a Code of Conduct Hearing against a student whenever, in his/her judgment, the documented behavior pattern of the individual or the seriousness of the offense is opposed to the process of formal education within the Niles Community Schools.
- Consequences assigned for one school year that are not served by the end of that school year may be addressed and transferred to the following school year.

## APPENDIX A

### NILES COMMUNITY SCHOOLS ACCEPTABLE COMPUTER USE POLICY

#### Introduction

Niles Community Schools (NCS, or Schools) strongly promotes the use of electronic information technologies in educational endeavors. Schools provide access to information resources in a variety of electronic formats, which allows learners to access resources, communicate in a technologically rich environment, make informed choices, and become self-directed, responsible, and accountable life-long learners.

#### **Definitions** (Information Resources)

- **Network** includes, but are not limited to, all voice, video and data systems.
- **Equipment** includes, but is not limited to, network infrastructure, computers, disk drives, keyboard & mice, multi-function photocopiers, printers, scanners, video and audio players/recorders, cameras, and telecommunications.
- **Software** includes, but is not limited to, local applications (code, script, or service), network applications (code, script, or service), audio/video/media programs, and print/fax processing.
- **Materials** include, but are not limited to, files, pictures/images (still or motion), sounds, and text or dialogue (in any language).
- The **Internet** is a global network connecting millions of computers. More than 100 countries are linked together through the exchange of data, news and opinions.

The purpose of this document is to identify and communicate standards that will assist in ensuring students benefit from their use of the Schools' network and the Internet.

The Internet is a place for the exchange of information and ideas on a wide range of subject matter. An emphasis on **Digital Citizenship** is crucial to the development of 21st Century Skills. With access to computers and people all over the world, there also comes the

availability of materials that may not be considered an educational value in the context of the school setting.

While NCS implements Internet filtering, it is impossible to control all materials on a global network. As such, students may encounter materials that are personally considered obscene, abusive, or otherwise offensive. NCS firmly believes that information and the interaction available through the network outweighs the risk that students may access materials that are not consistent with the educational goals of NCS.

### **Use of the NCS Network**

Use is ultimately governed or supported by Board Policies:

- 7540 - COMPUTER TECHNOLOGY AND NETWORKS
- 7540.03 - STUDENT NETWORK AND INTERNET

### **ACCEPTABLE USE AND SAFETY**

- 7542 - ACCESS TO DISTRICT TECHNOLOGY

### **RESOURCES FROM PERSONAL COMMUNICATION DEVICES**

- 5136 - PERSONAL COMMUNICATION DEVICES
- 5500 - CODE OF CONDUCT
- 5513 - CARE OF DISTRICT PROPERTY
- 5517 - ANTI-HARASSMENT
- 5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS
- 5600 - STUDENT DISCIPLINE

The use of the Schools' network is a privilege, not a right. Students who fail to comply with the Schools' policies and guidelines while using the network may lose the privilege to access the network. Students may also lose the privilege to use equipment provided by the School or to bring their own computerized devices to school. Additionally, students may be subject to other disciplinary action or financial liability as appropriate based upon the nature and severity of the violation.

All students who are granted access to Internet resources through the School, whether on or off of Schools' property, will have read, signed and accepted the Student Acceptable Use Policy agreement with the School. This will typically occur as a function of the Student Handbook process. The School will revoke network and Internet access to any student who does not have a properly signed agreement on file with the School. In the case of students under the age of 18, parental consent and signatures will be required before access will be granted.

All account holders ("users") of the NCS network will be granted access to select services the network offers based on grade-level and curriculum needs. The following persons may hold accounts:

**Students:** Students who are currently enrolled in the district may be granted an individual network account or access to a shared account following agreement to the terms and conditions of this policy.

All accounts, software and materials created or stored on NCS equipment or within the NCS network are the property of Niles Community Schools. Users should have no expectation of privacy regarding documents, files, e-mail or other media created or stored using technology of Niles Community Schools, and understand that all items may be reviewed at any time without knowledge or consent of the user.

## **General Rules**

The scope of this agreement extends to all NCS network, equipment, software and materials whether being used on or off of Schools' property. Furthermore, the user(s) of technology:

- Should have appropriate experience or instruction before using the technology.
- Are to use the network, software and materials during instructional time only for facilitating learning and enhancing educational information exchange consistent with the purposes of the School.
- Are responsible for the reasonable care of technology, including hardware and software while in their possession or while they are using it. Failure to maintain reasonable care may result in a financial liability to the student or student's parent/guardian.
- Will report any damage or problems with equipment, software or materials immediately upon discovery to the teacher or building principal.
- Are responsible for the security of their account. Passwords should be considered confidential and not shared with anyone else.
- Are discouraged from leaving their account logged in and unattended.
- Are expected to have all media (e.g. CD/DVD, USB drives) scanned for contamination which might endanger the integrity of Schools' network, equipment or software before they are used.
- Shall adhere to specific rules established for the use of network, equipment and software in School Labs.

## **Acceptable Uses**

Technology may be used:

- To further instructional goals and mission of the district;
- In the creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research;
- To participate in video conferencing, weblogs, wikis, bulletin boards and groups with the creation of content for podcasts and webpages that support education and research or to enhance educational information exchange;
- With parental consent, for online publication of original educational material, curriculum related materials and student work.

## **Unacceptable Uses**

To attempt or:

- Cheat, plagiarize, or in any way violate Schools' Code of Conduct
- Violate copyright, or use another person's intellectual property without his/her prior approval or proper citations
- Knowingly access, possess, share, upload, download or distribute pornographic, obscene, or sexually explicit materials
- Annoy, harass, discriminate, intimidate, or threaten any person or organization
- Vandalize, deface, damage, or disable the property of another person, organization or School
- Endanger the integrity of a computer on the Schools' network or the data stored on the network or Internet, including introduction of malicious software (e.g. viruses, worms, trojan horses, etc)
- Circumvent the Schools' Internet security measures and/or filters
- Log on to the network using another person or group's name and password or to otherwise misuse a name or password

- Access or manipulate another person's network, equipment or materials, without the implied or direct permission of that person
- Falsely represent oneself in any network communication
- Transmit information that is false or defamatory or violates the privacy of another person
- Transmit unsolicited emails (e.g., chain letter emails, spamming emails) to any of the Schools' distribution lists without permission of a teacher or Schools' administrator
- Utilize peer-to-peer file-sharing applications or Internet social media without authorization of a teacher or Schools' administrator
- Play, download or install games, entertainment software, or copyrighted material without permission of a teacher or Schools' administrator
- Remove, disable or modify any Schools' installed software
- Engage in commercial (private or for-profit) activity, product advertisement, or political lobbying
- Interfere with with the authorized investigation or lawful activities of any person, business, or organization in any manner
- Violate any local, state or federal statute, or any rule, regulation, or policy of the School.

### **School District Responsibilities**

Niles Community Schools is responsible for the management of the network, equipment and software that the Schools' use to access information technologies for educational purposes. These responsibilities include:

- Enforcing this Acceptable Use Policy
- Selecting resources that support the mission of the school district
- Selecting software that the network will support
- Defining the rights and responsibilities of technology users
- Creation or removal of user's accounts on the network(s)
- Maintaining network and equipment
- Providing training opportunities on the use and application of information technology
- Filtering and/or restricting materials not intended within the purposes of the Schools and to maintain compliance with State and Federal Law.

In accordance with its obligations under the Children's Internet Protection Act, NCS has undertaken efforts to educate students about appropriate online behavior, including cyberbullying awareness and interactions with individuals on social networking websites. During classroom activities, it is the responsibility of the classroom educator/teacher/facilitator to supervise student Internet use in a manner that is consistent with the educational objectives of the School and this policy.

### **Student Responsibilities**

Use of the Internet by students must be in support of education and research and must be consistent with the educational objectives of the corporation.

Network etiquette expects that the student abide by the following guidelines. These guidelines include, but are not limited to:

- Students are expected to be courteous and respectful. The use of vulgar, obscene, lewd, and otherwise inappropriate language is prohibited. Students shall not engage in cyberbullying.

- While the Internet itself has virtually boundless resources, the availability of local communication and storage resources is limited. Since list servers and mail servers can generate a significant amount of data to be stored, students are expected to “clean up” their files or mailboxes at appropriate times so as to not create a storage problem on the host server.
- All communications and materials obtained via the network or the Internet should be assumed to be intellectual property subject to federal copyright law.
- Any attempt to compromise network security is prohibited. Any student identifying a possible breach in security must notify a school administrator, teacher or the district’s Technology Director.

If a student is uncomfortable or feels harassed, intimidated, or threatened by information or materials that s/he receives over the Internet, s/he should tell a teacher, principal, or other school administrator immediately. Likewise, if a student is asked by another Internet user to stop emailing or contacting them, the student must stop all contact immediately.

If a student inadvertently identifies or is presented inappropriate materials on the Internet while doing legitimate research, the student is expected to notify the teacher, principal, or other Schools’ administrator.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.

### **Laptops and Personal Computing Devices**

Assignment of District-Owned technology [1-to-1] (Care of District Property):

Students or their parent/guardian are responsible for the proper care of technology equipment at all times, whether on or off Schools’ property, including any costs associated with repairing or replacing the equipment if student is deemed negligent of reasonable care. Purchase of optional insurance is recommended.

Checkout of technology for non-classroom use must be in accordance with building and Board Policy (Lending of District-Owned Equipment):

Students or their parent/guardian are responsible for the proper care of technology equipment at all times, whether on or off Schools’ property, including any costs associated with repairing or replacing the equipment if student is deemed negligent of reasonable care. Check with your home insurance carrier for applicable coverage.

Use of personal computing devices must be in accordance with Board Policy (Personal Communication Devices):

Additional Guidelines for Use :

- Personal computers and other personal communication devices in use on NCS network are subject to inspection by a teacher or administrator at any time.
- Students may only use personal laptops or other personal communication devices in accordance with Schools’ Acceptable Use Policy and applicable Board Policy.

Restrictions and Disclaimers:

- Schools accepts no responsibility or financial liability for personal laptops or other personal communication devices that are brought to school by students.

- Personal computers or other personal communication devices that are lost, stolen, or damaged are the responsibility of the student and his/her parents/guardians, regardless of how the loss, theft, or damage occurs.
- Students are advised to take steps to guard against damage, loss, or theft, including the optional purchase of appropriate insurance.
- Schools' technology department will not provide technical support for any personal laptop or other personal communication device.
- Finally, student and his/her parents are responsible for compensating the Niles Community Schools for any losses, costs or damages incurred by the school district for violations of Board Policies/Administrative Guidelines and school rules while the student is using Schools' technology network, equipment or software, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by a student while using equipment or 3rd-party Computer Services. The student and his/her parents/guardians are similarly responsible if the student takes any action with network, equipment or software that has the purpose or effect of voiding any warranty in effect covering such equipment or of providing students access to software that are available other than at the software source authorized for use by the school.

#### **Consequences of Inappropriate Use of Technology, Computer(s) and the Network**

- The building administrator will determine inappropriate use based on this Acceptable Use Policy. Their decision is final. The building administrator may close an account at any time.
- Any person who does not comply with the Acceptability Use Policy may lose or have restricted privileges of use. Repeated or severe infractions of the policy may result in permanent termination of privileges.
- Users violating any of these rights and responsibilities may face additional disciplinary action deemed appropriate in keeping with policies as stated in the student code of conduct, student handbook or policies of The Board of Education.

## **APPENDIX B**

### **APPEAL PROCESS**

Suspension of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parents' receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed.

Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents if, in the principal's opinion, this is appropriate.

The principal will reach the decision and inform the parents.

The decision of the principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the decision. The Superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request.

The Superintendent's decision shall be considered final. The parents may appeal to the Board only in cases of alleged violation of due process (Policy 5611) by the Superintendent. In such cases, the appeal shall be made in writing to the Board President within two (2) school days after the parents' receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parents of its decision within five (10) school days of receipt of the written request.

#### **Special Needs Students**

In accordance with Board Policy 2461, a student in Special Education must be referred to the I.E.P.C. and those disabled under 504 must be referred to the Director of Special Education to determine if the behavior is related to the disability. Its decision will determine the appropriate next steps.

#### **Student's Record**

A record of a student's expulsion is to be made a part of his/her permanent record.

#### **Waiver**

It is the student's prerogative to waive his/her right to a formal hearing. This waiver is to be in writing and signed by both student and parents or guardian. The signatures should be witnessed. Additionally, the student can constructively waive the hearing by simply not availing himself/herself of the opportunity for it, but such waiver cannot be construed before the passage of a considerable period of time, since it operates to close off the student's rights.

## APPENDIX C

If you are interested in an expanded version of the policies listed below, please go to our website at [www.nilesschools.org](http://www.nilesschools.org):

Attendance  
Bus Conduct  
Bus Transportation to School  
Code of Conduct  
Control of Casual-Contact Communicable Disease and Pests  
Control of Noncasual-Contact Communicable Diseases  
Discipline  
Disclosure of Directory Information  
Due Process Rights  
Early Dismissal  
Emergency Closings and Delays  
Enrolling in the School  
Equal Education Opportunity  
Evacuation Drills  
Field Trips  
Fire, Lock Down and Tornado Drills  
Grades  
Graduation Requirements  
Homebound Instruction  
Immunizations  
Individuals with Disabilities  
Injury and Illness  
Limited English Proficiency  
Nonschool-Sponsored Clubs and Activities  
Notification of Privacy Rights  
Parent Involvement  
Penalties for Infractions  
Preparedness for Toxic and Asbestos Hazards  
Review of Instructional Materials and Activities  
Scheduling and Assignment  
School-Sponsored Clubs and Activities  
Search and Seizure  
Student Assessment  
Student Discipline Code  
Student Records  
Student Rights of Expression  
Transfer Out of the District  
Unusual Situations  
Videotapes on School Buses  
Withdrawal from School



## APPENDIX D

### Acknowledgment of Receipt of Student Handbook

PLEASE DETACH THIS PAGE AND RETURN TO YOUR TEACHER

I have read the Niles High School Handbook, its rules, regulations, and policies, including the Niles Community Schools Acceptable Computer Use Policy. I fully understand its meaning and consequences and support its enforcement by persons responsible.

Please sign and return to your 1<sup>st</sup> hour teacher. Students attending classes off campus 1<sup>st</sup> hour return this form to the office. This form will be kept on file in the office. Thank you for your cooperation and support.

---

NAME OF STUDENT

\_\_\_\_\_  
SIGNATURE OF STUDENT

Date\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PARENT OR GUARDIAN

Date\_\_\_\_\_

