

# **NILES ADULT EDUCATION**

**111 Spruce Street  
Niles, MI 49120**  
(Located on 2<sup>nd</sup> floor of  
Westside Administration Building)

**Phone: (269) 684-4480**

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## **Niles Community Schools Vision Statement:**

Niles Community Schools

\*Dynamic Learners

\*Diverse Opportunities\*

\*Driven to Succeed\*

# **Niles Adult Education Staff**

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## **Instructors**

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***Welcome!***

The administration and staff extend a welcome to Niles Adult Education classes. Because your education is important to us, you can be assured of respect, encouragement, and friendship at the Adult Education Center. We want to help you accomplish your goals.

The Adult Education Learning Center is located on the 2<sup>nd</sup> floor of the Westside Administration Building, adjacent to the Adult Education office.

## **ATTENDANCE POLICY**

REGULAR ATTENDANCE IS EXPECTED and is proven to be the most successful means of course completion. Self-motivation and discipline are important in order to complete courses and make progress toward completion. **Attendance on count days is MANDATORY.** Personal adjustments to your attendance plan in order to accommodate a work schedule, childcare, or other obligations may be discussed with an advisor.

Students are required to sign in and sign out at the front desk of the Learning Center. This sign in sheet is a legal document; falsifying the time you signed in or out could result in being dropped from the program. All students are responsible for their own attendance. Parents/Guardians of students under the age of 18 may request attendance records at any time. Because this is an adult education environment, staff is not responsible for students entering the classroom after being dropped off, nor are they responsible for students remaining in the classroom once they enter the classroom.

Attendance time is recorded in 1-hour increments. You must work at least one hour in order to have any time applied to your attendance record. You must be working on your current class material(s) at all times or you may be asked to leave for the evening. You may be given an assigned seat, depending on the number and grouping of students present.

DSS, court-appointed, or Social Security-appointed students must meet those agency or department requirements. Please check with them. You will be required to sign a release of information for that agency/department. Nilis Adult Education regularly reports your attendance & grades to these agencies. Letters of enrollment or attendance will be given only after a student's attendance reaches 12 hours.

Once you have left the property you may not return that same evening. Always contact a staff member (684-4480) if you have a problem. If you have a need for a separate, quiet room please discuss your need with an advisor or instructor.

## **ASSESSMENT**

Students are tested as required by Michigan Adult Education Office. The State of Michigan has mandated that adult education students continue to demonstrate improved skills through improved reading, mathematics, and language scores, and course completion.

## **CLASS WORK**

Classwork is available in the form of online courses, direct instruction with a teacher, and bookwork. Students can earn the opportunity to work online from home after 12 hours of attendance but must continue to maintain weekly attendance. Failure to continue to meet the weekly attendance requirement may result in the discontinuation of online access to classes and require the student to repeat the 12 hour on-site requirement.

Book packet classes must be completed in the Learning Center and are to remain on file in student folders. Assignments must be turned in as they are completed. Students are required to complete their own work. Failure to abide by this work ethic policy will result in no credit for that course. In special cases, requests to complete book/packet work outside of the classroom may be considered.

As a general rule, requests will only be granted in the case of a verified medical issue. If you are experiencing difficulty attending classes on a regular basis due to unforeseen family, personal or other issues, please call or see our Adult Education Supervisor for assistance and guidance counseling.

## **COUNSELING AND GUIDANCE SERVICES**

An advisor is available to assist students with academic and career concerns. Students enrolled in the high school completion program are encouraged to meet with an advisor to review all earned credits. An educational plan for graduation will be developed for each student. The advisor is located in the Adult Education Office. Call 684-4480 evenings for an appointment.

Students experiencing problems that interfere with their program of learning, success, or personal well-being are encouraged to seek advice and support from teachers or an advisor.

## **PROGRAMS OFFERED**

- **High School Completion:** Finish high school and earn a Niles High School diploma.
- **GED:** Prepare for and take the GED test to earn a high school equivalency certificate.
- **Adult Basic Education:** Improve skills in reading, math, and language.

## **COURSE DESCRIPTIONS**

The content or subject matter of each course is available upon request in the Adult Education office.

## **COMPUTERIZED COURSES**

Many academic courses are offered via computer. The grading scale and hours required to successfully complete a course will be posted in the Learning Center. All students will be assigned some computerized courses.

## **SCHEDULE CHANGES - DROPS/ADDS**

We understand that difficulties with a schedule may arise. The Adult Education Supervisor will be happy to make schedule changes to accommodate your needs.

## **GRADES FOR ACADEMIC PACKETS**

### **Grading System**

A	90-100	I	Incomplete
B	80-89	NC	No Credit
C	70-79	CR	Credit
D	60-69	E	Failure

Any class begun in the Learning Center can be continued the following semester/year. If sufficient progress has been made, course work may be carried over for two school years.

## **GRADES**

Each program has a standard grading procedure; your teacher will provide you with detailed descriptions of your child's measure of their achievement. Parents and students are encouraged to check academic progress through PowerSchool. This is a service to parents, which allows them to monitor how their child is doing. Log in information will be sent home at the beginning of the school year. If you have not received your log in information, please contact your child's school's office.

## **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.

## **GENERAL EDUCATION DEVELOPMENT TEST - GED**

The staff is available to help students arrange to take the GED examinations. To qualify to take the GED, you must be 18 years of age by September 1 of the current school year. Students interested in taking the GED must prepare by completing guided study and practice tests.

Students may earn discounted GED testing fee rates by enrolling, attend a minimum of 40 hours during the Fall and Winter count date periods, and demonstrating proficiency on practice tests.

## **TESTING FOR CREDIT (TABE)**

Some students who are enrolled and in good standing may qualify to take the TABE--a test to earn up to 6 credits towards obtaining a high school diploma. See the Adult Ed Supervisor for details. This applies to students whose original graduation year would have been 2010 or earlier.

## LIFE EXPERIENCE CREDIT

Credit may be granted for life experiences since age 18. Examples would include work, childcare, internship, and extension travel. See the Adult Education Director for information.

6 months	1/2 credit	36 months	2 credits
12 months	1 credit	48 months	2 1/2 credits
24 months	1 1/2 credits	60 months	3 credits

This applies to students whose original graduation year would have been 2010 or earlier.

## RESIDENCY REQUIREMENTS

Students who are admitted to the Adult Education program who are not 20 on or before September 1 of the current school year and who do not reside in the Niles Community Schools district may be required to complete a **school of choice** form. To meet residency requirements, adult students must earn at least one credit at Niles Adult Education.

## GRADUATION REQUIREMENTS

A minimum of twenty (20) credits is required for high school diploma graduation. For most courses, one quarter (1/4) or one half (1/2) credit is given per subject. Students must complete **ALL** course work and demonstrate proficiency to receive credit.

\*Required courses for graduation (**Class of 2010 and prior**):

<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Credits</u>
English	3.00	Job Skills	0.50
Math	1.50	Government	0.50
Science	1.50	US History	1.00
Electives	12.00		

\*Required Michigan Merit Curriculum courses for graduation (**Class of 2011 and beyond**):

<u>Subject Area</u>	<u>Credits</u>
Math (Algebra 1, Geometry, Algebra 2, Senior Math)	4.00

English (English 9, 10, 11, 12)	4.00
Science (Biology, Chemistry or Physics, Elective)	3.00
Social Studies (US History, World History, Government, Economics)	3.00
Fine and Performing Arts	1.00
Health or Physical Education	1.00
Foreign Language (Class of 2016 and beyond)	2.00
Electives	2.00

A high school student transferring to Niles Adult Education during their senior year must successfully complete a minimum of 2.0 credits and meet all other graduation requirements as established by the Board of Education in order to graduate in the same school year.

**NOTE:** Diplomas are awarded at the end of the second semester. To be eligible, all requirements must be completed by the last day of scheduled Adult Education classes for graduating seniors. This date will be published in the Learning Center at the beginning of the second semester. If needed, a letter of completion can be provided upon request.

### **GRADUATION CEREMONY**

Each year at the end of second semester, a graduation ceremony is held to celebrate the accomplishments of the students successfully completing requirements for a high school diploma or GED. It is our belief that the event should serve as a final highlight of a student's participation in the program. **Attendance at Commencement is expected.** If you have not completed all of your work and haven't earned credit for the work completed by the last day of school for seniors, you will not be able to participate in commencement exercises.

### **BREAK TIME**

A 5-minute break will be given each student at 4:00 PM, 5:00 PM, 6:00 PM, and 7:00 PM. A student who takes extended or frequent breaks may be asked to leave for the evening. If the problem persists, the student will be dropped from the program. Students are not to block the entrance door when taking a break.

## GUESTS

No guests are allowed in the building or on the grounds except with prior consent of a staff member.

## DRESS CODE

To minimize disturbances 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 determined to be disruptive or dangerous, are not allowed. **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 may not be worn inside 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 at or above a similar level as stated in #5 or as 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 with flannel or fleece that are 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, duffels, and purses are to be left in lockers except for use in gym class only.
- 10. Excessive makeup, costumes, or accessories that are distracting to instruction are not allowed.**
11. Any other item **or appearance** deemed inappropriate by administration.
12. Blankets are not to be brought to school.

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.

## **SMOKING**

Adult Education is located in a smoke-free zone. Smoking is not permitted in the building or on school grounds at any time. Violation of this policy will result in immediate dismissal from the program.

## **STUDENT ACADEMIC FILES**

A file is maintained on each student and may be reviewed at any time by the student if the student is over the age of 18. FERPA laws apply to access of any student file. Parents may request access to files if their student is under the age of 18.

## **STUDENT PARKING**

Student parking is available in the Administrative Building gravel parking area (east of the main parking lot). Students are asked not to park in the Niles Community Schools Employee designated parking areas. No loitering or reckless driving will be permitted and could be grounds for dismissal.

## **TELEPHONE SERVICES**

If a student must be reached **in an emergency**, the Learning Center staff will accept a phone call. The Learning Center number is 684-8886.

## **EMERGENCY SCHOOL CLOSINGS AND DELAYS**

During inclement weather, please listen to your radio or TV for school closings or shortened days. The following stations will be notified and some or all of them will broadcast the information, depending on the time school officials make the decision:

WNDU AM/FM WSBT AM/FM

All emergency information relative to early dismissals, delays, or closure will be posted on building and/or district websites. In the event of an early dismissal based upon weather, building issues, power outage, etc. parents are notified and procedures are followed according to the information from the Child Emergency Closing Form. Changes in information on this form (and school emergency cards) are the responsibility of the parent.

## **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 the 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, work very closely with our first responders, and always put safety first.

## **FIRE, LOCK DOWN, and TORNADO DRILLS**

Drills are conducted regularly to ensure that students are familiar with procedures. Emergency exit routes and designated safety areas are posted in each classroom for fire and disaster drills.

## **STUDENT CONDUCT**

All students are expected to conduct themselves with respect towards staff and fellow students. Behavior that is noisy, disrespectful, disruptive, illegal, or bothersome to other students and/or staff constitutes adequate grounds for immediate dismissal. Staff will take appropriate measures to maintain a positive learning environment for all.

## **PERSONAL COMMUNICATION DEVICES**

Students may use personal communication devices (PCDs) before and after school and between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during afterschool activities (e.g., extra-curricular activities) and/or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. If PCD use is indicated within a teacher's curriculum the teacher may give the students permission to use their PCDs in the classroom at the appropriate time.

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., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e.,

pictures/video) of any student, staff member or other person.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use PCDs in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

**Violations of this policy may result in disciplinary action and/or confiscation of the PCD.** The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. 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. (See Appendix C)

**Students are NOT permitted in other areas of the Administrative Building except with permission of the Adult Education Staff. You are expected to remain in the classroom at all times other than designated break times.**

### **INAPPROPRIATE STUDENT BEHAVIOR**

Parent/Student-Supervisor communications and/or conference(s) are **expected** to correct all misbehavior. Administration involvement in student behavior issues should only occur after Parent/Student-Supervisor communication and interventions.

**BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS** (see NCS board policy 5517.01 ([www.neola.com/niles-mi](http://www.neola.com/niles-mi)))  
See Appendix B

### **BULLYING AND HARRASSMENT**

The District shall provide, and all administrators, school employees,

contracted employees and volunteers who have significant contact with students will undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

Bullying is intentional behavior initiated by one or more students directed toward other students(s). Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another with less power. Bullying is unjustified and typically repeated.

Bullying/Harassment of students is prohibited, and will not be tolerated. Any student that believes she/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the Assistant Superintendent at 269-683-0736. All reports of bullying will be investigated. Consequences for bullying will range from a warning to expulsion, depending on the severity and number of previous offenses.

**CHEATING/PLAGARISM**— 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.

**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. Spitting on another individual will result in Out-of-School Suspension.

**FORGERY OF SCHOOL DOCUMENTS** is defined as a student writing someone else's name without their permission and will be referred to the director.

**INAPPROPRIATE BEHAVIOR IN SCHOOL** (behavior and/or conduct and/or incitement to action that results in disruption of the learning process and an orderly school environment or endangers the safety of the school, students, and/or personnel)

**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, repeating or transmitting gossip or rumors or encouraging either physically, verbally or in writing a conflict which could result in a disruption.)

**INDECENT EXPOSURE** violation of this will include police contact and referral to the director.

**INSUBORDINATION/DISRESPECT** (refusal to comply with request of school authorities or disrespect to school personnel)

**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.)

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

**PROFANITY** (use/accessed/distribution of obscene or profane language in oral or written form in pictures, caricatures, gestures, on clothing or through technological devices)

**POSSESSION OF ILLEGAL SUBSTANCES** (alcohol, drugs, and tobacco products-this includes but is not limited to being in possession of, using, or distributing these substances---"use of tobacco product" means any of the following: 1) the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device 2) the inhaling or chewing of a tobacco product 3) the placing of a tobacco product within a person's mouth 4) the use of smoking of electric, "vapor," or other substitute forms of cigarettes, clove cigarettes, or other lighted smoking devices for burning tobacco or any other substance)

**POSSESSION OF A WEAPON** ("weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

**SKIPPING/CLOSED CAMPUS VIOLATION** (Truancy, willful absence from school, improper check-in/check-out)

**ATTENDANCE PROCEDURE VIOLATION** (improper check in/check-out)

**THEFT OR POSSESSION OF STOLEN PROPERTY**

**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)

## **Niles Adult Education (Westside) is a DRUG FREE ZONE**

### **SUMMARY**

The primary objectives of requiring appropriate student behavior and self-discipline is to produce a positive and safe learning atmosphere in which there will be no interruption of the teaching-learning environment.

- 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. Any student who has excessive incidents of restriction may also not be allowed to attend or participate in any school activity.
- Administration may convene a Code of Conduct Hearing whenever, in his/her judgment, the documented behavior pattern 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.

For further information on this topic, please see our website at [www.nilesschools.org](http://www.nilesschools.org). Click on the INFO tab and click on the HANDBOOK link.

# NILES COMMUNITY SCHOOLS ACCEPTABLE COMPUTER USE POLICY

## GENERAL INFORMATION

### 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)

- A. **Network** includes, but are not limited to, all voice, video and data systems.
- B. **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.
- C. **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.
- D. **Materials** include, but are not limited to, files, pictures/images (still or motion), sounds, and text or dialogue (in any language).
- E. 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 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 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:

1. Enforcing this Acceptable Use Policy;
2. Selecting resources that support the mission of the school district;
3. Selecting software that the network will support;
4. Defining the rights and responsibilities of technology users;
5. Creation or removal of user's accounts on the network(s);

6. Maintaining network and equipment;
7. Providing training opportunities on the use and application of information technology;
8. 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 cyber bullying 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 cyber bullying.
- 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 accept 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.

For further information on this topic, please see our website at [www.nilesschools.org](http://www.nilesschools.org). Click on the INFO tab and click on the HANDBOOK link.

## NILES COMMUNITY SCHOOLS BULLYING DEFINITIONS AND NEOLA POLICY

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

**“Aggressive behavior”** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**“At School”** is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event where or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

**“Bullying”** is defined as any gesture or written, verbal, or physical acts, including cyber bullying (i.e., any electronic communication, including, but not limited to electronically transmitted acts such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three.

Some examples of bullying are:

- Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name calling, making threats
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including, but not limited to notes, e-mails, social media postings, and graffiti.

**“Harassment”** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

**“Intimidation/Menacing”** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person’s property; or to intentionally interfere with or block a person’s movement without good reason.

**“Staff”** includes all school employees and Board members.

**“Third Parties”** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:  
Harassment, see Policy 5517;  
Hazing, see Policy 5516.

For additional information, please refer to board policy 5517.

If you feel that you have been the victim of bullying, you have an avenue of protection. Please contact either a staff member or the Principal.

For further information on this topic, please see our website at [www.nilesschools.org](http://www.nilesschools.org). Click on the INFO tab and click on the HANDBOOK link.

**NILES COMMUNITY SCHOOLS  
PERSONAL COMMUNICATION DEVICES NEOLA POLICY**

Students may use personal communication devices (PCDs) before and after school and between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities) and/or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they 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., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal. Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision

and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. 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. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy **5771** – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Revised 12/7/07  
Revised 2/15/10  
Revised 6/21/10  
Revised 1/28/13  
Revised 8/4/14

**For further information on the following topics, please see our website at [www.nilesschools.org](http://www.nilesschools.org). Click on the INFO tab and click on the HANDBOOK link:**

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  
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  
Non-school-Sponsored Clubs and Activities  
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

## Student Schedule

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

**Start Date:** \_\_\_\_\_

Class Schedule – 3:00pm – 8:00pm

Monday

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Tuesday

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Wednesday

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Thursday

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**Niles Adult Education —  
Building a Foundation for our Future**

**WELCOME!**