

# **NILES CEDAR LANE**

**1 Tyler Street**  
**NILES, MICHIGAN**  
Phone: (269) 684-9554

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

Niles Community Schools

\*Dynamic Learners

\*Diverse Opportunities\*

\*Driven to Succeed\*

## **Niles Cedar Lane Mission Statement:**

The mission of Niles Cedar Lane is to ensure that every student:

- Succeeds academically
- Gains the knowledge and skills needed to be a responsible, productive citizen
- Appreciates one's self and others.

## Welcome to Niles Cedar Lane

Dear Students,

On behalf of the faculty and staff, we are pleased to welcome you to Niles Cedar Lane. Niles Cedar Lane offers a complete Michigan Merit Curriculum of classes taught by caring and highly qualified teachers. Whether you're a returning student or you are joining us as a new student, we hope you will find Niles Cedar Lane an ideal environment to further your educational and personal growth.

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. If you have further questions about those rules and policies, please contact our office at (269) 684-9554.

Our goal is to ensure that both you and the school benefit from your time here. Our office is always open and we welcome your questions, concerns, or suggestions. Just as every student has different needs and goals, we can each make a unique contribution to our learning community. We sincerely wish you a successful 2019-2020 school year.

John Fonash, Principal

Faculty and Staff

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### FULL DAY SCHEDULE

| Hour            | Start Time      | End Time        |
|-----------------|-----------------|-----------------|
| <b>1st Hour</b> | <b>7:50 AM</b>  | <b>8:50 AM</b>  |
| Passing         | 8:50 AM         | 8:52 AM         |
| <b>2nd Hour</b> | <b>8:52 AM</b>  | <b>9:22 AM</b>  |
| Passing         | 9:22 AM         | 9:24 AM         |
| <b>3rd Hour</b> | <b>9:24 AM</b>  | <b>10:14 AM</b> |
| Passing         | 10:14 AM        | 10:16 AM        |
| <b>4th Hour</b> | <b>10:16 AM</b> | <b>11:06 AM</b> |
| LUNCH           | 11:08 PM        | 11:43 PM        |
| <b>5th Hour</b> | <b>11:45 PM</b> | <b>12:35 PM</b> |
| Passing         | 12:35 PM        | 12:37 PM        |
| <b>6th Hour</b> | 12:37 PM        | 1:27 PM         |
| Passing         | 1:27 PM         | 1:29 PM         |
| <b>7th Hour</b> | <b>1:29 PM</b>  | <b>2:19 PM</b>  |

### HALF DAY SCHEDULE (Morning Classes)

| Hour            | Start Time      | End Time        |
|-----------------|-----------------|-----------------|
| <b>1st Hour</b> | <b>7:50 AM</b>  | <b>8:50 AM</b>  |
| Passing         | 8:50 AM         | 8:52 AM         |
| <b>2nd Hour</b> | <b>8:52 AM</b>  | <b>9:22 AM</b>  |
| Passing         | 9:22 AM         | 9:24 AM         |
| <b>3rd Hour</b> | 9:24 AM         | 10:02 AM        |
| Passing         | 10:02 AM        | 10:04 AM        |
| <b>4th Hour</b> | <b>10:04 AM</b> | <b>10:43 AM</b> |

### HALF DAY SCHEDULE (Afternoon Classes)

| Hour            | Start Time     | End Time        |
|-----------------|----------------|-----------------|
| <b>5th Hour</b> | <b>7:50 AM</b> | <b>8:55 AM</b>  |
| Passing         | 8:55 AM        | 8:57 AM         |
| <b>6th Hour</b> | <b>8:57 AM</b> | <b>9:55 AM</b>  |
| Passing         | 9:55 AM        | 9:57 AM         |
| <b>7th Hour</b> | <b>9:57 AM</b> | <b>10:43 AM</b> |

**Administrator**

John Fonash

Principal

**Alternative Education Secretary**

Jeanie Bradley

**Teachers**

Eve Astacio-Ghisolf

Spanish

Chad Gardner

Science

Richard Hughey

English

Kristen Schueneman

Math

Melissa Luster-Bartz

Math

Angelecque Thornton

Social Studies

**Instructional Assistants**

Tammy Bassett

Learning Center

Jim Merriman

Security

Robin Middleton

Attendance

**Behavior Specialist**

Dawn Green

**Phone: (269) 684-9554**

## **PART I GENERAL INFORMATION**

### **MICHIGAN MERIT CURRICULUM (MMC)**

#### **High School Graduation Requirements Common Core State Standards (CCSS)**

To prepare Michigan's students with the knowledge and skills needed for the jobs in the 21<sup>st</sup> Century, the State of Michigan has enacted a rigorous new set of statewide graduation requirements that are among the best in the nation. With these new graduation requirements, students will be well prepared for future success in college and the workplace. A **TOTAL** of 20 **Credits** are required to earn a diploma: 18 credits to complete the Michigan Merit Curriculum and 2 elective credits.

#### **English Language Arts – 4 Credits**

- English Language Arts 9
- English Language Arts 10
- English Language Arts 11
- English Language Arts 12

#### **Mathematics – 4 Credits**

- Algebra I
- Geometry
- Algebra II
- One math course in final year of high school

#### **Science – 3 Credits**

- Biology
- Physics or Chemistry
- One additional science credit

#### **Social Studies – 3 Credits**

- 0.5 Credits Civics/Government
- 0.5 Credits Economics
- U.S. History and Geography
- World History and Geography

#### **Physical Education and Health – 1 Credit**

#### **Visual, Performing and Applied Arts – 1 Credit**

#### **Language Other than English – 2 Credits**

#### **Elective – 2 credits**

## **SPECIAL PROGRAMS**

- Reaching for the Reins
- Building Futures
- National Archery in the Schools Program (NASP)

Service-learning is an educational activity or program that encourages students' learning and growth through community service and volunteer based activities. Service-learning is an effective method of teaching students to develop a focus on becoming valued participants in their communities and should be an integral part of education.

National Archery in the Schools Program offers the students at Niles Cedar Lane an opportunity to learn a lifelong skill that is unique in our district.

If you are interested in being a part of any of these programs please see the Principal at the beginning of the Semester.

## **Academic Reports**

Report cards are mailed home after each nine-week marking period. Student progress reports are also mailed to each student's home at the end of each nine-week marking period.

All students' grades will be calculated using the following criteria (See Administrative Guideline 5421B – Grading Criteria)

- A** Outstanding Scholarship, high self-discipline and appropriate classroom behavior
- B** Above average scholarship, high self-discipline and appropriate classroom behavior
- C** Average scholarship and acceptable level of self-discipline and appropriate classroom behavior
- CR** Credit
- NC** No Credit (due to non-completion of work)
- X** No Credit (due to attendance or non-completion of work)

## **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.

### **Communication**

Communication with Parents and Guardians is a priority at Niles Cedar Lane. If you have any questions or concerns please feel free to contact the office and we will get you in contact with the Principal or teacher you would like to speak with. Feel free to contact us by phone, email, or face-to-face. We are interested in your input and wish to make sure your experience at Niles Cedar Lane is a positive one for you and your child. **Power Announcement** is a notification tool that allows us to relay vital information to you. It is used, in addition to news outlets, to notify you of school closings or delays along with specific information for our building. Additional information will be sent home.

### **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:

ABC 57 WNDU WSBT

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, which include 10 drills a year; 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.

### **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 office. Additionally, evidence may be required as to the need for each absence.

### **Computer Use**

Computers are available for student use in the Learning Center. The use of computers is a privilege. Students and parents must read, sign and return the Technology Acceptable Use Policy (see Appendix A).

## Prom

Junior or Senior Niles Cedar Lane students who are in 'Good Standing' are able to attend the Niles High School Prom. For more information please see the Niles Cedar Lane secretary.

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.

Any student who wishes to bring a guest must return a completed guest pass form to the principal's secretary three days prior to the end of the school day of the dance. Guest pass forms are available from the Niles Cedar Lane secretary. All guests must be high school students, or not over the age of 18. The Niles High School (NHS) principal or his/her designee must approve all guest passes.

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 adult education classes.

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.

### Food Services: Breakfast and Lunch

Breakfast and lunch will be available to all Niles Cedar Lane. Students who qualify for free/reduced lunch will also qualify for free/reduced breakfast. If you have not filled out the paperwork for free/reduced lunch please get a copy from the office. If you have questions about your bill please contact JJ Merimonti at (269) 684-1144. All menus can be found online at: <http://nilesschools.nutrislice.com/>.

### Dual Enrollment

In order to enroll in college course work as a Dual Enrollment 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.

*"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 District shall make an additional payment to the institution from the general fund if funds are available and the student is receiving high school credit for the course". (Board Policy #2271)*

2. The student must maintain a full time schedule between the postsecondary institution and Niles Cedar Lane.
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 Cedar Lane 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.  
*"If a student participating in the postsecondary (dual) enrollment program fails to successfully complete an eligible course after the drop date or fails the 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 and the student is ineligible for further postsecondary enrollment until the cost has been reimbursed." (Board Policy #2271)*
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 program

### **"Good Standing" Criteria**

In order to attend certain extracurricular functions, including but not limited to Winter Formal and 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 2019-2020 school year.

Students will be notified if they are not allowed to attend the events. Students can appeal their standing status by making an appointment with their administrator 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 principal.

### **Graduation Ceremonies**

Specific information about graduation ceremonies will be given to seniors throughout their senior year.

### **Senior Residency**

Students attending only in their 4<sup>th</sup> year will be required to establish residency by earning 5 credits. Students attending only one semester in their 4<sup>th</sup> year will be required to establish residency by earning 2.5 credits. Students failing this residency requirement will not graduate from Niles Cedar Lane and may be referred to another program.

### **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 office.

### **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.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require 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, the Board shall require the prior written consent of the parent who must also authorize any self-medication by his/her child. Staff members, in accordance with the school board policy, 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). Click on Select a School tab and select Non-Traditional Education. Go to the Niles Cedar Lane link and select on HANDBOOK:.

### **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 the Director of Student Support Services, Niles Community Schools, One Tyler 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 the Director of Student Support Services, Niles Community Schools, One Tyler 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, One Tyler Street, Niles, Michigan, 49120. (269) 683-0757.

For further information on this topic, please see our website at [www.nilesschools.org](http://www.nilesschools.org). Click on Select a School tab and select Non-Traditional Education. Go to the Niles Cedar Lane link and select on HANDBOOK.

### **Off Campus Events/Field Trips**

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 the 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.

### **Out of School Suspension (OSS)**

The principal or staff 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/parents may request the student's homework for the time missed by contacting the office at (269) 684-9554.

### **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 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)

### **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 Cedar Lane. During that semester the student must take the maximum number of credits per semester and fulfill the graduation requirements specified for that graduating class.

## **Transportation Bus Procedures**

### **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 guideline 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 colognes, perfume or body sprays 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 misbehavior 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

### **Student Driving/Parking**

1. In order for a student to park in the parking lot, he/she must fill out a student driving contract in the office.
2. Students are not permitted to loiter in their vehicles.
3. Students are to drive carefully and at a reasonable speed with due regard for vehicular and pedestrian traffic.
4. All vehicles on school property are subject to search with "reasonable suspicion."
5. Disciplinary action may include suspension of parking privileges on school property and towing.

### **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 the school secretary at the Niles Cedar Lane Office, signed by the student and returned to the employer. A work permit may be revoked if poor school attendance results in a level of schoolwork 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. Students should expect that **missing more than 6 days of school per marking period 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 from a class shall be counted except those for school sponsored/sanctioned activities or approved extenuated absences. Students who are suspended during the marking period will NOT have those days counted against them UNLESS they miss an additional day(s) after their suspension. In that case, ALL suspension days will be counted as unexcused absences against the student.

To participate in an after school extracurricular 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.

Phone calls are made daily to your home if your student is not in attendance and you have not called to excuse your student. After your student has missed 4 days in a class you will receive a letter home to notify you of your student's absences at that point.

### Procedure

An excused absence from school or class is an absence where the *parent or guardian* properly completed the required contact with the school. Phone calls excusing the student will be accepted and should be directed to the office. ALL absences are marked as unexcused and will have notes added when a parent phone call or note (i.e. court appearances, doctor's apt, death in the family) is received in the office.

Students who have missed more than 6 days (excused or unexcused) in a marking period may appeal the loss of credit to the teacher and/or principal at the end of each marking period. Students who have returned notes or have had parent phone calls will have those noted on their students appeal.

If a student arrives after the tardy period (the first 10 minutes of a class period), he or she will be considered absent and must report to the office to sign in. Students who leave school during the school day must be signed out in the Office.

## **PART III: STUDENT BEHAVIOR**

### **Code of Conduct**

This section 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, expulsions, etc.

For further information on this topic, please see our website at [www.nilesschools.org](http://www.nilesschools.org). Click on Select a School tab and select Non-Traditional Education. Go to the Niles Cedar Lane link and select on HANDBOOK:.

### **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 (3) 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 or look-alike drug (includes alcohol and tobacco.)
4. Use or being under the influence, of drugs or alcohol.
5. Intentionally causing, or attempting to cause, physical harm to any

- school staff or school representative through force or violence.
6. 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).
  7. Acts of arson, bomb threats, false fire alarms, or any serious threat to school property or activities.
  8. Willful destruction of school property (in excess of \$200).
  9. Acts of stalking (repeated or continuing harassment of another individual that cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested).

The district Code of Conduct can be found, in its entirety, in Board Policy 5500.

### **General Behavior Expectations**

One of the goals of Cedar Lane 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 Cedar Lane a safe and secure learning environment. In addition to these expectations, the teacher with administrative approval may develop more specific classroom expectations.

1. Students are not to loiter in the building after 2:22 p.m. Any student remaining on school property after dismissal must be supervised by school personnel.
2. Public displays of affection are prohibited. This includes, but is not limited to, kissing and hugging. Handholding is acceptable.
3. Physical, Emotional, Social, or Cyber Bullying will not be tolerated. (See Appendix B)
4. Running, shouting, pushing, blocking traffic flow and inappropriate language are unacceptable behaviors.
5. 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.
6. 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.

For further information on this topic, please see our website at [www.nilesschools.org](http://www.nilesschools.org). Click on Select a School tab and select Non-Traditional Education. Go to the Niles Cedar Lane link and select on HANDBOOK:.

## Standards of Dress

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.

## INAPPROPRIATE STUDENT BEHAVIOR

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 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**

**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)

**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)

**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.)

## **Niles Cedar Lane 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 suspensions 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 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.

For further information on this topic, please see our website at [www.nilesschools.org](http://www.nilesschools.org). Click on Select a School tab and select Non-Traditional Education. Go to the Niles Cedar Lane link and select on HANDBOOK:.

## APPENDIX A

### 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 Select a School tab and select Non-Traditional Education. Go to the Niles Cedar Lane link and select on HANDBOOK:.

## APPENDIX B

### 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 Select a School tab and select Non-Traditional Education. Go to the Niles Cedar Lane link and select on HANDBOOK.

## APPENDIX C

### 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.

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Revised 2/15/10

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Revised 8/4/14

**For further information on the topics listed below, 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