

2023-2024 Howland Schools Grades PreK- 6

Students' Rights and Responsibilities



Springs Primary - Grades PreK & K
Principal: Mr. Carl Clark
330-856-8280

Glen Primary - Grades 1 & 2
Principal: Mr. Travis Roth
330-856-8275

H.C. Mines Elementary - Grades 3 & 4
Principal: Mrs. Jennifer Stephenson
330-856-8270

Howland Middle School - Intermediate 5 & 6
Principal: Mr. Stephen Kovach
330-856-8250

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in summer 2023. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: www.howlandschools.com.

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EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District’s Compliance Officer(s).

Complaints will be investigated in accordance with the procedures described in the District Bylaws and Policies. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

MISSION STATEMENTS

**HOWLAND LOCAL SCHOOL DISTRICT
MISSION STATEMENT**

The mission of the Howland Local School District is to provide the most appropriate education to our students in a safe learner-centered environment.

**HOWLAND LOCAL SCHOOL DISTRICT
VISION STATEMENT**

Howland Local schools will achieve “Excellent” status in all measurable standards and be the best that we can be.

HOWLAND BOARD OF EDUCATION

SCHOOL BOARD MEMBERS & MEETINGS

Members: Julie Altawil, Denise Delida, Brian Burkey, Dr. Kenneth Jones, and Wendy Miller

The Board decides when meetings are to be held at the January meeting. The Board has decided to hold meetings at 5:30 p.m. on the fourth Monday of every month. Meetings will be held at different buildings on a rotating basis. The media is notified of all regular and special meetings at least 24 hours in advance. Please check the district's website for confirmation of dates and times.

HOWLAND LOCAL SCHOOLS DIRECTORY: 2023-2024

ADMINISTRATIVE OFFICES

Kevin Spicher	SUPERINTENDENT	330.856.8200
Julie Sloan	TREASURER	
Robert Blevins	TECHNOLOGY SUPERVISOR	
Ramona Kendzerski	SUPERVISOR OF SPECIAL EDUCATION	
Justin Pancake	FOOD SERVICE MANAGER	
Jeff McVicker	TRANSPORTATION SUPERVISOR	
Erin Pierce	SUPERVISOR OF CURRICULUM & INSTRUCTION, FEDERAL PROGRAMS, and PROFESSIONAL DEVELOPMENT	
Keith Spicher	MAINTENANCE/OPERATIONS SUPERVISOR	

HOWLAND SPRINGS PRIMARY SCHOOL

Fax: 330.856.2475

Carl Clark	PRINCIPAL	330.856.8280
Katelin Borucki	BUILDING SECRETARY	
Heather Stirling	SCHOOL COUNSELOR	

HOWLAND GLEN PRIMARY SCHOOL

Fax: 330.856.8289

Travis Roth	PRINCIPAL	330.856.8275
Gail Mazey	BUILDING SECRETARY	
Heather Stirling	SCHOOL COUNSELOR	

H.C. MINES ELEMENTARY SCHOOL

Fax: 330.856.8288

Jennifer Stephenson	PRINCIPAL	330.856.8270
Debbie Deciancio	BUILDING SECRETARY	
Heather Stirling	SCHOOL COUNSELOR	

HOWLAND MIDDLE SCHOOL - INTERMEDIATE

Fax: 330.856.2157

Stephen Kovach	PRINCIPAL	330.856.8250
Carol Robison	BUILDING SECRETARY	
Leslie Gumino	SCHOOL COUNSELOR	

PARENT TEACHER ORGANIZATION

P.T.O. PARTICIPATION

We welcome your involvement in our school. Volunteering can be a rewarding experience for you and the children within the Howland Local School System. If you would like to be involved in the PTO or help in anyway, please contact the school and talk to the principal for suggestions.

All visitors, patrons, and parents are welcome and encouraged to visit our school. Please stop in the vestibule to state the nature of your visit before going to the class of your choice. We have a sign in sheet for all visitors and visitor badges for you to wear while in the building.

PARTIES

Our PTO sponsors three parties each year, one in October, one in December, and one in February. Working in conjunction with the Executive PTO board, the principal will determine the structure of the parties. If a party is canceled due to weather/calamity, the party will be held on the first day the students return to school.

Due to potential food allergies, wellness programs, and the time constraints, parents will no longer be permitted to provide individual snacks to classrooms. Parents are permitted to send in non-food items to celebrate their child's birthday. Some suggestions might be pencils, stickers, erasers, bouncy balls, etc.

All private party invitations can only be distributed if given to all girls/boys or all students in the class. At no time will students' addresses and phone numbers be released for this purpose.

TELEPHONE – VOICE MAIL

Howland Schools have voice mail with our phone system. Our phone line should never ring busy. If we are on the line, you will be able to leave us a message. If a response is necessary, we will return the call as quickly as possible. However, if you have an end of the day message (**after 2:30 pm**) or need to pick up your child after school, please do not leave a message but rather call back and talk directly with the secretary. Pick up changes cannot be made after 2:45 pm.

FINAL FORMS

It is the responsibility of the parent/guardian to keep FinalForms accounts updated regularly. Please note that change of address must take place through the district administration offices at 8200 South Street SE.

Final Forms not being completed may result in the delay of your child's start date.

SAFETY & SECURITY

EMERGENCY PROCEDURES

If a need arises at school that requires your immediate attention, it is imperative that the school has the needed information on file. We require you to complete/update **Emergency Medical information in Final Forms** at the beginning of each school year. Please be sure that all information is accurate and complete. Be sure to include **two (2)** other local phone numbers in addition to your home phone number that we may call in an emergency.

If your phone number changes or is no longer in service, or if one of the emergency numbers changes during the school year, please notify the school of the change immediately. In addition, please update any information in Final Forms.

In case of illness/injury, we are not permitted to administer any form of medication. We may only cleanse a wound or injury and cover it.

In the event of a child becoming ill at school, the student will be brought to the clinic. The parents, or other designated persons, will be notified and asked to come for the child.

Should a child be seriously injured at school or on the way to school, he will be taken to the clinic. Every attempt will be made to notify the parent or legal guardian. If immediate medical care by a doctor/hospital facility is required and the parent cannot be contacted, the principal and nurse will use their best judgment as to what is to be done.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Safety drills will be conducted according to mandates.

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file. School closings are also reported to local news stations.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and Asbestos Management Plan is available for inspection at the Board offices upon request.

VISITORS

Visitors, particularly parents, are welcome at the School. To gain access to the building, visitors must ring the bell at the front door to gain access to the building vestibule. If entering the building, visitors will sign in and must wear a visible Visitor's Badge at all times. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

VISITOR GUIDELINES

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. Portions of the building that will not be needed after the regular school days are closed off.

ATTENDANCE GUIDELINES

DAILY ATTENDANCE POLICIES

Howland Local Schools has a commitment to provide a formal quality education to its students. To achieve this goal, students must consistently be in attendance at school.

Students are expected to be in class. Attendance and promptness to class is the responsibility of each student and his/her parents or guardian. Attending classes and being on time allows the student to benefit from the school's program in addition to developing habits of punctuality, self-discipline, and individual responsibility.

When a student is absent from school, a parent must call the school office within the first hour of the school day and provide an explanation for the absence.

If the school is not contacted by the parent, the school will attempt to make contact with the parent/guardian through the all call system.

Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school is in session. Such attendance must begin within the first week of the school term, or within one week of the school term, or within one week of the date on which the child begins to reside in the district.

EXCUSED AND UNEXCUSED ABSENCES:

The Howland Board of Education has established classification of excused and unexcused absence from school.

The following conditions constitute reasons for excused absence from school:

1. Personal illness
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death in the family
5. Work at home due to absence of parents or guardians
6. Observation or celebration of a bona fide religious holiday
7. Necessary work at home due to absence or incapacity of parent(s) / guardian(s)
8. Out-of-state travel (up to a maximum of four (4) days per school year to participate in a District-approved enrichment or extracurricular activity)
9. Such good cause as may be acceptable to the Superintendent or designee
10. Medically necessary leave for a pregnant student in accordance with Board Policy.
11. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Board Policy.

Due to an excused absence, students will be provided an opportunity to make-up missed school work and/or tests.

SUSPENSION FROM SCHOOL

Students are permitted to receive credit for work missed during their suspension from the Howland Local Schools.

UNEXCUSED ABSENCES (TRUANCY/CUTTING CLASS):

Howland Local Schools do not excuse absences from school for such reasons as:

1. Private lessons
2. Oversleeping
3. Car trouble/no ride/traffic
4. Non related school exams
5. Vacation
6. Any other absence not considered part of a reasonable school program

Students who do not maintain good attendance may fail, forfeit course credit, lose certain privileges (including participation in extra-curricular, co-curricular or athletic activities), and/or be cited into court.

FUTURE EXCUSES

It is strongly recommended that parents not take their child out of school as it is not in the best interest of the child's education. When absences must be scheduled during the school year, a future excuse form must be submitted to the office a minimum of three school days prior to the proposed absence for principal approval. As a reminder, any hours will count towards the total allowable amount of missed school hours for the school year under House Bill 410.

Parents/students are responsible for informing their teachers of impending absences in a timely manner. Work provided in advance may be due upon the student's return to school; otherwise, a student will have no more than the number of days absent to make up required work and tests if the absence is deemed excused by school administration.

If the future excuse form is not submitted within three school days of the first day of the proposed absence, it will not be excused; therefore, credit will not be awarded for assignments.

HABITUAL TRUANCY AND EXCESSIVE ABSENCES

In December 2016, [HB 410](#) was passed by the General Assembly and signed into law by Governor John Kasich. HB410 made several changes to how schools and juvenile courts handle truancy. Please read over and become familiar with the mandates below set forth by HB 410 as truancy has been moved from being defined by days to hours.

House Bill 410 (2016), effective 4/6/2017, defines habitual truant as:

- A. Absent 30 or more consecutive hours without a legitimate excuse;
- B. Absent 42 or more hours in one month without a legitimate excuse;
- C. Absent 72 or more hours in one year without a legitimate excuse.

House Bill 410 (2016), effective 4/6/2017 defines excessive absences:

- A. Absent 38 or more hours in one school month **with or without** a legitimate excuse;
- B. Absent 65 or more hours in one school year **with or without** a legitimate excuse.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, Howland Local Schools will partner with students and their families to identify and reduce barriers to regular school attendance. Howland Local School District will utilize a continuum of strategies to reduce student absence including but not limited to:

- Notification of student absence to parent or guardian
- Development and implementation of an absence intervention plan, which may include supportive services for students and families
- Counseling
- Parent education and parenting programs
- Mediation

- Student placement in an Alternative Learning Center
- Referral to the Trumbull County Student Assistance Consortium Program
- Intervention programs available through Trumbull County Juvenile Court
- Referral for truancy to the Trumbull County Court of Common Pleas, Juvenile Division

Once a student has reached the State threshold established by House Bill 410 for unattended hours, the student may be required to provide medical or legal documentation for an absence or tardy/early release to be counted as excused.

The Howland Local Schools are required by law to take action by contacting a parent/guardian and may establish an Attendance Intervention Team Meeting and plan for students when the following “trigger” points are reached in order to improve student attendance.

“Habitual Truant”

Absent 30 or more consecutive hours without a legitimate excuse. **Trigger** - 24 consecutive hours.

Absent 42 or more hours in one month without a legitimate excuse. **Trigger** - 36 hours in a month.

Absent 72 or more hours in one year without a legitimate excuse. **Trigger** - 56 hours in a year.

“Excessive Absences”

Absent 38 or more hours in one school month with or without a legitimate excuse. **Trigger** - 26 hours in one month.

Absent 65 or more hours in one school year with or without a legitimate excuse. **Trigger** - 47 hours in a school year.

ATTENDANCE REQUIREMENTS

- A parent must call the school attendance office within the first hour of the school day and provide an explanation for the absence.
- **Communication must be made with the school within 48 hours of an absence for it to be considered excused. Communication includes a phone call or a written parental, medical, or legal excuse.**
- Students with a health condition that causes repeated absences must provide the principal with an excuse from a registered physician that states **each day of absence and when the student is cleared to return to school.**
- When no excuse is provided, the absence will be unexcused and the student will be identified as absent without legitimate excuse for that school day.

TARDINESS

Promptness is a virtue that is highly respected by teachers, classmates, and future employers. Tardiness to class or school interrupts the entire class. Please be at school and class on time. The tardy bell is the signal for the class to begin. If tardy to school, the student must be signed in by parent. Failure to report to the office will result in the student being recorded with an unexcused absence from classes that are missed.

Tardiness to school will be excused or unexcused as per the same Ohio Revised Code guidelines and district interpretation as are daily absences. Early dismissals are counted the same as a tardy. If a tardy or early dismissal is due to a doctor appointment, a medical excuse is required. Students who are tardy need to be signed in by the individual bringing the child to school and the reason for the tardiness must be noted.

All tardies count towards the maximum allowable hours in which a student is permitted to miss school under House Bill 410. Please see “Habitual Truancy and Excessive Absences” above for more information.

EXEMPTIONS

Application for exemption must be submitted to the principal. All necessary legal documentation that suggests that long term or chronic illness was present, a major emergency occurred, or legal requirements were being met must be included when the request is submitted. This documentation may include such things as doctor’s statements,

court orders and police reports should be provided for inclusion in the student's attendance file. Exemptions to the attendance policy are evaluated on an individual case by case basis. Failure to do so may result in failing grades and denial of credit for all courses in which the student misses more than the maximum allowable hours under House Bill 410. See "Habitual and Excessive Absences" above for more information.

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

PERFECT ATTENDANCE

A student must be physically present **ALL DAY EACH DAY** of a school year to be considered for perfect attendance.

ABSENTEE SCHOOLWORK

Students having excused absences may have make-up assignments after they have been absent for 2 days and not returning the third school day. Assignments must be completed within the same number of school days as the absence. A call to the office before 10:00 a.m. will facilitate having work ready to be picked up in the office between 3:00-4:00 p.m.

At the Intermediate level, students have one-on-one chromebooks and teachers utilize Google Classroom. Students/parents can directly email teachers and view their Google Classroom/*Week at a Glance* for any missed work.

EARLY RELEASE DAYS

At the end of each grading period, **all students are released from school one hour early** to allow teachers to complete their grades.

STUDENT RECORDS

ADDRESS, PHONE, CUSTODY, ETC., CHANGES

Please notify the school office immediately upon a change of address, phone, custody, emergency phone number, etc. This can be very important in the case of an emergency, illness, or other school matters.

STUDENT RECORDS – DIVORCED PARENTS

1. The custodial parent must provide proof of legal custody by submitting a copy of the divorce papers, including visitation rights or non-visitation rights, at the time of enrollment.
2. The school will release students only to the custodial parent. No student will be released to anyone other than the custodial parent unless the custodial parent has given written authorization to do so.
3. Either parent may have equal access to grades unless there is a court order to the contrary.
4. Either parent may have access to the health records unless there is a court order to the contrary.
5. Either parent is entitled to a parent conference unless there is a court order to the contrary.
6. Either parent may visit the class to observe unless there is a court order to the contrary.
7. If a change in the custody of the child occurs during the school year, the school should be notified.

The school must have a copy of the custodial papers and also be notified immediately if there are any changes in family status concerning our students. We thank you for your attention in this regard.

WITHDRAWAL FROM SCHOOL

When students are to be withdrawn from school, we would appreciate parents notifying the school office several days in advance. A withdrawal form will need to be completed at the Administration office or at the building office. **Student’s records will not be released without parental consent.** All fees must be paid and books and materials returned upon withdrawal from school.

FIELD TRIPS

Field trips are designed to support our curriculum. All children are expected to participate in these learning experiences. Field trips are a privilege, therefore if your child has academic and/or behavior concerns, he/she may be required to stay at home during scheduled field trip times. The principal has the discretion to allow a student with behavior concerns to attend a field trip if a parent/guardian accompanies their child for the entire trip. The principal also has the discretion to limit those who participate in the field trip, even in public settings. **No student may go on a field trip unless his/her parent or legal guardian has signed a permission slip.** Students should return the signed permission slip to the classroom teacher. Transportation on field trips will be provided by school buses or rented buses.

Students absent on the day of the field trip will not be refunded for any reason.

SCHOOL COUNSELORS

Heather Stirling, our elementary school counselor, will be at each school each week. If a student chooses to talk to Mrs. Stirling, he/she may fill out an appropriate form, which is available in each homeroom or in the counselors’ office. Mrs. Gumino is the intermediate school counselor.

HOMEWORK

Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of Howland Local Schools K-6 faculty to assign relevant, challenging, and meaningful homework assignments that prepare students for new material and reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished classroom assignments, and develop academic independence.

Homework assignments should be differentiated to meet individual students’ needs and may include:

- *Practice exercises to follow classroom instruction*
- *Preview assignments to prepare for subsequent lessons*
- *Extension assignments to transfer skills or concepts to new situations*
- *Creative activities to integrate many skills toward the production of a response or product*

DURATION

Actual time required to complete assignments will vary with each student’s work habits and academic proficiency. Students should expect to spend time on homework each school day. Please see the chart below for time limits. **Absences and tardiness from school can contribute to more work time at home.**

Kindergarten	10 minutes
First Grade	20 minutes

Second Grade	20-30 minutes
Third Grade	30-45 minutes
Fourth Grade	45-60 minutes
Fifth Grade	45-60 minutes
Sixth Grade	60 minutes

Daily reading is critical to your child’s growth and reading development. It is expected that each child will read 15-20 minutes a night. Reading also includes when adults read to children.

Students spending an inordinate amount of time (in excess of one hour) doing homework should discuss the issue with their classroom teacher.

SUBMISSION

Students are expected to submit work on time. Students who turn in late assignments on a consistent basis may receive: partial credit, no credit, communication with parents/guardians, or lunch detention. Extenuating circumstances require a note from the parent/guardian which should be validated through direct contact with the teacher.

Students who miss homework due to an excused absence will be given the opportunity to submit missed work. Students are given **one calendar day for each day absent** to submit the missing work. Students will also have in-class work and quizzes/tests that will need to be made up.

If a student is experiencing difficulty on a particular assignment after trying to complete it during the grade level timeframe, parents/guardians may send a note to the teacher to discuss options for the student to be successful.

ASSIGNMENTS

In-class Assignments: Assignments completed during class do not factor into the homework requirement. Students are given an appropriate amount of time to complete in-class assignments. If they are unable to finish, the work may become homework in addition to the regular daily assignment.

Daily Assignments: Homework may be assigned daily for each class.

- The task may be a written response, a reading assignment, or a routine to be followed or practiced.

Long Term Assignments: Long term assignments must be announced at least one week before the due date.

- Reports and projects should have a clear task, grading rubric (including punctuality of submission as a category), due date, and a sample model of exemplary practice available for student review.

School Break Assignments: School breaks are frequently a time for families to spend time together, celebrate holidays, and/or travel. Many of our students are away from home during the vacation periods and cannot bring books and materials. Please be conscious of the “portability” of your assignments as many students do not have laptops and cannot travel with textbooks. For the purpose of this policy, school breaks shall be defined as: Thanksgiving Break, Winter Break, Spring Break and Summer Break.

Homework assigned during a school break period will follow the directives below:

- *School break homework will only be assigned for OST tested grades (3-5).*
- *School break homework will be assigned at least one week prior to the break and should take no more time to complete than a typical weekend assignment.*

GRADES

PUPIL EVALUATION PROCEDURES

KINDERGARTEN

Kindergarten students are evaluated by means of a Progress Report which addresses three key areas: Academic Skills, Academic Effort, and Social Effort. The following progress key will be utilized:

In the area of Successful Learner Behaviors, check marks indicate a need to improve in a specific task or behavior area.

M = MET - student consistently demonstrates an understanding of the standard

P = PROGRESSING - student is not yet consistent in demonstrating an understanding of the standard

NI = NEEDS IMPROVEMENT - student does not demonstrate an understanding of the standard and is performing below grade level

I = INCOMPLETE - student did not complete the work necessary to receive a grade

BLANK BOX = standard was not addressed this quarter

FIRST GRADE

First Grade students are evaluated by means of a Progress Report which addresses three key areas: Academic Skills, Academic Effort, and Social Effort. The following progress key will be utilized:

In the area of Successful Learner Behaviors, check marks indicate a need to improve in a specific task or behavior area.

M = MET - student consistently demonstrates an understanding of the standard

P = PROGRESSING - student is not yet consistent in demonstrating an understanding of the standard

NI = NEEDS IMPROVEMENT - student does not demonstrate an understanding of the standard and is performing below grade level

I = INCOMPLETE - student did not complete the work necessary to receive a grade

BLANK BOX = standard was not addressed this quarter

SECOND GRADE

Second Grade students are evaluated by means of a Progress Report which addresses three key areas: Academic Skills, Academic Effort, and Social Effort. The following progress key will be utilized:

In the area of Successful Learner Behaviors, check marks indicate a need to improve in a specific task or behavior area.

M = MET - student consistently demonstrates an understanding of the standard

P = PROGRESSING - student is not yet consistent in demonstrating an understanding of the standard

NI = NEEDS IMPROVEMENT - student does not demonstrate an understanding of the standard and is performing below grade level

I = INCOMPLETE - student did not complete the work necessary to receive a grade

BLANK BOX = standard was not addressed this quarter

GRADES THREE AND FOUR

Students in grades 3 and 4 are evaluated by means of a report card which addresses three key areas: Academic Skills, Academic Effort and Social Effort. In the Academic Skills area, a combination of indicators of progress is used. Students are given (O, S, NI, U) in the areas of Science, Social Studies, Conduct and Special classes. Students are given letter grades (A, B, C, D, F) in all other subject areas.

An *Honor Roll Certificate* will be presented to any student who obtains a **GPA of 3.0 to 3.40 (B average)**

A *High Honors Certificate* will be presented at the end of the year to any student who obtains a **GPA of 3.60 to 3.80 (A average)**

A *Straight A Certificate* will be presented at the end of the year to any student who obtains a **GPA of 4.0**

Letter grades are awarded according to the following format:

A –	90% – 100%
B –	80% – 89%
C –	70% – 79%
D –	60% – 69%
F –	59% or below

GRADES FIVE AND SIX

The Howland Local School District has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning.

The School applies the following grading system:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
59 and below	F

F = Failure

I = Incomplete

P = Acceptable achievement

STUDENT ASSESSMENT - GRADES 3 - 6

State assessments are used by the district as a diagnostic of student achievement levels. Students who do not reach a level of proficiency on State assessments, in any area, may qualify for additional accommodations and/or courses (when available) to provide academic assistance.

A secure environment is provided for students to take State assessments. Students are expected to be prepared by coming to school ready to test, try their best, and not violate, in any way, the secure testing environment.

While the School District does schedule make-up dates for testing, students should avoid absences during State assessments to avoid the potential for failure by incompleteness of test.

PROGRESS BOOK - PARENT ACCESS

Available for students in Grades 3 - 6

ParentAccess enables students/parents the ability to view a student's grades and daily attendance. Parents can create alerts that will notify them when their student has not completed an assignment or has received a low grade. Teachers update Progressbook regularly as a form of academic communication with parents.

Please note, it is **the ultimate responsibility of the parent to maintain communication about their child's grades.** Parents are encouraged to monitor the progress of their students throughout each quarter and to communicate questions or concerns to parents.

CHEATING AND PLAGIARISM

Plagiarism is defined as “to use the ideas or writings of another as your own, or to appropriate passages or ideas from another and use them as your own”. Cheating and plagiarism in any form involving curricular and extracurricular activities is strictly prohibited. Any student found guilty of cheating or plagiarism may be subject to appropriate disciplinary action including the denial of participation in extracurricular activities. Such students found guilty may be denied credit for the assessment/assignment in which they were found to be cheating and may also lose **any** opportunity for make-up work to offset the loss.

Academic work created by Artificial Intelligence (AI) will be considered cheating/plagiarism.

CONFERENCES

Report Cards are sent home with students every nine weeks. Please feel free to contact the teacher regarding any concerns about your child’s grades. We encourage you to discuss these areas of concern with your child and his/her teacher so that you may help provide the necessary guidance and assistance to help your child experience success.

Parent-teacher conferences are scheduled two times a year - once per semester. Individual conferences may be scheduled whenever needed. Please call for an appointment.

PLACED or RETENTION POLICY

It shall be the policy of the Howland Local School District Board of Education that all students making satisfactory progress and judged by district teachers and administrators to be academically prepared will be promoted to the next grade level. The promotion, retention, or placement of each student is determined individually. The decision to promote, retain, or place a student in a grade is made on the basis of a number of factors determined by the principal and the teacher. Reading ability, mental ability, age, physical maturity, emotional and social development, social issues, and grade average are the factors considered in evaluating a student’s preparedness for the next year.

TEXTBOOKS

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable damage is expected as a result of daily use. **UNREASONABLE DAMAGE TO TEXTBOOKS WILL RESULT IN FINES. Lost textbooks must be paid for and replaced immediately. The fines for these must be paid to the office at the time of damage or loss.**

INSTRUCTIONAL FEES AND SUPPLIES

Grades K-2	\$30.00
Grades 3-6	\$35.00

The Howland Local Schools Elementary Instructional fee is as listed above. The teachers may request other fees/supplies, such as projects, spiral notebooks, (no Trapper Keepers), pencils, markers, glue, scissors, and pens. Please see that your child has the proper material for his/her Art, Music, and Gym classes, also. If you are on ADC or receiving disability assistance, you may be exempt from paying some fees. A **Waiver for School Fees** form must be completed and returned to the building administrator. Contact the office secretary for a form. **A fee will be charged for each returned check for NSF or closed accounts.**

HEALTH CARE

- A. **Accidents and illness** – If a child has an accident or becomes ill at school, the parents will be notified to come and get the child. At the beginning of each school year, parents are asked to complete a form

designating the person, doctor, or hospital to be called in case of an emergency and parents cannot be reached. Please notify the office of any changes in phone numbers and other information. Vomiting and/or 100 degree temperature will result in a student being sent home. **Your child must be fever-free for 24 hours without fever-reducing medication before returning to school. If your child is experiencing vomiting or diarrhea, he/she should remain home for 24 hours after the last episode. This is in the best interest of your child and the students at school.**

- B. **Communicable Diseases** - Parents should always notify school personnel if their child has any communicable disease. For example: head lice, scabies, strep throat, chicken pox, scarlet fever. Any student positive for lice or nits will need rechecked by a Howland School Nurse for re-admittance to school. Once readmitted, the student will be rechecked at least once a week until there is no evidence of lice or nits for three consecutive weeks. The student may be rechecked more often if signs of possible infestation return. The student will be checked randomly thereafter.
- C. **Medication** – **When possible, all medication should be given by the parent at home. If this is not possible, medication may be administered by the school nurse or her designee (e.g., principal or other responsible Board authorized person) in accordance with the following:**
All medication, prescription and over-the-counter, must be accompanied by a blue form which has been completed by the parent and physician requesting that the medication be given. **The only exception to this will be cough drops which must be accompanied by a parent note. Please check the recommended dosage.** All medication must be received in the original container which is labeled with the student's name, name of medication, and the proper dosage. Medication is to be brought to the clinic by the parent. Failure to follow this procedure will result in school personnel being unable to administer the child's medication. As students grow older, it is understood that it is the student's responsibility to seek the medication at the proper location and time unless he/she is physically or mentally unable to do so. This particularly refers to the intermediate level.
- D. All students are provided busing by the Howland Schools. Students who walk to school or are driven by automobile should not enter the school grounds until the opening bell. This will prevent the possibility of the child standing outside in bad weather for long periods of time or of being injured, etc. We do not provide supervision before the opening bell.

PETS

While animals and pets bring much joy and happiness to our lives, bringing an animal to school can be frightening to the animal and upsetting to the children. Some children are allergic to pets and some pets do not react well to a classroom full of children. Therefore, personal pets may not be brought into classrooms.

LOCKS

Locks are not permitted on student lockers. At the 5/6 level, locks are on all lockers. Students will be given combinations at the start of the school year.

STUDENT DISCIPLINE

(See Board Policy)

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Students and parents receive, at the beginning of each school year or upon enrolling in the District schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the Student Code of Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

PBIS - POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS

PBIS is a proactive approach schools use to improve school safety and promote positive behavior. The focus of PBIS is prevention, not punishment. With PBIS, schools teach students positive behavior strategies, just as they would teach about any other subject. All students learn about positive behavior, including students with IEPs and 504 plans.

Guiding Principles of PBIS:

- Students can learn behavior expectations for different situations.
- Schools teach expected behaviors through explicit instruction, with opportunities for students to practice behavior and get feedback.
- Stepping in early can prevent more serious behavior problems.
- Each student is different, so schools need to give many kinds of behavior support.
- How schools teach behavior should be based on research and science.
- Tracking a student's behavior progress is important.
- Schools gather and use data to make decisions about behavior interventions.
- School staff members are consistent in how they encourage expected behavior and discourage misbehavior.

DISCIPLINARY ACTION

A student shall not fail to comply with school rules and regulations established for the efficient and safe operation of the school.

Alleged misconduct shall be dealt with by the teacher, principal or designee:

- a. whenever a teacher/monitor refers a serious problem.
- b. whenever the principal thinks it is advisable to examine.
- c. whenever the alleged behavior is in violation of the rules printed the Student Responsibilities and Rights Handbook.

The corrective action taken shall be responsive to and in direct relation with the nature of the misconduct. A variety of measures are available: reprimand, loss of privilege, detention before school, parental contact or conference, restitution for damage, suspension, and expulsion. Or, the principal may decide to turn the matter over to the police or juvenile court.

DETENTION

Each building will put out information about times/locations of detention sessions. Please contact the office with any questions.

- A. The detention teacher has full authority and control over the detention session.
- B. Tardiness/Absence to the session is NOT permitted. Students arriving after the start time or not attending the session will be assigned additional detentions or Saturday School.
- C. Students are to bring work or appropriate study materials with them to keep occupied for the full time. Students not bringing appropriate materials for study (textbooks, paper, pens, or pencils, etc.) and/or reading materials will have written activities assigned to them by the teacher.
- D. The session will be held in a **non-talkative environment**. Students are not permitted to sleep, or to rest their head on the desk. Students are to remain on task for the entire session. Any misconduct will result in further disciplinary action.
- E. Parents of students assigned to detention **must provide or arrange transportation for their child**. If a parent/guardian is unable to transport the student, he/she must make arrangements for student to arrive at school on the day/time of the assigned detention.

GENERAL SCHOOL CONDUCT

Guidelines for student conduct will follow the Howland Local Schools posted Code of Conduct for Students and the Students Responsibilities and Rights Handbook.

The following are to be adhered to by every student:

1. Upon dismissal from buses, students are to report directly to their classroom. The students are to remain there unless given permission by the teacher to leave.
2. All students will be expected to behave in a proper manner in the classroom, in the hallways, and on the playground at all times. Students should be courteous, respectful, and obedient to all school personnel.
3. Students are to walk through the building and to the library.

4. Students will be held responsible for damage to school property resulting from carelessness or disregarding of rules.
5. Possession of any object that may be used to inflict injury on anyone else is prohibited.
6. Pets cannot be brought to school.
7. Gum is not allowed in or out of the building while at school. There might be a special circumstances that the teacher will make the decision to allow gum.
8. General school rules and individual class rules should be observed.

STUDENT DISCIPLINE CODE OF CONDUCT

The **CODE OF CONDUCT** provides a guide, which will enable the students of Howland Local Schools to learn good citizenship, to have respect for the rights of others, and be part of an educational atmosphere that is conducive to the academic setting.

The **CODE OF CONDUCT** for students of the Howland Local Schools applies to the conduct on school premises or on school buses or involving school property, conduct off school premises which could directly affect other students, the school, its staff, or any adult working on behalf of the school; and to conduct at school functions of any kind. Any conduct which causes or which creates a likelihood that it will disrupt or interfere with any school function, activity, or purpose, or creates a likelihood that it will interfere with the health, safety, well-being or rights of other individuals, will be subject to disciplinary action up to and including expulsion.

Because not all acts of misconduct can be itemized, students should be aware of the various areas of misconduct which could lead to disciplinary action. The following is an enumeration of the main areas of concern:

1. **VANDALISM AND THEFT** – No student shall intentionally cause or attempt to cause damage to either private or school property, i.e. defacing, cutting, or otherwise damaging property that belongs to the school, other students, employees or others. No student shall steal either private or school property from the school grounds. Students caught stealing will be disciplined and may be reported to law enforcement officials.
2. **PHYSICAL INJURY/ASSAULT** - No student shall intentionally cause or attempt to cause physical injury or intentionally conduct himself/herself in such a way as could reasonably be expected to cause physical injury to any person by an assault, defined as an unprovoked attack on any person; or fighting, defined as a disagreement which leads to a physical conflict. Promoting or instigating adversarial physical contact verbally or through behavior, physical assault of a staff member, student, or other person associated with the District, whether it causes injury, will not be tolerated.
3. **WEAPONS** – No student shall possess, handle, transmit or use any object which can be considered a weapon or explosive device. This rule shall not apply where the object is necessary for participation in an extra-curricular activity involving the competitive use or other prior-approved use of such a weapon. Students are required to report knowledge of dangerous weapons to the principal and failure to report such knowledge may subject the student to discipline. (Fire arm 1 year expulsion; knife up to 90 day expulsion at the discretion of Superintendent).

Students are prohibited from knowingly possessing an object on school premises, in school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

4. **NARCOTICS, ALCOHOLIC BEVERAGES AND DRUGS** – A student shall not sell, offer to sell, deliver, or transmit a substance presented to be a controlled substance when in fact it is not. No student, regardless of age, shall possess, consume, show evidence of having consumed, be under the influence of, sell, offer to sell, deliver nor transmit anything on the following list:

- | | |
|--|---|
| A. A controlled substance | I. Any CBD product |
| B. A substance represented to be controlled when in fact it is not | J. An alcoholic beverage |
| C. A narcotic drug | K. Any stimulant |
| D. Over-the-counter medications | L. Any intoxicant |
| E. A hallucinogenic drug | M. Anabolic steroids |
| F. Amphetamines | N. Any product or substance whose name or nature might tend to interfere or diminish the school's control of student behavior |
| G. Barbiturates | O. Any prescribed medication |
| H. Marijuana/HTC Product | |

Furthermore, no student shall have in his possession, locker, or in a cache any paraphernalia related to the use of the items above:

- On School grounds during and immediately before or immediately after school hours
- On the School grounds at any other time when the school is being used by a group
- Off the School grounds at a school activity, function or event

5. **SMOKING, TOBACCO PRODUCTS, VAPING, & VAPING PRODUCTS** – Possession or use of Tobacco products by any student is strictly prohibited on school property (including school buses) or while in attendance at school-sponsored activities. Tobacco products include, but are not limited to cigarettes, e-cigarettes, vaping products/devices, cigars, pipe tobacco, chewing tobacco, snuff, or any other substance that contains tobacco including clove cigarettes.

Violation of the provisions of this program may result in disciplinary action up to and including expulsion.

6. **GIVING FALSE INFORMATION TO PUBLIC OFFICIALS** – Students are subject to disciplinary action up to and including expulsion for violation of the Ohio Revised Code when such violation is committed while on school property or during participation in any school-sponsored activity, or committed against or upon school property, or committed in school-sponsored activities.

Ohio Revised Code reads as follows:

- No person shall knowingly give or assist in giving a false or fictitious call or report to the State Highway patrol or to any police department, fire department, sheriff, constable or other law enforcement officer, or to any person dispatching or operating an ambulance or other emergency vehicle with intent to mislead, misdirect, or improperly summon said officer or person.
- No person shall knowingly give false or fictitious calls or report to school officials or other persons in charge of locations where groups or persons assemble when the nature of such false or fictitious call or report results in law enforcement action.
- Whoever violates this section shall be fined not more than one thousand dollars or imprisoned for not more than one year, or both.
- Making a bomb threat (i.e. intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time of the threat is made may result in expulsion for a period of up to (1) school year.
- Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

7. **INCITING OTHERS TO VIOLENCE OR DISRUPTION** - Students shall not cause by words, acts, or deeds, direct inciting of others to commit violence or a disruption to the atmosphere of order and discipline needed for an effective learning climate.

A student shall not cause the act of hostile bodily contact in or on school property or while in attendance at any school-sponsored activity.

8. **PROFANE, VULGAR, OR OTHER IMPROPER LANGUAGE OR GESTURES BASED ON RACE, COLOR, RELIGION, OR POLITICAL VIEW.**

9. **INSUBORDINATION** – including the intentional interference with the teacher’s conduction of class. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

10. **FAILURE TO ACCEPT DISCIPLINE OR PUNISHMENT** - Students failing to comply with disciplinary penalties may face enhanced penalties for such actions.

11. **THREATS** – No student shall threaten to inflict harm to him/herself, to others associated with the Howland Local School District or to their property. Including:

- Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District
- Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.

12. **VIOLATION OF BOARD OF EDUCATION POLICIES OR SCHOOL RULES AND REGULATIONS** – unauthorized use of school property, aiding and abetting, displays of public affection, plagiarism/academic dishonesty, trespassing, gambling, extortion, off campus misconduct, forgery/falsification.

13. **HARASSMENT AND/OR AGGRESSIVE BEHAVIOR (INCLUDING BULLYING / CYBERBULLYING)** – The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment.

The Board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation.

- Conduct constituting sexual harassment may take different forms, including but not limited to: verbal, nonverbal, and physical contact.
- Conduct constituting harassment on the basis of race, color, national origin, or disability may take different forms including but not limited to: verbal, nonverbal, and physical contact.

14. **INTERFERENCE, DISRUPTION OF EDUCATIONAL PROCESS** - Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable.

Such disruptions include, but are not limited to, delay or prevention of lessons, impeding/preventing the free flow of traffic to or within the school, assemblies, field trips, athletic and performing arts events.

15. **DISOBEDIENCE, GROSS MISCONDUCT** - Defined as persistent disobedience or gross misconduct not otherwise defined. The penalty for the violation of these policies will be decided upon by the Administration. Such action can come in the form of counseling, parent conferences, assignment of additional work, rearrangement of

class schedules, detention, and suspension to a maximum of 10 school days, recommendation for expulsion from school and/or referral to the Juvenile authorities. Furthermore, if a student of senior status has not yet participated in commencement ceremonies, his/her misbehavior may result in his/her suspension from commencement ceremonies.

NOTE: ANY VIOLATION OF ANY PART OF THIS CODE OF CONDUCT MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING EXPULSION. IN ADDITION, STUDENTS MAY ALSO BE REQUIRED TO UNDERGO A MENTAL HEALTH EVALUATION, ADMINISTERED BY A LICENSED MENTAL HEALTH PROVIDER, PRIOR TO RETURNING TO SCHOOL. SAID REQUIREMENTS ARE AT THE DISCRETION OF BUILDING LEVEL AND/OR DISTRICT LEVEL SCHOOL ADMINISTRATION.

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

RECESS

Students will go outside for recess when the weather permits and temperature is no lower than 25 degrees including the windchill. All students are expected to go outside for recess. Students not permitted to go outside must have a note from their parent explaining why they cannot go out, if excessive, a doctor's note is required. Proper clothing should be worn for weather conditions.

PLAYGROUND RULES

Students will be made very aware of the rules for our playground. Listed below are some general conduct rules for the playground. We certainly would appreciate you taking the time to go over these rules with your child.

1. Throwing dirt, rocks, sticks, snowballs, etc. will not be allowed because of the danger to other children.
2. Fighting is not permitted at any time.
3. Baseballs and superballs are not to be brought to school; tennis balls, basketballs, soccer and nerf balls are allowed.
4. Football of any kind is not permitted.
5. Playing the game of Tag is not permitted.
6. Once children are outside, they are not to go back into the building unless permission passes are granted from an adult on duty.
7. Boys and girls should line up immediately when the bell rings or the whistle blows.
8. More detailed playground rules are to be referred to for clarification.

9. Children will be expected to be dressed appropriately for the weather each day, as they will be expected to participate in the full activities of the school day (outside recess included). Students will go outside for recess when the weather permits and temperature is no lower than 25 degrees including the windchill. All students are expected to go outside for recess. If a child is returning to school after an illness, a note to remain indoors during recesses is required indicating the specific reason and time periods.

The breaking of playground/cafeteria/school rules will result in consequences such as reprimand, time-out, loss of recesses, detentions, suspensions, and expulsion. Fighting on the playground will result in a lunch detention, detention and/or suspension from school.

DRESS GUIDELINES

Students are expected to dress appropriately for school. Any fashion, dress accessory, or grooming that is found to be distracting and/or disruptive to the educational process or presents health or safety concerns will not be permitted.

Therefore, the principal shall have final jurisdiction in individual cases when interpreting and enforcing dress and grooming according to the following guidelines:

CLOTHING

1. Skirts, dresses, and shorts that are less than mid-thigh in length may be inappropriate or cause a distraction and/or disruption. This includes mesh panels, holes, and/or cut-outs above mid-thigh.
2. Clothing, buttons, badges, etc. that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote or reference alcohol, tobacco or drug use, violence, or death.
3. Pajamas/sleepwear (including flannel shorts and pants).
4. Inappropriate footwear (flip-flops, slippers/house shoes, roller shoes, beach, slides, sandals, barefoot, backless/strapless shoes). All footwear must be secured to the feet.
5. Outerwear (coats and jackets may only be worn to and from school) including hats, hoods, and headwear.
6. Tank-top, halter top, strapless top, or any top that reveals the midriff/stomach is prohibited.
7. Excessively oversized or sagging clothing. Bottoms must stay in place at the waistline or hipline with or without a belt. The waist is defined as the area between the bottom of the ribcage and the top of the hipbone. Tops and bottoms must overlap at all times including when arms are raised.
8. Visible body piercing in areas other than the ears that cause a distraction and/or disruption.
9. Jewelry or items such as chains or other accessories worn or attached to clothing that may pose a health or safety hazard to self or others.
10. Hair colors and/or hairstyles that are determined to be distracting and/or disruptive by the building administrator are subject to prohibition or limitation.
11. Wigs are prohibited other than for documented medical purpose(s).

NOTE: The above attire will be enforced on a regular basis, however, there may be scheduled days throughout the school year when certain attire may be worn in the interest and recognition of spirit days/events or school sponsored activities or events.

Students who are representing Howland Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups. Students should understand that these guidelines are minimums for both academic and extracurricular activities.

TRANSPORTATION

BUS TRANSPORTATION

Students who fail to comply with the basic safety regulations may be denied the privilege of bus transportation. While in the bus, students are under the direct supervision and control of the driver. Each student has received the Howland Schools Rules and Regulations for Bus Behavior.

All bus riders must:

1. Load and unload from their bus at the designated stop in an orderly manner.
2. Ride the assigned bus, unless the principal gives written permission stating otherwise in extreme emergencies.
3. Refrain from eating and littering on the bus.
4. Be absolutely quiet at railroad crossings and other places of danger as specified by the driver.
5. Keep noise on the bus to a minimum.
6. Remain seated while bus is in motion.
7. Refrain from throwing anything, hanging any object or part of the body out of the windows.
8. Use the front door of the bus unless otherwise instructed.
9. Follow the Student Conduct Code at all times.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has installed video cameras on all school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

PROGRESSIVE DISCIPLINE PROCEDURES FOR BUS MISBEHAVIOR

On February 10, 1974 the Howland Board of Education established the Howland Local Schools Rules and Regulations for Bus Behavior, which is given to every student at the beginning of each school year. In particular, the discipline procedures contained in the Rules and Regulations address the responsibility of the bus driver regarding discipline and the potential implications of student misbehavior.

The following format outlining disciplinary responses for bus misbehavior is intended to supplement these Rules and Regulations:

1 st incident	Write-up submitted to principal/assistant principal by bus driver. Student disciplined by principal/assistant principal.
2 nd incident	Write-up submitted to principal/assistant principal by bus driver. Student disciplined by principal/assistant principal.
3 rd incident	Write-up submitted to principal/assistant principal by bus driver. Student suspended from riding bus for three (3) days. Suspension letter sent to parents by principal.
4 th incident	Write-up submitted to principal/assistant principal by bus driver. Student suspended from riding bus for five (5) days. Suspension letter sent to parents by principal.

5th incident

Write-up submitted to principal/assistant principal by bus driver. Student suspended from riding bus for ten (10) days. Suspension letter sent to parents by principal.

The provisions of section 3313.66 of the Revised Code shall apply to suspension, expulsion, and immediate removal of a student from school bus privileges. The Superintendent, Superintendent’s designees, principals, or assistant principals are authorized to suspend or remove students from school bus riding privileges. School bus drivers shall report in writing to the appropriate administrator all rule violations or conduct that justifies immediate removal, suspension, or expulsion. Three notifications by the bus driver to the principal will result in suspension from the bus for three days. Four notices will result in a five-day suspension and five notifications will result in a suspension of 10 or more days. Further violations will result in permanent suspension from the privilege of riding the school bus. Serious misconduct could result in earlier suspension.

INQUIRIES CONCERNING TRANSPORTATION SHOULD BE DIRECTED TO THE TRANSPORTATION OFFICE. 330-856-8200 ext. 6-8213

FOOD & DRINKS

MEAL SERVICES

For the 2023-2024 school year, breakfast and lunch is available to all Howland Local Schools students at the costs listed below. A la Carte items are available at a cost per item. Students may also bring their own lunch to school to be eaten in the cafeteria. Food delivered to students from a parent/guardian, etc. from outside venues is prohibited.

Applications for the School’s Free and Reduced-Priced Meal program are distributed to all students and are also available on our website. For Howland Local Schools to continue to receive funding for all students, it is necessary to continue to fill out paperwork and apply for this program. Students/parents can reapply for free or reduced lunches monthly. It is not a beginning of the year program only.

It is encouraged that parents/guardians monitor cafeteria accounts for charged amounts.

All Breakfast \$1.75	Reduced Breakfast \$.30	Grades K-4 \$3.00
Adult Breakfast \$2.50	Reduced Lunch \$.40	Grades 5-12 \$3.50

CAFETERIA PROCEDURES/POLICIES

1. Quiet entrance into the lunchroom is required. In addition, students are expected to remain quiet in the lunch lines (both entering and exiting the lunch room).
2. “Packers” are to purchase their milk/orange juice before sitting down to lunch. (The child’s names should be on the lunch bag or box.)
3. Students are expected to raise hands for monitor’s assistance or to ask permission to leave the lunch line/cafeteria/table area/etc.
4. Students are expected to keep table/bench/floor areas clean and be responsible for cleaning up their own respective areas.
5. Students are expected to remain seated during the lunch period. Condiments should be secured before leaving the lunch line.
6. No canned or bottled pop or glass containers are permitted.
7. Students are expected to properly dispose of their leftovers at dismissal time.
8. Quiet conversation may take place between those students seated next to each other or immediately across from each other. This conversation is to remain at an acceptable noise level as determined by

the monitor(s) on duty or the principal. At no time is loud talking, shouting, yelling, screaming, etc., permitted.

9. At no time is a child permitted to play with or throw food; in addition, the lunch tray, utensils, straws, napkins, paper products, etc. are not play items and are not to be used in any manner other than for eating.

PLEASE NOTE: Any individual, small group, and/or large group violation of the above procedures/policies as determined by the monitor(s) on duty or the principal will result in a follow-through corrective measure e.g. time-out area, loss of recess times, a special written assignment, “no talking” periods, removal from the cafeteria, loss of lunch room privileges, etc.

PERSONAL ELECTRONIC DEVICES (PED’S) AND OTHER VALUABLES

We recognize that cell phones and PED’s have become a common form of communication. However, they can also become a major distraction to the learning environment and are vulnerable to theft. We ask that you only send these types of electronics to school if absolutely necessary.

That said, students are allowed to bring PED’s to school. However, they **MUST** be turned off and out of sight during the entire school day including recess and lunch. Parents wishing to have their child bring a PED to school must send in a note to the school granting permission and accept 100% responsibility for theft or damage to any PED.

Furthermore, please know that *any* item sent to school is at the risk of the parent or guardian. Trendy items seem to be more and more common in the school setting. These may include but are not limited to toys, trading cards, and games.

STUDENT TECHNOLOGY, NETWORK AND INTERNET ACCEPTABLE USE POLICY

Teachers in our building use computers in their classrooms and in the library to access the Internet. Teachers themselves use the Internet for research and curricular information. While the teacher supervises student use of the Internet, we also have a filtering system in place to prevent anyone from going to inappropriate sites as an added safety feature. You may request a complete copy of the Student Technology, Network and District Internet use policy from the school or district office. (See Board Policy) **Each student will need to complete the “Acceptable Use and Internet Safety” form in Final Forms.**

CYBER-BULLYING

Use of the Network to engage in cyber-bullying is prohibited. "Cyber-bullying" involves the use of information and communication technologies such as e-mail, cell phone, text messages, private messaging (PM), defamatory personal websites or social media sites/accounts such as Twitter, SnapChat, Instagram, Kik, etc. to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. For further information on cyber-bullying, visit <http://www.cyberbullying.ca>

Cyber-bullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. Using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as Youtube;
4. Posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

TECHNOLOGY 1:1 INITIATIVE - GRADES 5 & 6

The Google Chromebook and any accessories that have been issued to students are the property of the Howland Local School District. The Chromebook is on loan to the student and must be used in accordance with the following policies and procedures as well as those outlined in the Technology Acceptable Use Policy for Students.

- Each Chromebook is assigned to an individual student. Students should never “swap” or share their Chromebook with another student, friend, or sibling.
- Students must have their Chromebook with them at school. Students are expected to bring the Chromebook to school fully charged. The technology fee that students pay each year does not cover the cost to replace a lost or broken charger.
- Students are required to keep Chromebooks secured in school issued cases at all times.
- Parents/guardians may be given the child’s login name and password so that they can supervise the student’s use of the computer.
- Parent/guardians and students should be aware that access to the Internet outside of the school district may be open and unfiltered.
- The District has the right to randomly inspect any Chromebook, application, or peripheral device. This includes but is not limited to browser history, email, media that has been accessed, downloaded or created, documents, pictures, and all files. The District has the right to review these items for appropriateness and to limit or revoke a student’s access to them and issue discipline.
- Chromebooks will be collected at the end of the year by the school for updates, annual maintenance and inventory. The same Chromebook will be issued to the student the following school year.

Use of the Chromebook for anything other than teacher directed or approved activities during instructional time is prohibited. This includes but is not limited to internet or computer games and other entertainment activities, e-mail, instant messaging, chat, and use of the Internet for anything other than school-related research.

Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screensavers, backgrounds, and or pictures are prohibited. District policy will be followed. Students are not allowed to download or install any software or other materials. District technology staff will perform all approved software installations.

Students will not use the Chromebook for illegal purposes. Students will not use the laptop to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate district personnel as well as local, state, or federal authorities. **Appropriate and responsible use is expected of all users.**

Computers are not to be used to take pictures or videos without the consent of all persons being photographed. Taking photos or video at school should only be done for instructional purposes directed by the teacher.

Violation of any policies or procedures outlined in the Technology Acceptable Use Policy or the Chromebook Acceptable Use Policy will be subject to appropriate disciplinary action and can result in loss of technological privileges - including Chromebook possession.

CAMERAS

Students are not permitted the use of cameras or any device that reproduces images unless they are previously authorized by an administrator.

VIDEO SURVEILLANCE & ELECTRONIC MONITORING

In order to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

LOST AND FOUND

Parents are encouraged to print names in or on coats, sweaters, hats, lunch boxes, boots, etc. to help ensure safekeeping. Occasionally such items find their way to the Lost and Found and students should check when they have lost something.

Unclaimed items will be discarded at the end of each nine-week period.

SCHOOL PICTURES

Each school year individual student pictures (**prepaid**) are taken in the fall and spring. Information will be sent home with your child prior to the pictures being taken regarding possible purchase of the pictures. Yearbooks are made available for each student to purchase near the close of the school year. On occasion school images are utilized for publicity in various media forms. ***If you do not wish to have us use your child's picture, please indicate on Final Forms.***

STUDENT TELEPHONE USE

Students will not be allowed to use the office telephone unless it is an emergency and absolutely necessary. Students and teachers will not be called to the telephone during class time. Messages will be taken by the school secretary and relayed to the student and/or teacher. Students will not be allowed to call for homework, lunches, permission slips, books, or band instruments forgotten at home. **If students possess a cell phone, it MUST be turned off and out of sight during the entire school day including recess and lunch.** Parents wishing to have their child bring a cell phone to school must send in a note to the school granting permission and accept 100% responsibility for misuse, theft or damage to any cell phone.

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.

PARENT/GUARDIAN CONCERNS

SCHOOL CONCERNS

If you have a concern regarding any phase of school operation, you are encouraged to first contact the person closest to the source of the concern. Each teacher, counselor or administrator should be given the opportunity to do what they can to correct the matter or explain why things are done as they are. For example, if you have questions regarding what went on in a classroom, make an appointment to discuss the matter with the teacher. If the matter is not resolved there, the next step would be to contact the principal. Finally, if you are still not satisfied that the problem has not been corrected, call or see the superintendent. Reversing this procedure will simply delay the solution.

PARENT COMMUNICATION - Please check our website: www.howlandschools.com

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. Voicemail is available.

If school is closed during the school day, please be sure your child knows where he/she is to go (baby-sitter, neighbor's house, etc.). It is very frustrating for the child and school personnel if the parents have not made provisions for their child if an emergency arises during the school day that necessitates the closing of school.

The school will also communicate information (special events, field trips, school closings, etc.) to you throughout the school year using an extremely efficient all-call phone system. Very simply, we can record a message and send it to every family within minutes. However, **we must have current, accurate phone numbers for the system to work**. Please advise the school immediately if your phone number changes so you do not miss important information. In addition to all-call messages, you may receive text messages and/or push-notifications to your mobile phone. The Howland Local Schools Mobile App must be installed and configured to receive push-notifications.