

HOWLAND LOCAL SCHOOLS

Howland Junior High (Grades 7 - 8)

Howland High School (Grades 9 -12)

Student Rights/Responsibilities Handbook (SRR) 2023-2024



Welcome to Howland Junior High and Howland High School. We are excited to begin the new school year. This Student Handbook is developed to answer many of the commonly asked questions about student rights and responsibilities. Please take the time to familiarize yourself with the information contained in this handbook within the first week of school. This handbook is meant to be a guide to reflect the Board's Policies and this handbook is available on the District's Website.

**HOWLAND JUNIOR HIGH AND HIGH SCHOOL
VISION AND MISSION STATEMENT**

Every Child...Every Day

To recognize that each child is an individual; that all children have talents; that all children need to succeed. Therefore, Howland Schools respects the individual needs of children; fosters a caring and creative environment; and emphasizes the social, emotional, physical, and intellectual development of each and

Every Child...Every Day.

HOWLAND JUNIOR HIGH AND HIGH SCHOOL GOALS

- Provide a safe and secure learning environment for everyone.
- Maintain high expectations of performance for students socially and academically.
- Provide a school climate that fosters collegiality and encourages collaboration.

OUR MOTTO

Every Student is Here to SUCCEED!

Respect is ESSENTIAL!

Self-Discipline is MANDATORY!

Character Counts – NO EXCUSES!

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):

HOWLAND LOCAL BOARD OF EDUCATION MEMBERS

Mrs. Julie Altawil, Mrs. Denise Delida, Mr. Brian Burkey, Mrs. Wendy Miller, and Dr. Kenneth Jones

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. As all Student Rights & Responsibilities cannot be detailed in this handbook, for an entire scope of Board Policy, please visit our district website under Board Policy. 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 2022. 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.

HOWLAND LOCAL SCHOOLS DIRECTORY: 2023-2024

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STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. Students must arrive at school on time, prepared to learn and participate.

In order to keep parents informed of their child's progress in school, parents will be provided information via letter, e-mail, or phone call. Many times it will be the responsibility of the student to deliver the information. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT WELL-BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, they must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are 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 and attempt to make contact with the student's parents. 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 the student should remain in school or go home. No student will be released from school without proper parental permission.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

State law requires students to enroll in the school district in which their parent or legal guardian resides.

- A. A birth certificate or similar document
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. Proof of residency
- D. Proof of immunizations

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District.

FINAL FORMS

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

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the School Counselors' Office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses.

EARLY DISMISSAL

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

TRANSFERS

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request. ALL fees must be paid before records are sent.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation. Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment." A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA, A.D.A. Section 504) and State law.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the relevant secretary. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing; and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or the student's parents;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or his/her parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the school secretary to inspect such materials. For more information, please see the following:

[Family Educational Rights and Privacy Act \(FERPA\)](#) and [PPRA for Parents](#) and [Board Policy](#)

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Howland Schools charges specific fees for the activities and materials used in the course of instruction. Fee schedules will be distributed annually.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment - including Chromebooks and Chromebook accessories, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship. Failure to pay fines, fees, or charges may result in the withholding of grades and credits. Failure to pay fines, fees, or charges may also result in the denial of student participation in activities such as field trips, games, and dances including homecoming and prom, etc.

STUDENT FUNDRAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fundraisers:

- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in fundraising activities off school property without proper approval by school personnel.
- Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
- Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use. Students are to only use student designated facilities.

USE OF OFFICE TELEPHONES

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the building principal. Publications not authorized by school administration, superintendent, or board of education are prohibited for any type of possession or distribution during school hours, at school related events, or on school property.

LOST AND FOUND

Each building shall designate an area for lost items. Students who have lost items should check there and may retrieve their items if they give a proper description. The lost and found will be discarded at the end of each quarter.

MEDICAL INFORMATION

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chickenpox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Questions should be directed to the school nurse.

EMERGENCY MEDICAL AUTHORIZATION

Final Forms must be updated at the beginning of each school year with emergency medical information, including medical needs and current phone numbers. It is the responsibility of the guardian to update this information as needed.

USE OF MEDICATIONS

Students, who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should determine, with the counsel of their child's prescriber, whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine auto injectors ("EPI pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
- E. It is understood that it is the student's responsibility to seek the medication at the proper location and time unless the student is physically or mentally unable to do so.

NON-PRESCRIBED (OVER-THE-COUNTER MEDICATIONS)

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication through the Current Medications and Over-the-Counter Permissions form in Final Forms.

Students are not permitted to carry any medication, including over-the-counter medication. All medication will be dispensed from the clinic. If it becomes necessary for a student to take medication of any form while at school, a parent/guardian must complete and sign a MEDICATION FORM. A physician's signature is also required for prescription medications that need to be given at school. All medications must be in a pharmacy labeled bottle that includes the student's name. All over-the-counter medications must be in the original labeled container with the student's name written on the bottle.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONTROL OF BLOOD-BORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to bloodborne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the nurse and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 - Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or other medical institute. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

FOOD & DRINKS

MEAL SERVICE

For the 2022-2023 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. No student may leave school premises during the lunch period without specific written permission from the Principal. 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.

All Breakfast \$1.75	Grades 5-12 \$3.50
Adult breakfast \$2.50	Adult Lunch 4.50
Reduced Breakfast \$.30	Reduced Lunch \$.40

FOOD AND DRINKS IN THE CLASSROOM, HALLWAYS, & UNAUTHORIZED AREAS

Howland Junior High and High School have a No Food Policy; therefore, food/candy of any kind, should not be brought into the school in response to the growing presence of food-based allergies and in order to maximize instructional time. Students can carry clear water bottles with water only in these areas.

Please note: Various times throughout the year, teachers may reward students with treats, such as candy as incentives and rewards. This is the only time students are permitted to possess and consume candy during the school day.

No energy drinks are allowed such as Red Bull, coffee, and/or anything of the like at any time during the school day. This includes the morning time before the 1st period begins. At the Junior High and High School levels, the handling and consumption of food products is sometimes part of the curriculum. Teachers will take all precautions necessary and have their food-based activity approved by the building principal.

The No Food Policy does not pertain to sports, extra-curricular activities, or PTO sponsored activities after school hours. Parents should be aware that their student(s) may come in contact with food/candy after school hours.

SAFETY AND SECURITY

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.

TECHNOLOGY USAGE

USE OF CELLULAR WIRELESS PHONES AND PCDs, & DEVICES LISTED, BUT NOT LIMITED TO...

Possession of a cellular telephone or other personal communication device (PCD) such as smart watches, ipods, personal tablets, etc. by a student is a privilege, which may be forfeited by the student if the student turns it on, uses it or allows it to be visible during the school day. Prohibited uses of the cellular telephones or PCDs during the school day includes making and/or receiving calls, sending/receiving text messages (**including parent/guardian communication**), taking pictures, making recordings, and/or posting to social network sites.

PCDs may be used during the school day at the discretion of the individual classroom teacher for **educational purposes only**. Personal use is prohibited under this policy and students are not permitted to use personal devices outside of the classroom may include but are not limited to the restrooms, hallways, study hall, cafeteria, etc. Earbuds/headphones are only permitted in areas of the building designated by administration.

Students are not to use earbuds/headphones in the hallways between classes nor at dismissal time – using this technology can be a distraction to the student and cause potential safety hazards. PCDs are to be stored in the students' locker or designated areas at the Junior High and High School levels. The use of PCDs is strictly forbidden at all times in school locker rooms, restrooms, and other areas where privacy can be expected in every school. Electronic devices confiscated are subject to search with reasonable suspicion.

Use of a cellular telephone or other PCD in an unauthorized manner or in violation of these rules may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the cellular telephone and/or PCD. If a cellular telephone or PCD is confiscated, it will only be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed and/or referral to law enforcement if the violation involves an illegal activity.

The District is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or PCDs as well as other student property. If parents give permission to students to have cellular telephones or PCDs in their possession, they should ensure that cellular telephones and PCDs are not left unattended or unsecured.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCDs. The use of PCDs in Howland Junior High/High Schools falls under the Howland Local School District Acceptable Use Policy.

COMPUTER TECHNOLOGY AND NETWORKS

(See Board Policy)

(See Network Safety and Security Acceptable Use Policy)

The District provides Internet services to its students. The District's Internet system has a limited educational purpose and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines and the Student Code of Conduct.

Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.

CYBER-BULLYING

Use of the Network to engage in cyberbullying 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

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.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The School is not responsible for personal property such as jewelry, PCDs, or irreplaceable items.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

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).

SECTION II – ACADEMICS

(See Howland Junior High School Academic Handbook Available in School Counselors' Office)
(High School Academic Guidelines listed below for High School Students)

HOMEWORK

Most homework is to be turned in on the day assigned by the teacher. All teachers have a website with posted assignments. If a student is absent from school, the student can go to the website to get his/her assignments. On the third consecutive day of absence, homework may be requested and arrangements can be made for collection and pickup of work by calling the main office. Requests must be received the morning of the third day to ensure that teachers have enough time to gather work and return it to the office for pickup.

GRADES

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

At the Junior High school level, advanced and accelerated courses and at the high school level, Advanced Placement, College Credit Plus and honors courses are assigned according to criteria. At the high school level, ALL CCP courses will be offered as semester offerings to align with on-campus university courses. Refer to the current school year's academic catalog or contact the School Counselor(s) Office for additional information.

GRADE POINT AVERAGE

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. At the high school level, weighted point values will only be awarded for a grade of A, B, or C.

GRADING PERIODS

Students will receive a report card at the end of each grading period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

PROGRESS BOOK - PARENT ACCESS

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.** Teachers will communicate at the mid-term with parents of failing students through email, a phone or face-to-face conference, or letter.

Students that fail an academic course for the year will be expected to take the course during the summer **at the expense of the parent/student.** Documentation of successful completion of the course will be required. Failure to enroll or to complete the course by the start of the following school year may result in the school enrolling the student in the remediation course, **at the expense of the parent/student,** to be taken during a non-core class and/or retention.

PROMOTION, ACCELERATION, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

- Current level of achievement based on instructional objectives and mandated requirements for the current grade/course
- Potential for success at the next level
- Emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade/course

STUDENT RETENTION GUIDELINES

There are different criteria for retention at the intermediate, Junior High, and high school levels. See the High School Academic Catalog or contact the School Counselor(s) Office for retention guidelines.

ACADEMIC DISHONESTY/ CHEATING/ PLAGIARISM

Students are expected to engage in ethical academic practices. Students found engaging in dishonest academic practices shall receive no credit on assignments completed by unethical means; are unable to retake or resubmit said assignment for credit; and depending on the nature and scope of the offense will be issued detention(s) by their teacher and possibly subject to informal or formal discipline per administrative discretion.

In the case of appeal from a student, instructors must provide evidence to administration to substantiate a student violation of Howland High School academic dishonesty policy.

The policy on academic dishonesty pertains to all subjects, including tests, quizzes, homework, projects and all academic work in and out of the classroom.

The following list provides examples of actions that are considered academic dishonesty:

- Submitting another student's or author's work as one's own
- Copying another student's homework or course materials intended for individual student completion
- Using online or outside resources for completion of assignment without expressed permission of an instructor
- Sharing information about assessment contents with other students
- Facilitating academic dishonesty by providing other students with your work to copy or submit as their own
- Using "cheat sheets" or other aids (including electronic retrieval) on assessments

****Students enrolled in College Credit Plus courses may face additional punishment based on the respective college's academic standards policies.***

****Other conduct violations not specified in the list above may also fall under the context of and be considered Academic Dishonesty.***

Tips for students to avoid these situations:

- Have positive and consistent dialogue with your instructor about materials being used for preparation and/or completion of assignments and assessments.
- If you are accessing material through an outside source other than resources provided by your instructor, seek advice or permission about the validity of the source prior to use.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to: academics, athletics, performing arts, citizenship, and volunteerism. At the high school level, please refer to the current school year's academic catalog for processes and procedures for student recognition.

SELECTION FOR THE AWARDS CEREMONY

Junior High School:

The students who are selected for the program are done so by maintaining a grade point average of 3.3 or higher during each of the first, second, and third grading periods. Students earning all A's in grades 7-8 will be recognized and receive a special award for their achievements.

NOTE: A student found plagiarizing/cheating will be disciplined according to the student code of conduct.

A student's conduct does not exhibit a direct relationship to the student achieving Honor Roll status.

Students on home instruction for a 9 week period or longer will not be selected for the program.

SPECIAL AWARDS - JUNIOR HIGH SCHOOL

The Michael Matune Memorial Award is given to the student(s) who has exemplary citizenship and academic performance as well as average or above average athleticism.

Mark Fleischer Memorial Award is given to the student(s) who has special needs and does well academically and promotes good citizenship.

HOME INSTRUCTION

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician.

TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS

Parents who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their email address. Our school district utilizes the SchoolMessenger system to deliver text messages, straight to your mobile phone with important information about events, school closings, safety alerts and more. You can participate in this service just by sending a text message of "Y" or "Yes" to our school's short code number, 67587. You can also opt out of these messages at any time by simply replying to one of our messages with "Stop".

STUDENT ASSESSMENT

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.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED ACTIVITIES, ATHLETICS, & CLUBS

Howland Schools provide students the opportunity to broaden their learning through curricular-related activities. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities, provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy.

ATHLETIC/ACTIVITIES & ATTENDANCE ELIGIBILITY

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Students must be in attendance at school for a full day on the day of the event to participate. If the event does not take place on a day in which school is in session, students must be in attendance for a full day on the day prior to the event to participate. If a student was absent for a portion of the school day, a medical/legal excuse must be presented to participate. Authorization to participate lies within the discretion of building administration and/or activities administration.

ATHLETIC/ACTIVITIES & ACADEMIC ELIGIBILITY

(See District and State Policy)

Grades 7 – 8: All 7-8th grade students **MUST** be enrolled in and earn passing grades in a minimum of four (4) courses during the immediately preceding grading period to have continuing eligibility.

Grades 9 – 12: Incoming 9th graders **MUST** earn passing grades in a minimum of four courses in their final grading period of grade 8 in order to be eligible, with regard to scholarship, during their first grading period of 9th grade.

Thereafter, all high school students **MUST** earn passing grades in a minimum of five (5) one-credit courses (or the equivalent) during the immediately preceding grading period to have continuing eligibility. Physical Education Courses do count towards eligibility but will **NEVER** count as a full credit course (1/2). Do not count this course as one of the five full credit courses.

Contact your school administrator or activities director if you have any questions, especially before dropping a course. It is your responsibility to take the appropriate number of courses to maintain your academic eligibility. Summer school and other educational options may not be used to bring a student into academic eligibility compliance.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

Howland school rules and BOE policies always apply to after school events and activities, whether they are at Howland or a visiting school/site.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Please refer to district guidelines for additional information.

SECTION IV - STUDENT CONDUCT

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 all classes and study halls. 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 attendance 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 automated 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.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

In general, one day for each excused day absent is permitted for each student to make-up assignments. Students may not receive credit for work missed due to an unexcused absence but are encouraged to keep up with any missed assignments. Any exceptions need to be at the discretion of the principal.

SUSPENSION FROM SCHOOL

It is the responsibility of a student to complete work while suspended by meeting the following criteria:

1. E-mail/ contact teacher to get assignments.
2. Complete assignments while serving out of school suspension.
3. Work is to be submitted upon day or return from suspension.
4. If the student misses a test, he/she must arrange (the day upon return) to take the test with the teacher during Homeroom and/or Study Hall.

Suspension Appeals:

Students have the right to appeal a suspension in accordance with Board Policy. It is the responsibility of the parent/guardian to schedule a hearing with the Board's designee. Appeals must be heard within 10 days of the suspension's issued date.

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

Cutting class or part of the school day will be identified as an unexcused absence and students will be permitted to make up any missed work; however, students may not receive credit for the missed work. Students may also be assigned In School Discipline for academic additional support.

If a student is truant from class(es), s/he will not be able to receive credit for any work that is missed. This includes assignments/papers/projects that are due, in-class assignments, quizzes, or tests. The due dates for assignments given during an unexcused absence must be met. Even though credit cannot be earned, all students are permitted and encouraged to do the missed work so as not to fall behind. The principal or designee will have the discretion to enact provisions that allow exceptions on a case-by-case basis. Students at the Junior High and high school levels may be assigned to an alternative learning center for additional academic support if found to be truant.

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.

As a reminder, vacations and other unexcused absences are not permitted under Board policy. Any permission requests for completion of assignments to earn credit will be determined at the discretion of building administration with consideration of its impact on HB 410 attendance mandates.

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. HB 410 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 1 school month with or without a legitimate excuse. **Trigger**-26 hours in a month

Absent 65 or more hours in 1 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

A student who is not in his/her assigned location by 7:30 A.M. (High School) or by 7:37 A.M. (Junior High School) shall be considered tardy. Any student that is tardy is to report to the school office before going to class. Any written parental, medical or legal excuse must be provided within 48 hours of the tardy.

TIMELINES FOR TARDINESS:

High School:

AM TARDY: When a student comes to school from 7:28 am – 9:00 am
PARTIAL ABSENCE: When a student comes to or leaves school between 9:00 am to 2:10 pm

The High School will remove extracurricular privileges for unexcused absences or tardiness to school.

Junior High School:

AM TARDY: When a student comes to school from 7:30am – 9:08 am
PARTIAL ABSENCE: When a student comes to or leaves school between 9:09 am to 2:15 pm

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.

Students that enter the building on time in the morning but do not arrive to 1st period class on time may receive a detention from the classroom teacher for being late.

Leaving School (Sign-Out)

Under no circumstances are students allowed to leave the building while school is in session – this includes time during the lunch period. All requests must be cleared through the main office. Leaving school without permission and/or without an adult is classified as an unexcused absence.

All early dismissal notes from home should be in the office first period of that day. The office must be informed in writing if a student is going to be picked up by someone other than their parents/guardian. **Students may not use their cell phone to call or text their parents/guardian to come in and pick them up for any reason.** Students may receive a detention for using a cell phone to call or text a parent.

Students may only contact a parent while in school by using the student phone located in the office. Students must report to the office or clinic (in the event of illness) and be released by authorized personnel when granted permission to go home.

At the high school level, where students transport themselves to and from school, students must first report to the clinic or office. After a parent has been contacted, the pupil may be given permission to sign out and go home. Students leaving the building without office approval are in violation of the attendance procedure.

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 a doctor’s statement, 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.

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.

BULLYING, HARASSMENT, AND INTIMIDATION

The School prohibits the harassment, intimidation, or bullying of any student on school property or school sponsored events. Harassment, intimidation and bullying are defined as any intentional written, verbal or physical act directed towards another student that:

- Causes mental or physical harm to the other student; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student.

Discipline for any substantiated incidents of bullying, harassment, or intimidation will be prescribed in accordance with the appropriate section of the Student Discipline Code.

The School also prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Filing false charges is also prohibited and will result in appropriate disciplinary sanctions. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation detailed below.

Students should report incidents of bullying, harassment, or intimidation to the teachers, counselors, assistant principal, principal, or the Superintendent. Complaints about the principal should be filed with the Superintendent, and complaints about the Superintendent should be filed with the School Board President. All complaints will be reduced to writing and the student will have the option of either signing the complaint or affirming its veracity in front of two administrators.

The administrator or Board official receiving the report will conduct a prompt investigation. The parents of any child involved in prohibited conduct will be notified and permitted to view any reports related to the conduct subject to laws governing student privacy. A meeting between all concerned parties will be held within 5 workdays after receipt of a complaint. Any findings based on this meeting will be reduced to writing. At the close of the investigation, a written decision, including any disciplinary action, will be made and the Superintendent will be notified.

A complaining student who is not satisfied with the conclusion of the investigation may file an appeal with the Superintendent or designee within 10 days of receipt of the decision. The Superintendent or designee will arrange a meeting between all affected parties to discuss the appeal. Within 10 days of the appeal being filed, the Superintendent or designee will provide a written decision.

If the complaining student is not satisfied with the decision of the Superintendent or designee an appeal can be made to the Board within 10 days of receipt of the latest decision. The Board will conduct a hearing within 20 days, and will issue a written decision within 10 days after the close of the hearing.

CIVILITY POLICY (See Board Policy)

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, will be tolerated. Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

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

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 on 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. ADDITIONALLY, STUDENT RIGHTS AND RESPONSIBILITIES ARE NOT LIMITED TO THOSE OUTLINED ABOVE. PLEASE REFER TO HOWLAND LOCAL SCHOOLS BOARD POLICY FOR FURTHER INFORMATION.

DISCIPLINE PROCEDURES

Howland Local Schools Staff and Administration's intent is to always provide opportunities for student's to modify and improve their conduct and behavior through a variety of supports and interventions.

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff and administration.

INFORMAL AND FORMAL DISCIPLINE

1. INFORMAL DISCIPLINE (takes place within the school/activities - including extra-curricular events):

- Writing assignments;
- Change of seating or location;
- Before school, lunch-time, after-school detention;
- Loss of privileges;
- In School Discipline (ISD);
- Saturday School Detention

DETENTIONS

A student may be detained after school or made to come to school early after giving the student and parent one day's notice. The student/parent are responsible for transportation. The Junior High and High School may have different detention procedures, so students should read the information provided to them upon detention assignment.

IN SCHOOL DISCIPLINE (ISD)

A student may be removed from scheduled classes and placed in ISD for a length of time determined by administration. Classroom teachers will provide students placed in ISD with needed assignments. The ISD teacher is there to assist students with academic support. Relevant assignments may also be assigned to students by the ISD teacher. There is zero tolerance for misbehavior in ISD. Students who misbehave in ISD should expect further discipline.

SATURDAY SCHOOL DETENTION

In session on Saturday mornings at the assigned time.

Failure to timely serve any such discipline shall be in accordance with District guidelines on suspension and expulsion.

The following rules apply to Detention and **SATURDAY DETENTION**:

- Students are required to have class assignments with them
- Students are not to communicate with each other unless given permission to do so
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise
- Students shall not be allowed to put their heads down or sleep
- No electronic communication devices, radios, cell phones, streaming devices, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room
- No food or beverages shall be consumed

Any student who has not passed all of the State-mandated assessment tests may be required to work on a study packet for one or more of the unpassed tests. Transportation to and from SATURDAY DETENTION is the student/parent's responsibility.

2. FORMAL DISCIPLINE:

Involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time, if the expulsion will extend into the following semester or school year, will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond. Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed. During the appeal process, the student shall not be allowed to remain in school.

The appeal is heard by the Board's designee and the appeal shall be conducted in a private hearing. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

EXPULSION FROM SCHOOL

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing. Students serving expulsions will not be awarded grades or credit during the period of expulsion.

PERMANENT EXCLUSION

State law provides for the permanent exclusion of a student, 16 years of age or older, who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- Conveying deadly weapons onto school property or to a school function;
- Possessing deadly weapons onto school property or at a school function;
- Carrying a concealed weapon onto school property or at a school function;
- Trafficking in drugs onto school property or at a school function;
- Murder, aggravated murder on school property or at a school function;
- Voluntary or involuntary manslaughter on school grounds or at a school function;
- Assault or aggravated assault on school property or at a school function;
- Rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- Complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, the student and parent will be notified, in writing within one day, of the reason for and the length of the suspension.

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.

THE DUE PROCESS RIGHTS OF THE STUDENT SHALL BE SAFEGUARDED AND ARE NOT IN CONFLICT WITH THIS CODE OF CONDUCT OR POLICIES AND REGULATION OF THE DISTRICT AND SHALL CONFORM TO OHIO REVISED CODE.

INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property. Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated school counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated school counselor) will remain in the room during questioning. If law enforcement or a children services agency removes a student from school, the building administrator will notify a parent.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

Material cannot be displayed if it:

1. Is obscene to minors, libelous, or pervasively indecent or vulgar;
2. Advertises any product or service not permitted to minors by law;
3. Intends to be insulting or harassing;
4. Intends to incite fighting; or
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Material may not be displayed or distributed during class periods or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

FIELD TRIPS/ACTIVITIES

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and updated information in Final Forms. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Attendance rules apply to all field trips. While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

Students who violate school rules will lose the privilege to go on field trips and/or participate in events and activities. Also, excessive unauthorized unexcused absences as defined by Habitual Truancy under House Bill 410 will be cause for having said privileges removed thus requiring a student to re-establish earned privileges through processes described in the Howland Local Schools Junior High and High School Handbook.

BEHAVIOR GUIDELINES FOR SCHOOL ASSEMBLIES

Mature behavior is expected from all students at all times. Students are to practice common courtesy and remain in their seats. Students who cannot act in a mature and courteous fashion will receive school discipline and lose their privileges to attend school assemblies.

BEHAVIOR GUIDELINES FOR ATHLETIC AND AFTER-SCHOOL ACTIVITIES

All school rules, including guidelines for personal appearance and Board of Education policies, are to be followed at all times. Mature behavior is expected from all students at all times. No derogatory comments towards players, participants, or officials will be tolerated.

Students who cannot behave accordingly will forfeit their privilege to remain at the event and may also face school discipline. Repeated offenses will result in the loss of the privilege to attend athletic and after-school events in the future. Repeated offenses may also result in progressive school discipline.

BEHAVIOR GUIDELINES FOR HALLWAYS/EXCHANGE OF CLASS

Students should only be in the halls during the exchange of classes. They need to be courteous by keeping to the right and moving quickly. Students should also stay to the right when passing through the double doors. Running and shouting in the halls is not permitted at any time. Students are not to display physical affection.

Any travel in the halls during class periods will require a signed student planner/passbook from the teacher in charge. Students need to travel directly to their destination and return. Students are not permitted in any area in which they are not authorized to be in.

Any student without a properly signed pass will not be permitted to continue. Students must be aware of other classrooms in session as they move around during the school day and maintain a certain degree of quiet and orderliness.

SECTION V - TRANSPORTATION

BUS CONDUCT

All students and guardians in the Howland Local Schools are required to sign a Bus Safety Rules & Regulations form within the first week of the school year.

The bus driver has the responsibility and authority similar to that of a teacher. S/he may assign seats, establish reasonable rules to maintain order, and must obey certain standards of the State in regard to bus procedures. Students who fail to follow regulations are subject to losing their transportation privileges.

Students MAY NOT ride a bus other than their assigned bus. Please DO NOT request to ride a bus to visit a friend.

Students may ride bicycles to school. Once at school, they are to be parked in the bike racks and not ridden until after school. Bike riders may leave school grounds after school as directed. The school is not responsible for damage or theft of bicycles. Under no circumstances are skateboards, roller skates, or blades permitted to be ridden on school grounds.

At the Junior High and high school level, students may walk to and from school. Students are advised to use sidewalks when available. Parents should encourage their child to use caution when walking to and from school.

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.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and will lose the privilege of riding on the bus.

SECTION VI - ADDITIONAL INFORMATION / POLICIES (PRIVILEGES)

HOMECOMING/PROM/SCHOOL DANCES / GRADUATION COMMENCEMENT & EVENTS

- All Final Forms must be completed
- Students must be in good academic standing not failing two or more courses (Credit Deficient)
- Students may not have more than one out of school suspension or have behavioral transgressions deemed by school administration to pose a disruption or safety risk to students.

If students have an out of school suspension in which privileges are removed as part of the discipline then students must refer to the criteria listed below for potentially re-establishing extracurricular privileges at administrative discretion.

Fee Requirements:

- Homecoming - all fees from previous year(s) must be paid in full
- School Dances & Events / Prom - all school fees must be paid in advance.

Attendance Requirements:

- Homecoming / Fall Dances/ Events- no more than 30 missed hours without legitimate excuse
- School Dances & Events / Prom - no more than 65 missed hours without legitimate excuse

Please note:

Homecoming is for Howland High School Students Only - Grades 9 - 12. NO OUTSIDE GUESTS PERMITTED.

Prom is for JUNIORS and SENIORS ONLY.

- Outside guests attending Prom must be approved by administration and have appropriate identification/documentation
- Outside guests attending prom must be a junior or senior or graduate under the age of 20 on the date HHS Prom is held.

Criteria for earning extracurricular privileges if removal of privileges are part of an Out of School Suspension:

It is the responsibility of the student to meet with the Head Principal in regards to proof of meeting the following criteria after Suspension:

- 1.) Student must contact the building principal and request a discussion to review their case.
- 2.) Student must have no further formal disciplinary infractions following their suspension.
- 3.) Student must successfully meet HB 410 State Attendance Policy standards.
- 4.) Student must be in good academic standing. (Not failing more than 2 classes and Not Credit Deficient)
- 5.) If the student's violation is substance related, the student must adhere to Activities Department protocol and provide documentation of successfully completing substance counseling.
- 6.) If the student's violation is behavioral, the student will successfully complete several intervention sessions with school behavioral intervention personnel or programs to address the behavior.
- 7.) Student's will be expected to complete volunteer hours or school service hours to re-establish privileges.
- 8.) Student must abide by all conditions set by administration for permission to attend an event.

VOTING AND VOTERS REGISTRATION

The Board of Education believes that preparing students to assume the responsibilities which our democratic society places on each of its citizens is an important function of the schools. Supplying our high school students with all pertinent information regarding voter registration is one crucial means of meeting this goal.

It has been the policy of Howland Local Schools to not only encourage its students participate but also to permit eligible students to vote or register during normal school hours on specified days in the event they are unable to do so outside normal school hours.

WORK PERMITS

Any student under the age of 18 must, by law, secure a work permit for any employment. Forms for obtaining work permits may be obtained from the main office or school website and must be returned when completed.

USE OF MOTOR VEHICLES

The Board of Education regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students – a responsibility in the care of property, in the observation of safety rules and in the display of courtesy and consideration toward others and an assumption of liability on the part of those students and their parents.

A student wishing to drive a motor vehicle to school must first register the vehicle showing proof of liability insurance and display the approved school decal on the vehicle before it can be driven to school. A motor vehicle can be registered by obtaining and returning the necessary form available in the office. Parking privileges are generally restricted to seniors and juniors. Sophomores may have privileges according to availability of space. By being granted a parking permit, your name will be taken off the bus transportation roster for the school year. To have bus transportation reinstated, a transportation form must be completed. Reinstatement of bus transportation may take two school days.

Parking must be in areas assigned on the school grounds. Under no condition shall students park outside the school assigned areas. Vehicles are not to be moved, used or visited during the school day unless the student is given authorization by school authorities. Unsafe operation of any vehicle on school property is strictly prohibited. Violation of this or any other driving regulation may result in disciplinary action, which may include the loss of the privilege of parking at school as well as up to and including expulsion.

Please visit the Howland Local Schools' FinalForms Page to create an account and sign required forms electronically at: howland-oh.finalforms.com

Thank you and we wish you a successful year!

***Howland Local Schools
A Proud Past...A Roaring Future !***



ARE YOU OR SOMEONE YOU KNOW IN COURT FOR MISSING SCHOOL (“TRUANCY”)?

A new law - HB 410 - has some new rules about how courts handle truancy cases (cases when students are in trouble for missing school). HB 410 goes into effect on April 6, 2017.

Should I get a lawyer for my truancy case? - Yes. You should ask the court to assign a lawyer to help you with your case. Your lawyer will be able to help you figure out a plan.

When can I get charged with truancy? - To be charged with truancy, you need to miss 30+ hours of school in a row, 42+ hours in one month, OR 72+ hours in one year.

How does the law change how the court will handle my truancy case? - Under the new law, the court is only supposed to use formal filing - or formal case - as a last resort. Instead, you and your lawyer could advocate for you to:

- Get into a diversion program - like mediation or counseling - to help get you back in school without a formal case. You may not be able to be in diversion if: 1) you already tried the program and it didn't work or 2) the court doesn't have a program.
- Use the juvenile court rules to dismiss your case.

In court, you and your attorney should work together to figure out a plan, like:

- Telling the court you already were in a diversion program and did well - “made significant progress.”
- If you have started going back to school, talking to your lawyer about telling the court that you started going back to school and why.
- If you aren't going to school, talking to your lawyer about telling the court why you can't or don't want to go to school.

Can I be considered “delinquent” for truancy? - You can be considered “delinquent” for truancy if you have a hearing that you violated a court's order - meaning the court told you to do something (go back to school) and you didn't do it.

Can a parent, guardian, or caregiver be charged with truancy? - Yes. The court can file charges against your parent, guardian, and caregiver if you miss school after providing a warning. *Parents, guardians, and caregivers should ask the court for their own lawyer.*

Can my lawyer or I get information on how many kids are truant in my county? - Yes. The court should collect this data and have it available in a report.

Have Questions? Need Help? Contact the Juvenile Justice Coalition at 614-400-5548 or info@jjohio.org.

Junior High (Grades 7-8) and Senior High (Grades 9-12)

Positive Behavior Interventions & Supports - (PBIS) School-Wide Behavioral Expectations

What are Positive Behavior Interventions and Supports?

PBIS is an approach to supporting positive behavioral development among all students. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through the reinforcement of concrete behavioral expectations and provides a continuum of intervention that gives each student the appropriate level of behavioral support necessary to ensure all students. Tier I support are provided to all students. Tier II supports are designed for students who are struggling within the parameters of Tier I and need additional support. Tier III supports involve many different stakeholders including teachers, support staff, parents, and community members. PBIS focuses on the development and implementation of proactive practices to prevent problem behavior for all students, to provide interventions to develop appropriate behavior among all students, and to improve school climate.

Who is on the school-wide PBIS Team?

The PBIS team is represented by the following: Administrators, various grade-level Teachers, School Counselors, Intervention Specialists, and Support Staff. Our PBIS team also gathers information from Administrative Councils including feedback form parents, and students. Having a broad representation on the team improves communication among stakeholders and feedback about PBIS systems in the school and helps to ensure that involvement and buy-in throughout the school is developed and maintained. Committees are open to all staff. If you are interested in joining our committee, please contact a member of the PBIS Team. All teachers have been trained on PBIS.

What are the responsibilities of the PBIS Team?

- Hold monthly PBIS Team meetings to plan and carry out school-wide behavior systems.
- Develop action plan goals for the implementation of PBIS systems and procedures.
- Develop activities that support PBIS Action Plan goals.
- Develop professional development sessions that will support these goals.
- Modify, restructure, and refine Tier I practices that reflect real-time data.
- Facilitate Administrative Council meetings and develop action plan goals for PBIS.

AT HOWLAND JR. & SENIOR HIGH SCHOOLS ... WE R.O.A.R.!

RESPONSIBILITY	OWNERSHIP	ACCEPTANCE	RESPECT
Use appropriate language	Give your best effort on all assignments & tests	Stay in your own lane, emotionally & physically	Set a good example for other classmates
Be engaged in learning at all times	Self-advocate for your academic responsibilities	Accept consequences for your actions or inaction	Show your teacher and classmates respect
Keep your phone away	Have homework done & meet deadlines	Show empathy towards others	Show appreciation to staff & be on time
YOU ARE HERE TO ... SUCCEED !!!	SELF-DISCIPLINE IS ... MANDATORY !!!	CHARACTER COUNTS ... NO EXCUSES !!!	RESPECT IS ... ESSENTIAL !!!
EVERY STUDENT ... EVERY DAY !			