

**HOWLAND MIDDLE SCHOOL
(SRR)**

**Student Rights / Responsibilities
Handbook**



HOME OF THE TIGERS!

Student Rights/Responsibilities Handbook

HOWLAND MIDDLE SCHOOL

Welcome to Howland Middle School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as we can make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student Rights/Responsibilities Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Administrators/Teachers will also review elements of this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the principal.

Kevin Spicher, Principal

Adopted by the Board of Education

SCHOOL YEAR 2011 - 2012

HOWLAND MIDDLE 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 Middle School 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 MIDDLE 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.

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):

Mr. John Sheets, Superintendent
Howland Local Schools
330.856.8200

Kevin Spicher, Principal
Howland Middle School
330.856.8250

**HOWLAND LOCAL SCHOOLS
2010-2011**

HOWLAND LOCAL BOARD OF EDUCATION

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MIDDLE SCHOOL OFFICE

Kevin Spicher, PRINCIPAL
Carol Robison, SECRETARY 330.856.8250

Gina Camelli, ASSISTANT PRINCIPAL
Holly Marchio, SECRETARY 330.856.8252

Dial 330.856.8200 and Ext.

Tom Scirocco, GUIDANCE COUNSELOR (A-L) Ext. 68255
Leslie Gumino, GUIDANCE COUNSELOR (M-Z) Ext. 68254
Kim Martin, GUIDANCE SECRETARY Ext. 68256

Karen Kunkle, SCHOOL NURSE Ext. 68258

School Fax: 330.856.2157

HOWLAND MIDDLE SCHOOL WEBSITE: www.howlandschools.com

- Parent Assistant Module (PAM)
- Announcements, Updated Information
- Code of Conduct (SRR)
- Teacher WebPages
- OAA Practice Tests and Information
- Study Island information and Links
- PTO Information
- General school Supply Lists
- Building Report Card

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NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in summer 2011. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: www.howlandschools.com .
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SCHOOL DAY

<i>Howland Middle School's Office Hours:</i>	<i>7:30 a.m.—3:30 p.m.</i>
<i>Howland Middle School Day for Students</i>	<i>8:15 a.m.—3:00 p.m.</i>

Supervision is not provided until 8:15 a.m. If students arrive on campus early, they will not be supervised by district personnel until that time. After student dismissal at 3:00 p.m.,

students are expected to leave campus and follow parent's instructions concerning after-school activities and any arrangements to get home.

HOWLAND MIDDLE SCHOOL BELL SCHEDULES

Regular Schedule (44 minute periods)

<i>Student Arrival</i>	8:15	<i>Teacher Arrival</i>	7:56
1 st Period	8:20 - 9:06		
2 nd Period	9:06 - 9:50		
3 rd Period	9:50 - 10:34		
4 th Period	10:34 - 11:18		
5 th Period	11:18 - 11:50	(6 th Grade "A" Lunch)	
	11:18 - 12:02	(7 th & 8 th Grade Class)	
6 th Period	12:02 - 12:34	(7 th Grade "B" Lunch)	
	11:53 - 12:37	(6 th Grade Class)	
	12:02 - 12:46	(8 th Grade Class)	
7 th Period	12:46 - 1:18	(8 th Grade "C" Lunch)	
	12:37 - 1:21	(6 th & 7 th Grade Class)	
8 th Period	1:21 - 2:05		
9 th Period	2:05 - 2:53		
<i>Student Dismissal</i>	2:58	<i>Teacher Dismissal</i>	3:06

Early-Release/Assembly Schedule (38 minute periods)

<i>Student Arrival</i>	8:15	<i>Teacher Arrival</i>	7:56
1 st Period	8:20 - 8:58		
2 nd Period	8:58 - 9:36		
3 rd Period	9:36 - 10:14		
4 th Period	10:14 - 10:52		
5 th Period	10:52 - 11:22	(6 th Grade "A" Lunch)	
	10:52 - 11:30	(7 th & 8 th Grade Class)	
6 th Period	11:30 - 12:00	(7 th Grade "B" Lunch)	
	11:22 - 12:00	(6 th Grade Class)	
	11:30 - 12:08	(8 th Grade Class)	
7 th Period	12:08 - 12:38	(8 th Grade "C" Lunch)	
	12:00 - 12:38	(6 th & 7 th Grade Class)	
8 th Period	12:38 - 1:16		
9 th Period	1:16 - 1:53		
<i>Student Dismissal</i>	1:58		

Two-Hour Delay Schedule (30 minute periods)

<i>Student Arrival</i>	10:15	<i>Teacher Arrival</i>	9:56
1 st Period	10:20 - 10:50		
2 nd Period	10:50 - 11:20		
3 rd Period	11:20 - 11:50		
5 th Period	11:50 - 12:20	(6 th Grade "A" Lunch)	
	11:50 - 12:25	(7 th & 8 th Grade Class)	
6 th Period	12:25 - 12:55	(7 th Grade "B" Lunch)	
	12:20 - 12:55	(6 th Grade Class)	
	12:25 - 1:00	(8 th Grade Class)	
7 th Period	1:00 - 1:30	(8 th Grade "C" Lunch)	
	12:55 - 1:30	(6 th & 7 th Grade Class)	
4 th Period	1:30 - 2:00		

8 th Period	2:00 -	2:30		
9 th Period	2:30 -	2:53		
<i>Student Dismissal</i>	2:58		<i>Teacher Dismissal</i>	3:05

HOWLAND MIDDLE SCHOOL CALENDAR

2011 – 2012

Wednesday, August 17	HMS 6 th grade Orientation/Schedules 9:00 – 10:00 a.m. A-L - Parents & Students 10:30 – 11:30 a.m. M-Z - Parents & Students
Thursday, August 18	HMS 7 th & 8 th grade Schedule Pick Up 8:00 – 11:00 a.m. 1:00 – 2:30 p.m.
Thursday, September 8	HMS Open House 7:00 p.m.
Wednesday, September 14	HMS Picture Day
Tuesday, September 20	HMS Fundraiser Kickoff
Friday, September 30	HMS Mid Terms
Monday, October 3	Last day for fundraiser
Thursday, November 10	Parent Teacher Conferences
Wednesday, December 14	HMS Band Concert (tentative)
Friday, December 16	HMS Mid Terms
Tuesday, December 20	HMS Choir Concert (tentative)
Wednesday, January 11	HMS Group Pictures
Saturday, January 28	Power of the Pen District Tournament
Thursday, February 2	Parent Teacher Conference
Friday, February 24	HMS Mid Terms
Monday, April 23-27	Achievement Tests (6-7-8)
Friday, May 4	HMS Mid Terms
Wednesday, May 16-18	Childrens Rehabilitation Center Fundraiser
Tuesday, May 22	HMS Spring Choir Concert (tentative)
Wednesday, May 23	HMS Spring Band Concert (tentative)
Wednesday, May 30	HMS Honors Program 9:00 a.m.
Thursday, May 31	HMS – End of the Year 8 th grade activity

HOWLAND LOCAL SCHOOLS 2011-2012 SCHOOL CALENDAR

August 22, 2011	Convocation Day – All Staff
August 23, 2011	Teacher In-Service Day
August 24, 2011	First Day for Students
September 02 & 05, 2011	NO SCHOOL – Labor Day Holiday
October 14, 2011	NO SCHOOL – NEOEA/OAPSE Day
October 28, 2011	End of 1st Grading Period (45 days) – <i>Early Release</i>
November 08, 2011	NO SCHOOL FOR STUDENTS – Staff Professional Development
November 23, 2011	NO SCHOOL – Non-Report Day for Students & Teachers
November 24 & 25, 2011	NO SCHOOL – Thanksgiving Holiday
December 22, 2011 - January 02, 2012	NO SCHOOL – Winter Break
January 03, 2012	Classes Resume
January 16, 2012	NO SCHOOL – Martin Luther King Day
January 20, 2012	End of 2nd Grading Period (49 days) – <i>Early Release</i>
February 17, 2012	NO SCHOOL – Non-Report Day for Students & Teachers
February 20, 2012	NO SCHOOL – Presidents Day
March 23, 2012	End of 3rd Grading Period (44 days) – <i>Early Release</i>
April 02-09, 2012*	NO SCHOOL – Spring Break * <i>week before Easter</i>
May 28, 2012	NO SCHOOL – Memorial Day
May 31, 2012	Last Day for Students/End of 4th Grading Period (42 days) - <i>Early Release</i> (Student Days – 180)
June 01, 2012	Last Day for Teachers (Teacher Days - 183)

<u>Grading Periods</u>	1 st Grading Period -	08/24/11 to 10/28/11	(45 days due)
	2 nd Grading Period -	10/31/11 to 01/20/12	(49 days due)
	3 rd Grading Period -	01/23/12 to 03/23/12	(44 days due)
	4 th Grading Period -	03/26/12 to 05/31/12	(42 days due)

Conferences **FALL:** November 03, 2011 – Glen, Springs
November 10, 2011 – Middle School, Mines, North Road
November 17, 2011 – High School
NO SCHOOL – November 23, 2011

SPRING: February 02, 2012 – Middle School, Mines, Springs
February 09, 2012 – High School North Road, Glen
NO SCHOOL – February 17, 2012

Professional Development for Staff: September 30, 2011 – early release for students (1 hour)
November 08, 2011 – full day, no school for students
March 02, 2012 – early release for students (1 hour)

STUDENT RESPONSIBILITIES

- ***Participate fully in the learning process.*** Students must be at school and class on time with needed supplies. Students must pay attention to instruction, complete assignments to the best of their abilities, and ask for help when needed.
- ***Avoid behaviors that impair the educational achievement of themselves or others.*** Students must follow school rules, maintain school property, and cooperate with others.
- ***Show respect for the knowledge and authority of teachers, administrators, and other school employees.*** Students must obey reasonable directions, use acceptable and courteous language and behavior, and follow school rules and procedures.
- ***Recognize and respect the rights of other students.*** All students should show concern for and encourage the educational achievements of others.

PARENT/GUARDIAN GUIDELINES / RESPONSIBILITIES

- The residential parent is considered the primary parent contact by the school.
- Read both the student handbook and the Code of Conduct with your child.
- Have children at school on time and prepared for a full day.
- Provide a time and place for homework.
- Report to the front office when coming on campus.
- **Follow traffic flow patterns when driving on campus for the safety of all students.**
- **Pick-up and drop-off students in the car loop only – this is strictly prohibited on the street.**
- Join the Parent-Teacher Organization and participate in any supportive functions
- Be a volunteer.
- Accept responsibility for the proper conduct of your child at school and take appropriate action.
- Work together with school personnel to assist in your child's success here at Howland Middle School.

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.

A major component of the educational program at Howland Middle School is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from her/his guidance counselor or the school principal.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. 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, s/he 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

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

unless enrolling under the District's open enrollment policy.
unless enrolling and paying tuition.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- 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

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Office Secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related

matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

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. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DYS custody;
- C. the student's current IEP if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

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 Guidance Department. Students are expected to follow their schedules. **Any variation must be approved with a schedule change and approved by the principal**

EARLY DISMISSAL

No student may leave school prior to dismissal time without, a parent or guardian either submitting a signed, a 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.

WITHDRAWAL/TRANSFER FROM SCHOOL

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.

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. Students who start kindergarten during or after the 1999 school year must be immunized against Hepatitis B. Students who start kindergarten during or after the 2006 school year must be immunized against chicken pox. 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. Any questions about immunizations or exemptions should be directed to the school nurse.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Card must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization Card is provided at the time of enrollment and at the beginning of each school year.

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 Nurse'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 Nurse'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 autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up 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.

If, for supportable reasons, the Principal/Nurse wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

Nonprescribed (Over-the-Counter) Medications

No staff member will dispense nonprescribed, over-the-counter (OTC) medication to any student. Parents may authorize administration of Tylenol on the emergency cards that that are filled out at the beginning of the school year and/or are available from the Nurse's Office. Physician authorization is not required in such cases.

Students are not permitted to self-administer nonprescribed medication.

If a student is found using or possessing a nonprescribed medication, the student will be brought to the School office while the student's parents are contacted. The medication will be confiscated.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

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 Nurse's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

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.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from noncasual-contact communicable diseases. When a noncasual-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.

Noncasual-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 blood-borne pathogens in the school

environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne 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.

STUDENTS WITH DISABILITIES

The American's 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. A student may qualify for an Individual Education Plan (IEP) if appropriate qualifications from testing warrant such identification. A student can also access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Michelle Dohar at 330.856.8200 Ext. 68215 to inquire about evaluation procedures, programs, and services.

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."

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

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.

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 Howland Middle School Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents 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 must request the amendment of a student record in writing and if the request is denied, the parent 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:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. 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 Howland Middle School Principal to inspect such materials.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW 20202-4605
 Washington, D.C.
www.ed.gov/offices/OM/fpc

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Howland Middle School charges specific fees for classes and related materials. Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, 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. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT FUND-RAISING

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 fund-raisers:

Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults. Students may not participate in a fund-raising 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.

STUDENT VALUABLES

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. **The School is not liable for any loss or damage to personal valuables, nor obligated to investigate the theft or loss of such items.**

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.50. Ala Carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. 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. If a student does not receive an application form and believes s/he is eligible, contact the Howland Middle School office.

SAFETY AND SECURITY

- A. Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in or wearing a pass shall be reported to the Principal. **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.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff is 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 loitering 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. All outside doors are locked during the school day.
- F. Portions of the building not in use after school hours should not be accessed by parents or students

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. The alarm system for tornadoes consists of community sirens, the PA. System, and/or air or bull horns. 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 a minimum of once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

EARLY RELEASE DAYS

The School District may have scheduled early-release days where parents will be notified ahead of time and where arrangements should be made for children to have access into her/his home.

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify parents and/or guardian via the One Call Now System and/or media. Parents and students are responsible for knowing about emergency closings and delays and having a plan in place should such an event occur.

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. Materials Safety Documents are available in the school Main Office.

LOST AND FOUND

The lost and found area is in the Howland Middle School office. Students who have lost items should check there and may retrieve their items if they give a proper description. **Every Friday, a reminder announcement will be made for student to check the lost and found.** All unclaimed items not picked up by the end of the day on each Friday, will be given to a local charity.

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. Students are only permitted to use the phone with permission during their lunchtime

USE OF CELLULAR PHONES AND OTHER ECD'S

Students are not encouraged to bring electronic devices to school. This includes but is not limited to, cell phones, iPods, pagers, electronic games, cameras, radios and laptops. Devices must remain turned off and put away during school hours of 8:12 – 3:00. Devices exposed during a quiz or exam will result in a zero for that test.

The school is not responsible for lost or stolen electronic devices. Students participating in extracurricular activities and athletics must contact their coach or sponsor for the rules governing cellular telephone or ECD use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices, entertainment games, portable TVs, MP3/CD players, and pagers.

Please see revised addendum to discipline progression for violation of these rules.

SECTION II - ACADEMICS

COURSE OFFERINGS

You may obtain a list of all course offerings from the Howland Middle School Guidance Department.

FIELD TRIPS

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 extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- While the Middle School 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 may lose the privilege to go on field trips according to school code of conduct.

GRADES

Howland Middle School 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. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School applies the following grading system:

94 to 100 = A = Excellent achievement
84 to 93 = B = Good achievement
74 to 83 = C = Satisfactory achievement
64 to 73 = D = Minimum-Acceptable achievement
F = Failure = 63 and below
I = Incomplete
P = Acceptable achievement

Grading Period:

Students will receive a report card at the end of each 9-week 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; however, this does not negate the need for a parent's monitoring efforts.

PROMOTION AND RETENTION

Promotion guidelines to the next grade are based on the following criteria:

- | | |
|-------------|--|
| Grades 6 | <ul style="list-style-type: none">*If a student fails 1 core content area, student goes to the next grade level.*If a student fails 2 or more core content areas, the student must attend intervention summer school to remediate one failed course. |
| Grade 7 & 8 | <ul style="list-style-type: none">*If a student fails 1 core content area, student goes to next grade level*If a student fails 2 content areas, student must attend summer school to remediate 1 failed course.*If a student fails 3 content areas, student must attend summer school and remediate 2 failed courses*If a student fails more than 3 content areas, the student will remain in current grade level at the discretion of the principal. |

Honor Roll(s)

There will be two divisions to the honor roll. To qualify for DIVISION ONE of the Honor roll, a student must attain a grade point average of 3.75 through a 4.00 and cannot receive a grade of F in any major subject. (All students in this division with straight “A’s” will receive special recognition at the Honors Program) To qualify for DIVISION TWO of the Honor Roll a student must attain a grade point average of 3.00 to 3.74 and receive no F’s in the major subjects. NOTE: An F in any non core content area may disqualify a student from the Honors Program.

COMPUTATION OF GRADES FOR THE HONOR ROLL

- Grade 8: The content areas used to calculate point average are language arts, social studies, mathematics, science, and computers. Because language arts is a double period, it counts twice when computing point average.
- Grade 7: Same as grade 8 with the addition of health.
- Grade 6: The major subjects are used in the point average. They are language arts, social studies, mathematics, science, and computer(s). Because language arts is a double period, it counts twice when computing point average.

SELECTION FOR THE HONORS DAY PROGRAM

The students are selected for the program by averaging the grade point average of the first, second, and third grading periods. Those students achieving an average of 3.00 or better will receive honors.

Special Awards

Michael Matune Memorial Award is given to the student(s) who excel in citizenship and athleticism.

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

Principal’s award – award given to student at principal’s discretion and specificity.

HOMEWORK

Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student’s preparation for the assessment tests. Homework is NOT an option in most classrooms and is, therefore expected to be completed on time and to the satisfaction of the teacher.

STUDENT ASSESSMENT / STATE TESTS

Students are required to take the Ohio Achievement Assessment in grades 6, 7, and 8. Additional group tests are given to students to monitor progress and determine educational mastery levels. These assessments help the staff determine instructional needs. Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives. Vocational and interest surveys may be given to identify particular areas of student interests or talent. The guidance staff often gives these.

Homebound 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. For more information, contact a Howland Middle School Guidance Counselor.

COMPUTER TECHNOLOGY AND NETWORKS

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 Board Policy/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. All students are required by the Board to sign an Internet Acceptable Use Policy before they will be permitted to access school technology.

Transmission or receipt of any material in violation of any State or Federal law regulation, or Board policy is prohibited. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

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 if a nexus is noted between the school disruption and the offsite cyber-bullying.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED EXTRA and CO-CURRICULAR ACTIVITIES

Howland Middle School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter. Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. 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.

Student behavior throughout the school year is extremely important. There are also other activities that are part of the School's co-curricular and extra-curricular program which include but are not limited to: school dances, end of year trips, etc. Attendance to these activities will only be offered to students who have shown responsible behavior.

The following discipline criteria have been established:

- 5 or more regular detentions
- 4 or more ISD
- 15 or more days served in Lunch Detention
- 1 or more days of OSS (Out of School Suspension)
- 1 or more days of Bus Suspension

Once a student reaches the outlined criteria, a letter will be sent home and the privilege to attend activities will be forfeited. This will be cumulative throughout the entire school year.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Nonschool-sponsored student groups may meet in the school building during noninstructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that nonschool persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. No nondistrict-sponsored organization may use the name of the school or school mascot on any materials or information.

ATHLETICS

Howland Middle School provides a variety of athletic activities in which students may participate 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.

ACADEMIC ELIGIBILITY

6th grade students are not eligible for sports that are sanctioned by the Ohio High School Athletic Association.

7th & 8th grade students: Passing grades must have been received in 75 percent of subjects in which enrolled in the immediately preceding grading period.

All courses in which a student receives a grade count toward the 75 percent eligibility requirement.

STUDENT EMPLOYMENT

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, s/he must first contact his/her counselor to discuss any legal requirements and to obtain any required documents.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after school events as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

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.

SECTION IV- STUDENT CONDUCT

CODE OF CONDUCT FOR STUDENTS

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, 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.

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 no all acts of misconduct can be itemized, students should be aware of the various areas of misconduct which could lead to disciplinary action. The following is an enumeration of the main areas of concern:

1. **VANDALISM AND THEFT** – No student shall intentionally cause or attempt to cause damage to either private or school property, i.e. defacing, cutting, or otherwise damaging property that belongs to the school, other students, employees or others. No student shall steal either private or school property from the school grounds. Students caught stealing will be disciplined and may be reported to law enforcement officials.
2. **PHYSICAL INJURY** - 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.

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
 - B. A Substance Represented To Be Controlled When In Fact It is Not
 - C. A Narcotic Drug
 - D. A Hallucinogenic Drug
 - E. Amphetamines
 - F. Barbiturates
 - G. Marijuana
 - H. An Alcoholic Beverage
 - I. Any Stimulant
 - J. Any Intoxicant
 - K. Anabolic Steroids
 - L. Any Product Or Substance Whose Name Or Nature Might Tend To Interfere Or Diminish The School’s Control of Student Behavior

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 AND TOBACCO 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, 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 Section 2923.42 of the Ohio Revised Code when such violation is committed while on school property or during participation in any school-sponsored activity, or committed against or upon school property, or committed in school-sponsored activities.

Section 2923.42 of the 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 call 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. **TRUANCY – STUDENTS SHALL STRIVE FOR REGULARITY IN ATTENDANCE IN ACCORDANCE WITH ATTENDANCE POLICIES AND REGULATIONS OF THE DISTRICT.**(Persistent absence or tardiness)

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from a detention to a referral to court. Students exceeding the maximum number of permissible days absent (the limit is 9 days per semester or 18 days per school year) will be subject to actions taken by the principal and/or attendance committee, this includes and is not limited to the filing of appropriate truancy documentation for notification of truancy officer.

8. **PROFANE, VULGAR, OR OTHER IMPROPER LANGUAGE OR GESTURES**

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**

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. **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 ORC 3313.66**

NOTE: ANY VIOLATION OF ANY PART OF THIS CODE OF CONDUCT MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING EXPULSION.

DRUGS AND ALCOHOL

Students violating the school district drug policy will be subject to the following consequences:

- 1) The first offense will result in a 10 day suspension. The 10 day suspension may be reduced to a 5 day suspension contingent upon the student's enrollment and completion of a drug/alcohol assessment with an accredited service agency.
- 2) The second offense will result in a 10 day suspension and recommendation to the Superintendent for expulsion. The expulsion recommendation may be rescinded contingent upon the student's enrollment and completion of a drug/alcohol screening and rehabilitation program.
- 3) The third offense will result in an immediate 10 day suspension and a non-conditional recommendation for expulsion.
- 4) Students involved in sales or distribution of drugs or alcohol will be subject to expulsion.

TYPES OF DISCIPLINE

Two forms of discipline are possible, informal and formal.

Informal Discipline (In-School Discipline)

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, and is not subject to appeal. Informal Discipline includes the following:

- 1) writing assignments;
- 2) change of seating or location;

- 3) pre-school, lunch-time, after-school detention;
- 4) in-school discipline ISD
- 5) SmART

In-School Discipline

Failure to timely serve In-School Discipline will lead to a progression of discipline that can include suspension or expulsion from school.

Formal Discipline (Out-of-School Discipline)

Formal discipline involves removal of the student from school and is subject to appeal. 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.

GENERAL PROGRESSION OF DISCIPLINE

1st Offense: Detention

2nd Offense: In School Discipline

3rd Offense: SmART

4th Offense: Out of School Suspension (OSS)

DUE PROCESS RIGHTS

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.

Discipline of Students with Disabilities

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

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.

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 questioning, and s/he (or a designated guidance 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 guidance counselor) will remain in the room during questioning.

If law enforcement or children's 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, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines. Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

DRESS AND GROOMING GUIDELINES

Students are expected to dress appropriately for school. Any fashion, dress accessory, or grooming that is found to be 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 guidelines.

The following styles or manners of dress are **prohibited**.

- 1 Skirts, dresses, and shorts more than 3” above the knee.
- 2 Visible undergarments, spandex, biker shorts, tight fitting pants/including yoga pants, or leggings that are not worn under shorts, skirts, or dresses.
- 3 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.
- 4 Pajamas/sleepwear (including flannel shorts and pants).
- 5 Inappropriate footwear (Flip-flops, slippers, roller shoes, beach sandals, barefoot, backless/strapless shoes).
- 6 Outerwear (coats and jackets may only be worn to and from school).
- 7 Tank tops, halter tops, strapless tops or garments with spaghetti straps. Unbuttoned shirts or blouses considered to be revealing.

- 8 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.
- 9 Extreme hair colors, highlights, or styles that are disruptive.
- 10 Visible body piercing anywhere other than the ears.
- 11 Poorly groomed facial hair.
- 12 Chains or other accessories suspended from clothing that may pose a health or safety hazard.
- 13 Hats and headwear
- 14 Jeans or pants with holes that reveal skin.

NOTE: The above attire will be strictly 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 Middle School 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.

PROGRESSION OF DISCIPLINE FOR DRESS AND GROOMING VIOLATIONS:

Please see addendum for progression of discipline for dress violations.

With each offense of the dress and grooming guidelines, a home referral will be made to correct the violation. If no one is available at home and the violation can't be corrected, the student will report to ISD for the remainder of the day.

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 that.

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 principal, Assistant principal, or the Superintendent, teachers, or counselors. 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 and 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.

Gangs

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

ATTENDANCE

Students who do not maintain good attendance may fail, lose certain privileges (including participation in extra-curricular, co-curricular or athletic activities), and/or be cited into court. By Ohio law, parents face penalties if a student misses enough school to be considered truant.

The maximum allowable absences from any class, in any subject, shall be nine (9) days for a semester course and eighteen (18) days for a year course. Upon the principal's request, persons making available a physician's statement, documentation for legal responsibilities, funerals, and religious holidays will have these days excluded from the nine (9)/eighteen (18) days. This documentation will be presented to the school within two (2) school days after the students return to school. School mandated absence for an individual shall be excluded from the nine (9)/eighteen (18) days.

Exemptions

Application for exemption must be submitted to the principal. All necessary legal documentation that suggests that long term or chronic illness was present, a major emergency occurred, or legal requirements were being met must be included when the request is submitted. This documentation may include such things as doctor's statements, court orders and police reports should be provided for inclusion in the student's attendance file. Exemptions to the attendance policy are evaluated on an individual case by case basis. Failure to do so may result in failing grades and denial of credit for all courses in which the student misses more than the allowable days in a semester (9) or full year (18) course.

Notification of Absence

If a student will be absent, the parents must notify the School at 330.856.8250 by the first period of the day of absence and provide an explanation. A written parental excuse or legal excuse must be provided within 48 hours of the absence in order for work to be made up and to exclude the legal absence from the 9/18 rule stated above.

A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.

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**.

Tardiness

A student who is not in his/her assigned location by 8:20 A.M. shall be considered tardy. Any student arriving late to school is to report to the School office before going to class.

TARDY: When student comes to school during 1st & 2nd periods-8:20-9:50.

½ a.m. ABSENT: When student comes to school during 3rd & 4th periods-9:50-11:18.

½ p.m. ABSENT: When student leaves school during 5th & 6th periods-11:18-1:21 (4th period for a 6th grader)

Students who are tardy to school more than 2 times will be disciplined according to the following progression:

PROGRESSION OF DISCIPLINE FOR TARDIES:

- (3) Tardies = 1 Detention
- (4) Tardies = 2 Detentions
- (5) Tardies = 1 WASP (Wednesday After School Penalty)
- (6) Tardies and Up = 1 ISD (In School Discipline)

*The tally for tardies will go back to zero at the semester and the progression of discipline will start over.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

SECTION V - TRANSPORTATION

Bus Transportation

The School provides transportation for all students. The transportation schedule and routes are available by contacting the Transportation Department at 330.856.8200 ext.68212.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The principal may approve a change in a student's regular assigned bus stop to address a special need. Parents complete the School Excuse Form (printable from the school web-site) to the principal stating the reason for the request and the duration of the requested change.

Bus Conduct

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

Students must comply with any and all bus and safety rules distributed to them at the beginning of the school year. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students who receive a bus referral will be subject to the following progression discipline:

1st Bus Referral – Detention

2nd Bus Referral – ISD

3th Bus Referral – 3 day bus suspension

4th Bus Referral – 5 day bus suspension

5th Bus Referral – 10 day bus suspension

*If a student receives a 6th Bus Referral or the incident is severe or violent in nature, bus riding privileges may be revoked for the remainder of the school year. This decision will be made by the Administration.

Videotapes on School Buses

Students may be monitored via video surveillance while being transported to and from school or any extra-curricular events/activities.

Penalties for Infractions

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

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 [or assistant principal or other administrator] 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, s/he and his/her parents will be notified of the reason for and the length of the suspension.

Students are encouraged to attend as many after school events as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

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.

Verification/Agreement Form

Dear Parents,

Please read and review the Howland Middle School Student Handbook with your child. It is important that students and parents understand the policies and procedures as outlined in the student handbook in order to best serve the needs of your child while providing an environment that is safe and conducive to learning. Your signatures indicate that you have read and discussed the student handbook and its contents and understand the consequences/disciplinary actions for noncompliance.

Completed form is due within 1 week from distribution. Failure to submit signed Verification/Agreement Form does not exclude/excuse the student from provisions outlined in this handbook and it will be assumed, consequently that both the parent/guardian and student have read and understand the aforementioned rules, rights and resulting disciplinary actions.

It is left to the professional discretion of the building principal to determine and administer disciplinary actions for any violations or noncompliance issues.

Educationally,

Mr. Kevin Spicher
Principal

Student Name _____ Grade _____ H.R. # _____
(Please print)

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Addendum to Student Rights and Responsibilities Handbook

p.12 – Disciplinary penalties for cell phone and ECD violations

- 1st Offense: 1 Detention
- 2nd Offense: 1 ISD (In School Discipline)
- 3rd Offense: 1 SMART
- 4th Offense: 1 day OSS
- 5th Offense: 3 days OSS

*With each offense the parent/guardian must pick up the device

*Refusal to turn over the device will automatically result in OSS

p. 15 – Discipline Criteria for School-Sponsored Extra-Curricular and Co-Curricular Activities

- 5 or more regular detentions
- 4 or more ISD (In School Discipline)
- 3 or more assignments to SMART
- 15 or more days served in Lunch Detention
- 1 or more days of OSS (Out of School Suspension)
- 1 or more days of Bus Suspension

p. 24 – Progression of Discipline for Dress and Grooming Violations

- 1ST Offense = 1 Detention
- 2nd Offense = 1 ISD (In School Discipline)
- 3rd Offense = 1 SMART
- 4th Offense = 1 OSS

With each offense of the dress and grooming guidelines, a home referral will be made to correct the violation. If no one is available at home and the violation can't be corrected, the student will report to ISD for the remainder of the day.

p.26 – Progression of Discipline for Tardies

- (3) Tardies = 1 Detention
- (4) Tardies = 2 Detentions
- (5) Tardies = 1 ISD
- (6) Tardies = 1 SMART

p. 27 – Progression of Discipline for Bus Referrals:

- 1st Bus Referral – 1 Detention
- 2nd Bus Referral – 1 ISD
- 3rd Bus Referral – 1 SMART
- 4th Bus Referral – 3 day bus suspension
- 5th Bus Referral – 5 day bus suspension
- 6th Bus Referral – 10 day bus suspension

*If a student receives a **7th Bus Referral**, bus riding privileges may be revoked for the remainder of the school year. This decision will be made by the Administration.

UPDATED!!! DRESS AND GROOMING GUIDELINES

Students are expected to dress appropriately for school. Any fashion, dress accessory, or grooming that is found to be 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 guidelines.

The following styles or manners of dress are **prohibited**.

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- 11 Poorly groomed facial hair.
- 12 Chains or other accessories suspended from clothing that may pose a health or safety hazard.
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Students should understand that these guidelines are minimums for both academic and extracurricular activities.

PROGRESSION OF DISCIPLINE FOR DRESS AND GROOMING VIOLATIONS:

1ST Offense = 1 Detention
2nd Offense = 1 ISD
3rd Offense = 1 SMART
4th Offense = 1 OSS

With each offense of the dress and grooming guidelines, a home referral will be made to correct the violation. If no one is available at home and the violation can't be corrected, the student will report to ISD for the remainder of the day.