

HOWLAND LOCAL SCHOOLS
STUDENT
RESPONSIBILITIES AND RIGHTS
HANDBOOK

2007-08 EDITION

STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK

F O R E W O R D

It is the educational philosophy of the Howland Local Schools to provide a quality education that will give special emphasis to the basics and provide a comprehensive education to meet the demands of our complex society.

Our philosophy is to provide a broad and balanced curriculum, but the study of the basics shall be presented as worthwhile academic pursuits essential for communication and development of individuals in our society.

It is the responsibility of the Howland Local Schools to respect the rights of all individuals and to provide every student, regardless of race, creed, or sex, the opportunity of a successful learning experience by giving the students the highest quality of professional instruction, the best materials, and the greatest motivation we can provide.

Yours truly in Howland Schools,

John Sheets
Superintendent

INDEX

Absences	14
Anti-Hazing.....	21
Assault.....	2
Assault – Procedure in Handling	2
Assembly (Freedom of)	6
Attendance – Regularity of	12
Bus Behavior.....	18
Cheating and Plagiarism	11
Code of Conduct for Students.....	22
Computer Technology and Network Regulations.....	21
Controlled Substances.....	3
Court Cases	16
Detention.....	1
Draft Registration.....	11
Dress and Hair Guidelines	9
Early Releases From School	16
Expression – Freedom of	6
Expulsions.....	19
False Information to Public Officials.....	11
Gambling.....	19
Grievance and Appeal Procedures	17
In-School Discipline	20
Interrogation by Civil Authorities (Removal from School by Same).....	17
Marriage and Pregnancy	10
Medication During School Day	5
Out of School Suspension.....	20
Philosophy of Education	1
Records – Student	17
Right To An Education	1
Search and Seizure – Lockers and Person	9
Sexual Harassment.....	20
Smoking and Tobacco Products.....	6
Student Government	12
Study Halls.....	12
Tardiness	15
Theft.....	2
Truancy	15
Vandalism	2
Vehicle Registration for Students	17

Voting and Voters Registration	11
Weapons.....	3
Work Permits (Age and Schooling-Certificate).....	10

PHILOSOPHY OF EDUCATION

Each and every school age citizen of Ohio has a right to an education in Ohio's public schools. All students, regardless of abilities, past experience, race, creed, social standing or economic status, have a right to an equal access to educational opportunity.

Our schools will provide students with a quality educational program aimed at expanding their skills, extending their knowledge, enhancing their ability to reason, stimulating their intellectual curiosity, increasing their self-reliance, and improving their opportunities for a life they will consider happy and full. The educational program will be complemented by guidance services, which aid students in the use of existing programs and facilities as well as giving students information on, and aid in gaining additional opportunities later in life.

Our schools will instill an appreciation of democracy to students through instruction and through practical experience.

It should be remembered that students are individuals and citizens. They should enjoy the same fundamental rights and bear the same responsibilities, in relation to their maturity, as all other citizens. They are to be openly and honestly educated about these responsibilities and rights.

Education must be an ever-growing, ever-changing concept if it is to remain a viable resource in the community. Schools will strive to educate the total person and should attempt to meet the needs of the students. There will be complete cooperation among school, home, church and community for the benefit of all. There will be encouragement of a free exchange of ideas, because it is upon this exchange and critical analysis of knowledge that our schools function.

Citizens of a community have the right to an optimally functioning educational program. All those in any way involved with the school should strive to maintain this high quality within the scope of their capacity.

DETENTION

Pupils assigned detention(s) have been delinquent in their actions at school.

Detention(s) may be assigned by the teacher, principal, or detention officer and must allow at least one (1) day before implementation of the detention(s).

The teacher in charge of the detention study room has authority over that assigned detention. Any pupil on an athletic team or other extracurricular activity will not be excused from detention for practice sessions or activities that conflict with the detention time. Working after school or any previous arrangements will not be considered a sufficient reason for excusing a pupil from detention.

Any pupil absent on a day that detention is assigned will make up this day the first day of return to school.

Pupils must report to detention prepared to study. They are to bring classroom books or related educational materials to be studied for the entire period.

Arrangements for transportation home must be made by the pupil before or after reporting to the assigned detention area. Persons planning to transport pupils home must wait outside the school building.

STUDENTS RELINQUISH THE PRIVILEGE OF AFTERNOON BUS TRANSPORTATION WHEN ASSIGNED AFTERNOON DETENTION(S).

VANDALISM AND THEFT

No student on school property or in attendance to any school-sponsored activity shall intentionally cause or attempt to cause damage to either private or school property. No student shall steal or attempt to steal either private or school property from the school grounds or while in attendance at a school-sponsored activity. Such theft or damage may serve as a basis for a suspension or expulsion and/or referral to appropriate civil authorities. Each pupil or their parents or guardians will be responsible for paying for any damage or loss thus incurred.

The Howland Local School District will not be held responsible, legally, for damaged, stolen, or lost property. School authorities will make a reasonable effort to recover the property or determine the party or parties responsible for the damage done.

ASSAULT

No student shall intentionally cause or attempt to cause physical injury, or intentionally conduct himself in such a way as could reasonably be expected to cause physical injury to any person while:

On school property during school hours or within a reasonable time immediately preceding or following school hours.

On school property at any other time when the facilities are being used for approved purposes by any school or community organization.

Off school property while in attendance at any school-sponsored activity, function, or event.

Any student in violation of this rule is subject to appropriate disciplinary action up to and including expulsion.

PROCEDURES FOR HANDLING ASSAULT AND/OR BATTERY

A STUDENT SHOULD INITIALLY SEEK FACULTY ASSISTANCE IN CASE OF AN ASSAULT AND MAY USE REASONABLE FORCE TO RESTRAIN THE AGGRESSOR.

The building principal or other school authority should be notified immediately when an assault occurs so that appropriate action may be taken including notification of the superintendent and/or civil authorities.

An employee has the right to protect himself or seek assistance when an assault occurs. **Any statement or noncontact action that a staff member, student, or other person associated with the District feels is a threat will be considered a verbal assault, including profanity directed toward a staff member.**

The Howland Local School District will fully support any school employee assaulted or wrongfully accused of assault while in the performance of assigned duties. In all cases the superintendent's office will advise that the legal services of the County Prosecutor are available.

DANGEROUS WEAPONS

The Board of Education is committed to providing the students of the District with an education environment which is free of the dangers of firearms, knives and other dangerous weapons in the schools. (OH.Sub. H.B. 64 and Fed. Gun-Free School Act of 1994). The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A., Section 921-924.), which includes but is not limited to any explosive, incendiary, or poisonous gas: bomb, grenade, or rocket having a propellant any charge or more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one (1) calendar year. (OH. S.B.1, May 1999). Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State law.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. In definition of a knife includes, but is not limited to a cutting instrument consisting of at least one sharp blade. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may, if authorized by the Board, expel the student from school, with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members working or volunteering for the school in any capacity, may be subject to expulsion.

POLICY RELATING TO NARCOTICS, ALCOHOLIC BEVERAGES AND DRUGS

A STUDENT SHALL NOT SELL, OFFER TO SELL, DELIVER, OR TRANSMIT A SUBSTANCE REPRESENTED TO BE A CONTROLLED SUBSTANCE WHEN IN FACT IT IS NOT. No pupil, regardless of age, shall possess, show evidence of having consumed,

transmit, offer for sale, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, any stimulant, any intoxicant or any product or substance whose name or nature might tend to interfere or diminish the school's control of student behavior. **A STUDENT WILL NOT HAVE IN HIS POSSESSION, LOCKER, OR VEHICLE ANY PARAPHERNALIA RELATED TO THE USE OF THESE PROHIBITED SUBSTANCES:**

- On the 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 any group.
- Off the school grounds at a school activity, function or event.

Any student in violation of this rule is subject to appropriate disciplinary action up to and including expulsion and possible referral to the Howland Police Department.

DRUG AND ALCOHOL POLICY

Students violating the school district's drug and alcohol policy will be subject to the following responses:

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 in and completion of a drug/alcohol screening and treatment program 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 in 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.

A doctor's written report may be required certifying said pupil is able to resume classroom work upon the completion of the drug/alcohol screening and rehabilitation program.

Use of a prescribed drug from a registered physician for the individual named will not be considered a violation of this rule. (See procedure as outlined.)

1. Any drug that bears, or whose counterfeit or label bears, a trademark, trade name, or any other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark.
2. Any unmarked, or unlabeled substance that is represented to be a controlled substance manufactured, processed, packaged, or distributed by a person other than the person that manufactured, processed, packaged, or distributed it.
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Section 2925.37 of the Revised Code provides that:

1. No person shall knowingly possess any counterfeit controlled substance.
2. No person shall knowingly make, sell, offer to sell, or deliver any substance that he knows is a counterfeit controlled substance.
3. No person shall make, possess, sell, offer to sell, or deliver any punch, dye, plate, stone, or other device knowing or having a reason to know that it will be used to print or reproduce a trademark, trade name, or other identifying mark upon a counterfeit controlled substance.
4. No person shall sell, offer to sell, give or deliver any counterfeit controlled substance to a person under the age of 18.
5. No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with the use of a controlled substance.
6. No person shall directly or indirectly falsely represent or advise a counterfeit controlled substance as a controlled substance.

A violation of any of the above paragraphs would result in a maximum fine ranging from \$1,000 to \$5,000 and possible maximum prison term ranging from six months to ten years.

PROCEDURE FOR PERMISSION AND FOR ADMINISTERING PRESCRIBED MEDICATION DURING THE SCHOOL DAY

PURPOSE

To give written, authorized permission for designated school personnel to administer prescribed medication in loco parentis during the hours that school is in session.

PROCEDURE

Upon request of the parents or guardians to administer prescribed medication to a student, the principal or his designee should contact the parents or guardians and arrange for a conference.

At the parent conference, the permission form should be discussed and explained to the parent. The principal or his designee should discuss all pertinent facts in detail. There should be uniformity in procedure and location of medication in so far as is possible in the individual schools. The principal and the nurse assigned to the building should discuss these matters. The medication should be in a locked drawer, locked safe, or locked box.

After administering the medication to the student, the medication form should be dated, the time given, and initialed by the person who administered the medication. At the end of the grading period, or if the medication is discontinued, the form should be placed in the student's permanent record. The blue 8 x 5 permission form should be kept in the file with the student's emergency card. At the end of the grading period, or if the medication is discontinued, this too should be placed in the student's permanent record.

SMOKING AND TOBACCO PRODUCTS

SMOKING AND TOBACCO PRODUCTS PREAMBLE

The Ohio Legislature enacted, on an emergency basis, Substitute Senate Bill 339. This bill enacts Section 3313.751 of the Ohio Revised Code which prohibits students from smoking and/or using and/or possessing tobacco in any area under control of a school district or at any activity supervised by any school operated by a school district. The Howland Board recognizes its responsibility in adhering to this law. It is hoped that all concerned will give full consideration to the extreme health hazards associated with tobacco products and that all individuals will refrain from smoking by their own volition and for their own benefit. (A stepped-up educational program on alcohol, drugs, tobacco and possible resulting diseases is recommended in the Howland elementary schools with special emphasis placed on visual materials such as films, outside speakers, and medical displays.)

Possession or use of tobacco products by any students Kindergarten through twelve is strictly prohibited on school property (including school buses) or while in attendance at school-sponsored activities. Violation of the provisions of this program may result in disciplinary action up to and including expulsion.

A first offense for the use or possession of tobacco products will result in a five-day in-school discipline. A second offense for the use or possession of tobacco products will result in a five-day out-of-school suspension. A subsequent violation will result in an out-of-school suspension and recommendation for an expulsion from school.

FREEDOM OF ASSEMBLY

The use of school facilities within and without regular school hours shall be granted for orderly and peaceful assemblies by students as time, facility, and staffing commitments allow. It shall be the responsibility of student representatives to make timely request for use of school facilities to insure both their availability and the availability of the principal or his designated representative at the time and place requested.

Assemblies during regular school hours for which requests as above have not been made are prohibited, as such assemblies tend to disrupt the educational process. School authorities reserve the right to disperse and quell unauthorized assemblies by appropriate action, and to enforce appropriate disciplinary action against those students involved.

FREEDOM OF EXPRESSION

The right of free expression shall be completely protected to the extent that it does not cause material or substantial disruption to the educational process. Expression, which is potentially derogatory or inflammatory, should be conveyed with the greatest possible care and responsibility in order to achieve a constructive end. In keeping with such, the following guidelines should be met:

- I. THREATS
 - A. No student shall threaten to inflict harm to him/herself, to others associated with the Howland Local School District, or to their property.
- II. ACTUAL EXPRESSION
 - A. Announcements
 1. No profanity or slander.
 2. Signed by a faculty member.

3. Placed in appropriate area on day before announcement date, except in extenuating circumstances as determined by administration.
- B. Bulletin Boards
1. No profanity, pornography, or libel.
 2. Approved by a faculty member.
 3. Two sample copies to be placed in appropriate area two days prior to display, except in extenuating circumstances as determined by administration.
 4. All displays are to be removed by persons responsible for their posting when said displays become outdated.
 5. No private advertising permitted on any bulletin board except on those specially designated for that purpose.
- C. Non-School Publications
1. No profanity, pornography, or libel.
 2. Two sample copies to be placed in appropriate area two days prior to distribution, except in extenuating circumstances as determined by administration.
 3. No distribution on school premises except before school, after school, or in designated areas during the lunch periods, except when given special permission by the building's principal.
 4. All litter related to publications should be removed by those responsible for distribution.
 5. All publications must be signed by the author and/or the editor.
- D. School Publications
1. Must follow all rules for non-school publication as specified in Section I., C., of this, the Freedom of Expression section, with one addition: All school publications are to be approved by a faculty members.
- E. Speech (in class)
1. No profanity or slander, improper language or gestures.
 2. Teacher may control this freedom in relation to the mission of the class in terms of educational and social goals.
- F. Speech (out of class)
1. No profanity or slander, improper language or gestures.
- G. Petitions
1. No profanity, pornography, or libel.
 2. No distribution on school premises excepts before school, after school, or in designated areas during lunch period except when given special permission by the building's principal.
- H. Loyalty Oaths
1. All students have the right to engage in the practices of saluting flags, reciting pledges of allegiance, singing nation anthems, praying, and/or taking other loyalty oaths.
 2. Any student has the right to refrain from participating in such practices while respecting the rights of others to do so.

II SYMBOLIC EXPRESSION

- A. Material objects (armbands, badges, buttons, patches, pins, etc.)
1. No profanity, pornography, or libel. **STUDENTS ARE NOT TO WEAR SHIRTS, SIGNS, SLOGANS, SYMBOLS, OR PICTURES OF ACTIVITIES**

AND/OR SUBSTANCES THAT ARE ILLEGAL, DISRUPTIVE, OR PROHIBITED ELSEWHERE IN THIS BOOKLET.

2. No distribution on school premises except before school, after school, or in designated areas during lunch period, except when given special permission by the building principal.
- B. Physical Gestures
1. No gestures of an obscene or slanderous nature.

III. PENALTIES FOR IRRESPONSIBILITY

- A. Failure to observe above guidelines may result in impoundment of the material, suspension of the privilege, and/or, when necessary, appropriate disciplinary action.

IV. REVIEW BOARD

- A. If after reviewing any materials, the principal of the building denies a request for distribution, he shall present his reasons in writing (within the two days prior to distribution) to the person who requested said distribution. If the person wishes to contest the principal's ruling, he may refer the matter to the building's review board through a formal complaint (dated and signed by the person and the principal, and placed in the appropriate areas). All such complaints dealing with the policies of freedom of expression shall be considered by the review board.
- B. A review board shall consist of nine members.
1. Four students (selected by the Student Senate).
 2. Two faculty members (chosen by the school superintendent).
 3. Two parents (selected by the Board of Education).
 4. One administrator (appointed by the principal).

A review board shall be created in advance of each school year for which it will serve through the action of the Board of Education. It shall be presided over by the review committee itself (unless said committee does not name a choice before the commencement of the school year, whereupon the Board of Education shall appoint a presiding officer). It shall follow the rules of parliamentary procedure as set forth by Robert's Rule of Order, revised.

- C. If a request for review is made, the review board shall convene and make a recommendation to the principal. The recommendation and corresponding reasons should be presented in writing to both the principal and the contesting person within three days of the filing of the request for review. Any further denial may be appealed to the school superintendent and/or to the Board of Education.

V. PROTECTION CLAUSE

- A. No student should be penalized in any way for expressing himself with the above guidelines of respectability and responsibility, for expressing an unpopular view, for expressing an unofficial view, or for expressing a view contrary to school administration, teachers' group, students' group, or any other group (whether this view be expressed on or off school premises).

DRESS AND HAIR CODE GUIDELINES

The responsibility for proper attire and good grooming rests primarily with parents. School authorities and parents must cooperate to provide benchmarks for student attire that do not

compromise what is acceptable for maintaining a proper school climate. The school does reserve the right to maintain specific criteria regarding student appearance.

GRADES 6-12, DRESS GUIDELINES

1. Students may wear **knee area length** shorts and culottes. Dresses must also be **knee area length** (no more than **4” above the knees**). Slits in skirts, etc. may not be higher than the **knee area**.
2. Students **may not** wear jersey tops, midriff tops, ripped/torn clothing, spandex material clothing or biker type shorts, clothing or jewelry that promotes in picture or print alcohol use, drug use, tobacco use, racism, sexism, or any other apparel deemed inappropriate during school hours or at school sponsored events. Garments should have minimal scooping at the neck, back, and underarm so as not to reveal undergarments or too much of the upper torso and must cover the shoulder area from neck to arm.
3. Pajamas/sleepwear (tops and/or bottoms) are not to be worn.
4. Appropriate footwear must be worn. Beach sandals are not permitted.
5. Outerwear (coats/jackets) may not be worn during the school day.
6. Students must keep their torso fully clothed during the school day and school sponsored events. There is to be no midriff exposure.
7. Students must wear their pants at the waistline and undergarments are not to be visible.
8. Any class time missed resulting from dress violations will be classified as unexcused and will count against the attendance policy. Graded class work of any type missed due to these violations will be forfeited. Dress code violations may also result in disciplinary action.
9. No extreme hairstyles or colors are permitted.
10. Facial hair must be well groomed. No extreme colors or styles are permitted.
11. Wearing pierced jewelry on any body part other than the ear is prohibited.
12. Chain accessories suspended from clothing are not permitted. Any clothing accessories that may pose a safety hazard will not be permitted.

Students should understand that these guidelines are minimums for both academic and extra-curricular activities and that hairstyles and clothing may have to be more strictly regulated when the health or safety of a student is endangered. For example, working on or near machinery, doing an experiment in a laboratory, working in a food preparation class, or extra-curricular activities such as some sports would need more structure than a regular classroom setting.

Violations of these guidelines will **RESULT IN DISCIPLINARY ACTION**.

SEARCH AND SEIZURE

I. SEARCHES

- A.** When there is a clear and reasonable cause to believe that a student has on his person or in a purse, briefcase or other personal carryall, a dangerous, **STOLEN**, or illegal item, school authorities may restrain such student for the purposes of conducting a search for the item. IF the student refuses to voluntarily acknowledge the presence of the said item and surrender it to school authorities, the student will be promptly restrained and parents or civil authorities may be contacted.

B. Search of Lockers and Desks

Principals or their designees are permitted to make searches any time there is a reasonable suspicion that the locker contains evidence of a rule violation or crime. Furthermore, all lockers are school property and are subject to search at any time.

C. Search of Student Vehicles

When there is a clear and reasonable cause to believe that a dangerous, STOLEN, or illegal item is present in a student operated vehicle on school grounds, the student should be confronted by school authorities and asked voluntarily to acknowledge the presence of said item and to surrender it. Should the student's cooperation be refused, the parents of the student should be contacted immediately to have the vehicle promptly removed from school grounds. Should such consent be unobtainable, school authorities may contact the appropriate civil authorities so that, in their discretion, a search warrant may be obtained.

II. SEIZURE

Articles which are discovered during searches or voluntarily surrendered under Section I, above, may be seized by school authorities if they are dangerous to persons or property or illegal. A parent or legal guardian may reclaim legally returnable items upon notice to school authorities.

AGE AND SCHOOL CERTIFICATES (“Work Permits”)

Any student under the age of 18 must, by law, secure an age and schooling certificate (“work permit”) for any employment.

Forms for obtaining work permits may be obtained from the main office at the high school and must be returned to the office when completed.

MARRIAGE AND PREGNANCY

Married students will be allowed to participate in the curricular and extra-curricular programs without restriction.

Any pregnant student, regardless of marital status, will be allowed to participate in the curricular and extra-curricular programs of the district to the extent deemed advisable by the attending physician.

A mother may return and participate in the curricular and extra-curricular programs to the extent deemed advisable by the attending physician. Upon request by the superintendent or his designated representative, the student shall provide a physician's certificate indicating that she may return to her regular activity pattern.

DRAFT REGISTRATION

Under federal law, males must register at age 18 with the local Selective Service Board. A student may so register with the designated school official at the Guidance Office of the Howland High School.

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 authorities or property, or other students present on school property or committed in school-sponsored activities.

O.R.C. Section 2923.42 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 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 of 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.

VOTING AND VOTER REGISTRATION

The Howland Local Schools encourages its entire student population to take an active role in governmental processes. Two of the most direct ways students can participate are through voter registration and voting.

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

CHEATING AND PLAGIARISM

Cheating and plagiarism in any form involving curricular and extra-curricular activities is prohibited. Any student guilty of cheating or plagiarism will be subject to appropriate disciplinary action including the denial of participation in extra-curricular activities. **SUCH STUDENT(S) FOUND GUILTY WILL ALSO BE DENIED ACADEMIC CREDIT FOR THE ACTIVITY IN WHICH THEY WERE FOUND TO BE CHEATING AND ALSO WILL LOSE ANY OPPORTUNITY FOR MAKE-UP WORK TO OFFSET THE LOSS.**

STUDY HALLS

There are a variety of methods available by which study halls can be operated (e.g. library, quiet study, semi-quiet group study, talking, or activity). It **WILL** be left to the discretion of the administration to determine the style that should be implemented. The administration will take into

account the different sets of conditions (e.g. availability of facilities, number of students, access to proper supervision, or the area and its location in the school in making its determination).

STUDENT GOVERNMENT

Students should be free to establish and be encouraged to participate in student government that provides all students a voice in student affairs through a representative system. Student government should represent the interests of the students in the formulation of school policy proposals to be submitted to the school board, faculty, and administration. All students should have the right to vote and run for offices, which are offered in their respective buildings.

Any student government should be operated according to a constitution (written and adopted by the elected representatives of the student body) which is not in violation of state statues or Howland Local Board of Education policy. Any student government must have a faculty advisor.

The statements, votes, decisions, or actions of a student, specifically relative to his role in student government, shall not have any affect on his/her grades, course credits, graduation requirements; or any other aspects of academic standing, participation in extracurricular activities, rights or responsibilities.

Should a member of the Student Senate feel that his rights under this section have been violated, he/she shall report said violation to the Principal and/or Superintendent for review.

The Board of Education may set aside time on a systematic basis during the regular monthly public meetings for a report by a designated student government representative.

REGULARITY OF ATTENDANCE

The Howland Board of Education believes regular school attendance is necessary for the present welfare of the student and the forming of good habits of punctuality and regularity in everyday life after he is out of school.

Because there is a direct, positive correlation between a student's academic success, attendance, and the amount of in-class exposure to instruction and/or learning activities, frequent absence from school disrupts the continuity of the instructional program. As a result, the benefit of regular classroom instruction is lost to the student and cannot be entirely regained even by make-up work. Many students who are frequently absent from school experience greater difficulty in obtaining the complete education essential to them. It is impossible for a student to fully benefit from a quality education if the student is not present to benefit from the instruction offered.

Regulations to implement Policy No. 5113:

Principal/Attendance Review Committee

Maximum days absent: The limit is 9 days per semester or 18 days per year. If a student exceeds the 9 or 18 day absence limits, the student could lose credit for the semester or the school year in the affected classes or be retained in his/her present grade.

An attendance review committee consisting of the building principal, guidance counselor, nurse, and a classroom teacher or teachers may be convened at the discretion of the principal to address a particular student's attendance record and recommend ways to correct a student's attendance problem.

The recommendations will not limit the principal/attendance review committee to the following: conferences with student and/or parents, home visitation and/or letter from truant officer, filing of court papers for excessive absences, statement from physician for all future absences, or any other appropriate action.

Attendance Policy for Howland High School (9 – 12)

The intent of the Howland High School attendance policy, adopted by the Howland Local Board of Education, is to increase student attendance, to enhance their learning opportunities, and to improve their academic performance.

Accumulated absences from a class or classes, including early releases from school, that are excused, unexcused, or truant which total more than 9 class periods per subject for any semester course may result in the loss of credit for that class or classes.

Students missing 20 minutes or more from a class will be considered absent from that class, and this absence will be counted toward the accumulated class limit of 9/18 class period absences per subject for any grading semester/year.

Students going on vacation with their parents or guardians will be considered excused in order to make up class assignments and tests missed. However, days of vacation while school is in session will be counted toward the 9/18 class period absences per subject limit.

Students whose absences are due to an ailment requiring a visit to a medical professional should present to the attendance office, upon returning to school, documentation of their visit to the medical professional.

Professional medical documentation of a student's absences will not count toward the 9/18 class periods per subject.

School sponsored and approved activities, such as field trips, athletic events, and theatrical productions that cause a student to be absent will not be counted toward the accumulated class absence limit of 9/18 class periods per subject for any grading semester/year.

Attendance Policy Study Hall/Library Provision (9 – 12)

Absence from study hall/library periods will not be counted in the Attendance Policy.

- The first truancy from a study hall/library period in any grading quarter will result in 1 detention.
- The second truancy from a study hall/library period in any grading quarter will result in 2 detentions.
- The third truancy from a study hall/library period in any grading quarter will result in a suspension.

ABSENCES:

On the first day of an absence, it is the parent/guardian's responsibility to notify the school of the student's non-attendance. Whenever an absence occurs, each student shall secure from a parent or guardian a written explanation of the reasons for the absence. Such written explanation shall be submitted to the proper school authorities no later than the second morning after the student's last date of absence. The writing shall include the date(s) of absence, reasons for the absence,

and the signature of the parent or guardian. FAILURE TO SUBMIT A WRITTEN EXPLANATION WILL RESULT IN THE ASSESSMENT OF AN UNEXCUSED ABSENCE.

EXCUSED ABSENCES:

Personal Illness: With parental/guardian written explanation. The school may require the statement of a physician.

Illness in the Family: A student should not be kept out of school for this reason unless there is an absolute need for his/her services. Proof may be required. This applies only to students 14 years of age or older.

Funerals: A reasonable amount of time will be allowed without penalty to attend funerals of relatives or close friends.

Quarantine: As determined by the proper medical or health officials. A physician's or health officer's form may be required.

Work at Home: Permission may be granted in cases of extreme emergency by the superintendent or his representative. O.R.C. 3321.04B and State Board of Education Rule 3301-51-13A shall be the guidelines.

Court Attendance-Jury Duty: Prior notice should be given to school authorities and arrangement made for make up of all missed work.

Religious Holidays: Recognized religious holidays are considered valid reasons for absence. Should special services be scheduled, students are expected to attend such services before or after school hours whenever possible.

Medical and Dental Appointments: Are considered for the purpose of maintaining good health and will be permissible provided the school is advised of the appointment in advance. (Appointments should be scheduled outside school hours whenever possible.) Due to the fact that many doctors, dentists, and optometrists are located within walking distance of the Howland Middle School and Howland High School buildings, students enrolled in these buildings may be excused to walk to their appointments provided a signed request from the parent or guardian is presented to the respective building principal.

School Field Trips: Trips during the school day that are part of the school curriculum are considered excused. All students are required to complete an emergency field trip request form, to be signed by the parent or guardian, and returned to the proper teacher before the actual trip.

College Visitations: Permission may be granted to seniors if the parent or guardian has consulted in advance with the building principal for the college visitation. A total of three (3) days for all visits in the senior year is the maximum allowed. PERMISSION SHOULD NOT BE GRANTED DURING THE FINAL EXAMS AT THE END OF THE FIRST SEMESTER OR AT THE END OF THE YEAR.

Vacations: Permission may be granted to the student when accompanying his/her immediate family or guardian. Prior notification must be sent by the parent or guardian to the principal several days in advance to receive permission. PERMISSION SHOULD NOT BE GRANTED DURING THE FINAL EXAMS AT THE END OF THE FIRST SEMESTER OR AT THE END OF THE YEAR.

IT SHOULD BE NOTED THAT THE STUDENT IS RESPONSIBLE FOR SECURING AND COMPLETING MAKE-UP WORK MISSED.

FUTURE EXCUSED ABSENCE FORM:

This form is available in all buildings. It must be picked up and completed prior to an absence which is known in advance. The form must be returned to the main office of each building before the first day of absence. Students have the responsibility for making up all class matter

missed. Students who do not follow this procedure for absences known in advance forfeit the right to make up work and will receive no academic credit during the time of their absence.

UNEXCUSED ABSENCE: Unexcused absences will be handled in the following manner:

Middle School/Elementary – In grades K-8, daily participation, practice, and teacher instruction is crucial to a student’s success. An unexcused absence could receive a 2% reduction of the student’s grade for each unexcused absence at the end of current grading period where the unexcused absence took place. The school authorities and/or attendance committee may recommend more appropriate action depending upon the individual case.

High School – An unexcused absence will cause a student to lose all credit that particular period or day. The school authorities may recommend more appropriate action depending upon the individual case.

TRUANCY: The Howland Board of Education defines truancy as the student’s intentional act of non-attendance which is in violation of the Ohio Compulsory School Attendance Law. Students found truant will receive no credit for the work missed on each day of truancy. The school authorities and/or attendance committee may recommend more appropriate action depending upon the individual case.

SB 181, which addresses student truancy, was signed by the Governor on June 2, 2000, and became effective September 4, 2000. The bill modifies certain sections of the Juvenile Code (RC Chapter 2151 in the following ways:

- Expands the definition of “Delinquency” to include juveniles who are “habitual truants” and “chronic truants”.
- Defines habitual truants as any student absent without “legitimate excuse” for:
 - 5 or more consecutive school days
 - or 7 or more school days in 1 school month
 - or 12 or more school days in a school year.
- Defines chronic truants as any student absent without legitimate excuse for:
 - 7 or more consecutive school days
 - or 10 or more school days in 1 school month
 - or 15 or more school days in a school year.

TARDINESS: Tardiness or being tardy is defined as not being in one’s assigned seat at the beginning of the school day or at the beginning of each class period. Those students who are tardy at the beginning of the school day must report to the main office and receive an admittance slip.

The only acceptable excuses for tardiness to school are the same as those for absence. (An exception to the above statement would be students returning from the Vocational School and are late because of weather conditions or late dismissal.) All others will be classified as unexcused. When a student has accumulated excessive tardies, he/she will have a conference with the principal and be notified of pending disciplinary action. The building principal shall establish this excessive tardy level and shall inform students of these criteria in their respective buildings.

Tardiness due to illness may require written confirmation from a doctor that a medical problem exists and warrants late arrival to school.

If a student has more than the designated number of unexcused tardies in the opinion of school authorities and/or attendance committee, the student is subject to appropriate disciplinary action up to and including expulsion from school.

EARLY RELEASE FROM SCHOOLS: In accordance with the Missing Child Act, the Howland Schools have set up procedures for students to be released early from school on a building-by-building basis.

When it becomes necessary for a student to leave early, a signed parental request must be presented to the office for approval. Students are responsible for work missed as a result of the early release. Should the student return to school, he/she must report to the office to be readmitted.

Abuses of the early release privilege will lead to a disciplinary response from the administration.

EARLY RELEASE FROM SCHOOL FOR EMPLOYMENT: Vocational students requesting administrative permission to be released early due to regular employment should make arrangements with the high school principal or assistant principal. Non-vocational students with unusual circumstances may petition the principal for an early release; as a general rule, early releases for these students will not be granted.

REFERRALS TO JUVENILE COURT

Examples of cases which may be referred to Juvenile Court by school personnel are as follows:

Willful truancy or extreme disobedience on the part of the child.

Abuse or neglect of children by parent(s) or guardian(s). Suspected incidents of child abuse will be forwarded to the proper agency for further investigation.

Parent(s) or guardian(s) who willfully fail to send a child to school will be cited into court for contribution to the delinquency or neglect of a minor.

RIGHTS OF NON-CUSTODIAL PARENTS

According to Ohio Revised Code 3319.321 (B) (5), a parent of a student who is not the student's residential parent may, upon request, be permitted access to any records or information concerning the student under the same terms and conditions which apply to the access of records or information available to the residential parent of that student. These conditions hold provided that the access of the nonresidential parent is not subject to any agreement between the parents, or not subject to any court order issued to section 3109.051 of the Revised Code, or any other court order governing the rights of the parents.

INTERROGATION AND/OR REMOVAL FROM SCHOOL BY CIVIL AUTHORITIES

The Howland Local School District will cooperate with civil authorities in investigations. Questioning of students must be done confidentially and only following notification of the superintendent or the building principal or his designated representatives.

Parents or guardians will be notified of such questioning preceding the questioning whenever possible. All questioning of students by civil authorities on school district property must be done in the presence of school authorities. School authorities, however, are present only as observers and not as guarantors of the civil rights of any person questioned, but reserve the right to terminate the interrogation.

School authorities shall not release a student into the custody of any person, except his or her parent or legal guardian, without an order of a court or an arrest by a competent authority.

STUDENT RECORDS

The Howland Local School District maintains such records as are required in furtherance of legitimate educational objectives imposed by the laws of the State of Ohio. No records shall be maintained which reflect political, religious, or other private activities or beliefs of students.

Student records shall be categorized and access thereto controlled by the Board adopted Due Process Procedure.

STUDENT GRIEVANCE AND APPEAL PROCEDURES

A grievance filed by a student will be processed according to ascending levels of administrative responsibility (e.g. faculty, assistant principal, principal, administrative assistant, superintendent, Board of Education, or court).

An appeal of suspension filed by a student or custodial parent will be processed by the administrative assistant, in accordance with Ohio Revised Code 3313.661; should the student or custodial parent wish to appeal the decision of the administrative assistant, the appeal will be heard in the Court of Common Pleas.

STUDENT VEHICLE REGULATIONS

A student wishing to drive a motor vehicle to school must first register the vehicle showing proof of liability insurance and must 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.

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.

RULES AND REGULATIONS FOR BUS BEHAVIOR

School bus transportation is a privilege that cannot be abused by demands for luxury services or individual conveniences.

A safe and efficient school bus program calls for teamwork by students, parents, bus drivers, teachers and principals. Without teamwork in this service, a school system must risk what it cannot afford to risk....INJURY AND DEATH.

The Howland Board of Education on February 18, 1974, pursuant to the State Statute 3327.10 Transportation of Pupils and Division "D" of Section 3301.07 of the Revised Code of Ohio, to provide both safe and efficient transportation, established the following rules and regulations concerning bus behavior.

Each student in Howland, and the parents or guardian of each student, are asked to read and uphold these rules and regulations.

GETTING INTO AND OFF THE BUS:

1. To help maintain morning schedules all students must be ready and waiting when the bus arrives at their assigned stop.
2. Students must stay off the road at all times while waiting for the bus. Students must conduct themselves in a safe manner while waiting.
3. Students must wait until the bus comes to a complete stop before attempting to enter or leave. Students will cross the street IN FRONT OF THE BUS. Students must wait until the driver signals them to cross.
4. Crowding and pushing are dangerous and must be avoided at all times while on the bus and when boarding or departing.
5. All students who are seated will remain seated until the bus has stopped. Those students standing must stand to the rear of the safety railing and along the aisle.
6. In the event of an emergency situation, all students are to remain on the bus, unless instructed otherwise by the bus driver.
7. Students must keep all portions of their bodies inside of the bus at all times. Books, packages, coats and all other objects must be kept out of the aisles.
8. Windows will be kept closed except when the driver permits them to be opened.
9. Students may be assigned seats by either the bus driver or the school principal, or the transportation supervisor.
10. Except in special circumstances, authorized by the principal, students will not be permitted to ride a bus other than their own designated bus.

TALKING:

1. Students should not talk to the driver while the bus is in operation, except in the event of an emergency.
2. Loud talking, laughing, whistling, or unnecessary confusion is prohibited.

Talking is permitted in a normal conversational tone. Students must maintain silence when the bus is stopped at railroad crossings, or during an emergency situation.

PROHIBITED ACTIVITIES:

1. Smoking, use of tobacco products, gambling, or possession of intoxicants or drugs on the bus.
2. Eating, drinking, spitting or littering on the bus.
3. Use of profane language or gestures.

4. Harassment of other students, i.e. including name calling, pushing, shoving, hitting, and fighting.
5. Throwing of any objects at any time.
6. Use of projectile instruments, i.e. bean shooters, water pistols, rubber bands, aerosol containers, sling shots, etc.
7. Carrying of firearms, weapons, explosives, animals, or excessively large objects onto the bus.
8. Opening of the emergency door without bus driver's consent.

STUDENT BEHAVIOR:

1. Older students are expected to look after the safety of younger students.
2. Students are expected to be considerate of fellow passengers and the bus driver.

DISCIPLINE PROCEDURES:

1. The bus driver has the sole responsibility for the direct supervision of all students while on his/her bus.
2. Bus drivers are required to report all discipline problems to the administrative supervisor and/or the principal of the school that the pupil attends.
3. Pupils may be suspended from riding on school buses by the administration for violation of any rule or regulation pertaining to bus transportation. Other means of discipline may be meted out at the discretion of school administrators, i.e. student/parent conferences, expulsion, possible police or court action, or other acceptable disciplinary measures (not necessarily in the order listed).
4. Pupils suspended from riding their designated bus may not ride any other bus.
5. Each pupil, or their parent or guardian, will be responsible for paying for any damages to the bus by that pupil.

GAMBLING

Students are not permitted to engage in activities related to games of chance on school property. Therefore, use and/or possession of gambling paraphernalia such as dice, cards, raffle tickets, or betting pool slips are prohibited on school property. Types of prohibited gambling activities are coin pitching, dice throwing, card playing, raffles, etc.

SUSPENSIONS AND EXPULSIONS

The Howland Board of Education authorizes the suspension and expulsion of pupils as provided by the Ohio General Assembly under Ohio Revised Code 3313.66. Seniors involved in acts subject to suspension, or having incurred suspension or expulsion at the end of the year, will forfeit the privilege of participation in graduation exercises.

OUT OF SCHOOL SUSPENSION

A building level administrator may suspend students from school attendance for a maximum of 10 school days for a code of conduct violation. Students who receive an out of school suspension are required to abide by the following rules/guidelines during the duration of the Out of School Suspension:

- students are not permitted to be in our district's buildings or on our district's grounds
- students may not participate in or attend school events/activities whether they are in our district or at another location where Howland Schools are participating

- students will not receive academic credit for any school work assigned during their out of school suspension
- it is the responsibility of students assigned an out of school suspension to obtain their course work assignments during their suspension, students may complete this course work and give them to their respective teachers for evaluation but not for academic credit, quizzes and/or tests administered during as student's out of school suspension may be taken upon their return to school for evaluation by their teacher(s) but not for academic credit. Any course work missed during an out of school suspension may be completed (no academic credit) by the student returning from suspension during their study hall, lunch period and before or after school
- calamity days, when school is cancelled, are not to be counted as a day(s) of an out of school suspension

IN-SCHOOL DISCIPLINE

The Howland Board of Education authorizes the in-school discipline program. The in-school discipline program provides an alternative vehicle for the discipline of students. Students assigned to the in-school discipline program have the opportunity to make up all classroom work, tests, quizzes, and assignments missed during their assignment to the in-school discipline classroom. A student assigned to in-school discipline may not participate in or attend school events/activities whether they are in our district or at another location where the Howland Schools are participating. Calamity days (when school is cancelled) are not to be counted as a day(s) on in-school discipline.

SEXUAL HARASSMENT

Sexual harassment is defined as unwanted sexual advances, which may be verbal, visual, or physical contact. The definition is very broad and could include propositioning, making threats of reprisal after a proposition is refused, making actual reprisals after a proposition is refused, displaying sexually suggestive objects or pictures, making sexual remarks or gestures, making frequent sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body, touching a person, blocking their exit, or assaulting a person.

Incidents of sexual harassment should be reported immediately to a counselor, teacher or principal.

PUBLIC DISPLAYS OF AFFECTION

Affection between students is a personal matter and not meant for public display. This includes touching, petting, or any other contact that could be considered sexual in nature. Sexual activity of any kind is prohibited and will result in disciplinary action.

ANTI-HAZING

It is the policy of the Howland Local Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing

mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

COMPUTER TECHNOLOGY AND NETWORK REGULATIONS

Computer use at Howland Schools is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The District reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers.

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administrators.

1. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
2. Network password security is the responsibility of the student. Students shall use only their own password, files, or directories.
3. Users are expected to treat the equipment and resources with care and will be held accountable for any damages. Knowingly introducing a computer virus to any school program is not permitted. Copying, deleting, or altering software is also not permitted with special authorization by Howland School Staff.
4. Use of all telecommunications by students is restricted to school related projects and must be supervised by the teacher or network administrator. Internet users must complete an Internet use consent form, which must be approved before using the Internet.
5. Attempting to establish computer contact into school district restricted computer networks or any other unauthorized databases is not permitted.
6. Users shall not transmit material that is threatening, obscene, disruptive, or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, sex, age, disability, religion or political beliefs.
7. No student shall commit or attempt to commit any willful act involving the use of the Internet that interferes with the operation of the school. This includes but is not limited to the use of computer viruses. Example: No student shall tamper/alter in any way a teacher's web page that is intended for student use from a school computer or from a computer off school grounds.

Building administrators will enforce sections of the Student Discipline Code as applicable. Penalties for Discipline Code infractions may include suspension and expulsion if warranted.

Administrators, faculty members, students and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio law.

CODE OF CONDUCT

The student Code of Conduct is a summary of this Student Responsibilities and Rights Handbook. It is posted several places in the Middle School and Senior High School Buildings. The Code of Conduct is reproduced on the following pages.

CODE OF CONDUCT FOR STUDENTS

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

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

1. **VANDALISM AND THEFT** – No student shall intentionally cause or attempt to cause damage to either private or school property. No student shall steal either private or school property from the school grounds.
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.
3. **WEAPONS** – No student shall possess, handle, transmit or use any object which can reasonably 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 weapon (i.e. Rifle Team, Archery Team, Track and Field, etc.)
4. **NARCOTICS, ALCOHOLIC BEVERAGES AND DRUGS** – A student shall not sell, offer to sell, deliver, or transmit a substance represented 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, and vehicle or in a cache any paraphernalia related to the use of the items above:

- On the 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. Violation of the provisions of this program may result in disciplinary action up to and including expulsion. A first offense for the use or possession of tobacco products will result in a five-day in-school discipline. A second offense for the use or possession of tobacco products will result in a five-day out-of-school suspension. Subsequent violations will result in further out-of-school suspensions and recommendation for an expulsion from school.
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.

7. **TRUANCY**
8. **PROFANE, VULGAR, OR OTHER IMPROPER LANGUAGE OR GESTURES**
9. **INSUBORDINATION** – including intentional interference with the teacher's conduction of the class.

10. **FAILURE TO ACCEPT DISCIPLINE OR PUNISHMENT.**
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.
12. **VIOLATION OF BOARD OF EDUCATION POLICIES OR SCHOOL RULES AND REGULATIONS.**
13. **STUDENTS SHALL STRIVE FOR REGULARITY IN ATTENDANCE IN ACCORDANCE WITH ATTENDANCE POLICIES AND REGULATIONS OF THE DISTRICT.**
14. **THE DUE PROCESS RIGHTS OF THE STUDENT SHALL BE SAFEGUARDED AND ARE NOT IN CONFLICT WITH THIS CODE OF CONDUCT OR POLICIES AND REGULATIONS OF THE DISTRICT AND SHALL CONFORM TO ORC 3313.66.**

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

(THIS **CODE OF CONDUCT FOR STUDENTS** IS TO BE POSTED IN ALL
HOWLAND SCHOOL BUILDINGS)

Revision Approved by HOWLAND LOCAL BOARD OF EDUCATION: 8/20/85; 12/10/85;
9/88; 6/28/93; 6/28/99; 01/24/00; 7/12/00; 8/27/01; 01/30/03

Student and Parent/Guardian please sign below. Remove this sheet from the Handbook and return it to Home Room Teacher to be placed in student file.

Date

TO: Principal of

 Building Name

Please complete:

Rides bus to school _____

Walks to school _____

Drives to school _____

Bus number _____

We have read and understand the attached copy of Howland Schools' Student Responsibilities and Rights Handbook.

 Student's Name (please print)

 Student's Signature

 Grade

 Parent or Guardian's Signature