

HOWLAND HIGH SCHOOL

STUDENT

RIGHTS AND RESPONSIBILITIES

HANDBOOK

2010 - 2011 EDITION

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NOTE: This Handbook is based in significant part on policies adopted by the Board of Education. Those Board Policies are incorporated by reference into the provisions of this Handbook. The Policies 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 2010. 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 by clicking on Students Rights and Responsibilities Handbook and finding the specific policy in the Table of Contents for that section.

MISSION OF THE DISTRICT

The mission of the Howland Local School District is to provide an appropriate educational program and learning environment which will effectively meet the educational needs of its students and/or help its students accomplish educational goals which are significant, durable and transferable. The mission of Howland Local Schools is also to ensure a safe learning environment that nurtures self-esteem and challenges each student to acquire the knowledge and skills necessary to become a productive and responsible citizen.

PHILOSOPHY OF EDUCATION

In a world of endless change, one goal of a Democratic society remains constant. This is the societal goal for the acquisition and application of knowledge. The Board of Education commits itself to do everything in its power to foster an educational climate where each child is encouraged and motivated to desire and pursue this goal. The Board believes the capabilities of each individual student should be developed to his/her fullest capacity. Every effort should be made to provide all Howland school age children, including the disabled, a free and appropriate education in the least restrictive environment possible.

The school should be an integral part of the community and aid to the home. It is not within the school's ability or desire to substitute or supplant the guidance and love of the student's home. We believe it is the responsibility of the school to reflect the desires and needs of the Howland community, and to develop an adequate educational program that provides equal educational opportunities to meet the many diverse needs of our youth and the community we serve.

We desire, within the bounds of this school system, to help every child achieve to the limit of his/her individual potential and experience the power, richness and beauty of this world.

The Board firmly believes the primary function of the Board and its staff is to assure each boy and girl attending school in the District the highest level of educational opportunity within the resources of the District.

EARLY RELEASE FROM SCHOOL

This policy is in accord with the Missing Child act to try to decrease the number of missing children and students. Therefore, all students taking an early release must be signed out by their respective parent/guardian or school authorities in the attendance office or clinic. The only exception would be at the high school for those students who must walk or have a driver's license and an approved parking permit. These students,

upon presentation of an approved written request from the parent/guardian, must sign out in the attendance office before leaving school grounds.

An early release request may be made for any reason which excuses or approves an absence. When it is necessary for a student to leave during school hours, a signed written request from home must be presented to the attendance office for approval. Arrangements should be made by the student for make-up work missed. Should the student return to school the same day, he/she must report immediately to the attendance office for readmission.

When the school authorities are concerned with abuse of the privilege, a conference may be required. The result of the conference will determine whether the student will be permitted any future releases.

EARLY RELEASE FROM SCHOOL FOR EMPLOYMENT

Senior and vocational students to be released early due to regular employment will make arrangements for their early release with the high school principal or his/her designee. Any exception to this would be up to the building principal or Superintendent. Students outside the vocational work-study programs will not be excused until they have been in school for the minimum school day as prescribed by the State minimum standards.

MARRIAGE AND PREGNANCY

No student, whether married or unmarried, who is otherwise eligible to attend school in the District shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood. The Board reserves the right to require for attendance in the regular classes of the school and the co-curricular and extra-curricular programs of the school that each pregnant student present to the Superintendent her physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.

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 record 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 the 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.

STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board must collect, retain and use information about individual students. Simultaneously, the

Board recognizes the need to safeguard students' privacy and restrict access to student's personally identifiable information.

Student records shall be available only to students and their parents, eligible students, designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

Both parents shall have equal access to student records unless stipulated otherwise by court or law.

USE OF MEDICATIONS

The Board of Education believes that when students require prescribed medication during school hours, the administration shall be done according to R.C. 3313.713 and regulations for implementation of this policy.

Written permission must be given to authorize permission for designated school personnel to administer prescribed medication in loco parentis during school hours. A conference with the parents must take place to discuss all pertinent facts in detail. The principal and the nurse must discuss in detail the uniformity of procedure and location of medication. The medication should be locked in a 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 along with the permission form and the student's emergency card.

VOTING AND VOTERS REGISTRATION

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

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

WORK PERMITS

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

COMPUTER TECHNOLOGY AND NETWORKS

Computer use at Howland High School 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 files and records created or stored on school owned computers.

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 without 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 that 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. 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.
8. No student shall tamper/alter in any way the teachers entering of student grades.

Building administrators will enforce sections of the Student Discipline Code of Conduct as applicable. Penalties for infractions may include suspension or 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. The Superintendent shall establish appropriate procedures to inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner.

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, soft talking or minimal 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). Students must adhere to all school rules in study hall. Ipods, cell phone use and playing cards are prohibited.

DISORDER AND DEMONSTRATION

The Board of Education recognizes the right of each student to attend school for the purpose of receiving an education. The disruption of the educational program of the school by disorder or any other purposeful activity will not be tolerated.

FREEDOM OF ASSEMBLY

The use of school facilities within and outside of school hours shall be granted for orderly and peaceful assemblies by students as time, facilities and staffing commitments allow. It shall be the responsibility of student representatives to make timely requests for use of school facilities to insure both their availability and the availability of the administration or staff at the time and place requested.

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 formation 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.

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 the state statutes 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 the 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 violate, 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.

ATTENDANCE

All students are required to attend school regularly. Parents are legally required to send their children to school regularly (and can be punished for not doing so) and school personnel are required to investigate instances where children are not regularly attending school.

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

The recommendations will not limit the principal/review committee to the following: conferences with the 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 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 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 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.

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 reason 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, reason 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 arrangements 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 high school, students may be excused to walk to their appointments provided a signed request from the parent or guardian is presented to the 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 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 attendance office 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:

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.

STUDENT HAZING

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property and/or off school property if

the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member or other Board employee shall encourage, permit, condone or tolerate any hazing activities. No student shall plan, encourage or engage in hazing.

Hazing shall be defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members and other employees of the Board shall be alerted to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with the law.

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 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.

BULLYING

Harassment, intimidation or bullying toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated. This includes aggressive behavior, physical, verbal and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at a school-sponsored, school-

approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle or where an employee is engaged in school business.

Harassment, intimidation or bullying also means electronically transmitted acts (i.e. internet, e-mail, cellular telephone, personal digital assistance (PDA) or wireless hand held device) that a student(s) or group of students exhibits toward another particular student(s) more than once and behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes he/she has been a victim or is the victim of aggressive behavior should immediately report the situation to the building principal, assistant principal or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official.

ANTI-HARASSMENT

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs and activities. All students, administrators, teachers, staff and all other school personnel share responsibility for avoiding, discouraging and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property or at another location if such conduct occurs during an activity sponsored by the Board.

The board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, age, sexual orientation or any other unlawful basis and encourages those within the School District community as well as third parties who feel aggrieved to seek assistance to rectify the problems. Allegations of harassment will be investigated and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES

A student may possess a cellular phone or other electronic communication device in school, on school property, at after school activities and at school-related functions, provided that during school hours and on school vehicles the cellular phone or other ECD remains **off**. Students may not use cellular phone or EDC's on school property or at a school sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

Also, during school activities when directed by the administrator or sponsor, cell phones and other ECD's shall be turned off (not just placed on vibrate or silent mode) and stored out of sight.

The use of cellular telephones and other ECD's in locker rooms, classrooms and bathrooms is prohibited.

Possession of a cell phone or ECD is a privilege which may be forfeited by any student who fails to abide by the terms of this policy. Violations may result in disciplinary action and/or confiscation of the device. If a violation involves an illegal activity, law enforcement may be notified.

The student is responsible for the care of his device. The school is not responsible for theft, loss, damage or vandalism of the device brought onto its property.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

CHEATING AND PLAGIARISM

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

STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges and cooperative citizenship shall also be expected of all members of the school community. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

The Code of Conduct for students applies to conduct on school premises, on school buses, involving activities on 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 misconduct which could lead to disciplinary action.

The following is an enumeration of the main areas of concern. It is posted in several places within the High School building.

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, as 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 extracurricular activity involving the competitive use or other prior-approved use of such weapon (i.e. Rifle 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 or transmit anything on the following list:
 - A. A Controlled substance
 - B. A Substance represented to be a Controlled Substance 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, vehicle or in a cache any paraphernalia related to the use of the above items.

*including on school grounds during and immediately before or immediately after school grounds.

*including on school grounds at any other time when the school is being used by a group.

*including off school grounds at a school activity, function or event.

5. **SMOKING AND TOBACCO PRODUCTS** – Tobacco 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 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 summons said officer or person.

No person shall knowingly give a 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.

Violation of 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, or 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. STUDENT 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.

Revision Approved by Howland Local Board of Education: 8/20/85; 12/10/8; 9/88; 6/28/99; 1/24/00; 7/12/00; 8/27/01; 1/30/03; 7/27/09

DETENTION

Detention is held from 6:50 a.m. until 7:26 a.m. and from 2:28 p.m. until 3:13 p.m. in room C-10 Monday through Friday. Students have the choice of reporting to either or both sessions. Detention may be assigned by the teacher, principal or detention officer and must allow at least 1 day before implementation of the detention.

The teacher in charge has full authority over the detention study room. Students are reminded that detention is a disciplinary setting in which sleeping, talking, food, beverages, getting out of seat, etc. is not permitted. Any student on an athletic team, involved in extracurricular activity, working after school or having any previous arrangements that conflict with the detention times are **not** excused from serving the detention. Tardiness will not be tolerated. Students must plan for transportation as bussing is not provided. If a student is absent on the day a detention has been assigned, he/she will make it up the first day of returning to school.

Failure to serve detention may result in being assigned to SMART or In-School Discipline.

STUDENT DISCIPLINE

Student conduct is closely related to learning. An effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students. The best discipline is self-imposed and students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior.

Students are required to adhere to the Student Code of Conduct. Students must:

- A. conform to reasonable standard of socially-acceptable behavior;
- B. respect the person and property of others;

- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

Students may be prohibited by authorized school personnel from participating in all or part of co-curricular and/or extra-curricular activities without further notice, hearing or appeal rights. A student who has been disorderly on a school bus may be suspended from transportation services. The Superintendent, principals, and other administrators shall have the authority to assign discipline to students, subject to the Student Code of Conduct and, where required by law, to the student's due process right to notice, hearing and appeal.

DRESS CODE GUIDELINES

Students are expected to dress appropriately for school. Any fashion (dress, accessory or hair style) that disrupts the educational process or presents a safety risk or health concern will not be permitted. Therefore, the principal shall have the final jurisdiction in individual cases in interpreting and enforcing the dress code guidelines.

The following styles or manners of dress are prohibited:

1. Slits in skirts, dresses or shorts more than 3 inches above the knee.
2. Visible undergarments, spandex, biker shorts, tight fitting 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 (tops and/or bottoms).
5. Inappropriate footwear.
6. Outerwear (coats/jackets).
7. Tank tops, halter tops, strapless tops or garments with spaghetti straps. Unbuttoned shirts or blouses, or any garment considered to be revealing.
8. Saggy or baggy pants or shorts. All pants must fit properly and be properly fastened.
9. Extreme hairstyles or colors that are disruptive.
10. Visible body piercing on any part other than the ear.
11. Poorly groomed facial hair.
12. Chain accessories suspended from clothing. Accessories that may pose a safety hazard.
13. Hats, hoods and headwear.
14. Jeans or pants with holes that reveal skin.

Any class time missed from dress code violations will be classified as unexcused and will count against the attendance policy. Graded work of any type missed due to these violations will be forfeited. Dress code violations may result in disciplinary action.

Students who are representing Howland High School at an official function or public event may be required to follow specific 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.

(Revised July 2010).

DRUG PREVENTION

As the educational institution of this community, the schools shall strive to prevent drug abuse and help its abusers by educational, rather than punitive, means. The Board prohibits the use, possession, concealment or distribution of any drug or drug-related paraphernalia as the term is defined by law or the misuse of a product containing a substance that can provide an intoxication or mood altering effect on school grounds, on school vehicles and/or at any school-sponsored event.

POLICY RELATING TO NARCOTICS, ALCHOLIC 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, 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 in violation of 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 Out-of-School 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 Out-of-School 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 student 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 \$1000.00 to \$5000.00 and possible maximum prison term ranging from 6 month to 10 years.

DUE PROCESS RIGHTS SUSPENSIONS

The Board of Education recognizes that students waive certain constitutional rights regarding their education. When a student is being considered for an out-of-school suspension:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents/guardians by telephone if the suspension is issued.
4. Within one day of the suspension the parents shall be notified. The notice will include the reasons for the suspension, the right of the student, parent/guardian to appeal, and the right to be represented at the appeal and the right to request the hearing be held in executive session.
5. The student who is 18 or older or the student's parents/guardians may appeal the suspension to the Board's designee and may be represented in all such appeal proceedings.

***These procedures shall not apply to in-school discipline. An in-school discipline is served entirely within the school setting.

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. (see #6 Student Code of Conduct).

O.R.C. Section 2923.42 reads as follows:

No person shall knowingly give or assist 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 location 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.

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 the 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 areas 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 area during lunch periods, except when given special permission by the 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 editor.
 - D. School Publications

1. Must follow all rules for non-school publications as specified in Section I,C of the Freedom of Expression section, with one addition: All school publications are to approved by a faculty member.

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 except before school, after school or in designated areas during lunch period except when given special permission by the principal.

H. Loyalty Oaths

1. All students have the right to engage in the practices of saluting flags, reciting the pledge of allegiance, singing the national anthem, praying and/or taking other loyalty oaths.

II SYMBOLIC EXPRESSION

A. Material objects (armbands, badges, buttons, patches, pins, etc.)

1. No profanity, pornography or libel. **STUDENTS ARE NOT OT 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 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 denies a request for distribution, he shall present his reasons in writing (within 2 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 Student Senate)
 2. Two Faculty members (chosen by the 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 the committee does not name a choice before the commencement of the school year, whereupon the Board shall appoint a presiding officer). It shall follow the rules of parliamentary procedure as set forth by Robert's Rules of Order, revised.

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).

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 include coin pitching, dice throwing, card playing, raffles, etc.

**GRIEVANCE/APPEAL PROCEDURES
STUDENT COMPLAINTS**

Students have the right to request redress of grievances. 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.

IN-SCHOOL DISCIPLINE

The Howland Board of Education authorizes the in-school discipline program as 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. Calamity days or when school is cancelled are not to be counted as days on in-school discipline. As long as the in-school disciplinary alternatives are served entirely in the school setting, they will not require any notice, hearing or appeal rights.

INTERROGATION OF STUDENTS

When law enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students. In order to avoid disruption of the learning environment and the student's class schedule, such interviews should take place during a student's study hall period or noninstructional time if at all possible.

Before the student is questioned as a witness or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent prior to questioning and shall remain in the room during the questioning unless compelling reasons for exclusion are provided by the agency.

OUT-OF-SCHOOL SUSPENSION

A building level administrator may suspend students from school 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 suspension:

- Students are not permitted to be in the district's building or on the 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 the 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 a 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 study hall, lunch period and before or after school.

- Calamity days or when school is cancelled, are not to be counted as a day(s) of an out of school suspension.

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.

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.

SEARCH AND SEIZURE

The Board acknowledges the need for in-school storage of student possessions and shall provide storage place, including desks and lockers for that purpose. Such spaces remain the property of the Board and may be subject to random search.

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 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.

SMART SATURDAY MORNING ALTERNATIVE RESPONSIBILTY TRAINING

SMART is used as an alternative form of discipline. SMART is held on Saturdays at the high school in room C-10 from 8:10a.m to 11:10a.m. Students are to bring work or study materials. The session will be held in a non-talkative environment. Students are not permitted to sleep and must remain on task the entire session. Any misconduct will result in disciplinary action. Students arriving tardy will not be permitted into the session. Failure to complete a Saturday session on the assigned date will result in suspension from school.

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 comment, 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.

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 attendance office and receive an admit slip.

The only acceptable excuses for tardiness to school are the same as those for absence. The exceptions to the above statement would be students returning from the vocational school or other high school building who 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 principals shall establish this

excessive tardy level and shall inform students of this 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.

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

THEFT/VANDALISM

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 student or their parents/guardians will be responsible for paying for any damage or loss thus incurred.

The Howland 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.

USE OF TOBACCO

The Board of Education recognizes that use of tobacco products presents a health hazard which can have series consequences for both the user and nonuser. Use of tobacco products shall mean all uses of tobacco, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes. The Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco products by students in school buildings, on school grounds on school buses and at any interscholastic competition, extracurricular event or other school-sponsored activity. Smoking clove cigarettes or other substances is also prohibited.

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

TRUANCY

The Howland Board of Education defines truancy as the student's intentional act of non-attendance which is a 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 one month or 12 or more 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 one school month or 15 or more school days in a school year.

WEAPONS

The Board of Education prohibits students from possessing, storing, making or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned or contracted for the Board, a school sponsored event or in a Board-owned vehicle.

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition and explosives.

Policy exceptions include:

- A. Items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation), except for the Howland Rifle Team.
- B. Theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members or visitors to the principal. Failure to report such information may subject the student to disciplinary action.

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. A 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-related activity, the Superintendent may, if authorized by the Board, expel the student from school, with the same expulsion implications as noted above.

TRANSPORTATION

BUS BEHAVIOR

School bus transportation is a privilege that cannot be abused 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 provides both safe and efficient transportation and established the following rules and regulations concerning bus behavior.

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 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 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 the bus driver, 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 a railroad crossing or during an emergency situation.

PROHIBITED ACTIVITIES:

1. Smoking, use of tobacco products, gambling or possession of intoxicants or drugs on 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 the bus driver's consent.

STUDENT BEHAVIOR:

1. 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.
3. Pupils may be suspended from the school buses by the administration for the violation of any rule or regulation pertaining to bus transportation. Other means of discipline may be at the discretion of school administrators.
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 any damages to the bus by that pupil.

SUSPENSION OF BUS RIDING /TRANSPORTATION PRIVILEGES

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for the bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Students Code of Conduct/Student Discipline Code.

Before a suspension is imposed the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or designee. Disciplinary suspension periods will be

commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

USE OF MOTOR VEHICLES

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

A student wishing to drive a motor vehicle to school must first register the vehicle showing proof of liability insurance and display the approved school decal on the vehicle before it can be driven to school. A motor vehicle can be registered by obtaining and returning the necessary form available in the office. Parking privileges are generally restricted to seniors and juniors. Sophomores may have privileges according to availability of space.

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.