

H.C. Mines Intermediate
850 Howland-Wilson, N.E.
Warren, Ohio 44484

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Mission Statements

HOWLAND LOCAL SCHOOL DISTRICT MISSION STATEMENT

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

HOWLAND LOCAL SCHOOL DISTRICT VISION STATEMENT

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

H. C. MINES MISSION STATEMENT

We are dedicated to working with our students, parents, and the community to help all students with their diverse needs and abilities, develop the knowledge, skills, and attitudes they need to become successful contributors to our changing society as we journey in to the twenty-first century.

**H.C. Mines Intermediate School
850 Howland Wilson Road NE
Warren, Ohio 44484**

September 2011

Dear Families:

It is our privilege to welcome you to our school and the beginning of a great new year. The purpose of this handbook is to inform you of policies, procedures, and general information about Mines School. Please read it carefully and discuss its contents with your child. If you have any questions, don't hesitate to call us. You are always welcome in our school.

We believe in a cooperative learning environment that involves the home, school, and community. We hope we can elicit your support and cooperation in our efforts to achieve high standards of academic excellence and proper respectful behavior for all of our students. These expectations as well as rewards and consequences are explained to the students through school and classroom rules.

We are proud of our schools, the students, staff and parents. It is our sincere desire that our students develop a sense of pride for their school as they enjoy an exciting education experience.

Thank you for your active role in your child's education.

Sincerely,

Karen Coleman, Principal
H. C. Mines Intermediate Principal

Parent Teacher Organization

2011 - 2012 Parent Teacher Organization Officers

PRESIDENT	Brigitt Berk
VICE-PRESIDENT	Lisa Rhodes
TREASURER	Tina Slyk
SECRETARY	Diane White

P.T.O. meetings are held on the third Tuesday of each month.

P.T.O. PARTICIPATION

We welcome your involvement in our school - volunteering as a part of P.T.O. or coming in and talking to the principal. As parents you can understand the curriculum and organization through participation in these programs:

P.T.O. Meetings
Parent Conferences
Student Programs
Monthly Calendars
Interim Reports

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

PARTIES

Our PTO sponsors two parties each year: in October near Halloween and in December before winter break. Parties are usually the last 30 minutes of the school day and are organized by room mothers. PTO provides treats for Valentine commemoration. The student and teacher will distribute the treat at the appropriate time.

Birthday treats should be cleared with the classroom teacher and be aligned with the district's wellness policy. Birthday treats should not require refrigeration or special preparation. Due to time constraints, please provide one treat that is easily distributed by your child. (example: an apple, Little Debbie snack, candy bar or fruit snack) If a party is cancelled due to weather/calamity, the party will be held on the first day the students return to school. Balloons, favors, and games are not permitted. Treats will be distributed during the day at the discretion of the teacher. Treats should be sent to the school with the student.

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

Howland Board of Education

2011-12 BOARD OF EDUCATION MEMBERS

Barbara Wright President
Scott Lehman – Vice-President
Warner Bacak
Tara Keating
Dr. Kenneth Jones

Superintendent of Schools – Mr. John Sheets
Treasurer – Tom Krispinsky

SCHOOL BOARD MEETINGS

The Board decides when meetings are to be held at the January meeting. The 2011-2012 Board meetings are at 7:00 p.m. on the fourth Monday of every month. Meetings will be held at different buildings on a rotating basis. The media is notified of all regular and special meetings at least 24 hours in advance. Please check the district's website for confirmation of dates and times.

Telephone Numbers

PHONE NUMBERS

The Howland Local Schools phone number 330-856-8200

H.C. Mines Intermediate School: 330-856-8270

All other extensions must be accessed through our main switchboard at 330-856-8200. When prompted for an extension, please dial the corresponding number listed below:

Clinic	68273
Guidance	68285
Library	68274
Cafeteria	68272

TELEPHONE – VOICE MAIL

The Howland Schools have voice mail with our phone system. Our phone line should never ring busy. If we are on the line, you will be able to leave us a message. If a response is necessary, we will return the call as quickly as possible. However, if you have an end of the day message (**after 3:00**) or need to pick up your child after school, please do not leave a message but rather call back and talk directly with the secretary. If you are picking your child up after school, please be in the **cafeteria by 3:25 p.m.**

The use of cell phones or other electronic devices is not permitted in Mines School.

EMERGENCY NUMBERS

If a need arises at school that requires your immediate attention, it is imperative that the school has the needed information on file. We require you to fill out an Emergency

Medical Form at the beginning of each school year. Please be sure that all information is accurate and complete. Be sure to include two (2) other local phone numbers in addition to your home phone number that we may call in an emergency.

If your phone number changes or is no longer in service, or if one of the emergency numbers changes during the school year, please notify the school of the change immediately.

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

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

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

School Hours

H.C. MINES BELL SCHEDULE 2010-11

- 8:35 a.m. Teacher Arrival
- 9:10 a.m. Opening Bell
- 9:15 a.m. Tardy Bell
- 3:35 p.m. Student Dismissal
- 3:45 p.m. Teacher Dismissal
- 4:00 p.m. Building is locked daily

SCHOOL HOURS

Mines School begins its opening exercises at 9:15 a.m. and conducts dismissal at 3:35 p.m. **Students may not arrive at school before 9:05 a.m.**

PLEASE NOTE:

The end of the school day is very important because it affords the teacher the opportunity to bring closure to class instruction, to distribute any written communication items for parents, and to provide special reminders (e.g. recap homework/in-class assignments and projects due, emphasize special forms and home communications that need to be returned, etc.). **This time period also allows for closing announcements from the office; therefore, parents are asked to wait until that time (3:25 p.m.) to pick up their children. The building is locked at 4:00 p.m.**

Parents wishing to pick up their child should write a note to the office specifying the date(s) that the child will be picked up. Please come to the office to sign your child out of school and wait in the office area for the student. If an emergency pick up is needed, without previous notification to the office, parents need to sign the students out by 3:35 p.m.

For the safety of our students, all visitors to the building must sign in at the office and pick up a visitor pass. **Parents need to sign students out in the office plus send in a note to the teacher in the morning.** Your cooperation in these matters is appreciated.

LUNCH SCHEDULE

Grade Four	12:00-12:17	Recess	12:17-12:42	Lunch
Grade Three	12:25-12:42	Recess	12:42-1:07	Lunch
Grade Five	12:50 -1:07	Recess	1:07-1:32	Lunch

Visitors

All visitors must report to the office when they enter the building. If you need to talk with a teacher or visit the classroom, please MAKE PRIOR ARRANGEMENTS by sending a note or calling the school for an appointment. All visitors must sign in and will be given a visitor's pass. **When leaving the building visitors need to sign out and return the visitor's pass to the office.**

Attendance

ATTENDANCE GUIDELINES

The primary mission of the school, to educate the young people of our community and enable them to become productive and successful, can be realized only if its students are in regular attendance. Poor patterns of attendance and high absenteeism or truancy pose problems for the student and the school. Poor attendance interferes with successful learning and can result in failure to acquire skills. We believe that the responsibility for a student's attendance in school is a joint one between the home and the school.

Listed below is a summary of our guidelines regarding attendance. Please read it over and if you have any questions contact the school. Absence from school is legal (excused) for the following reasons:

1. Personal Illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative
5. Work at home because of the illness of parents
6. Observance of religious holidays
7. Family emergency or circumstances approved by the Superintendent or his designee

Maximum days absent: The limit is **18** days per year. However, the school does not expect students to be absent that often. If a student exceeds a total of 18 days absent, the student could be retained in his/her present grade.

Medical excuses: Student absences under a doctor's medical excuse or from childhood diseases (such as chicken pox or measles) are not included in the 18 days identified above. Medical excuses need to be presented no later than **48 hours** after a student's return to school. The excuse from the doctor's office must sanction the absence and clearly note what dates are being approved by the doctor.

Family vacations: Vacations should be scheduled on days when school is not in session. Days of vacation while school is in session will be counted toward the limit. Students going on vacation due to extra-ordinary circumstances will be considered excused in order to make up class assignments and tests missed.

Tardiness to school: Tardiness will be considered excused if in accordance with the 7 reasons for excused absences listed above. The school will look at disciplinary measures if a student is frequently tardy. The measures will begin with a conference between the home and the principal.

Unexcused absences/tardies: Student absence/tardies that are not legal or excused under school policy become unexcused. Truancy will be addressed by the school and the Juvenile Court as needed.

Any parent needing Verification of Attendance for the Department of Human Services must sign a release form with their caseworker. The Department of Human Services will then send the verification form to the school for completion.

ABSENTEE SCHOOLWORK

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

GENERAL ABSENCE REMINDERS

1. The MISSING CHILD ACT requires parents to contact the school any day the child is absent. Please call the school between 8:00 a.m. – 10:00 a.m. at 330-856-8270.
2. Even though a telephone call was made to the school about an absence, the student, on his/her return or within 48 hours, must present to the school a written excuse with the date, reason for absence, day(s) of absence, and parent signature.
3. FUTURE ABSENCE FORM: If a student will be out of school for several days in the future because of a scheduled operation, vacation, etc. a future absence form will be completed by the office upon receipt of a note from the parents detailing the dates and reason for the upcoming absence. The days absent are not excused.
4. Parents must sign students out of school in the office for early release or end of the day release.
5. Students who are tardy need to be signed in by the individual bringing the child to school and the reason for the tardiness must be noted.

Tardy after 11:00 a.m. = ½ day absent
Release before 2:00 p.m. = ½ day absent

EARLY DISMISSAL

Being excused during the day will be treated the same as school attendance. An excuse will be granted if proper communication is received by the classroom teacher. The written note must contain a telephone number where the parent/guardian may be

reached during school hours. Acceptable excuses are those delineated in the attendance policy.

Early dismissal will result in absences being recorded as follows:

Prior to 11:00 a.m. - full day absent

Prior to 2:00 p.m. - ½ day absent

IT IS THE PARENT'S RESPONSIBILITY TO SIGN-OUT AT THE OFFICE UPON LEAVING or RETURNING FROM EARLY DISMISSAL. STUDENTS WILL RIDE THE BUS HOME IF NOTE FROM PARENT IS NOT PRESENTED TO THE OFFICE.

EARLY RELEASE DAYS

At the end of each grading period, **all students are released from school at 2:35 p.m.** (one hour early) to allow teachers to complete their grades.

PERMISSION SLIPS

Permission slips, in the form of notes from parents or legal guardians, for leaving the school during the day must be presented to the classroom teacher and then sent to the office. **No student may go on a field trip unless his parents or legal guardian sign a permission slip.** The student should return the signed permission slip to the classroom teacher.

TARDY

Promptness is a virtue that is highly respected by teachers, classmates, and future employers. Tardiness to class or school interrupts the entire class. Please be at school and class on time. The tardy bell is the signal for the class to begin. **If tardy to school, the student must be brought to the main office by the parent(s) and then SIGNED in by the parent.** Failure to report to the office will result in the student being recorded with an unexcused absence from classes that are missed. When a student reaches **FIVE or more tardies, the result may be one or more of the following: conference with parent, parent letter, or detention. Persistent tardies will be referred to the county truant officer.**

SCHOOL CLOSINGS OR DELAYS

If it becomes necessary to close schools or delay the start of the school day due to weather or other unforeseen circumstances, please listen to any of the following radio or television stations for exact information.

RADIO STATIONS

WHOT 101FM
WKBN 570 AM / 99 FM
WPIC 790 AM
WRRO 1440 AM
WQXK 105 FM
WBBG 106.1 FM
WRTK 1390 AM

TELEVISION STATIONS

WYTV - CHANNEL 33
WFMJ - CHANNEL 21
WKBN - CHANNEL 27

The decision to close or delay schools is usually made by 6:15 a.m. However, there may be instances where this decision may be made later than 6:15 a.m. The decision to

close or delay school is based on our concern for the safety of our students. In case of inclement weather, please listen to a radio station or watch one of the local television stations listed above. Do not call the school or media, because it is important to keep the lines clear for incoming calls that may impact on the school closings.

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

The school will also communicate information (special events, field trips, school closing, etc.) throughout the school year using our **"One Call Now"** phone system. We can record a message and send it to every family within minutes. However, **we must have current, accurate phone numbers for the system to work. Please advise the school immediately if your phone number changes so you do not miss important information.**

REQUESTED VACATION TIME

(Also see Attendance Policy and Attendance Guidelines p.8)

Parents are advised not to remove their children from school except for extreme emergencies. Absence from school for any reason disrupts the child from receiving the daily sequential teacher instruction and the classroom activities that accompany instruction. Vacation absences are unexcused absences.

The school does, however, understand that such a request is sometimes necessary (e.g. the requested time is the only time a family can take a vacation). In such cases where the parents have received approval by the principal, the following must be adhered to:

1. A request for release of a child from school for a vacation should be submitted in writing to the teacher on the proper form with the dates of the requested release time.
2. Such request should be submitted at least (2) weeks prior to leaving time.
3. On the last day before vacation, parents are to obtain from the child's teacher(s) all of the in-class and homework assignments that will be given during the release time and the teacher(s) feel can be completed without in-class explanation.
4. Parents assume the responsibility for ensuring completion and student mastery of work during the released time.
5. Pupils, upon returning, should have all work current and up-to-date.

Please note: It is the student's responsibility to submit all of this make-up work to his respective teacher(s) on the day of his return. An appropriate deduction will be given for any late assignment.

Student Records

ADDRESS, PHONE, CUSTODY, ETC., CHANGES

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

STUDENT RECORDS – DIVORCED PARENTS

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

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

WITHDRAWAL FROM SCHOOL

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

Curriculum

BAND

Instrumental music is an elective for students in fifth grade. Each band student receives a class lesson each week that is held during the school day. Our band teacher is scheduled at H.C. Mines School on Monday, Tuesday, and Thursday afternoons. On Tuesday afternoon 5th grade band will play together during the second semester. A student receiving instrumental instruction will have one class of vocal music each week.

CLASS ASSIGNMENTS

School personnel devote much time and give much thought to the best placement for each pupil. Many factors must be taken into consideration and assignments are based on the individual's needs as well as the needs of other children.

Some of the criteria used for class assignment are as follows:

- ability and performance
- social and emotional development
- learning disabilities
- personalities of pupils and teachers

With the numerous factors involved, it is apparent why parental requests for specific assignments are not feasible. Parents with questions regarding placement should contact the principal.

COMPUTER LAB

Once per week each class uses our computer lab with our technology assistant and the classroom teacher. Technology standards have been established by the Ohio Department of Education and will be part of the classroom teacher's lessons. Computers will also be available in our library and classrooms. For updated school information, please visit the Howland Schools website at www.howlandschool.com

COURSE OFFERINGS FOR Grades 3-5

Basic Subjects

Language Arts (including)
Reading
 Writing
 Spelling
 Handwriting (Penmanship)
Mathematics
Health
Social Studies
Science
Art
Physical Education
Music
Computer Classes
Library

Intervention Programs

Learning Disabilities Class
Developmentally Handicapped Class
Regular Classroom Intervention
Reading Intervention
Occupational Therapy
Speech/Hearing
Physical Therapy

Special Programs

Choir - grade five only
Guidance Programs
Instrumental Music (5th grade only)
Advanced math (gr. 4 & 5)

FAMILY LIFE EDUCATION

The course "Family Living" is a responsibility of the guidance counselor and the nurse of H.C. Mines Intermediate. The course was written for the comprehension and understanding of children at the fourth and fifth grade level. It aids the early adolescent boy or girl to gain knowledge about the emotional and physical perplexities of puberty.

Every effort is made to firmly establish the fact that the course is given to develop wholesome attitudes of acceptance toward adolescent changes. It is recommended that further education is necessary. This responsibility must be assumed either at home or in school as the normal growth and development of the child indicates. Parents are encouraged to view the videos to be used in the program.

FIELD TRIPS

Field trips are designed to support our curriculum. All children are expected to participate in these learning experiences. Field trips are a privilege, therefore if your child has academic and/or behavior concerns, he/she may be asked to stay at home

during scheduled field trip times. **However, no student may go on a field trip unless his/her parent or legal guardian has signed a permission slip.** Students should return the signed permission slip to the classroom teacher. Transportation on field trips will be provided by school buses or rented buses.

GUIDANCE

Mr. Lasko, our elementary guidance counselor, will be at the H.C. Mines building for two and one-half days each week. If a student chooses to talk to Mr. Lasko, he/she may fill out an appropriate form, which is available in each homeroom or in the guidance office. The guidance phone number is **330-856-8270, ext. 68285.**

HOMEWORK

Home study is a necessary part of each pupil's educational program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work.

Some assignments are long range in nature and require planned study time for their completion. Planned study time eliminates the necessity of spending too much time in completing an assignment the day before it is due. Parents are asked to provide a quiet time and place for working on lessons at home.

When assigned, all homework is to be done by the student to the best of his ability, completed neatly and returned to the teacher on time. Each teacher will track completion of homework during every nine-week grading period. When 4 homework assignment/projects are missed or incomplete, the student will be assigned a **morning detention**. The tracking is cleared at the end of the nine weeks and resumes at the beginning of the next nine-week period. When special circumstances interfere, parents should send a note to the child's teacher(s) asking for an extension. Students who regularly have difficulty in turning in assignments will have a supervised work period in place of recess to complete this work (study table). Students may not call home for forgotten assignments.

LIBRARY

A library assistant and volunteers under the supervision of the building principal and the elementary librarian, Amy Mark, staff the library. The students visit the library each week. We encourage you to discuss with your child the books they are reading. You are welcome to visit our library at anytime and we always welcome a helping hand.

Academic Honors

HONORS

Students may achieve Honor Roll Status with an average grade point of 3.0 or above. Any student receiving an NI or lower in any area on the report card will not be eligible for the Honor Roll. An honors assembly is held at the close of each academic year to recognize each student's effort in extra curricular activities and academics. **If you do not wish to have your child acknowledged, please contact the school office.**

Testing

Our 2012 Ohio Academic Assessment test dates are as follows:

Grade 3, 4, 5:	Reading OAA	April 24
Grade 3, 4, 5:	Math OAA	April 26
Grade 5:	Science OAA	April 27

PUPIL EVALUATION PROCEDURES FOR GRADES 3-5

Students in grades 3 through 5 are evaluated by means of a report card which addresses three key areas: Academic Skills, Academic Effort, and Social Effort. In the Academic Skills area, a combination of indicators of progress is used. Students are given letter grades (A, B, C, D, F) in all subject areas except Handwriting; in this area the O (Outstanding), S (Satisfactory), NI (Needs Improvement), and U (Unsatisfactory) marks are used to denote progress. In specific skill areas under Academics, and in the Academic Effort and Social Effort, check marks indicating a need to improve are used.

Letter grades are awarded according to the following format:

A - Superior	94 - 100%
B - Good	84 - 93%
C - Average	74 - 83%
D - Below Ave.	64 - 73%
F - Failure	63% or below

Interim Reports

- A. A report will be sent home at the end of the first five-weeks of each grading period to every student.
- B. Interim reports are to be issued as the need arises. Parents should be kept informed during the grading periods when students are not working to expected level via these reports.
- C. All reports should be signed by the parents and returned to the teacher.
- D. Interim reports may be used for any academic or citizenship problems.

There will be scheduled conferences for each child. Teachers in grades 2-5 (and for the second first grade conferences) use the report card as a basis for discussion.

CONFERENCES

Progress Reports are sent home with students every nine weeks. Please feel free to contact the teacher regarding any concerns about your child's grades. Interim reports designating satisfactory/unsatisfactory progress or misconduct will be sent to parents at about the midpoint of each grading period, and thereafter as needed. We encourage you to discuss these areas of concern with your child and his/her teacher so that you may help provide the necessary guidance and assistance to help your child experience success.

Parent-teacher conferences are scheduled two times a year - one per semester.

Individual conferences may be scheduled whenever needed. Please call for an appointment.

PLACED/RETENTION POLICY

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

Textbooks

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable damage is expected as a result of daily use. **UNREASONABLE DAMAGE TO TEXTBOOKS WILL RESULT IN FINES.**

Lost textbooks must be paid for and replaced immediately. The fines for these must be paid to the office at the time of damage or loss.

FEES AND SUPPLIES

Grades 3-5 \$23.00

The Howland Local Schools Elementary fee is as listed above. The teachers may request other fees/supplies, such as projects, spiral notebooks, (no Trapper Keepers), pencils, markers, glue, scissors, and pens. Please see that your child has the proper material for his/her Art, Music, and Gym classes, also. If you are on ADC or receiving disability assistance, you may be exempt from paying some fees. A **Waiver for School Fees** form must be completed and returned to the building administrator. Contact the office secretary for a form. A \$10.00 fee will be charged for each returned check for NSF or closed accounts.

Health Care

- A. Accidents and illness - If a child has an accident or becomes ill at school, the parents will be notified to come and get the child. At the beginning of each school year, parents are asked to complete a form designating the person, doctor, or hospital to be called in case of an emergency and parents cannot be reached. Please notify the office of any changes in phone numbers and other information. Vomiting and/or 100 degree temperature will result in a student being sent home. **Your child must be fever-free for 24 hours without fever-reducing medication before returning to school. If your child is experiencing vomiting or diarrhea, he/she should remain home for 24 hours after the last episode. This is in the best interest of your child and the student at school.**
- B. Communicable Diseases - Parents should always notify school personnel if their child has any communicable disease. For example: head lice, scabies, strep throat, chicken pox, scarlet fever.

Any student positive for lice or nits will need rechecked by a Howland School Nurse for re-admittance- to school. Once readmitted, the student will be rechecked at least once a week until there is no evidence of lice or nits for three consecutive weeks. The student may be rechecked more often if signs of possible infestation return. The student will be checked randomly thereafter.

- C. **Medication** – **When possible, all medication should be given by the parent at home. If this is not possible, medication may be administered by the principal or his designee (e.g., school nurse or other responsible Board authorized person) in accordance with the following:**

All medication, prescription and over-the-counter, must be accompanied by a blue form which has been completed by the parent and physician requesting that the medication be given. **The only exception to this will be cough drops which must be accompanied by a parent note. Please check the recommended dosage.** All medication must be received in the original container which is labeled with the student’s name, name of medication, and the proper dosage. The school nurse is the preferred one to administer medication, however, in her absence, the principal, or designee may administer the medication. Medication is to be brought to the clinic by the parent.

Failure to follow this procedure will result in school personnel being unable to administer the child’s medication.

- D. **Recess** – Students will go outside for recess when the weather permits and temperature is no lower than 20 degrees. If it is warmer than 20 degrees but a wind chill of less than 20 degrees, the students will go out for a shorter period of time than the entire recess and spend the remainder of the time in indoor recess. All students are expected to go outside for recess. Students not permitted to go outside must have a note from their parent explaining why they cannot go out, if excessive, a doctor’s note is required. Proper clothing should be worn for weather conditions. Students are encouraged to bring a shoebox from home filled with games/activities they can use during indoor recess.
- E. All students are provided **busing by the Howland Schools**. Students who walk to school or are driven by auto should not enter the school grounds until 9:10 a.m. This will prevent the possibility of the child standing outside in bad weather for long periods of time or of being injured, etc. **We do not provide supervision before 9:10 a.m.**

PETS

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

LOCKS

Locks are not permitted on student lockers.

STUDENT DISCIPLINE – POLICY 5600

The Board of Education acknowledges that conduct is closely related to learning. An effective instructional program requires an orderly school environment.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned to infractions of those rules.

The Superintendent shall promulgate administrative guidelines for student conduct.

The Superintendent shall publish to all students the rules of this District regarding student conduct and the sanctions that may be imposed for breach of those rules.

The building principal shall have the authority to assign discipline to students, subject to the guidelines of the Superintendent and to the student's due process right to notice, hearing, and appeal.

Teachers, school bus drivers, and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

DISCIPLINARY ACTION

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

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

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

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

GENERAL SCHOOL CONDUCT

Guideline for student conduct will follow the Howland Local Schools posted Code of Conduct for Students and the Students Responsibilities and Rights Handbook. (Available in the school office.)

The following are to be adhered to by every student:

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

4. Students will be held responsible for damage to school property resulting from carelessness or disregarding of rules.
5. Possession of any object that may be used to inflict injury on anyone else is prohibited.
6. Pets cannot be brought to school.
7. Gum is not allowed in or out of the building while at school. A party situation is the only exception to this rule, and this privilege will depend in the future upon sensible use and proper disposing of the gum.
8. General school rules and individual class rules should be observed.

Playground

PLAYGROUND RULES

Students will be made very aware of the rules for our playground. Listed below are some general conduct rules for the playground. We certainly would appreciate your taking the time to go over these rules with your child. Most of our school discipline problems result from incidents which occur on the playground.

1. Throwing dirt, rocks, sticks, snowballs, etc. will not be allowed because of the danger to other children.
2. Fighting is not permitted at any time.
3. Baseballs and superballs are not to be brought to school; tennis balls, basketballs, soccer and nerf balls are allowed.
4. Football of any kind is not permitted.
5. Once children are outside, they are not to go back into the building unless permission passes are granted from adult on duty.
6. Boys and girls should line up immediately when the bell rings or the whistle blows.
7. More detailed playground rules are to be referred to for clarification.
8. Children will be expected to be dressed appropriately for the weather each day, as they will be expected to participate in the full activities of the school day (outside recess included). If a child is returning to school after an illness, a note to remain indoors during recesses is required indicating the specific reason and time periods.

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

Harassment/Bullying

see BOE Policy 5517.01

The school believes that every individual deserves to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, discriminatory, or offensive learning environment.

Dress Code

Extremely distracting types of clothing/makeup/hair styles disrupt the educational process and will not be tolerated. Please understand that what seems to be a simple statement of fashion for your individual child could potentially be multiplied by hundreds of students. (i.e. dozens students coming to school with Mohawks and dozens more with bright purple hair!)

Safety is of utmost importance. However, common sense and weather conditions should guide clothing selections. Remember, children are expected to participate in outdoor activities if the temperature is above 20 degrees. (See Section D under Health Care.)

No extreme hairstyles or colors permitted. (ex. No Mohawks, no purple hair)

- Students may wear knee area length shorts, skorts, skirts, and dresses all year.
- Slits in skirts etc. may not be any higher than the knee area.
- No extreme hairstyles or colors are permitted.
- Wearing pierced jewelry on any body part other than the ear is prohibited.
- Students may wear sleeveless tops that cover shoulders from the neck to the arm.
- Bare midriffs will not be permitted.
- Pajamas/sleepwear (tops and/or bottoms) are not to be worn.
- Facial hair must be well groomed. No extreme colors or styles are permitted.
- Appropriate footwear must be worn. Strapless sandals/flip flops are not permitted.
- Distracting types of clothing/dress/shoes/that may disrupt the educational process or present a safety risk will not be permitted.
- Outerwear (coats) may not be worn during the school day. Children should always have jackets available to wear outside for recess.
- Extra curricular activity uniforms may be worn during the school day if apparel does not violate established dress guidelines.

THE FINAL DECISION ON COMPLIANCE WITH THE DRESS GUIDELINES SHALL REST WITH THE ADMINISTRATION AND FACULTY OF HOWLAND LOCAL SCHOOLS.

Transportation

STUDENTS DROPPED OFF BY CAR

When parents have occasions to take pupils out of school during the school day, the following policy should be followed:

1. If it is known in advance that the child needs to leave school for a medical or dental appointment the parent should send a note with the child to the teacher. At the time the pupil is to leave, the parent should come to the school office, sign pupil out and the pupil will be waiting or he/she will be called to the office.
2. If the child must be taken out of school for some reason that is not known in advance, a phone call to the school will make it possible to have the child ready and waiting to be picked up after being signed out.
3. If an advance call is not possible, please stop at the office and the child will be called from his/her classroom.
4. Those parents dropping their students off in the morning must drop them off at the front of the building and not before **9:05 a.m.**

5. Students will be picked up in front of the building only after they are signed out in the office.

BUS TRANSPORTATION

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

All bus riders must:

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

See Howland Schools [Rules and Regulations for Bus Behavior](#).

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

PROGRESSIVE DISCIPLINE PROCEDURES FOR BUS MISBEHAVIOR

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

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

<u>MISBEHAVIOR</u>	<u>RESPONSE</u>
1 st incident	Write-up submitted to principal/assistant principal by bus driver - student disciplined by principal/assistant principal.
2 nd incident	Write-up submitted to principal/assistant principal by bus driver. Student disciplined by principal/assistant principal.
3 rd incident	Write-up submitted to principal/assistant principal by bus driver. Student suspended from riding bus for three (3) days. Suspension letter sent to parents by principal. .
4 th incident	Write-up submitted to principal/assistant principal by bus driver. Student suspended from riding bus for five (5) days. Suspension letter sent to parents by principal.
5 th incident	Write-up submitted to principal/assistant principal by bus driver. Student suspended from riding bus for ten (10) days. Suspension letter sent to parents by principal.

Further misbehavior may result in a loss of riding privileges for the balance of the year in the form of an expulsion by the Superintendent. A student's record of misbehavior is an accumulated record from the beginning of the year to the end of the year. It should be noted that the administrative staff may impose a more serious punishment that is not in the sequence listed above, if the action on the part of the student warrants a stronger response. **The final decision in compliance with the bus misbehavior shall remain with administration.**

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

Cafeteria

LUNCHES

Nutritious lunches are prepared and served each day. The cost of the lunches is established by the Board of Education for each school year. Children who bring their lunch may buy milk or orange juice if they wish. Charging of meals is not acceptable. The menu is sent home monthly and posted in the rooms and outside the cafeteria.

Children forgetting their lunch money will be given a peanut butter and jelly sandwich and will not go hungry. No calls will be made home for lunch money.

Applications for free or reduced price lunches are sent home at the beginning of each school year. Please return these to school as soon as possible.

CAFETERIA PROCEDURES/POLICIES

1. Quiet entrance into the lunchroom is required. In addition, students are expected to remain quiet in the lunch lines (both entering and exiting the lunch room).

2. "Brown baggers" are to purchase their milk/orange juice before sitting down to lunch. (The child's names should be on the lunch bag or box)
3. Students are expected to raise hands for monitor's assistance or to ask permission to leave the lunch line/cafeteria/table area/etc.
4. Students are expected to keep table/bench/floor areas clean and be responsible for cleaning up their own respective areas.
5. Students are expected to remain seated during the lunch period. Condiments should be secured before leaving the lunch line.
6. No canned or bottled pop or glass containers are permitted.
7. Students are expected to properly dispose of their leftovers at dismissal time.
8. Quiet conversation may take place between those students seated next to each other or immediately across from each other. This conversation is to remain at an acceptable noise level as determined by the monitor(s) on duty or the principal. At no time is loud talking, shouting, yelling, screaming, etc., permitted.
9. At no time is a child permitted to play with or throw food; in addition, the lunch tray, utensils, straws, napkins, paper products, etc. are not play items and are not to be used in any manner other than for designed purposes.

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

Lunch prices are as follows:

Grades 3 - 5	\$2.25
Adults	\$3.25
Milk	\$.50

Reduced lunch rate will remain at \$.40. Students/parents can reapply for free or reduced lunches monthly. It is not a beginning of the year program only.

Parent/Guardian Concerns

SCHOOL CONCERNS

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

Parent Communication

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.

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

The school will also communicate information (special events, field trips, school closings, etc.) to you throughout the school year using an extremely efficient phone system known as "One Call Now". Very simply, we can record a message and send it to every family within minutes. However, we must have current, accurate phone numbers for the system to work. Please advise the school immediately if your phone number changes so you do not miss important information.

Tornado Drills

Students are instructed on emergency drill procedures. A fire drill will be held monthly. Tornado drill will be held during the months of March, April, and May. Exiting procedures are posted in every room. Evacuation and lockdown practices will also be held throughout the year.

Internet Use

Teachers in our building use computers in their classrooms and in the library to access the Internet. Teachers themselves use the Internet for research and curricular information. Students access the Internet on a very limited basis. While the teacher supervises student use of the Internet, we also have a filtering system in place to prevent anyone from going to inappropriate sites as an added safety feature. You may request a complete copy of the District Internet use policy from the school or District office.

Lost and Found

Parents are encouraged to print names in or on coats, sweaters, hats, lunch boxes, boots, etc. to help insure safekeeping. Occasionally such items find their way to the Lost and Found and students should check when they have lost something. The Lost and Found is located in the foyer of the gymnasium/multipurpose room.

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

School Pictures

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

Student Telephone Use

Students will not be allowed to use the office telephone unless it is an emergency and absolutely necessary. Students and teachers will not be called to the telephone during class time. Messages will be taken by the school secretary and relayed to the student and/or teacher. Students will not be allowed to call for homework, lunches, permission slips, books, or band instruments forgotten at home.

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.

Valuables

Students are encouraged not to bring valuables to school. The school cannot be responsible for the loss of these items. This may include walkmans, toys, electronic games, IPODs, trading cards, electronic communications devices (ECD) etc. Also, any ECD must be stored out of sight and turned off. This requirement may be adjusted when the student obtains prior approval from the principal for certain circumstances.

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H. C. Mines Staff by Location

H.C. Mines Calendar

Student Code of Conduct

Rules/Regulations for Bus Behavior

Howland District Calendar

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