



HOWLAND LOCAL SCHOOL
DISTRICT
ACTIVITIES HANDBOOK

HOWLAND VISION AND MISSION STATEMENT

Every Child...Every Day

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

HOWLAND GOALS

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

OUR MOTTO

Every Student is Here to SUCCEED!

Respect is ESSENTIAL!

Self-Discipline is MANDATORY!

Character Counts – NO EXCUSES!

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s).

STATEMENT OF PHILOSOPHY:

The Howland Local School District supports the philosophy that quality extracurricular activities and interscholastic athletic programs are vital and provide a wealth of opportunities and experiences that assist students in learning life skills, personal growth, and development. Extracurricular activities and interscholastic sports are meant to develop and reveal character, sportsmanship, self-confidence, teamwork, unselfishness, responsibility, leadership, competitive spirit, and decision making skills through hard work, commitment, and loyalty.

Participation in extracurricular activities and interscholastic sports is a voluntary privilege. The administration, advisors, coaches, and students will work together on a plan of continual improvement for excellence that will produce strong organizations and winning teams within the bounds of good sportsmanship. While we will stress individual development, it will always be within the framework and emphasis on the greater whole. An attitude of entitlement, on the part of any student, has absolutely no place in any of our programs. Students are expected to represent themselves, their family, team, school, and community in a responsible, respectful manner at all times.

Tiger activities are committed to excellence while supporting the educational mission of Howland. We care about the whole student: academically, socially, emotionally and physically. Our mission is that all individuals associated with Howland Activities (coaches, staff, student-athletes, alumni, and families) will value character traits developed through participation. We expect all participants to respect themselves and others, demonstrate loyalty, be good teammates and put the team before themselves, handle failure like they handle success, have school pride, have a strong work ethic, be honest, and be prepared because we believe best efforts will lead to success.

Athletic Academic Eligibility:

Fundamental to the privilege of participation in interscholastic athletics is the notion that students are to be scholars first and athletes second. Howland Schools provide a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

In order to be eligible to participate in an extracurricular activity or on an athletic team, a student must have received passing grades in the equivalent of five credits during the immediate preceding grading period unless otherwise adopted by OHSAA. In addition, a student must have a minimum 1.0 G.P.A. to participate in extracurriculars. Summer school grades earned do not count towards eligibility. Students not performing to standard in the classroom throughout a nine week quarter may be placed in an academic recovery and removed from participation until academic performance improves.

All students MUST be enrolled in and earn passing grades in a minimum of five one-credit courses (or the equivalent) each and every grading period to have continuing eligibility, *unless otherwise amended by OHSAA or the Howland BOE*.

Attendance Policy:

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Students must be in attendance at school for a full day to participate in any extracurricular activity or athletic activity. If the event does not take place on a day in which school is in session, students must be in attendance for a full day prior to the extracurricular activity or athletic activity in order to participate. If a student was absent for a portion of the school day, a medical/legal excuse must be presented to participate. Authorization to participate lies within the discretion of building administration and/or activities administration. Participation in these activities is a **privilege and not a right**, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy. 5610.05.

Code of Conduct:

Student participation in extracurriculars and/or athletics is a privilege, not a right. Students that wish to participate in an extracurricular activity or an athletic program must accept the guidelines, rules and responsibilities set forth by OHSAA or other governing body, the school district and advisor/coach. Students must be aware that all school, team, and OHSAA conduct policies are in effect at all times, 24/7/365—thus these policies are in effect year round. As such, it is imperative that students abide by rules while both on and off school grounds, attending a school activity or event, or at a private party. Disciplinary action may result in removal from school or extracurricular activities or athletic activities in accordance with these regulations and those established by Ohio Revised Code.

STUDENT DISCIPLINE CODE OF CONDUCT

The **CODE OF CONDUCT** provides a guide, which will enable the students of Howland Local Schools to learn good citizenship, to have respect for the rights of others, and be part of an educational atmosphere that is conducive to the academic setting.

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

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

1. **VANDALISM AND THEFT**
2. **PHYSICAL INJURY/ASSAULT**
3. **WEAPONS**
4. **NARCOTICS, ALCOHOLIC BEVERAGES AND DRUGS**
5. **SMOKING AND TOBACCO PRODUCTS VAPING, & VAPING PRODUCTS**
6. **GIVING FALSE INFORMATION TO PUBLIC OFFICIALS**
7. **INCITING OTHERS TO VIOLENCE OR DISRUPTION**
8. **PROFANE, VULGAR, OR OTHER IMPROPER LANGUAGE OR GESTURES BASED ON RACE, COLOR, RELIGION, OR POLITICAL VIEW**
9. **INSUBORDINATION**
10. **FAILURE TO ACCEPT DISCIPLINE OR PUNISHMENT**
11. **THREATS**
12. **VIOLATION OF BOARD OF EDUCATION POLICIES OR SCHOOL RULES AND REGULATIONS**
13. **HARASSMENT AND/OR AGGRESSIVE BEHAVIOR (INCLUDING BULLYING/CYBERBULLYING)**
14. **INTERFERENCE, DISRUPTION, OF EDUCATIONAL PROCESS**
15. **DISOBEDIENCE, GROSS MISCONDUCT**

NOTE: ANY VIOLATION OF ANY PART OF THIS CODE OF CONDUCT MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING PERMANENT REMOVAL FROM ACTIVITY IN ADDITION TO ANY ACADEMIC DISCIPLINE UP TO AND INCLUDING EXPULSION

SOCIAL MEDIA EXPECTATIONS:

- Howland students involved in activities are representatives of the school and community. The activities department requires students to exercise good judgment in their use of social media applications and to conduct these activities in a responsible and respectful manner per Board Policy.

BULLYING, HARASSMENT, AND INTIMIDATION

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

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

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

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

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

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

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

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

CIVILITY POLICY (ZERO TOLERANCE)

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

DUE PROCESS PROCEDURES:

- o When an infraction occurs, administration will conduct an investigation and gather information
- o Student in question will meet with administration and be provided their due process by having the opportunity to explain their position.
- o If disciplinary action results in removal of participation, the student and their family shall be informed in writing of the intended removal from participation and reasons for the action.
 - o For athletics, if penalties cannot be completed in the current sports season (regular and post-season contests) then the penalty will carry over into the next sports season. The athlete must maintain membership on the team through the last regular season contest or the penalty will be assessed on the next sport season.

Drug Testing Policy:

Student safety is the District's number one priority, and the Board of Education is committed to providing our young people with a safe and drug-free environment that enables our students to reach their highest potential during their years at Howland Schools.

The Board acknowledges that participating in athletic activities, marching band and taking responsibility for transportation to and from school are important markers in a student's educational experience and personal growth. Nevertheless, the Board recognizes that participation in these activities are privileges that carry the responsibility of safety for the entire Howland School community. This program shall apply to Howland High School students or students attending other schools directly affiliated with Howland Local Schools, who participate in school sponsored athletics, marching band and/or students who wish to obtain a parking permit.

The purpose of the program is not to punish students, but rather to identify those that may be at-risk for drug addiction and to provide students and their families with the necessary support to overcome their dependency. The program is established to provide a means of deterrence to develop a truly drug-free school environment and to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs while encouraging students who use illegal drugs to participate in a treatment program.

- The drug testing policy is mandatory for high school students participating in athletics and marching band
- The consequences of positive results or other violation of the drug testing policy

- **Student athletes and marching band**

First violation – The student will be denied participation in ten percent (10%) of games or marching band events/competitions, but must still attend and participate in practices. The student must also be present at games, meets or competitions, but not in uniform. Within seven (7) days of notification of the violation, the student must set an appointment with a chemical dependency counselor and must participate in an assessment and rehabilitation program. Once that student has provided proof of a scheduled appointment, the student may petition for reinstatement of the privilege to participate. The parent/guardian and the student will meet with the Principal to determine reinstatement. Reinstatement may be conditioned upon the student providing the Principal with periodic status updates regarding the student's progress as it relates to the rehabilitation program and completion of the counselor's recommendation(s). Upon reinstatement, if the student continues to be involved in District athletics or marching band, the student will submit to random testing for a period of one calendar year from the date of reinstatement.

Second violation – The student will be denied participation in fifty (50%) of games or marching band events/competitions, but must still attend and participate in practices. The student must also be present with team at games, meets or competitions, but not in uniform. The provisions related to the rehabilitation program and reinstatement governing the first offense applies to a second violation.

Third violation – The student will be denied participation in all athletic activities for a period of 365 days from the time of notification of the violation. The provisions related to the rehabilitation program and reinstatement governing the first and second offense applies to a third violation.

Additional information is available in the school drug testing policy

Guidelines for Students Participating in Athletics:

- Students must have a valid physical on file in the Activities Office to participate in any team activities for all sports, including majorette and cheer.
- Students and Parent/Guardian must have all medical and emergency information updated and all forms signed off on their Final Forms account.
- Students have five (5) days from the official OHSAA mandatory start date to join a team, unless student is still participating on a school-sponsored team from previous season. Students participating in a school-sponsored activity have five (5) days from the end of their previous season completion to report to next season's Any student joining a team after the OHSAA mandatory start date must receive administrative approval.

Guidelines for Students Participating in Two Concurrent Activities:

If it is deemed to be in the best interest of the student, students may participate in two concurrent sports and/or activities with the following conditions: Both coaches/advisors must personally meet with the student and their parents/guardians to review the demands of each, including practice schedules and games/competitions/performances. The student must identify the primary sport or activity.

While we do our best, scheduling conflicts do arise. Here are the guidelines for students and their families should a school conflict exist in the scheduling of multiple activities on the same evening/time.

- **Choice**. When you decided to be a part of multiple activities, you took on the responsibility of each group. If you can make both happen on the same night, even if it involves transportation releases, you need to do just that as a team member to meet all your commitments. If you cannot do both, then a decision must be made. That choice is YOURS...not your coach's, director's or advisor's. Transportation releases are located at the Activities website (www.howlandtigers.org) under "MORE."
- **Communication**. It is the student's responsibility to communicate their conflict and their plan/intent in advance once conflict is known. Recommendation in person first then must be followed up with an email as a reminder to your coach, director, or advisor at least one week prior to the conflict or as soon as conflict is known. If the student does not communicate the conflict, the absence is unexcused even if it is a school-related reason.
- **Consequence**. Students ARE excused from school event conflicts that are communicated, but it is the student's responsibility to keep up with expectations/standards of what was missed and be prepared to perform. Playing time is always the coach's discretion.

Lettering:

At bare minimum, students must complete the season or activity in good standing, including payment of participation/activity fees to receive a letter. Each sport/activity may have additional varsity/participation requirements as well. Special letter consideration is given to students who are seniors and/or have medical situations that arise.

Guidelines for non-school sport participation during same sports season:

- As long as Howland Local School District is able to provide a board approved coach/program and meets the OHSAA regulations for what constitutes a team, students may only participate in the school sponsored sport during that season.
- Emphasis is to protect our kids from excessive competition in the same sport and promote students first and athletes second, so kids not just have enough time for school work, but an emphasis on their health and safety as well.
- Exception is individual sports (once standards of what constitute a team per OHSAA standards are met) per OHSAA rules. In those sports, student-athletes must fulfill all school team requirements, including practices and competitions. Students may not compete simultaneously on a non-school and school team in the same sports season as this is a violation of OHSAA rules.

Transportation:

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses and vans. Students must comply with all school and bus rules or risk losing this right.

All students are required to use district-provided transportation. The only exception is in the occasional situation where parents/guardians need to provide transportation for their child. This requires compliance with following school transportation release policies and must be signed by the student's parent/guardian and submitted to the Activities Office three days prior to conflict, unless an emergency situation occurs.

Equipment and Uniforms:

Equipment and uniforms issued to students are their responsibility until it is collected by an advisor or coach. Any equipment or not turned in will be assessed a fee and the student is responsible for compensation.

