

*COMMUNITY R-VI*

*TROJANS*



*ACTIVITIES HANDBOOK*

*2017-2018*

# **Community R-VI**

## **INTERSCHOLASTIC PHILOSOPHY**

Extracurricular participation has long played a major role in the educational development of public school students. The Community R-VI Schools are committed to providing a strong interscholastic program, which emphasizes the student's moral, physical, mental, and emotional development.

As we strive to develop our young people in the four areas, it is important to establish a strong foundation for guidelines that will enhance these four areas of student growth. It is also important to remember that students must first establish themselves academically and as productive school and community citizens before they are allowed to represent Community R-VI High School in Interscholastic activities. Student participation in any part of our activities is a privilege not a right. This privilege carries with it responsibilities to the school, to the activity, to the student body, to the community and to the student his/herself.

As a member of the Missouri State High School Activities Association, we are obligated to both recognize and adhere to their respective guidelines and policies governing interscholastic activities.

As approved by the Community R-VI Board of Education, these guidelines will become our foundation for student success.

**Mrs. Cheryl Mack**

Superintendent

**Mr. Bob Curtis**

High School Principal

**Mr. Matt Thomas**

District Activities Director

## **MISSION**

We believe the mission of the Community R-VI School District co-curricular program is to provide opportunities and experiences for all students to develop the following skills:

- Respect for self and others.
- Ability to take positive risks.
- Appreciation of one's talents and weaknesses.
- Understanding of teamwork and sharing of common goals which contribute to the good of the whole.
- Realization of the importance of life skills.
- Awareness of the diversity in one's own and others' cultural backgrounds.

We also believe that by the student's involvement in activities, he/she will have built the self-worth and integrity necessary to be able to cope with future successes and failures. To meet this end, the student must have also gained the qualities of realistic goal setting, of positive interdependence and of moral judgment.

Activities in our program create an avenue of enrichment, entertainment, and proud association for parents and community. Through well-directed activities, we strive to enable students to contribute responsibly and ethically within society, now and in the future.

## **GOALS**

### **INSTRUCTIONAL PROCESS**

- To teach the students to motivate themselves for excellence.
- To teach fundamental, social, emotional, and academic skills.
- To create opportunities for students to develop self-esteem.
- To effectively evaluate performance.
- To model appropriate behaviors.
- To develop teamwork and loyalty.
- To teach fundamental knowledge of activity.
- To share effective coaching methods.

- To teach responsibility, respect for others and property by developing teamwork and loyalty.

### **PROGRAM MANAGEMENT**

- To promote involvement in activities and communicate effectively with parents, students, community, and media.
- To create high expectations for achievement in high school programs.
- To promote high standards of academic performance.
- To offer multi-levels of opportunity.
- To encourage student participation.
- To utilize staff and resources effectively.
- To develop effective practice, rehearsal, and schedules to maximize use of time.
- To encourage all participants to support other activities.
- To develop programs for care of injuries and promote overall well-being.

### **INTERPERSONAL RELATIONSHIPS**

- To promote a positive relationship among team members.
- To develop positive leadership qualities in students.
- To promote appreciation for and acceptance of the differences of others.
- To show respect for the total person on social and emotional levels.
- To promote good working relationships with the administrators.
- To promote a positive image of our programs.
- To develop an attitude of partnership, appreciation, and sportsmanship among coaches, parents, students, and community.
- To communicate with parents, community, and media regarding student programs.

### **PROFESSIONAL RESPONSIBILITIES**

- To demonstrate a commitment to professional growth.
- To follow policies and procedures of the school district.
- To assume responsibilities outside of coaching as related to school.

## **ORGANIZATION AND ADMINISTRATION**

### **Missouri State High School Activities Association**

The Community R-VI School District is a member of the MSHSAA. The purpose of this organization is to promote, develop, direct, protect, and regulate amateur interscholastic athletic relationships between member schools and to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities throughout the state.

### **The Eastern Missouri Conference**

Community R-VI High School is a member of the Eastern Missouri Conference, which has been organized to stimulate and promote friendly rivalry and greater interest in our high school activities.

Championships in boys' sports are recognized in basketball, baseball, cross country, football, golf, and track and field. Champions in girls' sports are recognized in softball, basketball, cross country, volleyball, and track and field.

### **Eastern Missouri Conference Member Schools**

Bowling Green	Silex	Van-Far
Clopton	Mark Twain	Wellsville
Community	Montgomery County	Wright City
Elsberry	North Callaway	

### **The Superintendent of Schools**

The executive function is the responsibility of the Superintendent of Schools, who establishes the ways and means of executing efficiently all policies adopted by the Board of Education.

He/she recommends to the Board of Education the appointment of all personnel who are given any responsibility for handling interscholastic athletics, and he/she approves all policies and procedures recommended by his/her staff; and is, in fact, directly responsible to the School Board for the successful performance of the organization.

### **The School Principal**

The school principal is the administrative head of interscholastic athletic activities, as well as all other activities of his/her school. As administrative head of the school, he/she is directly responsible to the Superintendent of Schools, to the MSHSAA, and the Eastern Missouri Conference.

Supervision of athletic contests is a cooperative matter among the superintendent, principals, athletic director, and/or designated supervisor.

### **The Activities Director**

Under the supervision of the principal, the building Activities Director plans the total activities programs for the school district.

## **SPORTSMANSHIP**

The following policy statement from the National Federation of State High School Associations expresses the concept of sportsmanship as follows:

*"The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized, by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity."*

One of the main goals of the athletic/activities program is to teach the concept of sportsmanship. Good sportsmanship requires that everyone be treated with respect. This includes members of the opposing team, officials, coaches and spectators.

Good sportsmanship includes showing courtesy and kindness toward your opponent as well as fellow team members. The contest is judged by the effort of the participants and not by putting down your opponent.

Winning is exciting, but winning at any cost is not the goal. Negative treatment of any participant is outside the spirit and interest of the contest.

All MSHSAA sanctioned events are a reflection of our community and school. The conduct of the team is extended to parents and fans before, during, and after athletic events.

If a parent or fan is removed from a game or activity by an official, the person removed will be suspended from the next contest.

### **STUDENT RESPONSIBILITIES**

#### **STUDENT ATHLETE DRESS POLICY**

A student will be required to practice good grooming habits and adhere to guidelines established by their respective head coach. If the head coach is not requiring or setting proper grooming and dress standards for his or her players, the administration can and will step in to make the necessary changes.

As a student participant, you are in school to secure the best secondary education you are capable of achieving. Deciding to take advantage of this component plays a significant part in your total educational development. However, with this decision also come certain responsibilities, if the value of activities is to be achieved:

- Maintaining academic and eligibility standards as established by the Missouri State High School Activities Association and the Community R-VI School District.
- Learning the spirit of hard work and dedication.
- Attaining mental and physical fitness through good health habits.
- Excelling to the limits of your potential.
- Showing respect for both authority and property.
- Willing to accept the leadership role that is instilled through the activity program.

Athletes need to keep in mind that they are in the public eye and that their personal conduct always must be above reproach. Athletes have an obligation to create a favorable image and to gain the respect of their teammates, student body, and community.

#### **PHYSICAL EXAMINATIONS**

Athletes must have a physical examination each school year before he/she will be allowed to practice for any sport. (A physical examination dated February 1 of the previous year is valid.)

The district athletic physical form (MSHSAA Form) is strongly recommended.

Physical examination forms will be on file in the office of the High School nurse for the high school athletes and the nurse's office for the middle school athletes.

### **PROTECT YOUR ELIGIBILITY**

The Missouri State High School Activities Association (MSHSAA), of which the Community High School District is a member, is a voluntary, nonprofit, educational association of junior and senior high schools established for the purpose of working cooperatively in adopting standards for supervising and regulating interscholastic activities and contests.

One of the primary functions of MSHSAA is to establish eligibility standards that must be met by all students to attain the privilege of representing their school in interscholastic activities. In order to keep up with ever changing standards and by-laws please refer to the address below for up to date regulations: <http://www.mshsaa.org/resources/pdf/1516Handbook.pdf>

Eligibility is a PRIVILEGE to be granted by the school to a student, which allows that student to participate in interscholastic activities. Eligibility is NOT A STUDENT'S RIGHT BY LAW. Precedents setting legal cases have determined that eligibility is a privilege to be granted only if the student meets all standards adopted by the school, which enables the school to grant the student such a privilege.

Listed below is information to acquaint you with the major rules and regulations you must follow in order to protect your eligibility.

1. You must be a creditable school citizen. Creditable school citizens are those students whose conduct, both in and out of school, will not reflect discredit upon themselves or their schools.
2. Academics
  - a) You must be enrolled in courses offering 3.00 units of credit. (This is normally six courses).
  - b) You must have earned 3.00 units of credit the preceding semester.
3. Transferring schools
  - a) If you transfer schools and your parents do not move to your new school district, you will be ineligible for 365 days, unless you meet one of the exceptions to the transfer or promotion rules. (See your principal or activities director regarding non-traditional households.)
  - b) If you move with your parents to your new school district you will be eligible immediately.
4. Participation limits
  - a) You are eligible to participate in any sport for a maximum of four seasons. Any part of a game played during a season counts as a season of participation.

- b) Your eligibility to participate in high school activities begins when you enter the ninth grade and lasts for the first eight semesters that you are enrolled in high school. Your eighth semester must immediately follow your seventh semester.
- 5. You must enter school within the first 11 days of the semester to be eligible.
- 6. Awards Standards
  - a) You may not receive cash, merchandise, or gift certificates for participating in an athletic contest.
  - b) You may accept awards that are symbolic in nature, such as medals, trophies, ribbons, plaques, etc., for participating in a school athletic program. These awards may be received only from your school, from a school hosting an event, or from the MSHSAA.
  - c) You may accept awards for participating in non-school sponsored athletic competition only if the awards are symbolic in nature, such as medals, trophies, ribbons, plaques, etc., or merchandise that shall not exceed \$100.00 in manufacturers suggested retail price.
- 7. If you reach the age of 19 prior to July 1, you will be ineligible for interscholastic competition the next school year.
- 8. Non-school competition
  - a) You may not participate in any organized non-school athletic competition and your school team IN THE SAME SPORT during the same season with the exception of swimming (please see the activities director with these circumstances).
  - b) You may participate on a school team and a non-school team in different sports during the same season; however, you may not practice or compete in non-school organized athletic competition ON THE SAME DAY that you practice or compete with your school team without approval of the school administration.
  - c) Before you join any non-school team or enter any non-school competition involving athletics, check with the activities director to make certain these standards are being met.
- 9. You may participate in an “audition” or “tryout” for a college team only after you have completed your last season of eligibility in the sport for which you wish to tryout.
- 10. You may not compete in an all-star game or contest before you complete your eligibility in all high school sports.
- 11. Any individual receiving information concerning colleges for scholarship opportunities for our students/athletes will be distributed by the specific coaches.

**Individual Community R-6 High School Grade Requirement:**

If a student-athlete receives a failing grade at 3 week progress report he/she is placed on probation. Probation allows for a student to continue to practice and participate in contests during this period. 2<sup>nd</sup> F in a semester a student/athlete will go on academic suspension for one week or until all grades are passing. Any additional F's in a semester will result in a week suspension as well. An F at quarter or semester results in 3 weeks of academic suspension. Students on academic suspension will be allowed to practice and attend activities but not participate. This requirement of Community R-6 athletes accompanies all other MSHSAA academic requirements in order to participate.

**Individual Community R-6 Middle School Grade Requirement:**

Any student receiving a failing grade at the conclusion of the school day on Tuesday of that week is out of athletic competition until the following Tuesday. If he or she is passing the class at next check the student-athlete is again eligible. Coaches and parents remind student-athletes at or before the first practice of this requirement to participate so they keep grades at an acceptable level for participation. This rule is an addition to all MSHSAA requirements in order to participate.

**A REMINDER:** Any questions pertaining to eligibility that are not answered above should be brought to the attention of the Activities Director prior to participation in the event.

**ATTENDANCE ELIGIBILITY**

According to MSHSAA By-Law 212.0, a student shall not be considered eligible while under suspension, this would include in-school and out-of-school suspensions. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal. If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes (or has an excused absence(s) from class) without an unexcused absence. Each school has the authority to set more restrictive standards and shall have the authority to judge its students under those standards.

*MSHSSA policy 2.2.3 states "If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes."*

In the event that a student is assigned an afternoon detention period as the result of a classroom problem, the detention MUST be served before the student can return to an extra-curricular activity. He/she is not allowed to use the excuse of "I have practice, so I can't stay." THE CLASSROOM OBLIGATION ALWAYS COMES FIRST.

### **CITIZENSHIP GUIDELINES FOR EXTRACURRICULAR FOR PARTICIPATION**

To be eligible to participate in school activities is a privilege, not an inherent right, and therefore requires certain behaviors and attitudes. More specifically, any student who represents his or her school in activities must be a creditable citizen and be judged so by proper school authority certifying the list of students for participation.

A student whose character or conduct is such as to reflect discredits upon himself/herself or his/her school is not considered a creditable citizen. His/her conduct shall be satisfactory in accord with the standards of good discipline. Students, who participate in the activities, athletics, or performing arts programs, should remember the rewards, recognition, and notoriety that comes with involvement also carries a high degree of school, civic, and individual discipline and responsibility.

The rewards are great! A student has much to gain, but also has much to lose for behavior which is inappropriate.

Besides the possibility of losing eligibility for inappropriate behavior, students involved in the extracurricular activities programs are also subject to the disciplinary consequences listed in the Student Handbook.

It is understood that citizenship eligibility cases are handled on an individual basis by the sponsor/coach/director/supervisor, principal, parents and student. However, it is also felt that system-wide guidelines will assist in the uniform handling of such cases.

Students should always remember to conduct themselves in such a manner as to reflect positively upon themselves, family, school and community.

To clearly outline and define the disciplinary action, the following guidelines are provided for students.

1. **Citizenship** - Students whose character or conduct is such as to reflect discredit upon themselves or their school is **NOT** considered a "creditable citizen". This includes violations of public law and/or school policy.

2. **Violation Penalty** - The student who is under arrest for a municipal ordinance violation, a misdemeanor or a felony will be suspended from a game/meet participation in extracurricular activities and remain ineligible until his/her judgment is satisfied according to public law and/or school policy.

**This includes violations that take place during the season and/or non-season including evening, and weekends.** School officials may deny participation in all extracurricular activities to a student convicted or found “not innocent” of a municipal ordinance, misdemeanor or felony.

**\*Reinstatement - Reinstatement to the activity/athletic team(s) may be granted after a review by the school administration and the sponsor/coach.**

#### **MSHSAA By-Law 212.0**

- a. **Law Enforcement:** A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others.
- b. **Student Responsibility:** Each student is responsible to notify the school of any and all situations that would affect his/ her eligibility under the above standards. If the student does not notify the school administration of the situation by 9am on the following school day, then the student shall be ineligible for up to 365 days from discovery, pending review by the MSHSAA Board of Directors.

The following guidelines apply to any student representing Community R-VI interscholastic activities, as defined by MSHSAA and Community R-VI School Board Policy. Teacher sponsors, coaches, administrators, parents and students should be familiar with these following guidelines.

### **ELIGIBILITY STANDARDS:**

Students will comply with all Missouri State High School Activities Association rules and regulations pertaining to their activity.

In addition to those policies found in this manual, each coach will develop guidelines, expectations, and rules that apply to their respective sports. These will be provided to student athletes at the start of the sports season. The coach's rules, expectations, and guidelines must be adhered to in order to maintain eligibility. Each coach has the authority to develop and enforce such guidelines as needed to run a safe, respectable, and effective athletic program. A copy of individual sport expectations will be submitted to the school administrator and the Athletic Director.

1. Students wishing to participate in athletics must be in good citizenship standing. Students must be creditable citizens. Creditable citizens are those students whose conduct, both in school and out of school, will not reflect discredit upon themselves or their school. Note: Conduct by a student involving law enforcement should be reported to your principal/athletic director immediately as your conduct may affect your eligibility or contest outcomes.
2. All athletes and cheerleaders will agree and submit to drug testing as outlined in Board of Education
3. Drug Testing Policy adopted November 2011. Athletes and cheerleaders agree to follow all guidelines in the Drug Testing Policy located in this Manual.
4. The use of illegal drugs is strictly forbidden at any time. Any student, who is convicted in a court of law, pleads guilty to, or pleads no contest, for use or possession of illegal drugs will be ineligible to represent Community R-VI in any interscholastic activity for 365 calendar days from the date of the conviction or plea. If this occurs during the school year, all awards earned during the same school year will be forfeited. Pending legal disposition of the case, a student will be ineligible to represent his or her team but may continue to practice.
5. The use of alcoholic beverages is strictly forbidden during the school year. Any student who has been seen drinking alcoholic beverages during the season in which he or she is participating (seen by a coach, teacher, or administrator) or has been convicted, pleads guilty, or pleads no contest, for possession of alcohol will be ineligible for a period of twenty consecutive school days. If this violation occurs a second time, the student will lose their eligibility, and all awards earned during that season will be forfeited.
6. Any student, who is convicted, pleads guilty, or pleads no contest, for driving under the influence, at any time, will be considered interscholastically ineligible for 365 days from the date of conviction or plea. If this occurs during the school year, all awards earned during the same school year will be forfeited. Pending disposition, the student will be ineligible to represent his or her team but may continue to practice.
7. Any student who is seen using tobacco products (by a coach, teacher, or administrator) during the season in which he or she is participating will be ineligible to participate for a period of ten consecutive school days. The student will continue to practice with their team during this penalty. A second violation during the same school year will result in the student being considered ineligible for the remainder of the school year and all athletic awards earned that year will be forfeited.
8. The Community R-VI letter may be worn on a white, red, or black sweater or jacket that is of school colors.

9. A practice or contest will not be missed unless previously excused by the head coach of that particular sport. Athletes violating this standard will be ineligible to participate in the succeeding contest.
10. Each athlete is expected to follow all training rules for their respective activity.
11. Any student whose school conduct or community conduct is not considered desirable as defined by school policy and state law will be dealt with accordingly. Any student having been suspended from school or is placed in in-school suspension (ISS) will not participate in interscholastic activities until the day following the end of the suspension or ISS assignment. Any student, who is convicted of a felony, at any time, will not represent Community R-VI for one full year, from the date of conviction. Students in ISS will continue to practice.
12. An athlete who misses class on the date of a contest without being excused by the principal will not be considered eligible to represent the school on that date. Athletes are required to be in school four periods on the day of an event unless prearranged with building principal.
13. MSHSSA policy 2.2.3 states "If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes."
14. All athletes are responsible for preservation of school owned athletic equipment. This equipment must be handled properly and accounted for at the conclusion of the sport seasons.
15. All athletes will engage in all pre-game, intermission, or post-game ceremonies if such ceremonies are part of the program. The penalty for violation of this standard will be decided upon by the coach and building principal.

## **Student Drug Testing November 2011**

### **Statement of Purpose and Intent**

*While all drugs have the potential to harm, some drugs are more harmful than others. For a small number of people, drugs lead to serious and far-reaching consequences not only for themselves, but their families, their communities, and society in general. Drugs can have an impact on their education, their relationships, their choices, and can prevent one from reaching their full potential.*

For the safety, health, and well-being of the students of the Community R-VI School District, the district has adopted this policy for the R-VI students who participate in off-season and in-season extracurricular and co-curricular activities in grades 7-12 as enumerated below.

It is the desire of the Board of Education, administration and staff that every student in the Community R-VI School District refrains from using, possessing, or distributing illegal drugs and alcohol. Substance abuse prevention programs have been utilized throughout the district in all grades, kindergarten through grade twelve. Instruction is provided for drug abuse prevention in health, counseling and science classes as appropriate for various grade levels. The key component of this program is to open the lines of communication between students and parents about the serious matter of drug usage and abuse and to offer support for those who may need it.

We believe that students at Community R-VI need to have assistance in dealing with the peer pressure associated with drugs and alcohol. This process will help give them another way to say “NO” to those things.

Participation in district-sponsored extracurricular and co-curricular activities is a privilege. Accordingly, students in extracurricular and co-curricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which include avoiding the use or possession of illegal drugs and alcohol.

It is the belief of the Community R-VI Board of Education, administration, staff, and community that this policy will assist the district’s efforts to reduce the use of illegal drugs and promote safety in the District. This policy is intended to complement and supplement all other policies, rules and regulations of the district regarding possession or use of illegal drugs.

The actions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extracurricular or co-curricular activities. There will be no suspension from school for violation of this policy, **except** when the district’s discipline policy is also violated. Students will be subject to the penalties of this policy as deemed appropriate.

This policy does not affect other policies and practices of the school district in dealing with drug or alcohol use or possession where reasonable suspicion is obtained by means other than the mandatory and random sampling discussed here. All students involved in the covered activities will be included in the random pool for testing throughout the school year. Once a student’s name enters the testing pool, they will be in the pool the remainder of the school year and subject to random testing.

## Definitions

*Activities* – includes any school-sponsored activity in the following three categories: Missouri State High School Activities Association (MSHSAA) sanctioned activities, competitive activities, and noncompetitive activities.

The activities, by categories are as follows:

MSHSAA Activities – athletics, band, choir, speech and debate, drama, cheerleading, and academic competition

Co-curricular Activities – activities that students participate in outside of the classroom as a result of being enrolled in school offered class. Co-curricular activities include, but are not limited to:

<b>FFA</b>	<b>FCCLA</b>	<b>FBLA</b>
<b>NHS</b>	<b>FTA</b>	<b>STRIVE</b>
<b>SPEECH &amp; DEBATE</b>	<b>TREND</b>	<b>QUIZ BOWL</b>
<b>SKILLS USA</b>	<b>CLASS LEADERSHIP</b>	<b>ART CLUB</b>
<b>STUDENT COUNCIL</b>	<b>SCIENCE CLUB/ENVIROTHON</b>	
<b>BAND</b>	<b>CHORUS/VOCAL MUSIC</b>	
<b>DRAMA</b>	<b>FIELD TRIPS</b>	

Extracurricular Activities - activities that take place outside the regular course of study in school. Extracurricular activities include, but are not limited to:

<b>Baseball</b>	<b>Basketball</b>	<b>Softball</b>	<b>Cheerleading</b>
<b>Track</b>	<b>Prom (other school-sponsored dances)</b>	<b>Reward/Field Trips</b>	

*Participant* – is any student in grades 7-12 who is involved in extracurricular or co-curricular activities as enumerated under “Activities: of the policy and is thereby eligible to be randomly selected for drug testing.

*Off-season* – refers to those students who participated the previous year or current year in any activity.

*In-season* – refers to those students presently participating in an activity.

*Drug Test* – means a scientifically substantiated method to test for the presence of illegal drugs in a person’s urine.

*Illegal Drugs* – means any substance that a student may not sell, possess, use, distribute, or purchase under either federal or Missouri law. Illegal Drugs include, but are not limited to, all scheduled drugs as defined by Missouri law, all prescription drugs obtained without authorization and all prescribed drugs or over-the-counter drugs being used in dosages, frequency or ways other than directed.

*Prescription Medication Abuse* – includes any medication not belonging to the students or evidence when the level in a urine specimen is above the normal prescriptions.

*Performance-Enhancing Drug* – includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term “Performance-Enhancing drugs” does not include dietary or nutritional supplements such as vitamins, minerals, and proteins, which can be lawfully purchased in over-the-counter transactions.

*Screening Test* – is the initial urine test, which will not be considered basis as the final positive result.

*School Year* – includes, but is not limited to, all days including and between the first day of classes in the fall and the last day of school in the spring.

*Non-negative* – is a positive result to the initial screening test prior to confirmation through a gas chromatography/mass spectrometry test.

*Positive* – means a gas chromatography/mass spectrometry test result, which is considered to demonstrate the presence of an illegal drug. The testing facility will determine positive results using industry standards.

Amphetamine	1000ng/ml	Cocaine	300ng/ml
Methamphetamine	1000ng/ml	Morphine (Opiates)	2000ng/ml
THC (marijuana)	50ng/ml	Alcohol	Trace

**The above listing is an example only and is not intended to be exhaustive.**

*Adulterant/Adulteration* – refers to any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch, or otherwise interfere with the

detection of illicit or banned substance in the urine, or purposefully over hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

*Reasonable Suspicion* – may be found, but not limited to 1) observed possession or use of substances appearing to be prohibited drugs, 2) arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances, or 3) observed abnormal appearance, conduct or behavior reasonable interpreted as being caused by the use of prohibited drugs or substances. Among the indicators that may be used in evaluating a student-athlete's abnormal appearance, conduct of performance are: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, extreme physical appearance changes, academic/athletic motivational level, emotional condition, mood changes and legal involvement.

### **Procedures and Guidelines**

Each participant in activities and/or student drivers will be invited to attend a drug awareness session and receive copies of the Student Drug Testing policy and its procedures and Student Activities Drug Testing Consent Form. The completed consent form must be returned to the office within seven (7) school days after receipt.

A student may refuse to be randomly tested, but if he or she chooses to do so, he or she will immediately be suspended from participating in covered activities and parking privileges for 365 days. The student will need to produce a negative test prior to being eligible to practice or participate after the 365-calendar day suspension has been served. Any student removing his/her name from the drug-testing pool will be ineligible for activities for three hundred sixty-five (365) calendar days.

Students who do not choose to participate in activities may still participate in the drug testing program on a voluntary basis by submitting the Student Drug Testing Consent Form to the office.

A contracted company will randomly test participating students, once they become a part of any covered activity. A random selection of pool members from grades 7-12 will be chosen each time a test is given. Once a student enters the testing pool, they will be eligible for random testing until the end of the school year. All students and their parents(s)/guardian(s) must sign a consent form annually for their student to participate in any covered activity. For random testing, each student will be assigned a number that will be maintained in the school office. Students who wish to drop out of the drug pool must have their parent/guardian meet with the principal and activities/athletic director. The parent/guardian must sign a release form stating that they no longer wish to participate in the drug pool. Once a student is dropped from the drug pool they are immediately suspended from any covered activity and are no longer

allowed back into the pool for the remainder of the academic year in which they student withdrew. The student must, at their expense, produce a negative test result by a school-approved testing agency before they will be admitted back into the pool at the beginning of the next school year.

Any drug test required by the District under the terms of this policy will be administered by or at the direction of a drug-testing company chosen by the District using scientifically validated toxicological methods. The drug-testing company will be required to provide to the District detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

All aspects of the drug-testing program, including the collection of specimens, will be conducted to safeguard the personal and privacy rights of participants. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a private facility behind a closed stall. The drug testing company technician will supervise the participant at the collection facility. The technician will not observe the participant while specimen is being collected, but the technician will be present outside the stall to listen for the normal sounds of urination to guard against tampered specimens and to ensure an accurate chain of custody of the specimens. The technician will verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the technician has reason to believe or suspect that a student is tampering with the specimen, the technician may stop the procedure and determine if a new sample should be obtained.

If the screening test is positive, it will be considered a non-negative. Only a designated school district employee will know the identity of the non-negative student. Confirmation will be made through a second and different test of the same specimen. The second test will use a gas chromatography/mass spectrometry technique. Each sample will be tested for adulterants. In an adulteration substance is found, the test will be considered to be positive.

If the gas chromatography/mass spectrometry test for any student has a positive result, the medical review officer will confirm the positive result and contact the parent(s)/guardian(s) and superintendent with the results. If the participant asserts that the positive test results are caused by some way other than use or consumption of an illegal drug by the participant, the participant and parent(s)/guardian(s) will be given up to seventy-two (72) hours to present evidence to the medical review officer, including a list of medications the participant has taken, to show cause for the positive result other than the use or consumption of illegal drugs. A specimen will not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug and the review of additional evidence provided by the participant and parent(s)/guardian(s) is complete.

The District will rely on the opinion of the medical review officer in determining whether the positive test result was produced by means other than use or consumption of an illegal drug by the participant.

Once a positive result is determined, the medical review officer will inform both the parent/guardian of the individual and the Superintendent of the positive result. The Superintendent will inform the Principal, the head coach and/or sponsor. The participant will become ineligible immediately from all covered activities.

Upon suspension from activities based upon a positive drug test, the participant may appeal within 5 days in writing the medical review officer's decision to the Superintendent. The Superintendent will review evidence and provide their written decision to the participant and parent(s)/guardian(s) within five (5) working days of the appeal.

The Superintendent's decision may be appealed in writing to the Community R-VI Board of Education within five (5) working days. Within five (5) working days of the receipt of the appeal the Board of Education will provide a written response to the appeal.

### **Consequences**

Any student who tests positive in a drug test under this policy shall be subject to the following restrictions:

For the first offense, the participant shall be suspended from any and all participation in any and all activities for twenty (20) school days from when the test results were determined. The student may attend practice sessions but may not participate. The student will also need to attend (1) drug counseling session. A mandatory test must be taken by the student on the next random screening date or sooner. This will be at the expense of the student and parent/guardian. In order to resume participation after the 20-day suspension a follow up test must be negative. The lab testing facility must be pre-approved by the school district, must be a SAMSHA certified lab, and the test must include the substances teste4d for in the school testing program. After the student presents a non-negative test for illegal substances, he or she will be subject to non-random testing at the request of the administration. The student may be tested in this manner for 365 calendar days beginning from the date of the first non-negative results. Testing procedures will remain identical to the random testing procedures.

A second non-negative test, mandatory or random, will result in a student being ineligible to participate in all covered activities for 365 calendar days and until the student tests negative.

A third non-negative result is a permanent suspension from participation in all in-season or off-season activities for the remainder of their high school career.

### **Drug Counseling and Assistance**

The main goal of this drug testing policy is to educate students regarding the serious problems of drug and alcohol abuse. As such, drug counseling and assistance programs will be required by the school district for any student with a non-negative test under this policy. Failure to meet this requirement will result in dismissal from the covered activity for the remainder of the season or school year. In addition, the student will not be allowed to participate in any activity until this requirement has been met. If requested by the parent/guardian, assistance in obtaining help for the student will be provided by the school counselors. Any assistance otherwise or enrollment into any other drug counseling sessions will be the responsibility of the student and parent/guardian. The school district will not request or accept any information regarding the treatment of students participating in a drug counseling program, other than enrollment in or completion of an approved program.

**First Offense:** All students with a non-negative test shall be required at the individual's expense to undergo a one (1) session screening. The screening is to provide guidance for the student, parents, coaches, and school officials to determine if additional intervention such as counseling or treatment shall be considered. The counselor, with the legal consent of the parent and/or student is to provide a written report of the screening to the school.

**Second Offense:** All students involved in a second non-negative test are expected to undergo appropriate counseling and treatment for said problem. This is to be done at the individual's expense.

### **HAZING**

Student hazing is expressly prohibited by Board of Education policy. For purpose of this policy, hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team.

Students found to have violated this policy will be subject to suspension/expulsion from school and suspension/exclusion from activities/athletic participation depending on the severity of the misconduct per Board Policy.

Non-students who participate or enable the hazing of students may be excluded from attendance at school activities and school athletic events. If hazing occurs, coaches/sponsors must report the incident to school administration immediately.

### **DUAL PARTICIPATION FORMS**

The Community R-VI School District allows students the opportunity to participate in multiple sports during any given season. If students participate in dual sports they must completely fill out a Dual Participation form and have it turned in to the HS office or the AD office before they are able to practice in either of the activities. Students will be required to pick a priority sport in case of any scheduling conflicts. The #1 activity priority must be chosen unless both coaches and the Activities Director along with the student come to an agreement. These forms must be completed and submitted to the office of the Activities Director before the 1st allowable practice date.

### **CONFLICTS BETWEEN ACTIVITIES**

Students should make the best choices when participating in activities to avoid conflicts between activities. This involves good communication, decision-making skills, prioritizing, and long-range goals and aspirations. However, when a conflict arises between two school-sponsored activities, administrative priority will examine this order or precedence: (Ultimately, the decision will be made by the student with no repercussions)

### **EQUIPMENT AND UNIFORMS**

All equipment and uniforms (including practice gear) checked out to an athlete become the responsibility of the athlete. At the conclusion of the season (or the decision to terminate participation in the sport), all equipment and uniforms must be returned in good condition to the head coach. Any items not turned in will be assessed a full replacement cost. An athlete will not be eligible to begin a new sport if all items from the previous sport have not been turned in or paid for.

Any loss of equipment should be immediately reported to the head coach, rather than waiting until the end of the season.

Coaches are to inform their players not to exchange any equipment (practice or game). If it is necessary to make an adjustment, then this is to be done through the coaches.

Coaches shall make clear to the members of their squads that any member of the coaching staff, teachers, principals, or the athletic director has the prerogative to command proper use of any school equipment and/or facilities at any time.

ALL EQUIPMENT FROM A SPORT MUST BE TURNED IN AND/OR ALL EQUIPMENT DEBTS FROM A SPORT MUST BE PAID BEFORE AN ATHLETE WILL BE PERMITTED TO COMPETE OR PARTICIPATE IN ANOTHER SPORT OR ACTIVITY.

### **ATHLETIC AWARDS**

An athletic award is a symbol of athletic accomplishment, good sportsmanship and observance of athletic policies. Student athletes, managers, trainers, and cheerleaders are eligible to earn awards. No student athlete may receive an award in a sport for which he/she is academically ineligible at the completion of the season or if under suspension for an athletic violation. Candidates must complete the season's play; however, this requirement may be waived in cases of physical injury. No awards will be

issued to an athlete until all equipment for his/her sport is turned in to the coach. Policies pertaining to athletic awards:

1. Junior High School. All athletes participating in junior high school athletics will receive a certificate of participation.

2. Senior High School. An athlete will be awarded a school letter and a sport emblem the first time he earns a Community R-VI High School letter. The coaching staff for each individual sport will determine lettering requirements for his/her sport. Each succeeding year that he earns a letter in a particular varsity sport, he will be awarded a bar.

3. Method of receiving awards. Each coach will submit a list of award recommendations to the Athletic Director. These will be awarded at the sports banquet by the head coach.

Policy on completion of season to earn award: An athlete must complete the sport to qualify for an award, unless his or her season ends due to an injury. Law Enforcement Clause: A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. A guilty individual in a court of law will forfeit his/her athletic letter for that sport and is not eligible for post season awards in that particular sport.

1,000 Point Club Membership: In order to qualify for this prestigious club you must achieve at a minimum 1,000 points in varsity level contests at R-6 during the course of your four year high school career.

If the Athletic Director can verify on a transfer student their point total from former school directly from the previous head coach, a student may be eligible to become a member of the club with committee approval which includes but is not limited to head coach, athletic director, and principal. You cannot hold the Community R-6 High School record for points with transfer points from another school. All points towards the actual school record have to be accumulated in varsity contests as a student-athlete on our school team. If a player was to be deemed academically ineligible and for some reason played in contests while ineligible those points do not count towards an athlete's total.

### **TRANSPORTATION**

To justify the transportation to and from athletic events, a person may get off a bus without coming back to the school if it is at their home or a parent is waiting for them at a place that would be closer to their home.

A student may ride home with his or her parents, provided a note, written by one of the parents or legal guardians, is given to the head coach or activity sponsor before 3:45 p.m. of the particular date in question or personally signs the sign-out sheet on site. If the student will need to ride home with his

parents on a regular basis, one note will be sufficient for the season. A student may ride home with another parent, brother, sister, or close relative, only when the parents write a note for an administrator's approval prior to leaving on the trip. Any student who abuses the rule when the student forgets a note, rides home with someone other than the note indicates, violates any training rules as defined by the head coach, or rides home with another student, boyfriend, girlfriend, etc. will be suspended from their team or organization for the remainder of the season and will forfeit those awards earned prior to the suspension during the current season in question.

All students will be transported to and from extra-curricular activities using district transportation, unless prior arrangements have been made. Prior arrangements must be approved by the activities director and/or the principal.

**UNDER NO CIRCUMSTANCES WILL STUDENTS BE ALLOWED TO TRANSPORT OTHER STUDENTS TO AND FROM EXTRA-CURRICULAR ACTIVITIES!**

#### **SUNDAY PRACTICE**

Occasionally, a coach may have a practice on Sunday to prepare for a Monday contest. However, Sunday practice times will be scheduled late afternoon or early evening. We do however, expect the student/athlete to communicate with the head coach should he/she miss a practice.

#### **CHANGING/QUITTING TEAMS**

A student who is out for a sport has up until the first competition of that particular sport or activity to quit without consequences. If a student chooses to quit a particular sport after the first contest date of the sport/activity, the student will not be eligible to start practicing or participating in any other extracurricular activities until the completion of the particular sport/activity. This includes open gyms, open fields, preseason conditioning, and weight-room activities as well. The only exception is if the coaches of both sports and the athletic director give their consent. When an athlete quits, he automatically forfeits his privilege to participate on the team. If the athlete who quits comes to the coach asking for reinstatement, the coach reserves the right to say "no." The coach may however, for a period of 72 hours reinstate that player at his discretion. After the 72 hour period, the player is no longer eligible for reinstatement.

If any athlete is cut from the squad for reasons other than disciplinary reasons, he may try out immediately for another sport in the season or begin practice in a sport of the succeeding sport season.

#### **UNSPORTSMANLIKE CONDUCT**

A display of unsportsmanlike conduct, the use of profanity, insubordination, or other behavior unbecoming an athlete during practice or contest will result in disciplinary action. The coach has the responsibility and the authority to take action that will result in what is best for the individual, the team, and the school. Disciplinary action may range from a verbal warning, counseling, or suspension.

Dismissal from the team may result after the coach has made a recommendation to the athletic director and/or principal.

#### **SUPERVISION POLICY**

No individual student, team or activity group shall be permitted to participate in events without being accompanied and supervised by a representative of the school faculty or administrative staff. Activity sponsors are responsible for supervision of groups while on the bus traveling to and from events, while at the events, and until the students' rides arrive. Activity may not occur without school representative supervision. This includes but is not exclusive to: practices, meetings, performances, contests and bus transportation.

Sponsorship includes the coach/sponsor riding the bus, accompanying the activity, and/or supervising any activity under the sponsorship of a particular department. Sponsorship may necessitate the coach/sponsor procuring assistance from within his/her own department and/or activity personnel. It is the responsibility of the activity sponsor to cover his/her events.

#### SPORTS BY SEASON

##### FALL SPORTS

Boys' Cross Country – Varsity, Junior Varsity

Girls' Cross Country – Varsity, Junior Varsity

Football- Varsity, Junior Varsity, 7th & 8th Grade

Softball- Varsity, Junior Varsity, 7th & 8th Grade

##### WINTER SPORTS

Boys' Basketball – Varsity, Junior Varsity, 7th & 8th Grade

Girls' Basketball – Varsity, Junior Varsity, 7th & 8th Grade

##### SPRING SPORTS

Baseball – Varsity, Junior Varsity,

Boy's Track – Varsity, Junior Varsity, 7th & 8th Grade

Girl's Track – Varsity, Junior Varsity, 7th & 8th Grade

Boy's Golf-Varsity

##### EXTRA CURRICULAR INTERSCHOLASTIC ACTIVITIES

Academic Bowl – Varsity, Junior Varsity

Band-concert, marching, pep

Choir

Cheerleading – Varsity, Junior Varsity, 7<sup>th</sup> and 8<sup>th</sup> Grade

Family, Career and Community Leaders of America (FCCLA)

Future Business Leaders of America (FBLA)

Future Farmers of America (FFA)

Future Teachers of America (FTA)

National Honor Society

Student Council

Yearbook

Senior Class

Junior Class

Sophomore Class

Freshmen Class

### **National Honor Society**

Required to fill out the NHS survey

Received credits for four high school semesters prior to applying

In order to be inducted into National Honor Society you must have a 3.3 high school cumulative GPA according to May of the prior year.

### **PARENT/ATHLETE/COACH COMMUNICATION GUIDE**

#### **Our Philosophy:**

- Chain of Command: Coach, Athletic Director, Principal, Superintendent, Board of Education.
- Athletic achievement requires sincere commitment from all athletes, parents, coaches, and administrators. For all of us to be successful, effective communication must occur.
- The school athletic department and administration believe strongly in being accessible to parents and supportive of the coaching staff.
- We are continually attempting to improve communication with the students and parents. For our programs to be truly successful, it is necessary that everyone understand the focus and direction of the program.

#### **Your Expectations:**

A. It is reasonable to expect your child's coach to inform you:

1. When and where practices and contests are held.
2. About the expectations he/she has for all athletes on the squad as well as your individual child.
3. What is required to be a part of the team, i.e., fees, special equipment, off-season conditioning, lettering requirement, etc.
4. If your child is injured during participation in a practice or contest.

5. Whenever any disciplinary action results in your son/ daughter being denied participation in a practice or contest.

B. Typical concerns of parents that are appropriate to discuss with a coach are:

1. Any unhealthy mental or physical strain you detect in your child at home (especially when it affects his/her academic performance).
2. How you can contribute to your child's skill improvement and development.
3. Any dramatic changes you detect in your child's behavior.

### **Our Expectations:**

The Community R-VI School District expects all players, parents, relatives, and spectators to demonstrate good sportsmanship and help maintain a positive educational environment for all of our student athletes.

A. It is inappropriate to discuss with a coach:

1. Team strategy or play calling.
2. Other student athletes

B. Coaches often need parents to tell them:

1. Any specific health concerns about your son/daughter expressed directly and informally to the head coach in a mutually convenient time.
2. Notification of any schedule conflicts well in advance.
3. Your commitment to the program, and how you plan to make a contribution to the program's success. For example, one way is to be sure your child gets enough rest and nutrition at home.
4. Strategies that have worked for you in dealing with your son/daughter being successful in the past.

C. If you have a concern to discuss with a coach, what procedure should you follow?

1. Make sure the athlete has met with the coach and discussed the issue.
2. Make an appointment with the coach. NEVER approach a coach after a game unless the coach requests this (24 Hour Rule).
3. If the coach cannot be reached, call the Athletic Director to set up a meeting.
4. Please do not attempt to confront a coach before, during, or following a contest or practice.
5. These can be busy and emotion- al times for both the parent and the coach and this period does not promote objective analysis of the situation.

D. What should you do if the meeting with the coach does not result in a resolution to the problem?

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting the appropriate next step can be determined. The next appropriate steps include the Principal, Superintendent, Board of Education.

### ACKNOWLEDGEMENT OF ATHLETIC HANDBOOK

I acknowledge receipt of a copy of the athletic handbook and have read the rules concerning eligibility and conduct for Community R-VI student athletes. I understand the rules and realize that I am subject to disciplinary measures should I violate them. I do agree to participate and conduct myself in accordance with the rules of our athletic program and with specific rules of my coaches.

We, the undersigned, agree that we have been given the following information and understand it fully.

I. That the school agrees to provide:

- a. Supervision.
- b. Instruction.
- c. Proper equipment (this excludes equipment or uniforms provided by the participant).
- d. Proper safety precautions.

II. That the school abides by all written rules regarding behavior and safety.

III. That participating in athletics/activities may cause serious injury or death.

## *COMMUNITY R-VI TROJANS*

### *Athlete's Code of Conduct Contract*

*Any student who represents the Community R-VI School in interscholastic competition will be required to sign the following contract and deliver it to the coach or athletic director before participating in any interscholastic event.*

*I, \_\_\_\_\_, have read and understand the Community R-VI Interscholastic Manual. I will abide by those guidelines established in this manual and by those set down by the Missouri High School Activities Association. I understand that this agreement in no way limits my right to terminate or to be terminated from any or all student activity participation.*

*This contract is also to inform you of possible contact between your child and the sponsor of the activity he or she is involved in. If a text or phone call takes place to a student we recommend to our sponsors to also send that message to the parent for your benefit and ours. Communication between our staff and you the parent is critical in the success of our extracurricular activities. Please take the time to give us your phone*

*number as well as your child's in the space provided below if you choose this line of communication.*

*Any student who feels that he or she has been treated unreasonably in regard to these guidelines, can appeal to an interscholastic eligibility committee comprised of the superintendent, high school principal, athletic director, counselor and two faculty members. This committee will hear the complaint and reach a decision that will be considered final.*

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*Signature of the Student Athlete                      Student Phone #                      Date*

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*Signature of the Parent/Guardian                      Parent/Guardian Phone#                      Date*