



**Middle /High School  
Athletic/Activities  
HANDBOOK  
2020-2021**

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## LETTERS TO PARENTS AND STUDENTS

Dear Parent/Guardian and Student/Athlete:

Please take a few moments to read this letter. Hopefully, this will help you understand how a competitive program is conducted and what comprises our expectations and philosophy.

In each program, a coach and/or coaches are hired by the school district to be responsible for team level selection. The head coach establishes criteria for selection, possibly with input from the entire coaching staff. This may be a highly subjective process. Team selection, practices and decisions regarding game situations are the responsibility of the coaching staff. Please feel free to address these questions directly to the head coach. Start with calling the coach to make an appointment during school hours. If the coach has not been able to answer questions, please contact the Athletic Director.

Participation in athletic programs is highly competitive. Be prepared to accept placement at any team level. It is disturbing to have a student/athlete try out for a team and then quit because they were not placed where they think they should be. By doing this, they have let down their team, coach and themselves. Normally, coaches have a very short amount of time to make team selections. They try to do the very best they can in filling positions for play and appropriately placing student/athletes on the proper team. They are under a good deal of pressure to assemble the most competitive team possible. We believe it is the coach's responsibility and right to select the team with whom they will work for the entire season.

In order to make a varsity team, a player must be outstanding and also play a position the team needs. Underclass student/athletes possessing these qualities have the same opportunity to make a team as an upperclassman does.

A main goal of a competitive athletic program is to put the most talented members of the team in competition to win the contest. Starting positions and playing time are not guaranteed to anyone. Each member of a team is very valuable to the team's overall progress. Some members may play a great deal of time in a contest while others may not see what a parent would consider "significant" playing time. Each student should have personal improvement as one of his or her goals.

By being a member of a team, regardless of time spent in actual competition, a person can learn many valuable lessons. Among them are the following: *citizenship, sportsmanship, appreciating good play by an opponent, working together to meet team goals, responsibility and commitment to team and school, loyalty, placing team above self, learning to accept instruction and criticism, respect for others, winning and losing with dignity, self-control, and being responsible for one's own actions.*

We sincerely hope this helps in understanding the goals and philosophies of the sports/activities program in the St. Elizabeth R-4 School District. Please feel free to contact me with any questions. Proud to be a Hornet!

Sincerely,

Sheila Heckemeyer

Athletic Director

*The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities.*

### **Introduction**

Welcome to the St. Elizabeth R-4 School District's MSHSAA Sports/Activities Handbook. The St. Elizabeth R-4 School District encourages students to take advantage of as many programs as their time and talent will permit. Good luck to them as they strive to grow emotionally, mentally, socially and physically through athletics.

### **Philosophy**

We believe that interscholastic activities shall supplement the secondary curricular program and as such become a vital part of a student's total educational experience. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his/her education.

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 themselves. This participation will help to develop the student physically, mentally, socially and emotionally.

### **Sportsmanship**

The St. Elizabeth R-4 School District is a member of the Show-Me Conference and the Missouri State High School Activities Association (MSHSAA). As members of these groups, we adhere to policies set down for the display of good sportsmanship by athletes, participants, students, fans, parents and patrons. Member schools are to enforce sportsmanship rules for our own school, players and spectators. Violation of rules can result in the following consequences: *written reprimand, probation, suspension, ejection or permanent removal from events*. Consequences are in force for players, coaches, students, parents and fans. All school discipline policies and rules apply to the St. Elizabeth R-4 School District students at school activities whether they are held on school property or away from school.

### **Good Sportsmanship Code**

For players, coaches, parents and fans:

1. Maintain pride in self and school.
2. Strive to keep high standards of conduct.
3. Cheering is always encouraged for one's own team.
4. No taunts, noises, cheers, jeers, songs, profanity, signs or motions directed to the opposing team, coach, school or officials. Treat everyone with respect.
5. Positive signs may be displayed for one's own team.

6. No disrespect will be shown to the opposing team during introductions.
7. Refrain from using noisemakers.
8. Refrain from continuous standing.
9. Abide by the decisions of officials.
10. Accept victory or defeat graciously.
11. Refrain from stomping on bleachers.

### **Responsibilities**

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

1. Striving to achieve sound citizenship and desirable social traits, including self-control, honesty, cooperation, dependability and respect for others and their abilities.
2. Maintaining academic and eligibility standards as established by MSHSAA and St. Elizabeth R-4 School District.
3. Learning the spirit of hard work and dedication.
4. Learning to attain mental and physical fitness through good health habits.
5. Desiring to excel to the limits of the student's potential.
6. Showing respect for both authority and property.
7. Be willing to accept the leadership role that is instilled through the activity program.

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

### **Basic Guidelines for Participation**

#### **Multiple Sport Policy**

Students who are participating in more than one activity during a specific time frame of the school year may continue to be involved in both activities if they individually work with the sponsor of that activity to make sure they have a minimum number of practices to participate. Students will not be denied the opportunity to be part of an activity because of involvement in other activities. Activity sponsors will cooperate with each other to assure all students have an equal opportunity to participate, practice, and be part of a team organization or activity. All students are eligible for participation in activities if they meet academic, social, and behavioral standards as established by the district, this policy, and their sponsors. Each activity, as deemed appropriate by the sponsor, will have requirements for tryouts or membership for all participants. These qualifying requirements will be non-discriminatory and appropriate for the students of the St. Elizabeth R-4 School District. Students will be required to sign a priority contract when involved in multiple sports in one season. The priority contract determines which activity the student will participate in when two or more activities are simultaneously scheduled. No student will be allowed to participate in two or more activities on a simultaneously scheduled day.

All sports and activities have the option to make cuts to their program. Each coach/sponsor will make the decision on the number of students that are needed for the program. The coach will discuss the cutting policy with the Athletic Director. The Athletic Director will then present that information to the High School Principal and Superintendent for approval. Once the cutting policy has been approved, a letter will be sent home to all students interested in the program reviewing the cutting procedures.

If it is necessary to be absent from practice, the student is expected to obtain permission from the head coach prior to the scheduled practice. Students must be in attendance by 9:02 AM to participate in any athletic contest. If the contest occurs on a weekend, then students must be in attendance for three and a half hours on that Friday before the game. Exceptions are granted with administrative approval only (Superintendent, Principal, Assistant Principal and Athletic Director). In the event that truancy or suspension by a student takes place, the student will not be eligible for participation until he/she has fulfilled the disciplinary requirements established by the administration. Hazing of any participant will not be tolerated. Violations may subject the individual to suspension or exclusion from school and participation depending on the severity of the misconduct. In the event that a student is assigned an afternoon detention as the result of a classroom problem, he/she is not allowed to use the excuse of, "I have practice, so I can't stay". THE CLASSROOM OBLIGATION ALWAYS COMES FIRST.

#### **Student Attendance**

Students must be in attendance by 9:02 AM to participate in any athletic contest. If the student has a medical appointment, they may return later than 9:02, with prior administrative approval and a note from the doctor. If the contest occurs on a weekend, then students must be in attendance for three and a half hours on that Friday before the contest. Exceptions are granted with administrative approval only (Superintendent, Principal, Athletic Director). In the event that truancy or suspension by a student takes place, the student will not be eligible for participation until he/she has fulfilled the disciplinary requirements established by the administration. Hazing of any participant will not be tolerated. Violations may subject the individual to suspension or exclusion from school and participation depending on the severity of the misconduct. In the event that a student is assigned an afternoon detention as the result of a classroom problem, he/she is not allowed to use the excuse of, "I have practice, so I cannot stay". THE CLASSROOM OBLIGATION ALWAYS COME FIRST!

#### **Student/Athletic Expectations**

The student is expected to demonstrate good sportsmanship and good citizenship at all times, both in and outside of school. As a representative for his/her school and competing in our athletic program, the student is expected to fulfill certain responsibilities that include:

1. Striving to achieve sound citizenship and desirable social traits, including emotional control, honesty, cooperation, dependability and respect for others and their abilities.
2. Maintaining a lifestyle free of tobacco products, illegal drugs and alcoholic beverages.
3. Maintaining academic and eligibility standards as established by MSHSAA and St. Elizabeth R-4 School District.
4. Adhering to public laws and school policies.

5. Showing respect for both authority and property.
6. Learning the spirit of hard work and dedication, desiring to excel to the limits of each student's potential.

### **School Rules**

Team Rules – Each coach will establish team rules. Team rules will be distributed and discussed with participants prior to the beginning of the program. The student is expected to comply with team rules and might forfeit his/her eligibility through noncompliance. The coach has the responsibility and decision to determine if practices will be open or closed to outside spectators.

Detention – A student assigned detention by teachers and/of administrators must report the detention instead of practice. The coach will determine any additional action to be taken if necessary or required.

Suspension – A student suspended from school, in-house or out-of-school will not be permitted to participate in any extracurricular activities while on suspension. She/he may become eligible once his/her suspension is completed.

Expulsion – A student who is expelled or who withdraws from school because of disciplinary action shall not be considered eligible for extracurricular activities for 365 days from the date of expulsion/withdrawal.

Ejection from a Contest – A student ejected from an activity/athlete event because of unsportsmanlike action will not be eligible to participate in the next scheduled activity/athletic event at that level per MSHAA regulations. Coaches may require additional athletic suspensions at his/her discretion.

Student Handbook – Each student will be held accountable to all rules, regulations and policies of the student handbook.

### **Procedure and Appeals**

The coach, in consultation with the athletic director and principal, may suspend a student from activities after having given his/her the right to be heard. The suspension decision may be appealed to the superintendent. The superintendent's decision will be final. The student and/or his/her parent/guardian may appeal actions taken pursuant to this policy.

The school administration will send a written decision to the parent/guardian within two days of the appeal hearing.

### **Participant's Pledge**

A student who participates in athletics must sign the "Participant's Pledge" as a precondition of his/her participation. The student's signature on the pledge signifies the commitment to abide by the conditions of the St. Elizabeth R-4 School District's Code of Ethical Behavior and Student Conduct Policies and to remain free of alcohol, tobacco, illegal drugs and to be a "credible citizen." The parent's signature on the pledge signifies that the parent has read and understands the pledge

### **Care of Equipment**

In order to give the student a sense of responsibility and an appreciation of his/her equipment, each student will be held accountable for the abuse or loss of it. ANY EQUIPMENT, LOST OR STOLEN, MUST BE PAID FOR BY THE STUDENT IN WHOSE NAME IT WAS CHECKED OUT. The following guidelines, if adhered to, will reduce the chances for lost or stolen equipment:

1. Do not exchange or loan any of the equipment checked out to you to another teammate.
2. Any loss of equipment should be reported immediately to the head coach, rather than waiting until the end of the season.
3. Any protective equipment that does not fit properly or that has any defective parts should be reported to a coach immediately. Do not wear the equipment until the necessary adjustments have been made. This is for your protection.
4. At the end of the sports season, all equipment must be turned into the coach that issued the equipment.

### **Protect Your Eligibility**

The St. Elizabeth R-4 School District follows MSHSAA's by-laws and all policies set forth by the school. The academic requirements through MSHSAA are listed below (By-Law 2.3 and 2.4). In addition to the MSHSAA By-laws, the student must meet the St. Elizabeth R-4 School District grading policy.

### **Grading Policy for Extra-Curricular Activities/Sports**

(These are also listed in the JH/HS handbook.)

Any student, 7-12th grade that participates in extracurricular activities/sports will follow the MSHSAA By-Law 2.3 Academic Requirements and the St. Elizabeth R-4 grading policy.

--The MSHSAA By-Law 2.3 is stated in the Athletic Handbook and is for 9-12 grade students that participate in MSHSAA activities /sports.

--The St. Elizabeth R-4 grading policy is in place to help our student-athletes stay on track academically. Grades will be checked at each mid-term. If a student-athlete has one "F", or a GPA below 1.67, at the end of a quarter, they will not be allowed to play until the mid-term reports. If a student-athlete is deemed ineligible, and they bring that grade up, they may gain eligibility at mid-term.

-Student, Parent and Sponsor/Coach will be contacted by the Athletic Director. The parent will also be contacted by the teacher.

-Grading cycles are mid-term for each quarter.

The MSHSAA, of which the St. Elizabeth R-4 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 the MSHSAA is to establish standards that must be met by all students to attain the privilege of representing their school in interscholastic activities.

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.

Precedent-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 students with the major rules and regulations they must follow in order to protect their eligibility.

## **2.2 CITIZENSHIP REQUIREMENTS**

**2.2.1 Citizenship:** Students who represent a school in interscholastic activities must be credible citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered “credible citizens.” Conduct shall be satisfactory in accord with the standards of good discipline.

### **2.2.2 Law Enforcement:**

- a. 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, fines, 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.
- b. 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.
- c. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others.

### **2.2.3 Local School:**

- a. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
- b. The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.
- c. A student shall not be considered eligible while serving an out-of-school suspension.
- d. 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.
- e. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.
- f. Each school shall diligently and completely investigate any issue that could affect student eligibility.

**2.2.4 Expulsion:** A student who is expelled from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion. An expulsion is prompt removal of a student from school following the conduct for which the



student is under discipline, whereby the student is not allowed to return to school until either an appeals process reinstates the student or the duration is fulfilled. However, this period of ineligibility shall not apply to any student expulsion for conduct otherwise protected by law which does not materially and substantially interfere with the requirements of appropriate discipline in the operation of a school.

**2.2.5 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 of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

## **2.3 ACADEMIC REQUIREMENTS**

**2.3.1 Statement of Philosophy --** Participation in high school activities is a valuable educational experience and should not be looked upon as a reward for academic success. Students with low academic ability need the educational development provided through participation in activities as much as students with average or above average ability. Activity participation should be for all enrolled students making appropriate progress toward graduation and otherwise in good standing. Each local board of education is encouraged to establish criteria to ensure that students who are participating in MSHSAA activities are satisfactorily progressing toward meeting the local graduation requirements.

**2.3.2 Grades 9-12 Requirements:** A student in Grades 9-12 must meet the following requirements in order to be academically eligible to participate in interscholastic activities:

a. Semester Prior to Participation: The student shall have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, **whichever is greater**, or a student must have made standard progress for his or her level the preceding semester in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age.

b. Semester of Participation: The student shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, **whichever is greater**; or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age.

c. 80% Credit Requirement: The calculation of the credit requirement described in a-1 and a-2 above for all enrolled students at the school shall be based on the maximum allowable classes in which a student can be enrolled at the member school during the normal school day due to the academic system that the member school has selected (7-hour day, block schedule, etc.) Credits earned in school-sponsored "extra" classes taken beyond the normal school day may be used toward academic eligibility. Internet classes offered **by** and **at** the member school and which are completed no later than the close of the semester with credit placed on the student's transcript can be counted toward academic eligibility. (See also By-Law 2.3.4 regarding correspondence courses.)

- d. Entry into 9th Grade: A beginning 9th grade student shall have been promoted from 8th grade to 9th grade for first semester eligibility.
- e. A student must be making satisfactory progress towards graduation as determined by local school policies.

**DIAGRAM 2.3: SAMPLE HIGH SCHOOL ACADEMIC SCHEDULES**

Academic Schedules	Credits Earned must equal 3.0 or 80%, whichever is <b>GREATER</b>
Six-period day (.5 each)	Must pass 6 of 6 (3.0)
Seven-period day (.5 each)	Must pass 6 of 7 (3.0)
Eight-Block schedule (.5 each)	Must pass 7 of 8 (3.5)
Four-Block schedule (1.0 each)	Must pass 4 of 4 (4.0)
Ten-Block schedule (.5 each)	Must pass 8 of 10 (4.0)

**2.4 SEMESTERS OF ELIGIBILITY TO PARTICIPATE**

**2.4.1 Semesters - Grades 9-12:** A student shall not participate in more than four seasons in grades 9-12 in any interscholastic activity. A student shall have only eight consecutive semesters (four consecutive years) of eligibility in high school, in which he/she may participate in one season per year in an activity, and these eight consecutive semesters shall begin on the twentieth (20th) day of the first semester a student enters the 9th grade **or** the first interscholastic contest in which the student participates, whichever occurs first. A student who participates in any part of an interscholastic event or contest shall count such as a season of participation. A student who applies for, is granted, and leaves school any time after the junior year to take advantage of an early release program shall no longer be eligible for interscholastic competition even though he or she later returns to school. *Editor’s Note: Exception - Baseball and softball have two seasons per year in which a student may participate as listed in By-Law 3.28.*

**2.4.2 Semesters - Grade 7 and 8:** A student is eligible for only TWO SEMESTERS in each the 7th and 8th grade beginning with the first semester of entrance in each grade. A student who is repeating a grade is not eligible.

**2.5 ENTERING AND WITHDRAWING FROM SCHOOL**

**2.5.1 Entering School:** “Entering school” for the purpose of eligibility consists of regular registration for classes and attendance in classes.

**2.5.2 First Eleven Days:** A student must have *ENTERED SCHOOL WITHIN THE FIRST ELEVEN DAYS* of the semester in which he/she is competing. This rule is automatically waived in case a student is prevented from entering high school within the required time limit because of service with the National Guard, United States Army, Navy, Air Force, Marine Corps or Coast

Guard, provided that the student enrolls in school within thirty days after he/she receives his/her discharge. A student transferring from a school district which has a school year beginning in September to a district which starts in August becomes eligible upon the change of residence and enrollment in a school in that district, provided he/she meets all other requirements.

**2.5.3 Withdrawal:** In case of withdrawal, if withdrawal occurs on or after the twentieth school day of the preceding semester, a student is ineligible for one complete semester; if withdrawal occurs before the first twenty school days of the semester have elapsed, that student will not be considered as having been in attendance that semester provided he or she has not participated in interscholastic activities during this period. *Editor's Note: This applies only to those students who drop out of school altogether before the twentieth school day of a semester. It does not apply to students who transfer to another school during a semester and continue their attendance*

**REMINDER:** Any questions pertaining to eligibility that are not answered above should be brought to the attention of the athletic director.

### **Conditioning and the Prevention of Injuries**

Proper sports conditioning will improve the power, speed, and endurance of the athlete on the field or in the gymnasium. It will also help strengthen muscles and joints, increase flexibility, and maximize agility through the channeling of aerobic as well as anaerobic power. In addition to the benefit of increased performance, statistics indicate that sports conditioning will assist in preventing injury. Year-round conditioning can increase athletic performance considerably. Training, unfortunately, is easily reversible and that is why year-round conditioning is so important. Opportunities are provided for athletes in the St. Elizabeth R-4 School District to be involved in year-round conditioning. It is strongly recommended that all athletes not involved in a sport during an off-season be participating in the conditioning program. Naturally, the best course of action is to stay involved in a competitive program each season, where conditioning is built into the sport.

All athletes want to perform to the best of their ability, yet often a sprained ankle, an injured knee, or a pulled muscle will prevent one from doing the best he/she can. Though there is no guarantee these injuries will not occur, their frequency and seriousness can be reduced through simple measures – such as the year-round conditioning mentioned above, training techniques, good sportsmanship-like behavior, and an awareness of the injury patterns in your chosen sport. Lastly, make certain to consult with the coach(es) immediately if an injury does occur.

Unfortunately injuries do occur both on and off the playing field. While a complete list of injuries that prevent student athletes from participating cannot be formed *all injuries must be reported directly to your head coach*. If any injury is serious enough that it requires a physician's visit *and the loss of practice or competition*, the district retains the right to ask for a medical release to allow a student athlete to return to practice or competition. Additionally, the head coach may request the athletic director for a medical release due to observation of the student athlete during practice or competition. The athletic director and coach will communicate with the athlete and parents should this take place. Athletic physicals are now required every two years or 730 days.

### **Use of Tobacco, Alcohol, Illegal and Performance-Enhancing Drugs**

In order to reach our highest potential and attain our goals and objectives of the activities offered at St. Elizabeth R-4 School District, hard work, dedication, responsibility, loyalty, and trust must be key components in reaching said potentials, goals, and objectives. Illegal and mind-altering substances **cannot, and will not, be tolerated.**

Any student representing, or wishing to represent, the St. Elizabeth R-4 School District will be required to abstain from the use and possession of tobacco (including chewing tobacco), alcohol, and illegal or performance-enhancing drugs at **ALL** times.

Attendance at school functions or on school property under the influence of alcohol or illegal drugs will be considered the same as use of that substance and will be subject to the same penalties.

The enforcement of the appropriate penalty will be as follows, in addition to any subsequent penalties posed by the coach/sponsor upon the student:

***1st Offense*** – the student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including meetings, practices, performances, and competitions for 30 calendar days from the date of the infraction.

***2nd Offense*** – the student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including meetings, practices, performances, and competitions for 90 calendar days from the date of the infraction. As a stipulation of reinstatement following a second suspension, the student will be required to show evidence that they have completed a drug assessment program. The student will present to the school a signed document from the assessment firm stating that the student has completed the assignment.

***3rd Offense*** – the student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including meetings, practices, performances, and competitions for the remainder of the school year at St. Elizabeth R-4 School District from the date of the positive test.

Should a withdrawal or transfer occur, and the student returns, the student returns under the same status as the time of leaving.

The administration has the authority to deal with any situation that is not covered in this handbook.

### **Condemnation of Drug Abuse in our Community's Youth**

Students should be aware that use/abuse of alcohol, underage use of tobacco (in any form), illicit drugs, or improper use of prescription drugs is illegal and harmful and may have long term or possible permanent damaging effects to an individual's mind and body. Consequently, they are forbidden on school premises. Their use at any time is discouraged.

The St. Elizabeth R-4 Board of Education recognizes that student drug abuse is a significant health and safety problem for schools. Among the problems, substance abuse negatively affects students' health, behavior, learning, reflexes, and the overall development of individual students. Chemical abuse includes, but is not limited to, the use of illegal controlled substances, substances represented to be controlled, and misuse of legal drugs and medications.

The purposes of St. Elizabeth R-4 School District's Random Drug Testing Policy include:

1. To establish standards of conduct for district students.
2. To identify students who are misusing drugs so that intervention plans can be implemented by home and school.
3. To establish a safe environment for student athletes during competition and generally for all students.
4. To provide a vehicle for parents to become aware of chemical abuse problems.
5. To provide referrals for students who need evaluation and counseling.
6. To deter chemical abuse or misuse by all students.
7. To send a clear message that the district is committed to eliminating student chemical abuse and to helping students experiencing chemical abuse problems.
8. To work cooperatively with the parents by assisting them in keeping their children free from chemical abuse.

It is not the purpose or intent of the district's Drug Testing Policy to identify students for punishment under the district discipline code.

The St. Elizabeth R-4 School District Student Drug Testing Policy will have two components. The first component deals with students who participate in extracurricular activities recognized by MSHSAA and students who participate in school clubs and organizations. The second component involves the general school population, grades 9-12, who along with their parents, have voluntarily committed to participate in the district's Drug Testing Policy. This program does not affect other policies and practices of the district, which deal with drug possession or use where reasonable suspicion is obtained by means other than random sampling provided in this policy.

The program is mandatory for all students participating in extracurricular activities recognized by MSHSAA as well as clubs and organizations of the school. The activities included are: baseball, softball, boys and girls track, boys and girls basketball, cheerleading, Academic Bowl, Future Business Leaders of America (FBLA), Students Against Destructive Decisions (SADD), National Honor Society (NHS), Student Council, students enrolled in the A+ Program, Art Club, Yearbook, and Band. This is not an all-inclusive list and organizations and clubs will be added as they are created. Students who produce a non-negative sample during random drug testing procedures will be put on a mandatory probation. Subsequent non-negative tests while on probation will result in removal from the A+ program. Parents of students who enroll after the school term begins, students are encouraged to speak with the Activities Director should they have questions about the drug testing policy. Parents/guardians of students that are not participating in MSHSAA recognized activities, school clubs and organizations may enroll their students into the random drug testing pool, but must do so on a volunteer basis **at their own expense**.

### **Refusal to Submit to Drug Use Test**

If a student refuses to test, the district will attempt to notify the student's parents/guardians. If the parents/guardians can be contacted, they will be allowed to talk to their students and try to persuade their students to submit to the test. If the student still refuses, it will be treated as withdrawing from the program. Students withdrawing from the drug testing program will be ineligible from MSHSAA activities for the next 365 days.

### **Physician Exams and Insurance Requirements**

Athletic By-Law 309 (Physical Exams and Insurance) (a) in the MSHSAA handbook states: "The school shall require each student participating in athletics a certificate of an issued physical signed and authorized by a physician, an advanced nurse practitioner in written collaborative practice with a physician, or a certified physician's assistant in collaboration with a sponsoring physician stating that the individual is physically able to participate in athletic practices and contests in his/her school. A student shall not be permitted to practice or compete for a school until a complete, signed certificate is on file at school."

Athletic By-Law 309 (b) in the above handbook states: "A student shall not be permitted to practice or compete for a school until it has verification that he or she has basic athletic insurance coverage."

### **Fundraising for Sports/Activities**

In the event that an athletic program intends to conduct a fundraising event, they must first have the approval of the principal. Once approval for the fundraising activity is achieved, the coach must assume full responsibility for the fundraising activity. All funds made from fundraising are to be immediately turned into the school secretary for placement in the athletic account. During the fundraising activity, it is required that at least one coach or appropriate sponsor be present at all times. Athletes participating in any fundraising activity will be required to sign a record sheet for the given merchandise they may be selling so as to monitor sales and uphold accountability.

The athlete is responsible for all products that they may have in their possession.

### **Code of Conduct for Behavior in Sports/Activities**

When observing improper behavior or problems with individual team/squad members, the best solutions are ones which address a problem at the time it is observed or occurs. Here is a two-step method:

1. Talk to the person (one-on-one) about what he/she is doing, and why it should be stopped.
2. Tell the coach. This, of course, brings any rules, codes, or consequences into effect.

Every conflict resolution should begin with Step 1. It is best to stop the problem immediately by handling it informally on a person-to-person level while it is still a small matter. Do not let unresolved problems turn into a clash that will harm team unity. Rather, use it to enhance the bond within the team by emphasizing positive, high expectations for the people around you and, of course, yourself.

### **Code of Ethics for Sports/Activities**

It is the duty of all concerned with school athletics:

1. To emphasize the proper ideal of sportsmanship, ethical conduct, and fairness.
2. To eliminate all possibilities which tend to destroy the best values of the activity, i.e., hazing and initiations are not acceptable or condoned.
3. To stress the values derived from participating fairly.

4. To show cordial courtesy to coaches/sponsors, visitors and each other.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sponsors, judges and officials.
7. To achieve a thorough understanding and acceptance of the rules and expectations of the activity and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the participants in the activity.
9. To recognize that the purpose of activities is to promote the physical, mental, moral, social and emotional well-being of the individual participants.
10. To promote good school citizenship standards and use them as a barometer for participation.

### **Supervision Policy**

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

### **Parent-Coach Communications**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, everyone is better able to accept the actions of the other and provide greater benefit to students. As parents, when a student becomes involved in a program, parents have the right to understand the expectations that are placed on their child. This begins with clear communication from the coach. Coaches and parents are expected to encourage and praise students in their attempt to improve themselves as students, athletes, and citizens. Parents can facilitate this by gaining an understanding and appreciation of all aspects of the sport and the expectations placed on their student.

### **Communication: Coaches Expect From Parents**

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's philosophy and/or expectations.
4. Conversation will ONLY consist of concerns/comments about their child; other teammates will not be discussed.

It is important to understand that there also may be times when things do not go the way a parent or student wishes. If a parent has a concern, take time to talk with coaches in an appropriate manner including proper time and place, being sure to follow the designated chain of command. At these times discussion with the coach is encouraged.

### **Communications Parents Should Expect From Their Child's Coach**

1. Philosophy of the coach.
2. Expectations the coach has for their son/daughter as well as all the players on the squad.
3. Location and time of all practices and contests.
4. Team requirements, i.e., fees, special equipment, off-season conditioning.

5. Procedures should their son/daughter be injured during participation.
6. Discipline that results in the denial of student's participation.

### **Appropriate Concerns to Discuss With Coach**

1. The treatment of students mentally and physically.
2. Ways to help students improve.
3. Concerns about student's behavior.

### **Issues Not Appropriate To Discuss With Coach**

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student/athlete's participation.
- 5.

There are situations that may require a conference between the coach and the parent. These are encouraged. It is important that both parties involved have a clear understanding of the other's position. Everyone involved is expected to be respectful, recognize and show appreciation for the other's role, and to reinforce the school's Code of Conduct for Behavior in Athletics and policies and procedures as outlined in this handbook. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern.

### **If You Have a Concern To Discuss With a Coach, The Following Procedure Should Be Followed:**

1. Call to set up an appointment with the coach.
2. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

### **What Can a Parent Do If the Meeting with the Coach Did Not Provide a Satisfactory Resolution**

1. Call and set up an appointment with the Athletic Director, or in the event the coach is the Athletic Director, the appointment will be with the Principal. Should the Principal be the coach the secondary meeting will be with the Superintendent.
2. At this meeting the appropriate next step can be determined.

### **Activity/Sport Banquets**

Activity/Sport Banquets will be held by the coach/sponsor. The banquet will be held within one (1) month of the last game played. Parents and participating students will be invited to attend the banquet. The banquet is to recognize members for participation, individual and team awards. The coach will put in the certificate/medal awards to the athletic director one (1) month before the banquet is scheduled. It is up to the coach/sponsor how they want to set up and run the activity/sport's banquet. These standards will be set by the individual coaches and stated in his/her team rules and/or guidelines. Once a varsity letter has been earned, a varsity bar will be given each year to the student as long as they continue to participate in a varsity sport. Individual/Team awards are up to the discretion of the coach/sponsor.



**St. Elizabeth R-4 School District  
Athletic/Activities Commitment Pledge**

Participant's Name (Print) \_\_\_\_\_ Grade \_\_\_\_\_

Prior to participating in any practice or tryout sessions for any interscholastic sport, each athlete must:

1. Successfully pass a physical examination to participate in athletics, by a licensed physician and the copy of such examination must be on file in the office of the building athletic director. Physical exam is valid if issued on or after February 1 of the previous school year.
2. Return this Athletic Commitment Pledge Form with the student and parent(s) signature(s).
3. Demonstrate proof of health insurance and update the St. Elizabeth R-4 School District of any insurance changes during the school year.

As a school's student/athlete voluntarily participating in athletics, I acknowledge that:

1. I have read this Student Athletic Handbook and understand what the St. Elizabeth R-4 School District expects from me in regard to the expectations set forth in this handbook and to sportsmanship, citizenship, scholastics, and staying free from illegal drugs, alcohol, and tobacco use while enrolled in this school. I understand the consequences for violating school policy, and I will not do so while a St. Elizabeth R-4 student participant.
2. I will be responsible for all equipment issued to me throughout the season, will return such equipment at the conclusion of the season and will pay the current replacement cost for any of the equipment not accounted for by me at the end of the season.
3. I have been properly advised, cautioned, and warned by administrative and coaching personnel of the St. Elizabeth R-4 School District that I am exposing myself to the risk of injury which may include but is not limited to; the risk of sprains, fractures, and ligament and/or cartilage damage which could result in a temporary or permanent, partial, or complete impairment in the use of my limbs, brain damage, paralysis, or even death. Having been so cautioned and warned, it is still my desire to participate in sports and to do so with full knowledge and understanding of the risk of injury and with full consent of my parents/guardians.
4. I, along with my parents, certify that I have read and understand all of the St. Elizabeth R-4 School District athletic policies in this handbook. In order to be eligible for participation, I understand I must comply with all requirements listed.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Drug Testing Participation and Consent Form**

I have read and understand the St. Elizabeth School District R-4 Student-Athlete Code of Conduct and the Random Drug Testing Policy. I agree that participation in school sponsored extracurricular activities and interscholastic athletics is a privilege and not a right. I am aware of the district's requirements for participation in school-sponsored activities and agree to abide by the requirements and penalties outlined in the handbook. I agree to participate in the Drug Testing Program at St. Elizabeth High School in exchange for the opportunity to participate in a specified extracurricular activity recognized by MSHSAA and/or participate in a school club or organization activity. With my signature, I acknowledge that I have reviewed the district's Drug Testing Policy and have contacted the Activities Director to answer any questions I may have pertaining to this policy or its procedures. I understand that my signature below authorizes St. Elizabeth School District R-4 to obtain a urine sample from the student whose signature appears below, as part of the mandatory participation random drug testing or if he or she is selected as part of the random selection procedures described in the proceeding guidelines in exchange for the opportunity to participate in specified extracurricular activity recognized by MSHSAA or participate in a school club or organization activity.

I also understand the signatures on this form to authorize the drug screening company to perform a drug test on a urine sample to test for the presence of the substances specified in Appendix B of the handbook.

I also understand that in the event the student is selected for testing and the test returns a non-negative result, the student and the student's parents or guardians will be asked to conditionally disclose over-the-counter or prescription medications the student has taken or possible foods eaten that could have resulted in the positive results. I also understand that the currently available drug tests are not 100% reliable, and that a non-negative test may result. I also understand that all follow up tests resulting from a non-negative test and the assessment program (if chosen to attend) will be at the expense of the parents/guardians, not the St. Elizabeth School District R-4.

Student's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

## Multiple Activity Policy

Students will be required to sign a priority contract when involved in multiple sports in one season. The priority contract determines which activity the student will participate in when two or more activities are simultaneously scheduled.

Please sign the following statement below:

I, \_\_\_\_\_, have decided to make \_\_\_\_\_ my primary activity.

By signing this I have agreed to make this activity my primary sport and will do this activity when two or more activities are scheduled simultaneously.

X \_\_\_\_\_ Date: \_\_\_\_\_  
(Student Signature)

X \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent Signature)

**Remove This Page and Return To Your Coach or Athletic Director**