

**STUDENT/PARENT
ACTIVITY
HANDBOOK**
2016-2017



EXCELSIOR SPRINGS STUDENT/PARENT ACTIVITY HANDBOOK *2016 • 2017*

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STATEMENT OF MISSION AND GOALS OF INTERSCHOLASTIC ACTIVITIES OF EXCELSIOR SPRINGS PUBLIC SCHOOLS

MISSION

We believe the mission of the Excelsior Springs School District's extra-curricular program is to provide opportunities and experiences for all students to develop skills:

- respect for self and others
- ability to take positive risks
- appreciation of one's talents and weaknesses
- recognition of the value of physical, academic, and aesthetic pursuits
- 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 or 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.



INTERSCHOLASTIC ATHLETICS

The Board of Education believes that individual students shall have opportunities to grow physically and intellectually through experience in self-discipline and contribution to a team effort made possible through competitive interscholastic athletics. An interscholastic athletic program shall be conducted in the school district to further the development of students as competitors and spectators through friendly interschool contests. The purpose of the program is to develop leadership, good sportsmanship, personality development, new friendships and a friendly rivalry with other schools.

The Board of Education will provide interscholastic athletic competition for secondary school students in a variety of sports. Students will be allowed to participate in the individual sports on the basis of physical condition and desires. Qualified professional staff will be provided for coaching and for the supervision of all athletic events.

The interscholastic athletic program of the district will be organized under the following guidelines:

1. The athletic program is an integral part of the secondary curriculum and comes under the authority of the principal to the same degree as all other phases of the curriculum.
2. Participation in interscholastic athletics is primarily for students in grades 9-12 with a limited participation of students from grade 8 as allowed by the Board.
3. Equal access to school facilities, coaching and instruction, scheduling of practice times and games, number of activities at each level of competition, and equipment, supplies and services will be provided for all interscholastic programs.
4. No student may start practice for any athletic team until he/she has been examined and approved for participation by a physician.
5. Written permission to participate will be secured from the student's parents or guardian prior to participation.
6. Each student-athlete will receive a copy of the district's rules and regulations for interscholastic participation. Students and parents will sign an acknowledgment that they have read and understand the district's expectations.
7. Insurance against accident or injury will be provided by Excelsior Springs School District for students engaged in interscholastic athletics.
8. Expenditures for the athletic program are incorporated as part of the general budget of the Board of Education.

9. District participation in interscholastic athletics will be subject to approval by the Board of Education. This will include approval of membership in any leagues, association or conferences.
10. The school district is a member of the Missouri State High School Activities Association (MSHSAA). In all athletic matters, the district will adhere firmly to the rules and regulations of that body, and to the philosophy of interscholastic athletics that the MSHSAA encourages. The eligibility of students to participate in the athletic program shall be determined in accordance with local district and MSHSAA regulations.

DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND ORGANIZATIONS

The Board of Education believes that student activities sponsored by the school district are a vital part of the total educational program and should be used as a means of developing social interactions, as well as knowledge and skills. The Board further recognizes that not all of the district's goals and objectives can be met in formal classroom study. Therefore, the Board authorizes the use of the district's facilities, employees and funds to provide student extracurricular activities or groups.

The Board directs the district's superintendent or designee to administer the district's extracurricular activities and groups in keeping with this policy, and to create administrative procedures to further the district's goals.

Definitions

All district-sponsored activities, groups and organizations meeting or occurring during non-instructional time will be referred as extracurricular. However, extracurricular activities and groups will be furthered categorized as follows for legal purposes:

Co-curricular Activity or Group: A school-sponsored activity or group primarily involving students and occurring outside of academic class time, where

- The subject matter of the activity or group is or will be taught in a regularly offered class;
- The subject matter of the activity or group concerns the body of courses as a whole;
- Participation in the group is a requirement for a course; or
- Academic credit is granted for participation.

Non-curricular Activity or Group: School-sponsored activities or groups primarily involving students and meeting outside of academic class time, which are not co-curricular.

General

All extracurricular activities must have a duly appointed sponsor, advisor or coach who is a district employee. Before assuming the duties of a sponsor, advisor or coach, the district must have on file a recent background check of the employee. It shall be the duty of such individuals to attend all meetings, functions or practices of the various groups, to advise and supervise students, and to keep the building principal informed regarding activities. All district-sponsored extracurricular activities should be included on the school calendar.

All students participating in extracurricular activities or groups are subject to district supervision and discipline. Students must comply with all policies, eligibility requirements, rules and procedures established by the district or established by the Missouri State High School Activities Association (MSHSAA), when applicable.

Unless participation is required for an academic course in which the student is enrolled, participation in all extracurricular activities or groups will be voluntary.

Pursuant to state law and upon adoption of a resolution by a majority of the entire Board, the district may designate extracurricular activities that the Board believes presents unusual hazards to students.

Exclusion from Activities or Groups

Students may belong to and take part in all extracurricular activities or groups for which they are qualified, regardless of race, color, sex, religion, national origin, ancestry or disability.

Unless participation in a group or activity is required for a course in which the student is enrolled, participation is a privilege, not a right. Students may be excluded from these groups as a disciplinary action, as a consequence for poor performance in school, or otherwise as determined by district administration. A student and/or his or her parents/guardians are not entitled to a hearing solely because the student has been excluded from an extracurricular activity, which is not required for a course in which the student is enrolled.



VISITORS TO SCHOOL PROPERTY/EVENTS

The Excelsior Springs School District #40 believes that school events are a vital part of the total educational program and should be used as a means for developing wholesome attitudes, positive social interaction, good sportsmanship and appropriate behavior, in addition to knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body, and strengthen school community relations.

To this end, the Board encourages district patrons to exhibit good sportsmanship, citizenship, ethics and integrity at all district events. The district will work with the Missouri State High School Activities Association (MSHSAA) and other organizations to promote good behavior by the patrons at athletic and other events. The Board will work with parents to keep appropriate behavior a top priority.

The superintendent will establish procedures for crowd control at district events consistent with this policy. In the event that a spectator's conduct becomes disruptive, threatening or violent, the superintendent, building principal or designee may request the visitor to leave and may then contact the proper legal authorities if necessary. In extreme situations the superintendent or designee may inform a visitor that he or she is not welcome back on school property. If the visitor returns to school property, the superintendent, building principal or designee may file a trespassing charge on the district's behalf. A visitor denied access to school property may request in writing a hearing before the Board on the matter. The Board of Education reserves the right to deny the hearing request.

However, no person will be denied access to the campus for the following reasons:

- Parent/Teacher conferences.
- Posted public meetings.
- Dropping off or picking up students for school or school activities.
- Scheduled appointments with school staff.



MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION ELIGIBILITY STANDARDS

To be eligible for participation in MSHSAA activities, a student must comply with all regulations established by the Missouri State High School Activities Association. That is, a student must:

1. Be a good citizen in the school and community.
2. Be currently enrolled in and regularly attending courses that offer a minimum of 3.0 units of credit (six courses) and have earned 3.0 units of credit the preceding semester. Credits earned or completed after the close of the semester or in summer school will not fulfill this requirement.
3. Not have competed for nor received cash or merchandise awards for participating in an athletic contest in any sport a student wished to participate in as a representative of the school. Only awards that are symbolic in nature such as medals, ribbons, trophies, plaques, etc., may be accepted.
4. Not have reached the 19th birthday prior to July 1 of this school year.
5. Not have competed under an assumed name.
6. Have attended a public high school in the district in which his/her parents live.
7. Not have graduated from a four-year high school or its equivalent.
8. Have attended the eighth semester immediately following the student's seventh semester.
9. Not have competed at any time as a member of a Junior College or Senior College team.
10. Not practice for or participate with a non-school team or in any organized non-school athletic competition during the same season in which the student is a member of the school team in the same sport. The student may participate on a school team and a non-school team in different sports during the same season, provided the student fills out an Excelsior Springs High School non-school competitive form.
11. Not transfer from one high school to another because of being influenced to do so for athletic or activities purposes.
12. Not attend for more than two weeks any specialized camp for any one sport in which the student receives instruction or coaching from a member of the coaching staff of the school the student attends or will attend the following year.

All of the schools of the Missouri State High School Activities Association have adopted the standards listed above. Eligibility to participate in school activities is a privilege granted if a student meets these standards. It is not an inherent right. Girls as well as boys who compete inter-scholastically must meet these eligibility requirements.

M.S.H.S.A.A. ACADEMIC REQUIREMENTS

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 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.

- a. Grades 9-12 - A student in Grades 9-12 must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 70% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, and shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit or 70% 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 ungraded, enrolls pupils of equivalent age, and that student must have made standard progress for his or her level the preceding semester. A beginning 9th grade student shall have been promoted from the 8th grade to the 9th grade for first semester eligibility. A student must be making satisfactory progress towards graduation as determined by local school policies. A student who is dually enrolled in college and high school classes but who does not receive high school credit on his/her high school transcript for the college work, may have college hours earned during a regular semester count up to a maximum of 1 unit of credit toward determining high school eligibility as follows: 1/2 unit of high school credit for a 2- or 3-credit hour class; 1 unit of high school credit for a 4- or 5-hour college credit class.
- b. Grades 8 - An 8th grade student must be currently enrolled in and regularly attending the normal course for that grade or must have enrolled in a full course at his or her level in any public school special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent chronological age*.

A student must have been promoted to a higher grade or a higher level in special education at the close of the previous year. However, any such student who failed more than two scheduled subjects, or failed to make standard progress in special education, shall be ineligible the following semester regardless of promotion to the higher grade. This section shall

not apply to students promoted for the first the 9* grade prior to the first day of classes.

- c. Summer school courses may count toward maintaining academic eligibility provided the credit earned for each course is placed on the school transcript, such course(s) must count toward meeting graduation/promotion requirements, and no more than one credit earned in summer school shall count toward maintaining academic eligibility.
- d. A student who was academically ineligible the preceding semester but meets the academic standard at the close of that semester becomes eligible the fifth day classes are attended in the succeeding semester. Exception: If an interscholastic contest is played before the formal opening of school and a student has become academically eligible for the fall semester and is eligible in all other respects, he/she may be eligible to participate under this provision provided the student is properly enrolled in school.
- e. Credit earned or completed after the close of the semester shall not count as having been earned that semester, except in case of illness verified by a physician. This rule is automatically waived in case a student fails to complete the required units of credit in a given semester because of his being drafted or being called to service in the National Guard or military service.
- f. The Board of Directors shall have the authority to determine the academic standards students shall meet in a school that does not have a traditional two-semester school year. Any changes approved shall be equitable for all students.



DISTRICT PARTICIPATION RULES

In order to make the experiences in extracurricular activities worthwhile for the students, there are certain expectations of citizenship of which each individual should and be willing to fulfill. The participation in extracurricular activities is a privilege, not a right. Therefore, the coaches of Excelsior Springs have listed their collective expectations for the students within their programs as follows:

No student participant shall be involved with:

1. Consumption, use or possession of drugs.
2. Consumption, use or possession of alcohol.
3. Consumption, use or possession of any form of tobacco.
4. Damage, destruction or theft of school property and/or real or personal property of employees, students or visitors of school.
5. Physical abuse of a person at school or school activities or coming to and from school or school activities.
6. Criminal conviction of any offense, which constitutes a serious misdemeanor, aggravated misdemeanor or felony.

Consequences for rules violations as stated above will be a minimum of two weeks loss of eligibility. The Principal and Athletic Director may remove second offenders from all competitions during the school year.

Students are reminded that in addition to these requirements, they must meet all citizenship and academic standards as outlined by the Missouri State High School Activities Association. Failure to meet these standards may result in disciplinary measures, which could include loss of eligibility.

Students that are declared ineligible because of rules violations may continue to practice with the team, squad, etc., unless the coach or sponsor has permanently removed them from the squad.

Student admission, direct observation and statements from school personnel, certified staff, law enforcement official/agencies, social service agency reports, as well as any other information deemed credible by District personnel may be considered as evidence of a violation of this policy.



DISTRICT ACTIVITY ATTENDANCE POLICY

Students arriving to school after 7:48 a.m. are considered absent 1st hour regardless of schedule. Students who miss more than half of any subsequent hour will also be counted absent. If a student misses ten minutes or more of hours 2-8, consequences may be given for an unexcused absence.

IF A STUDENT ARRIVES AFTER 7:48.m. AND IS INVOLVED IN ACTIVITIES, THEY WILL NOT BE ALLOWED TO PRACTICE, PARTICIPATE, OR ATTEND EVENTS THAT DAY.

PRE-APPROVAL FOR SCHOOL ACTIVITIES ON THE DAY OF AN ABSENCE

Students will **NOT** be allowed to participate or attend extra-curricular activities (this includes attendance at or participation in athletics, music, science Olympiad, drama, academic team, etc.) on the date that the student is absent from school except through pre-approval of the building principal. Students must be in attendance all day on the day of the activity. Students absent any portion of the day on FRIDAY OR THE LAST SCHOOL DAY BEFORE A SCHEDULED EVENT will not be allowed to participate in WEEKEND ACTIVITIES OR ACTIVITIES HELD ON A DAY SCHOOL IS NOT IN SESSION without pre-approval from the building principal. **Pre-approval means getting approval before school starts on the day in question.** *Calling in sick or “running late” in the morning does not constitute preapproval. Doctor/dentist visits and college visits are examples of absences eligible for pre-approval. Documentation must be provided upon return to school if pre-approval for activities has been arranged.

EXCELSIOR SPRINGS SCHOOL DISTRICT DRUG TESTING POLICY GRADES 9-12

As a condition of participating in extracurricular activities and receiving a parking pass to park on school property, high school students and their parents must consent to random drug testing of the students as further defined in the policy and administrative procedures.

APPEALS

1. A student may contest the declaration of ineligibility or penalty by the activity sponsor or principal. During all steps of appeal, the student will remain ineligible until a final decision is made whether it is made by the sponsor, principal, superintendent, or the Board of Education. Appeal of activity sponsor's decision must be submitted in writing to the building principal within three (3) business days of the declaration of penalty.

The principal will meet with the student and provide the student with an explanation of the charges against the student. The student will be given an opportunity to rebut the charges and any evidence. The meeting will be informal. However, the principal's decision shall be in writing and shall summarize the evidence on which the principal relies.

ADMINISTRATIVE PROCEDURES

1. Changing sports or activities:
 - a. Participants will be allowed to transfer from one activity or sport to another only upon agreement of the athletic director.
 - b. Procedures for dropping from a squad:
 1. Discuss with parents the possible change.
 2. Notify the coach or sponsor immediately.
 3. Turn in all school equipment.
 4. Change must be made before first contest in either sport.
2. Suspensions
 - a. Suspensions from school - students may not practice, participate or attend any school activity while under out of school suspension from school.
 - b. Activity suspension - a student is ineligible to participate in any interscholastic contest while under an activity suspension. They should attend practice in order to receive benefits for future participation.
3. Concurrent Activities - on conflicts between programs. The student and parents will make the final decision.
4. Criteria for dual participation in activities:
 - a. Mutual agreement among all parties is necessary. This includes the student, parents, and both sponsors. Each party has a veto. If no practice time or game time will be missed in one activity and student wants to participate in another activity the arrangement will only need to be noted with Activities Director.
 - b. A plan must be formulated before dual participation begins, outlining practice and contest participation and avoiding any

conflicts. Changes may be made with the agreement of all parties mentioned.

- c. Any discipline action taken by either sponsor shall apply equally and concurrently in both programs.
 - d. If a student is unable to accommodate dual participation he or she will be able to withdraw from either program. The following must be met prior to termination:
 - 1. The student must be in good standing with each activity.
 - 2. The student must personally inform the sponsor of the program from which he/she is withdrawing before the activity is dropped. Failure to fulfill these requirements will cause the student to be dropped from both programs.
 - e. Any problem resulting from dual participation, which cannot be resolved among the sponsors, student and parents shall be decided by the A. D.
5. Transportation Policy – Students are to ride the squad bus to events. They are encouraged to ride the bus home as well. If the coach/sponsor allows, the student will be allowed to ride home with **their parents only**. The coach/sponsor will have a sign out sheet that the parent must sign to release the student at the conclusion of the event.



HAZARDOUS WEATHER

EXCELSIOR SPRINGS SCHOOL DISTRICT'S POLICY STATEMENT ON HANDLING CONTESTS DURING HAZARDOUS WEATHER DISTURBANCES

The Excelsior Springs School District Administrators and/or designated representative and the head official have mutual authority to delay the start of a game any time weather conditions are considered to be hazardous to life or limb. Likewise, the head official, once a game has been started, by MSHSAA rule, is to suspend a game any time weather conditions are considered to be hazardous to life or limb. If severe weather develops while a game is in progress, where the administration and/or designated representative feels safety is questionable and the game officials have not acted, the administrator and/or representative will intervene by informing the head official who shall suspend the game.

The first step in suspension is to move the participants to a location providing shelter and safety until weather conditions improve to a point where it is safe to resume play. The spectators will be informed of the procedures to be followed and will be instructed to move to protected areas. Fans should not be permitted to stay in the bleachers.

The length of the delay shall be determined by the weather conditions and the game may be resumed at any time the administrator and/or representative and the head official agree it is safe to do so. If the administrators and/or their designated representative and the head official cannot mutually agree that the weather conditions are safe, the game shall be postponed. The Excelsior Springs School District Administrator and/or designated representative, when severe weather is pending, shall keep a constant check with the school district's lightning detectors and nearby radio stations, which would have information concerning the path of the storm.

EQUIPMENT CHECK IN

1. It is the responsibility of all students who participate in activities to turn in all equipment on the check-in day that has been set by the sponsor.
2. Student will not be issued grade cards until all equipment is checked in.
3. Student will not be able to participate in another activity until all equipment from previous activity has been checked in.
4. A list of students who do not turn in equipment will need to be given to the Activity Director after coach makes parent contact. If the Activity Director's office is unable to collect, the student's name will be given to the School Resource Officer.

LETTER REQUIREMENTS

Letter requirements will be on file in the activities office. Sponsors will supply each participant and his/her parents the letter requirement for the activity. The requirements will be included in the activities guideline sheet. Participants must also complete the season in good standing with the team.

PRACTICE TIMES

Practice times will be set by each activity sponsor and provided to all participants in the activities. Activity practices on Sunday can take place in between 1-5 p.m. if a contest is scheduled on Monday. An open gym can take place on any Sunday in between the hours of 1-5 p.m. All holiday and weekend practices are optional.

TRYOUTS FOR ACTIVITIES

The sponsor of the activity will determine tryout procedures. Parents and participants will be informed of the format of the tryout.

NOTICE OF NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Excelsior Springs School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment of employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Educational Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boys Scouts of American Equal Access Act is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; telephone (816) 268-0550.

COMPLIANCE COORDINATOR

Dr. Jaret Tomlinson, Deputy Superintendent
300 W. Broadway
Excelsior Springs, MO 64024 816-630-9200

Written Commitment

It is understood that there is an assumption of risk in participating in any activity.

My name is _____.

I am a student involved in activities in the Excelsior Springs School District.

I have read this booklet and understand the expectations in the handbook. I understand the consequences for breaking guidelines contained in the Excelsior Springs Student/Parent Activity Handbook.



Signature of Student

Date

I (we), the parent(s) of the above student athlete, have also read the student/parent activity handbook and discussed what is expected of my child at ESHS and the consequences of these actions.

Parent Signature

Date

Parent Signature

Date

Sign this form, have your parents sign it, then cut it out of this manual and return it to your coach.