

# Activities Handbook

2017-2018

**Francis Howell  
School District**



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## TABLE OF CONTENTS

PHILOSOPHY.....	3
MISSION.....	3
GOALS.....	4
ORGANIZATION AND ADMINISTRATION.....	5-6
SPORTSMANSHIP.....	6
FHSD SPORTSMANSHIP FUNDAMENTALS.....	6-7
STUDENT CONDUCT AT ACTIVITIES.....	7-8
UNSPORTSMANLIKE CONDUCT.....	8
STUDENT RESPONSIBILITIES.....	9
PHYSICAL EXAMINATIONS.....	9
INSURANCE FOR ATHLETES.....	9-10
BRAIN INJURY/CONCUSSIONS.....	10
STUDENT ELIGIBILITY AND PROTECTING YOUR ELIGIBILITY.....	10-13
ATTENDANCE ELIGIBILITY.....	13
LATE ARRIVALS TO SCHOOL.....	13
PRE-ARRANGED ABSENCES.....	14
CITIZENSHIP GUIDELINES.....	14-15
APPEALS AND DUE PROCESS.....	16
ACCOMMODATIONS.....	16
NCAA CLEARINGHOUSE.....	16
ACTIVITY LETTERS.....	16
SCHOLAR ATHLETE.....	17
HAZING.....	17
CARE OF EQUIPMENT.....	18
SUPERVISION POLICY.....	18
TRANSPORTATION.....	19
SUNDAY/HOLIDAY PRACTICE.....	19
CHANGING/QUITTING TEAMS.....	20
ACTIVITY CONFLICTS.....	20
CHAIN OF COMMUNICATION.....	20-22
TRAINING ROOM.....	22
MONEY AND VALUABLES.....	22
PROPOSAL PROCEDURES FOR A NEW CLUB OR ACTIVITY.....	22-23
PROPOSAL PROCEDURES FOR A NEW SPORT.....	23
CONFERENCE AFFILIATION.....	23
EXTRACURRICULAR INTERSCHOLASTIC ACTIVITIES.....	24
SPORTS BY SEASON.....	24
ACKNOWLEDGEMENT OF ATHLETIC HANDBOOK.....	25-28

## 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 their education.

Student participation in 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. Participation will help to develop the student physically, mentally, socially and emotionally.

## MISSION

We believe the mission of the Francis Howell School District extracurricular 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
- 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, they will build the self-worth and integrity necessary to be able to cope with future successes and challenges. 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 programs create an avenue of enrichment, entertainment, and proud association for parents/guardians 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 and respect for others and property

### **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 administration
- To promote a positive image of Francis Howell School District programs
- To develop an attitude of partnership, appreciation, and sportsmanship among coaches/sponsors, parents, students, and community
- To communicate with parents, community, and media regarding student programs

## ORGANIZATION AND ADMINISTRATION

### **National Federation of State High School Associations ([www.nfhs.org](http://www.nfhs.org))**

The active members of the National Federation of State High School Associations are the 50 state high school athletic/activity associations, plus the District of Columbia. There also are affiliate athletic/activity members, including associations in the U.S. territories, Canada and other neighboring countries.

### **Missouri State High School Activities Association (MSHSAA) ([www.mshsaa.org](http://www.mshsaa.org))**

The Francis Howell School District is a proud 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.

### **Gateway Athletic Conference ([www.gatewayathleticconference.org](http://www.gatewayathleticconference.org))**

The Francis Howell School District is a member of the Gateway Athletic Conference which has been organized to stimulate and promote friendly rivalry and greater interest in high school activities.

Championships in boys' sports/activities are recognized in baseball, basketball, cross country, football, golf, soccer, swimming, tennis, track and field, scholar bowl, volleyball and wrestling. Championships in girls' sports/activities are recognized in softball, basketball, cross country, volleyball, golf, soccer, swimming, tennis, track and field, and scholar bowl.

### **Superintendent of Schools**

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

The Superintendent of Schools recommends to the Board of Education the appointment of all personnel who are given any responsibility for handling interscholastic activities and approve all policies and procedures recommended by their staff. The Superintendent of Schools is directly responsible to the Board of Education for the successful performance of the organization.

### **Principal**

The principal is the administrative head of interscholastic athletic activities, as well as all other activities of the school. As the administrative leader of the school, they are directly responsible to the Superintendent of Schools, to the MSHSAA, and the Gateway Athletic Conference.

Supervision of athletic contests is a cooperative matter among the principals, assistant principals, activities director, and/or designated supervisors.

### **Activities/Athletic Director**

Under the supervision of the principal, the activities director plans, coordinates, promotes, and supervises the total activities/athletic program for the school.

## **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/guardians and fans before, during, and/or after events.

## **FRANCIS HOWELL SCHOOL DISTRICT SPORTSMANSHIP FUNDAMENTALS**

High school athletes who perform as members of opposing teams are **friendly rivals**. The visiting team in every interscholastic game is a guest of the home team. They are expected to be regarded and treated as guests.

The officials are individuals who, by agreement between the competing teams, are assigned to administer the rules of the game. Their experience and integrity qualify them for their part in this friendly interscholastic contest. This attitude of sportsmanship should be reflected by all spectators as well, no matter what their personal feelings of loyalty may be to one or the other of the teams in the contest. Parents/guardians and/or fans are not allowed on the playing field,

sidelines or court at any time during the contest.

**Sportsmanship Expectations of Parent(s)/Guardian(s):** Your enthusiasm as a participant or spectator includes a vital responsibility for good sportsmanship. Your habits and reactions determine the quality of sportsmanship, which reflects upon the Francis Howell School District and community. Parent(s)/guardian(s) are expected to:

- Know and demonstrate the fundamentals of good sportsmanship.
- Respect and cooperate with cheerleaders.
- Respect school property and authority.
- Show respect for opponents and opposing coaches and fans.
- Show respect for players who are injured.
- Respect the judgment and strategy of the coach (even if you disagree).
- Respect the judgment of game officials (even if you disagree).
- Avoid profane language and inappropriate behavior at all times.
- Avoid applauding errors or penalties of the opponents.
- Refrain from heckling, jeering or distracting opponents.
- Refrain from being critical of players, coaches or officials for a loss.
- Refrain from throwing objects on the playing area or in the bleachers.
- Avoid stomping on the bleachers or the use of artificial noisemakers.
- Refrain from using cheers that taunt or ridicule opposing players, coaches, cheerleaders or spectators.
- Refrain from booing or showing displeasure with game officials or game activities.

## STUDENT CONDUCT AT ACTIVITIES AND EVENTS

Students are responsible for their conduct at extracurricular and school related activities and events. In this regard, the Board approved Code of Student Conduct applies to any and all curricular, extracurricular and school sponsored activities, on or off the campus, day or night. Students choosing to violate any portion of the Code of Student Conduct will be held accountable in the same manner as they would during the regular school day. **Students suspected of being under the influence of alcohol will be subject to a breathalyzer test.**

**GRADUATING SENIORS NEED TO BE AWARE THAT ANY END OF THE YEAR MISCONDUCT MAY RESULT IN LOSS OF THE PRIVILEGE TO PARTICIPATE IN COMMENCEMENT EXERCISES.**

**Sportsmanship Expectations of Students:** In addition to the Code of Student Conduct, students are asked to observe the following rules at home sporting events:

- Avoid stomping on the bleachers.
- Amplified noisemakers (this includes air horns) are not permitted at any time. Bells, clickers, horns, or similar noisemakers will not be permitted at inside events.
- Taunting of individual players or officials will not be tolerated.

- Refrain from using derogatory chants or cheers directed at the opposing team.
- Refrain from throwing any object onto the floor or field from the bleachers.
- Only cheerleaders are permitted to use megaphones.
- Profane or obscene language will not be permitted.
- Refrain from blocking the aisles.
- Cheer opposing teams and officials when introduced.
- Cheer all good plays.
- Treat all opposing players and fans courteously.
- Be humble in victory and gracious in accepting defeat.
- Respect the playing of the National Anthem

## UNSPORTSMANLIKE CONDUCT

A display of unsportsmanlike conduct, the use of profanity, insubordination, or other behavior unbecoming a student participant during practice or contest will result in disciplinary action. The coach/sponsor/director 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 or activity may result after the coach has made a recommendation to the activities director and/or principal.

### **Student Attendance at School Sponsored Events/Activities**

- Students are encouraged to attend the various public and school events held in the Francis Howell School District during the year. Public events such as sporting contests, band performances or choir performances are open to students, members of the community and all interested parties. Some school events, however, such as dances and other specified activities, are intended for Francis Howell School District students only, although guests may attend with principal's approval.
- Students attending either public or school activities will be held accountable for their actions. Any inappropriate behavior as defined in the "Code of Student Conduct" will not be tolerated. Students are expected to carry their school ID at all school activities. Students serving a suspension (ISS and/or OSS) are not permitted to attend any school event, on campus or off campus.
- Students that leave an event will not be readmitted.



## **STUDENT PARTICIPANT RESPONSIBILITIES**

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

- Strive to achieve sound citizenship and desirable social traits, including: control, honesty, cooperation, dependability, and respect for others and their abilities.
- Maintain academic and eligibility standards as established by the MSHSAA and the Francis Howell School District.
- Learn the spirit of hard work and dedication.
- Attain mental and physical fitness through good health habits.
- Strive to develop their potential.
- Show respect for both authority and property.
- Accept the leadership role that is instilled through the activity program.

## **REQUIRED PHYSICAL EXAMINATIONS**

Student athletes and those students participating in fall marching band, winter guard, winter drumline, cheer and dance must have a physical examination each school year before they will be allowed to practice. A physical examination dated February 1 or after of the previous school year is valid.

The MSHSAA Physical Examination Form **MUST** be used. The MSHSAA Physical Form is available on the high school website under the Activities Section. The form is also available on the MSHSAA website. Please see the Activities Director if the form is unable to be located. Parent/Guardian permission forms are included as part of the MSHSAA physical examination form. Parent(s)/Guardian(s) and students must sign this document. Physical examination forms will be on file in the nurses' office for the high school participants.

## **INSURANCE FOR ATHLETES**

MSHSAA rules require that a student must be covered with health insurance before being allowed to practice or compete for a school team. Proof of Insurance is required for Francis Howell School District student participants prior to any participation. The Francis Howell School District does not purchase insurance for athletes or student participants. Parent(s)/Guardian(s) must contact their own insurance agent to make sure that they are protected. The Francis Howell School District assumes no financial responsibility for injuries sustained during athletic or activities participation.

Student insurance information is available through the FHSD website under the Parent Tab and on the school's Activities page. The information on student accident insurance can be found at

this link: <http://fhds.sharpschool.net/cms/one.aspx?portalId=995782&pageId=5963114>

The MSHSAA, of which the Francis Howell School District is a member, also provides catastrophic insurance; parent(s)/guardian(s) may call 1-573-875-4880 for additional information.

## **BRAIN INJURIES / CONCUSSIONS**

The Francis Howell School District is committed to ensuring that student participants are properly treated for brain injuries/concussions. Students participating in the following sports and activities will complete ImPACT testing: color guard, football, cheerleading, soccer, softball, volleyball, basketball, winter guard, wrestling, lacrosse, track and field (vaulters and high jumpers only) and baseball. Student athletes will receive the ImPACT neurocognitive assessment prior to initial participation in the aforementioned sports and post-brain injury, if necessary. After a brain injury (concussion), students must be within an acceptable range of their baseline score to return to play. The post-injury score will be reviewed by the District's contracted sports medicine physician. The student athlete must receive clearance from the sports medicine physician prior to returning to practice and/or competition.

## **STUDENT ELIGIBILITY AND PROTECTING YOUR ELIGIBILITY**

The MSHSAA, of which the Francis Howell 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 eligibility 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.

Students and parent(s)/guardian(s) should familiarize themselves with information below that outlines the major rules and regulations that students must follow in order to protect their eligibility.

### **MSHSAA Eligibility Standards**

Any student participant who represents one of the Francis Howell High Schools by participating on athletic teams or performance groups, including music activities (marching band, color guard,

ensembles, choir, winter drumline), cheerleading, dance (dance/pommes and winter guard), speech and debate, drama, or academic competitions (scholar bowl) shall meet the standards of eligibility specified in the MSHSAA Constitution **AND** those additional standards of the Francis Howell School District.

### **Academics**

- Students must be enrolled in courses offering 3.0 units of credit. (This is normally six (6) courses).
- Students choosing to enroll in six (6) courses **MUST** earn credit in all six (6) courses to be eligible.
- Students must have earned 3.0 units of credit the preceding semester.
- Students should talk to the activities director and guidance counselor about eligibility implications for the current or next season before dropping classes or taking study halls.

### **Transferring Schools**

- If the student transfers schools and the parent(s)/guardian(s) do not move to the new school district, the student will be ineligible for 365 days, unless they meet one (1) of the exceptions to the transfer or promotion rules. See the activities director regarding non-traditional households.
- If the family experiences a bona fide move to a new school district, the student may be eligible pending MSHSAA transfer By-Laws. See the activities director to complete the necessary paperwork.

### **Participation Limits**

- Students are eligible to participate in any sport for a maximum of four (4) seasons. Any part of a game played during a season counts as a season of participation.
- Students' eligibility to participate in high school activities begins when they first enter the ninth grade and lasts for the first eight (8) semesters that they are enrolled in high school. The eighth semester must immediately follow the seventh semester.
- In order to participate on or against teams made up of only ninth graders, students must not have reached 16 years of age prior to July 1 preceding the opening of school. However, students may participate with the next higher grade when they no longer meet the age limit for their grade. Students that reach the age of 19 prior to July 1 will be ineligible for interscholastic competition the next school year.
- **NOTE: Check with the school principal/activities director for options available to students if they are ineligible for their grade level because of age.**

### **School Enrollment**

- Students must enter school within the first 11 days of the semester to be eligible.

### **Awards Standards**

- Students may not receive cash, merchandise, or gift certificates for participating in

athletic contests.

- Students may accept awards that are symbolic in nature, such as medals, trophies, ribbons, plaques, etc., for participating in school activities programs. These awards may be received only from their school, from a school hosting an event, or from the MSHSAA. These awards may not exceed \$100 in manufacturer suggested retail price.
- Students may accept awards for participating in non-school-sponsored activity competitions only if the awards are symbolic in nature, such as medals, trophies, ribbons, plaques, etc.

### **Non-school Competition**

- Students may not participate in any organized non-school competition and their school team IN THE SAME SPORT during the same season with the exception of golf, tennis and swimming/diving. **Please see the activities director with these circumstances.**
- Students may participate on a school team and a non-school team in different sports during the same season; however, they may not practice or compete in non-school organized athletic competition ON THE SAME DAY that they practice or compete with their school team without approval of the school administration.
- Before students 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.
- Students may participate in an “audition” or “tryout” for a college team only after they have completed their last season of eligibility in the sport for which they wish to try out.
- Students may not compete in an all-star game or contest before they complete their eligibility in the specific high school sport.

***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.***

### **Francis Howell School District Eligibility Standards**

Any student participant who represents one of the Francis Howell High Schools by participating on athletic teams or performance groups, including music activities (marching band, color guard, ensembles, choir, winter drumline), dance activities (dance/pommers and winter guard), speech and debate, drama, or academic competitions (scholar bowl) shall meet the standards of eligibility specified in the MSHSAA Constitution and those additional standards of the Francis Howell School District.

- Students must be enrolled in courses offering 3.0 units of credit. **Students should talk to the activities director and guidance counselor about eligibility implications for the current or next season before dropping classes or taking study halls.**
- Students must have earned 3.0 units of credit the preceding semester. The student must maintain a 1.5 Grade Point Average from the preceding semester. (Provisional Eligibility may be granted by the activities director for the 1.5 GPA only. This provisional eligibility may be granted only once in a student’s high school career.)
- Students must attend all practices and contests unless excused by the coach.

- Students must refrain from the use of any tobacco, alcohol, or controlled substance (other than prescription).
- Students must not have any outstanding fines.
- Students must attend school the entire school day on the day of a game. If a game is played on Saturday, they must attend school on Friday. Any exception to this rule must have the prior approval of the activities director and/or the principal.
- Students who are serving in the In-School Suspension Program (ISS) are not allowed to practice or participate until their suspension is served.
- Students who are serving an Out-of-School Suspension (OSS) will not be allowed to practice or compete until their suspension has been served and they have re-established themselves as a student in good standing by attending a full day of school the following day.
- Summer school credits may apply to state eligibility standards. No more than 1.0 credit in summer school shall be counted towards fall semester eligibility.
- Students should discuss eligibility issues with the counselor and activities director prior to enrolling in any Credit Assistance Programs (CAP).
- Any student who falsifies required documents will be subject to dismissal from the activities in which they are involved.
- A student 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.

## ATTENDANCE ELIGIBILITY

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 or activities director, they 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 extracurricular activity. The classroom obligation always comes first.

## LATE ARRIVALS TO SCHOOL

Students and parents/guardians must follow the procedures set by each high school.

## PRE-ARRANGED ABSENCES

Any student who misses class time due to out-of-school engagements, such as doctor appointments, funerals etc., is to have the absence pre-arranged through the activities office in advance of the absence. Failure to do so may result in being ineligible for future contests.

## CITIZENSHIP GUIDELINES FOR EXTRACURRICULAR PARTICIPATION

To be eligible to participate in school activities is a privilege, not an inherent right. Therefore, it requires certain behaviors and attitudes. More specifically, any student who represents their 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 discredit upon themselves or their school is NOT considered a creditable citizen. This includes violations of public law and/or school policy. Their conduct shall be satisfactory in accordance 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 Code of Student Conduct Handbook.

It is understood that citizenship eligibility cases are handled on an individual basis by the sponsor/coach/director/supervisor, principal, activities director, parents, and student. However, it is also felt that system-wide guidelines will assist in the uniform handling of such cases. Cases will be investigated when: police records are available, a district employee has first-hand knowledge, and/or there is student admission.

**Students should be aware that the Francis Howell Code of Student Conduct shall be enforced for any school related activities such as but not limited to field trips, summer camps, in and out of season conditioning and events.**

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

### **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. Minor moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, accidents or injuries. 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.

### **Student Responsibility for Reporting Involvement with Law Enforcement**

Each student is responsible to notify the school of any and all situations that would affect their 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 MSHSAA Board of Directors.**

### **Tobacco, Alcohol and Drug Guidelines**

This includes: alcoholic beverages, tobacco products, and/or illicit drug possession, use, sale, and/or abuse. Students should not use, sell, abuse, or possess alcoholic beverages, tobacco products, and/or illicit drugs.

#### **First Violation**

Upon the **first violation** for tobacco, alcohol, and/or drugs, the student participant will be suspended for 20 percent of the competitions, performances, and/or evaluative events in the sport/activity they are participating. The student participant and parent(s)/guardian(s) must meet with the coach and activities director before the student participant can return to participation.

#### **Second Violation**

Upon the **second violation**, the student athlete will be suspended for the remainder of the season in the sport they are participating.

#### **Third Violation**

Upon the **third violation**, the student athlete will be suspended from participating in any sport or activity for a period extending for a full calendar year (365 days) or beyond depending on a hearing by an Athletic Review Board consisting of the coach, activities director, and principal/designee. **The violations will accumulate over the student's high school career.**

**\*Repeated violations of any of the above may result in complete disassociation with any or all activity/athletic teams for the remainder of the student's high school career.**

## APPEALS AND DUE PROCESS

Students will have the opportunity to express their side of any incident in which they may be involved. Parent(s)/Guardian(s) may be involved with students during the meetings. The coach/sponsor, in consultation with the activities director, may suspend a student from activities after having given them the right to be heard. The suspension decision may be appealed to the principal. The principal's decision will be final.

**\*Any incidents which occur that are not covered by these guidelines will be reviewed on an individual basis and decisions related to penalties will be made jointly by the school administration and coach/sponsor.**

## ACCOMMODATIONS

If the student requires an accommodation to participate in the activity or sport due to a disability, please notify the activities director. The activities director will collaborate with the parent(s)/guardian(s), student, and coach/director/sponsor to make those reasonable accommodations.

## NCAA CLEARINGHOUSE/ CORE COURSE G.P.A.—PROSPECTIVE COLLEGE ATHLETES

High school juniors and seniors intending to play college sports at the NCAA Division I and Division II levels are required to complete the NCAA Initial Eligibility Clearing House Student Release Form online at [http://web1.ncaa.org/ECWR2/NCAA\\_EMS/NCAA.html](http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA.html)

Additional information can be found at <http://www.clearinghousecalculator.org/login.php> . Parent(s)/guardian(s) should also contact the guidance counselor at your child's high school for more information on the process.

## LETTER RECOGNITION

Letter recognitions/certificates are given to student participants who have distinguished themselves in some capacity as members of a MSHSAA sanctioned sport or activity. Participants satisfying letter criteria are recommended to the activities director by their coach, director, or sponsor. Written requirements describing the standards by which student performance is judged and "letters" recommended may be obtained from the student's coach, director or sponsor upon request. No student athlete may receive an award in a sport for which they are academically ineligible at the completion of the season or if under suspension for an athletic violation. **No awards will be issued to an athlete until all equipment for his/her sport is turned in to the coach/director/sponsor.**



## SENIOR SCHOLAR ATHLETE AWARD

**To be eligible for the Senior Scholar Athlete Award, a student must:**

- Have a cumulative grade point average of 3.25 or better after seven (7) semesters of school or a 3.125 average if the 3.250 criteria cannot be satisfied by the candidates.
- Have participated in a varsity sport during the last two (2) years and participated in a sport all four (4) years.
- Have shown outstanding achievement in a varsity sport while in attendance at Francis Howell Schools.
- Have been a good school citizen worthy of representing their school. The activities director will determine which students meet the preceding criteria and will present these eligible candidates to a voting committee that will determine one (1) award recipient for each high school. The committee consists of the principal, the activities director, assistant principal, every head coach and four (4) teachers from the language arts, math, social studies and science departments. These four (4) teachers will be designated by the departmental chairs. If there are no candidates eligible, no Scholar Athlete will be selected.

## HAZING

Student hazing is expressly prohibited by Board of Education policy (Policy, Regulation, and Form 2920). For purposes 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. District employees, including sponsors and coaches, who have knowledge of school hazing but fail to take corrective action will be subject to discipline up to and including termination of district employment. **If hazing occurs, coaches/sponsors must report the incident to school administration immediately.**

## **STUDENT ACCOUNTABILITY FOR EQUIPMENT**

In order to give student participants a sense of responsibility and an appreciation of their equipment, squad members are held accountable for the abuse or loss of it. The cooperation of all coaches/directors/sponsors is expected in seeing that student participants maintain proper care of all athletic equipment.

It is the responsibility of the head coach to see that players always put away and check in their equipment after games and practices.

Any equipment lost by a student participant must be paid for by the participant. Failure to turn in equipment or pay the fine may result in detentions and would prohibit participation in another activity.

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

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

No students are to use the gyms, athletic areas, weight rooms, locker rooms, or showers unless supervised by a coach or sponsor.

## **SUPERVISION POLICY**

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

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

## **STUDENT TRANSPORTATION TO AWAY EVENTS**

The District's optimum goal is the requirement that all students arrive and return from regular daily classroom instruction, as well as school-sponsored events on school student buses and under the supervision of school personnel.

### **Regarding the transportation of students by private vehicle, the owner of the vehicle agrees:**

- The owner of the vehicle will transport no more passengers (including students and the driver) than the vehicle is designed to carry. The number of seat belts in the vehicle indicates the number of passengers.
- All passengers will be secured in seat belts.
- The vehicle is licensed according to state laws.
- The driver of the vehicle has a valid Missouri operator's license.
- The vehicle has liability limits of \$100,000 for injury per person and \$300,000 per accident.
- When transportation services are provided in a private vehicle, i.e., "any motor vehicle not regularly used by the general public in the transportation of person or property for hire", there shall be a written contract between the Francis Howell School District and the owner of the vehicle.
- In the event of an accident, claims are made against the vehicle owner's insurance company.
- These rules apply to student participants, teachers, volunteers, parents, booster club members, etc., who transport students to events, practices, field trips or any school-sponsored activity.
- The administration reserves the right to deny any request for transportation in a private automobile without cause.

### **ANY STUDENT THAT IS NOT TRANSPORTED BY SCHOOL TRANSPORTATION MUST COMPLETE THE PRIVATE TRANSPORTATION AGREEMENT FORM.**

## **SUNDAY / HOLIDAY PRACTICE**

Occasionally, a coach may receive permission from the activities director to have a practice on Sunday afternoon to prepare for a Monday contest or due to the availability of the facility. The student participant is expected to communicate with the coach/sponsor/director should they miss a practice.

## CHANGING / QUITTING TEAMS

A student who is out for a sport but who does not finish the season in that sport will not be eligible to start practicing for another sport before the end of the competition in the sport that was dropped, unless the coaches of both sports and the activities director give their consent.

## ACTIVITY CONFLICT PRIORITY LIST

Students should make reasonable choices when participating in activities to not create conflicts between activities. This involves good decision-making skills, prioritizing, and long-range goals and aspirations. However, when a conflict arises between two (2) school-sponsored activities, administrative priority will follow this order of precedence:

- National events
- State events
- Sectional events
- District/sub-state events
- Conference Tournaments
- Interscholastic events
- School performance
- Conference Competitions
- Required practices/Tryouts/Dress rehearsal
- Regular practice

## CHAIN OF COMMUNICATION

Communication is the cornerstone to any relationship. This is especially true in the coach/director/sponsor-student participant relationship. Within this relationship, difficult issues must be dealt with at times, including: discipline, player performance, and student participant dissatisfaction. Proper communication results in the positive resolution of such issues, stronger coach/director/sponsor-participant relations, and other benefits such as the student learning how to solve problems.

Parent(s)/Guardian(s) also have a relationship with their child's coach, and communication is equally important to this relationship. Parent(s)/Guardian(s) may feel the need to step in on their child's behalf. Whatever the motive, proper communication will enhance coach/director/sponsor-parent and coach/director/sponsor-player relations.

The following is a guide for coaches/directors/sponsors, parents, and student participants. This guide provides a chain of communication that will maintain and build positive relationships.

### **Step One: Mandatory Coach-Athlete session**

If a student participant or their parent/guardian has any issue with their sport or activity experience, the student-participant is expected to address the coach/director/sponsor. Student participants are also encouraged to talk with the coach/director/sponsor about any issue in their personal or academic lives. The district's expectations of coaches include open communication and positive relations. Coaches/Directors/Sponsors have been trained on communication and counseling skills.

### **Step Two: Coach/Director/Sponsor-Parent-Student Participant session**

If an issue has not been resolved in step one, this is the next step in the chain of communication. The guideline is to set up an appointment at the coach's/director's/sponsor's discretion. If the issue is emotional, the appointment should be scheduled at a later time so the parties involved are calm and problem solving can occur. Also, the parent(s)/guardian(s) or player should define the purpose of the session when the appointment is set.

Parent(s)/Guardian(s) who try to discuss important issues with a coach as they are walking off the game or practice field would be an example of circumvention of this process.

In this step, there may be rare cases when it may be best if the athlete does not participate in the session. If either parent(s)/guardian(s) or coach feels this is the case, this should be discussed when setting the appointment and purpose of the meeting.

### **Step Three: Administrator-Coach/Director/Sponsor-Parent-Student Participant session**

If an issue is not resolved in step two, this is the next step in the chain of communication. This step may be initiated by any party. Using the same process as above, an appointment is set and all parties define the purpose of the meeting.

Again, there may be cases where it is appropriate that an athlete not be present. This is to be discussed and determined prior to the appointment.

### **ADDITIONAL GUIDELINES:**

#### **All sessions should contain some key elements for success:**

- Issues should be well defined. Solutions should be offered by all parties and then the best solution selected. Thus, a decision is made, a problem is solved.
- Tone and volume of voice, respect, and appropriate behavior are other common elements.

- All sessions should be student-centered. In other words, it is assumed all parties have the best interest of the student participant held as top priority. It is also assumed all parties can recognize the difficulty in balancing the good of the individual versus the good of the majority.

Exceptions may be appropriate in extreme cases. For instance, a coach/director/sponsor may have to notify an administrator immediately if a school discipline rule has been broken by a student participant. Likewise, a student participant or parent(s)/guardian(s) would want to notify an administrator if a coach is placing a player in harm's way. In both of these examples, the situation is extreme and relatively rare.

## TRAINING ROOM

The training room is available to all student participants. Student participants are offered a wide variety of services to help meet the demands of athletic competition and performances. The following are guidelines to be followed when using the training room:

- Students must be accompanied by the athletic trainer or coach/sponsor.
- Only student participants requiring treatment and/or rehabilitation of an athletic injury are allowed in the training room.
- All taping, bandaging and treatments will be done by the coach or athletic training staff.
- Appropriate clothing must be worn at all times.
- Only the athletic training staff is to switch the whirlpool on or off.

## MONEY AND VALUABLE ARTICLES

Students should not bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. The school does **NOT** accept responsibility for stolen money or other valuables. Student participants who bring these items to school do so at their own risk.

## PROPOSAL PROCEDURES FOR A NEW CLUB OR ACTIVITY

The following steps are required for initiating a new activity or for providing guidelines to sponsors for administering one that has been established:

- Investigate the interest and needs of students for the activity.
- Select a knowledgeable and enthusiastic staff member to sponsor the activity.
- Hold a preliminary meeting (or meetings) with the staff member and students.
- Involve students in the formulation and adoption of objectives for the activity.
- Prepare a Constitution and By-Laws; standards for membership and procedures for upholding these standards should be included.
- Present the proposal with Constitution and By-Laws to the activities director for approval and to student council for consideration as a new club.

- Elect officers. Make certain that students understand the significance of selecting leaders who meet well defined qualifications for the privilege of representing other students.

If the club or activity is approved, the sponsor should provide guidance to officers and members of committees. The sponsor should make certain that officers understand proper parliamentary rules and presiding techniques. Care should be taken to make certain that thorough preparation has been made for all meetings, programs, and activities. The students should look to the sponsor as a resource person.

## PROPOSAL PROCEDURES FOR A NEW SPORT

The following steps are required for students to follow for the consideration of initiating a new sport:

- Investigate the interest of students for the sport. Students may bring a list of students that would participate from their high school or the other high schools in the Francis Howell School District
- Identify other schools that might have competitive teams.
- Present information to the school's activities director in a formal meeting.

The Francis Howell School District will only consider adding sports that MSHSAA has identified as emerging sports. A list of the MSHSAA identified emerging sports can be found on the MSHSAA website. Title IX implications will be considered as a reason for denying the addition of an emerging sport.

## CONFERENCE AFFILIATION

The District is a cooperating member of the Gateway Athletic Conference, and, as a member, is committed to adhere to the rules and regulations of the association.

Presently, there are 17 member schools which are divided into three (3) divisions with each division based upon the population of each individual school. The division by population is as follows:

### **NORTH DIVISION**

Orchard Farm  
St. Charles  
St. Charles West  
Warrenton  
Winfield

### **CENTRAL DIVISION**

Ft. Zumwalt East  
Ft. Zumwalt North  
Ft. Zumwalt South  
Holt  
Liberty  
Washington

### **SOUTH DIVISION**

Francis Howell  
Francis Howell Central  
Francis Howell North  
Ft. Zumwalt West  
Timberland  
Troy Buchanan

## EXTRACURRICULAR INTERSCHOLASTIC ACTIVITIES

Speech & Debate  
Academic Scholars Bowl  
Cheerleading  
Dance Team  
Drama  
Band/Marching/Jazz  
Choir  
Winter Guard/Drumline

## SPORTS BY SEASON

### FALL SPORTS

Boys' Cross Country  
Girls' Cross Country  
Football  
Girls' Volleyball  
Softball  
Boys' Soccer  
Boys' Swimming & Diving  
Girls' Golf  
Girls' Tennis

### WINTER SPORTS

Boys' Basketball  
Girls' Basketball  
Girls' Swimming & Diving  
Wrestling

### SPRING SPORTS

Baseball  
Boys' Golf  
Boys' Tennis  
Boys' Track  
Girls' Lacrosse  
Girls' Track  
Girls' Soccer



\*PLEASE RETURN THIS FORM TO THE ACTIVITIES OFFICE

**FRANCIS HOWELL SCHOOL DISTRICT ACTIVITIES – Application to Participate/Student Handbook Acknowledgement**

**NAME** \_\_\_\_\_ **GR** \_\_\_\_\_ **STUDENT ID #** \_\_\_\_\_

**PARENT/GUARDIAN:** \_\_\_\_\_

**EMERGENCY PHONE CONTACT #** \_\_\_\_\_

**ACTIVITIES DESIRING TO PARTICIPATE:** \_\_\_\_\_

This application to participate in interscholastic activities in the Francis Howell School District is voluntary on my part and is made with the understanding that I am eligible under the following rules set by M.S.H.S.A.A. and the additional rules set by the Francis Howell School District.

**M.S.H.S.A.A. ELIGIBILITY STANDARDS**

1. Must be a creditable school citizen.
2. Cannot be 19 years old before July 1 preceding opening of school.
3. Cannot have graduated from a four-year high school.
4. Cannot have attended eight semesters of high school.
5. Cannot have competed in four seasons of a particular sport.
6. Must be enrolled in school the first 11 days of the semester.
7. Cannot have played under a false name.
8. Cannot commit an unsportsmanlike act.
9. Students serving school suspension are not eligible to practice or compete in school activities.
10. Must be enrolled in courses offering 3.0 units of credit.
11. Must have earned 3.0 units of credit the preceding semester. Summer school credits may apply to state eligibility standards. No more than 1 credit in summer school shall be counted towards eligibility.
12. Must have satisfactorily passed a physical examination dated after February 1 immediately preceding the first day of the season for the activity in which you wish to participate. The examination report must specifically state that you “Cleared for all sports without restriction” and must be signed by the physician who conducted the examination.

## **FRANCIS HOWELL DISTRICT ELIGIBILITY STANDARDS**

1. Must maintain a minimum 1.5 current G.P.A.
2. Must attend all practices, contests, and other performances unless excused by the coach.
3. Must not have any outstanding fines.
4. Must attend school the entire day of a game and must attend school on Friday to play on Saturday.
5. Any student who falsifies the physical examination form or any other required participation form is subject to suspension and/or permanent removal from the team or group by the Activities Director and/or Principal, and may be suspended or removed from additional activities depending upon the nature and magnitude of the offense.
6. Must be a creditable school citizen in accordance with the following standards:
  - a. Students who are serving out-of-school (or in-school) suspensions may not practice for or participate in school activities during the suspension. Multiple and/or serious violations of the Code of Student Conduct may result in long-term suspension and/or permanent removal from current and future school activities.
  - b. You must not use, possess, or distribute tobacco products while on school property or at school activities, whether on or away from District property.
  - c. You must not use, possess or distribute alcohol or controlled substances at any time, whether on or away from school property.
  - d. You must not be arrested for, charged with, or convicted of a felony or misdemeanor under either criminal or juvenile law, whether the offense occurs on or away from school property. When a student is accused of an offense under either criminal or juvenile law, the charges may be dismissed or the student acquitted due to the high standard of proof required under criminal and juvenile proceedings: guilt beyond a reasonable doubt. However, the District reserves the right to make an independent determination regarding whether the student engaged in the misconduct alleged, and is required only to establish by a preponderance of the evidence (more likely than not) that the student engaged in such misconduct.

The District does not have the authority to excuse students from the eligibility requirements established by MSHSAA. Additionally, students are uniformly expected to comply with the eligibility requirements established by the District. Accordingly, the procedures below are provided for the sole purpose of preventing suspensions and/or removals based upon inaccurate or incomplete information.

The procedures are not intended to provide standing with an opportunity to (1) avoid suspension or removals imposed for conduct they have actually committed, or (2) ask principals and/or the Board of Education for leniency when an appropriate consequence has been imposed for conduct that has actually occurred.

1. In most cases, a student should be advised of the reason for the suspension or removal from an activity, and provided with an opportunity to respond, prior to imposing the consequence.
2. When it is necessary in the judgment of the coach, sponsor, activities director, or principal to suspend or remove a student from an activity prior to advising the student of the reason for such suspensions or removal, the student should be advised of the reason and given an opportunity to respond within a reasonably prompt time after the consequence has been imposed.
3. Students may appeal a suspension or removal imposed by a coach or sponsor to the Activities Director.
4. Students may appeal a suspension or removal imposed or affirmed by the Activities Director to the Building Principal.

I UNDERSTAND THAT PARTICIPATION IN SCHOOL ACTIVITIES IS A PRIVILEGE AND NOT A RIGHT. I UNDERSTAND THAT I AM REQUIRED TO COMPLY WITH ALL OF THE ABOVE-LISTED REQUIREMENTS TO BE ELIGIBLE FOR PARTICIPATION IN SCHOOL ACTIVITIES. I UNDERSTAND THAT VIOLATION OF ONE (1) OR MORE OF THE ABOVE RULES MAY RESULT IN SUSPENSION AND/OR PERMANENT DISMISSAL FROM THE CURRENT TEAM OR ACTIVITY AND FROM ADDITIONAL SCHOOL ACTIVITIES, DEPENDING UPON THE NATURE, FREQUENCY, AND SEVERITY OF THE VIOLATION(S).

#### **PARENT PERMISSION**

We hereby give our consent for the above student to represent their school in interscholastic activities. We also give our consent for them to accompany the team/group on trips and will not hold the school responsible in case of accident or injury whether it be in route to or from another school or during practice or an interscholastic contest/event; and we hereby agree to hold the school district of which this school is a part, its employees, agents, representatives, coaches and volunteers harmless from any and all liability, activities, causes of action, debts, claims or demands of every kind and nature whatsoever which may arise by or in connection with participation by my child in any activities related to the interscholastic program of his/her school.

If we cannot be reached and in the event of an emergency, we also give consent for the school to obtain through a physician or hospital of its choice, such medical care as is reasonably necessary for the welfare of the student, if they are injured in the course of school athletic activities.

**CONSENT FOR PARTICIPATION/RISK ACKNOWLEDGEMENT**

My/our child wishes to participate in the sport(s) of \_\_\_\_\_ for the Francis Howell School District sports/activities program. I/we realize that there are risks involved in my/our child's participation. I/we understand that the risk to my/our child includes a full range of injuries, from minor to severe, and that the result could be death, paralysis, or other serious, permanent disability. I/we agree to accept this risk as a condition of my/our child's participation.

**Activities Handbook Acknowledgement**

I acknowledge receipt of a copy of the Athletic/Activities Handbook and have read the rules concerning eligibility and conduct for FRANCIS HOWELL SCHOOL DISTRICT student participants. 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/activities program and with specific rules of my coaches/directors/sponsors.

I have read the above statement of policy and agree to abide by the sportsmanship, citizenship/conduct, tobacco, alcohol, and drug expectations. I understand that this agreement in no way limits my right to terminate or to be terminated from student activity participation.

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 may cause serious injury or death.

We, the undersigned, acknowledge that with participation in athletics/activities, there are risks involved in my/our child's participation. We understand that the risk to my/our child includes a full range of injuries, from minor to severe, and that the result could be death, paralysis, or other serious, permanent disabilities. We agree to accept this risk as a condition of my/our child's participation.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Guardian Signature/Relationship

\_\_\_\_\_  
Date