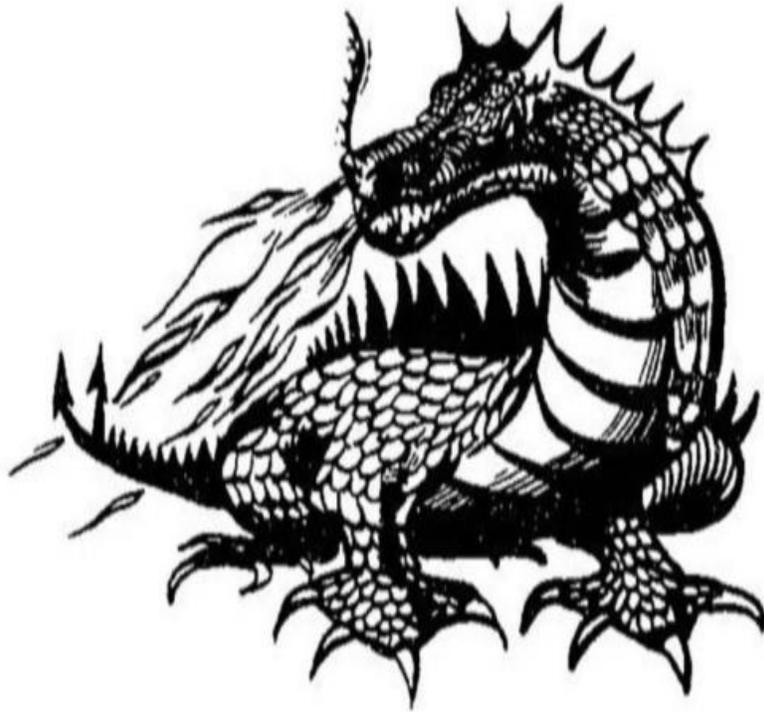


Cooper County R-IV



2018-2019

Extra-Curricular Handbook

Table of Contents

Purposes and Objectives3

Eligibility.....4

Expectations.....5

Code of Conduct and Consequences.....8

General Information.....11

Notice of Nondiscrimination.....14

Public Notice.....15

Purpose and Objectives

Extra-curricular activities are recognized as an integral part of the secondary school's total educational program. The responsibility for the control and regulation of the school's athletic/organizational programs rest with the Board of Education. The responsibility for administering the athletic/organizational programs of the school, however, is delegated to the high school principal and activities director.

Cooper County R-IV High School is committed to the belief that participation in sports/organizations is a PRIVILEGE, not a right that requires individual responsibility by the participant to the team, club, school, and community. Cooper County R-IV High School is a member of the Missouri State High School Activities Association (MSHSAA) and shall be regulated by the code of this association, which has been established by a vote of all member schools.

Student participants are subject to the Cooper County R-IV District's discipline policy, as outlined in the student handbook, as well as specific rules in this athletic/activity handbook. Copies of the student handbook may be obtained in the principal's office at Cooper County R-IV High School. Participants will be required to follow other specific rules established by individual coaches/sponsors/advisors.

The purpose of this section of the athletic/activity handbook is to familiarize the student participant with some of the responsibilities associated with interscholastic activities at Cooper County R-IV High School. This section is intended to serve as a source of information and guide for athletes/participants and their parents/guardians.

Eligibility

Eligibility is a privilege to be granted by the school to a student which allows that student to participate in interscholastic athletics. Eligibility is not a student's right by law. Precedent setting legal cases has determined that eligibility is a privilege to be granted only if the student meets all school adopted standards which enables the school to grant the student such a privilege.

The eligibility rules of the Missouri State High School Activities Association (MSHSAA) must be complied with in full.

A student must be a creditable high school citizen defined by the MSHSAA handbook.

Any student who is suspended from any class or school will be ineligible for athletic participation for the period of suspension. (Refer to the student handbook)

Repeated violations of any school rules may result in the student being declared ineligible. In an instance not specifically covered in the rule of eligibility, the principal may rule a student ineligible.

Academic Standards Grades 9-12

- You must 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 any student can be enrolled in the semester, whichever is GREATER, at your school.
- For your current semester, you must 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 at your school, whichever is GREATER.
- Students promoted for the first time into 9th grade are considered academically eligible for the first semester after promotion.
- The Activities Director and/or Principal will notify students and parents/guardians when students are declared ineligible.

Academic Standards Grades 7-8

- Students promoted for the first time into 7th grade are considered academically eligible for the first grading period after promotion.

Every two weeks the office runs a grade check. Students with two or more failing grades will be ineligible to participate in these extra-curricular activities. For our student athletes that means that you may still practice with your team, but you may not attend games. Students who are put on the ineligible list will have two weeks (until the next grade check is ran) to raise their grades. **This is the student's responsibility to handle.**

Expectations

Athletic Equipment

- All athletes are responsible for the preservation of the school's athletic equipment.
- Equipment issued to athletes must be returned to the coach at the end of the season.
- Athletes will be held financially responsible for any lost or misplaced equipment. Deliberate mutilation of school property or equipment will be charged to the athlete.
- Equipment includes any uniforms or clothing which is issued by the coach for the purpose of participation in a particular sport.
- Athletes' not returning school issued equipment or not paying for lost or damaged equipment will not be allowed to participate in any further interscholastic competition at Cooper County R-IV School District.
- Senior athletes will not receive graduation diplomas until equipment obligations are met.

Attendance at School, Practices, Meeting, and Competitions

- All participants are expected to attend all practices in order to participate in interscholastic contests/competitions.
- The coach/sponsor/advisor may excuse participants from meetings/practices or competition for legitimate reasons or absences.
- An unexcused absence from meetings/practices/competitions will result in disciplinary action by the coach/sponsor/advisor.
- A second unexcused absence from practices/meetings/competitions will result in the participant being dismissed from the team or organization.
- Each case will be reviewed by the head coach and activities director to determine appropriate action.
- The coach/sponsor/advisor will determine if an absence from practice or competition is excused or unexcused.
 - Examples of an EXCUSED absence would include, but would not be limited to: a death in the family, illness or injury to the participant, school sponsored activities approved in advance by the principal, career days approved in advance by the head coach/sponsor/advisor.
 - Examples of UNEXCUSED absence would include, but would not be limited to: truancy from school, work related absences, skip days.
- A participant who misses school (one class) on the day of a contest or the day following a contest without being excused by the principal will not be eligible to participate in extra-curricular activities for the next competition.

Citizenship Requirements (MSHSAA By-Law 212.0)

1. Students who represent a school in interscholastic activities must be creditable 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 “creditible citizens.” Conduct shall be satisfactory in accord with the standards of good discipline.
 - a. Law Enforcement: A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have concluded and any penalty (i.e. jail time, fine, court cost, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied.
 - i. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies.
 - ii. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others.
 - iii. 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.
 - b. Local School:
 - i. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
 - ii. The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.
 - iii. A student shall not be considered eligible while SERVING AN OUT-OF-SCHOOL suspension.
 - iv. A 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.
 - v. 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.
 - vi. 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.
 - vii. Each school shall diligently and completely investigate any issue that could affect student eligibility.
 - c. 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 (MSHSAA).

Sportsmanship

As members of MSHSAA, Cooper County R-IV School District adheres to policies set down for the display of good sportsmanship by athletes, students, fans, parents, and patrons. MSHSAA member schools are to enforce sportsmanship rules for our own school, players, and spectators. Violation of rules may 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 discipline policies and rules apply to the Cooper County R-IV students at school activities whether they are held on school property or away from school.

Sportsmanship Code of Conduct

Players, coaches, and fans will:

1. maintain pride in self and school.
2. strive to keep high standards of conduct.
3. cheer to encourage one's own team.
4. NOT taunt, chant, make noises, cheer, sing songs, use profanity, have signs, or use motions directed to the opposing team, coach, school, or officials.
5. treat everyone with respect including times during introductions.
6. NOT obstruct other fans view of the activity.
7. be able to have positive signs displayed for one's own team.
8. not use noise makers.
9. abide by the decisions of the officials.
10. accept victory or defeat graciously.

Unsportsmanlike Acts

- Such acts which are malicious in nature during a contest resulting in ejection shall cause the athlete to be ineligible to represent the school for at least the next contest.
- An athlete who commits such an act, but is not ejected may also be subject to at least a one (1) game restriction from representing the school.
- Each case of this type is to be reviewed by the head coach, activities director and principal before a final decision is reached.

Code of Conduct and Consequences

Due Process

- Any participant who is found to have violated regulations has the right to due process.
- Following are procedures to ensure student participants receive just treatment.
 - The participant shall be given oral or written notice of the charges against him/her.
 - If the participant denies the charges, he/she shall be given an oral or written explanation of the facts which form the basis of the disciplinary action.
 - The participant shall be given an opportunity to present his/her version of the incident before judgment or disciplinary action is rendered. The participant has the right to bring forward witnesses on his/her behalf.
 - The head coach/sponsor/advisor will provide notification to the parent/guardian or others having custodial care of the participant.
 - The activities director will make written documentation of events and proceedings for the parents/guardians and file a copy of the documentation in the participant's student folder.
 - If the participant is dissatisfied with the decision made by the principal and activities director, he/she has the right to appeal to the Superintendent of Schools. Appeals are to be in writing and submitted within 10 days of the previous decision. The Superintendent will, within 10 days of receipt of the appeal, establish a hearing date.

Multiple Arrests

- All participants at Cooper County R-IV School District, throughout the school year, are expected to promote good citizenship and be a role model within the school and community.
- Multiple run-ins (2 or more arrest in a year) with law enforcement officials do not uphold these standards and will not be tolerated.
- If a participant has been found in violations of this standard, the coach/sponsor/advisor has the right to dismiss the offending participant from the team/organizational activity.

Penalty for Withholding Information or Fabrication of a Statements

- A participant guilty of a violation of the BHS Activity handbook policy is expected to demonstrate character and be forthcoming about his/her infraction of participant rules.
- Participants in violation of codes within this handbook will be dealt with in the following manner:
 - The participants who tell the truth about handbook infractions are subject to the specified consequence outlined for the offense.
 - Those participants who are found to be fabricating or withholding information are subject to extended consequences similar to those outlined for the offense.

Rule Infractions

1. Coaches/sponsors/advisors will not accept information about rule infractions by participants from any party or parties other than Cooper County R-IV School administration and faculty members or law enforcement officers.
2. When a coach/sponsor/advisor is informed by an administrator, a faculty member, or law enforcement officer that a participant has violated stated rules, the informant must provide a written and signed statement about the rule infraction.
 - a. However, if there is admission of guilt by the participant of committing a rule infraction the coach/sponsor/advisor will review the situation with the activities director and principal for possible disciplinary action.
3. Alcohol/Drugs: Possession and/or use of alcohol or illegal drugs in any form at any time, on or off school property, by a team member will result in:
 - a. 1st Offense
 - i. Parents/guardians notified by the head coach/sponsor/advisor.
 - ii. Appropriate law enforcement agency shall be contacted if necessary by the principal.
 - iii. Suspension from competition for a 2-week period or four (4) competitions, whichever comes first, once competitions have begun. Students will be required to practice or attend meetings.
 - b. 2nd Offense
 - i. Parents/guardians notified by the head coach/sponsor/advisor.
 - ii. The student is terminated from the team/organization and is suspended from all competitions for one (1) year. The suspension begins on the date of the offense. The suspension ends once the new season begins a year later. **Example: if the offense occurs during fall baseball, the athlete would be ineligible to compete until the beginning of fall baseball next year.**
4. Tobacco: Possession and/or use of tobacco or tobacco like products on school grounds or while representing the school by a participant or use of tobacco off school grounds while a member of a team/organization will result in:
 - a. 1st Offense
 - i. Tobacco confiscated on school grounds.
 - ii. Parents/guardians notified by the head coach/sponsor/advisor.
 - iii. Suspension from organizational activities for one (1) week or two (2) competitions, whichever come first, once competitions have begun. Students will be required to practice or attend meetings.
 - b. 2nd Offense
 - i. Tobacco confiscated.
 - ii. Parents/guardians notified by the head coach/sponsor/advisor.
 - iii. The student is terminated from the team/organization and is suspended from all competitions/organizational activities for one (1) year. The suspension begins on the date of the offense. The suspension ends once the new activity season begins a year later.
 1. Example: Example: if the offense occurs during fall baseball, the athlete would be ineligible to compete until the beginning of fall baseball next year.

5. Defacing/Destroying Property: Any student who defaces or destroys property of the Cooper County R-IV School District or staff members of the Cooper County R-IV School District will be subject to the following actions:
- a. 1st Offense
 - i. Parents/guardians notified by the head coach/sponsor/advisor.
 - ii. Depending on the nature and extent of the defacement or damages, appropriate law enforcement agency shall be contacted if deemed necessary by the principal.
 - iii. Depending on the nature and extent of the defacement or damages, the student is subject to suspension or discipline by coaches/sponsors/advisors.
 - b. 2nd Offense
 - i. Parents/guardians notified by the head coach/sponsor/advisor.
 - ii. Depending on the nature and extent of the defacement or damages, appropriate law enforcement agency shall be contacted if deemed necessary by the principal.
 - iii. The student is terminated from the team/organization and is suspended from all competitions/organizational activities for one (1) year. The suspension begins on the date of the offense. The suspension ends once the new activity season begins a year later.
 1. Example: Example: if the offense occurs during fall baseball, the athlete would be ineligible to compete until the beginning of fall baseball next year.

Suspensions from Attending and/or Participating

- Students will be suspended from attending and/or participating in extracurricular activities for one of the following reasons:
 - Failing to pass a minimum of 3 units of credit;
 - Four or more misconducts per semester;
 - Ten or more absences and/or tardies per semester;
 - Failing to attend assigned detentions; or
 - During suspension from school.

General Information

Conditioning

- Usually, the physical condition of an athlete affects the outcome of athletic competition.
- An athlete must be in good condition to perform at his/her maximum potential.
- Proper diet and rest are essentials in conditioning of an athlete.

Insurance

- Students participating in interscholastic sports must be covered by some type of insurance.
- This must be verified by the form that Cooper County R-IV School District has available and is to be signed by the parents/guardians.

Medical Examinations

- All students are required to undergo a physical examination by a doctor before he/she is eligible to participate in:
 - An athletic tryout/practice/camp;
 - The summer and after school weightlifting program;
 - A dance tryout/practice/camp; or
 - A cheerleading tryout/practice camp.
- The examination card, **WITH PROOF OF INSURANCE**, must be turned into the activities director or head coach prior to participation.
- **Physical:** The school shall require of each student participating in athletics a certificate of an issued physical signed and authorized by a physician, 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 of 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 the school. The physical will be good for the upcoming school year.
- Students must obtain parental permission before being allowed to engage in interscholastic competition.

Non-School Competition

- You may not participate for, or participate with, a non-school team or in any organized non-school athletic competition and for your school team **IN THE SAME SPORT** during the school sport season.
- You may participate on a school team and a non-school team in **DIFFERENT** sports during the same season; **HOWEVER**, you may not participate for the non-school team or participate in organized non-school athletic competition **ON THE SAME DAY** that you practice with or participate for the school team **WITHOUT PRIOR APPROVAL OF YOUR SCHOOL ADMINISTRATOR**.
- You must receive approval in advance from your school principal or activities director in order to miss school time to practice for, travel to or compete in organized non-school athletic competition.

- You will become ineligible in any sport in which you play as a member of a junior college, college or university team.
- Before you join a non-school team or enter any non-school competitive athletic event, your school principal or activities director should be consulted to make certain these standards are met.

Parent/Coach Communication

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 your student becomes involved in a program, you have the right to understand what expectations are placed on your student. This begins with clear communication from the coach of your student's program. Coaches and parents are expected to encourage and praise the students in their attempt to improve them as students, athletes, and citizens. Parents can facilitate this by gaining an understanding and appreciation of all aspects of the sport/activity and the expectations placed on your student.

Parents and coaches should help their students learn that success is oriented in the development of skills and should make student-athletes feel good about themselves, regardless of the outcome of any contest. As your student is involved in the program of the Cooper County R-IV School District they will experience some of the most rewarding moments in their life. It is important to understand that there also may be times when things do not go the way you or your student wishes. If you as a parent have a concern, take time to talk with coaches in an appropriate manner- meaning the proper time and place- being sure to follow the designated chain of command. At these times discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches:

- The treatment of your student mentally and physically
- Ways to help your student improve
- Concerns about your student's behavior

Issues not appropriate to discuss with coaches:

- Playing time
- Team strategy
- Play calling
- Other student-athlete participants

There are situations that may require a conference between the coach and parent. Again, these are encouraged. Remember that it is important that both parties involved have a clear understanding of the others position. Everyone involved is expected to be respectful, show appreciation for the others role, and reinforce the school's Code of Conduct and policies/procedures as outlined in the handbook. When these conferences are necessary, the following procedures should be followed to help promote a resolution with the coach.

1. Call to set up an appointment with the coach; **please do not attempt to confront a coach or administration before or during a contest or practice. These can be emotional times for both parties and meetings of this nature usually do not promote resolution.**

2. If there is not a satisfactory resolution, call and set up an appointment with the Athletic Director/Principal.

Participant Injuries and Their Care

- All injuries must be reported to the supervising coach/sponsor/advisor IMMEDIATELY.
- Please notify the coach/sponsor/advisor if it is necessary to consult a physician.
- In case of an emergency, students will be sent to the Cooper County Memorial Hospital unless parents indicate that students should be sent elsewhere.
- Should an injury be discovered after the participant has returned home, the coach/sponsor/advisor should be contacted at once.

Requirements for Varsity Letter

VARSIITY CROSS COUNTRY

To receive a varsity letter in cross country an athlete must participate in 4 of the varsity cross country meets, be at practice and follow the athletic rules. Cross Country athletes must represent the School both on and off the athletic field, in a positive manner. Any athlete may receive a letter if they place in the district or state cross country meet. A letter of provisional letter may be given if the coach feels that an athlete is deserving and meets all other requirements.

VARSIITY BASEBALL/SOFTBALL

To receive a varsity letter in baseball or softball an athlete must participate in one-fourth (1/4) of the total innings played in the season, be at practice and follow the athletic rules. The baseball or softball athletes must represent the School on the field as well as off the field. A provisional letter may be given if the coach feels that a player is deserving and meets other requirements.

VARSIITY VOLLEYBALL

To receive a varsity letter in volleyball an athlete must participate in one-third (1/3) of the total games played, be at practice and follow the athletic rules. The volleyball athletes must represent the School on the court and off the court. A provisional letter may be given if the coach feels that a player is deserving and meets other requirements.

VARSIITY BASKETBALL

To receive a varsity letter in basketball an athlete must play in one-fourth (1/4) of the total quarters in the season. Basketball players are to represent the School on and off the court and follow the athletic rules and attend practice. A provisional letter may be given if the coach feels that a player is deserving and meets all other requirements.

VARSIITY CHEERLEADING

To receive a varsity letter in cheerleading an athlete must participate in 80% of the total games for that season, be at practice and follow the athletic rules. The cheerleaders

must represent the School in a good and orderly fashion. A provisional letter may be given if the coach feels that a player is deserving and meets all other requirements.

VARSITY TRACK

To receive a varsity letter in track an athlete must earn 21 points in track meets throughout the season.

Points earned per meet are as follows:

2 Team Meet – 5,3,1 Relay 3 Team Meet – 5,3,2,1 Relay – 5,3

4 Team Meet - 6,4,3,2,1 Relay 6,4,2 5 Team Meet – 8,6,4,2,1 Relay – 8,6,4,2

6 Team Meet – 10,8,6,4,2,1 Relay – 10,8,6,4,2

Track athletes must represent the School off the track as well as on the track. Any athlete may receive a letter if he/she places at the district or state track meet. A provisional letter may be given if the coach feels that a player is deserving and meets other requirements.

Transportation

- Bus service is provided to all participants for all away activities.
- All head coaches/sponsor/advisor will ride to and from activities on transportation provided by the school.
 - There must be a certified coach/sponsor/advisor on the bus at all times.
- Students are to ride to and from activities on transportation provided by the school.
- An exception will be made when the parents/guardians contact the principal in advance of the contests or the coach/sponsor/advisor immediately following the activity to request permission for their child to ride with them.
 - For a student to be allowed to ride home with his/her parents/guardians from an activity the parents/guardians must contact the coach/sponsor/advisor in person immediately following the contest to verify that the student is riding home with them.
 - Any other arrangements must be approved by the administration prior to the event.

Notice of Nondiscrimination

The Cooper County R-IV School District has adopted policies which affirm its compliance with applicable statutes regarding nondiscrimination on the basis of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age or handicapping condition. The institution is therefore in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Vocational Rehabilitation Act of 1973.

Any person having inquiries concerning Cooper County R-IV School District's compliance with regulations implementing the acts listed above are directed to contact the Superintendent of Schools, 500 East Main Street, Bunceton, MO 65237, who has been designated to coordinate the institution's efforts to comply with these regulations. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education regarding compliance activities.

Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Cooper County R-IV School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Cooper County R-IV School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Cooper County R-IV School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Cooper County R-IV School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Cooper County R-IV School District Superintendent's Office at 500 East Main, Bunceton, MO 65237 between the hours of 8:00 and 4:00 p.m. Monday through Friday. This notice will be provided in native languages as appropriate.

**Cooper County R-IV School District
Extra-Curricular Activities Handbook Contract**

Student Name: _____

Grade: _____

I have received and reviewed a copy of the Cooper County R-IV Extra- and Co-Curricular Activities Handbook. During this review I have had the opportunity to ask questions concerning the information published in the handbook. I understand that:

- Participation in an activity at Cooper County R-IV School is a **privilege** not a right.
- I may ask my coach/sponsor/advisor, the principal, or activities director questions about the information contained in the activity handbook to gain a better understanding of what is expected.
- Ignorance of the rules in the **activity handbook** is not an excuse for failing to follow them.
- The rules in the activity handbook are to be applied in conjunction with the rules outlined in the student handbook.
- The compliance of the rules published in the activity handbook as adopted by the Cooper County R-IV Board of Education is mandatory.
- I understand and will abide by the rules and regulations established by the Cooper County R-IV School District.

Student Signature

Date

Guardian Signature

Date

This form must be filed in the Activities Director's office before participation in a contest.

Activities Director Signature

Date