

2023-2024



Athletic and Extracurricular Handbook

TABLE OF CONTENTS

Vision Statement:	3
ENGAGE COMMUNITY; INSPIRE STUDENTS; PREPARE GRADUATES!	3
Mission:	3
Beliefs:	3
Objectives:	3
MENA PUBLIC SCHOOL DISTRICT ATHLETIC AND EXTRACURRICULAR ELIGIBILITY	4
Discipline pertaining to Athletics and Extracurricular Activities	5
Levels of Infractions for MPS Extra-Curricular Activities	5
ISS/OSS Guidelines	6
ARRESTED OR CONVICTED OF A CRIME.....	7
SOCIAL MEDIA ACCEPTABLE USE PRACTICE	7
DRESS POLICY	7
ATTENDING SCHOOL AND PRACTICE.....	7
DRAGONFLY MAX	8
PHYSICALS	8
DRUGS AND ALCOHOL.....	8
DROPPING A PLAYER	8
CEASING TO PLAY IN SEASON	9
ADDITIONAL INFORMATION: RESPONSIBILITIES TO THE TEAM.....	9
COMPLAINTS.....	10
CARE OF EQUIPMENT	10
ACADEMIC CREDIT.....	10
ATHLETIC INJURIES.....	10
INSURANCE INFORMATION	11
PARTICIPATION OF ATHLETES IN DIFFERENT SPORTS.....	11
PARTICIPATION IN CHEER.....	11
*PARTICIPATION ON NON-SCHOOL TEAMS (Pgs 46-47).....	12
DROPPING AND TRANSFERRING STUDENTS.....	13
SUMMER WORKOUTS	13
COLLEGE RECRUITING.....	13
NCAA ELIGIBILITY REQUIREMENTS.....	13
TRANSPORTATION	14
Overnight Trips	14
Athletic Awards and Lettering	14
FORMS.....	14
4.60—DRUG SCREEN TEST POLICY	16

VISION STATEMENT:

ENGAGE COMMUNITY; INSPIRE STUDENTS; PREPARE GRADUATES!

Our expectations for athletics and extracurricular activities is that it will match the high standards the District has for its academic programs. Our vision is that athletics and extracurricular activities will be considered an asset to the academic mission of the schools and will enhance the school life experience.

We envision an athletic and extracurricular system that offers programs for its students that is considered premier in the state of Arkansas.

We envision a program that offers quality facilities that provide our students, coaches, and supervisors a place to excel mentally and physically.

Most importantly, we envision an athletic and extracurricular program that all of its participants (students, coaches, supervisors, administrators, and parents) can be proud of and one that promotes lifelong personal and community wellness as well as positive and productive citizens.

MISSION:

Mena Schools strives to be a collaborative community of life-long learners and independent thinkers who strive beyond academic excellence and contribute to our society, our world, and our future.

The mission of athletics and extracurriculars is to provide its participants with the opportunity to develop life lessons and skills that enhance the educational experience and produce positive, productive citizens.

BELIEFS:

We believe that athletics and extracurriculars are an integral part of the total education program and a unique part of the junior high and senior high experience.

We believe athletics and extracurriculars teach students many invaluable, intangible traits necessary to be productive in society such as the following: self-discipline, personal commitment, loyalty, sportsmanship, teamwork, work ethic and the value of preparation.

We believe athletics and extracurriculars have a positive effect upon the student's self-image, mental and social well-being, and ethical awareness.

OBJECTIVES:

- To bring about the realization in our students that competition is a privilege that carries definite responsibilities.
- To allow every individual the maximum opportunity to participate in an activity while recognizing that sports and extracurriculars, like life, are competitive situations in which some will excel, some will succeed, some will fail, but all will benefit merely by being participants.
- To provide our students with the best possible administration, coaching, advising, mentoring and instruction available.
- To provide our students with quality facilities and equipment that is safe.
- To provide our students with safe, quality transportation to and from all competitions and events.
- To provide our students with proper funding to meet all of their needs in the athletic and extracurricular arena.

MENA PUBLIC SCHOOL DISTRICT ATHLETIC AND EXTRACURRICULAR ELIGIBILITY

ALL athletes and extracurricular participants **MUST** meet Mena School District/ADE and AAA requirements.

- Mena Public School athletes and extracurricular participants must meet eligibility requirements set forth by the Arkansas Activities Association in order to compete in AAA sanctioned activities. These requirements are listed on the AAA Website <http://ahsaa.org>.
- Please refer to the AAA Handbook regarding eligibility rules. The Arkansas Activities Association (AAA) is the primary sanctioning body for high school sports and extracurricular activities in the state of Arkansas. AAA is a member association of the National Federation of State High School Associations (NFSHSA).
- Maintain good discipline in the classroom, on and off campus, and at school-sponsored events to remain in athletics and extracurriculars.
- Comply with all policies stated in the Mena Public Schools Athletic/Extracurricular Handbook and the Mena Public Schools Student Handbooks.

*The following sections marked with an * (asterisk) are excerpts from the AAA Handbook*

***Academic Eligibility**

- **Jr. High:** A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth grade and first semester ninth grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester. Ninth grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate the fall semester of their tenth grade year. Student promotions at the seventh and eighth grades meet scholarship requirements for participation in competitive interscholastic activities.
- **Sr. High:** A student must have passed four (4) academic courses the previous semester, and earned a **minimum grade point average of 2.0** from all academic courses the previous semester.
- If a student has passed four (4) academic courses the previous semester but **DOES NOT MEET THE MINIMUM GPA REQUIREMENTS** above, the local school board may request a waiver for the state standard by submitting a plan to the Department of Education to implement the following procedures:

***"SUPPLEMENTAL INSTRUCTION PROGRAM"**

Mena Public Schools will no longer participate in the Supplemental Instruction Program (SIP) starting in the 2021-2022 school year. All Students wanting to participate in an extra-curricular activities must have a 2.0 Grade Point Average (GPA) per semester (NOT CUMULATIVE) to be eligible.

DISCIPLINE PERTAINING TO ATHLETICS AND EXTRACURRICULAR ACTIVITIES

In order to maintain athletic or extracurricular eligibility a student must comply with all policies stated in the **Mena Public School Athletic/Extracurricular Handbook and the Mena Public Schools Student Handbooks**.

LEVELS OF INFRACTIONS FOR MPS EXTRA-CURRICULAR ACTIVITIES

The Mena Public School Extra-Curricular Activities Department will use a discipline process that implement different levels of consequences determined by the incident and circumstances. These consequences are for the extra-curricular activities, ADDITIONAL CONSEQUENCES MAY BE ISSUED BY BUILDING ADMINISTRATORS ALSO.

LEVEL 1:

Infractions that result in a LEVEL 1 are between the coach and athlete. Coaches may determine consequences for Level 1 infractions. This could include but not limited to extra conditioning and/or loss of playing time.

-Examples of Level 1 Infractions:

- Violations of individual team rules set by the coach
- Unexcused absents from school or practice
- Forgetting practice/game gear
- Violation of dress code
- Disrespectful to Coaches or Teammates
- Minor infractions of social media acceptable use practices
- Disruptive during school, practice, games, or other activities
- Minor academic eligibility concerns
- Detention or In-School Suspensions

LEVEL 2:

Infractions result in conference with Parent(s), athlete, Coach. Head Coach and Athletic Administrator will determine consequences of Level 2 Infractions. Level 2 Infractions may include extra conditioning up to Suspension from athletic competition.

-Examples of Level 2 Infractions:

- Repeated violations of Level 1 Infractions
- Academic issues that could affect eligibility
- Use or Possession of tobacco, vaping products, accessories and/or paraphernalia
- More serious violations of social media acceptable use practices
- Bullying/harassment/slander of teammates or Coaching Staff
- Arrested for any Reason (School officials must have proof of arrest)
- Out of School Suspension

LEVEL 3:

Infraction of Level 3 will result in a conference with Parent(s), athlete, coach, and Athletic Administrator. Level 3 Infractions will result in temporary removal from team. A minimum of 5 school day suspension from any extra-curricular activities on a Level 3 Infraction.

-Examples of Level 3 Infractions:

- Repeated violations of Level 1 or Level 2 Infractions
- Serious Misconduct of social media acceptable use practices
- Serious violation of Bullying/harassment/slander of teammates or Coaching Staff
- Convicted of Serious Misdemeanor

LEVEL 4:

Infraction of Level 4 will result in a conference with Parent(s), athlete, coach, and Athletic Administrator. Athletes may be removed from Mena Public School Extra-Curricular Activities for 365 Days.

-Examples of Level 4 Infractions:

- Repeated violations of Level 1,2 or 3 Infractions.
- Use and/or distribution of drugs or alcohol at any school or AAA sanction events including practice, travel, camps, or games.
- Stealing From teammates
- Convicted of a Felony

ISS/OSS GUIDELINES

If a student receives **IN-SCHOOL SUSPENSION (ISS)**:

- Students assigned ISS will have the opportunity to complete assignments without consequences, as ISS is not an unexcused absence. Students who attempt to attend regular class, are sent out of the ISS room for disciplinary reasons, or are tardy to the ISS room will receive enhanced disciplinary actions as well as complete the ISS assignment. During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities during the imposed suspension. **(MPS Policy 4.30)**
- *Purpose: An infraction that requires ISS is serious and should not be rewarded with representing the campus in competition.*

If a student received **OUT OF SCHOOL SUSPENSION (OSS)**:

- Students assigned OSS will receive an unexcused absence and the student until be given no credit for any work during the assignment. Students assigned OSS will not be allowed to attend any school function or event for the duration of the assignment. The student will not be eligible to practice, participate or attend during the days of assignment. During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference or when necessary as part of the District's engagement or access to education program. **(MPS Policy 4.30)**
- *Purpose: This is a very serious infraction and a lesson must be learned from this event in order to maintain the student's good standing within the campus community. The privilege of representing the campus in public must be a valuable experience for the student.*

If a student is suspended from a Mena Public School bus, this suspension applies to any and all Mena buses, including those that the student would be riding to a ball game, band competition, choir, cheer, and any other extracurricular activity during their period of suspension

ARRESTED OR CONVICTED OF A CRIME

If an athlete or extracurricular participant is arrested and charged with a misdemeanor, or is convicted of a misdemeanor, regardless of whether the offense occurred on or off school grounds, the athlete's head coach may, at his or her discretion, suspend the athlete from any or all athletic activities indefinitely or for a definite period of time. In order to be reinstated to athletic activities, the athlete's parent or guardian (or the athlete if the athlete is over eighteen (18) years of age) must provide an official, final disposition of the charge(s) to the Director of Athletics.

SOCIAL MEDIA ACCEPTABLE USE PRACTICE

An AUP (Acceptable Use Policy) must be maintained when using social media to post pictures, blogs, emails, text messages, or videos.

Athletes and extracurricular participants should not post negative comments about peers, teammates, the school district, or their teachers/coaches.

Members of the athletic and extracurricular programs should not be associated with posts involving tobacco, drugs, alcohol, violent or sexual content. Posts involving cyberbullying, slander, or harassing behavior are not acceptable. This would include liking, retweeting, or sharing inappropriate content.

DRESS POLICY

The way an athlete or extracurricular participant acts and looks is of great importance, thus proper dress, appearance, grooming and personal cleanliness are expected.

Athletes and extracurricular participants should be leaders and role models for fellow students.

Student athletes will be neat in appearance on game days whether at school or traveling with the team.

ATTENDING SCHOOL AND PRACTICE

To maintain status as a team member, students are required to regularly attend and participate in **ALL** practice sessions. Failure to attend practices may result in loss of playing or performance time or being removed from the team or group.

Any student absent from school for four periods (excused or unexcused) on the day of a school-sponsored activity shall not be eligible to participate or compete in any extracurricular activities scheduled after school hours. This also includes practice sessions.

On a case-by-case basis, the athletic director or administration may approve an exception to allow participation based upon special circumstances. An example of an exception might be a funeral for a death in the family.

A student, who participates in any practice session in violation of this policy, shall be suspended from participation in the next scheduled practice.

Any student who participates or competes in a game, competition, or other school-sponsored activity in violation of this procedure shall be suspended from participation in the next scheduled game, competition, or activity (other than practice).

DRAGONFLY MAX

All student-athletes and a parent/guardian must create an account on DragonFly Max. This is the portal used by the Arkansas Activities Association for eligibility of athletes. The Athlete's Physical form, AAA History Form, AAA Participation Form, and any other form that may be required by AAA and/or Mena Public Schools must be uploaded to DragonFly Max on the **STUDENT'S ACCOUNT** by the student or parent/guardian. All forms must be filled out before participating in any extra-curricular activity.

7th- 8th Graders: Mena Middle School (code-ADYT4Q)

9th-12th Graders: Mena High School (code-2JVVUU)

PHYSICALS

All student-athletes, as well as sixth graders taking Health & Wellness, are required to have a valid physical on file with the athletic director prior to participation in any tryout, practice, or game. Physicals are valid for one calendar year (365 days). The athletic department will work with Mena area physicians to provide free mass physicals to Mena Public School Athletes.

Article III – Eligibility Rule 16.

PHYSICAL EXAMINATION

In any year that a student engages in interscholastic competition, the student must present to the coach verification of a physical examination prior to beginning practice.

Rationale - The coaches and school administration must be assured that the athletes are physically fit prior to beginning practice as well as competition. This is an Arkansas Activity Association rule and must be followed with **NO EXCEPTIONS**.

DRUGS AND ALCOHOL

Student Athletes that are in violation of the Mena Public Schools Athletic Drug and Alcohol policy will be subject to disciplinary action by the administration, coach and or supervisor.

This standard will be enforced for the safety of students year round. It does not matter whether an athlete is in or out of season.

Student's participation in athletics and extracurricular activities shall be drug free.

Participants in all athletic programs and extracurricular activities will be subject to random drug screenings as stated in the MPS Student Handbook.

DROPPING A PLAYER

In cases of violation of eligibility, athletic policies, or insubordination the coaches will advise the student/parent and should the situation continue, the student will face possible dismissal from the team. If a student is suspended from games in one sport, they will not be allowed to participate in another sport until the suspension is served.

The coach will confer with the athletic director, and or Principal immediately about any dismissal.

Ceasing to play In Season

If a student athlete decides to stop playing an active in season sport, on their own volition and not due to any impending disciplinary actions, that player will be allowed to begin the subsequent off season/active season in their other sport without any restrictions.

ADDITIONAL INFORMATION: RESPONSIBILITIES TO THE TEAM

1. Common goals and group loyalties.
2. Set aside self-interest in order to attain team values.
3. Self-discipline and personal sacrifice for team goals.

The coach, supervisor and athletic director are primarily responsible for implementing these goals and standards.

No student is obligated to take part in athletics or extracurricular activities.

Athletics and Extracurricular participation is a privilege, not a right. Since it is a privilege, the coach or supervisor should have authority to revoke the privilege when rules are broken, using the appropriate procedure.

COMPLAINTS

CHAIN OF COMMAND

When dealing with a complaint please follow these guidelines:

1. The coach or supervisor that has direct supervision of the student at the time.
2. The head coach of the sport in which the athlete participated.
3. The Athletic Director of the Mena School District, and or the Principal of the school involved
4. The Superintendent of the Mena School District or designee

NOTE:

Parents should always call to schedule a meeting with the coach.

Never approach a coach before, during, or after a practice or game.

All complaints should be discussed during the scheduled meeting with the coach or supervisor and not publicly.

CARE OF EQUIPMENT

1. No athlete may start a new sport, until they have **ALL** equipment checked in from any previous sport.
2. An athlete is financially responsible for all equipment checked out to him/her. The cost of destroyed/lost equipment will be replacement cost.
3. An athlete must treat school equipment as though it were his/her personal property. It should never be abused.
4. If an athlete is involved in the theft of school equipment, he/she will face possible dismissal from the team.

ACADEMIC CREDIT

Students participating in a sport in which the coach has a Physical Education Certification may receive a .5 credit for Physical Education for **one** semester during high school. To earn this credit the student must complete the course in full and the course must meet Arkansas Department of Education requirements. Any student that is removed, or does not meet the requirements for completion from the course will forfeit his/her right to a credit for the course. (Removal may be at the coaches, player, or parent discretion.)

ATHLETIC INJURIES

1. All injuries are to be reported immediately to the coach, in charge and the district athletic director.
2. Any injuries requiring a doctor's care should be noted. A doctor's release will be required before the athlete is allowed to play or practice.

3. Any student-athlete injured during a tryout, practice or competition for a Mena Public School athletic team that needed professional medical care must see the office of the athletic director and complete an Incident Report within 10 days of the incident.
4. Injuries not requiring a doctor's care participation will be up to the parents, and or the head coach. Communication about the athlete's ability to play or practice is important to all involved. An athlete's health and well-being is our number one priority.

INSURANCE INFORMATION

1. The District provides supplemental insurance – for AAA sanctioned activities only - that is secondary to the parent's insurance. This must be considered as secondary and supplemental accident coverage only. This provides accident coverage while actively engaged and participating in the play or practice of Interscholastic Athletics and/or School Activities. However, this coverage does **NOT** cover normal classroom activities, intramural activities, physical education classes, or accidental injuries that occur at home or during the summer and is restricted to Interscholastic Athletics and/or Activities only.
2. Mena Public School District assumes no responsibility as a result of injuries that occur during an athletic or AAA event, however, this insurance is provided at school expense.
3. Treatment of covered injuries must begin within 60 days of the accident date. It is the responsibility of the student-athlete and his/her family to file the appropriate forms and paperwork with the Secondary Insurance Company. These forms should be available to the athlete by the coach.

PARTICIPATION OF ATHLETES IN DIFFERENT SPORTS

1. The athletic department's philosophy is that each sport complements the other, both physically and competitively.
2. Students will be encouraged by the coaching staff to participate in all sports. Sports in season offered by Mena Public Schools will have priority over all other sports programs.
3. An athlete who wishes to participate in two sports at the same time shall request permission from both coaches of the respective sports.
4. Both coaches will meet first to determine if this dual participation is possible. If an agreement cannot be reached between the two coaches, the athletic director will make the final decision.

PARTICIPATION IN CHEER

Tryouts are **REQUIRED** in order to participate on the Mena Jr. High or Mena Sr. High cheer team. These tryouts are held each spring for the following seasons and preparation for these seasons start at the conclusion of tryouts.

*There are two exceptions to the tryout requirement. **If spots are available**, the following may join an existing squad:

1. Exchange students who were enrolled in Mena Public Schools after tryouts were held.

2. Students who move to our district and were a current member of the cheer team at their previous school.

The cheer coach may choose to designate as alternates, candidates who completed tryouts but did not make the team . These alternates can participate in practices but will not be allowed to perform unless a spot on the team opens up.

Students may also have some financial responsibility if they are chosen for a cheer team. These responsibilities include but are not limited to camp fees, accessories, and camp and practice apparel. Failure to fulfill your financial responsibilities will hinder the student's ability to try out for the following year.

***PARTICIPATION ON NON-SCHOOL TEAMS (PGS 46-47)**

Team Sports:

- A student who is a member of a school's athletic team and who has engaged in interscholastic
- competition may not try out for, practice with, or otherwise participate with, or be a member of a non-school athletic team in the same sport, in season, without losing eligibility for up to a full year (365 days) from the date of such participation with the non-school team.
- This limitation shall apply to the team sports of football, basketball, volleyball, baseball, softball, and soccer. However, a member of an interscholastic baseball, softball or soccer team may try out for or practice with a non-school team on days when the school team does not practice or play. This exception for baseball, softball and soccer shall not apply in weeks the school team is involved in AAA-sponsored championship tournaments.
- Participation on a non-school athletic team in the same sport in season shall define in season as the AAA established beginning date until the end of the state tournament in that sport for students in grades 10-12 and students in grade 9 who have participated interscholastically with the senior varsity team in the sports of football, volleyball, and basketball.
- Students in grades 7-8 and students in grade 9 who have not participated interscholastically on a senior varsity team shall have the end of season defined as when their school's team is finished in each sport.
- A member of an interscholastic spirit team may not compete on a non-school team during the interscholastic spirit season.

Non-School Teams.

- During the school year, a school coach may not coach his or her school team in any out-of-season games.
- Players from school teams may play in out-of-season leagues or games outside the season, but may not be school sponsored in anyway. These non-school teams may not use school equipment or uniforms. School transportation and facilities may only be used in accordance with school board policies as they relate to any other non-school groups using facilities or transportation.
- A school team is defined as a team composed solely of players from one member school within a district or attendance zone, in the case of multiple junior or senior high schools within a district.
- The definition of a non-school team includes one or more of the following:
 - A team affiliated with and scheduled for participation in an organized league.

- A team participating against a team that meets criterion (1.) above.
- A team identified by a name or a uniform, and which participates in contests independent from league affiliation.

NOTE: *The above rule does not apply to Special Olympics.*

DROPPING AND TRANSFERRING STUDENTS

An athlete who is participating in a sport is not allowed to quit that sport while in season, and take up another sport.

Athletes that are dismissed from a team may not begin another sport, until the sport in which they were dismissed from season has been completed.

SUMMER WORKOUTS

All athletes are expected to maintain their physical conditioning throughout the summer.

Coaches should inform athletes of any special workout programs to be followed.

Weight rooms and gyms will be open as scheduled through the summer.

COLLEGE RECRUITING

In the event an athlete should be contacted personally by a college recruiter, he/she has an obligation to work through his/her coach.

Inform your coach of such contact as soon as possible.

College recruiting information is available in the athletic director's office.

Students aspiring to participate in college athletics **MUST** meet with the school's NCAA Eligibility counselor prior to their 10th grade year.

Athletes interested in participation in college athletics should register online for the NCAA Clearinghouse by the end of their junior year.

Mena High School will host a seminar on the realities of recruiting each year. Those interested in college athletics should attend.

NCAA ELIGIBILITY REQUIREMENTS

Any college courses taken by a student-athlete must be taken for dual credit in order to meet NCAA requirements.

All NCAA College-Bound Student-Athletes should register with the NCAA Eligibility Center www.ncaaeligibilitycenter.org.

Failure to use the provided website may result in NCAA ineligibility toward NCAA scholarships.

If a student athlete has aspirations of competing athletically as a freshman at an NCAA School, they must meet the NCAA Initial-Eligibility minimum standards. This includes the minimum core course

GPA and SAT/ACT test score requirements. It is ultimately the responsibility of the Student Athlete and Parents to ensure they are tracking and meeting the NCAA requirements.

TRANSPORTATION

Transportation to and from athletic and extracurricular events is provided by the school.

Athletes or extracurricular participants will not be allowed to leave an event with anyone other than his/her parent, or notarized designee.

OVERNIGHT TRIPS

All teams or groups participating in overnight trips will be subject to bag checks by the MPS staff. These checks will be conducted prior to departure and may take place at any time on the trip.

MPS staff will also conduct random room checks throughout the duration of the event.

This procedure has been implemented to ensure the safety and well-being of our athletes.

ATHLETIC AWARDS AND LETTERING

All athletes will letter in their sport if they participate in 50% of the varsity contests. This lettering procedure is the same for all sports. It is the same for junior and senior high athletics. Any senior who has not lettered, but has participated in a sport for three years will letter. All lettering is at the discretion of the head coach.

Due to the rising cost of letter jackets, the student- athlete may purchase a junior high letter jacket in the 7th or 8th grade. The 9th grade athlete may purchase a senior high letter jacket in the 9th grade. This allows us to order the jackets early in the fall, and the student will be able to wear the jacket during the winter. Junior high athletes will get two years out of a junior high jacket, and a 9th grade student could get up to four years thus saving the parent some money.

Mena Public Schools will purchase the patches for Senior High jackets only. We will purchase All State, All Region, and All Conference patches. We will also purchase other state wide recognized award patches as well such as: All Star, Prep awards. We will purchase team patches for State Champions, State Finalist, and Conference Champions.

FORMS

PERMISSION TO PARTICIPATE IN ATHLETICS

CONCUSSION/HEAT ILLNESS, INSURANCE, AND ATHLETIC HANDBOOK

I/We _____, give our permission for _____ to participate in organized school athletics, realizing that such activity involves the potential for injury which is inherent in all sports. I/We acknowledge that even with the coaching, use of the most advanced protective equipment and strict observance of rules, injuries are still a possibility. On rare occasions these injuries can be so severe as to result in total disability, paralysis or even death. I/We also acknowledge that AAA concussion and heat illness facts and Mena Public Schools concussion and heat illness policies have been reviewed and I/we understand the risks associated with

participation in school athletic activity. I/We acknowledge that I/we have read and understand this warning. In signing this form, I/we also acknowledge that I/we have received a copy or received instructions how to access the Athletic Code Book online and understand the Mena School Districts Athletic Philosophy, Insurance, and Athletic Code.

Parent/Guardian _____

Date _____

PERMISSION TO TRAVEL FORM

I/We, _____, give permission for _____ to travel on school provided transportation to out of town games, performances, or other school-oriented activities. I/We, understand that all team members must travel to and from out-of-town activities on school provided transportation unless clearance has been made by teacher, coach, principal, or doctor due to extenuating circumstances.

I/We, acknowledge that the arrival home from these events is sometimes at a late hour and we will have a reliable means of transportation awaiting upon return.

Parent/Guardian _____

Date _____

MENA SCHOOL DISTRICT DEPARTMENT OF ATHLETICS

MEDICAL CONSENT FORM

PERMISSION FOR TREATMENT

I/We, _____ hereby grant the attending physician permission to proceed with any medical or minor surgical treatment, x-ray examinations for _____. In the event of serious illness, the need for major surgery, or significant accidental injury, I understand that an attempt will be made by the attending physician to contact me in the most expeditious way possible. If said physician is not able to communicate with me, the treatment necessary for the best interest of the above named student may be given.

In the event that an emergency arises during a practice session, an effort will be made to contact the parents or guardians as soon as possible. Permission is also granted to the athletic coaches to provide the needed emergency treatment to the athlete prior to his/her admission to the medical facilities.

Parent or Guardian _____

Date _____

Address _____

Home Phone _____

Other Phone _____

Child's Date of Birth _____

List of medications currently taking: _____

List of any medical conditions we need to have knowledge of: _____

Allergic to any medications? _____

List Person to contact in emergency other than parent: _____

Phone number _____

Other Phone _____

Name of Family Physician _____

Phone Number of Family Physician _____

Insurance information: _____

Company Group # _____

Student-athlete's social security number: _____

Parent/Guardian signature: _____

4.60—DRUG SCREEN TEST POLICY

The Mena School District recognizes that drug and alcohol use/misuse is a significant health problem for students, detrimentally affecting both overall health and safety within school activities. The Mena Board of Education is determined to help students by providing another option for them to say "No." Drug and alcohol use/misuse includes but is not limited to the use of illegal drugs/alcohol and the misuse of legal drugs.

Purpose of a Chemical Abuse Policy:

- a) To allow the students of Mena Schools to know that the school is concerned about their total well-being.
- b) To assist students of Mena Schools in resisting peer pressure that directs them toward drug use/misuse
- c) To establish high standards of conduct for students of Mena Schools.
- d) To emphasize concern for the health and safety of students while they are participating in activities and to emphasize the long-term physical and emotional effects of drug and alcohol use/misuse on their health.
- e) To confirm and support laws which restrict the use/misuse of drugs.

- f) To work cooperatively with custodial parent/legal guardian in keeping their children free from drug abuse/misuse.
- g) To assist students by referring them for counseling or rehabilitation regarding their use/misuse of drugs.
- h) To deter drug and alcohol use/misuse by all students through the use of random drug testing.

The provisions of this policy apply to students in Mena Schools in grades seven through twelve. No student will be allowed to participate in any school activity outside the regular curriculum until a consent form for random drug testing has been signed by both student and custodial parent/legal guardian and returned to the principal. Positive screening results are cumulative, meaning a third positive test at any point during that student's enrollment will result in loss of eligibility in the programs and/or loss of driving privileges and will follow the student for the duration of enrollment in the Mena School District.

Definitions

For the purposes of this policy, prohibited substances are those drugs which could be abused or misused under Arkansas Statutes or which are controlled by the Food and Drug Administration unless prescribed by a licensed physician.

Extra-curricular activities will be defined for the purpose of this policy to be participation in competitions, athletic practices and games, other before or after school practices, campus parking, school trips, presentations, and other activities.

Prescription Medication

The detection of lawfully prescribed medication on a student's drug test is not a violation of this policy when taken in accordance with a physician's recommendation or prescription to that specific student. Students who test positive but refuse to provide a current and valid prescription will be subject to the actions specified in this policy for a positive test.

Consent Form

Students and custodial parent/legal guardian will be required to sign a consent form at the beginning of each year for random drug testing. No student will be allowed to participate in any extra-curricular activity or purchase a parking permit until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal. Students moving into the district during the school year must sign the consent form during the first two weeks of enrollment.

Random Testing Selection Process

While students are in school, they will be subject to random selection for testing. The number of names drawn will be no less than (2%) or greater than (15%) of the students in grades seven through twelve. Urinalysis will be the method utilized to test for the presence of abuse/misuse of drugs in the body. All students selected must report to the designated testing site immediately upon notification.

Testing Agency

The district will choose a qualified agency for the purpose of collecting and processing samples and maintaining privacy with respect to test results and related matters. The testing agency will provide a Medical Review Officer (MRO) for the purpose of interpreting test results. Upon notification by the school district, the testing company will randomly select students by computer. Testing dates will be selected by the school district.

Cost

The cost of the test to be given during random selection will be paid by the district. Tests administered to regain eligibility after the first positive test will be at the expense of the student.

Refusal to Submit to Testing

Any student selected who refuses to submit to random drug testing and/or re-testing will be subject to the provisions of a positive test.

Testing Procedure

All urine specimens will be taken at a designated collection site. Any student who is requested to provide a urine specimen will be directed to the collection site where the student will complete the necessary forms and will conform to all collection site procedures. All test results and Medical Review Officer (MRO) communications will be sent to the Superintendent or Superintendent's designee.

Analysis Process

Testing protocol involves on-site collection and testing of urine samples. If a sample initially tests non-negative for any substance, that sample will be delivered to district's test vendor for GC/MS confirmation with results provided directly to the MRO.

Results and Notification

All tests results including those verified by the designated MRO will be reported to the Superintendent or Superintendent's designee. All reports will be in writing.

Records

All records concerning drug/alcohol testing will be maintained by the Superintendent or Superintendent's designee and the school's designated MRO in a separate locked file. The records will not be kept in a student's regular file. Only the Superintendent or Superintendent's designee will have access to the files. The files on each student will be destroyed upon graduation or two years after termination of enrollment. A student and the student's custodial parent/legal guardian may obtain a copy of his/her drug/alcohol testing records upon written request.

First Positive Test

Upon verification of a positive test result for any donor, the custodial parent/legal guardian will be notified and a meeting will be scheduled with the superintendent or superintendent's designee, the student, the custodial parent/legal guardian and the student's head coach or sponsor. Upon the first positive drug test, the student will be suspended from participation in practices and competitions for all extra-curricular activities, athletics, and driving to and from school for a minimum of 14 school days or until a negative test result has been provided to the school. Once that result is received, the student will be reinstated in all programs. Additionally, the student will be required to attend three drug counseling sessions, one of which must include the student's parents and/or legal guardian. Also, once the student has been reinstated, he/she will be on probation for a calendar year and will be drug tested on each testing date during the year probation period. Any counseling/rehabilitation service costs will be the responsibility of the student and/or custodial parent/legal guardian. Students who test positive are also subject to a Family in Need of Services Petition (FINS) filing through the office of the Polk County Juvenile Probation Officer. During the year probation period, if the student tests positive at any time, he/she will be required to follow the procedure for a second positive test. A positive test result taken for re-instatement purposes after the first positive test will not be regarded as a second positive as long as the sample shows a decrease in the level of the illegal substance.

Second Positive Test

Upon verification of a second positive test, the student will not be allowed to participate in extra-curricular activities or park on campus for one calendar year. Following the calendar year, the student will be assigned to a testing date with the results being reported to the district at the district's expense. As a function of the follow-up program, a student may be tested at any scheduled screening during the calendar year suspension from activities.

Third Positive Test

Upon verification of a third positive result, the student will be permanently suspended from participation in or attendance to any extra-curricular activity and parking on campus for the remainder of his/her enrollment at the school. A third positive test could be a positive test from the random pool, the follow-up program, or the test at the end of the year suspension period.

Nature of Policy

No student will be penalized academically for a positive test. The results of any drug test pursuant to this policy will not be documented in any student's academic records.

Other Disciplinary Measures

This policy does not preclude other disciplinary measures set forth in the student handbook, nor does it preclude the district from following disciplinary procedures and resulting actions founded upon reasonable suspicion that a student has participated in drug related activities.

This policy applies to all students who drive on campus and participates in any extracurricular activity. These activities include, but not limited to:

All athletic teams
Band
Choir
Drama
Student Council
FBLA

FFA
FCCLA
JAG
Quiz bowl
Honor Society
FCA

Bearfacts
Yearbook
Journalism
Special Olympics

4.60A—DRUG SCREEN TEST POLICY AUTHORIZATION FORM

I understand that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I have read and understand the contents of the Mena School District Drug Screen Test Policy. I hereby agree to accept and abide by the policies, standards, rules and regulations set forth by the Mena School District and the sponsors of any activities in which I may participate.

I authorize Mena School District to conduct a urinalysis to test for drugs and/or alcohol use. I authorize the release of information concerning the results of such a test to the Mena School District and to my custodial parent/legal guardian.

This shall be deemed consent pursuant to the Family Education Right to Privacy Act for the release of the drug test information to the parties listed above.

_____	_____
Student	Date

_____	_____
Custodial/Legal Guardian	Date

_____	_____
Date Received In Office	School Official

4.60B—NOTIFICATION OF VIOLATION OF DRUG SCREEN TEST

FIRST POSITIVE TEST

I, _____, am the custodial parent/legal guardian of _____, a student in the Mena School District. I have been notified by officials of the Mena Schools that _____ has tested positive during the drug test administered under the provisions set by the Mena District.

The student is recommended for counseling. If any charge is incurred, it will be the responsibility of the custodial parent/legal guardian. The student will not be allowed to participate in extra-curricular activities as defined by the policy for a period of fourteen (14) days.

After fourteen (14) days the student will be able to be retested at the expense of the custodial parent/legal guardian under the guidelines set forth in the Drug Screen Test Policy. I understand that when negative test results are produced, the so named student will regain his/her eligibility. I also understand that the student will be placed in the Follow-Up Program and shall be tested at any scheduled screening for a calendar year.

_____	_____
Student	Date

_____	_____
Custodial Parent/Legal Guardian	Date

_____	_____
School Official	Date

4.60C—NOTIFICATION OF VIOLATION OF DRUG SCREEN TEST

SECOND POSITIVE TEST

I, _____, am the custodial parent/legal guardian of _____, a student in the Mena School District. I have been notified by officials of the Mena Schools that _____ has tested positive for the second time during the drug screen test administered under the provisions set by the Mena School District.

The student is recommended for counseling. If any charges are incurred, it will be the responsibility of the custodial parent/legal guardian. Also, the student will remain in the Follow-Up Program and may be tested at any scheduled screening.

The student will not be allowed to participate in extra-curricular activities or hold a parking permit for one calendar year. To regain eligibility for participation in extra-curricular activities, the student must provide a negative drug test following the calendar year suspension from extra-curricular activities. The student must be tested under the guidelines set forth in the Drug Screen Test Policy by the District's current testing vendor at district expense.

_____	_____
Student	Date

_____	_____
Custodial Parent/Legal Guardian	Date

_____	_____
School Official	Date

4.60D—NOTIFICATION OF VIOLATION OF DRUG SCREEN TEST

THIRD POSITIVE TEST

I, _____, am the custodial parent/legal guardian of _____, a student in the Mena School District. I have been notified by officials of the Mena Schools that _____ has tested positive for the third time during the drug screen test administered under the provisions set by the Mena School District.

The student is recommended for counseling. If any charges are incurred, it will be the responsibility of the custodial parent/legal guardian.

The student is hereby permanently suspended from participation in or attendance to any extra-curricular activity and holding a parking permit for the remainder of his/her enrollment with the school district.

_____	_____
Student	Date

_____	_____
Custodial Parent/Legal Guardian	Date

_____	_____
School Official	Date