

**Macks Creek R-V Junior and High School  
Student/Parent Athletic/Activities Handbook**

**2018 – 2019**

**Grades 7 – 12**

**Superintendent: Dr. Josh Phillips  
JH & HS Principal: Mr. Brad Kolwyck  
Athletic Director (AD): Mr. Jason Trusty**

**Mascot: Pirates/Lady Pirates  
School Colors: Royal Blue/Gold  
Conference: Polk County League**

**Macks Creek Junior High (JH) and High School (HS) Sports**

Fall Season	Winter Season	Spring Season
JH Basketball (Boys/Girls)	HS Basketball (Boys/Girls)	JH Track (Boys/Girls)
JH Cheerleading (Boys/Girls)	HS Cheerleading (Boys/Girls)	HS Track (Boys/Girls)
HS Softball		HS Baseball
HS Cross Country (Boys/Girls)		

**Superintendent's Office: 573 – 363 – 5911 Ext. 127  
HS Principal's Office: 573 – 363 – 5911 Ext. 131  
Athletic Director's Office: 573 – 363 – 5911 Ext. 111**

***Table of Contents***

1. *Introduction*
2. *Philosophy of Athletics and Board of Education Resolution*
3. *Objectives*
4. *Fundamentals of High School Activities*
5. *Athletic Code of Conduct*
  - 5.1 *Athletes*
  - 5.2 *Coaches*
  - 5.3 *Parents and Other Fans*
6. *Communication Guidelines*
7. *Academic Eligibility*
8. *Attendance*
9. *Random Drug Testing Policy*
10. *Athletic Disciplinary Code*
11. *Guidelines Governing Disciplinary Action*
12. *Due Process*
13. *Pre-Season Parent Meeting*
14. *In and Out of Season Information*
- Appendix A. Macks Creek High School Drug Screening Program and Consent*
- Appendix B. College-Bound Athletes – NCAA Eligibility*
- Appendix C. Activity/Athletic Commitment Contract*

## **1. Introduction**

The purpose of the Macks Creek Junior/Senior High School Athletic Handbook is to provide an understanding and appreciation of the athletic programs, and to enhance communication among coaches, athletes and parents. A student who wishes to participate on an athletic team voluntarily submits to school and team rules. Consequently, it is crucial student athletes and their parents understand the athletic program's expectations, as well as what they may expect from the Athletic Program.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. To that end, coaches will seek to recruit, encourage and develop the student body as a whole to participate in athletic opportunities. We hope the information provided within this handbook makes both the student and parent experience with the MCHS Athletic program less stressful.

## **2. Philosophy of Athletics and Board of Education Resolution**

As a member of the Missouri State High School Activities Association (MSHSAA), it is our belief that interscholastic activities are an integral part of the secondary curricular program and an extension of the classroom. Our school's program shall supplement the curricular program of the school and shall provide the most worthwhile experiences possible. These expectations shall result in learning situations which contribute to the development of the attributes necessary for good citizenship.

## **3. Objectives**

It is the intent of the Macks Creek School Athletic Department to provide the students of the school a comprehensive, well-planned and balanced program of interscholastic athletics, and to show how the students can benefit from participation in this type of activity. The program shall be managed and the teams coached in a manner to achieve the following objectives:

- Promote individual and team desire for excellence while emphasizing interscholastic sports are kept in perspective, and the first for all students is intellectual and emotional growth.
- Encourage enjoyment of competition, a desire to win and a healthy attitude toward winning and losing.
- Develop self-confidence and self-respect for each team member.
- Develop the specialized talents, skills and physical fitness of each participant.
- Develop attitudes and skills to foster teamwork, cooperation, loyalty and spirit.
- Develop the highest degree of sportsmanship, sense of fair play, and respect for coaches, game officials, and especially fellow athletes, both teammates and opponents.

#### **4. Fundamentals of High School Activities**

When hosting an event, the opponent should be treated as guests and treated cordially. Officials should be recognized as impartial arbitrators who are trained to do their job within the best of their ability. Familiarity with the current rules of the game and the recognition of the necessity for a fair contest are essential. Sportsmanship requires one to understand his or her own bias and the ability to prevent the desire to win from overcoming rational behavior. Applause for an opponent's good performance is a demonstration of generosity and good will and should not be looked at negatively.

#### **5. Athletic Code of Conduct**

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration. All athletes, coaches and parents shall abide by a code of ethics which will earn them the honor and respect participation and competition in the interscholastic program affords. Any conduct resulting in dishonor to the athlete, the team, or the school will not be tolerated.

**5.1 Athletes.** All athletes have the responsibility to give their best, play to win, follow training guidelines, and exhibit good conduct and fair play at all times so as to be a credit to their school. Athletes, as well as coaches, are always on display. We are judged by the company we keep and athletes' actions in everyday life, both private and public, are a direct reflection on this athletic program and the Macks Creek R-V School District.

##### ***5.1.1 Code of Ethics***

- Abide by all rules, regulations, and policies as outlined by MSHSAA and the administrative policies of MCJH/HS.
- Students are responsible for all social media comments and actions and recognize appropriate standards of behavior extend to social media. Student athletes will take an active role in the prevention of unsportsmanlike materials on social media.
- Recognize both winning and losing are part of the game and learn to accept both. Be modest in victory; be gracious in defeat.
- Have complete control of himself/herself at all times and not engage in horseplay, displays of temper, use of profanity, or disrespect for coaches or officials.
- Realize he/she is a student first and an athlete second. The student-athlete must give time and energy to classroom studies to ensure good and acceptable grades.
- Arrive on the field, court, weight room or other designated area dressed and ready to practice per the provided schedule.
- Notify the coach if he/she needs to miss a scheduled game or practice session.

**5.2 Coaches.** The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times.

**5.2.1 Code of Ethics (Adopted from the National Federation of State High School Associations (NFHS), of which MSHSAA is a member.)**

- Recognize he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- Uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- Take an active role in the prevention of drug, alcohol and tobacco abuse.
- Avoid the use of alcohol and tobacco products when in contact with players.
- Promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- Master the contest rules and teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- Exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, booster clubs, and administrators.
- Respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- Meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- Refrain from exerting pressure on faculty members to give students special consideration.
- Refrain from scouting opponents by any means other than those adopted by the league and/or state high school athletic association.
- Take an active role in the prevention of unsportsmanlike materials on internet message boards and posted through social media.
- Refrain from one-on-one digital communication with athletes.

**5.2.2 Communication.** The communication parents can expect from their son's or daughter's coach includes:

- Coach's philosophy and expectations
- Written location and times for ALL practices and contests
- Team rules and policies
- Procedure if an athlete is injured during participation
- Special requirements, fees, equipment needs
- Any further communication necessary to benefit the student and/or team

## 5.3 Parents and Other Fans

**5.3.1 Code of Ethics.** Your enthusiasm as a spectator includes a vital responsibility for good sportsmanship. Your habits and reactions determine the quality of sportsmanship, which reflects upon our school and community. Parents are EXPECTED to:

- Know and demonstrate the fundamentals of good sportsmanship.
- 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 obnoxious behavior at all times.
- Avoid applauding errors or penalties of the opponents.
- Refrain from heckling, jeering or distracting opponents, including distracting behavior during the shooting of free throws.
- Refrain from being critical of players, coaches or officials for a loss.
- Refrain from approaching a coach before or after a game concerning any game decisions (this includes playing time, strategy, etc.).
- Follow the chain of command (Athletic Director, Building Principal, Superintendent, School Board).
- Refrain from throwing objects on the playing area or in the bleachers.
- Avoid stomping of bleachers or the use of artificial noisemakers.
- Respect, cooperate and respond to cheerleaders.
- Refrain from booing or showing displeasure with game officials or game activities.

Parents and other fans who do not comply with the rules and responsibilities of good sportsmanship may forfeit their privilege of attending future activities involving our school district for a period of time determined by the school administration and Board of Education.

### **Regulation 1431**

In order to ensure a safe and orderly environment in which our students can maximize their educational and social development, the following regulations are enacted with respect to the conduct of adult visitors:

- 1) Verbally aggressive behavior, which would include, but not be limited to, threats, intimidation, and profanity, will result in limited access to school premises and school activities for up to one (1) year. The length of the restriction will be determined by the Superintendent of Schools.
- 2) Physical or violent behavior will result in a ban by the Board of Education from school premises and activities and be referred to local law enforcement.
- 3) Failure to comply with the restricted access provided in these regulations will result in the filing of civil and/or criminal charges.

### **Policy 1431**

The Board of Education believes in and fosters safe and orderly environment for all students, staff, and visitors.

Therefore, the Board of Education has established a code of conduct for parents, patrons, and visitors on school premises and at school activities. All parents, patrons, and visitors will be expected to conduct themselves in a manner reflective of a positive role model for children. Public displays contrary to this expectation as provided in Regulation 1431 will result in sanctions which will limit a person's access to school activities and school premises.

**5.3.2 Communication.** The communication coaches can expect from their athletes and parents include:

- Provide the coach with contact info for both the athlete and the parent. There are numerous apps which allow for a coach to communicate with their athletes outside of one-on-one communication.
- Advance notice if the athlete is unable to attend practice or team functions.
- Notice of all injuries and illnesses and athlete's status for participation.
- Situations or concerns at home which may affect an athlete's performance or participation.

### **6. Communication Guidelines**

Parenting and coaching are each rewarding, yet challenging endeavors. Parents want what is best for their children; coaches want what is best for their team. Communication between parents and coaches is essential to the success of a student participating in extracurricular activities.

Coaches are professionals. They make judgment decisions based on what they believe to be the best for all athletes involved. There may be times that athletes and/or parents do not agree with these coaching decisions. While communication between the parents and coaches is encouraged, there are certain things which are not appropriate to discuss with the coach. These issues include playing time, team strategy, play calling, and other student-athletes.

There are situations which may require a conference between the coach and the parent. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution. To have a conference with the coach, it is necessary to call and set up an appointment. If the meeting with the coach does not provide a satisfactory resolution, the chain of command should be followed: Athletic Director, Building Principal, Superintendent, School Board.

### **7. Academic Eligibility**

To be deemed eligible for athletic participation during the season of a sport, the Missouri State High School Athletic Association (MSHSAA) requires a student 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 the student can be enrolled in the semester, whichever is greater, and shall currently be enrolled in and regularly attending courses that offer a minimum of 3.0 units of credit.

**7.1 MSHSAA Grades 7 and 8 Requirements.** A 7th or 8th grade student must meet the following requirements in order to be academically eligible to participate in interscholastic activities:

- Grading Period: A “grading period” is a period no less than six weeks and no greater than nine weeks where progress is determined and is reported to students/parents. A student must have been promoted to a higher grade or a higher level in special education at the close of the previous year. However, any such student who failed more than one scheduled subject, or failed to make standard progress in special education, shall be ineligible the following grading period regardless of promotion to the higher grade.
- Semester of Participation: The student shall be currently enrolled in and regularly attending the normal course for that grade or must have enrolled in a full course at his or her level in any public school special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent chronological age.
- Entry into 7th or 9th Grade: This section shall not apply to students promoted for the first time into the 7th or into the 9th grade prior to the first day of classes.

**7.2 Macks Creek Academic Eligibility.** Extracurricular activities include, but are not limited to: All athletics, school trips, Senior trip, FFA events, cheerleading, band, chorus, prom, homecoming –or- any activity that is not assessed a grade or construed as part of a class is considered extracurricular. Prom and Homecoming activities may be appealed directly to the high school principal by writing an appeal letter and attending a conference with the principal to discuss eligibility. The following action on the part of a student will make that student ineligible to participate in any extracurricular activities:

- A grade of 62% or below in any one course during a grading period will at the minimum result in the student having to miss participation in the next extracurricular activity in all activities in which they participate.
- Students will remain ineligible until their teacher removes them from the list by raising their grade to 63% for the course.
- Any student receiving a D- or below for any semester grading period will be ineligible for the first two weeks of the new semester or the new school year.
- Any student not meeting good citizenship requirements set forth by the student handbook of the Macks Creek R-V School District.

Mid-term reports and/or quarter grades will determine eligibility. All grades reported are always cumulative from the first day of the quarter until the end of that quarter. All mid-term and quarter grades will be emailed home. Notice: the ineligibility period may vary due to calendar date changes of mid-term progress reports or any unforeseen circumstances.

**7.3 Macks Creek Citizenship Policy.** Citizenship is defined by the Athlete Code of Ethics, Section 5.1 and 5.1.1. Other behaviors not defined in the code of ethics or deemed a bad reflection of the Macks Creek R-V School District may be investigated by the review committee on a case-by-case basis.

## **8. Attendance**

Practices are essential for proper conditioning, improvement of fundamentals and techniques, and acquisition of teamwork skills. Therefore, athletes are required to attend scheduled practices. Athletes who are absent from school are excused from practice on the same day as the absence, however it is suggested the coach be contacted. Athletes who are suspended from school may not participate in practices or competition during the suspension. Athletes suspended from school twice

during the same season are suspended from the team for the remainder of that season. Extracurricular events are privileges provided to the students. Attendance at school is expected in order to take advantage of the privileges provided to all students. Students who attend an extracurricular activity must be present at school for the entire day. Exceptions are for appointments students can provide a third party documentation signifying he or she was attending an appointment. Administrative approval for unforeseen circumstances may be approved on a case-by-case basis.

#### **9. Random Drug Testing Policy (See Appendix A)**

The Macks Creek R-V School District adopted a Random Drug Testing Policy on July 19, 2012. All junior high and high school students, grades 7-12, involved in any extracurricular activity are required to follow this policy.

#### **10. Athletic Disciplinary Code**

Unless students learn from their violations of the Athletic Code and the law, their consequences will not serve to reinforce desirable choices. We must continue to teach and model good citizenship and law-abiding behavior.

**10.1 Code of Ethics Violations.** Code of Ethics violations will be addressed on a case by case basis. Disciplinary actions will be selected and enforced in accordance with MCJH and MCHS policies and may include verbal warnings, written warnings, conditioning at the coach level, and/or game suspension or dismissal from the team if elevated to the administrator level.

#### **10.2 Offense 1: Use or possession of tobacco in any form.**

- First violation results in exclusion from all athletics for ten percent of the scheduled competitions. If the suspension is not completed in one sport, it will be carried over to the next activity in which the student participates, or attendance with parents and completion of a counseling or tobacco program approved by MCHS, or another activity agreed upon by the parent, athlete, and administrator.
- Second violation results in exclusion from all athletics for twenty-five percent of the scheduled competitions.
- Third violation results in exclusion from all athletics for fifty percent of the scheduled competitions.
- Fourth violation may result in elimination from all athletic activities for one calendar year or the remainder of enrollment.

#### **10.3 Offense 2: Use, possession or under the influence of alcohol as well as actions, in or out of school, which would bring disfavor to the school.**

- First violation results in exclusion from all athletics for ten percent of the scheduled competitions. If the suspension is not completed in one sport, it will be carried over to the next activity in which the student participates, or attendance with parents and completion of a counseling or tobacco program approved by MCHS, or another activity agreed upon by the parent, athlete, and administrator.
- Second violation results in exclusion from all athletics for fifty percent of the scheduled competitions.
- Third violation results in elimination from participation in all scheduled competitions for one calendar year.
- Fourth violation may result in elimination of athletics for their high school career.

**10.4 Offense 3: Possession of or being under the influence of a controlled substance other than those prescribed by a physician.**

- First violation could result in dismissal from all athletic and extracurricular activities for one calendar year from date of the offense. If the athlete completes and validates a certified drug abuse counseling program, they may petition for reinstatement.
- Second offense may result in elimination from participation in extracurricular activities for the remainder of enrollment at Macks Creek R-V School District.

**10.5 Offense 4: Sale or distribution of a controlled substance or alcoholic beverages, behavior, in or out of school, which brings disfavor upon the school, or behavior, in or out of school, which would be deemed felonies under the criminal code.**

- First violation will result in dismissal from all extracurricular activities for up to one calendar year from date of the offense.
- Second violation may result in elimination from participation in all extracurricular activities for the remainder of enrollment at Macks Creek R-V School District.

**11. Guidelines Governing Disciplinary Action**

- All offenses will be reset each school year while attending the Macks Creek R-V School District, except where noted in violation language above.
- During periods of suspension from competition, attendance at team practice is required. Attendance at athletic contests will be at the discretion of the coach, but suspended athletes are not to be dismissed from school to attend contests, and they may not be in team uniform at any time during a suspension.
- If a violation under these provisions occurs before the competitive season or during the “off” season, the suspension will begin during the athlete’s next competitive season. Suspensions not completed due to the end of a season shall be completed in the athlete’s next season.
- If an athlete’s competitive suspension is carried over to a new sport season, the athlete may try out for a program, but may not compete until the suspension has been fully served.

**12. Due Process**

All information received will be investigated to determine its validity and merit.

- The Athletic Director and/or Principal will contact the parent of any athlete who is involved in an alleged offense and will describe the incident along with possible disciplinary action taken and counseling resources.
- An athlete disciplined for an attendance infraction may appeal the penalty to the Principal within two school days of being informed of the penalty. The decision of the Principal is final.
- An athlete disciplined for tobacco, alcohol, drugs or other unacceptable behavior infractions will interview with the Athletic Director and/or Principal. The student athlete and parent will be provided with written notice of the disciplinary action to be taken. The school will retain written confirmation (either a signature or other reliable written documentation) that the notice was provided to the student. If the student wishes to appeal the action, he/she must submit the appeal in writing to the Principal within two school days of the athlete’s receipt of written notice of the disciplinary action. The written appeal must contain, in detail, the athlete’s reasons why the disciplinary action

should be changed or not imposed at all. The Principal will conduct a further hearing and shall issue a written decision no more than five school days following the hearing. If the student wishes to appeal the Principal's decision he/she may appeal to the Superintendent of Schools, in writing, no more than five school days following her/his receipt of the Principal's decision. The Superintendent will conduct a hearing and issue a written decision no more than five school days following the hearing. If the student wishes to appeal the Superintendent's decision he/she may appeal to the Board of Education, in writing, no more than five school days following receipt of the Superintendent's decision.

### **13. Preseason Parent Meeting**

Each program will conduct a preseason parent meeting no later than the end of the second week of practice. This meeting will be held by the Athletic Director and/or the coaching staff. Each athlete must be represented by a legal guardian at this meeting. Failure to attend this meeting will result in non-competitive participation until a scheduled conference with the Athletic Director has been fulfilled. The agenda for this meeting will include introduction of coaches, schedules, practice times, player commitments, player responsibilities, parent responsibilities, athletic handbook, methods for addressing concerns, and a question/answer session. All parents will be required to complete a student participation form to be kept on file with the athletic director, high school principal, high school office, and coach.

### **14. In and Out of Season Information**

**14.1 Physical Exam.** A physical exam form is required by MSHSAA before a student can be eligible to tryout or practice with any athletic team. A signed copy of this physical form must be on file in the Athletic Director's office. Physical exams are good for the participating school year if issued on or after February 1 of the previous school year. It is the responsibility of the athlete to obtain her/his physical. If the free physical dates are missed, the athlete must pay for a physical. The form must be signed by the parent or legal guardian and must have insurance policy information included. Physical forms are available at the doctor's office or the Athletic Director's office.

**14.2 Equipment.** The equipment issued by the school becomes the responsibility of the athlete during the season. Special care must be taken to assure uniforms are not lost, stolen, washed improperly or worn outside of competition. At the conclusion of the season all equipment and uniforms must be returned to the coaches. Any missing or damaged uniforms will be handled as a financial obligation and diplomas and grade cards will not be given out until the uniforms are returned or a fee is paid. Athletes who do not return or pay for lost or damaged equipment will be ineligible for any other sport until the equipment is returned or the financial responsibility is met. It causes undue burden and complications when uniforms are lost or not returned. In most cases, uniforms cannot be replaced and the sets will be short until new sets of uniforms are ordered. This time period is about every five years.

**14.3 Practice Schedule.** More than likely there will be practice sessions every day before and/or after school. The length of the practice is up to the discretion of the individual coaches. Practice sessions can also be conducted on weekends. All weekend practice must have prior approval from the building principal.

**14.4 Athletic Dress Code/Appearance.** Our athletes are expected to be well-groomed, neat and well-dressed. Athletes will follow the standards set forth by the Macks Creek Student Handbook. Appearance affects attitude, behavior and the perception of others. Coaches may set specific grooming and dress guidelines for their team. Failure to comply may result in disciplinary action up to and including suspension from the team until the athlete complies. Practice gear should be in accordance with the student handbook when practice gear is not provided.

**14.5 Travel.** All student athletes must use the transportation provided by the district to away contests. Athletes who miss the bus and travel to the contest late shall not be permitted to compete unless there were extenuating circumstances. Only authorized persons may ride the bus. Under no circumstance may an athlete drive their own vehicle or travel to or from a contest with other students or minors. If a student desires to ride with a parent other than their own, a signed note from their parent must be presented to the high school office on the morning of the contest, to be signed by the Principal or Superintendent. Phone calls from the parent on the night of the contest will not be allowed unless under emergency circumstances. The administrative team (Superintendent, Principal, and/or AD) reserve the right to prohibit students from riding with parents other than their own upon discretion.

## **Appendix A. Macks Creek R-V Schools Drug Testing Policy**

### **Statement of Intent**

Alcohol and drug abuse are serious problems today in America, and schools including Macks Creek R-V Schools are not immune. The administration of the Macks Creek R-V Schools have noted and documented both formally and informally an increase in the use of drugs by students, including those students participating in extracurricular and co-curricular activities. The administration and School Board believe that all students in the Macks Creek R-V Schools have a right to participate in extracurricular and co-curricular activities in a safe and drug free environment.

The goal is not to levy discipline, but rather to aid in the discovery and prevention of possible drug-related problems. A goal of this program is to open the lines of communication between the parents, students, and the school in dealing with drug and alcohol abuse.

In an effort to protect the health and safety of its students from illegal drug use and abuse or injuries resulting from the use of drugs, Macks Creek R-V Schools adopts the following policy.

### **The purposes of the Macks Creek R-V School District's Random Drug Testing Policy include:**

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

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

The Macks Creek R-V School District's Student Drug Testing Policy will have two components. The first component deals with students who participate in extracurricular activities recognized by MSHSAA, students who participate in school clubs and organizations, and students who register for a parking permit. The second component involves the general school population, grades 7-12, who along with

their parents have voluntarily committed to participation in the district's Drug Testing Policy. This program does not affect other policies and practices of the district, which deal with drug possession or use where reasonable suspicion is obtained by means other than random sampling provided in this policy.

The program is mandatory to all students participating in extracurricular activities recognized by MSHSAA, all clubs and organizations of the school, and those students who register for a parking permit. The activities included are: softball, baseball, basketball, track, cheerleading, band competitions, choir competitions, Future Farmers of America (FFA), National Honor Society (NHS), and Student Council. They may continue in the extracurricular and co-curricular activities upon completion of the required suspension and the negative test result for reinstatement. This is not an all-inclusive list and organizations and clubs will be added as they are created.

Any student who is enrolled in the A+ program and has a positive test will be removed from the program and will be ineligible for all benefits from the A+ program.

### **Procedure**

Each student wishing to participate will be required to complete a consent form and return it to the high school office within the first ten days of school. Any newly enrolling student and the parent/guardian will have ten days from the date of enrollment to sign and return a consent form. If a student decides after the initial ten-day sign up period that they wish to participate in a covered activity, they will be required to submit to a drug test during the next testing cycle.

### **Procedures for Random Drug Testing Drug Testing Firms Name**

Parents and students will be invited to attend a presentation on the random drug testing policy. The procedures of the random drug testing policy will be discussed and the parents and students will have the opportunity to ask any questions they have regarding the program.

At the conclusion of the session, the student will take home the random drug testing policy and have it signed by the student and a parent/guardian. The policy and consent form contain the procedures for the mandatory participation and random drug testing. A student will not be allowed to: 1) participate in extracurricular activities recognized by MSHSAA, 2) participate in school clubs or organizations, or 3) register for a parking permit until a consent form is on file with the school.

All students meeting the above three criteria will be placed into a pool and assigned identification numbers that will not allow the drug testing firm to recognize names of students of the district.

The drug-testing firm will randomly select as many identification numbers from the pool as deemed appropriate and testing will be done as often as deemed appropriate. Ten (10) alternate identification numbers will be randomly selected from the pool each testing cycle in case some of the original randomly selected individuals are absent from school.

These identification numbers will be sent to the high school principal, who will check the identification number with the list of student names and identification numbers that will be maintained in the high school office.

Upon receiving a notice from the high school principal that the student has been selected for a random drug test, the student will go to the high school principal's office. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing the falsification of testing. Upon entering the testing site, the student will be asked to provide the identification number given to him/her by the high school principal. The student will then be asked to remove the contents of his/her pockets and remove outer garments (ex. jackets, coats, vests). Next, the student will be asked to wash his/her hands. The collection technician will secure the bathroom by putting blue dye in the stool, taping off water supplies, removing trashcans, etc. The collection technician will then open a collection container in the presence of the student, remove the contents, and hand the collection cup to the student, explaining that the student is to provide a urine specimen in the collection cup and then place the cup on a pre-designated flat surface upon completion of the void. The student will also be reminded not to flush the toilet or to use the faucet until the collection is completed. The collection technician will step outside the bathroom and shut the door, allowing the student to provide the specimen in private.

Once the student has completed the void and opened the bathroom door, the collection technician will check the specimen for appropriate temperature, foreign color, and odor. If the specimen does not show signs of tampering, the student will be allowed to wash his/her hands while the collection technician initiates a preliminary drug screen of the specimen. The collection technician will conduct all procedures in accordance with accepted industry practices.

The school may periodically request a negative specimen be sent to the laboratory as a means of double-checking the accuracy of the instant screening devices.

If the screening test indicates a non-negative result, the verification process will be implemented.

### **Verification of Sample**

If the initial screening test indicates the possible presence of a tested drug, or if the collection technician is conducting an internal self-audit of testing device, the specimen collected will be poured into the specimen vials that came in the collection cup. The collection technician will initiate a split-specimen using a Custody and Control Form, that, when completed, will be sent (along with the specimen) to a SAMHSA-certified laboratory for a second screening test. If the second screening test is also non-negative, the laboratory will conduct a more in-depth test by means of a gas chromatography/mass spectrometry (GC/MS) analysis.

If the GC/MS test is non-negative, the results will be forwarded to the Designated School Official (DSO). The DSO will contact the student's parent/legal guardian and ask for a meeting. At the meeting, the DSO will inform the parent/legal guardian of the non-negative result and ask for permission to forward the results to a Medical Review Officer (MRO). If permission is granted, the DSO will obtain the parent/legal guardian's name, and contact phone number and forward that information to the drug testing firm, Employee Screening Service, Inc. permission is not granted, or the parent/legal guardian will not meet with the DSO, the lab results will be accepted as the final results.

When the MRO receives the above information, he will contact the parent/legal guardian, verify identification and then discuss the medications the student is taking. If any of the medications being taken by the student could explain the non-negative result, the MRO will verify with the prescribing physician that there is a legitimate prescription in the student's name. Once all pertinent information has been obtained, the MRO will make a final determination of the test results. Those results will be

forwarded to the drug-testing firm, Employee Screening Service, Inc. who will then forward them to the DSO.

If the parent/legal guardian contests the MRO's decision, the parent/legal guardian may request, within 72 hours of the MRO's decision, to have the split specimen sent to the same or a different laboratory for a second-opinion analysis. The cost of the split specimen test will be at the parent/legal guardian's expense and payment may be required prior to the test being conducted.

### **Retest After Service of Suspension**

At the conclusion of the 28-day activity suspension the student will be allowed to rejoin the activity/sport. He/she will again be drug tested on the first testing date following the activity suspension. A student who has tested positive and has served the required suspension period will be required to undergo one or more additional drug-use tests during the following 365 days, as determined at the discretion of the Macks Creek R-V School District.

In the case of retesting a student suspended for marijuana, a lower level of the substance might continue to be evident for up to 90 days because of the extended length of time the substance stays in the body. In this situation the student would continue activity participation. If the marijuana level stays the same or increases on the additional tests it will be treated as a second positive test. It will also be considered a second positive if any level is detected after 90 days.

### **Confidentiality**

Test results shall be kept in confidential files separate from a student's permanent educational records and those files will be destroyed upon the student's graduation from school. Test results shall be released to school personnel only on a "need to know" basis. For the purpose of the random drug testing process, a number assigned by the principal will identify all students. The students' names will not be disclosed to the drug testing company unless the sample collected requires further testing because of being identified as a pending positive.

### **Consequences**

Any student who tests positive in a drug-use test under this procedure shall be subject to the following restrictions:

#### **1. First Offense**

The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including meetings, practices, performances, and competitions for twenty eight (28) calendar days from the date of the lab confirmed positive drug test. The student will be required to visit with the high school counselor to obtain information on resources available to them to deal with their drug issue. Also during this time the parent/guardian may obtain, at the parent/guardian's own expense, a substance abuse evaluation and education/counseling for the student. Students that participate in this options may have their activity/extracurricular privileges reduced to (14) fourteen days upon proof to the building principal that he/she is enrolled in the an approved and accredited program. Students who are in enrolled in a class that involves co-curricular activities will remain in the class during the suspension and may

participate in classroom activities, but may not participate in any activities outside the regularly scheduled class time.

If, because of the suspension, the student is unable to participate in the activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the grade as he/she would have had they been allowed to participate in the activity.

## **2. Second Offense**

The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for 90 calendar days from the date of the positive drug test of the second offense as stated in this procedure.

If, because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student's grade the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he/she would have had they been allowed to participate in the activity.

As a stipulation of re-instatement following a second suspension the student will be required to show evidence that they have completed a drug assessment program. The student will present to the school a signed document from the assessment firm stating that the student has completed the assessment.

## **3. Third Offense**

The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances and competitions for a period of (365) three hundred and sixty five days from the date of the positive drug test of the third offense as stated in this procedure.

If because of the suspension the student is unable to participate in an activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he/she would have had they been allowed by participating in the activity.

As was stated earlier in this document the purpose of the drug-testing program is not be punitive, but rather to aid in the discovery and prevention of possible drug-related problems. In that respect the school will provide the assistance it can and encourage the students who have been discovered to have a problem through the drug testing program to get the help they need to be drug-free.

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

If a member of the random drug testing pool refuses to submit to a drug use test authorized under this policy, the refusal to be tested will be treated as a positive drug test and such student will be ineligible to participate or attend any extracurricular and/or co-curricular activities including all meetings,

practices, performances, and competitions for the length of the suspension, at which time they would have the opportunity to submit to the authorized test. Additional refusal would eliminate that student from extracurricular and/or co-curricular events for one year. Continual refusal will be treated as positive drug tests under this policy, which will result in loss of eligibility for the remainder of their high school career.

Requesting removal from the pool will automatically cause the student to be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for 365 days.

### **Drug Counseling and Assistance**

All students testing positive under this policy are strongly encouraged to participate in drug counseling and assistance programs. It is the position of the district that any student desiring to return to participation in athletic or co-curricular activities or regain the privilege to park on school grounds will take the necessary steps to demonstrate their commitment to remaining drug free. If requested by the parents/guardians, school counselors will provide assistance in obtaining help for the student. The district will not be responsible for the costs of any counseling or subsequent treatment. Any additional, independent test submitted by the student, custodial parents, or guardians will not be paid for by the district.

## Appendix A

Drug tests may screen for any of the following controlled substances:

Amphetamines

Marijuana

Cocaine

Opiates - opium, codeine, morphine, heroin, hydrocodone (Vicodin), meperidine (Demerol)

Phenecyclidine – PCP, angel dust

Benzodiazepines

Barbiturates

MDMA

Methamphetamine

Oxycodone

Propoxyphene

Methadone

THIS LIST IS NOT INCLUSIVE.

**Macks Creek R-V High School  
Drop Form**

I, \_\_\_\_\_, request to have my name withdrawn from the student drug testing pool.

I understand that by withdrawing my name from the student drug testing pool I will be ineligible for participation in any specified extracurricular activity recognized by MSHSAA, participation in a school club or organization activity, or register for a parking permit for a period of 365 calendar days.

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

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

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

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

\_\_\_\_\_  
Date

### Drug Testing Participation and Consent Form

I have read and understand the Macks Creek R-V School District Student Activity/Athletic Handbook. I agree that participation in school sponsored extracurricular activities and interscholastic athletics is a privilege and not a right. I am aware of the district's requirements for participation in school-sponsored activities and agree to abide by the requirements and penalties outlined in the handbook. I also understand that driving to school and parking on school property is a privilege and not a right and will follow the guidelines set forth in the Drug Testing Program Policy.

1. I agree to participate in the Drug Testing Program at Macks Creek R-V High School in exchange for the opportunity to participate in a specified extracurricular activity recognized by MSHSAA, participate in a school club or organization activity, or register for a parking permit.

**OR**

2. Although I do not participate in any of the specified extracurricular activity recognized by MSHSAA, participate in a school club or organization activity, or register for a parking permit I, along with my parents, voluntarily choose to participate in the district's Drug Testing Policy.

With my signature, I acknowledge that I had the opportunity to attend a school sponsored drug awareness session where I had the opportunity to obtain information regarding drug use among school aged youth and I had the opportunity to ask questions of school officials with regard to the district's Drug Testing Policy. I understand that my signature below authorizes Macks Creek R-V to obtain a urine sample from the student whose signature appears below, if he or she is selected as part of the random selection procedures described in the proceeding handbook in exchange for the opportunity to participate in specified extracurricular activity recognized by MSHSAA, participate in a school club or organization activity, or register for a parking permit. I also understand the signatures on this form authorize Employees Screening Services, Inc, to perform a drug test on the urine sample to test only for the presence of the substances specified in Appendix A of the handbook. I also understand that in the event the student is selected for testing and the test returns a non-negative result, the student and the student's parents or guardians will be asked to conditionally disclose over-the-counter or prescription medications the student has taken or possible foods eaten that could have resulted in the positive results.

Any student who is enrolled in the A+ program and has a positive test will be removed from the program and will be ineligible for all benefits from the A+ program.

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

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

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

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

\_\_\_\_\_  
Date

## **Appendix B. College-Bound Athletes - NCAA Eligibility**

### *Who must register with the NCAA Eligibility Center?*

Any student wishing to participate in Division I or Division II athletics must register with the eligibility center.

### *Why is there an initial eligibility center?*

The eligibility center reviews student information to assure that student-athletes have met the minimum academic standards needed to participate in collegiate athletics.

### *What does the eligibility center look at when evaluating a student?*

The eligibility center evaluates student course work, grades and test scores to determine whether students meet minimum academic requirements. Specifically, they will be looking at the GPA of your core courses and your ACT and SAT score. They use a sliding scale to determine eligibility.

### *How many core courses are required?*

Sixteen core courses are required for Division I. This is 4 yrs of English, 3 of Math, 2 of Science, 2 of Social Sciences, 1 extra year of English, Math or Science, and 4 years of extra core courses from areas such as foreign language, philosophy, religion or any of the above core areas. Those students attending a Division II school will be required to complete 14 core courses.

### *Does it help me if I complete more than the required number of core courses?*

Yes. The eligibility center will take the 16 courses with the best grades in calculating your course GPA.

### *Does the eligibility center also determine admission into an NCAA college or university?*

No. Each institution decides which students they will admit. The eligibility center just determines whether or not the student meets minimum academic requirements to participate in NCAA athletics on the Division I or II level.

### *How and when do I register for the NCAA Eligibility Center?*

- Our guidance office will have the necessary forms to fill out when you are ready to register or you may register online. It is best to register right after your junior year.
- You will need to fill out a student release form and submit the required registration fee when sending the form into the clearinghouse.
- You will need to authorize the high school to send your transcripts, test scores, etc.
- When you register to take the ACT or SAT, mark code 9999 so that they will send your scores to the clearinghouse.

The eligibility center is going to look at the sum of the different parts of the ACT; these being Math, Science, English, and Reading. For example, if you take the test three times they are going to take your best score for each areas in calculating your sum score. The higher your sum score the better.

**Appendix C. Activity/Athletic Commitment Contract & Random Drug Test Consent (Must be signed and returned)**

Participant (Print) \_\_\_\_\_ School Year \_\_\_\_\_ Grade \_\_\_\_\_

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

- Successfully pass a physical examination by a registered physician and the copy of such Examination must be on file in the office of the building athletic director. A physical exam is valid if issued on or after Feb. 1 of previous school year.
- Provide proof of personal health insurance (by stating the name of the insurance company and policy number on the parent permission form).

Prior to participating in a MSHSAA organized contest for any interscholastic sport, each athlete must:

- Turn in parent and student signature on your parent permission form. (back page of physical evaluation form)
- Return this Activity/Athletic Commitment Form properly signed.

As a student-athlete in the Macks Creek District participating voluntarily in interscholastic athletics I verify that:

1. I have read this booklet and understand that the Macks Creek School District and Missouri State High School Activities Association have various rules and policies pertaining to sportsmanship, citizenship, and scholastics. I understand there may be consequences for breaking school policy or MSHSAA rules which could include suspension from extracurricular activities for up to 365 days.
2. I will be responsible for all equipment and uniforms issued to me throughout the season and will return such equipment and uniforms at the conclusion of the season. I agree to pay the current replacement cost for any of the equipment or uniforms not accounted for by me at the end of the season.
3. I, along with my parents, certify that I have read, understand, and will follow all the district and MSHSAA policies regarding extracurricular activities. I understand in order to be eligible, and to maintain eligibility, I must comply with all requirements listed.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

As a parent/guardian of a student participating voluntarily in interscholastic athletics/activities, I have read this handbook, discussed it with my son/daughter, and I will support the school district and MSHSAA in their efforts to promote good citizenship/sportsmanship and adhere to MSHSAA policies, Further, I understand that participating in extracurricular activities is a privilege.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_