

# **Santa Fe R-X Schools Extracurricular Activities Handbook**

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## **DEFINITION/PURPOSE**

Extra-curricular activities are an extension of the classroom. They provide an opportunity for learning that is not available during the regular school day. While many of the goals for extra-curricular activities are the same as those in the classroom, emphasis is placed upon proper values and life skills that will stay with the participants long after they leave school. Of primary importance is helping the student learn how to deal with the many facets of competitions and teamwork that are of major importance in later life as well as in extra-curricular activities.

Extra-curricular activities are available as privileges to students at Santa Fe High who are willing to work toward the goals of the program and abide by the rules established for these privileges as set forth by the Santa Fe R-X Board of Education, Missouri State High School Activities Association (MSHSAA) and other governing bodies of the specific activities.

Extra-curricular activities are defined as those activities occurring beyond the school day or during the school day outside the school environment for which the student does not receive a grade. These activities include, but are not limited to, sporting events, field trips, dances, club or organization meetings or activities, or possible contests in music, art, industrial arts, speech and drama, math, science and so forth.

## **CITIZENSHIP**

Anyone who participates in extracurricular activities at Santa Fe High School must be a creditable citizen. The proper school authority (Superintendent or Principal) will be the judge of a student's citizenship. A student whose character or conduct reflects discredit upon himself or his school is not such a citizen and is not eligible to participate.

a. Students may not participate in extracurricular activities on assigned in-school or out-of-school suspension days. **This includes practice and/or games.** If a student has ISS or OSS on a Friday prior to a Saturday event that student will not participate in the Saturday activity.

b. Students who are expelled or withdraw from school because of disciplinary action are not eligible to participate for 365 days from the date of expulsion or withdrawal unless earlier admittance is approved by the Santa Fe Board of Education.

c. Any student representing Santa Fe High School shall meet the standards of dress as dictated by the student handbook or the activity. The standards for the physical appearance of athletes will be determined by the coach of the particular sport/activity and approved by the athletic director.

d. Law Enforcement: A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.

e. Local School:

1. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.

2. If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes. **(students must pre-approve appointments and turn in a doctor's note to be eligible to participate in game/activity).**

3. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.

4. Each school shall diligently and completely investigate any issue that could affect student eligibility.

f. Student Responsibility: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. **If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.**

### **ACADEMIC STANDARDS OF ELIGIBILITY**

Students must meet or exceed the following academic standards to be and to remain eligible to participate in any extracurricular activities as representatives of Santa Fe Junior-Senior High School:

1) A student in grades 9-12 must currently be enrolled in courses that offer **3.5** units of credit and must have earned **3.5** units of credit the preceding semester of attendance. Or, a student must be enrolled in a full course at his or her grade level in a special education program for the handicapped approved by the State Department of Education which, though ungraded, enrolls pupils of equivalent age and that student must have made standard progress for his or her level the preceding semester.

a. A student who was academically ineligible the preceding semester according to this rule, but meets the academic standard at the close of that semester becomes eligible the first day classes are attended in the succeeding semester.

2) A seventh or eighth grade student must be enrolled in the normal course for that grade or must be enrolled in a full course at his or her grade level in any public school special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent chronological age. A student must have been promoted to a higher grade or to a higher level in special education at the close of the previous year.

3) **To be eligible for extra-curricular activities, a student at Santa Fe High School must have no failing grade at each grading cycle (mid-term/quarter/semester).**

a. Students who are ineligible due to a failing grade are expected to practice with the team as normal. Ineligible students will be allowed to ride the school transportation to the activity but will not be allowed to suit up or dress out. The ineligible student may stand on the sideline or sit on the bench during the activity. **(If the event takes place during the school day, ineligible students will stay at school and not attend the activity).**

b. Missouri Valley **UCM** semester grades are the only grades from college courses that will affect eligibility.

4) Any student with an "Incomplete" grade at any grading cycle will be academically ineligible until the incomplete grade is removed and all grades are passing. This student will become eligible upon completion of the work, which makes him/her ineligible. For students ineligible due to an incomplete grade, all conditions in 3 apply until the work is made up. (The student has one week to remove incomplete grades for eligibility) *Incomplete grades: assignments/tests that students have not completed, but once completed will receive credit.*

5) If a student has a failing grade at a mid-term cycle, then that student has one week to get work made up. If after one week the student is still failing, then they will be considered ineligible until the next grading cycle. During this week the student will be considered "incomplete" and all conditions in 4 apply. These conditions only apply during mid-term grading cycles and not at quarter or semester cycles.

6) Grades from the previous school year's last grading cycle do affect a students' eligibility for the first quarter of the succeeding year. If a student has two or less failing grades during the second semester the student may make up grades during summer school in credit recovery. If a student finishes credit recovery then they will be eligible to compete from the beginning of fall semester. This only applies as long as the student is eligible by state standards as well.

7) Transfer students are eligible if they meet standards 1 and 2 above (MSHSAA Guidelines) and have an approved Transfer of Eligibility Request on file in the principal's office.

### **ATTENDANCE AT SCHOOL**

**Commented [1]:** <https://www.mshsaa.org/resources/pdf/Official%20Handbook.pdf> page 45

- Students must be enrolled in person, full-time to participate in extracurricular activities at Santa Fe High School. Students must be in attendance at school **ALL DAY** the day of an event in order to participate in a game/event.
- Students must have 90% attendance to participate in activities, unless appropriate documentation has been provided (list below).
- Students that will be absent on the day of an event (due to an appointment or emergency), must get pre approved permission through the office, notify their coach, and turn in a doctor's note/documentation to be considered excused and still eligible.
- If the activity takes place on a day school is not in session, the students must be in attendance at least ½ of the day, the day before the activity. However, if a student has an absence on a day prior to a non-school day and there is an activity on the second consecutive non-school day, that student will be allowed to participate (ex: Absent on Thursday, no school on Friday and no school Monday, student will be allowed to participate in Monday activities).
- A student may have two unexcused tardies to school per sport. Students may be tardy on one practice day and one game day and still be able to participate. An unexcused tardy will stop at 8:45 then they will be counted as absent and not allowed to participate. Excessive tardiness will result in a conference with the coach and/or administration.

**Commented [2]:** I think this should be the same as the 8:45 rule.

Only **PRIOR** approval by the principal will exempt a student from this rule. Being **too** sick to be at school all day will not be acceptable even with **prior approval**.

### **ATTENDANCE AT PRACTICES**

Students wanting to be a member of extracurricular teams or groups are expected to attend all scheduled practices as set forth by the coach or sponsor. Common sense would dictate that in order to be a part of the group and able to perform at the level expected for success of the group, practices must be attended.

Any absence from a scheduled practice for a reason other than sickness, retesting or receiving special help from a teacher, school activity, or an unavoidable reason without prior approval from the coach, shall be counted as an unexcused absence.

### **NON-SCHOOL ACTIVITIES/CLUB TEAMS**

You may not practice for, or participate with, a non-school team or in any organized non-school athletic competition and for your school team *in the same sport* during the school sport season. Contact your school's athletic director for specific details in regard to individual sports (swimming & diving, tennis, golf, cross country, track & field, wrestling).

You may participate on a school team and a non-school team in *different* sports during the same season; however, you may not practice for the non-school team or participate in organized non-school athletic competition *on the same day* that you practice with or participate for the school team *without prior approval of your school administrator. (per MSHSAA)*

### **PHYSICAL EXAMINATIONS/INSURANCE**

According to Missouri State High School Activities Association regulations, the school shall require of each student participating in athletics, band, cheerleaders, pompon, dance line, winter guard and other similar groups a certificate of an issued physical signed and authorized by a physician, advanced nurse practitioner in a written collaborative practice with a physician, or a certified physician's assistant in collaboration with a sponsoring physician stating that the individual is physically able to participate in these activities.

A student shall provide proof to the school district of basic athletic insurance coverage before completing or practicing for the sports or activities outlined above.

Students shall **NOT** compete or practice in **ANY** way for the school until there is on file, with the district, a valid physical and proof of basic athletic insurance coverage.

## **CONDITIONING REQUIREMENTS**

Each team must have 14 days of conditioning practice and each individual must have participated in 14 school conditioning practices on 14 different days prior to the date of the first interscholastic contest in all sports. This requirement shall be met if a student has been a member of another school sports team immediately preceding the sport season, has been actively practicing with the sport team, has had 14 days of physical conditioning and begins physical conditioning practice with the new sport team with no more than seven calendar days having passed between the two sports before beginning practice.

## **TRANSPORTATION**

Students are required to ride school furnished transportation to and from school activities. Bus times are leaving times; students should plan on being at the bus at least 10 minutes early to avoid holding up the group or missing the bus.

- 1) Students may ride home with their parents from school activities as long as the parents sign the Sign Out Sheet and is approved by the coach/sponsor. Check with the sponsor in charge for the sheet.
- 2) Students may be signed out by other parents if they have a note for the sponsor signed by their parent/guardian.
- 3) Failure to follow approved transportation procedures will result in a one game suspension and possible loss of letter. Any participant not riding the school furnished transportation to the activity will not be allowed to participate.
- 4) Any exceptions to these items must be granted by the principal.

## **UNSPORTSMANLIKE PENALTIES/TECHNICALS**

Any student assessed an unsportsmanlike penalty or technical while representing Santa Fe High School will be disciplined according to the following schedule:

**Basketball:** Removal from the game/activity immediately, sitting the rest of that quarter and the following **three** quarters.

**Football:** Removal from the game/activity immediately, sitting the rest of that quarter and the following two quarters.

**Volleyball:** Removal from the game/activity immediately, sitting the rest of that set and the following three sets.

**Track:** Follow MSHSAA guidelines for disciplinary actions

**Softball/Baseball:** Removal from the current game/activity and the following game.

In addition, members of athletic teams who are disciplined for unsportsmanlike penalties/technical should expect extra conditioning work from their coaches to be assigned to make up for what they will miss when sitting out the specified term.

## **DISCIPLINARY ACTIONS**

Disciplinary actions are continuous throughout the **school year** and are not specific to each sport or activity. **"School year"** to be refined as running from the first allowable day of fall practice to the day of the last school activity of the year.

- Students will be held accountable according to the student handbook. **Depending upon the severity of the offense and the student's past extra-curricular behavior, a student may be removed from the activity on the first offense.**
- In addition, members of athletic teams who are disciplined should expect extra conditioning work from their coaches to be assigned to make up for what they will miss when sitting out the specified term.

## **CHEERLEADER REQUIREMENTS**

1) Attendance at all practices, regularly scheduled or special ones, is **MANDATORY**. Only illness (where the student is home all day) or those approved by the sponsor at least 24 hours in advance are excused absences from practice.

(a) unexcused absences from practice will result in suspension from the next night of games

(b) suspended cheerleaders/dance team members are required to attend activities in uniform and support the squad by sitting the entire game/performance.

\*\*\*this does not apply to missing due to academic ineligibility

(c) a second unexcused absence from practice will result in a two game suspension

(d) a third unexcused absence from practice will result in suspension for the remainder of the year

2) Cheerleaders must attend **all** games to earn their letter. The only excused absences from games will be illness, death in the immediate family or having to participate in another school activity.

3) Tardiness to games or practices is to be avoided if at all possible. Cheerleader members are expected to be at games at least 30 minutes before starting time and ready to cheer at the beginning of each quarter.

(a) 3 unexcused tardies will be considered as the equivalent to one unexcused absence and will be treated the same

4) Cheerleader Camp, if attended by the group, is mandatory for all squad members.

## **SPECIFIC REQUIREMENTS FOR PARTICULAR ACTIVITIES**

### **ATHLETIC TEAM-MEMBERSHIP**

Team membership is open to all students who wish to participate and meet team requirements.

General requirements are:

- 1) Good citizenship
- 2) Proper attitude toward the sport, coach and teammates
- 3) Promptness in reporting for all practice sessions
- 4) Willingness to follow instructions and to put forth enough personal effort to benefit the team as a whole
- 5) Personal conduct at all times that will help mold good character for the individual and build good will for the school and community
- 6) Students are responsible for purchasing their own clothing and shoes with the exception of the official team uniform
- 7) The school uniform will be worn

### **BASIC REQUIREMENTS FOR LETTERING**

- 1) All eligibility requirements of the MSHSAA, I-70 Conference and Santa Fe High School must be met for a student to be considered eligible for consideration for an athletic letter
- 2) The student must have displayed good sportsmanship in competition and have been regular in attendance at practice and games
- 3) The student must have participated the entire sports season. It will be possible to make exceptions to this rule in the case of injury or illness
- 4) Students meeting all requirements must receive the recommendation of the coach and the approval of the principal and athletic director

### **BASKETBALL LETTERING REQUIREMENTS**

- 1) Participate in at least one-third of the quarters played by the team in the total schedule
- 2) Team members not meeting this requirement shall be awarded a certificate of participation
- 3) Players meeting the requirements in #1 above at the junior varsity level shall receive a provisional letter certificate which enables them to receive two years of lettering when they receive a varsity letter
- 4) Exceptions to # 1 and # 3 may be made in the case of injury to a player during the season
- 5) A player must attend the athletic banquet or be pre-excused from the coach in order to receive their letter.

### **VOLLEYBALL LETTERING REQUIREMENTS**

- 1) Participate in at least 75% of matches
- 2) Team members not meeting this requirement shall be awarded a certificate of participation
- 3) Players at the junior level shall receive a provisional letter certificate which enables them to receive two years of lettering when they receive a varsity letter by playing in at least half of the junior varsity games
- 4) Exceptions to # 1 and # 3 may be made in the case of injury to a player during the season

### **FOOTBALL LETTERING REQUIREMENTS**

- 1) Participate in at least half of the total quarters played by the varsity team in the total schedule
- 2) Players meeting the requirements in #1 above at the junior varsity level shall receive a provisional letter certificate which enables them to receive two years of lettering when they receive a varsity letter
- 3) Exceptions may be made in the case of injury to a player during the season
- 4) All cases will be decided on by the coach at the end of the year

### **TRACK LETTERING REQUIREMENTS**

- 1) Athletes must finish the season in good standing with the team and coaches

2) To receive a varsity letter, an athlete must receive one point in any invitational or relay event

Commented [3]: This should say "individual".

### **BASEBALL/SOFTBALL LETTERING REQUIREMENTS**

1) In order to obtain a varsity baseball letter, one must be an active member on the varsity baseball/softball team and/or a member that has played for three consecutive years. An active member is one that has played in at least half of the varsity contest innings.

2) In order to obtain a provisional baseball/softball letter, one must be on the varsity baseball /softball roster. One must have played in some(less than) one half of varsity contest innings

### **SERVICE LETTER**

May be awarded to a player who has been faithful in practice and participation for at least two consecutive years and has completed the sport season during his/her senior year without having reached skill. The service letter shall be the same as the regular varsity letter.

### **MANAGER'S LETTER**

The team manager will be awarded a letter provided his/her conduct and attendance at practice and games is satisfactory to the Coach, Principal and Athletic Director. The manager's letter shall be the same as the regular varsity letter. A manager shall receive a manager's pin for his letter.

### **CHOIR/BAND LETTERING REQUIREMENTS**

Student Must:

1. Be a member for the entire year.
2. Earn at least a "B" average in Band Class.
3. Perfect attendance at all performances (excused absences are fine).
4. Return all equipment and music.
5. Meet the citizenship requirements of the M.S.H.S.A.A. and the Santa Fe School District.
6. Keep track of points earned, and include all required documentation

Students will receive only one actual letter during their high school career. They will receive a pin for each activity that they "letter" in. If a student letters in multiple years, they will receive a chevron. \*To receive a letter, the student must have earned at least 12 points.

### **NOTE TO PLAYERS, FANS AND PARENTS**

Extra-curricular events are extensions of the school day and, as such, are classroom situations. As you would not enter a classroom without permission, we ask that you do not disrupt extra-curricular events or practices. Parent conferences with teachers, sponsors and coaches should be set up through the Principal's office. **Please do not attempt to argue with, detain or otherwise disrupt the teacher, sponsor or coach the night of an event or during practices or games.** Anyone doing so may be subject to removal from school premises and may not be allowed to return for an extended period of time.



