La Plata R-II School District



Coach’s Handbook

“Home of the Bulldogs”

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Declaration of Priority

Dear Coach/Sponsor:

This booklet is an attempt to put in writing the various athletic policies for La Plata R-II School District. The booklet is presented to all athletic coaches within the La Plata R-II School District.

We feel this booklet will be a valuable tool in giving positive direction to obtaining the goals that we all seek. It is most important that all coaches take the time to read and familiarize themselves with all policies and rules stated in this booklet. All coaches will be held accountable for understanding and following all rules, policies, and procedures as set forth. If at any time you have questions relative to any of our athletic policies, please see me or Dr. Craig Noah at your earliest convenience.

Be aware that this booklet is being developed in a positive spirit to ensure consistency within our overall athletic program. We are proud of our staff, students, and facilities, and will attempt to make them the finest in the state. It is important that you, as a coach, will continue to have the high standards we hold in making our athletic program an integral part of the La Plata educational system. How we conduct ourselves as coaches and leaders of our young people will ultimately determine whether athletics continue to be looked upon favorably by our community.

The cooperation and assistance of all coaches will be expected in the further development of our athletic program. Just a reminder, the door is always open for assistance. Good luck in the sports seasons ahead.

Sincerely,

Steve Lightle, Athletic Director

# DISCRIMINATION AND/OR HARASSMENT: The La Plata R-II School District does not discriminate nor does it allow discrimination or harassment based on Sex, Race, Color, National Origin, Ethnicity, Disability, Gender or Sexual Orientation.

Any person who believes they have been the victim of Discrimination and/or Harassment must notify the principal or contact the Superintendent of Schools who has been designated by the District as the Compliance Officer.

Complete copies of the La Plata R-II School District Policies and Regulations related to discrimination and/or harassment may be obtained from the Office of the Superintendent.

The following list of Policies and Regulations address Discrimination and/or Harassment:

Policy AC, Prohibition against discrimination, Harassment and Retaliation

Policy EHB, Technology Usage

Policy GBCB, Staff Conduct

Policy GBEBB, Employee Alcohol and Drug Testing

Policy GBH, Staff/Student Relations

Policy GBM, Staff Grievances

Policy GCD, Professional Staff Recruiting and Hiring

Policy GDC, Support Staff Recruiting and Hiring

Policy IGBA, Programs for Students with Disabilities

Policy IGBCB, Programs for Migrant Students

Policy IGBH, Programs for English Language Learners

Policy IGD, District-Sponsored Extracurricular Activities and Groups

Policy IICC, School Volunteers

Policy JFCF, Hazing and Bullying

Policy JFH, Students Complaints and Grievances

Policy KL, Public Complaints

Any questions or concerns should be addressed to: District Compliance Officer, Dr. Craig Noah, Superintendent of Schools, 660-332-7001.

**MISSION STATEMENT OF THE MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION**

The following mission statement was adopted by the membership in the 1994 annual election.

“The MSHSAA promotes the value of participation, sportsmanship, team play, and personal excellence to develop citizens who make positive contributions to their community and support the democratic principles of our state and nation.”

The La Plata R-II School District is a member of the MSHSAA. As a member of this association, the La Plata R-II School District abides by all its rules and regulations.

**STUDENT EXTRA-CURRICULAR ACTIVITIES**

The opportunity for participation in a variety of student activities is a vital part of a student’s educational experience. Such participation is a privilege that carries with it responsibilities to the school, activity, student body, community, and the student. La Plata R-II student activities are considered an integral part of the school’s program of education, which provides experiences that will help to develop young men and women physically, mentally, socially, and emotionally.

**TRI-COUNTY CONFERENCE**

La Plata R-II is a member of the Tri-County Conference. Member schools are Atlanta, Bevier, Brashear, Bucklin/Macon County, Green City, Linn County, Meadville, Novinger, and La Plata. Members of each respective school have one vote toward development and changes of conference policy. A Coach is expected to make recommendations to the administration for possible changes you would like to see made relative to your sport.

One conference meeting is held each year in the fall. Coaches and Sponsors are encouraged to attend. Each year a member school will serve as host of conference events. On Mondays during Baseball/Softball (fall) and Basketball season coaches are to call/notify the host school to report scores and records.

The Tri-County Conference offers athletics in the fall for High School baseball, softball, and Jr. High girls and boys basketball. In the winter the conference offers High School girls & boys basketball. In the spring, the conference offers Jr. High girls and boys track and H.S. girls and boys track. High School girls/boys golf and boys/girls cross country are offered, but are not conference sports.

The school that receives the most points during the Varsity seasons, depending on how their teams finished in the conference standings will be classified as the All-Sports champions.

After the fall season the baseball and softball coaches will attend an All-Conference selection meeting at the host school. The same type of meeting will be held after the H.S. Basketball season. It is very important to attend this meeting to get your players on the All-Conference Team.

# LA PLATA R-II SCHOOL DISTRICT

The Board of Education, responsible directly to the people, is the educational agency for the La Plata public school. It has ultimate jurisdiction over extra-curricular activities, which are an integral part of the total educational program of the La Plata R-II School District.

**SUPERINTENDENT OF SCHOOLS**

The Superintendent of Schools is the executive officer delegated by the Board of Education to devise ways and means of executing efficiently the policies adopted by the board. The Superintendent recommends to the Board of Education the appointment of all personnel who are given responsibility for handling interscholastic and interschool sponsorship. The Superintendent of Schools approves policies and a procedure recommended by his staff, and is directly responsible to the Board of Education for the successful performance of the school system.

**HIGH SCHOOL PRINCIPAL**

The High School Principal, as administrative head of the school, is the head of all activities in the school, including athletics. Responsibilities for the day-to-day operation of the athletic programs are generally delegated by the Principal to the Activities Director and coaches or sponsors.

**ATHLETIC DIRECTOR**

The athletic director reports directly to the school principal. The basic function of the athletic director is to develop, coordinate, direct, supervise, and evaluate the athletic programs and coordinate use of facilities for the La Plata R-II School District.

The Director of Athletics is responsible for the following:

1. Scheduling and contracting all athletic contests, meets, and events for high school and junior high athletics.
2. Schedule, coordinate, and arrange preparation for the use of all athletic facilities and necessary personnel.
3. Schedule, contract, and arrange for payment of all interscholastic officials.
4. Schedule and arrange for all athletic transportation.
5. Maintain required and necessary correspondence and reports to the Missouri High School Activities Association and conference. Administer events for the MSHSAA as necessary.
6. Help supervise athletic events when necessary.
7. Approve, prepare, and distribute activities calendar for the La Plata R-II Schools.
8. Maintain close liaison with booster clubs and related groups.
9. Inform the coaching staff on state rules and other relevant information.
10. Make recommendations to principal and superintendent regarding conference and state proposals/policies.

**ATHLETIC PHILOSOPHY**

The athletic program in the La Plata R-II School District is recognized as an integral part of the total educational program. As such, it is meant to provide learning experiences for the students who participate. Athletic competition should teach students to be successful in our society by developing habits, attitudes, values, and ideals necessary for ethical competition and cooperation. It should also provide unique opportunities to develop self-discipline, self-sacrifice, pride, and loyalty. This district encourages students to participate in extra-curricular activities.

It is recognized that the athletic program of this district provides a focal point to which the interest and enthusiasm of the student body is directed. Athletic programs will often affect the overall school attitudes based on its athletic representatives. School spirit and loyalty on the part of non-participating students develop as a by-product of school extra-curricular activities.

**PERSONAL QUALITIES DESIRED IN ATHLETIC STAFF MEMBERS**

1. Enthusiasm
2. Neat, clean appearance with good personal habits
3. Willingness to improve and to accept constructive criticism
4. Ability to develop a rapport with high school and junior high students, based on earning and keeping their respect and demanding performance within students’ ability limits
5. Ability to effectively communicate school and personal philosophy and goals with parents of student-athletes

Coaches must always be aware of the tremendous influence they have, good or bad, with the players under their care. Parents and students should always be sure that the students who have been under the direction of any coach are a better person for having participated. It is of utmost importance that coaches represent themselves in a professional manner at all times and that their actions, habits, and behavior bring credit to the program. A coach must never place the value of a win above that of instilling the highest desirable ideals and character traits. The safety and welfare of the players must always be the focus in the coach’s mind.

In the relationship with the school, coaches should remember that they are in public display as representatives of the school. School policy regarding athletics must be adhered to, both in letter and in spirit. A coach should remember that other members of the faculty also have an interest in the school and its students. In their relationship with other coaches, it should be assumed that all coaches are people of integrity. Opposing coaches and players should be treated courteously and as guests of the school.

The winning coach and players should do all to assure that the losing team be allowed to lose with dignity and leave the contest with its self-respect intact.

The news media should be used in a positive way and not as a means of relieving ill feelings toward other coaches, players, and/or officials. The media also has an interest in athletics and should be treated with the same respect and honesty that is expected of them.

It must be recognized that officials are an important part of any contest and it should be recognized that they too maintain high standards of integrity and honesty. Just as coaches make mistakes, so do officials. Officials should never be blamed for a loss and it is important to recognize their efforts to contribute to the education of young people through athletics. Officials must be supported. Any problems that arise relative to officials must be handled through the proper channels.

COMPLIANCE OF TITLE IX

La Plata R-II School does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in, its programs and activities. If you have any questions regarding compliance with Title VI, Title IX or Section 504, please contact the Superintendent,

HAZING AND BULLYING

General

In order to promote a safe learning environment for all students, the La Plata R-II School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, detention, in-school suspension, out of school suspension or expulsion from school. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff that violates this policy may be disciplined or terminated.

The district shall annually inform students, parents, and district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program. (Policy JFCF)

SEXUAL HARASSMENT: A form of discrimination, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district’s programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1.         Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.

2.         Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.

3.         Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.

4.         Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.

5.         Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

6.         Comments about an individual's body, sexual activity or sexual attractiveness.

7.         Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.

8.         Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

(Policy AC)

COMPLIANCE OF PUBLIC LAW 94-142 AND SECTION 504 OF THE CIVIL RIGHTS ACT

It shall be the policy of the La Plata R-II Schools to meet all requirements of the special education programs including Public Law 94-142 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of handicapping conditions, and Section 504 of the Civil Rights Act.

DUTIES AND RESPONSIBILITIES OF ATHLETIC COACHES

**GENERAL**

1. **All coaches should be familiar with the rules of the Missouri State High School Activities Association, which are included in the activities handbooks provided for each head coach. Each coach should know the policies of the La Plata R-II School District and the policies of their respective sport for the Tri-County Conference. During pre-season meetings, rules, policies, eligibility, conduct, and expectations should be discussed.**
2. All coaching activities are to be organized and supervised by the coaches so as to insure student safety. Be aware of unsafe equipment and/or facilities and report such to the administration.
3. Coaches are to be at all practice sessions, games and contests on time.
4. Cooperation is an essential part of the La Plata high school athletic program. Coaches should cooperate with coaches of other sports and support each other in an ethical manner.
5. All coaches are responsible to motivate individual athletes and to promote team morale and spirit. Highly motivated athletes and teams are the most successful.
6. Coaches are held responsible for the conduct of their squad members during practice, at games, and on trips. Coaches are to demand that their squad members conduct themselves as ladies or gentlemen at all times.
7. Purchasing of any team clothing, equipment, or supplies must have prior approval of the principal and superintendent.

**HEAD COACHES**

**Head Coaches Are Expected To:**

1. Are expected to coach with enthusiasm and intensity and demand the same from assistant coaches under them.
2. Work to promote their sport with the school and community and to promote the overall athletic program within the school and community.
3. Cooperate with the Athletic Director with scheduling of contests.
4. Hold organizational meetings with students as necessary.
5. See that the facilities and equipment are ready for use, and that equipment is properly issued.
6. Recruit student managers and score keepers for the season and instruct and guide them.
7. Be responsible to the principal for the total conduct of your sport.
8. Begin practice on the date allowable by the MSHSAA and the La Plata School District, and see that rules relating to the length of season and post-season activities are followed by athletes and coaches in their sport.
9. Organize, direct, and conduct all practice sessions.
10. Cooperate with the Athletic Director and other coaches whenever facilities must be shared.
11. **See that all athletes have a physical examination prior to practicing.**
12. **See that all athletes have signed a citizenship guidelines sheet prior to practicing.**
13. **See that the physical forms and citizenship policies have been turned in to the athletic director’s office and have been filled out properly including parent consent, signature of participant, and proof of insurance.**
14. **Fill out an Eligibility Roster and turn it in to the main office two weeks before the first contest.**
15. Accompany squads to and from all away competitions and see that proper bus conduct is adhered to.
16. **Hand-carry copies of the physical forms to all contests.**
17. Require all participants to travel to and from contests with the squad unless the player is turned over to his/her parents for the return trip only when direct contact is made with the parents.
18. See that all players have a way home after the squad has returned from a road trip.
19. Has the authority to make additional rules and requirements as deemed necessary and is to submit a copy of these rules to the principal.
20. Enforce the policies and training rules.
21. See that training rule and policy violations are reported to the principal.
22. Read to your athletes “**How to Protect Your Eligibility**”, provided by the MSHSAA. Also provide each athlete a copy of the pamphlet. Each head coach will provide to the athletic director verification with signatures of each athlete and coach that the pamphlet has been covered.
23. Instruct squad members on proper use and care of equipment. Relate the function of equipment and that even though equipment is the finest, injury is still a possibility.
24. See that the locker rooms are properly supervised and maintained.
25. See to it that injuries are cared for in a professional manner, including the notification of parents, doctor, and/or hospital (if necessary). Under no circumstances, other than emergencies, is a player to be sent to a specific doctor or hospital for treatment. Check with the family as to the player’s condition following any type of serious injury.
26. Cooperate with the Athletic Director on departure times for road trips.
27. Provide the main office and all teachers of those athletes excused for road trips for which they will be leaving school early. Do this as soon as possible before any contests so that the teachers may plan accordingly.
28. Cooperate with the news media in providing publicity materials about the sport and arrange for reporting results of all contests - win or lose. Also, report scores and records to the host school of the Tri-County Conference.
29. See that necessary statistics are kept for school records.
30. See that all equipment and uniforms are checked in, repaired, cleaned, and stored.
31. Rate officials when required and make necessary reports to the state associations.
32. Secure and protect team valuables during practice sessions and games.
33. Properly secure doors and windows, and turn off lights during hours when the custodians are not on duty.
34. Maintain necessary lines of communication and correspondence with the athletic director, principal, and superintendent for any matters concerning your sport.
35. Assist the athletic director in filling out district and state entry forms.
36. Prepare and turn in to the athletic director a year-end report including the following:
    1. Win/loss record and statistics
    2. A complete list of participants that finished the season including a list of awards won and year for each competition
    3. Equipment inventory, including all equipment and uniforms you have for your sport.
    4. List of All-Conference players
37. **Review By-laws 235.0 and 236.5 in the MSHSAA handbook on non-school competition and sports camp/clinic and group sport lesson eligibility requirements**.
38. **Please read By-laws 213.0 on Academic Requirements.**
39. **Keep written records of drills, what is taught, and injuries to athletes. When providing instructions, instruct what is proper and warn the athletes of the role of injury to improper technique.**
40. **Athletes have the opportunity to participate in more than one sport during the season. Each athlete must fill out the declaration of priority form. Turn the forms into the athletic office.**

**ASSISTANT COACHES**

**Assistant Coached Are Expected To:**

1. Carry out all duties as assigned by the head coach.
2. Help in getting facilities and equipment ready to be used and issued.
3. Help issue equipment.
4. Help to enforce proper care of equipment and uniforms by athletes on your squad.
5. Help with checking in, storing, and conducting inventories of equipment.
6. Help in seeing that training rules are enforced and violations are reported.
7. Help in seeing that injuries are properly handled and injury reports made.
8. Help in seeing that locker rooms are properly supervised and maintained.
9. When an assistant coach is in charge of a squad or team, the regulations for head coaches listed previously apply.
10. Be at all practice sessions and games unless excused by the head coach.
11. Be loyal to your head coach.
12. Only under the direction of the head coach are you to set policy or excuse members of the squad from attendance at practices, games, or meetings.

CHEERLEADING COACH

Cheerleaders are recognized as being an important part of the La Plata School’s overall athletic program, especially when influencing the actions of spectators. It is important to recognize that the primary purposes of cheerleaders are to promote sportsmanship, school spirit, lead in cheering, and to influence those in attendance toward the positive aspects derived through competitive athletics.

The cheerleading coach has responsibility for the conduct and training of the cheerleaders and will work together with the principal and athletic director in formulating rules and procedures for cheerleaders along with following the expectations previously stated for the position of head coach.

CERTIFICATION REQUIRED—3.1.2 (122.0)

Coaches and Assistant coaches in all sports shall be certified teachers or administrators, or shall meet the requirements for teachers or administrators of the accrediting association under which the school operates. See also (3.1.3—3.1.4—3.1.5)

RESPONSIBILITY FOR SUPERVISION—1.3.1 (103.0)

No individual student, team, or activities group shall be permitted to participate in interscholastic events without being accompanied and supervised by a member of the school faculty or administrative staff of the applicable member school. A school faculty member or administrator for the applicable member school must be present at all events and practices in which cheerleaders participate whose primary responsibility is to supervise the cheerleaders.

TEACHER ABSENTEEISM LIMIT—1.3.2 (104.0)

A school shall not enter more than six interscholastic events in any sport activity, exclusive of district and state events sponsored by the MSHSAA, which cause an individual to be absent from his/her teaching duties.

**ATHLETIC POLICIES**

PARENTAL PERMISSION—3.7.1 (308.0)

Prior to each year of interscholastic athletic participation, a student shall furnish a statement, signed by the student’s parents or legal guardians, which grants permission for the student to participate in interscholastic athletics.

PHYSICAL EXAMS, CONCUSSION STATEMENT AND INSURANCE—3.8 (309.0)

a. The school shall require of each student participating in athletics a certificate of an issued physical signed and authorized by a physician, advanced nurse practitioner in written collaborative practice with a physician, or a certified physician’s assistant in collaboration with a sponsoring physician stating that the individual is physically able to participate in athletic practices and contests of his/her school. A student shall not be permitted to practice or compete for a school until a complete, signed certificate is on file at the school. The medical certificate is valid for the purpose of this rule if issued on or after February 1 of the previous school year.

b. A parent or guardian signature is needed for authorization for treatment, release of medical information, proof of basic health/accident insurance coverage, and to represent his/her school in interscholastic athletics. A student shall **not** be permitted to practice or compete for a school until it has verification that he or she has basic health/accident insurance coverage.

c. Student signature is needed to verify that the student/athlete has read and understands all team policies.

d. The parents or guardian and student need to sign to verify that they have read and understand the MSHSAA materials on Concussion, which includes information on the definition of a concussion, symptoms of a concussion, what to do if the student has a concussion, and how to prevent a concussion.

**Coaches must be aware that athletes must have received a physical prior to participation, which includes practicing in athletics.** **Under no circumstances are coaches to permit a student to participate in any manner unless there is evidence of a** **bonafide physical examination on file in the athletic office.**

HEAT ACCLIMATION PERIOD—1.7 AND 3.16

Requires a 16 day heat acclimation period for fall sports in order to reduce the chances of athletes succumbing to exertional heat stroke. See the MSHSAA handbook for more detail.

SUMMERTIME DEAD PERIOD—1.5 (108)

All member schools shall establish a summertime dead period for all MSHSAA-sponsored activities which meets the requirements listed below:

A period of defined length in which no contact takes place between school coaches/directors of MSHSAA-sponsored activities and students enrolled in the member school, or who will be enrolled in the member school during the next school year. Further, during the dead period school facilities are not utilized by enrolled students in connection with any sport or activity governed by MSHSAA. The dead period is a “no school activities time”; no open facilities,

competitions, practices, conditioning, weight training; no activity-related functions or fundraisers, camps or clinics at school facilities or sponsored elsewhere by the school; no coaches/directors or students may have planned contact other than casual, normal community, non-activity contact. The school dead period must be the same for all sports and activities. While there may be sports activities during this time, they must not involve the school coach, the school or school facilities.

WINTER AND SPRING SPORT DEAD PERIOD—3.14.8—(236.7)

The seven (7) days prior to the first allowable practice date for the season shall be a seasonal dead period in which no contact takes place between school coaches/directors of MSHSAA sponsored winter or spring activities. Further, during this period, athletes for the upcoming season shall not attend any specialized sports camp involving the applicable sport.

FALL SPORT DEAD PERIOD—3.15

The period from and including Monday of standardized calendar week number five through and including Sunday before the first allowable fall practice date (Monday of standardized calendar week number 6) shall be a fall sport dead period in which no contact takes place between school coaches/directors of MSHSAA-sponsored fall activities. Further, during this period, athletes for the upcoming season shall not attend any specialized sports camp involving the applicable sport.

LIMITS ON CONTACT—3.15.3—(237.2)

A limit of twenty-five (25) contact days are allowed per sport, per gender during the summer.

PRE-SEASON SCRIMMAGES—3.16.5

Pre-season scrimmages are allowed in each of the following sports: baseball, basketball, and softball. See the MSHSAA handbook for more detail for your particular sport.

DECLARATION OF PRIORITY SPORT

Students wishing to participate in more than one sport during the same season must declare their priority/secondary sports. Each student must meet the eligibility requirements (conditioning practices) of each sport before they can participate in each specific sport.

STARTING AND ENDING DATES

The LA PLATA R-II School District will strictly adhere to starting and ending dates for sports seasons as determined by the MSHSAA. However, preseason conditioning of athletes (e.g. weight training, running etc.) is an integral part of an athletic program and thus a coaching responsibility. Although not required, off-season training is highly encouraged for the LA PLATA R-II School athletics. When a team is eliminated from tournament competition, the season is ended.

CONDITIONING REQUIREMENTS FOR ATHLETICS—3.91 (310.0)

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 squad 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.

SPIRIT CONDITIONING REQUIREMENTS—4.5.7 (277.0)

Each TEAM must have a minimum of 14 days of conditioning practice and each individual must have participated in a minimum of 14 school conditioning practices on 14 different days during the three consecutive weeks immediately preceding the first calendar date on which the first cheering activity is scheduled.

ROSTERS

It is the responsibility of each head coach to fill out an eligibility roster and turn it in to the main office and athletic office two weeks before the first contest. Sports that require a numerical roster for publication include Fall Baseball and Softball, Junior High Basketball, High School Basketball, Spring Baseball, Fall Golf, Spring Golf, Jr. High Track, and H.S. Track. The rosters must be turned into the athletic office with all necessary information **two weeks** prior to the first contest. This will enable the athletic office to prepare the roster for dissemination to the various media, competing schools, and state associations. Also, cheerleading sponsors need to fill out an eligibility roster to be kept on file in the athletic office.

CITIZENSHIP REQUIREMENTS—2.2. 1--2.2.3 and 2.2.4 (212.0)

Students who represent a school in interscholastic activities must be credible citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered “credible citizens”. Conduct shall be satisfactory in accord with the standards of good discipline.

A student who violates a local school policy is ineligible until completion of the prescribed school penalties. The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities. A student shall not be considered eligible while serving an out-of-school suspension. A student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal. If a student misses a class or classes 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. Each school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.

Each student is responsible to notify the school of any and all situations that would affect his/her eligibility. If the student does not notify the school of the situation prior to the schools discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the (MSHSAA) Board of Directors

ATTENDANCE AND PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

In order for a student to be eligible to participate in contests in an extra-curricular activity, that student must be in attendance for a full day the day of the activity, and they must also be in attendance for a full day the day following the activity unless the activity is on Friday, and there must be prior approval by the principal. Students absent during the day are not eligible to attend extra-curricular activities that night (ball games, dances, etc.). A student may not participate in any practice when he or she has been absent from school that particular afternoon unless excused by the principal. Any exceptions to this policy must be approved by the principal.

STUDENT SUSPENSION

Students who serve in-school or out-of-school suspension are not eligible to participate in or attend extracurricular/athletic practices, games, or events that day. Students upon the discretion of the coach/sponsor may attend practices. It must be further stated that the conduct that earned the student suspension may be determined to be conduct unbecoming and result in a period of ineligibility as set forth in the student eligibility rules found in the Citizenship Guidelines.

INNAPROPRIATE LANGUAGE

Coaches must always be aware of the tremendous influence they have, good or bad, with the players under their care. Coaches must always strive to serve as excellent role models. As such, they must refrain from using inappropriate language during practices and contests, regardless of the target audience. The coaching staff should also demand that their athletes use proper language as well. The athletes should be made aware that swearing and/or the use of improper or abusive language will result in disciplinary action.

TRANSPORTATION SCHEDULE AND FIELD TRIP GUIDELINES

The Athletic Director and Transportation Director are responsible to develop the transportation schedule for all sports seasons. The transportation schedule will include the following items:

1. Date
2. Sport
3. Departure Time
4. Departure Site
5. Starting Time for the Contest
6. Arrival Time
7. Early Release (if applicable)

Departure time and early release from school will be determined under the philosophy that students are to be kept in school as long as possible, while still allowing for arrival at the site of the contest in adequate time. The number of times a coach can leave school early to coach in a contest is six times per season. Exceptions would include conference, District, and State events.

It is the responsibility of each head coach to check the transportation schedule against the sports schedule to insure that all trips are scheduled and that all items on the transportation schedule are correct. It is also important to let the office know when you will need a substitute to cover for you.

RESCHEDULING OF GAMES FOR INCLEMENT WEATHER

As a general rule, when school is canceled due to inclement weather, athletic contests will also be canceled. There may however be exceptions to this based on the type of day and the reasons for the school cancellation. A decision will be made on all games and contests after consultation with the competing school. Announcements will be made through the news media and workers notified as to whether or not a game has been postponed. Games will be rescheduled depending on availability of dates and conflicts.

RESCHEDULING

Every effort will be made to construct a schedule that will avoid conflict of dates for activities. In the event that there is a conflict of activities on the same date, the activity that has been scheduled on the original schedule will take priority. Students involved in both activities will be required to participate in the activity that was originally scheduled. For example, a baseball game has been rained out, and the only date available to reschedule that game is on a date that already has a varsity track meet scheduled. In this event, those students that are in baseball and track both will be required to participate in the track meet because it was the originally scheduled event.

CONDUCT OF SQUAD MEMBERS

Coaches are held responsible for the conduct of their squad members during practices, games, on trips, and any other time that the squad members are under the supervision of a coach. The head coach or coach in charge, will hold ultimate responsibility to properly control the players, whether it be on the field or court, in the dressing rooms, during the course of an entire road trip, at a restaurant, on the bus, or any other time in which the students are representing the school as squad members.

OFFICIAL CHECKS

It is the responsibility of the principal and athletic director to see that the officials are paid for games (baseball, softball, track and basketball). Head coaches should double check that entry fees are paid for tournaments and relays. Usually the head coach will hand-carry the entry fee to the host school.

REPORTING SCORES FOR ANNOUNCEMENTS

It is the responsibility of each head coach to see that scores or results from the previous day or night games or contests are reported to the high school office prior to 8:00 A.M. the following day. Minimum information should be the final score of the game or contest.

PURCHASING

Purchasing of any equipment needs prior approval from the principal and superintendent. As a general rule, the head coach will place the order for all equipment and supplies. The coach is responsible to inform the bookkeeper when equipment is delivered to or picked up by a coach so payment can be made. Coaches do not have the authority to make solicitations from private sources without prior approval by the administration.

FUND RAISING PROJECTS

Any and all fund raising projects must have prior approval of the administration. Requests for such fund-raisers must be made to the principal and each project will be approved or denied on its own merit.

BULLDOG BACKERS & L-CLUB

The Bulldog Backers and L-Club are the only official recognized booster and support groups for La Plata R-II Athletics. All coaches are urged to attend and support the activities of the Bulldog Backers and L-Club. Varsity lettermen have the opportunity to join L-Club.

BANQUETS

The Bulldog Backers in conjunction with La Plata R-II School District sponsors the athletic banquets that are held throughout the year. Three banquets are held throughout the year at the Elementary gym.

1. Fall Baseball, Softball, and Girls Golf
2. Junior High & High School Basketball and Cheerleaders
3. Spring Baseball, Jr. High and H.S. Track, and Boys Golf

The head coaches and cheerleading sponsor will recap the season and hand out awards to the players, managers, etc.

LETTERING POLICIES

A player will be eligible for a Varsity or Jr. High Letter when he/she participates and completes the season. They must be in attendance at all practice sessions and games or contests, except for absences caused by illness and unless he/she is given permission to be absent. He/she must have proper attitude toward his/her teammates, the game or contest, opponents, coaches, and officials. He/she must have a good conduct record in school. The head coach and administration will determine the eligibility of students for letter awards. Injuries and other circumstances beyond the control of the student will be taken into consideration. Failure to meet eligibility standards will be considered failure to complete the season. It is the responsibility of the head coach to notify students and parents of the policy. Each athlete must attend the athletic banquets to receive his/her letters, unless excused by the head coach.

Junior High and High School lettering policies are as follow:

1. First time a student earns a letter he/she will receive a Big “L” for high school and a bar.
2. The next time a student letters they will receive a bar.
3. If a student earns a letter for the first time in a particular sport he/she will receive a pin for that sport.
4. A student will only receive one “L” for high school. For example, if a student has received a high school letter for basketball, but has lettered the first time in baseball he will receive a bar and a baseball pin.
5. Each student will receive a certificate for each sport.
6. Managers will receive a certificate, a managers “L” a bar and a manager pin. They will receive a bar thereafter. .

It is the responsibility of the head coach to hand out the proper awards and also give a list of names for certificates to the high school secretary.

INJURIES

The head coach of each level of competition for a particular sport is responsible to see that injuries are handled properly. At no time should a student’s health be jeopardized in order to enable a team to win a game at any level. Proper handling of injuries relate to the immediate care given the injured athlete by the coach and the proper communication with parents.

Any time an injury is serious enough to warrant the athlete seeing a physician, the parent must be notified. Injured athletes should be sent to a hospital or physician in emergency situations. Parents should be notified immediately if contact can be made so that they can direct that the student be sent a particular hospital or physician. If this cannot be done, a coach or principal is to accompany the injured athlete to the hospital or doctor and notify the parents as soon as possible. Contact must also be made with the parents on injuries that are not of an emergency nature but do require treatment by a physician. At no time is a coach to mandate that an athlete see a particular physician for treatment of an injury. A follow-up contact should always be made with the student and/or parents relative to condition of the athletes and/or diagnosis of the injury by a physician. As a general rule, if there is any doubt as to the seriousness of an injury, coaches should require the student be treated by a physician before returning to competition or practice. All head injuries must be given special attention and parents notified if there is any doubt as to the seriousness of the injury.

**ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES UNDER CONTROL, DIRECTION, OR SPONSORSHIP OF THE MSHSAA.**

**STATEMENT OF PHILOSOPHY**- Participation in high school activities in a valuable educational experience and should not be looked upon as a reward for academic success. Students with low academic ability need the educational development provided through participation in activities as much as students with average or above average ability. Activity participation should be for all students making appropriate progress toward graduation and otherwise in good standing.

In addition to meeting all requirements of the MSHSAA, a student must make a passing grade in all classes from the previous quarter. First quarter eligibility will be based on grades from the fourth quarter from the previous school year.

If a student is ineligible because of grades it will be up to the coach and principal to let the students participate in practices. Also students must be good citizens in order to represent La Plata School District in any activity.

**The head coach must see that each student is given the citizenship guidelines prior to each season. It is the responsibility of the head coach that the guidelines are signed and sent to the athletic office before the students can practice.**

**PLEASE READ BY-LAW—2.3 (213.0) ON ACADEMIC REQUIREMENTS**

NINTH GRADE ELIGIBILITY

Eligibility of ninth grade students to participate on a senior high school teams is governed by the rules of the state associations. As a general rule, ninth grade students are eligible to participate at the varsity level for all sports. As a general policy, however, ninth grade will be expected to participate on the ninth grade team if a team is provided for that respective sport (Jr. High Basketball). Ninth graders may be moved up to the Varsity level by the head coach with the approval of the student, parents, and principal. For sports in which a ninth grade team is not provided, ninth graders have the opportunity to try out and be selected for the varsity or junior high varsity team for that particular sport.

CLINIC, WORKSHOPS, AND SEMINARS

All coaches, head and assistant, are encouraged to attend professional clinics, workshops, and seminars to improve their coaching knowledge and skills. Attendance at all clinics, workshops, or seminars must have prior approval of the principal and superintendent. Coaches could be reimbursed for expenses if approved by the professional development committee.

PROFESSIONAL ORGANIZATIONS

All coaches are encouraged to join and be an active member in professional organizations. These are a vital function relative to interscholastic athletics.

RULES REVIEW REQUIREMENT—3.1.10 (128.0)

Each School shall be responsible for requiring all athletic coaches to complete a MSHSAA rules review. These rule reviews can be viewed on the MSHSAA web-site.

NEWS MEDIA

It is recognized that the news media plays an important part in the overall interscholastic athletic picture. Recognition for teams and individuals is an integral part of athletics. The Athletic Director is responsible to see that the news media is made aware of schedules, dates, and nights for athletic events in the La Plata R-II School District. Each head coach is responsible to cooperate with the news media and relate the information the media desires for each particular sport. Arrangements should be made with the newspapers, radio stations, and television stations to see that they get the information they desire. It is to be assumed that members of the media are professionals and should be treated with the same respect that you expect to receive as coaches. As coaches, area news media that can be contacted:

La Plata Home Press Newspaper 332-4431 FAX 332- 7561

Kirksville Daily Express 660-665-2808 FAX 665- 2608

Macon Chronicle Herald 660-385-3121 FAX 385- 3082

Kirksville KIRX Radio 660-665-3781 or 7748

Moberly KRES Radio 1-800-892-2300

Kirksville KTVO Television 1-800-530-5880

Brookfield KZBK Radio 660-258-3383

OFF SEASON AND SUMMER PROGRAMS

It is recognized that off-season strength and conditioning programs and summer camps are vital in the development of athletes at La Plata R-II School District. Coaches are encouraged to develop and make athletes aware of such programs. It is the responsibility of each head coach to make the principal aware of any and all off season and summer programs. Strict adherence to MSHSAA rules and guidelines is a must. Athletes are not to be encouraged to participate in off-season programs and summer camps in lieu of participating in another sport offered by La Plata.

The head coach is responsible to see that all athletes are made aware of and encouraged to participate in such programs when they do not conflict with another sport. Meetings for the purpose of organization and information relative to the off-season and summer programs are the responsibility of the head coach with coordination through the principal.

TRAVEL IN BUSES BY ATHLETIC TEAMS

**The following policies will be in effect for athletic trips:**

1. Students must return on the bus unless turned over to his/her parents only when direct contact is made with the parents.
2. Students will be expected to conduct themselves in an orderly manner that would include:
   1. Conversing in normal tones.
   2. Unnecessary conversation with the driver is prohibited.
   3. Students should never stand on the roadway while waiting for the bus.
   4. Singing of only appropriate songs.
   5. Remaining in their seats. Keeping their feet on the floor
   6. Being courteous and obeying the coach and driver at all times.
   7. No scuffling or horseplay.
   8. Radios with earphones only.
   9. Any damage on bus must be reported at once.
   10. The use of tobacco and profane language is prohibited.
   11. Students shall not throw any object from the bus or within the bus.
   12. Emergency doors are to be used only in case of emergency.
   13. No glass containers or bottles.
3. Food and drinks are not allowed on the bus.
4. Coaches are to check buses following trips to see that no damage occurs, and to make sure paper and trash is picked up.
5. Coaches are to supervise the students’ conduct on the bus at all times.
6. Coaches are to take attendance before the bus leaves for a contest and before the bus leaves after a contest. A copy of the attendance should be given to the bus driver.

STUDENT TRANSPORTATION:

If a student arranges his/her own transportation to and from school related activities, supervision by La Plata R-II School District will not begin until the school has custody and control over the student. La Plata R-II School District will not be supervising the transportation of such student when the student provides his/her transportation. When the school is providing transportation to and from extra-curricular/school events, students will be required to travel with the group/team. In the event students provide their own transportation, parents/guardians will need to get permission from the administrator/sponsor prior to the activity and provide a written note.

ADDITIONAL REQUIREMENTS

In addition, each head coach may issue additional requirements for eligibility relative to that particular sport. Included in these rules shall be practice attendance requirements and other training rules. These requirements will be presented to each athlete and the principal at the beginning of the sports season.

La Plata R-II Schools

**Parent/Coach Communication**

1. **Communication you should expect from your child’s coach**

# A. Philosophy of the coach

1. Expectations the coach has for all team members
2. Locations and times of all practices and contests
3. Team requirements, i.e., special equipment, off season conditioning
4. Procedure should your child be injured during participation
5. Discipline stemming from a school or team rule infraction
6. **Appropriate concerns to discuss with coaches**

# The treatment of your child, mentally and or physically

1. Ways to help your child improve
2. Concerns about your child’s behavior

**Note:** It is difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the above list, certain things can be and should be discussed with your child’s coach. Other things, such as those to follow, must be left to the discretion of the coach.

1. **Issues not appropriate to discuss with coaches**

# Playing time

1. Team Strategy
2. Play calling
3. Other student/athletes

**Note:** There are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the other’s position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

1. If you have a concern to discuss, the following procedures should be followed:

# The student athlete must bring the issue to the coach’s attention

1. If the issue needs further attention, contact the coach during his/her planning period to get a clarification or set up a meeting. (student must be present at all meetings)
2. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both parent and coach. Meetings of this nature do not promote resolution. (24 hour waiting period)
3. What can a parent do if the meeting with the coach did not provide a satisfactory resolution?
4. Call during school hours and set an appointment with the Activities Director/Principal to discuss the situation. (It may be recommended that Coach and Athlete also attend).
5. At this meeting the appropriate next step can be determined

# GUIDELINES FOR PARENTS/GUARDIANS

1. Good Sportsmanship is an expectation at La Plata R-II High School so please let the players play, the coaches coach, the officials officiate, and the spectators be positive and enjoy the games!
2. Understand that parents/guardians and coaches will have different bases of comparison and concern. We will look at things from completely different angles.
3. Support your child, the team, and the coaches. Always speak well of them in public and in family settings.
4. Allow the coaches to do their job. Avoid dugout stalking, fence coaching, and bleacher coaching.
5. Encourage your child to be dedicated to the program, to work hard to improve, and to obey the team rules and their spirit.
6. Show respect to officials and the opposition. Officials want to work with respectful players and fans.
7. Honestly acknowledge your child’s level of ability. Not every player is meant to be a star but all players can have a positive role on the team.
8. Follow the proper procedure for addressing concerns and complaints with the coach.
   * Do not attempt to confront a coach or interfere with the players before, during, or after a contest or practice.
   * Parents and spectators should not enter the locker room, dugout, bench area, or be on the sidelines before, during, or after a contest unless their student has been injured and the coach/administration has given permission.
   * Do not engage in negative communication with the coaches in any way before, during, or after the game. Communication includes face to face interactions, phone calls, text messages, email, or any other social media outlet.
9. Be prompt in delivery and pick-up of your child. If you feel you will be late, find alternate transportation for your child.
10. Check with the coach before purchasing new equipment. Coaches and our governing organizations, have special rules concerning equipment.

**If these procedures, including sportsmanship, are not followed, the parent/guardian or spectator will face the following consequences:**

**1st Offense:** Parent, guardian, spectator will be asked to leave contest and not allowed to attend the next competition at that level and any additional contests until they have a meeting with administration.

**2nd Offense:** Parent, guardian, spectator will be asked to have a follow-up meeting with administration and will not be allowed to attend any other games or activities for that season.

**3rd Offense:** Parent, guardian, spectator will not be allowed to attend any games or activities for the remainder of the school year.

These procedures/guidelines apply to home and away games. Suspensions can be carried over into the following year if necessary.

**APPENDIX**

COPIES OF:

Commitment

Citizenship Guidelines

Verification form

Eligibility Rosters (Senior High)

Eligibility Rosters (Junior High)

Declaration of Priority

Commitment

Commitment is the intangible ingredient that defines great athletes, coaches, and programs. Commitment is about a lifestyle or a philosophy. It’s not just something you can turn on and off. There have been some great athletes who are perceived as not being committed (but just have incredible “talent”). But by and large, the truly superior competitors are all committed.

Commitment is hard to define in terms of actions or thoughts, but it is very easy to see athletes or coaches who do it every day. We all know players and coaches who are very committed to what they do. Likewise, it is very easy to recognize individuals who cannot (or will not) commit to their “supposed” goals. Committed athletes try and try and try and never give up trying. They arrive early and stay late, and are never afraid to admit when they need help or listen to someone who might be able to help them.

Committed athletes do not let their egos get in the way of learning how to become better. They think about what other athletes do and study any and all information they can in order to find a way to perform better. Simply put, committed athletes find a way to get better – they don’t make excuses for poor play.

The reason it is so hard for many athletes to commit to their pursuit (whatever that pursuit may be) is that it requires incredible energy and time. This time and energy often means they must neglect other parts of their life. Some athletes simply are not willing to do this.

The main reason, in my opinion, for non-commitment is that athletes, and people in general, are part of a society that needs immediate gratification. When gratification doesn’t occur, they change their course of action instead of committing to the one already laid out. It is much easier to think that what is being tried is “wrong” or that there is “a better way” instead of sticking to what is currently being tried. But that is what commitment is all about – sticking to a plan and giving it time to produce rewards. Instead, people want to change or try a new way in the hope that “maybe this will work”. But, it doesn’t. At least not for the long-term. Change is about short-term success; commitment is about long-term success (in athletics AND in life). So, let’s take a look at being committed.

Are you committed or do you change too much? Following are examples of what I believe commitment and change look like. It is important to remember that along the way to becoming great, change is necessary. But, the amount of change is much less than the amount of commitment and most athletes have these two exactly opposite. As you look through these examples, try to give yourself an honest assessment of whether you change too much or if you are truly committed to becoming great.

*If you do these, you are committed to becoming great:*

1. You arrive early and/or stay late for practice hoping to hone skills more that the next person.
2. You have a plan for your practice time and do not just “show up” for practice.
3. You constantly assess your progress and keep pushing yourself to improve even the smallest of details.
4. You are willing to learn from those capable of teaching you. You thrive on constructive criticism and use it to make you better.
5. You are not worried about your “image” when it comes to practicing “the basics” or working on the “boring” parts of your sport.
6. You read books, watch videos, or watch others’ games and practices on your own time.
7. You have a “master plan” that will eventually lead you to great performances. This plan was developed by you and others on your team, especially your coach.
8. You don’t let one poor performance change your dedication or what you are working on. Your work ethic is unchanging.
9. One win is treated as a positive performance, not an indication that you have “made it” and can now back off.
10. One loss is treated as a negative performance, not an indication that a change must be needed.

If you do these, you are driven by immediate gratification (you are not as committed as you think you are):

1. You arrive just in time for practice and leave as soon practice ends.
2. You just “show up for practice” without any idea of what you need to work on. You equate being there with getting better – they are not the same thing.
3. You overlook the small details and instead work on the ones you like.
4. You will not accept criticism, even when you know it is true. You assume you know more than everybody else.
5. You are more concerned about how you look when it comes to practicing than with really getting better.
6. You have little or no interest in how other athletes become successful because you believe you way is best.
7. You have NO “master plan”. Instead, you follow a series of small plans, all or most devised by you alone.
8. You let one poor performance change your dedication or what you are working on. You live from performance to performance.
9. One win is treated as an indication that you have “made it” and you subsequently slack off.
10. One loss is treated as an indication that “this isn’t working” and a change must be needed.

# Participation in Extra-Curricular Activities

To be eligible to participate in extra-curricular school activities is a privilege, and not an inherent right, granted to you if you meet the standards as set forth by the Missouri State High School Activities Association and the La Plata School District. According to the MSHSAA eligibility standards, students must be good citizens in their school and community. More specifically, any student who represents his/her school in interscholastic activities must be a creditable citizen and be judged so by proper school authority certifying the list of students for competition. A student whose character or conduct is such as to reflect dis-credit upon himself/herself or his/her school is not considered a creditable citizen. His/her conduct shall be satisfactory in accord with the standards of good discipline. Good citizenship is a year-round requirement. In other words, a student that violates the citizenship guidelines during any part of the calendar year, including summer vacation, will jeopardize his/her eligibility for the following school term.

In addition, a student must also meet certain academic requirements. Specifically, he/she must meet all MSHSAA minimum requirements by earning at least 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater the previous semester, and shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater, and must be making satisfactory progress towards graduation. A student making any failing grade will not be eligible the following grading period. Grade requirements are determined on quarter grades.

It is understood that citizenship eligibility cases are handled on an individual basis at the school level by the coach, sponsor, activities director, principal, parents, and the student. However, it is also felt that system-wide guidelines will assist in the uniform handling of such cases.

(1). STUDENT UNDER ARREST OR ADJUDICATION (MSHSAA Bylaw 210)

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

* Misdemeanor (excluding minor traffic violations) - up to six months restriction from time of conviction, admission of guilt, or strong evidence of guilt.
* Felony - up to one-year restriction from time of conviction, admission of guilt, or strong evidence of guilt.

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 authorities shall determine eligibility.

Decisions related to penalties will be made jointly by the administration, athletic director, head coach, or sponsor.

After completion of any school-imposed restrictions, each case will be reviewed by school authorities to determine if reinstatement of privileges is reasonable.

(2) USE OR POSSESION OF ALCOHOL OR ILLEGAL OR NON-PRESCRIBED DRUGS

If a student violates this restriction, his/her violation will be reviewed by the sponsor, head coach, athletic director and the principal. Following the review, the student and his/her parents will be notified of any decisions made regarding student’s eligibility. Penalties for violations are:

First Offense - The participant will be suspended from participating in all extra-curricular activities for 25 MSHSAA calendar days. In the event that a participant in this situation quits the team, all awards and letters will be forfeited and any suspension will be carried over to the next season in which the student participates. In the event that the team qualifies for post-season activities, all suspensions will be continued. The student will still be allowed to practice while serving this suspension.

Second Offense - The participant will be suspended from participating in all extra-curricular activities for 180 MSHSAA calendar days. This can be reduced to 90 MSHSAA calendar days if they undergo a full substance abuse assessment and follow through with treatment as recommended by the certified substance abuse treatment provider. The student will not be allowed to practice while serving this suspension.

Third Offense - A third offense results in permanent loss of extra-curricular privileges. This can be reduced to 180 MSHSAA calendar days if the student completes a residential substance abuse treatment program.

(3) TOBACCO USAGE

1st offense: The student will be suspended for one activity (the next activity or game), but will be allowed to practice.

2nd offense: The participant will be suspended for 2 activities (the next 2 activities or games), but will be allowed to practice.

3rd offense: The participant will be immediately dismissed from the team and will be ineligible for any awards and letters earned.

(4) STUDENT INVOLVED IN MISCONDUCT

If a student is involved in misconduct while at school or while representing the school in activities, individual eligibility may be affected. This would include, but is not restricted to, truancy, disrespect to teachers, fighting, use of abusive language, vandalism, disrespect to other students, etc. After a review by the head coach/sponsor and the principal, the student and parents will be notified of any penalties. Penalties will range from a reprimand and placing the student on probationary status to temporary or permanent restriction from participation in extra-curricular activities. The seriousness of the case and attitude of the student will play a big part in determining the penalty. Reoccurrence of violations will require that permanent restriction be considered.

(5) DUE PROCESS: A student will have the opportunity to express their side of any incident in which they may be involved. Parents or legal guardians may be involved with students during the due process hearings. If the student is dissatisfied with any decisions, he/she has the right to appeal through the following channels:

(a) Coach or sponsor with the principal and athletic director in attendance

(b) Superintendent of Schools

(c) Board of Education

The due process procedure shall proceed at a pace that will resolve the issue as quickly as possible, but at the same time give the participants enough time to thoroughly study, investigate, and make a decision pertaining to the situation. It is felt that the entire procedure should be handled within ten days.

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

(6) ADDITIONAL REQUIREMENTS

In addition to the eligibility requirements listed above, each head coach or sponsor may issue additional requirements for eligibility relative to the particular sport or activity. Included in these rules shall be practice attendance requirements and other training rules. These requirements will be presented to the student at the beginning of the activity and also filed with the principal.

\*\*\*\*\*Each student is responsible to notify the school of any and all situations that would affect his/her eligibility. If the student does not notify the school of the situation prior to the schools discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the (MSHSAA) Board of Directors

We, the undersigned acknowledge receipt of and have reviewed and understand the Citizenship and Eligibility Guidelines for Participation in all extra-curricular activities at La Plata Jr.-Sr. High School. We also understand that the guidelines cover all sports activities, vocal and instrumental music activities, cheerleading, academic bowl, and any club/organization that represent the school in conference, district, and state competition, (example, FFA, FCCLA, FBLA, BETA). Failure to comply with the Citizenship and Eligibility Guidelines may jeopardize the student’s attendance at school activities such as dances and ball games.

Signature of Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This sheet must be signed by all parties indicated above and returned to the principal, the head coach, or the club sponsor before a student will be allowed to participate in any extra-curricular activity at La Plata High School.

# “We the undersigned also acknowledge receipt of and have reviewed and understand the MSHSAA Concussion Information.”

Signature of Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **Verification form**

**How to Protect and Maintain Your Eligibility**

**\* Please have each athlete sign their name verifying you have gone over the pamphlet with him or her. Also sign your name on the form.**

**Coaches Name:**  **Date:**

**Athlete’s Name:**

1. 18.

2. 19.

3. 20.

4. 21.

5. 22.

6. 23.

7. 24.

8. 25.

9. 26.

10. 27.

11. 28.

12. 29.

13. 30.

14. 31.

15. 32.

16. 33.

17. 34.

LA PLATA R-II SCHOOL DISTRICT

DECLARATION OF PRIORITY SPORT

Students wishing to participate in more than one sport must declare priority/secondary choices. Each student must meet the eligibility requirements (conditioning practices) of each sport before they can participate in each specific sport.

Under certain circumstances the coaches can allow a student/athlete to transfer from a priority sport to a secondary sport.

Student and parent/guardian signature below indicates understanding and agreement to follow policy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student/Athlete Signature Parent/Guardian Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Priority Sport Secondary Sport

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date