

INDEPENDENCE SCHOOL DISTRICT

ACTIVITY / ATHLETIC HANDBOOK

2013 - 2014

**William Chrisman High School
1223 N. Noland Road
Independence, MO 64050
521-5355**

Mike Becker, Principal

**Dan Ogle, CMAA
Activities Director**

**Prepared by: Independence School District Activities Council
Edited June 2013**

TABLE OF CONTENTS

Letter to Parents and Students	3
Introduction / Philosophy / Goal Statement / Vision	4
Sportsmanship Code /Guidelines for Participation	5-6
Code of Ethical Behavior and Student Conduct	7-9
Protect Your Eligibility / Eligibility Requirements	10-12
Care of Equipment.....	13
Conditioning and the Prevention of Injuries	13
Physician Exams and Insurance Requirements.....	14
Activity Fee	14
Policy Regarding Off-Campus Running.....	15
Athletic Awards.....	15
Athletic Lettering.....	15
Student Activities Fund Management / Schedule Resolution.....	16-17
General Policy Guidelines.....	18
Supervision Policy	18
Curricular / Co-Curricular Organizations	18
Conference Information /Ticket Prices & Passes.....	19
Sports/Activities	20
MSHSAA Board Policy on Internet Message Boards	21
NCAA Clearinghouse.....	21
Independence School District Activity / Athletic Commitment Pledge.....	22

LETTERS TO PARENTS AND STUDENTS

Dear Parent/Guardian and Student/Athlete:

Welcome to William Chrisman High School! Following is a description of our activities and programs along with guidelines, expectations and philosophy.

1. In each program, a coach and/or coaches are hired by the school district to be responsible for team selection. The head coach establishes criteria for selection, with input from the entire coaching staff. This is a highly subjective process. Team selection, practices and decisions regarding game situations are the responsibility of the coaching staff. Coaches may use their discretion regarding situations that are not detailed in team rules or in the handbook. If you have questions regarding the process, we encourage the student and coach to be the first point of contact. If questions still exist, please feel free to address these to the head coach. Please call the coach to make an appointment outside of school, practice or game time. If you have further questions the coach has not been able to answer, please contact the activities director.

2. The Independence Public Schools athletic programs are highly competitive. Due to limitations on roster space, we are not able to place every student on a team who wishes to participate. The hardest thing our coaches have to do is to tell young people they will not be on a team. Please be sure when your child tries out for a team, both you and he/she understands there is a possibility they may not be selected. If selected, both you and your child should be prepared to accept placement at any team level.

Coaches do the best they can in keeping the most talented athletes, filling positions for play, and appropriately placing them on the proper team. Their goal is to assemble the most competitive team possible. We believe it is the coaches' responsibility and right to select the team with whom they will work for the entire season.

3. An objective of a competitive athletic program is to put students most suited to enable success of the team in competition. Starting positions and playing time are not guaranteed. Each member of a team is very valuable to the team's overall progress. Some members may play a great deal of time in a contest while others may not see significant playing time. Grade level does not insure placement on a team or playing time.

By being a member of a team, regardless of time spent in actual competition, a person can learn many valuable lessons. Among them are citizenship, sportsmanship, appreciating good play by an opponent, working together to meet team goals, responsibility and commitment to team and school, loyalty, placing team above self, learning to accept instruction and criticism, respect for others, winning and losing with dignity, self-control, and being responsible for one's own actions.

We sincerely hope you will embrace the goals and philosophies of the competitive athletic program in the Independence Public Schools. Please feel free to contact me if you have any questions regarding any aspect of the athletic program.

Dan Ogle, CMAA
William Chrisman High School

INTRODUCTION

Welcome to the Independence School District's activity/athletic program. The Independence School District encourages you to take advantage of as many programs as your time and talent will permit. Hopefully, your decision to take advantage of these opportunities our school has to offer will be educational, rewarding and challenging. We do not encourage specialization in one sport; we would encourage you to experience a variety of sports as well as other school activities. Naturally, due to conflicts in seasons, practice times, schedules, etc., some choices will have to be made by you. Good luck to you as you strive to grow emotionally, mentally, socially and physically through activities/athletics.

PHILOSOPHY

We believe that interscholastic activities shall supplement the secondary curricular program, and as such become a vital part of a student's total educational experience. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his/her education.

Student participation in activities is a **privilege** not a right. This privilege carries with it responsibilities to the school, to the activity, to the student body, to the community and to the student themselves. This participation will help to develop the student physically, mentally, socially and emotionally.

GOAL STATEMENT

Student activities and athletics shall be an integral part of the total secondary educational program which shall provide experiences not otherwise provided and which will help students to acquire additional knowledge, skills and emotional patterns necessary as attributes of good citizenship.

VISION

Creation of well rounded student/athletes by encouraging multi-sport and activity participation, involved community, an improved climate, professionally trained personnel, improved performance and established program goals. These are achieved through the efforts of strong communication and commitment of the activities department to bring all constituents together to provide a unifying leadership to the mission and vision of William Chrisman High School.

SPORTSMANSHIP

The Independence School District is a member of the Greater Kansas City Suburban Conference and Missouri State High School Activities Association (MSHSAA). As members of these groups, we adhere to policies set down for the display of good sportsmanship by athletes, students, fans, parents and patrons. Member schools are to enforce sportsmanship rules for our own school, players and spectators. Violation of rules can result in the following consequences: written reprimand, probation, suspension, ejection or permanent removal from events. Consequences are in force for players, coaches, students, parents and fans.

All school discipline policies and rules apply to the Independence School District students at school activities whether they are held on school property or away from school.

GOOD SPORTSMANSHIP CODE

For Players, Coaches and Fans:

1. Maintain pride in self and school.
2. Strive to keep high standards of conduct.
3. Cheering is always encouraged for one's own team.
4. No taunts, chants, noises, cheers, songs, profanity, signs or motions directed at the opposing team, coach, school or officials.
5. Positive signs may be displayed for one's own team.
6. No disrespect will be shown to the opposing team during introductions.
7. No noisemakers
8. Abide by the decisions of officials.
9. Accept victory or defeat graciously.

The Independence School District does designate a student spirit section where standing is permitted.

The Independence School District grounds (inside and outside) are, by the Independence School District Board policy, a tobacco-free environment. There is to be no smoking inside the building or outside on any school or athletic grounds.

BASIC GUIDELINES FOR PARTICIPATION

1. Students are free to make their own selections as to the activities in which they wish to participate. It is the Independence School District's policy that students facing a conflict between two school-sponsored activities will be given a choice of which to attend. Certain school activities (based on the Conflict Resolution Standards located on page 16 of this document) will have priority.
2. A student who has gone out for a sport, but quits of his own accord, will not be eligible to start practicing for another sport before the end of the competition in the sport that was dropped, unless both of the head coaches agree. A student who has enrolled in an interscholastic co-curricular class, but then drops the course will not be eligible to participate in the activity unless prior permission is made with the teacher/director.

3. Transportation policy: The following will be adhered to in transporting students for extracurricular activities in the Independence School District. This rule applies to all practices and extracurricular activities.
 - a. All students involved in any extracurricular activity prior to 4:00 pm will be transported by bus to and from all extracurricular activities.
 - b. When activities are outside the Independence School District, all students will be transported by bus.
 - c. For all activities that are being held within the Independence School District boundaries, students will be transported by bus. The principal or activities director under the following conditions must approve any exceptions to this rule.
 - * Under special circumstances with prior arrangement, a student may be transported by their parent/guardian. Exception must be requested no less than one day in advance, with the request form (form available in the activities director's office) signed by the parent.
 - * Approval to drive will apply to the student transporting **ONLY HIMSELF OR HERSELF** to the event.
4. If it is necessary to be absent from practice, the student is expected to obtain permission from the head coach prior to the scheduled practice.
5. If a student misses class(es) without being excused by the administration, the student shall be considered ineligible on that day. Exceptions are granted with **administrative approval only**. If a student comes to school and during the day visits the health room and is sent home, they may not return or participate that day.
 - In the event of truancy or suspension, the student will not be eligible for participation until they fulfilled the disciplinary requirements established by the administration.
6. Hazing is willful conduct directed at a student that is intended to physically or emotionally intimidate, punish, humiliate, ridicule or place any student in a disconcerting position for the purpose of initiation, affiliation, inclusion or membership in any team or organization.

Harassment is unwelcome conduct by a person that is sufficiently serious, persistent or pervasive, so that it affects another person's ability to participate in or benefit from the school program or activity by creating an intimidating threatening or abusive environment.

Students found to have violated these policies will be subject to suspension/expulsion from school and suspension/exclusion from activities/athletic participation depending on the severity of the misconduct per Board Policy.

Non-students who participate or enable the hazing/harassment of students may be excluded from attendance at school activities. District employees, including sponsors and coaches who have knowledge of such acts, but fail to take corrective action will be subject to discipline up to and including termination of district employment. **If hazing/harassment occurs coaches/sponsors must report the incident to school administration immediately.**

7. In the event that a student is assigned an afternoon detention period as the result of a classroom issue, they are not allowed to use the excuse of "I have practice, so I can't stay." **THE CLASSROOM OBLIGATION ALWAYS COMES FIRST.**

INDEPENDENCE SCHOOL DISTRICT
CODE OF ETHICAL BEHAVIOR AND STUDENT CONDUCT

I. STATEMENT OF PURPOSE

The Independence School District's activity/athletic program is designed to provide a positive, healthy, drug-free atmosphere for the student. The student is encouraged to achieve academic success, become involved in a variety of sports and be an ambassador of the school. It is fundamental that the student realizes that it is a **privilege** to represent his/her school and that he/she is expected to do his/her best to contribute to the success of the activity/athletic program.

Students are in the public eye and their personal conduct always must be above reproach. They have an obligation to create a favorable image and gain the respect of teammates, the student body and the community.

II. STUDENT/ATHLETE EXPECTATIONS

The student is expected to demonstrate good sportsmanship and good citizenship at all times, both in and outside of school. As a representative for his/her school and competing in our activities/athletic programs, the student is expected to fulfill certain responsibilities that include:

1. Striving to achieve sound citizenship and desirable social traits, including emotional control, honesty, cooperation, dependability and respect for others and their abilities.
2. Maintaining a lifestyle free of tobacco products, illicit drugs and alcoholic beverages.
3. Maintaining academic and eligibility standards as established by the Missouri State High School Activities Association and the Independence School District.
4. Adhering to public laws and school policies.
5. Showing respect for both authority and property.
6. Learning the spirit of hard work and dedication, desiring to excel to the limits of each student's potential.

III. DEFINITIONS

1. Extracurricular Events - Those events/activities that do not fall within the scope of the regular curriculum; are officially recognized and sanctioned by the Independence Board of Education; and for which students do not receive credit.
2. Co-curricular Events - Those events/activities that are outside of, but complement, the regular curriculum. Students are graded on their participation in these events/activities.
3. May - As used in this policy, indicates the act of granting or denying permission.
4. Might - As used in this policy, indicates the possibility of action being taken.

IV. SCHOOL RULES

1. Team Rules - Each sponsor/coach will establish team rules and has the discretion to implement rules specific to their team. Team rules will be distributed and discussed with parents and participants prior to the beginning of competition for the

- activity/athletic program. The student is expected to comply with team rules and may forfeit his/her eligibility through noncompliance.
2. School Attendance - The student must attend school as outlined on page six (6), guideline five (5) of this document on the day of activity/competition to be eligible to participate in extracurricular activities on that day. Exceptions are granted with administrative approval only.
 3. Detention - A student assigned detention by teachers and/or administrators must report the detention to the sponsor/coach. The sponsor/coach will determine any additional action to be taken.
 4. Suspension - A student suspended from school; in-school or out-of-school, will not be permitted to participate in the extracurricular activities while on suspension. He/she may become eligible following his/her first day back in regular classes.
 5. Expulsion - A student who is expelled or who withdraws from school because of disciplinary action, shall not be considered eligible for extracurricular activities for 365 days from the date of expulsion/withdrawal.
 6. Ejection from a Contest - A student/athlete ejected from an activity/athletic event because of unsportsmanlike action will not be eligible to participate in the next scheduled activity/athletic event.

V. DISCIPLINARY ACTION AND CONSEQUENCES

Students might be ineligible for extracurricular activities if they violate the Policies of the Independence Board of Education as outlined in Section 2600, or if they fail to exhibit good citizenship at all times. Students may also be determined ineligible if in violation of the “credible citizen” clause under MSHSAA by-law 2.2, “Citizenship Requirements” of the MSHSAA Handbook. The coach, activities director and school administrator will determine the length of non-participation with respect to MSHSAA by-law.

If school policies are violated, the procedures and penalties of those policies may take precedence over and/or be in addition to those described in the following disciplinary action and consequences for students.

To clearly outline and define the disciplinary action, the following guidelines are provided for students.

1. **Citizenship** - Students whose character or conduct is such as to reflect discredit upon themselves or their school is **NOT** considered a “credible citizen”. This includes violations of public law and/or school policy.
Violation Penalty - The student who has been charged with a municipal ordinance violation, a misdemeanor or a felony will be suspended, per MSHSAA by-law 2.2.2, from a game/meet participation in extracurricular activities and remain ineligible until his/her judgment is satisfied according to public law and/or school policy. **This includes violations that take place during the season and/or non-season including evening, weekend and summer.** School officials may deny participation in all extracurricular activities to a student convicted or found “not innocent” of a municipal ordinance, misdemeanor or felony.

Reinstatement - Reinstatement to the activity/athletic team(s) may be granted after a review by the school administration and the sponsor/coach.

2. **Alcoholic beverages and/or illicit drug possession use and/or abuse.** Students should not use, abuse or possess alcoholic beverages and/or illicit drugs.
 - a. **First Violation Penalty:** The student will be suspended from his/her activities/athletic team. A conference, including a building administrator, the student, parent(s) and coach will be conducted. If verification is found to be sufficient by the school administration, the student will be suspended from all activities/athletic competition for up to 90 school days from the day of the offense. The suspension may be reduced upon successful participation in a drug-treatment program, which follows the Missouri Guidelines for Drug Treatment. Information regarding participation in drug-treatment options may be obtained from the building administrators.
 - b. **Second Violation Penalty:** The student will be suspended from his/her activities/athletic team. A conference, including a building administrator, the student, parent(s) and coach will be conducted. If verification is found to be sufficient by the school administration, the student will be suspended from all activities/athletic competition for 365 days from the day of the offense.

3. **Tobacco substances. Smoking, chewing, sniffing, possession or any other use of tobacco materials.** Students should not smoke, chew, sniff or possess tobacco materials or products. Use or possession of tobacco products is a violation of Board policy and subject to suspension.
 - a. **First Violation Penalty:** Loss of participation for the next two events/games or 20% of all scheduled events/games whichever is less.
 - b. **Second Violation Penalty:** Immediate loss of participation from a minimum of 50% of the scheduled events/games in the activity/sport in which the student is participating. If the penalty is not fully administered during that activity/sport season, the remainder of the penalty will be applied to the next interscholastic activity/sport season in which he/she participates.
 - c. **Third Violation Penalty:** Ninety school-day suspension from all extracurricular activities.

Repeated violations of any of the above may result in complete disassociation with any or all activity/athletic teams for the remainder of the student's high school career.

The coach/sponsor, in consultation with the activities director and school administrator, may suspend a student from activities after having given him/her the right to be heard. The student and/or his/her parent/guardian may appeal actions taken pursuant to this policy.

The school administration will send a written decision to the parent/guardian within two days of the appeal hearing.

VI. PARTICIPANT'S PLEDGE

A student who participates in extracurricular activities must sign the "Participant's Pledge" as a precondition of his/her participation. The student's signature on the pledge signifies the commitment to abide by the conditions of the Independence School District's Code of Ethical Behavior and Student Conduct Policies and to remain free of alcohol, tobacco, illegal drugs and to be a "credible citizen". The parent's signature on the pledge signifies that the parent has read and understands the pledge. This pledge is located on page 22 of this handbook.

PROTECT YOUR ELIGIBILITY

The Missouri State High School Activities Association (MSHSAA), of which the Independence School District is a member, is a voluntary, nonprofit, educational association of junior and senior high schools established for the purpose of working cooperatively in adopting standards for supervising and regulating interscholastic activities and contests.

One of the primary functions of the MSHSAA is to establish eligibility standards that must be met by all students to attain the privilege of representing their school in interscholastic activities.

Eligibility is a PRIVILEGE to be granted by the school to a student, which allows that student to participate in interscholastic activities. Eligibility is NOT A STUDENT'S RIGHT BY LAW. Precedent setting legal cases have determined that eligibility is a privilege to be granted only if the student meets all standards adopted by the school.

Listed below is information to acquaint you with the major rules and regulations you must follow in order to protect your eligibility.

1. You must be a credible school citizen. Credible school citizens are those students whose conduct, both in and out of school, will not reflect discredit upon themselves or their schools. It is the responsibility of the student to report to school administration violations of the law.
2. Academics
 - a. You must be enrolled in courses offering 3.0 units of credit. (This is normally six courses).
 - b. You must have earned 3.0 units of credit the preceding semester.
3. Transferring schools
 - a. If you transfer schools and your parents do not move to your new school district, you will be ineligible for 365 days, unless you meet one of the exceptions to the transfer or promotion rules. (See your principal or activities director regarding non-traditional households).
 - b. If you move with your parents to your new school district you will be eligible immediately.
4. Participation limits
 - a. You are eligible to participate in any sport for a maximum of four seasons. Any part of a game played during a season counts as a season of participation.
 - b. Your eligibility to participate in high school activities begins when you first enter the ninth grade and lasts for the first eight semesters that you are enrolled in high school. Your eighth semester must immediately follow your seventh semester.
5. You must enter school within the first 11 days of the semester to be eligible.

6. Awards standards
 - a. You may not receive cash, merchandise, or gift certificates for participating in an athletic contest.
 - b. You may accept awards that are symbolic in nature, such as medals, trophies, ribbons, plaques, etc., for participating in a school athletic program. These awards may be received only from your school, from a school hosting an event, or from the MSHSAA
 - c. You may accept awards for participating in non-school-sponsored athletic competition only if the awards are symbolic in nature, such as medals, trophies, ribbons, plaques, etc.
7. If you reach the age of 19 prior to July 1, you will be ineligible for interscholastic competition the next school year.
8. Non-school competition
 - a. You may not participate in any organized non-school athletic competition and your school team **IN THE SAME SPORT** during the same season with the exception of swimming (please see the activities director with these circumstances).
 - b. You may participate on a school team and a non-school team in different sports during the same season; however, you may not practice or compete in non-school organized athletic competition **ON THE SAME DAY** that you practice or compete with your school team without approval of the school administration.
 - c. Before you join any non-school team or enter any non-school competition involving athletics, check with the activities director to make certain these standards are being met.
9. You may participate in an “audition” or “tryout” for a college team only after you have completed your last season of eligibility in the sport for which you wish to tryout.
10. You may not compete in an all-star game or contest before you complete your eligibility in all high school sports.
11. Sports camps/clinics
 - a. You may attend as many non-school sponsored summer, specialized, sports camps as you wish, where you do not receive instruction or coaching from a member of your school’s coaching staff.
 - b. You may not attend a specialized athletic camp during the school year.
 - c. You may attend a camp or clinic where your school’s coaching staff instructs or coaches for a period no longer than two weeks in duration.
12. Any individual receiving information concerning colleges for scholarship opportunities for our students/athletes will be distributed by the specific coaches.

REMINDERS:

Any questions pertaining to eligibility not answered above should be brought to the attention of the activities director prior to participation in the event.

It is the responsibility of the student to report to school officials any violation of the law that would affect their eligibility. Failure to do so will result in the student being ineligible for up to 365 days pending review by the MSHSAA Board of Directors.

ADDITIONAL ELIGIBILITY REQUIREMENTS
INDEPENDENCE SCHOOL DISTRICT
ACADEMIC GUIDELINES

The Independence School District implements many policies, practices, and procedures designed to promote compliance with the Missouri State High School Activities Association. The program operates under the Activities Director in cooperation with all coaches, sponsors, and participating students.

The academic guidelines are implemented throughout the academic year by all activities.

1. Student grade checks by coach/sponsor will occur at a minimum of every three (3) weeks and align with Independence School District grading schedule.
2. Grade checks will take place throughout the school year.
 - a. Students with a failing (F) or incomplete grade at the time of the grade check will be required to attend activity study session on Friday afternoon, Saturday School or an appropriately scheduled study session for at least 90 minutes per week.
 - b. Students with a failing grade will conference with the coach/sponsor to design an academic plan for success.
 - c. Failure to attend the study session may result in making the student ineligible for the next scheduled contest/activity.
 - d. Requirement to attend study session would end when the failing grade(s) are raised to passing and verified on Power School.
3. At succeeding grade checks, if academic progress has not improved, student will be required to remain in scheduled study sessions.
 - a. Students will expand their academic plan for success in written form, with coach/sponsor and parent notification.
 - b. Failure to follow this plan may result in loss of contest/event participation.

Students must meet or exceed the Missouri State High School Activities Association requirements in order to be academically eligible to participate in interscholastic activities in any preceding semester.

CARE OF EQUIPMENT

In order to give the student a sense of responsibility and an appreciation of his/her equipment, each student will be held accountable for the abuse or loss of it. ANY EQUIPMENT LOST OR STOLEN MUST BE PAID FOR BY THE STUDENT IN WHOSE NAME IT WAS CHECKED OUT.

The following guidelines, if adhered to, will reduce the chances for lost or stolen equipment.

1. Do not exchange or loan any of the equipment checked out to you to another teammate. If exchange is warranted, the coach will make the adjustments.
2. School and personal equipment and belongings should be locked up at all times. Keep your locker CLOSED and LOCKED at all times.
3. Any loss of equipment should be reported immediately to the head coach, rather than waiting until the end of the season.
4. Any protective equipment that does not fit properly or that has any defective parts should be reported to a coach immediately. Do not wear the equipment until the necessary adjustments have been made. This is for your protection.
5. It is against the MSHSAA regulations to sell or rent any equipment to individuals. The athletic departments of the Independence School District strictly adhere to the regulation. Therefore, any equipment you may see outside the school environment does not belong to the individual(s). Please report any such violation to a coach or the activities director. By doing so, you are not only helping the athletic department, but also the individual who must pay for the stolen item(s).
6. At the end of the sports season, all equipment must be turned into the coach that issued the equipment. Students will not be allowed to participate in succeeding seasons until all equipment is accounted for and all obligations are satisfied.

CONDITIONING AND THE PREVENTION OF INJURIES

Proper sports conditioning will improve the power, speed, and endurance of the athlete on the field or in the gymnasium. It will also help strengthen muscles and joints, increase flexibility, and maximize agility through the channeling of aerobic as well as anaerobic power. In addition to the benefit of increased performance, statistics indicate that sports conditioning will assist in preventing injury.

Year-round conditioning can increase athletic performance considerably. Opportunities are provided and it is strongly recommended that all athletes not involved in a sport during an off-season be participating in the conditioning program. Naturally, the best course of action is to stay involved in a competitive program each of the three seasons, where conditioning is built into the sport.

PHYSICIAN EXAMS AND INSURANCE REQUIREMENTS

Athletic By-Law 3.8.1 in the MSHSAA handbook states: “The school shall require of each student participating in athletics or an activity performance group a physician’s certificate stating that he or she is physically able to participate in athletic contests or performance groups. The medical certificate is valid for the purpose of this rule if issued after February 1st of the previous year. This certificate must be on file before the student will be allowed to practice with any of the Independence School District’s athletic teams.”

Athletic By-Law 3.8.2 in the above handbook states: “A student shall not be permitted to practice or compete for a school until it has verification that he or she has basic athletic insurance coverage.” THE DISTRICT PROVIDES A SECONDARY INSURANCE POLICY FOR ALL MSHSAA SPONSORED ACTIVITIES.

An athletic trainer is available on school days from 2:00pm to 5:30pm, or until completion of varsity contests except when called away to attend an athletic contest off campus.

The ISD recognizes the increased research and information available regarding concussions. Each student in contact activities is administered IMPACT testing as incoming freshmen, juniors or if transferring into the district. It is a computer based test administered by the athletic training staff. The test gives medical personnel baseline neurological data to use as comparison should a student sustain a concussion. A post test is given after a concussion and the student is not allowed to return until testing is normal. Concussion protocol is provided to each student and guardian and a signature is required that information is received and read and that protocols will be followed.

ACTIVITY FEE

An annual activity fee of \$50.00 for MSHSAA-sponsored activities for high school participants will be due before the **first** contest or activity takes place. The participant will be given a student athletic pass, that is placed on the back of the student ID, when they pay the \$50.00 activity fee. This student athletic pass gains admission to regular season contests in the Independence School District. Partial refunds may be granted after attending or participating in a contest or an event only through administrative discretion based on unusual circumstance.

A maximum of two (2) athletic fees, \$100 per family will be charged. This fee may be reduced if the student is in the free or reduced lunch program.

The district activity fee is required by board policy and is strictly used for general operating procedures.

OFF CAMPUS RUNNING **POLICIES AND PROCEDURES**

1. In order to adequately train athletes for certain sports and conditioning, some off-campus running will be required.
2. It is the duty of coaches to maintain a program that considers the safety of our athletes at all times.

The most serious hazard that any runner encounters while running on the roads is traffic. Off-campus running will follow pathways through city parks, routes with sidewalks, areas with minimal traffic flow, or roads with shoulders wide enough for a runner to be out of the way of normal traffic paths and flow.

Listed below are several safety guidelines that runners should adhere to when training off campus.

1. The coach and runner must always be alert to traffic and weather conditions.
2. Runners should always use sidewalks when available or run on the road's shoulder, not out in the street impairing traffic.
3. Runners should always face traffic, unless running on sidewalks or wide shoulders.
4. Runners should run in single file.
5. Off-campus running in the afternoon should not begin until students and bus transportation have cleared the area.
6. No off-campus running should take place when weather conditions hamper visibility making it difficult to see runners or when the road conditions create hazardous driving.
7. Runners should not cut through or run on a patron's property.
8. Runners should be especially alert at intersections and obey all traffic laws. A runner should not block intersections.
9. For personal safety, runners should run using the buddy system.

ATHLETIC AWARDS

VARSIITY / JUNIOR VARSITY / PARTICIPATION LETTER AWARD

A certificate/letter will be presented to the athlete each time he/she meets the requirements established in that sport and is recommended by the head coach to be a recipient of the award.

ATHLETIC / ACTIVITY LETTERING

Most all of the Independence School District activity programs offer a letter for their activity. Each program offers both subjective and objective criteria and qualifications for lettering set by the individual staffs. The actual granting of a letter is ultimately decided by that staff. For individual lettering requirements check with the program sponsor.

SCHEDULING RESOLUTION STANDARDS

Students should make the best choices when participating in activities to avoid conflicts between activities. This involves good communication, decision-making skills, prioritizing, and long-range goals and aspirations. However, when a conflict arises between two school-sponsored activities, administrative priority will examine this order or precedence:

1. National contest
2. State contest
3. District contest
4. Conference contest
5. Academic class
6. Interscholastic contest
7. Required (dress rehearsal) practices
8. Regular practices

STUDENT ACTIVITIES FUND MANAGEMENT

I. SOURCES OF FUNDS

Funds for co-curricular and extra-curricular activities may be generated from any administratively approved source (utilize the Fundraising Form obtained from the activities director), providing that the welfare and long-range benefits for students and the Independence School District are the primary consideration. Funds derived from a particular group or activity should remain with that group or activity and expenditures should benefit it either directly or indirectly. When students are involved in the generation of funds, they should be appropriately involved in the decision-making process to determine the expenditure of those funds.

All monies in activity funds are considered a part of the general operating fund of the Independence School District, and as such District policies governing the receipt and expenditure of funds must be followed. The fund balance of an activity account will be carried forward from fiscal year to fiscal year providing the activity is a continuing one. However when the activity ceases, any funds presently in that account will become a part of the general operating fund balance of the District.

II. RECEIPT OF FUNDS BY STUDENTS, SPONSORS, TEACHERS, OR SCHOOL WORKERS

All money collected from any source should be substantiated by pre-numbered student activity receipts, or other auditable, checkable records. This audit trail is most important. Money collected by various groups or individuals within the school must be turned in to the school secretary daily.

A. Pre-numbered receipts

Pre-numbered receipt books shall be used by the treasurer of student organizations and by all others who receive funds, except as specified in paragraphs B and C below.

The original of the receipt should be given to the payee. The second copy of the receipt would be left in the receipt book as a record for the organization. A new receipt book should be utilized each fiscal year, and the receipt book shall be maintained as a part of the organization's records for a minimum of three years. In case of a "void" receipt, both copies of the receipt must be accounted for by attaching the "void" original to the second copy in the receipt book.

B. Ticket sales

Ticket sales shall be reconciled with cash received by a person other than the person directly receiving the cash and appropriate entries made in all related records.

C. Special activities

At the discretion of the principal, the writing of a receipt to an individual may be waived and a "master" receipt used when collecting miscellaneous sums of money for which no individual accountability is required. For instance, a teacher collecting money in a United Way campaign may issue one receipt in the receipt book to indicate the amount collected in the classroom on a given day.

D. Transmittal of funds to school treasurer

Funds should be submitted to the school secretary on the day received or placed directly in a night depository.

The person collecting the money should complete either a ticket sales form or an activity receipt form in duplicate. Both copies should accompany either the funds submitted to the school treasurer or the deposit itself in the case of a night deposit.

III. PURCHASES

Prior to being submitted to the Purchasing Department, a purchase order must be signed first by the student activity sponsor and second by the principal or his/her designate according to school district policy. All purchase order requests must be made two weeks before processing.

IV. PAYMENTS

The activity sponsor and the principal or his/her designate shall be responsible for initiating requests for the disbursement of all monies from the activity accounts. All requests for payments must be made through a purchase order. All disbursements shall be by check issued by the Finance Department. No reimbursement will be made for any purchase if not submitted through a purchase order.

GENERAL POLICY GUIDELINES

1. All fund raising projects need to be placed on the school calendar with approval from the appropriate administrator.
2. Money should never be taken off school premises or left in a sponsor's personal possession.
3. When students receive merchandise either to sell or fill customers' orders, they should be required to sign a sheet that indicates what merchandise that student received, the number of items the student received and the price per item.
4. All sponsors responsible for raising funds or charging fees should complete a reconciliation verifying the number of items or products sold times the price, and reconciling this with the amount of money collected. This reconciliation should be turned in to the school secretary and administrator.
5. Sponsors should keep their own set of books and compare them to the monthly reconciliation from the school secretary.
6. Students should not be given merchandise they have ordered for themselves before they have paid for it.
7. Fund raisers and monies collected through parent support groups, i.e., music parents and Booster Club, etc., should be collected by their representatives. No money or merchandise should be reconciled or collected by sponsors if an outside group is conducting the fundraiser.
8. The school discourages door-to-door sales by students and no food items should be sold in school or at school activities.

SUPERVISION POLICY

No individual student, team or activity group shall be permitted to participate in events without being accompanied and supervised by a representative of the school faculty or administrative staff. Activity sponsors are responsible for supervision of groups while on the bus traveling to and from events, while at the events, and until the students' ride arrive. Activity may not occur without school representative supervision. This includes but is not exclusive to: practices, meetings, performances, contests and bus transportation.

Sponsorship includes the coach/sponsor riding the bus, accompanying the activity, and/or supervising any activity under the sponsorship of a particular department. Sponsorship may necessitate the coach/sponsor procuring assistance from within his/her own department and/or activity personnel. It is the responsibility of the activity sponsor to cover his/her events.

CURRICULAR / CO-CURRICULAR ORGANIZATIONS

Some organizations fall under academic class guidelines as well as activity guidelines and requirements because a class period is given to the organization as well as academic credit. Such classes have academic objectives and independent grading criteria. Students enrolled in these courses may have other required expectations. The individual sponsors will acquaint the students with the full scope of responsibilities in those classrooms.

CONFERENCE AFFILIATION

The Independence School District is a cooperating member of the Greater Kansas City Suburban Association of Cooperating Schools and, as a member, is committed to adhere to the rules and regulations of the association.

Presently there are 25 member schools, which are divided into four divisions with each division based upon the population of each individual school. The division is as follows:

<u>GOLD DIVISION</u>	<u>RED DIVISION</u>	<u>WHITE DIVISION</u>	<u>BLUE DIVISION</u>
Blue Springs	Truman	Raytown	Grandview
Liberty	LS West	Staley	Winnetonka
Lee's Summit North	Park Hill	Wm. Chrisman	Raytown South
Lee's Summit	SJ Central	Oak Park	Liberty North
Raymore-Peculiar	Park Hill South	Fort Osage	Kearney
Blue Springs South	Ruskin	Belton	Platte County
		North Kansas City	

In addition to competing for conference championships within each division, an all-sports award is presented to the school that has the best overall record in the 19 recognized sports.

TICKET PRICES / PASSES

Ticket prices, for all sporting events, as set by the Suburban Conference are \$5 per adult and \$3 for students K – 12. There is no charge for those that are pre Kindergarten.

Student passes may be obtained for \$25. A sticker will be provided to place on their student ID badge. This pass is good for those students not required to pay the \$50 activity fee. Student must show their ID and pass for this to apply.

A family/adult pass may be purchased for \$50. This pass will entitle bearer and household members to attend.

A senior citizen pass may be obtained through the activity office for bearer and guest beginning at the age of 62.

- **Passes are non-transferable**
- **Passes apply only to contests within the Independence School District**
- **Passes do not apply to tournaments, post season contests, or non athletic events**

SPORTS BY SEASON

FALL SPORTS

Boys' Cross Country V & JV
Girls' Cross Country V & JV
Football V, JV, 9A & 9B
Girls' Golf V
Boys' Swimming V & JV

Boys' Soccer V & JV
Softball V, JV, & C
Girls' Tennis V & JV
Volleyball V, JV, 9A & 9B

WINTER SPORTS

Boys' Basketball V, JV, C, 9A & 9B
Girls' Basketball V, JV, 9A & 9B

Girls' Swimming V & JV
Wrestling V, JV, & 9

SPRING SPORTS

Baseball V, JV, & 9
Boys' Golf V & JV
Girls' Soccer V & JV

Boys' Tennis V & JV
Boys' Track V, JV, & 9
Girls' Track V, JV, & 9

CO-CURRICULAR ACTIVITIES

Orchestra
Choir: Blue & Gold
Debate & Forensics
Theater Productions

Band: concert, jazz, marching, pep
Journalism and Publications
Distribution Education Club (DECA)

EXTRA CURRICULAR INTERSCHOLASTIC ACTIVITIES

Academic Scholars Bowl
Drill Team

Cheerleading

EXTRA CURRICULAR ACTIVITIES

ACE
Broadcasting Club
Chess Club
Future Business Leaders of America
Spanish Club
Science Club

AFS
Robotics
French Club
STUCO
Math Club

HONOR SOCIETIES

French Honor Society
National Art Honor Society
National Honor Society
Thespian National Dramatic Society

International Quill & Scroll
National Forensic League
National Spanish Honor Society

MSHSAA Board Policy on Internet Message Boards

(As taken from the *MSHSAA Links Page* posted 4/29/05)

To address a growing concern of inappropriate use of internet message boards by students, coaches, and others involved in interscholastic programs, the MSHSAA Board of Directors has developed a position statement regarding such boards. The position statement is designed to educate the membership about the concerns and potential repercussions of posting anonymous unsportsmanlike messages on the internet. This universal position statement has been developed by the staff with input and support from various advisory committees. “Recently, the MSHSAA has been made aware of several incidents involving internet message boards that have been used to intimidate, taunt or demean the character of student participants, school personnel and officials. These unsportsmanlike actions are generally carried out anonymously with little accountability or consideration for their lasting effects. As a result, the Missouri State High School Activities Association strongly encourages its coaches, directors, administrators and officials to take an active role in the prevention of unsportsmanlike material on internet message boards. School administrators should discourage student participants, coaches and directors from posting objectionable or unsportsmanlike material on internet websites. However, communication of a positive nature is always encouraged. By being proactive in this matter, schools can help address this evolving trend in a manner that is consistent with the educational mission of Missouri’s interscholastic programs.”

NCAA CLEARINGHOUSE

The NCAA Eligibility Center evaluates your academic record to determine if you are eligible to participate at a Division I or II college as a freshman student-athlete.

To register with the eligibility center, you must complete the Student Release Form and amateurism questionnaire at the beginning of your junior year. You must do this online and send in the registration fee of \$50.00.

The Student Release Form authorizes each high school you attended to send your transcripts, test scores, proof and graduation and other necessary academic information. It also authorizes the eligibility center to send your academic information to all colleges that request your status.

Your best method of completing the information is to see your counselor to access the website and collect the necessary information to give to the center. You will want to print a copy of the completed registration form and release form to give to your counselor.

INDEPENDENCE SCHOOL DISTRICT **ACTIVITY / ATHLETIC COMMITMENT PLEDGE 10-11**

PARTICIPANT'S NAME (PRINT)	GRADE	SPORT/ACTIVITY
-----------------------------------	--------------	-----------------------

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

1. Successfully pass a physical examination to participate in athletics, by a licensed physician and the copy of such examination must be on file in the office of the building activities director. Physical exam is valid if issued on or after February 1 of the previous school year.
2. Return this Activity/Athletic Commitment Pledge Form with the student and parent(s) signatures.

As a school's student/athlete voluntarily participating in interscholastic activities/athletics, I acknowledge that:

1. I have read this Student Activity/Athletic Handbook and understand what the Independence School District expects from me in regard to the expectations set forth in this handbook and to sportsmanship, citizenship, scholastics, and staying free from drug, alcohol, and tobacco use while enrolled in this school. I understand the consequences for violating school policy and I will not do so while an Independence School District student participant.

2. I will be responsible for all equipment issued to me throughout the season, will return such equipment at the conclusion of the season and will pay the current replacement cost for any of the equipment not accounted for by me at the end of the season.

3. I have been properly advised, cautioned, and warned by administrative and coaching personnel of the Independence School District that I am exposing myself to the risk of injury, including, but not limited to, the risk of sprains, fractures, and ligament and/or cartilage damage which could result in a temporary or permanent, partial, or complete impairment in the use of my limbs, brain damage, paralysis, or even death. Having been so cautioned and warned, it is still my desire to participate in sports and to do so with full knowledge and understanding of the risk of injury and with full consent of my parent/guardian.

4. I, along with my parents, certify that I have read and understand all of the Independence School District activity/athletic policies in this handbook. In order to be eligible for participation, I understand I must comply with all requirements listed.

5. I agree that I will refrain from participating in any student hazing activities as a participant or as an observer. I further understand that violation of the district's hazing policy may result in suspension from school and suspension from participating in all activities.

Student's Signature

Date

Parent/Guardian Signature

Date

REMOVE THIS PAGE AND RETURN TO YOUR COACH

