

St. Joseph School District
ATHLETICS / ACTIVITIES
STUDENT HANDBOOK



2018 - 2019

PARTICIPATION IN SPORTS AND ACTIVITIES

PURPOSE STATEMENT

The SJSD provides many opportunities for students to participate in organized extra-curricular sports and activities. These activities are designed to provide a positive, health, drug-free atmosphere for our students outside the regular academic setting. Participation in these sports and activities is a privilege, as the student participant is a representative of their respective school, their community, and the sport or organization. As such, students must meet all scholastic and organizational requirements, as well as, maintain compliance with the Missouri State High School Activities Association (MSHSAA) for participation.

All policies and regulations that apply to the regular school programming also apply to participation in sports and activities, and can be found in each school's Student Handbook. Additionally, coaches and sponsors may establish rules and regulations for their respective sports and activities in addition to those set forth by MSHSAA.

ADMINISTRATION OF SPORTS AND ACTIVITIES PROGRAMS

All sports and activities programming are administered by each High Schools Activities Director and Administration. Policies, regulations, and procedures from the St. Joseph School District and MSHSAA will be followed. As a member of MSHSAA, all SJSD schools must abide by its regulations. The following is a partial list of MSHSAA requirements. Additional information may be found in the St. Joseph School District Activity Participation Rules for Middle and High Schools and on the MSHSAA website at mshsaa.org.

STUDENT ELIGIBILITY GUIDELINES

Any student who represents his/her school in interscholastic activities shall be a bona fide student enrolled as an undergraduate student of the school (except as provided by By-Law 2.1.1), and shall meet the following general standards of eligibility and the specific standards in By-Laws 2.1 through 2.11.

DEFINITIONS

Participation: Eligibility to represent a school in interscholastic activities is a privilege to be attained by meeting the standards of eligibility cooperatively set by the member schools through this Association and in any additional standards set by a member school for its own students.

Bona fide student: In order to represent the school the individual must be a bona fide student and meet all eligibility requirements. A bona fide student is one who is enrolled in and regularly attending classes at the member school which meet the minimum academic requirements in By-Law 2.3.

Interscholastic Activity: An interscholastic activity shall be defined as any extra-class activity involving two or more schools in which two or more students participate who are identified with their schools.

ENTERING AND WITHDRAWING FROM SCHOOL

1. "Entering school" for the purpose of eligibility consists of regular registration for classes and attendance in classes.

2. A student must have ENTERED SCHOOL WITHIN THE FIRST ELEVEN DAYS of the semester in which he/she is competing. This rule is automatically waived in case a student is prevented from entering high school within the required time limit because of service with the National Guard, United States Army, Navy, Air Force, Marine Corps or Coast Guard, provided that the student enrolls in school within thirty days after he/she receives his/her discharge. A student transferring from a school district which has a school year beginning in September to a district which starts in August becomes eligible upon the change of residence and enrollment in a school in that district, provided he/she meets all other requirements.

3. In case of withdrawal, if withdrawal occurs on or after the twentieth school day of the preceding semester, a student is ineligible for one complete semester; if withdrawal occurs before the first twenty school days of the semester have elapsed, that student will not be considered as having been in attendance that semester provided he or she has not participated in interschool activities during this period.

CITIZENSHIP REQUIREMENTS

Students who represent a school in interscholastic activities must be creditable 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 “creditable citizens”. Conduct shall be satisfactory in accord with the standards of god discipline.

a. **Law Enforcement:** A student who commits an at 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 conditions of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.

b. **Local School:**

1. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
2. The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.
3. A student shall not be considered eligible while serving an out-of-school suspension.
4. 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.
5. If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.

6. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.
 7. Each school shall diligently and completely investigate any issue that could affect student eligibility.
- c. **Student Responsibility:** Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

CREDITABLE CITIZENSHIP

In addition to the above-mentioned MSHSAA eligibility requirements, students who represent SJSD schools in sports and activities must maintain creditable citizenship. Any student who commits acts or engages in behavior that discredits themselves, their team, their organization, or their school are not considered creditable citizens. Students may discredit themselves through actions both inside and outside of school, during the regular school year, and during times when school is not in session.

Creditable citizenship shall be the decision of the school principal and administration.

SCHOOL RULES:

1. **Team Rules:** Each coach/sponsor will establish team rules. Team rules will be distributed and discussed with parents and participants prior to the beginning of the activity. The student is expected to comply with team rules and might forfeit his/her eligibility through noncompliance.
2. **School Attendance:** If a student misses class on the date of a contest without being excused by the principal, he/she shall be considered ineligible on that date.
 - a. ALL STUDENTS WHO REPRESENT THE SCHOOL IN ACTIVITIES MUST ATTEND SCHOOL FOR THE FULL DAY OF CLASSES IN ORDER TO PARTICIPATE.
 - b. Students must be in regular attendance for the full day of the activity scheduled unless the activity is in another city and it is necessary that the student be absent for travel and participation, or, if the activity is scheduled on a date when school is not in session.
 - c. A full day of attendance is defined as being in school prior to the end of the first class period of the day. If a student misses class without being excused by the principal, the student shall be considered ineligible on that date.
 - d. An absence will prevent the student from participation on the day of the absence and it will prevent the student from competing until a full day of classes has been attended.
3. **Detention:** A student assigned detention by teachers or administrators must report the detention to the coach/sponsor. The coach/sponsor will determine any additional action to be taken.
4. **Suspension:** A student suspended from school in-house or out-of-house will not be permitted to participate in extra-curricular or co-curricular activities while on suspension. He/she may be eligible following his/her first day back in regular class.

5. **Expulsion:** A student who is expelled or withdraws from school because of disciplinary action shall not be considered eligible for extra-curricular activities for 365 days from the date of the expulsion/withdraw.

6. **Ejection from Contest:** A student ejected from an activity because of unsportsmanlike conduct shall, at a minimum, be prohibited from participating in the next interscholastic contest or activity at the same level.

Disciplinary Actions and Consequences:

Students might be ineligible for extracurricular or co-curricular activities if they violate the Policies of the St. Joseph School District as outlined if they fail to exhibit good citizenship at all times. The length of nonparticipation will be determined by the coach/sponsor, activities director, and school administrator.

Disciplinary action will apply to any student who violates the Policies of the St. Joseph School District from the last school day of the previous year through the end of the current school year.

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 participants.

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

1. Citizenship: Participants whose character or conduct is such as to reflect discredit upon themselves or their schools are **NOT** considered “credible citizens.” This includes violations of public law and/or school policy.

Violation Penalty: First Offense- The participant who has been arrested and/or charged with a municipal ordinance violation, a misdemeanor or a felony may be suspended from game/meet participation in extracurricular or co-curricular activities and remain ineligible until his/her judgment is satisfied according to public law and/or school policy.

Violation Penalty: Second Offense-The student will be suspended from his/her activity. A conference will be conducted. If verification is found to be sufficient by the school administration, the participant will be suspended from all activity competition for 180 school days from the day of the offense.

Violation Penalty: Third Offense-The student will be suspended from all activities for the duration of his/her high school career.

This includes violations that take place during season and/or non-season including evening, weekend and summer.

School officials may deny participation in all extracurricular or co-curricular activities to a student convicted or found “guilty” of a municipal ordinance, misdemeanor, or felony.

Reinstatement: Reinstatement to the activity after review by the school administration and coach/sponsor.

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.

Violation Penalty: First Offense-The student will be suspended from his/her activity. A conference with a building administrator will be conducted, in addition to a phone call to the parent(s). If verification is found to be sufficient by the school administration, the participant will be suspended from all contests for 25% of the season from the day of the offense. If the suspension is near the end of the activity/sports season and the student wants to participate in another activity/sports season, the rest of the 25% will start with the first possible contest in that activity/sport that they complete.

Violation Penalty: Second Offense-The student will be suspended from his/her activity. A conference will be conducted. If verification is found to be sufficient by the school administration, the participant will be suspended from all activity competition for 180 school days from the day of the offense.

Violation Penalty: Third Offense-The student will be suspended from all activities for the duration of his/her high school career.

3. Tobacco Substance Use: Smoking, chewing, sniffing, possession, or any other use of tobacco materials:

Students should not smoke, chew, use sniff, or possess tobacco materials or products.

Violation Penalty: First Offense-Loss of participation for 10% of the season. If the suspension is near the end of the activity/sports season and the student wants to participate in another activity/sports season the rest of the 10% will start with the first possible contest in the activity/sport.

Violation Penalty: Second Offense-Loss of participation for 25% of the season. If the suspension is near the end of the activity/sports season and the students wants to participate in another activity/sports season, the rest of the 25% will start with the first possible contest in that activity/sport.

Violation Penalty: Third Offense-45 school day suspension from all extracurricular or co-curricular activities. If the suspension is near the end of the activity/sports season and the student wants to participate in another activity/sports season the 45-day suspension will start with the first possible contest in that activity/sport.

Transferring Schools

If a student transfers from one SJSJ High School to another SJSJ High School after the first day of his/her freshman year and on any eligibility roster the last 12 months, the student's eligibility will be restricted to sub-varsity in the sport in which the student appears on an eligibility roster for 365 days.

*Always check with your school principal before you transfer to determine whether it will affect your eligibility.

RECRUITING

A student may not transfer from one school to another for athletic reasons. He/she must not have been influenced by a person or group of persons to attend that school. If a student is determined to have been recruited for athletic reasons, the student is ineligible to participate in varsity or sub-varsity contests for a period of 365 days from the date of the violation.

UNDUE INFLUENCE

To maintain a proper relationship between the academic purposes of schools and their interscholastic activities programs, all members of the Missouri State High School Activities Association must refrain from recruitment, inducement or other forms of persuasion and undue influence which would encourage a student to enroll in a school primarily for interscholastic activities purposes.

- a. The enrollment in a school or the transfer from on school to another because of "undue influence" by any persons or group connected, directly or indirectly with a member school (including but not limited to parents, alumni associations, booster groups and similar organizations), shall cause the student to forfeit eligibility at the school concerned for a period not to exceed the remainder of his/her high school career and not to exceed 365 days at the member school from which the student transferred from or , for an incoming freshman, the school(s) the student was eligible to attend under the Promotion Standard in MSHASS By-Law 2.6. Such conduct may require the school concerned to forfeit participation in the district and state tournament(s) for the ensuing series competition. Further, the school's membership status in the Association shall be jeopardized and shall result in other such action, as the Board of Directors deems appropriate.
- b. What constitutes undue influence shall be determined on a case-by-case basis. Undue influence may, if primarily used to encourage or facilitate participation in interscholastic activities, include but not limited to:
 1. The offer or acceptance of money, room, board, clothing or other valuable

considerations to a student, or a student's parent or guardian, including but not limited to:

- a. transportation to and/or from school by "any" school official;
 - b. provision for free or reduced rent for a parent or guardian;
 - c. offer or payment of the moving expenses of a parent or guardian.
2. Waiving or reducing tuition for an student to be certified as eligible for interscholastic activities, without establishing and following a plan submitted by the school and approved by the MSHSAA Board of Directors which includes, but is not limited to, the following;
 - a. statement of philosophy and policy concerning the reduction or waiver of tuition;
 - b. procedures used to determine the qualifications for tuition waiver or reduction; and
 - c. description of how the waiving or deducting of tuition is equally available and applied to students in similar circumstances.
 3. The payment of tuition by someone other than a student's immediate family or a financial aid program not approved by the Board of Directors.
 4. The offer or acceptance of remuneration for work in excess of the amount regularly paid for such service.
 5. The offer or acceptance of school privileges or considerations not normally granted to other students.
 6. Any inducement to get a parent, guardian or student to change residence for interscholastic activities purposes.
 7. The contacting of a student(s) in another school by any person or group connected, directly or indirectly, with a member school (including but not limited to alumni associations, booster groups or similar organizations), and attempting to persuade or induce that student(s), primarily for interscholastic activities purposes, to attend the inducer's school.
 - a. Exception: Persuasion or encouragement of a student to attend a particular junior high or high school by a school administrator or an approved interscholastic coach at that school is not undue influence if that student lives within the residence boundaries (3.10.1.d) of that junior high or high school and is enrolled and attending the lower school (elementary or middle/junior) managed band funded by that junior high or high school's district or system and which feeds directly to that junior high or high school.

INFORMATION REQUIRED PRIOR TO PARTICIPATION

INSURANCE: Proof of insurance must be provided to each coach/sponsor prior to participation in extra-curricular sports activities.

PHYSICAL EXAMINATION: No student will be allowed to try out, practice, or participate in a sporting activity without proof of a valid yearly physical examination.

Activity Fees High School Students must pay \$35 activity fee. Middle school students must pay \$25 fee. This is a one-time yearly fee and covers all activities.

IMPACT EVALUATION: All students must have a pre-assessment (IMPACT) for concussion injury prior to participation in tryouts, practice, or participation in a sporting activity.

TRANSPORTATION: No athletic team or activity participant shall be transported in a private vehicle without the consent of the school Administration. All coaches and sponsors strongly encourage members of athletic teams, cheer/spirit squads, band members, and other organizations traveling to a contest to return on the bus provided by the district. The sponsor may grant permission for a student to ride home with his/her parents only. A written parental signature/consent must be documented.

EXPECTATIONS FOR PARTICIPANTS IN SPORTS AND ACTIVITIES

1. Maintain creditable citizenship inside and outside the classroom.
2. Regularly attend classes and abide by your school's code of conduct for students (outlined in the student handbook).
3. Understand and abide by MSHSAA rules and regulations.
4. Show respect for property and authority.
5. Refrain from making inappropriate or negative comments regarding coach/sponsor, team and teammates.
6. Exercise self-control at all times
7. Know, understand and respect the rules of the contest at all times.
8. Do not argue with a call made by an official during a contest. Respect their judgment and interpretation of the rules and events.
9. Accept victory and defeat with sportsmanship and character.
10. Accept the privilege of representing your school, community, and organization through participation in your sport/activity.
11. Realize that behavior, language, and appearance reflects not only on the individual, but also upon other members of the team and the school.
12. Recognize and appreciate the abilities of teammates and opponents.

LETTERS & AWARDS

Letters may be earned by students for participation in sports and activities. Each coach establishes parameters for earning letters and will inform students of these requirements prior to the start of the season. Special awards may be given by the coaches.

FUNDRAISING

The St. Joseph School District and BOE work diligently to support all sports and activities financially. However, there may be times when teams/organizations seek to fundraise for additional funds. Any parent, teacher, or student should be aware of the St. Joseph School District fundraising policies prior to engaging in this type of activity. The Activities Director must approve any fundraising activity.

SOCIAL NETWORKING WEBSITES POLICY

Student-athletes, as members of the SJSD community, are permitted to have profiles on social networking websites (such as Facebook) under the following stipulations:

- a. Illegal, offensive or inappropriate pictures are not permitted.
- b. Pictures of alcohol, drugs, drug paraphernalia, tobacco or photos of use of alcohol, drugs, drug paraphernalia, and tobacco are not permitted.
- c. Photos involving nudity or suggestive acts of a sexual nature are not permitted.
- d. Illegal, harassing, offensive or inappropriate comments are not permitted.
- e. Information placed on any website(s) shall not violate the ethics and intent of each schools Student Code of Conduct and/or any policies contained in this student-athlete handbook (including the Student-Athlete Conduct Code). In addition, student –athletes are strongly discouraged from posting their personal contact information, such as cell phone numbers or campus address, to help protect personal safety.
- f. It is recommended that you take proper security provisions, and set your website and photos to be viewed by friends only. Take caution in who you allow to be your friend.

MONITORING OF PROFILES

Student-athletes should remember that they are ambassadors of their school and always in the publics eye. Additionally, content in profiles is considered *Public Domain*, meaning that once a picture is posted on any site (public or private) the individual no longer possesses the protection of the right to privacy of that content.

The Athletic Department reserves the right to view content posted on student-athlete profiles to ensure the safety and integrity of the Athlete and SJSD school community. Specifically, the Athletic Department may review profiles in the following circumstances:

- a. When content on a specific profile is brought to the attention of the Administration and Athletic Department;
- b. Before letters of recommendation, endorsements of character or professional references, or scholarship recommendations are made by Athletic Department staff;
- c. Prior to student-athletes competing in Conference championships;
- d. At the discretion of the Athletic Department.

NOTE: Local police and sheriff’s offices, online predators, potential employers and internship supervisors use these sites to screen or monitor individuals. Many graduate programs and scholarship committees also search these sites to screen applicants.

BULLYING AND HAZING

In order to promote a safe learning environment for all students, the SJSD prohibits all forms of bullying, hazing 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 suspension, expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

DEFINITIONS

Hazing- For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property, that substantially interferes with the educational performance, opportunities or benefits of any student without exception or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to physical actions, including violence, gestures, theft, or property damage, oral, written, or electronic communication, including name calling, put-downs, extortion, or threats, or threats of reprisal or retaliation for reporting such acts.

SEXUAL MISCONDUCT

It is the policy of the SJSD that sexual harassment of students, employees, and use of the SJSD facilities is unacceptable and prohibited.

Sexual harassment is the introduction of unwelcome sexual activities or comments into the work or learning situation. Often sexual harassment involves relationships of unequal power and contains elements of coercion – as when compliance with requests for sexual favors becomes a criterion for granting benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behaviors have harmful effects on a person’s ability to study or work.

For general policy purposes, sexual harassment may be described as sexual advances, requests for sexual favors, and other physical conduct and expressive behavior of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose or effect of interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.

The above conduct constitutes sexual harassment when it is sufficiently severe or pervasive as to disrupt or undermine a person’s ability to participate in or to receive the benefits, services, or opportunities at Central, including unreasonably interfering with a person’s work or educational performance.

Anyone subjected to suspected sexual harassment should contact your Administration or Immediate Supervisor. These contacts are confidential. Formal complaints will be handled as a disciplinary matter as outlined in the code of conduct.

Retaliation against persons who file complaints is a violation of laws prohibiting discrimination and will result in disciplinary action against offenders. Supervisors who knowingly condone or fail to report incidents of harassment will themselves be subject to discipline.

MEETING WITH A COACH/SPONSOR

1. We believe that your student-athlete should meet with the coach/sponsor to discuss any concerns he/she has before requesting a parent meeting. This provides an opportunity for your student to take responsibility, learn and grow. Parents who still wish to meet with a coach/sponsor should contact the coach or sponsor, as well as, the Activities Director.
2. The Activities Director will facilitate a meeting between the coach/sponsor and parent.
3. Parents should not meet with coaches/sponsors in the height of emotion, and should refrain from addressing coaches/sponsors after a contest. We ask that you wait 24 hours before contact.
4. Coaches/sponsors have the right to make playing time and participation decisions for their sport/activity, so concerns regarding these matters need to be carefully considered before requesting a meeting.

SPORTSMANSHIP FOR SPECTATORS

1. As a spectator, you attend contests to support the team and to appreciate the skill and competition of the participants. It is not acceptable for spectators to intimidate or ridicule participants, coaches, or officials.
2. High School athletics are learning experiences for students; mistakes will be made. As spectators, praise students in their attempts to improve themselves as athletes or participants.
3. Show respect for other teams, players, coaches and fans. Treat them as you would treat a guest in your home.
4. Refrain from making taunting or derogatory remarks directed at any participant, coach, or fan.
5. Respect the integrity and judgment of game officials and contest judges. Respect their willingness to participate in full public view.
6. Recognize and show appreciation for an outstanding play or performance by all participants.
7. Refrain from the use of any controlled substance before, during, and after the game (tailgating, meals, etc.).
8. Engage only in cheers that support and encourage teams and participants.
9. Recognize and compliment the efforts of school and league administrators for their efforts in providing opportunities for students to participate in positive extra-curricular activities.
10. Be a positive behavior role model for all participants and spectators through your actions and by censuring those around you whose conduct is unbecoming.

**A ticket or admission to a school event, sporting or organizational, is a privilege. Spectators are privileged to observe a contest, not licensed to verbally assault, provide vigorous criticism, or be generally obnoxious. Spectators engaging in these behaviors will be asked to leave the premises.

SOURCES:

Missouri State High School Activities Association Handbook – www.mshsaa.org

Sportsmanship of Spectators – www.dowagiacschools.org

St. Joseph School District Board of Education Policies IGD & IGJD

St. Joseph School District Activity Participation Rules for Middle and High Schools