

POPLAR BLUFF R-1 SCHOOL DISTRICT

**ATHLETIC
HANDBOOK
POPLAR BLUFF
MULES**



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STATEMENT OF PHILOSOPHY

Welcome to the Poplar Bluff School District student/athlete program. Our hopes are that by your taking advantage of our extra curricular program in athletics, you will grow academically, physically, and that the program will be challenging and rewarding.

We encourage you to become involved in as many extra curricular programs as your time will allow and not interfere with your academic studies. We, in the Poplar Bluff School District, want you to graduate on time and with the best education you are capable of attaining. Do not allow extra curricular activities to interfere with your academics, with proper time management your academics could improve while participating. The primary goal is for students to achieve their highest possible level of academic and athletic excellence. Interscholastic athletics presents the opportunity to acquire knowledge, skills, and emotional standards that helps one to become better citizens.

Interscholastic sports shall supplement the secondary academic program, and is a vital part of your total educational experiences. You as a student/athlete need to maximize your total education. The extra curricular program is a privilege, not a right, which carries many responsibilities to your parents, yourself, the school, and the community.

Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those set out by the Missouri State High School Activities Association.

Hopefully, through your participation you will grow emotionally, mentally, physically, and socially.

Student/athletes spend more time and have unique opportunities to learn through the extra curricular programs than from any other activity. There is a variety of sports programs in which you can become a vital part. You need to get the most from your high school extra curricular activities for few are able to continue their activities after high school on a competitive basis.

Specialization in one sport is not encouraged, school activities should be a choice you make as one of our prize students. Due to conflicts of seasons, practice time, and schedules you have choices to make on your own. The Poplar Bluff School District encourages you to take advantage of as many programs as you feel you have adequate time.

OBJECTIVES OF HIGH SCHOOL ATHLETICS

- ✓ 1. To promote standards or character and conduct which contribute to a creditable citizen.
- ✓ 2. To develop leadership, good sportsmanship, new friendships, and a friendly rivalry with other schools.
- ✓ 3. To provide a well-planned and well-balanced program of interscholastic athletics for as many secondary school students as possible, consistent with available facilities, personnel and financial support; and operate and manage those athletic programs in harmony with the policies of the Poplar Bluff Schools, the SEMO Conference, and the Missouri State High School Activities Association.
- ✓ 4. To create a desire to succeed and excel.
- ✓ 5. To instill pride in one's ability to contribute to a team or group goal.
- ✓ 6. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
- ✓ 7. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
- ✓ 8. To promote cooperative thinking and unification of interest and effort among the athletic programs of the Poplar Bluff Schools.
- ✓ 9. To be concerned with the total development of the student and promote competitive activity as a portion of the total educational program.

ATHLETIC DIRECTOR'S RESPONSIBILITIES

Performance Responsibilities:

- ✓ 1. Organizes and administers the overall program of interscholastic athletics for the district.
- ✓ 2. Enforce and interpret all athletic regulations as specified by the MSHSAA, the SEMO Public Schools Activities Association and the Poplar Bluff School District.
- ✓ 3. Provide leadership in the selection, assignment, and evaluation of athletic coaches and staff members. Administer the program, and make recommendations for all extra duty increments.
- ✓ 4. Fosters good school-community relations by keeping the community aware of, and responsive to, the athletic program.
- ✓ 5. Schedule all interscholastic athletic events with the help of the head coach according to the MSHSAA and conference and district parameters. Written contracts will be issued for each contest.
- ✓ 6. Hires officials, team physicians, and policemen as required, and assumes general responsibility for the proper supervision of home games. Written contracts will be issued to each official.
- ✓ 7. Submit pay request for workers of athletic contests each month.
- ✓ 8. Arranges transportation for athletic contest participants. Works with the Director of Transportation in the implementation of the schedule.
- ✓ 9. Arranges provision for meals for athletics and coaches during State Tournament Series, or at Athletic Director's discretion.
- ✓ 10. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
- ✓ 11. Collect the names of eligible participants of every sport, verify eligibility, and mail the required lists to the MSHSAA Office within the required deadline.
- ✓ 12. Prepares and administers the athletic budget.
- ✓ 13. Supervise preparation and administration of the program budget, according to district procedures, maintaining inventories for all athletic funds. All requisitions should be coded and forwarded to the Central Office.
- ✓ 14. Requisition program supplies and equipment, securing quality equipment at the best possible cost.
- ✓ 15. Secure services for cleaning and repair when necessary.
- ✓ 16. Supervise all ticket sales and fund-raising events of the athletic program, and assumes responsibility for proper handling of funds.
- ✓ 17. Arrange all details of visiting teams. needs as appropriate.
- ✓ 18. Arrange field and gym practice schedules. Determine the use of facilities if conflicts arise.
- ✓ 19. Require, and ensure, physical examination of all athletes prior to the beginning of each season, with MSHSAA forms to be turned in and kept on file in the Athletic Director's Office.
- ✓ 20. Keep on file all team records of all junior and senior high school athletic contests, and maintain a record file of all award winners through "End of Season Reports", file the necessary reports to the MSHSAA.
- ✓ 21. Distribute all MSHSAA entry forms to head coaches prior to deadline dates and make sure entry forms are submitted to the MSHSAA Office by due date.
- ✓ 22. Supervise the submitting of officials ratings to the MSHSAA Office by due date.
- ✓ 23. Help plan and supervise an annual recognition program for school athletes.
- ✓ 24. Provide the leadership for the coaching staff to develop unity of purpose for athletics and activities. A spirit of understanding, cooperation, and support of each other and of the total program is paramount.
- ✓ 25. Conduct coaches' meetings when necessary to inform coaches of current procedures, new changes in eligibility rules and regulations, non-school competition standards, etc.

ATHLETIC DIRECTOR'S RESPONSIBILITIES (Cont'd.)

- ✓ 26. Coordinates with appropriate personnel the starting time schedules for band, pre-game ceremonies, and half-time programs.
- ✓ 27. See that information is obtained from visiting teams for game programs.
- ✓ 28. Inform and make recommendations to the Superintendent of Schools concerning athletics.

Specific Job Responsibilities:

- ✓ 1. Have an updated athletic calendar.
- ✓ 2. Coordinate athletic calendar with all school activities.
- ✓ 3. Coordinate preparation of playing areas for all athletic events.
- ✓ 4. Coordinate athletic schedule with park department.
- ✓ 5. Schedule all athletic games for varsity, junior-varsity, freshmen, and eighth grade.
- ✓ 6. Arrange for programs, including advertisement for home games, as needed.
- ✓ 7. Coordinate eligibility forms with building principal and mail/fax to proper authorities.
- ✓ 8. Interview coaching candidates.
- ✓ 9. Attend home athletic events or appoint a representative to be present.
- ✓ 10. A. Coordinate box seat sales for football games, giving priority to those in possession of present box seats, and maintain a "by-date" waiting list for others wishing to purchase box seats.
10. B. Coordinate Reserved Seat sales for football games, with same guidelines as box seats.
- ✓ 11. Arrange transportation of teams for out-of-town games, when applicable.
- ✓ 12. Coordinate athletic letterman passes, Student Activity Pass Sales, Box and Reserve Seat passes.
- ✓ 13. Coordinate meal arrangement for out-of-town games, when applicable.
- ✓ 14. Maintain a ticket accounting system.
- ✓ 15. Prepare start-up money boxes for ticket takers with check-out sheets.
- ✓ 16. Pick up money boxes at conclusion of ticket sales; count and certify ticket numbers and cash agree; make a deposit slip and deposit gate receipts.
- ✓ 17. Have ticket sellers and takers on duty one hour before home game time and two hours before varsity football game time.
- ✓ 18. Serve as ex-officio member to all athletic booster clubs and attend as many Booster Club meetings as possible.
- ✓ 19. Arrange for necessary scorers and timers at home contests.
- ✓ 20. Make arrangements to have a medical doctor or certified athletic trainer and/or ambulance at all home football games.
- ✓ 21. Provide public address announcer.
- ✓ 22. Coordinate facilities for press and radio.
- ✓ 23. Initiate publicity when advantageous to the Poplar Bluff School District.
- ✓ 24. Request payment of all athletic bills.
- ✓ 25. Coordinate budgets for each sport.
- ✓ 26. Order equipment for all athletic teams with assistance from head coach.
- ✓ 27. Attend state athletic directors. meetings.
- ✓ 28. Represent the Poplar Bluff School District in all athletic business at Conference and District meetings, or designate a suitable representative.
- ✓ 29. Develop printed pocket schedules, as needed, for use in publicizing athletic programs.
- ✓ 30. Mail needed publicity concerning games, coaches, and players.
- ✓ 31. Any other duty or responsibility he may be assigned by the Superintendent of Schools or his designee.

COACHES INFORMATION

Code of conduct for coaches:

As leaders of impressionable young people, all individuals within the Poplar Bluff R-1 coaching staff should recognize their potential impact on the youth they lead, both for good and bad, and act accordingly. Within that context the coach shall:

- ✓ 1. Be positive in speech and action.
- ✓ 2. Be enthusiastic in their coaching endeavors.
- ✓ 3. Be a role model with regard to speech and action in dealing with officials, other athletes, coaches, and parents.
- ✓ 4. Be a teacher both by word and deed.
- ✓ 5. Be honest and up front with parents and athletes at all times.
- ✓ 6. Give clear and concise statements as to expectations for the team and individual members.
- ✓ 7. Be consistent in the application of all rules for the team.
- ✓ 8. Take care of all school equipment.
- ✓ 9. Show respect for all athletes within his/her program as well as those in other programs, or not in an athletic program.
- ✓ 10. Promote all endeavors of the total athletic program.
- ✓ 11. Teach all athletes the relationship between athletes, school, community, and family membership and facilitate those attributes, which tie them together and make them compatible.
- ✓ 12. Strive to make every squad member feel like an important part of the team.
- ✓ 13. Be prompt and appropriately dressed for all practices.
- ✓ 14. Make certain that goals of the team are well known.
- ✓ 15. Promote pride in the Mules athletic program.

Coaches shall refrain from:

- ✓ 1. The use of profanity at any time.
- ✓ 2. Placing their hands on a student for any reason.
- ✓ 3. Smoking or using tobacco products in the presence of athletes.
- ✓ 4. Any action or word which could be construed as .off color. or to encourage the use of alcohol, drugs, or tobacco products.
- ✓ 5. Criticizing other coaches or players in front of team members.

Duties and responsibilities of coaches:

In order to promote and facilitate individual programs all coaches shall:

- ✓ 1. Encourage all students who are interested in doing so to participate in a program of their choosing.
- ✓ 2. Publicize their sport for the benefit of the team and individual athletes.
- ✓ 3. Develop overall, team, and individual goals for their respective programs, make these goals known, and develop a series of activities designed to enable the team and individuals realize published goals.
- ✓ 4. Take proper care of all equipment and facilities and encourage athletes to do the same.
- ✓ 5. Make an effort to develop a program developmental in nature designed to enable each athlete to meet his/her fullest potential.
- ✓ 6. Coordinate his/her program with others in such a way as to best meet the needs of his/her program without requiring his/her athletes to chose between two teams or areas of interest.

COACHES INFORMATION (Cont'd.)

- ✓ 7. Condition his/her athletes in such a way as to allow them to be competitive, and to provide opportunities for year round conditioning.
- ✓ 8. Keep abreast of current trends of his/her respective sport by reading, attending clinics when possible and interacting with other coaches.
- ✓ 8. Use good judgment and provide proper care for all athletic injuries.
- ✓ 10. Call in all sports scores and see that such scores are available for the media after each contest.
- ✓ 11. Demonstrate the highest level of sportsmanship at all times and not harass or otherwise show disrespect to game officials, coaches, or athletes from other teams.
- ✓ 12. Not tolerate improper behavior from athletes from other teams at any time.
- ✓ 13. Not pressure athletes to participate in one sport an not another, or berate other teams.
- ✓ **14. Not allow an athlete to practice until the required physical exam, parental permission, and proof of insurance forms are on file in the athletic director's office.**
- ✓ 15. Adhere to all MSHSAA rules with regard to practice and games and make these rules known to all players.
- ✓ 16. Fill out all required state forms at the close of the season.
- ✓ 17. Help deserving athletes contact colleges when scholarship possibilities exist.
- ✓ 18. Call to the athletic directors attention any matter relating to the athletic department in general or his/her program in particular. Coaches should feel free to offer any suggestion he/she feels will serve the best interest of the program.
- ✓ 19. Keep accurate statistics, which might help students or teams receive special recognition and maintain records of games played, quarters, etc. for the purposes of lettering and eligibility.
- ✓ 20. Follow the "chain of command".
- ✓ 21. Attend all pep rallies and athletic banquets which involve his/her team members.

RESPONSIBILITY OF THE STUDENT/ATHLETE

Education for you as a student/athlete must be your first responsibility. The achievement of the best education you are capable of achieving is our goal for you. Poplar Bluff R-1 Schools feels athletics plays a significant part in your total educational development. With this decision, you as an athlete must assume certain responsibilities to achieve the educational and athletic values, that is to say:

- ✓ 1. Striving to achieve sound citizenship and desirable social traits, including emotional control (verbally and physically), honesty, cooperation, dependability, and respect for others and their abilities.
- ✓ 2. Maintaining academic and eligibility standards established by Poplar Bluff High School and the Missouri State High School Activities Association.
- ✓ 3. Showing respect for authority and property while learning the value of hard work and sacrifice.
- ✓ 4. Learning the attainment of physical fitness through good health habits.
- ✓ 5. To have the desire to excel to your potential.
- ✓ 6. To be willing to accept leadership roles instilled in the athletic programs.
- ✓ 7. To follow guidelines and regulations established by the Poplar Bluff R-1 Schools and the Missouri State High School Activities Association.
- ✓ 8. Student hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students, on or off District property, is prohibited and may result in suspension from school and from activity/athletic participation.

As a student/athlete keep in mind that most people will remember you for what your actions were in competition. You are in the public eye and your personal conduct must be above reproach. You have a personal

obligation to create a favorable image, and to gain the respect of teammates, Poplar Bluff High School student body, and your community.

Good sportsmanship is a must, this concept is far more valuable than winning an event. Every athlete will be coached to win, this is the primary objective of competition, and there will be spirited play, but it must be fair play.

FUNDRAISING

All fund-raising activities and planning for fund-raising shall be done after school hours unless prior permission is received from the building principal.

Any fund-raising activity which involves students or employees shall require the approval of the building principal and Athletic Director. Involvement is defined as: any activity which advertises the school, students or school organization.

PARENT/COACH COMMUNICATION

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach:

- ✓ 1. Philosophy of the coach.
- ✓ 2. Expectations the coach has for your child as well as all the players on the squad.
- ✓ 3. Locations and times of all practices and contests.
- ✓ 4. Team requirements, i.e. practices, special equipment, out-of-season conditioning, etc.
- ✓ 5. Procedure followed should your child be injured during participation.
- ✓ 6. Discipline that may result in the denial of your child's participation.

Communication coaches expect from parents:

- ✓ 1. Concerns expressed directly to the coach.
- ✓ 2. Notification of any schedule conflicts well in advance.
- ✓ 3. Specific concerns with regard to a coach's philosophy and/or expectations.

As your children become involved in the programs at Poplar Bluff Schools, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. As these times discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches:

- ✓ 1. The treatment of your child, mentally and physically.
- ✓ 2. Ways to help your child improve.
- ✓ 3. Concerns about your child's behavior.

It is very difficult to accept your child's 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 list above, certain things can be and should be discussed with your child's coach. Other things must be left to the discretion of the coach.

PARENT/COACH COMMUNICATION (Cont'd.)

Issues not appropriate to discuss with coaches:

- ✓ 1. Playing time.
- ✓ 2. Team strategy.
- ✓ 3. Play calling.
- ✓ 4. Other student-athletes.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. 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 or concern.

If you have a concern to discuss with a coach, the procedure you should follow is:

- ✓ 1. Call to set up an appointment.
- ✓ 2. The Poplar Bluff High School telephone number is 785-6471 and the Junior High School telephone number is 785-5602.
- ✓ 3. If the coach cannot be reached, call the Athletic Director. A meeting will be set up for you. The telephone number is 785-5183.
- ✓ 4. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

The next step:

What a parent can do if the meeting with the coach did not provide satisfactory resolution.

- ✓ 1. Call and set up an appointment with the Athletic Director to discuss the situation.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided within this pamphlet makes both your child's and your experience with the Poplar Bluff High School athletic program less stressful and more enjoyable.

ACADEMIC REQUIREMENTS

Statement of Philosophy - Participation in high school activities is 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.

Grades 9-12

- ✓ 1. A student in grades 9-12 must have earned the preceding semester of attendance, a minimum of 3.0 units of credit; or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent age, and that student must have made standard progress for his or her level the preceding semester. A beginning 9th grade student shall have been promoted from the 8th grade to the 9th grade for first semester eligibility.
- ✓ 2. A student must be making satisfactory progress towards graduation as determined by local school policies.

- ✓ 3. A student who is dually enrolled in college and high school classes but who does not receive high school credit on his/her high school transcript for the college work, may have college hours earned during a regular semester count up to a maximum of 1 unit of credit toward determining high school eligibility as follows: 1/2 unit of high school credit for a 2 or 3 credit hour class; 1 unit of high school credit for a 4 or 5 hour college credit class.

Grades 7 and 8

- ✓ 1. Seventh and eighth grade eligibility goes from quarter to quarter and not semester to semester as is required for High School.
- ✓ 2. A 7th or 8th grade student must be currently enrolled in and regularly attending the normal course for that grade or must have enrolled in a full course at his or her level in any public school special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent chronological age.
- ✓ 3. A student must have been promoted to a higher grade or a higher level in special education at the close of the previous year. However, any such student who failed more than two scheduled subjects, or failed to make standard progress in special education, shall be ineligible the following semester regardless of promotion to the higher grade.
- ✓ 4. This section shall not apply to students promoted from the 6th grade and entering the 7th grade nor from 8th grade and entering the 9th grade for the first time.

Additional requirements for Grades 9 through 12

- ✓ 1. A student who was academically ineligible the preceding semester but meets the academic standard at the close of that semester becomes eligible the first day classes are attended in the succeeding semester. Exception: If an interscholastic contest is played before the formal opening of school and a student has become academically eligible for the fall semester and is eligible in all other respects he/she may be eligible to participate under this provision provided the student is properly enrolled in school.
- ✓ 2. Credit earned or completed after the close of the semester shall not count as having been earned that semester, except in case of illness verified by a physician and the school district. Credit earned during summer school counts on the current school year as credit for all purposes.
- ✓ 3. The Board of Directors shall have the authority to determine the academic standards students shall meet in a school which does not have a traditional two-semester school year. Any changes approved shall be equitable for all students.

TUTORING GUIDELINES

Purpose:

The purpose of the tutoring program is to provide ALL students with an opportunity to increase their knowledge base of the subjects in which they are deficient. Tutoring is available both in the mornings and the afternoons.

The tutoring program is mandatory for extra-curricular activities, but is available for all students in subjects that offer tutoring. It is recommended that teachers encourage all students to make use of this service when they feel there is a need for extra time-on-task.

Guidelines:

- ✓ 1. Any student involved in extra-curricular activities who receives a grade of "D" or below in any course during any grading period (mid-term or quarter) will be required to attend a minimum of 1.5 hours of tutoring per week to maintain eligibility in his/her program.

TUTORING GUIDELINES (Cont'd.)

- ✓ 2. Any student who receives a “D” or below during a grading period will be required to attend tutoring until the grade is brought up to a “D+” at the next mid-term or quarter grading period.
- ✓ 3. Activity sponsors/coaches will be supplied with copies of their participants’ grades in order to know which students need tutoring.
- ✓ 4. Each student attending a tutoring session will receive a “Tutoring Attendance Slip”. A student who is mandated to attend tutoring must give these attendance slips to his/her activity sponsor or coach.
- ✓ 5. Activity sponsors/coaches will be responsible for making sure a student has attended a minimum of 1.5 hours of tutoring each week during the required grading period. (NOTE: There are enough morning sessions available to insure that a student who is involved in extra-curricular activities will not have to miss-after-school practices. However, if a student has missed a morning session, he/she may have to attend an afternoon tutoring session in order to comply with the weekly time requirements.)
- ✓ 6. Failure to attend the required number of hours in one week will result in the participant being ineligible for practice, games, or competitions during the next week. **A STUDENT CAN BECOME ELIGIBLE FOR PRACTICE, GAMES, OR COMPETITIONS WHEN THE REQUIRED TUTORING TIME FOR THE PREVIOUS WEEK IS COMPLETED.** Sponsors or coaches will be responsible for making sure that the student is in compliance with make-up sessions.
- ✓ 7. **NO EXCUSES** for missing tutoring sessions will be accepted.
- ✓ 8. This is the minimum requirement for tutoring sessions. Sponsors/coaches may set more stringent requirements.

PHYSICAL EXAMINATIONS AND INSURANCE REQUIREMENTS

The Missouri State High School Activities Association is the governing body of Missouri High School Athletics and Poplar Bluff is a member in good standing. Regarding physical exams and insurance the following applies:

- ✓ 1. The school shall require of each student participating in athletics a physician’s certificate stating that he or she is physically able to participate in athletic contests of his or her school. The medical certificate is valid for the purpose of this rule if issued on or after February 1 the preceding year.
- ✓ 2. 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.

A sample is included of the current Poplar Bluff participation physical examination and insurance requirements certificate that must be on file in the athletic administrator’s office or with the head coach of the sport in which you are participating. All required signatures must have been attained to avoid delay in participation.

* For Athletic Handbook: Insert MSHSAA Participation Physical Form (blank) for PG 15-16 & (sample) for PG 17-18>

* For Poplar Bluff R-1 District website: Go to www.mshsaa.org then go to .MSHSAA Participation Physical Form.

TRANSPORTATION

Transportation shall be provided to all away games. It is expected that all players ride to and home from away games unless an athlete’s parent requests that an athlete ride home with him/her. The athlete, at least one

day prior to the away game, should get a Travel Release form from the coach. The parent must sign the Travel Release form and return to the coach for approval. In case of an emergency, coaches should carry a Travel Release form in their medical box so that the parent can sign. An example of the Travel Release form is on page 16.

All coaches should have an emergency number for the Athletic Director and the Director of Transportation Department in case of bus problems.

Coaches are responsible for athlete's bus behavior and the cleanliness and care of the bus. At the conclusion of a trip, the bus should be ready for the next morning's trip by being clean, which includes windows being closed, no damage to seats, trash properly disposed of, etc. Coaches should check all buses prior to leaving at the conclusion of a trip.

EXTRACURRICULAR ACTIVITIES

Philosophy

Extra-Curricular activities shall supplement the high school curricular program. They should provide experiences for students that result in those learning outcomes, which contribute toward the development of good citizenship. Emphasis shall be upon teaching through school activities.

Eligibility Statement

Eligibility to participate in extra-curricular activities is a privilege that is granted to students by the Missouri State High School Activities Association. Certain standards must be attained and maintained in order that a student may gain and retain this privilege. Students participating in extra-curricular activities are expected to be good citizens of the community. Enforcement of citizenship standards may include suspension of a student's right to participate in any activity or all activities, depending on the severity and type of infraction.

MSHSAA STANDARDS

Regulations & Activities

The Missouri State High School Activities Association regulates all activities when different schools meet for contests, etc. Regulations are set up to insure fairness, promote sportsmanship, and friendship between students of different schools, and to protect students and school groups from being exploited by various groups for personal benefits. All rules and regulations must be adhered to that are contained in the MSHSAA Handbook. Coaches will see that their participants are made aware of the rules and regulations as they relate to the activity, which they sponsor.

Inter-School Activities Eligibility

All of the schools of the MSHSAA have adopted the standards listed. Eligibility to participate in inter-scholastic activities is a privilege granted if you meet these standards; it is not an inherent right.

All students who compete inter-scholastically must meet these eligibility requirements. Schools have the authority to adopt additional rules. For details concerning eligibility, see Bylaw 200 of the MSHSAA Constitution.

Citizenship & Eligibility

- ✓ 1. Students who are suspended out of school will be unable to practice or participate in a contest for the duration of the suspension.
- ✓ 2. Students who are suspended from athletics because of disciplinary reasons will be allowed to practice with their activity during their suspension.
- ✓ 3. Students assigned to detention will serve the detention before reporting to any coinciding practices.

MSHSAA STANDARDS (Cont'd.)

- ✓ 4. Enforcement of citizenship standards can include suspension of a student's right to participate in any activity or all activities, depending on the severity and type of infraction.
- ✓ 5. Students who have been involved in an incident that might result in their suspension from an activity will be placed on an administrative leave until the issue is resolved. Administrative leave cannot exceed what the normal suspension would be.
- ✓ 6. Students who are absent from school the day of an activity must have prior approval from an administrator or they may not participate until the next school day.
- ✓ 7. Guidelines for each extra-curricular activity may differ due to specialized requirements of the activity and/or the sponsors. Students are expected to follow the standards set for each activity and to be positive members of that activity. Students who do not follow the activity guidelines or who are not contributing to the activity may forfeit their right to participate in that activity. Coaches and sponsors will inform their groups of their expectations in writing.
- ✓ 8. Transfer students will be eligible if they were eligible at their prior school. All citizenship requirements will be met upon transfer sponsor.

MSHSAA By-Law 212

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 "creditible citizens". Conduct shall be satisfactory in according with the standards of good discipline.

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

PB DRUG AND ALCOHOL EXTRACURRICULAR POLICY

In keeping with the rules set forth by MSHSAA in By-Law 212 the following changes in regard to drugs and alcohol:

1st Offense: A student is not allowed to participate in any school activity for 25% of the particular sport or event. He/she may practice but cannot attend any school functions during this time. Example: Football has ten regular season games. They would miss 2 1/2 games. If infractions occurred during the 9th or 10th game the penalty would carry over to the next sport or event for them. If these infractions occurred during the school hours or school sponsored events they would fall under the regular school suspension rules as well.

2nd Offense: Same as before (365 days).

3rd Offense: Termination as long as they are a student in our district (from any school activity).

In keeping with the rules set forth by MSHSAA in By-Law 212 the following changes in regard to tobacco violations:

1st Offense: One game suspension.

2nd Offense: 25% of schedule.

3rd Offense: Dismissed from team.

All infractions are to be enforced immediately and entered into the students SIS file.

Eligibility for a High School Team

- ✓ 1. Be a good citizen in your school and community. The local Board of Education has the right to establish good citizenship standards.
- ✓ 2. Not compete on an outside team or in individual match competition during the season you are representing your school in the same sport; not miss school time to compete, practice for, or travel to the site of non-school sponsored athletic competition in any sport in which member schools compete interscholastically; and not practice for or compete in non-school competition in any sport in which member schools compete interscholastically; and not practice for or compete in non-school competition on the same day you practice or compete for the school. Always check with your high school principal BEFORE you practice for or compete in nonschool games, meets, tournaments, etc.
- ✓ 3. Do not transfer schools without a corresponding change of residence of your parents unless you meet an appropriate exception to the transfer standards. Always check with your principal before transferring to determine whether it will affect your eligibility.
- ✓ 4. Be enrolled in courses that offer 3.0 units of credit and you must have earned 3.0 units of credit the preceding semester or made standard progress in special education. Eighth graders must have been promoted to a higher grade at the close of the preceding year.
- ✓ 5. Have entered school within the first eleven days of this semester. Entering school is interpreted as enrolling and attending classes.
- ✓ 6. Not have received or competed for an award of any kind other than that given by your school for your services as an athlete in the sports in which you are competing. Competing for awards having utilitarian value such as jackets, cash, or merchandise prizes will make you ineligible.
- ✓ 7. Not have reached your 19th birthday prior to July 1st of this school year. Junior High students shall not have reached the following ages prior to July 1st; grade seven-14, grade eight-15, and grade nine-16.
- ✓ 8. Not have competed under an assumed or false name.
- ✓ 9. Not have graduated or received an early release from a four-year high school or its equivalent. Seventh or eighth graders are not eligible to compete with 10th graders or above. Ninth graders who compete with 10th graders or above may not return to compete against 7th and 8th grade teams.

- ✓ 10. Attend your eighth semester immediately following your seventh semester. High school students are eligible only during the first 8 semesters of attendance. Seventh and eighth graders are eligible for only the first two semesters attended in each grade.
- ✓ 11. Not have competed at any time as a member of or against a junior college or senior college team nor have participated in any type of tryout for a college team prior to completion or eligibility for all high school sports.
- ✓ 12. Not transfer from one high school to another because of being influenced to do so.

CLASSIFICATION OF ELIGIBILITY IN EXTRACURRICULAR ACTIVITIES

- ✓ 1. **Eligible Student:** A student who may participate in all activities and meets all MSHSAA and local rules.
- ✓ 2. **Ineligible Student:** A student who does not meet either MSHSAA Rules or local rules in order to participate.
- ✓ 3. **Probation:** A student is warned that uncorrected problems will result in his/her removal from the activity. This student will be allowed to practice and participate.
- ✓ 4. **Limited Participation:** A student may practice with the team, but they cannot participate in contests with the team. In order to qualify for limited participation, the student must participate in tutoring or counseling.
- ✓ 5. **Suspension:** A student is removed from the activity. No practice or participation is allowed during suspension.
- ✓ 6. **Administrative Leave:** A student is removed from the activity by coaches or administration for failing to meet expected behavior or performance standards.
- ✓ 7. **Dismissal:** A student is removed from the activity by coaches or administration for failing to meet expected behavior or performance standards.

Extracurricular School Attendance

- ✓ 1. Students are to attend school all day in order to participate in an extracurricular activity. Any student who is absent will be unable to participate on that day unless approved by one of the principals.
- ✓ 2. Coaches and sponsors will check daily absentee reports.
- ✓ 3. When a student is absent it is his/her responsibility to check on participation eligibility.
- ✓ 4. An unexcused absence the day after a contest will result in ineligibility for the next contest or activity.
- ✓ 5. Generally students will be allowed to participate if the absence was for doctor or dental appointments; however, if a student is too ill to be in school then he/she will be unable to participate.
- ✓ 6. Students not in attendance on Friday will not be allowed to participate on the following Saturday, unless he/she has prior approval by an administrator.
- ✓ 7. If a student leaves school during the school day because of sickness, he/she will not be allowed to participate that night.
- ✓ 8. Students who miss school will not be eligible until they have attended another full day of school.

Academic Requirements For Extracurricular Activities

A student must pass 3.0 credits each semester to be eligible the following semester.

Participation and Tryouts

Coaches and sponsors may hold tryouts or may limit the number of participants in an activity. This should be done in such a way that is reasonable and necessary as dictated by the nature of the activity.

Transportation

- ✓ 1. All participants must ride the mode of transportation provided by the school to and from an activity.
- ✓ 2. A student's parent(s)/guardian(s) may choose to take him/her home after a game by either signing that student out at the game or by signing the student out prior to the date of the contest in the high school office.
- ✓ 3. A parent may give permission for his/her student to ride home with another adult during a sport season by contacting the coach and filling out a consent form. The adult he/she is leaving with must still sign out the student at each activity.
- ✓ 4. **No Phone calls or notes will be accepted.** Parents must contact the office in person.

Insurance and Physical Exams

- ✓ 1. Each student participating in athletics and cheerleading is required to obtain a physician's certificate stating that he or she is physically able to participate.
- ✓ 2. Students shall not be permitted to practice or compete until they have verified that they have basic athletic insurance coverage. This is for both cheerleading and athletics.
- ✓ 3. Each sponsor or coach may include more specific rules and regulations for the activity he/she sponsors. The building administrator must approve the rules.

Sportsmanlike Conduct

All students are expected to show good sportsmanship at all times. They should treat fans, players, and officials, as they would want to be treated themselves. Poplar Bluff High School is responsible for its actions of players and fans at all activities. Failure to show appropriate conduct may result in the loss of the privilege to participate/attend any and all activities.

The NCAA Initial-Eligibility Clearinghouse

The NCAA Initial-Eligibility Clearinghouse is for core course requirements. The NCAA core course guidelines may be found with your counselor. Any student athlete having questions concerning eligibility to participate at an NCAA College or University may contact:

NCAA Clearinghouse
2255 North DuBuque Road
PO Box 4044
Iowa City, IA 52243-4044
Telephone (319) 337-1492

Extracurricular Activities & Organizations

School activities are certainly an important part of school life and of education for adult life. Organizations will make announcements concerning memberships, activities, etc., and more organizations may be formed as the need arises.

Students shall not be excluded from membership because of race, creed, color, sex or handicap. No student attending the Poplar Bluff Public Schools shall be a member of any secret student organization. A secret student organization is herein defined as one, which is composed wholly, or in part of public school pupils and has no known responsible adult supervision or worthwhile purpose.

All schools in the Missouri High School Activities Association have adopted the standards listed above. Eligibility to participate in school athletics is a privilege granted if you meet these standards; it is not an inherent right. All students, both boys and girls, who compete inter-scholastically, must meet these eligibility requirements. Your school has the authority to adopt additional rules. For details concerning eligibility, see Articles VII and VIII of the MSHSAA Constitution.

**POPLAR BLUFF HIGH SCHOOL
CONTEST TRAVEL RELEASE**

(Sample Page)

8/20/09
(Date)

This is to certify that _____ Jane Doe _____ has my permission to ride
(Student/Athlete's Name)

(to-from-both) the _____ Volleyball _____ athletic contest on _____ 8/21/07 _____,
(circle one) (Sport) (Date)

at _____ Cape Girardeau _____.
(Location of Contest)

I certify that I am personally transporting the above named student, or have arranged for transportation with an adult (non-student) of my choosing for this student.

The reason for not riding the bus is

staying all weekend in Cape with relatives (will probably shop for new school clothes while we're there)

(Reason must be sufficiently urgent to family needs to justify not riding the bus.)

I understand that the Poplar Bluff High School Athletic Rules require that student ride the busses to and from all athletic events and a departure from this requirement will release the Poplar Bluff School District from all liability for any adverse results that may occur. I agree to release the Poplar Bluff School District and its employees and officers from all liability with reference to the above-stated transportation.

Jane Doe's Mother
(Signature of Parent or Guardian)

**POPLAR BLUFF HIGH SCHOOL
CONTEST TRAVEL RELEASE**

(Date)

This is to certify that _____ has my permission to ride
(Student/Athlete's Name)

(to-from-both) the _____ athletic contest on _____,
(circle one) (Sport) (Date)

at _____.
(Location of Contest)

I certify that I am personally transporting the above named student, or have arranged for transportation with an adult (non-student) of my choosing for this student.
The reason for not riding the bus is

(Reason must be sufficiently urgent to family needs to justify not riding the bus.)

I understand that the Poplar Bluff High School Athletic Rules require that student ride the busses to and from all athletic events and a departure from this requirement will release the Poplar Bluff School District from all liability for any adverse results that may occur. I agree to release the Poplar Bluff School District and its employees and officers from all liability with reference to the above-stated transportation.

(Signature of Parent or Guardian)

SPORTS OFFERED IN THE POPLAR BLUFF R-1 SCHOOL DISTRICT

Fall Winter

Varsity Football Varsity Boys Basketball
Jr. Varsity Football Jr. Varsity Boys Basketball
9th Grade Football 9th Grade Boys Basketball
8th Grade Football 8th Grade Boys Basketball
Varsity Boys Cross Country Varsity Girls Basketball
Jr. Varsity Boys Cross Country Jr. Varsity Girls Basketball
Varsity Girls Cross Country Varsity Boys Wrestling
Jr. Varsity Girls Cross Country Jr. Varsity Boys Wrestling
Varsity Girls Tennis 8th Grade Boys Wrestling
Jr. Varsity Girls Tennis Varsity Girls Cheerleading
Varsity Girls Softball Jr. Varsity Girls Cheerleading
Jr. Varsity Girls Softball 9th Grade Girls Cheerleading
Varsity Boys Soccer 8th Grade Girls Cheerleading
Jr. Varsity Boys Soccer Girls Swimming
Varsity Girls Volleyball
Jr. Varsity Girls Volleyball
8th Grade Girls Basketball
7th Grade Girls Basketball Spring
Varsity Girls Cheerleading Varsity Boys Track
Jr. Varsity Girls Cheerleading Jr. Varsity Boys Track
9th Grade Girls Cheerleading 9th Grade Boys Track
8th Grade Girls Cheerleading 8th Grade Boys Track 7th Grade Boys Track
Varsity Girls Track
8th Grade Girls Track
7th Grade Girls Track
Varsity Boys Baseball
Jr. Varsity Boys Baseball
Varsity Boys Golf
Jr. Varsity Boys Golf
Varsity Girls Soccer
Jr. Varsity Girls Soccer
Varsity Boys Tennis
Jr. Varsity Boys Tennis
8th Grade Volleyball
7th Grade Volleyball

LETTER AWARD STANDARDS FOR INTERSCHOLASTIC SPORTS OFFERED AT POPLAR BLUFF SENIOR HIGH SCHOOL

GENERAL CRITERIA

- ✓ 1. A student/athlete must complete the season, unless an injury in the sport keeps the student/athlete from seasons completion.
- ✓ 2. A student/athlete must complete the season in good standing with the Poplar Bluff School regulations and guidelines as well as the Missouri State High School Activities Association by-laws governing athletics.
- ✓ 3. The head coach will have final authority to determine whether a student/athlete has met the requirements for a varsity letter.

SPECIAL CRITERIA FOR PARTICULAR SPORTS

BASEBALL

A player meeting the following requirements will be eligible to receive a letter.

- ✓ 1. A player must finish the season in good standing.
- ✓ 2. A non-pitcher must start 3 varsity games or play in 15 varsity innings.
- ✓ 3. A pitcher must make at least 3 varsity appearances or pitch 10 varsity innings.
- ✓ 4. A player who both pitches and plays another position could combine their appearances to achieve a letter. (Coach's final decision).
- ✓ 5. Other "special circumstances" could also occur. In all cases the coaching staff will make the final determination.

BOYS BASKETBALL

Average 1 quarter per Varsity contest

GIRLS BASKETBALL

- ✓ 1. All Junior and Senior players who make the Varsity team will letter Varsity.
- ✓ 2. Any Sophomore or Freshman player who averages playing in at least one quarter per game will letter Varsity.

CHEERLEADING

A Varsity cheerleader may earn a cheerleading letter by adhering to all the policies and standards set forth in the cheerleading manual AND by cheering in at least 90% of the scheduled football and basketball games.

CROSS COUNTRY (BOYS AND GIRLS)

A runner must run in the top seven consistently during the year, or finish in the top seven in the District Meet. The definition of "consistently" is determined by the coach. The coach retains the right to make exceptions to the rules.

FOOTBALL

- ✓ 1. A player must play in 10 quarters during the season in Varsity games.
- ✓ 2. Start on offense or defense in a Varsity game.

GOLF

- ✓ 1. A player's score must count in two (2) matches of Varsity play OR a player's score must count in tournament play.
- ✓ 2. A player may letter if he participates in district or state play.

SOFTBALL

To letter in softball the following requirements must be met by any athlete who wants to letter in Girls Softball at Poplar Bluff High School. If the athlete does not meet all of these requirements, then they will not be lettered in this sport.

- ✓ 1. The athlete must be selected by the coaching staff to participate in at least half of the scheduled varsity games.
- ✓ 2. The athlete must show a positive commitment and attitude toward the sport, the team, and to the coaches. A continually negative attitude or open disrespect for the program and/or coaching staff will also prevent an athlete from lettering, and may lead to removal from the team.
- ✓ 3. A Varsity athlete will not be lettered if they become involved in drugs, alcohol, or a major violation of the law during the softball season.

BOYS & GIRLS SOCCER

- ✓ 1. A player must appear in 20 Varsity halves during the season.
- ✓ 2. A player must represent the soccer team in a positive way, on and off the field.
- ✓ 3. Coaching staff has the right to award letter in special circumstances i.e. (1) injury, (2) JV player promoted to Varsity team, (3) Senior who has been active member for 4 years without achieving any of the above criteria
- ✓ 4. A player receiving three (3) red cards in one season forfeit his/her right to earn letter.
- ✓ 5. Any player selected for post season honors will earn a Varsity letter.

SWIMMING

- ✓ 1. A swimmer must participate in all swim meets and attend at least 90% of all practices unless excused by the coach in advance.
- ✓ 2. A swimmer must exhibit good sportsmanship and represent the swim team and the school in a positive way.
- ✓ 3. A swimmer must show commitment and respect to the sport, the team, and the coach.
- ✓ 4. A swimmer must earn team points in at least one meet during the regular season. (This point of the criteria may be amended at the coach's discretion.)

BOYS TENNIS

Must participate in 60% of Varsity matches.

GIRLS TENNIS

Must participate in 1 Varsity match OR be a 2nd year team member.

TRACK (BOYS & GIRLS)

- ✓ 1. Score in the district or conference meets.
- ✓ 2. Average 1 point per meet (Invitational meets).

VOLLEYBALL

- ✓ 1. Must be a member of the Varsity squad.
- ✓ 2. Must attend all practices, unless excused by the coach in advance.
- ✓ 3. Must have played in at least 2/3 of the total number of games.

LETTER AWARD STANDARDS FOR INTERSCHOLASTIC SPORTS OFFERED AT POPLAR BLUFF SENIOR HIGH SCHOOL (Cont'd.)

- ✓ 4. Must have exhibited good sportsmanship and be a credit to the school.

WRESTLING

- ✓ 1. Can earn a letter by winning a tournament (Varsity or JV) - Must wrestle at least two matches - winning a tournament by forfeits doesn't count.
- ✓ 2. Earn at least 24 points at the Varsity level (team points in duals or tournaments).
- ✓ 3. Wrestle at least 80% of Varsity matches.

KICKERS DANCE TEAM

In order for a dance team member to receive an athletic letter the following guidelines must be achieved:

- ✓ 1. Attendance at all games, unless excused by the dance coach.
- ✓ 2. The dancer has not received 25 or more demerits as outlined in the Kickers Dance Team Rules and Regulations handout.
- ✓ 3. The dancer has not been removed from the squad.

SPORTSMANSHIP: YOUR KEY TO BEING REMEMBERED AS OUTSTANDING

Sportsmanship plays a major role in your development as a student/athlete. Our program of interscholastic athletics is important and gives you the opportunity to display your interests and abilities. Athletics gives you a great opportunity to mold your personality, to control your emotions, and direct your energy to being a positive individual and/or team member. Derogatory remarks, antagonizing your opponent intentionally, and encouraging or being involved in altercations with your opponents, is not a part of Poplar Bluff athletics. Downgrading of officials by players or coaches is not acceptable. Officials, like players and coaches, are not 100% correct, therefore, they should be treated accordingly. As a player you will err, as coaches all aspects of coaching will not work at the particular moment you would like for your decision to work. We must be able to hold our heads high in defeat and be excited when we win. We must care how victory is attained. We must exercise good judgment, by not being childish and by not using immature antics. Morals and good common sense need to be exercised, it is your responsibility.

Showing self-control at all times, accepting decisions, accepting with pride both victory and defeat, showing good conduct and cooperation with coaches, officials, and players are containments in a good winning philosophy. We, in the Poplar Bluff School District, want you to win, to excel, and to be successful in you academic and athletic endeavors. Competition is the backbone of our society, it has been there since the beginning of our great country. There will be disappointment in academics, disappointments in athletics, and disappointments in life. Your reactions to these disappointments will be a guide for you to realize what you have learned from your student/athletic endeavors.

There will always be competition. If you will always remember not to do anything that will be an embarrassment to you, your parents, your school, or your community you will always be a good citizen and will show good sportsmanship.

STUDENTS Policy 2920

Activities and Athletics

Interscholastic Activities and Athletics

The District provides opportunities for students to participate in interscholastic activities and athletics. The interscholastic programs should encourage participation by as many students as possible and should be carried on with the best interests of the students as the primary consideration. The programs are expected to be well organized and well conducted and to have a positive influence on the students and the community. Participation in interscholastic and extracurricular activities is a privilege and not a right. Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those set out by the Missouri State High School Activities Association.

Hazing

Student hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students, on or off District property, is prohibited and may result in suspension from school and from activity/athletic participation.

FINANCIAL OPERATION Policy 3370

Revenue

Fund-Raising

All fund-raising activities and planning for fund-raising shall be done after school hours unless prior permission is received from the building principal.

Any fund-raising activity which involves students or employees shall require the approval of the building principal and athletic director. Involvement is defined as: any activity which advertises the school, students, or school organization.

CONSENT FORM

Poplar Bluff R-1 School Academic/Citizenship Guidelines for the Extra Curricular Activities

I acknowledge receipt of, and have studied and understand the R-1 Schools Student Activities Manual for participation in the activities/programs of Poplar Bluff R-1 Schools. We agree to abide by these rules and those of the Missouri State High School Activities Association.

FILL OUT NEATLY THE FOLLOWING INFORMATION:

NAME OF STUDENT (print legibly) _____

STUDENT SIGNATURE _____

YEAR OF GRADUATION _____

PRESENT GRADE IN SCHOOL (circle one) 7 8 9 10 11 12

SIGNATURE OF PARENT(S) _____

DATE ____/____/____

This sheet must be signed by the parties indicated and returned to the head coach or sponsor of the appropriate activity before the student will be allowed to participate.

-Notes-