

Letter to Parents

We believe that athletics will contribute significantly to the overall development of your student. As with academics, parental involvement in these programs helps to ensure a quality experience for all concerned. The coaches and athletic administration encourage you to be an active participant in the following ways:

1. Read this handbook with your student/athlete and be familiar with the policies and procedures.
2. Promote good study habits and the importance of high academic, as well as athletic performance.
3. Encourage good attendance in classes in addition to practices and games.
4. Help your student/athlete develop sound nutrition and rest habits.
5. Enforce the fact that the use of drugs, alcohol and tobacco has no place in school or in athletics.
6. Demonstrate good sportsmanship toward officials, visiting athletes and fans.
7. Know your student/athlete's schedule and assist them with transportation to and from school.
8. Support your student/athlete by attending as many events as possible.
9. Keep lines of communication open by talking to coaches and athletic administrators when questions arise.

PARENT/GUARDIAN and COACH COMMUNICATION

Both parenting/guardianship and coaching are extremely difficult vocations. By establishing an understanding of each role, we are able to communicate the benefit of extra-curricular activities to the student/athlete. As parent/guardian, when your student becomes involved in the athletic program, you have a right to understand what the expectations are that are being placed on the athlete. This begins with clear communication from the coach.

As a parent/guardian, you should expect to receive the following information from the coach:

1. Philosophy of the coach.
2. Expectations the coach has for your student/athlete as well as all the players.
3. Locations and times of all practices and contests
4. Team requirements, i.e., fees, special equipment, off-season conditioning, etc.
5. Procedure should your student/athlete be injured during participation.
6. Discipline that result in the denial of your student/athlete's participation.
7. Parent/athlete feedback forms available for your constructive input at the conclusion of the season

During your student/athlete's involvement in our program, he or she will experience some of the most rewarding moments of his or her life. It is important to understand that there also may be times when things do not go the way you or your student/athlete wishes. At these times, discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches:

1. What the expectations are for your student/athlete during practices and games.
2. Ways to help your student/athlete improve.
3. Concerns about your student/athlete.
4. Academic support

It is very difficult to accept that your student/athlete is not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your student/athlete's coach. Other things must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches are the following:

1. Playing time, team strategy
2. Play calling
3. Other student athletes.

**IF YOU HAVE A CONCERN TO DISCUSS WITH A COACH, THIS IS THE
PROCEDURE YOU SHOULD FOLLOW:**

There are situations that may require a conference between the coach and the parent/guardian. 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 used to help promote a resolution of the issue:

1. First, if applicable, the athlete should talk directly with the coach;
2. Then, if needed, the parent/guardian should call to set up a meeting with the coach.
3. 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.
4. Use the "24 hour rule"- wait until 24 hours after the contest or practice to discuss a situation with a coach.

If a satisfactory answer or resolution has still not occurred:

1. The school athletic director should be contacted to either meet individually with the parent/guardian, athlete, or all involved parties.
2. At this meeting the appropriate next step can be determined if the situation is still unresolved.

To the Parents:

- Learn about the coach's and the organizational expectations (and remind your child of them if he/she seems to forget).
- Listen to your child's problems. Often that is all that he/she needs. If the problem seems serious, encourage your child to talk to the coach
- Be a team member. Keep the bragging to yourself and offer compliments to other athletes, even if they take your child's place in the competition.
- Stay active in supportive roles. Turn your nervous energy into a positive outcome by becoming a good cheerleader, offering rides, baking bread, etc. By being active you can indirectly learn about the coach's ways and philosophy.
- At all times, keep your negative comments about the coach and other athletes away from your child.
- If the problems persist and you still want to contact the coach, simply ask the coach to make time for your child to talk. Getting involved without your child's consent can backfire on you.

Helpful Hints for Parents

- Remember, young people play for their own enjoyment, not yours.
- Don't force an unwilling student onto the field or court.
- Applaud good plays by opposing players as well as your own.
- Set a good example. Young people learn best by imitation.
- Teach your child to always play by the rules.
- Show your child that hard work and an all-out effort can matter more than victory.
- Help your child improve skills and sportsmanship in every game. Your child will then be a winner, even in defeat.
- Never ridicule or yell at your child for making a mistake or losing a game.
- Support all efforts to remove verbal and physical abuse from all sports.
- Do not publicly question a referee's judgment or integrity.
- Recognize the value of volunteer teacher/coaches, referees and officials and give them clear signs of respect.

Ten Commandments for Parents with Athletic Children

Make sure your child knows that win or lose, scared or heroic, you love them, appreciate their best efforts and are not disappointed in them.

Try your best to be completely honest about your child's athletic capabilities, their competitive attitude, sportsmanship and actual skill level.

Be helpful but don't coach them on the way to the event or on the way back, at breakfast and so on. It is tough not to do, but it is a lot tougher for the child to be inundated with advice, pep talks and often-critical instructions.

Teach them to enjoy the thrill of competition, to be "out there trying", to be working to improve their skills and attitudes.

Try not to relive your athletic life through your child in a way that creates pressure; you fumbled too, you lost as well as won. You were frightened, you backed off at times, and you were not always heroic.

Don't compete with the coach! If the coach becomes an authority figure it will run from enchantment to disenchantment, etc., with your athlete.

Don't compare skill, courage, or attitudes of your child with other members of the team, at least not within their hearing range.

Get to know the coaches so that you can be assured that the philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under their leadership. Always have your child go to the coaches FIRST with a problem.

Always remember that children tend to exaggerate, both when praised and when criticized: "Temper your reaction and investigate before overreacting."

Make a point of understanding courage and the fact that it is relative. Some of us can climb mountains but are afraid to fight. Some of us will fight but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort. The job of the parent of an athlete is a tough one and it takes a lot of effort to do it well. It is worth all the effort when you hear your child say, "My parents helped; I was lucky in this".

Letter to Students

Athletics are an integral part of the educational program and a means to accomplish the goals of education. The athletic program exists for the welfare of students and the contributions it makes to their educational experience. The interaction between individuals on the fields of sport teaches students the value of teamwork, while developing the proper competitive spirit, combined with a sense of fairness. Sportsmanship and fair play, in an atmosphere of mutual respect, are developed. Athletics are an integral part of Middle School life, "the other half of education," and an "extension of the classroom." Participation in the interscholastic program is a **privilege** available to all students whose greatest rewards are the satisfactions of attainment derived by participants.

TO PARTICIPATE IN MIDDLE SCHOOL ATHLETICS, THE STUDENT-ATHLETE 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 shall be ineligible the following quarter regardless of promotion to the higher grade.
- Meet MSHSAA academic, age, and transfer eligibility criteria.
- Have a signed citizenship form and signed consent to participate in the drug testing pool on file in the office.
- Submit proof of a physical examination. Physicals that are issued on or after February 1 of the previous school year will be good for the current school year.
- Have Parents/Guardian and Student sign and return the Chillicothe Middle School Activity/Athletic Commitment Pledge stating that you have read and agree to the policies described in this athletic handbook.

Failure to have all the above criteria accomplished by the first day of practice will preclude any student-athlete from participation in any practice or game.

Introduction

All student-athletes are governed by regulations formulated by the Missouri State High School Activities Association (MSHSAA), in which all the schools we have contests with hold membership. The MSHSAA organization ensures standardized and fair regulations, which all schools must follow. Athletic activities are further governed by the district's policies on citizenship.

Students and parents should recognize that participation in the athletic program is not a right of all students, but rather a **privilege** to those selected individuals who possess the ability, attitude, disposition, cooperative spirit, and desire to

represent the Chillicothe community in a favorable manner. As with all school privileges, it is important to remember the school reserves the right to revoke the privilege of participants who does not conduct themselves in an acceptable manner.

The Chillicothe Middle School athletic program is established to offer opportunities to student-athletes to compete on organized teams or as individuals against student-athletes from other Middle/Junior High schools. The structure of athletic teams at times requires coaches to limit the number of student athletes representing the school in a seasonal competition. Depending on the number of athletes interested in joining a team, it may be necessary to make cuts to reduce a squad to a workable size in certain sports.

Philosophy of Athletic Department

Chillicothe Middle School believes that a dynamic program of student activities, including athletics is vital to the educational development of the student. Young people learn a great deal from participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are important aspects of the athletic program. Athletic participation also helps students develop healthy self-concepts as well as healthy bodies.

Athletic competition fosters school spirit and provides an opportunity to demonstrate the knowledge, skills and emotional patterns learned through sports. Participation in a wide variety of student-selected activities is a privilege that carries with it responsibilities to the school, to the activity, to other students, to the community and to the athletes themselves. The interscholastic athletic program will be conducted in accordance with existing Chillicothe Middle School policies, rules and regulations.

While the athletic department takes great pride in winning, it does not condone "winning at any cost" and discourages any and all pressures that might neglect good sportsmanship and good mental health. At all times, the athletic program will be conducted in ways that justify it as an educational activity. Coaching leadership will be of the highest quality and will provide athletes with examples of exemplary behavior. Coaches will teach specific skills necessary for improvement and instill an appreciation of the importance of practice. Leadership success will not be measured in terms of victories and defeats, but, by character, courage and integrity.

The athletic program is available to students who demonstrate an interest in participation. Accordingly, appropriate skill levels will be established at each playing level within a specific sport, when feasible, so that students may participate as fully as possible.

The following is provided by the National Federation of State High School Associations

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student athlete should be treated as though he/she were the coaches' own, and his/her welfare should be uppermost at all times. Accordingly, the following guidelines have been adopted by the NFCA Board of Directors:

The coach shall be aware that he/she has a tremendous influence, for either good or ill, on the education of the student athlete and thus, shall never place the value of winning above the value of instilling the highest ideals of character.

The coach shall uphold the honor and dignity of the profession. In all personal contact with student athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.

The coach shall avoid the use of alcohol and tobacco products when in contact with players.

The coach shall promote the entire interscholastic program of the school and direct his/her program in harmony with the total school program.

The coach shall master the contest rules and shall teach them to his/her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his/her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.

A coach shall not exert pressure on faculty members to give student athletes special consideration.

A coach shall not scout opponents by any means other than those adopted by the league and/or state high school association.

Goal Statement

Each eighth grade student at Chillicothe Middle School will have the opportunity to compete for membership in one or more team sports offered by our school. Seventh grade students will be allowed to participate in wrestling and track. In representing their school in competitive sports, the Athletic Department will provide an environment that promotes excellence in instruction, safe/suitable athletic facilities & equipment and fairness in all aspects.

In short, athletes at Chillicothe Middle School will be provided every opportunity to excel and achieve both individual and team oriented goals. The Athletic Department pledges that its door will be open to students and their parents/guardians to answer questions provide help and add clarification on all athletic matters. The Athletic Department maintains goals of coordination, improvement & growth, enjoyment for its participants and equitable service to each proud athlete of Chillicothe Middle School.

For these privileges, each student-athlete will be expected to fully meet the minimum criteria as set forth in the "Student-Athlete Guidelines". This criterion includes, but is not limited to satisfactory performance in academics, general conduct, interaction with both instructors and fellow students/peers and its treatment of school property, facilities and equipment.

Student/Athlete Responsibilities

Responsibilities to Yourself

The most important of these responsibilities is to broaden ones self and to develop strength of character. You owe it to yourself to get the greatest possible good from your middle school experiences. Your studies, your participation in other extra-curricular activities as well as sports, prepare you for your life as an adult.

Responsibilities to Your School

Another responsibility you assume as a squad member is to your school. Chillicothe cannot maintain its position as an outstanding school unless you do

your best in whatever activity you wish to engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school. You assume a leadership role when you are on an athletic squad. The student body and citizens of the community know you. You are on stage with a spotlight on you. The student body, our community and other communities judge our school by our conduct and attitudes on and off the field. Make Chillicothe proud of you by faithfully upholding these ideals.

Responsibilities to Others

As an athletic team member, you also bear a heavy responsibility to your home. If you never give your parents anything to be ashamed of, you have measured up to the ideal. When you know in your heart that you have practiced to the best of your ability every day, and that you have played the game all out, you can keep your self-respect and your family can be justly proud of you. The younger students in the local area schools are watching you. They will copy you in many ways. Do not do anything to let them down. Set good examples for them.

Guidelines for Participation

Chillicothe Middle School Athletic Guidelines

Participation in the Chillicothe Middle School athletic program is a **privilege**. Team personnel are afforded the privilege of representing themselves and the school as long as they are willing to accept the responsibility of adhering to each provision of these guidelines. Middle school athletes must always recognize that interscholastic sports are a small but important part of the well-rounded public education. These sporting opportunities are designed and conducted to promote the physical, moral, social and emotional development of the participants.

TEAM PERSONNEL MUST RECOGNIZE THAT THEY HAVE THE FOLLOWING RESPONSIBILITIES:

1. To represent Chillicothe Middle School with pride
2. To be leaders in promoting good citizenship in and out of the competitive arena
3. To show respect for teammates, other students, school staff, opponents, coaches and officials and
4. To adhere to the other guidelines found below

The respect gained by our athletic program and the school spirit shown in support of our teams are earned through the actions of team personnel who meet these responsibilities.

SPECIFIC EXPECTATIONS OF STUDENTS WHO PARTICIPATE IN THE ATHLETIC PROGRAM

1. School attendance is required of participants in the athletic program. Team members absent from school more than half of a day shall not participate in the game or practice immediately following that absence, unless the coach has received approval from the Athletic Director.
2. Students must meet all academic and/or disciplinary obligations to the school prior to any athletic program participation.
3. General conduct in and out of school shall be such as to bring no discredit to the athletes, their parent/guardians, the team or school. Vulgar language, vulgar physical acts and/or participation in uncivilized or illegal activities will not be tolerated. In instances of such conduct not covered under Chillicothe Middle School Department policies or procedures, the penalties will be decided by the coach(es), athletic director and a building administrator.
4. All team personnel are required to travel to and from out-of-town contests with the team in school-provided transportation. Permission to return home with parents will be permitted after a parent has signed their child out with the coach/sponsor. Power of attorney must be granted for other individuals other than parents to sign a student out.
5. Athletes are expected to be neatly dressed for both home and away contests, as designated by the coach(es).
6. Team personnel are responsible for equipment and uniforms issued to them, and will be assessed the cost of any lost, stolen or damaged items. No less than one-week notification will be given prior to the date for uniform/equipment return.
- 8. An athlete will be permitted to change from one sport to another during the same season only with the permission of the Athletic Director. When an athlete decides not to continue in a sport, she/he must notify the coach in person. Failure to notify the coach may result in the athlete being ineligible for the next sport season.**

General Behavior Expectations of Students and Discipline Policies

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools and at school sponsored/related events. Each student is expected to:

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students, school staff, visitors and guests.
3. Obey all district policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety and order.
6. Respect the property of others, including school property and facilities.
7. Refrain from vulgarity, profanity, obscenity, lewdness and/or indecency.

Violations of the Code of Conduct will result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law will be referred to local law enforcement authorities

CARE OF EQUIPMENT

Students are responsible for his or her athletic equipment that is distributed to the student by the school. Each student will be held accountable for the abuse or loss of school equipment. Any equipment lost or stolen must be paid for by the student who checked out the equipment.

The following guidelines can reduce the chances for lost or stolen equipment.

- Do not exchange or loan your equipment to anyone.
- Clean uniforms, jerseys, and other equipment regularly with cleaning supplies approved by your head coach.
- Keep your locker closed and locked unless you are within visual contact. This includes during practice when all athletes are practicing.
- Any loss of equipment should be reported to the head coach immediately.
- Inspect your athletic equipment regularly.

- Do not wear equipment if it is in need of repairs. Report the need of repairs to the coach. Do not wear equipment that does not fit properly, this also needs to be reported to the head coach.
- If equipment is left behind at an opposing school report the left behind item to the head coach as soon as possible. Most schools will work with Chillicothe Middle School to return equipment that has been left behind.
- All equipment must be checked in to the head coach at the end of the athletic season.

SPORTSMANSHIP

- If you should commit an unsportsmanlike act while participating in an event, you could become ineligible.
- If your conduct as a spectator is found to be unsportsmanlike, you could be barred from attending any further middle school athletic contests.
- The unsportsmanlike conduct of any spectator — regardless of age — could cause that spectator to be barred from attending school athletic contests.

Sportsmanship involves:

- Respect for your coaches and teammates.
- Respect for you opponents and officials
- Respect for fans in attendance of the event
- Respect for yourself
- Respect for the rules of the competition
- Respect for the social aspects of participation. (hand shake)
- Respect for self control

The principles of good sportsmanship should be lived on and off the playing field.

Examples of good sportsmanship include

- showing up, working hard during all practices and games, acknowledging one's mistakes and trying to improve.
- shaking hands, truly recognizing the good performance of an opponent.
- agreeing to play even if the opponent is late, not taking advantage of injured opponents.
- not adopting a win-at-all-costs approach, not showing temper after a mistake, and not competing solely for individual prizes.

Hazing

Webster's dictionary defines hazing as any activity designed to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

A person is guilty of hazing, if in connection with the initiation of applicants to or members of a student organization he or she knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which place or may place another person in danger of mental or bodily injury.

A person is guilty of aggravated hazing if he or she commits an act prohibited which results in serious bodily harm to another person. Hazing is prohibited by Chillicothe Middle School and incidents regarding Hazing will be investigated by the school resource officer. Punishment for acts such as Hazing will be determined by the Administration based on the information gathered during the investigation performed by the school resource officer.

Age Limits

To be eligible for junior high school competition against teams all in a particular grade classification, the student shall not have reached the following ages prior to July 1 preceding the opening of school: Grade 7 -- 14 Grade 8 – 15.

CONDITIONING AND PREVENTION OF INJURIES

A good conditioning program includes flexibility, endurance, agility exercises and strength training. See your athletic coach for individual workouts for your sport or sports. Remember the importance of a warm up and cool down during your training. After a warm up, stretch out muscles that you are preparing to use during training. Muscles that require stretching during most conditioning routines include but are not limited to hamstrings, quadriceps, calves, pectorals, biceps, triceps, deltoids, and your back. Stretching should not be rushed. Agility exercises should be executed precisely as they are during your practices. The amount and intensity of endurance exercise should be increased gradually over ten days. Building endurance helps prevent fatigue during games, and that prevents injuries. When athletes play tired, the likelihood of injury goes up considerably. A good conditioning program also includes flexibility and agility exercises and strength training.

Overuse injuries

Overuse injuries are caused by too much repetitive training or conditioning exercise. These injuries happen when the athlete's body is not given enough time

to gradually adapt to an increase in physical activity. Typical overuse injuries include tendonitis, bursitis, shin splints, and stress fractures. Young athletes may be more likely to get overuse injuries than older players. Sometimes young athletes are so eager to perform well or please the coach that they ignore pain that could be the sign of an injury.

The Stages of Overuse Injuries:

1. Pain only after the activity. Pain is gone the next morning.
2. Pain that begins near the end of activity, continues after the activity, but does not interfere with performance.
3. Pain during the activity that causes a drop in performance.
4. Constant pain during any activity.

* You can monitor your conditioning program by asking questions about your body feels after training. Keep track of little injuries that can become serious.

* If you suspect an overuse injury, rest the injured body part and remember to RICE injuries.

Rest
Ice
Compression
Elevation

Nutrition

The proper amount of hydration and food intake includes carbohydrates, fat and protein. It is important to eat nutritious foods for your body to recover. Avoid candy bars, chips, soda pop, and high sugar foods. Keep your body properly hydrated by drinking plenty of fluids (water and some sports drinks). Your body requires plenty of water so substitute water for soda drinks

PHYSICALS

If a student intends to play sports on an athletic team he/she must have a completed physical and permission form filled out and on file in the athletic office prior to participation.

1. Physical: The physical must be administered and signed by a doctor. The front of the physical form must be completed with the student's information. Please note that no student will be allowed to participate in any manner (tryouts, practice or games), without a completed physical form on file in the athletic office.
2. Proof of Insurance: The MSHSAA Bylaws also provide that a student shall not be permitted to practice or compete for a school until it has verification that

he/she has basic athletic insurance coverage. The information for insurance will be included on the Permission Form

These forms can be picked up from the office at any time. ALL FORMS MUST BE RETURNED BEFORE PARTICIPATION IN A SPORT CAN BEGIN!

CONFLICT RESOLUTION STANDARDS

There are many cases where students are involved in multiple activities. In such cases, students may be forced to select one activity over another. To avoid conflicts between activities, students are expected to communicate with sponsors or coaches. The athletic department suggests that students use their reasoning skills to prioritize events prior to conflicts (preventative measures are more effective than corrective measures).

CODE OF ETHICS FOR ACTIVITIES

It is the duty of all concerned with school athletics:

- To emphasize sportsmanship, good ethics, and fair play.
- To promote the factors associated with the best values of the game.
- To stress the values associated with fair play.
- To show courtesy to visiting teams and officials
- To foster good relations between visitors and hosts.
- To respect the integrity and judgment of game officials
- To achieve a thorough understanding and acceptance of the rules and expectations of the game.
- To achieve a thorough understanding and acceptance of the standards of eligibility.
- To encourage leadership, use of initiative, and good judgment by participants in the game.
- To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of each student athlete.

SUPERVISION POLICY

There will be no students, teams, or group activities permitted without supervision by a representative of the school, faculty, or administrative staff. Activity sponsors are responsible for supervising groups and teams while on the bus traveling to and from various events, while at the stated event, and until a student's ride arrives upon the return to school. Activities may not occur without school representative supervision. This includes, but is not exclusive to:

practices, meetings, matches, scrimmages, performances, contests, rehearsals, and bus transportation.

Sponsorship includes coaches/sponsors riding on the bus to and from the event, supervising all activities under the direct sponsorship of a department, and taking the responsibility of events that transpire while supervising. Sponsorship may foresee a need for procuring assistance from their own department or activity personnel. This will be the sponsor responsibility.

CURRICULAR / CO-CURRICULAR ORGANIZATION

There are some activities that fall under academic classroom guidelines as well as club/activity guidelines and requirements; because class time is given to the activity as well as an academic credit. These classes have academic objectives, curriculum, and independent grading criteria. The activity/club sponsor will explain the full scope of responsibilities for those classes.

SPORTS BY SEASON

Fall Sports

Volleyball
Football
Cheerleading

Winter Sports

Boys' and Girls' Basketball
Wrestling
Cheerleading

Spring Sports

Boys' and Girls' Track and Field

Co-Curricular Activities

Band: Concert, Jazz, Marching
Choir

Student Council

Interscholastic Activities

Academic Team

Extra-Curricular Activities

Science Olympiad

Chillicothe R-II School District

DRUG TESTING POLICY

Grades 7-12

Background and Purpose

Drug abuse is a serious problem. Schools, including Chillicothe R-II School District, are not immune. Even students involved in extra-curricular activities are increasingly using alcohol and are experimenting with “street drugs” such as marijuana and cocaine.

The administration of the Chillicothe R-2 School District has suspected an increase in the use of drugs by students, including those students participating in extra-curricular activities, as well as those who park on school property.

The educational program and drug-testing program described in these materials is part of an overall physical conditioning program at Chillicothe R-2 School District. The goal is not to levy discipline, but rather to aid in the discovery and prevention of possible drug-related problems. The key component of this program is opening the lines of communication between students and parents about the serious matter of drug usage and abuse.

A student using drugs is a danger to him/herself as well as other students. All students in the Chillicothe R-2 School District who choose to participate in extra-curricular activities and those who choose to park on school property are entitled to do so in a drug-free environment.

As a condition of participating in extra-curricular activities and receiving a parking pass to park on school property, middle and high school students and their parents must consent to random drug testing of the students as further defined in the policy and administrative procedures.

This program does not affect other policies and practices of the Chillicothe R-2 School District in dealing with drugs or alcohol use or possession where reasonable suspicion is obtained by means other than the mandatory and random sampling discussed here.

All students who will participate in extra-curricular activities during the school year and who complete and return the consent forms within the deadlines set by the superintendent or designee will be included in the testing pool and may be selected for testing as soon as the student is officially enrolled in the drug testing program, even if the extra-curricular activity has not yet begun. If a student is 18 years of age and living with a parent/guardian, he/she still must have both student and parent/guardian signatures. If the student is 18 years of age and has established a residence on his/her own, the student’s signature is all that is required.

Definitions

“Extra-Curricular Activities”: means any school sponsored extra-curricular activity and/or a performance in which a student represents the District, in the opinion of the district’s Administration. Extra-Curricular activities that will be testing are all MSHSAA (Missouri State High School Activities Association) regulated activities and events, but not limited to, such as athletics, band, choir, cheerleading, academic competition, FFA (Future Farmers of America), FBLA (Future Business Leaders of America), FCCLA (Family Career Community Leaders of America), Forensics, Drama, Science Olympiad, Math Relays, Dance Teams and Flags. This list is subject to change on a yearly basis. The list of extra-curricular activities to be testing will be published at the yearly drug testing program informational session before school starts. When an activity or performance is part of a course offered by the school, such as band, choir or forensics, the student’s grade or enrollment in the course will not be conditioned upon consenting to drug testing. However, the student will be given an alternative assignment in lieu of the activity or performance if the student and his/her parents do not consent to drug testing. The students enrolled in these courses will be notified at the beginning of each semester, if possible, which activities or performances they will be precluded from participating in and the alternative assignments.

“**Performances**” – means, the schedules games, matches, contests, or performances (including district, sectional and state contests) for the activities listed above.

“**Consent form**” – means the Parent/Guardian Drug Testing Consent Form which is adopted by the district’s administration.

“**Parking on school property**” – means any student who parks on school property during the school day. The car(s) that the student regularly parks must be registered with the high school office. The student is required to park in the designated student area on school property.

“**SAMSHA**” – Substance Abuse Mental Safety Health Administration

Procedures and Guidelines

Each school year, prior to a student’s participation in a specified activity, each participating student and a parent/guardian will be invited to attend a drug awareness session. At the session, each student and parent/guardian shall receive information about the problems of drugs use and receive a copy of the Chillicothe R-II School District drug testing policy and its procedures. During each session, students and parent(s)/guardian(s) will have the opportunity to ask questions regarding the program. Students and parent(s)/guardian(s) need to sign up for the drug testing program even if they are not sure the students will participate in an extra-curricular activity or request a parking pass that school year. If a student is new to the district, he/she has one week from the enrollment date to sign up for the drug testing program.

At the conclusion of the session, the student will take home the drug testing policy and have the consent form signed by both the student and a parent/guardian. This procedure and consent form contains the procedures for mandatory and random drug testing. It provides that the student and parent/guardian must sign the consent form to be eligible to participate in extra-curricular activities at Chillicothe High School and Chillicothe Middle School. Students and parents/guardians must also sign the consent form to be eligible to park on school property. If the student is 18 years of age and has established a residence of his/her own, the student's signature is all that is required.

Each student who has signed a consent form will be assigned to the random pool for the duration of participation in the drug-testing program. This consent form must be turned in prior to the deadline set for the school year, or the student will not be eligible to participate in extra-curricular activities or park on school property for the entire school year. For random drug testing, each student will be assigned a number that will be maintained in the Principal's office. This number will be the student's identification number for testing and will not change. Only the Principal and district staff designated by the superintendent to assist the Principal in administering the drug testing program will have access to student numbers. High school and middle school students will be selected. Such random drug testing may occur at any time during the school day. The drug testing company will randomly select numbers, and the Principal will match the selected numbers to the master list of participants. Participants will be called for testing in the order listed until all have been identified as available for testing. Testing will occur during the school year only and regardless if that student's activity is in season or not or if his/her club is meeting or not. Students who wish to drop out of the drug pool must have their parent/guardian come to the school and meet with the Principal. The student and parent/guardian must sign a release form stating that they no longer wish to participate in the random drug testing pool. If the student is 18 years of age and living on his/her own, he/she still needs to come in and meet with the Principal to drop out of the testing pool. **Once a student enters the pool, he/she must remain in the pool for the remainder of that school year to be eligible to participate in extra-curricular activities or park on school property. Withdrawing from the pool prior to the completion of the school year will immediately suspend the student from participation in extra-curricular activities and/or parking on school property for 365 calendar days. If a student has been suspended from participating in extra-curricular activities or parking on school property the previous school year, that suspension carries over to the upcoming school year. If that student wishes to participate in extra-curricular activities or park on school property in the upcoming school year, said student must follow all procedures as set forth in this policy.**

Parent-Requested Participation

Parents of students who wish for their student to participate in the drug-testing program may voluntarily enroll the student in the district's program even if the student is not involved in extra-curricular activities and does not park on school property. The student will be placed in the drug pool and noted as a voluntary participant. If selected and the test is positive, the parent will be notified of the positive test, but the student will not be

penalized through this policy or the Student Discipline Policy of the Chillicothe R-2 School District.

Privacy and Confidentiality

The testing method to be administered will be urinalysis. Appropriate steps will be taken to respect the privacy of students while, simultaneously, preventing falsification of testing. Upon receiving a notice from the administration that the student has been selected for a random drug test, the student will go to an assigned area and wait until it is his/her turn to produce a specimen. A representative of the Chillicothe R-II School Administration or School Nurse will be available during the testing procedure. Prior to being called by the test administrator (from the pre-established drug testing company), the student will be given an identification number by a school official. When called by the test administrator (employee from drug testing company), the student will proceed to the testing site. The student will present the identification number to the test administrator, who will record that number on the tests recording form. The test administrator will then ask the student to remove hats and outer garments (if any) and place the contents of the pockets on the testing table. The student will be allowed to return any non-containers to his/her person. The student will then be asked to select a collection cup and instructed to open the cup and dump the contents on the table. The test administrator will accompany the student to the ledge or counter and then wash their hands. The test administrator will have placed blue dye into the toilet in the restroom and have taped off all but one sink, prior to the student testing or as the student is washing. When the student finishes drying his/her hands, the test administrator will instruct the student to step into a pre-selected stall and void into the collection cup. The student will also be asked not to flush any toilet or use any faucet. The test administrator will then step out of the restroom, or behind the restroom outer wall, until the student completes the void, comes out of the stall, and places the collection cup on a pre-arranged flat surface. When the test administrator re-enters the restroom, he will take the collection cup and determine if there is a sufficient specimen to test, that the specimen has an appropriate temperature, and that there is no foreign color or odor to the specimen (if any of the above take place, the test administrator will reject the specimen and collect a second specimen). If the specimen is acceptable for testing, the student will be asked to again wash his/her hands and then stand by the entrance of the restroom (keeping the specimen in his/her sight). The test administrator will then open a screening test device and place it in the specimen. When the test administrator completes the screening process, the student will be permitted to leave the test area, unless the initial screen indicates the presence of a drug included on the schools testing agenda. If the screening test indicates a positive screen, the verification process will be implemented. If a student is unable to produce a urine sample, the student will undergo a time limit of 3 hours in order to produce a sample. At that time if the student is still unable to produce a sample, the student must make an appointment with a doctor to see if a medical reason exists to explain the inability to produce a urine sample. The test results will remain confidential and will only be released to the student, his/her parents or guardians, and approved school officials. Regardless of a positive test or not, parents will be notified through a letter that their child was randomly tested that school day. In addition, the test results will not be

used for student discipline and will not become part of the student's permanent record/transcript or communicated to any other party. All files regarding the participants in the program, as well as test results, shall be kept strictly confidential and will be kept separate from the mandatory school files required for each student. If the student tests positive, the results will only be used to determine eligibility for participation in extra-curricular activities as defined in this policy and for eligibility for a student parking pass. The results will not be used to expel a student from school, will not be included in the student's disciplinary record, and will not be communicated to any other party unless the school district is subpoenaed.

Verification of Sample

Verification of sample will vary with drug testing company that is hired to do random testing with school district.

Disclosure of Other Medications

Upon confirmation by a SAMSHA-certified (Substance Abuse Mental Safety Health Administration) laboratory of a positive specimen, the parents of the student will be asked to bring any prescription medications the student is currently taking to a meeting with the designated school official. The official will then verify with either the school nurse or the test administrator (or the administrator's company representative) the validity of the medication producing the positive result. If the medication produces a legitimate medical reason for the presence of the drug, the results will be deemed as negative. If there is not legitimate or acceptable medical explanation, the positive result will remain. Proof of medication can be given through the presentation of a prescription bottle or through doctor verification.

Consequences

A student who has initially consented to be tested may refuse to be tested, but if he/she chooses to do so, he/she will immediately be suspended from participating in extra-curricular activities and/or the privilege of parking on school property for 365 calendar days.

Consequences for a positive test shall be suspension from participation in all school-sponsored activities and/or driving to and from school for a period of 28 calendar days from when the test results are determined by the test administrator. In order for the student to be reinstated to extra-curricular activities and/or park on school property, he/she must take another drug test at the expense of the student and parent/guardian. This test must show negative for drugs in the system. The lab testing facility must be pre-approved by the school district, and the test must include the substances tested for in the school testing functions and sit with fellow participants during the activities but may not participate. The 28 days can be reduced to 14 calendar days if the student and a parent/guardian will participate in substance abuse education as recommended by a mental health professional certified in substance abuse treatment. After a student tests

positive for illegal substances, he/she will be subject to non-random testing at the request of the administration for the remainder of the student's participation in extra-curricular activities and/or parking on school property in the designated student areas for the current school year. A second positive test during the 365 days immediately following the first positive test, mandatory or random, will result in the student being ineligible to participate in all extra-curricular activities and/or parking on school property for an additional 365 calendar days. This consequence can be reduced to 182 calendar days if the student will undergo a full substance abuse assessment and follow through with treatment as recommended by the certified substance abuse treatment provider.

A third positive test results in the permanent loss of extra-curricular and/or parking privileges during the student's middle and high school career. This consequence can be reduced to 365 days if the student will complete a residential substance abuse treatment program and follow through with all prescribed treatment upon release from the facility.

Drug Counseling and Assistance

Upon request, the district's counselors will provide information on treatment programs and other resources available in the community.

Drugs that Chillicothe R-2 School will be testing for:

Marijuana (THC), Cocaine, Amphetamines (Meth), and Opiates will compose the test. The school district will pay for all random drug screenings.

**Chillicothe R-II School District
Drug Testing Consent Form
2008-2009**

I have read and completely understand the district's policy and procedures regarding the Chillicothe R-II School District's student drug testing program.

I hereby give consent for my student to participate in the drug testing program at Chillicothe Middle/High School. I understand that my student will be placed in the pool for random drug testing and that the Chillicothe R-II School District will pay for all random drug tests if my student is selected. I understand that if my student tests positive for drugs during a random drug test, I will have to pay for drug testing for him/her to be reinstated into extra-curricular activities or park on school property.

Student Name
(please print) _____

Student
Signature _____

___ **Yes. Include my student in the random drug testing program.**

___ **No. I do not want my student participating in the random drug testing program.**

Parent/Guardian Name
(please print) _____

Parent/Guardian
Signature _____

Today's Date: _____

Forms must be completed before a student can park on school property or participate in any extra-curricular activity. This consent form is good for one school year and must be renewed annually in order for the student(s) to be eligible to participate in extra-curricular activities or park on school property.

CHILlicothe R-II SCHOOL DISTRICT
STUDENT ELIGIBILITY STANDARD

Students enrolled in the Chillicothe R-II School District have the opportunity to participate in activities beyond the in-school curriculum. Certain activities come under the direction of Missouri State High School Activities Association (MSHSAA). These activities include basketball, cheerleading, volleyball, instrumental music, vocal music, football, wrestling, and track. Students participating in the above activities plus those of other school-sponsored clubs are covered by this citizenship policy.

Eligibility to represent the Chillicothe R-II School District in activities is a privilege to be attained by meeting the standards of eligibility cooperatively set by the MSHSAA and the Chillicothe School District.

Citizenship standards state that students who represent Chillicothe R-II must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens."

Academic standards adopted by MSHSAA state that students in grades 7 and 8 must have been promoted to a higher grade or a higher level of 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 grading period regardless of promotion to the higher grade. Quarter grades at Chillicothe Middle School will be the established grading period used to determine academic eligibility.

Chillicothe Middle School
Extra-Curricular Citizenship Policy

All students participating in extra-curricular programs are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, improperly used medications or any mind/mood altering or intoxicating substances present in their system.

The Chillicothe R-II School District also prohibits the misuse of prescribed or over-the-counter medications and requires all students participating in extra-curricular activities using prescribed drugs or over-the-counter medications to notify their coach/director if these drugs may affect their performance, (i.e., causing drowsiness, etc.). In addition, all students participating in extra-curricular activities are prohibited from possessing, drinking, or being impaired or intoxicated by alcohol. A student who school officials determine have illegally used alcohol or other illegal drugs, after school hours, or off school premises shall be subject to the following disciplinary action:

FIRST OFFENSE – The student will be suspended from participating in extra-curricular activities for a period of 28 calendar days. The student must attend practices and will be allowed to practice but not represent Chillicothe R-II School District during the suspension. The student and parents will be required to meet with a Review Board before the student will be allowed to return to full participation. The 28 day suspension can be reduced to 14 calendar days providing the student and parents participate in a substance abuse education program recommended by a mental health professional certified in substance abuse education. In order for the suspension to be reduced from 28 to 14 days the student must provide written evidence of participation in a substance abuse education program. Students who violate this policy out of season will still be required to meet with the Review Board and it will be considered their first offense. If there is another offense anytime during the year the Second Offense restrictions will apply.

SECOND OFFENSE – The student will be suspended from participating in extra-curricular activities for a period of 365 calendar days. During the suspension the student will not be permitted to attend any practice or meeting of any extra-curricular activity. In addition the student will not be permitted to represent the Chillicothe R-II School District. The 365 day suspension can be reduced to 182 calendar days providing the student undergoes a full substance abuse assessment and follows through with treatment as recommended by a certified substance abuse educator.

THIRD OFFENSE – Permanent loss of participation in extra-curricular activities and the privilege of representing Chillicothe High School for the remainder of the student’s high school career. This suspension can be reduced to 365 calendar days if the student completes a residential substance abuse treatment program and follows through with all prescribed treatment upon release from the facility.

A student who school officials determine have illegally used or possessed alcohol or other illegal drugs during school hours or on school premises shall be subject to the above listed disciplinary actions in addition to disciplinary actions assigned by school administrators.

Consequences for after school hours or off school premises violations of this citizenship policy will not be based on hearsay or rumor. Discipline can occur when a faculty member or credible source, law enforcement agency, witnesses the act or when there is admission of guilt by the student, or upon a lawful arrest of the student by a law enforcement agency.

Penalties for violations take effect immediately upon determination of any violation.

When serving a school suspension assigned by the administration, the student will be ineligible for all contests, competitions, or performances during the suspension period. Attendance at athletic events, whether a participant or spectator, and at practice may be prohibited during the school suspension period. In the case of an assigned In-School Suspension, the suspension period will end at the end of the school day on the final day of the suspension period. In the case of an assigned Out-of-School Suspension, the suspension period will end on the final day of the suspension period with participation eligibility reinstated on the next school day.

DUE PROCESS & APPEALS

Students will be granted due process and appeals as outlined in the student handbook.

THIS SHEET MUST BE SIGNED BY A PARENT AND RETURNED TO THE COACH/SPONSOR OF THE APPROPRIATE ACTIVITY BEFORE A STUDENT WILL BE ALLOWED TO PARTICIPATE.

I acknowledge receipt of and have studied and understand the Student Eligibility Standards for Participation in Activities at Chillicothe R-II.

Signature of Student _____

Signature of Parent/Guardian _____

Date _____

Chillicothe Middle School Athletic Commitment Pledge 2008-2009

Participant's Name (print)	Grade	Sport / Activity
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Prior to participating in any practice for any interscholastic sport, each athlete must:

Successfully pass a physical examination to participate in athletics, administered by a licensed physician, and the copy of such examination must be on file in the office. The physical exam is valid if issued on or after February 1 of the previous school year.

Return this Activity/Athletic Commitment Pledge Form with the student and parent signatures.

Return citizenship and drug policy forms with signatures.

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

- I have read this Student Activity/Athletic Handbook and understand what the Chillicothe Middle School expects from me in regard to the expectations set forth in the handbook and to sportsmanship, citizenship, scholastics, and staying free from drugs, alcohol, and tobacco use while enrolled in this school. I understand the consequences for violating school policy and I will not do so while a Chillicothe Middle School student participant.
- I will be responsible for all equipment issued to me throughout the season, will return such equipment at the conclusion of the season, and will pay the current replacement cost for any equipment not accounted for by me at the end of the season.
- I acknowledge that in order to participate in the activity/sport, I must be present for ½ of a school day (either 8:10 a.m. to 11:40 a.m. or 11:40 to 3:10 p.m.) on the day of the activity. Only prior administrative approval will allow participation without minimum attendance.
- I have been properly advised, cautioned, and warned by administrative and coaching personnel of the Chillicothe Middle School that I am exposing myself to the risk of injury, including, but not limited to, the risk of sprains, and ligament and/or cartilage damage which could result in a temporary or permanent, partial or complete impairment in the use of my limbs, brain damage, paralysis, or even death. Having been so cautioned and warned, it is still my desire to participate in

sports and to do so with full knowledge and understanding of the risk of injury and with full consent of my parent/guardian.

- I, along with my parent/guardian, certify that I have read and understand all of the Chillicothe Middle School activity/athletic policies in this handbook in order to be eligible for participation. I understand that I must comply with all requirements listed.
- I agree that I will refrain from participating in any student hazing activities as a participant or as an observer. I further understand that violation of the district's hazing policy may result in suspension from school and suspension from participating in all activities.
- Students are the most important factors in school sportsmanship. The following suggestions will serve as a guide for our students in carrying out our responsibility at athletic contests:

We will consider athletic opponents and officials as guests and should treat them as such. We will respect the rights of students from the opposing school. We will respect the rights of all spectators. We will not boo or use any form of profanity at any athletic event. We will cheer both teams as they come on the field of play. We will commend or cheer good plays made by either team. We will cheer for an injured player when removed from the game. We will support our teams and cheerleaders wholeheartedly. We will accept the official's decision as final. We will show self-control at all times during the game and after. We will be modest in victory and gracious in defeat.

As a Chillicothe Middle School student-athlete, I understand that the use of inappropriate language, taunting, baiting, or the use of unwarranted physical contact, directed at opposing players, coaches, or fans are contrary to the spirit of fair play and the sportsmanship the Middle School expects of its members.

I understand that any unsportsmanlike action during the course of the contest may result in an immediate penalty assessed to me, or my team. Furthermore, I understand that game officials have been instructed that they may assess such penalties without prior warning. In signing this form, I pledge my efforts to promote Chillicothe Middle School sportsmanship policies.

Student's Signature

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

