

Hickman High School

HANDBOOK for STUDENT Activities

2009-2010

Hickman High School Handbook for Extra-Curricular Activities

ATHLETIC/ACTIVITIES STATEMENT

This athletic/activity handbook is designed to inform students and their parents of the rules, regulations and information that helped develop the rich tradition of competition and activities at Hickman High School.

Participation in athletics/activities is a privilege, which carries with it varying degrees of honor, responsibility and sacrifice. Since participation is a privilege and not a right, those who choose to participate will be expected to follow the rules established by the Activities Office and other specific coaches/sponsors' rules for their sport or activity. Each student represents his/her school and student body. It is the student's duty to conduct himself/herself in a manner becoming the student participant, his/her family, Hickman High School and the community.

The athletic/activity department will enforce all rules and regulations as described in this Handbook. Parents and students are asked to sign an acknowledgement document located at the end of this handbook stating that they have read and understand the information included in the Handbook and that the student is subject to disciplinary measures should he/she violate the rules and regulations set forth in this Handbook.

DEPARTMENTAL PHILOSOPHY

The goal of the Athletic/Activity Department is to provide the best opportunities for students to excel in teamwork, sportsmanship, self-discipline and character. The purpose is to provide each participant with experiences that will be positive and memorable and that help develop the capacity for commitment to a cause, acceptance of responsibility and loyalty toward any chosen endeavor.

NCAA CLEARINGHOUSE

If you are an athlete that wishes to play at the college level you must fill out an NCAA Clearinghouse form online. If you have any questions talk to the athletic director or your guidance counselor.

SPORTSMANSHIP

The following policy statement from the **National Federation of State High School Associations** expresses the concept of sportsmanship as follows:

"The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized, by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity."

One of the main goals of the activity program is to teach the concept of sportsmanship. Good sportsmanship requires that everyone be treated with respect. This includes members of the opposing team, officials, coaches and spectators.

Good sportsmanship includes showing courtesy and kindness toward your opponent as well as fellow team members. The contest is judged by the effort of the participants and not by putting down your opponent.

Winning is exciting, but winning at any cost is not the goal. Negative treatment of any participant is outside the spirit and interest of the contest.

All MSHSAA sanctioned events are a reflection of our community and school. The conduct of the team is extended to parents and fans before, during, and after athletic events.

ACADEMIC ELIGIBILITY REQUIREMENTS

Academic Requirements for Participation in MSHSAA Activities at Hickman
(effective Fall 2009)

	For FALL SEMESTER participation, student must:	For WINTER SEMESTER participation, student must:
Senior	<ul style="list-style-type: none"> • Have earned at least 3.0 credits in the spring semester junior year • Be enrolled in at least 3.0 credit-earning classes 	<ul style="list-style-type: none"> • Have earned at least 3.0 credits in the fall semester senior year • Be enrolled in at least 3.0 credit-earning classes
Junior	<ul style="list-style-type: none"> • Have earned at least 3.0 credits in the spring semester sophomore year • Be enrolled in at least 3.0 credit-earning classes 	<ul style="list-style-type: none"> • Have earned at least 3.0 credits in the fall semester junior year • Be enrolled in at least 3.0 credit-earning classes
Soph.	<ul style="list-style-type: none"> • Have earned at least 3.0 credits in the spring semester freshman year • Be enrolled in at least 3.0 credit-earning classes and sophomore advisory 	<ul style="list-style-type: none"> • Have earned at least 3.0 credits in the fall semester sophomore year • Be enrolled in at least 3.0 credit-earning classes and sophomore advisory
Fresh.	<ul style="list-style-type: none"> • Promotion from 8th grade 	<ul style="list-style-type: none"> • Have earned at least 3.0 credits in the fall semester freshman year • Be enrolled in at least 3.0 credit-earning classes

- Credits earned or completed after the close of the semester will not fulfill the requirements. Summer school courses for fall semester academic eligibility may count provided courses are necessary for graduation or promotion (no electives), and are placed on the school transcript. No more than one credit in summer school shall be counted toward eligibility.
- Zero-hour courses may not counted toward academic eligibility.
- Please check with your counselor and the athletic director regarding Mo-VIP, credit recovery, correspondence courses, etc.
- You must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80-percent of the maximum allowable classes in which any student can be enrolled in the semester, whichever is greater.
- Currently, you must be enrolled in, and regularly attending, courses that offer 3.0 units of credit or 80-percent of the maximum allowable credits which may be earned, whichever is greater.
- **Credits earned or completed after the close of the semester will not fulfill this requirement.** Summer school courses for academic eligibility may count provided the course is necessary for graduation or promotion (no electives), and it is placed on the school transcript. No more than one credit in summer school shall be counted toward eligibility.
- If you are a beginning ninth grade student, you must have been promoted at the close of the previous school year.
- You must be making satisfactory progress toward graduation as determined by your local school's policies.
- **Do not drop courses without first consulting with your principal, athletic director or counselor to determine whether it will affect your eligibility.**

CITIZENSHIP REQUIREMENTS

You must be a creditable citizen. Creditable citizens are those students whose conduct - both in school and out of school - will not reflect discredit upon themselves or their school.

ENTERING SCHOOL

You must enter school within the first 11 days of the semester in order to be eligible.

AMATEUR AND AWARDS STANDARDS

- After entering a member school, you will become ineligible in the sport or activity concerned if you receive cash, merchandise or services for participating in an athletic contest or activity or being an athlete. This restriction applies to all sports or activities in which MSHSAA member schools conduct programs. (Merchandise received shall not exceed \$100 suggested retail price.)
- You may accept awards which are symbolic in nature, such as medals, ribbons, trophies, plaques, etc. for participating in a school athletic/activity programs.
- You may accept awards which are merchandise and such award shall not exceed \$100 suggested manufacturer's retail price.
- Awards as described above presented by a person or group other than your school, must be approved in advance by your school principal and the suggested manufacturer's retail price of a merchandise award shall not exceed \$100.
- You may accept awards for participating in nonschool sponsored competition only if the awards are symbolic in nature or the merchandise item does not exceed \$100 in suggested retail value.

AGE LIMITS

- If you reach 19 years of age prior to July 1, you will be ineligible the next school year. Over-aged eighth graders may move up to the senior high team to have eight semesters of eligibility.

PARTICIPATION LIMITS

- You are eligible to participate in any sport for a maximum of four seasons. Any part of a contest played during a season counts as a season of participation.
- Your eligibility to participate in high school activities begins when you first enter the ninth grade and lasts for the next succeeding four consecutive years (eight consecutive semesters).
- NOTE: Check with your school principal for exceptions to this rule if you are ineligible for your grade level because of age.

RESIDENCY REQUIREMENTS

A junior or senior high school student may be eligible at the public or nonpublic school located in the district in which the student's parents reside. In the case of a public multiple school district, a student may be eligible at the school designated for the student to attend by the board of education. You should consult your athletic director if you have questions about residency issues.

TRANSFER INFORMATION

- If you transfer schools and your parents do not move into the district of your new school, you will be ineligible for 365 days - unless you meet one of the exceptions listed in the MSHSAA Residence/Transfer Rules.
- If you move with your parents to your new school district, you will be eligible at your new school provided you were eligible in all other respects at your former school. A student shall not be eligible to represent two different schools in the MSHSAA state tournament series in the same sport during the same season.
- You and your parents must move to the new residence at the same time.
- Always check with your school principal before you transfer to determine whether it will affect your eligibility.

BEFORE THE FIRST PRACTICE:

The following things are required by the student athlete before the first practice with any team:

1. Meet academic eligibility requirements the previous semester.
2. Meet enrollment requirements for the current semester.
3. Take and pass a physical examination (Doctors signature required.)
4. Complete the insurance information on the physical form.
5. Complete the parent consent for participation portion of the physical form.
6. Complete the "Acknowledgement of Student Activities Handbook" document.

Columbia Public Schools Citizenship Requirements

Students must display qualities of good citizenship if they wish to participate in extracurricular activities. Failure to be a good citizen at all times may result in probation and/or suspension from all extracurricular activities.

ATTENDANCE ELIGIBILITY

A student shall not be considered eligible while under suspension. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal. If a student misses 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 (or has an excused absence(s) from class) without an unexcused absence. Each school has the authority to set more restrictive standards and shall have the authority to judge its students under those standards.

LETTER AWARDS

An athletic award is a symbol of athletic accomplishment, good sportsmanship and observance of athletic policies. Student athletes, managers, trainers, and cheerleaders are eligible to earn awards. No student athlete may receive an award in a sport for which he/she is academically ineligible at the completion of the season or if under suspension for an athletic violation. Candidates must complete the season's play; however, this requirement may be waived in cases of physical injury. No awards will be issued to an athlete until all equipment for his/her sport is turned in to the coach.

INFORMATION FOR ATHLETES

Accidents/Injuries

All accidents or injuries, at home or away, are to be reported to the trainer and/or coach immediately.

Athletic Seasons

Fall Season: August 10 is the first possible practice date for Cross-Country, Football, Girls Golf, Boys Soccer, Softball, Boys Swimming, Girls Tennis, and Volleyball

Winter Season: November 2 is the first possible practice date for Wrestling
November 9 is the first possible practice date for Boys and Girls Basketball
November 16 is the first possible practice for Girls Swimming and Diving

Spring Season: March 1 is the first possible practice date for Baseball, Boys Golf, Girls Soccer, Boys Tennis and Boys/ Girls Track

Changing a Sport/Quitting a Team

If a student athlete is cut from a team, he/she may join another team or program in that sport season. A student athlete cannot quit one sport to join another sport until that sport season is concluded; i.e., one cannot quit football to go out for basketball until football season is completed. However, athletes will be allowed to transfer from one sport to another during a given season upon mutual agreement of both coaches.

Conflicts Between Activities

Students are sometimes involved in concurrent activities, and there may be conflicts in schedules. Communication between coaches and sponsors of conflicting activities is vital. Consideration must be given to the importance of the event and the role the student athlete will play in it.

Doctor Visits

Medical expenses are the responsibility of the athlete/family.

Written verification from the doctor is required when a physician removes an athlete from practices or games.

Written verification from the doctor is required to return to athletic competition.

Conduct

Participation in athletics is a privilege, not a right. To be successful the participant must be well disciplined and willing to put aside individualism for the benefit of the team. It is very important to our school reputation that our student athletes conduct themselves appropriately during the school day and at all times outside the school day.

Equipment

Equipment checked out by the athlete is his/her responsibility. It is to be kept clean and in good condition. Loss of issued equipment will be the athlete's/parent's financial obligation. The athlete will not be allowed to participate in other athletic programs or receive awards until this obligation is met. **NOTE: Equipment includes any issued supplies from the training room.**

Insurance

All Columbia Public Schools student athletes are required to have medical insurance and must supply information verifying such before participating in practice and/or competition.

Participation in More than one Sport or Activity in One Season

Student may participate in more than one sport or activity during one season with the approval of coaches, sponsors or directors. Schedules will be worked out between the coaches, sponsors or directors involved. Consideration should be given to the importance of the sport or activity (ex. varsity versus non-varsity, playoffs

versus regular season and games versus practice). If contests or events conflict, coaches, sponsors or directors will decide in which contest or event the student athlete is to compete. The student athlete must realize that extra time is necessary to participate in more than one sport/activity in one season. The student athlete must meet the requirements for all the sports/activities. If the requirements of one or all are not met, the student may no longer be allowed to participate.

Team Tryout Policies

Each coach of varsity sports has his/her own policy on how he/she will choose his/her team. Coaches will explain their team selection policy at the first meeting. Arrangements for tryouts must be made for athletes involved in overlapping sports seasons. It is the responsibility of the student athlete to contact the coach and discuss possible conflicts well in advance of tryouts. A student athlete may be cut from a team anytime during a season for appropriate reasons.

Training Room

The training room is available to all in-season athletes. Athletes are offered a wide variety of services to help meet the demands of athletic competition. The following are guidelines to be followed when using the training room.

1. No student is permitted in this room without the athletic trainer or coach being with him/her.
2. Only student athletes needing treatment and/or rehabilitation of an athletic injury are allowed in this area.
3. All taping, bandaging and treatments will be done by the coach or athletic training staff.
4. Wear appropriate clothing - we are a coed facility.
5. Take a shower after practice before receiving treatment.
6. Only the athletic training staff is to switch the whirlpool on or off.
7. Do not use or remove supplies without permission. No athlete may participate until all issued supplies have been returned or paid for.

Transportation

Transportation to athletic events is provided by the Athletic Department when appropriate. Parents may be called upon, at times, to help transport athletes to a contest. Parents should see the coach or the athletic department for a permission form to transport students in privately owned vehicle.

*** Under no circumstances will an athlete transport other athletes.**

Drug/Alcohol/Tobacco Policy

I. General Policy

Practical experience and research has proven that even small quantities of narcotics, abused prescription drugs or alcohol can impair judgment and reflexes which can create unsafe conditions for students, especially those involved in sports or any activity covered in this policy. Even when not readily apparent, this impairment can have serious results for students engaged in activities. Drug-using student athletes are a threat to co-participants, other students, and themselves, and may make injurious errors.

II. Prohibitions

All student athletes 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.

III. Prescription Drugs

The Board prohibits the misuse of prescribed or over-the-counter medications and requires all student athletes 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.)

IV. Alcohol Use/Possession/Impairment

All student athletes are prohibited from possessing, drinking or being impaired or intoxicated by alcohol.

V. After School Hours Conduct

After school hours use of tobacco, drugs, alcohol, or any other prohibited substances is illegal. A student under arrest for a felony or misdemeanor will be subject to the same consequences if the offense occurs at school or outside of school in the community. Student athletes should realize that these regulations prohibit all illicit drug use and conduct during and away from school activities.

VI. Conduct Notes

Consequences for off campus violations of the 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 athlete.

Penalties for violations take effect immediately upon determination of any violation and will include games in succession; i.e., season schedule, tournaments, and state series, in order of competition.

When serving a school suspension, the student athlete will be ineligible for all contests during the suspension period. **Attendance at school events, whether a participant or spectator, and at practice is prohibited during a school suspension period.**

Any suspension period, whether athletic and/or school, includes and prohibits any "tryouts" that might occur.

If school rules are broken, the student athlete will be subject to the normal punishment for such misbehavior. Suspensions and expulsions from school are the only school penalties automatically in violation of the citizenship policy. All other disciplinary matters at school will be considered on a case by case basis. In no case will athletic rules circumvent or take the place of school rules.

CONSEQUENCES FOR DRUG/ALCOHOL/TOBACCO VIOLATIONS

First Violation

Upon the **first violation** for tobacco, alcohol, drugs the athlete will be suspended for 10 percent of the regular season games in the sport he/she is participating. Suspensions for the first violation will not carryover from one school year to the next.

Second Violation

Upon the **second violation**, the student athlete will be suspended for 50 percent of the regular season games in the sport he/she is participating. Suspensions for the second violation will carryover from year to year and season to season.

Third Violation

Upon the **third violation**, the student athlete will be suspended from participating in any sport or activity for a period extending for a full calendar year or beyond depending on a hearing by a review board.

CITIZENSHIP GUIDELINES FOR EXTRACURRICULAR ACTIVITY PARTICIPATION

To be eligible to participate in school activities is a privilege, not an inherent right, and therefore requires certain behaviors and attitudes. More specifically, any student who represents his or her school in activities must be a credible citizen and be judged so by proper school authority certifying the list of students for participation.

A student whose character or conduct is such as to reflect discredit upon himself/herself or his/her school is not considered a creditable citizen. His/her conduct shall be satisfactory in accord with the standards of good discipline. Students who participate in the activities, athletics, or performing arts programs, should remember the rewards, recognition, and notoriety that comes with involvement also carries a high degree of school, civic, and individual discipline and responsibility.

The rewards are great! A student has much to gain, but also has much to lose for behavior which is inappropriate.

Besides the possibility of losing eligibility for inappropriate behavior, students involved in the ECA programs are also subject to the disciplinary consequences listed in the Student Handbook.

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

Students should always remember to conduct themselves in such a manner as to reflect positively upon themselves, family, school and community.

Consequences:

1. **Students Under Arrest:** 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 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 conditions of probation and remains under general probation only, the school shall determine eligibility.
2. **Students involved in misconduct while at school:** This includes truancy, disrespect to teachers, fighting, use of abusive language, etc. After a review by the sponsor/coach/director/supervisor and administration, the student and his/her parent/guardian will be notified of the results. Penalties will range from a reprimand and placing the student on probationary status, to temporary or permanent restriction from representing the school in extracurricular activities. The seriousness of the case and attitude of the student will determine the penalty. Recurrences will require that permanent restriction be considered.
3. **Unsportsmanlike acts by athletes:** Such acts during a contest resulting in ejection will cause the athlete to be restricted from representing the school for at least the next contest. An athlete who commits such an act but is not ejected may still be subject to at least a one game restriction. Each case of this type is to be reviewed by the head coach, building athletic director, and principal before a final decision is reached. See description under Athletics, MSHSAA guidelines.
4. **Due Process:** Students will have the opportunity to express their side of any incident in which they may be involved. Parents or other appropriate representatives may be involved with students during the due process hearings. If the student is dissatisfied with any decisions, he/she has the right to appeal through the following channels: a) school administration, b) assistant superintendent for secondary education, c) superintendent of schools, d) Board of Education. Students wishing to appeal a decision at any level should refer to the district-wide Procedure of Implementation of the Grievance Policy. Copies are available in all principals' offices. Any incidents which occur that are not covered by these guidelines will be reviewed on an individual basis and decisions related to penalties will be made jointly by the school administration and sponsor.

ACKNOWLEDGEMENT OF STUDENT ACTIVITIES HANDBOOK

I acknowledge receipt of a copy of the athletic handbook and have read the rules concerning eligibility and conduct for Hickman student athletes. I understand the rules and realize that I am subject to disciplinary measures should I violate them. I do agree to participate and conduct myself in accordance with the rules of our athletic program and with specific rules of my coaches.

We, the undersigned, agree that we have been given the following information and understand it fully.

- I. That the school agrees to provide:
 - A. Supervision
 - B. Instruction
 - C. Proper equipment (This excludes equipment or uniforms provided by the participant)
 - D. Proper safety precautions

- II. That the school abides by all written rules regarding behavior and safety.

- III. That participating in athletics may cause serious injury or death.

- IV. That the school makes available a supplemental, scheduled payment accident insurance plan. It is the option of the parents to enroll in the supplemental insurance plan independent of school.

I have read the above statement of policy and agree to abide by the sportsmanship, citizenship/conduct, tobacco, alcohol and drug expectations. I understand that this agreement in no way limits my right to terminate or to be terminated from student activity participation.

_____	_____
STUDENT PARTICIPANT (Print Name)	DATE
_____	_____
SIGNATURE OF STUDENT PARTICIPANT	DATE
_____	_____
SIGNATURE OF PARENT	DATE