

East Prairie R-2 School District

**ATHLETIC/ACTIVITIES
HANDBOOK**

2023-2024



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CONTACT INFORMATION

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ORGANIZATIONS

Missouri State High School Activities Association (MSHSAA)

East Prairie High School and Middle School both are members of MSHSAA, the organization that establishes regulations governing participation in activities in the state. These regulations are adopted by a vote of all member schools. MSHSAA, through its member schools, establishes a Constitution and By-Laws that define and delegate authority as well as the essential requirements for membership, participation and all minimum and maximum requirements for schools and students. The Constitution and By-Laws apply to MSHSAA member schools and the bona fide students of the member schools.

Conferences

East Prairie High School is a member of the SEMO Conference and the Scott-Mississippi Conference, which have been organized to stimulate and promote friendly rivalry and greater interest in local high school activities. The Conferences recognizes championships and awards recipients in both men's and women's sports.

NOTICE OF NON-DISCRIMINATION

The Board of Education reaffirms its belief that no person, on the basis of race, sex, creed, color, sexual orientation, or disability shall be subject to discrimination in any activity sponsored by the school district.

Participation in extracurricular activities in the East Prairie School District is a privilege, not a right. This privilege may be revoked at any time by the coach, Athletic Director, or school administration for behavior deemed detrimental to the program.

PHILOSOPHY

The East Prairie School District believes that interscholastic activities shall supplement the secondary curricular program and become a vital part of a student's total educational experience. These experiences provide opportunities that will help students to acquire additional knowledge and skills, plus they help students gain the attributes of good citizenship.

The East Prairie School District believes that student participation in any part of our athletic/activities programs is a privilege which carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the student participant. East Prairie's programs are considered an integral part of the total

secondary educational program that will help to develop the student physically, mentally, socially, and emotionally.

MISSION

The mission of the East Prairie Athletic/Activities Programs are to provide opportunities and experiences for all students to develop the following skills:

- Respect for self and others
- Ability to take positive risks
- Appreciation of one's talents and weaknesses
- Recognition of the value of academic pursuits
- Understanding of teamwork and sharing of common goals
- Realization of the importance of life skills
- Positively promote physical fitness
- Decrease negative risk behavior (drugs, alcohol, illegal substances)

Participants will also build the self-worth and integrity necessary to be able to cope with future successes and failures. Participants will also gain the qualities of realistic goal setting, positive interdependence, and of moral judgment. Activities in the program create an avenue of enrichment, entertainment, and proud association for parents and community. A well-directed program will strive to enable students to contribute responsibly and ethically within society, now and in the future.

GOALS

Goals of the Athletic/Activities Programs

- Promote academic excellence.
- Improvement of school spirit and promotion of school morale.
- Projection of a positive image to and for the community.
- Foster growth and development of ALL participants.
- Development of a TEAM concept for participants.
- Provide opportunities for coaches to help youth grow and develop in a positive manner.
- Promote lifelong activities that are associated with a healthy lifestyle.
- Instill appreciation for the value of hard work and commitment.
- Promote respect for authority and the rights of others.
- Develop an attitude that participation is a privilege.
- Develop discipline and teach the importance of self discipline.
- Provide an activity in which the participant may learn to compete at increasingly higher levels.

CERTIFICATION REQUIREMENTS FOR COACHES

Certification Requirements

- All coaches must meet the MSHSAA requirements for the applicable “level” of coaching that is intended, be contracted by the school for the role, and must be approved by the MSHSAA. (see MSHSAA official handbook)
- Background Check
- Successful completion of the MSHSAA Sport-Specific Online Rules Review and Test each season.
- Successful completion of a Concussion in Sports Course, and review of current concussion information yearly.
- Successful completion of a Student Mental Health and Suicide Prevention training and renewal every two years.
- Successful completion of Heat Illness Prevention training and renewal every two years.
- CPR/AED Certification (renewed every two years)
- First Aid training (renewed every two years)

COACHING STANDARDS

These points of emphasis are to be considered guidelines within the East Prairie School District and provide all coaches and sponsors with a common coaching frame of reference. These standards include but are not limited to the following:

- Coaches are first and foremost educators.
- Student participant learning and teaching should be the center of all programs.
- Being thoroughly prepared for all practices and contests is a necessity.
- Coaches are expected to be exemplary role models both in and out of the activity and leaders of young people in every sense of the word.
- The coach will maintain a professional relationship with all participants.
- Coaches are expected to communicate with the participants and parents of their participants on a consistent basis.
- Student participants should be coached from a constructive perspective.
- Coaches are expected to be consistent with discipline.
- Punctuality for all practices, meetings, and contests is expected.
- Proper conditioning for all participants for the activity must be provided.
- Coaches are expected to be familiar with all East Prairie School District policies.
- Coaches should be familiar with MSHSAA by-laws. If unclear on a policy or procedure, coaches should refer to the MSHSAA Handbook or Athletic Director.

COACHING DUTIES/RESPONSIBILITIES

Practices

Coaches must keep all participants informed of the time and place of practices, games, and other pertinent information. Practices must be organized to assure that all players are well grounded in the fundamentals and specific skills of the activity as well as properly conditioned.

Once mandatory practices begin no participant can be allowed to practice without a Pre-Participation Physical Evaluation. Participants must complete a minimum of 14 team conditioning practices before being eligible for competition. It is the responsibility of the coach to keep a record of attendance on each participant throughout the season.

Rosters

Once teams are formed coaches must turn in an eligibility roster to the Athletic Director. This list must include the full name of all participants involved in the program for the season. After uniforms have been assigned and before competition begins a numerical roster must be submitted to the Athletic Director that also includes name, grade, position, etc. of the participants for the program.

Supervision

No individual student, team, or group shall be permitted to participate in events without being accompanied and supervised by a coach or sponsor. Coaches must supervise the gym, locker rooms, and any school facility before and after all practices and events until all participants have left school grounds. Coaches are responsible for supervision of groups while on the bus traveling to and from events, while at the events, and until the students' rides arrive.

Injuries

Coaches assume moral obligation in the care and prevention of athletic injuries. Coaches must know emergency procedures and have an Emergency Action Plan in place

for the program. Coaches must have necessary first aid supplies and take a medical kit on all trips so they are able to render first aid effectively.

Coaches must record all injuries reported to him/her no matter how minor. If an athlete sustains a significant injury, the parent/guardian must be contacted by the coach within 24 hours of the incident. The coach must complete, sign, and date an accident report form and turn into the Athletic Director.

Any student who sustains a disabling-type injury that requires surgery or immobilization for a period of time cannot return to any sport activity without written permission from the attending physician.

Transportation

BUSES: Transportation request forms must be submitted to Mr. Kurt Lichtenegger at least two weeks prior to the event. Coaches are responsible for filling out the form, having them signed by the Building Administrator, and turning them into the transportation director.

Head coaches must travel with the team to and from the contest. All participants are required to ride to the event on the bus with the team. Any special circumstance, coach or player related, must be communicated and approved beforehand through the Athletic Director or Building Administrator. If coaches/sponsors allow participants the option to ride home with parents after the contest, then it is required that an exit protocol is maintained and followed. Coaches should have a check out method that ensures all participants are accounted for and have proper transportation. Students are only allowed to ride home, after an event, with their parents/guardians. Any special circumstances involving the need for a student to ride home with anyone other than a parent/guardian must be pre-approved with the Athletic Director or Building Administrator. Written permission from the parent/guardian must be given to the coach stating who the student can ride home with in any such situation.

It is a policy that anyone who is not a faculty member or a student within the East Prairie School District is not allowed to ride a school bus to an event. Coaches must remember that the bus drivers take their instructions from the head of transportation and not from the coaching staff.

The following bus policies should be enforced by the coaching staff:

- No food or drink on the bus
- Remain seated with arms inside windows at all times
- Maintain order and ensure proper conduct
- Ensure windows are up and bus is clean when exiting

VEHICLES: It is policy that coaches refrain from providing participants transportation in personal vehicles. If the dynamics of a certain program requires such then coaches must develop a permission form and have it signed by the parent/guardian. A copy of any such permission form must be given to the Athletic Director.

Tryouts

When teams are selected by a tryout method, coaches must have an evaluation sheet for every individual trying out. If cuts take place, the participants being cut will be informed personally and privately of the decision by the coach. Coaches must ensure that participants who have been cut are given the opportunity to understand what their deficiencies are and what they can do to improve their skills. Individual participants' evaluation results and skills must only be communicated to the specific individuals and/or individual's family.

Purchasing

All coaches will follow purchase guidelines, stay within budget, and maintain integrity throughout the purchasing process. No items are to be ordered before going through the approval process. All requisitions must be submitted onto the Districts SISFin Portal. After submitting in the portal a hard copy of the requisition must be printed off and given to the Athletic Director for approval. Before anything can be ordered the requisition must be approved by the Athletic Director and Superintendent. Once this process is completed and a Purchase Order Number has been generated, then order can be placed.

Equipment Maintenance

Any equipment issued is the property of the school. Proper use and care of this equipment is the athlete's responsibility, and students will be required to pay for misused, damaged, lost or stolen articles. It is the coach's responsibility to see that equipment that has been issued for the team and individual sports is to be used only for practice and/or games.

The head coach must supervise the distribution and collection of all equipment for the activity. All equipment should be collected in a timely manner after the conclusion of the season. It should be inventoried, cleaned, repaired/restored and stored in its proper place.

Off Season

Most successful programs require a level of preparation that must begin long before the regular season begins. Most programs will have some level of off season participation in activities. No off season expectation can be mandatory, however; athletes who dedicate themselves beyond just the regular season perform better. The nature of competitive sports is that continuing development of physical skills, fitness, and mental

skills beyond the in season is essential. Coaches are encouraged to take advantage of all 20 summer contact days allowed per MSHSAA.

PARTICIPANT REQUIREMENTS

Physicals

Athletes must have a physical examination before he/she will be allowed to practice for any sport. Physicals are good for two years from date of issue. The MSHSAA Pre-Participation Physical Evaluation Form must be used. Parent permission blanks are included as part of the physical examination form. Make sure this is completed and properly signed by the parent. Physical examination forms will be filed by the Athletic Director for all participants.

Conditioning

Under MSHSAA By-Laws before any participant is able to compete they must have completed 14 team oriented conditioning practices.

Academic Eligibility [MSHSAA By-law 2.3, Academic Requirements]

Grades 7-8: Students must meet the following requirements in order to be academically eligible to participate in interscholastic activities:

- Grading Period Prior: A “grading period” is a period no less than six weeks and no greater than nine weeks where progress is determined and is reported to students/parents. 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 one scheduled subject, or failed to make standard progress in special education, shall be ineligible the following grading period regardless of promotion to the higher grade.
- Grading Period of Participation: The student shall 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.
- Entry into 7th grade: This section shall not apply to students promoted for the first time into the 7th prior to the first day of classes.

[For academic eligibility East Prairie 7th and 8th grade students must have passed 6 credit bearing classes the prior quarter and be making satisfactory progress in 6 credit bearing courses in the current quarter of participation]

Grades 7 and 8 Summer School: A local school district may reinstate the FIRST grading period eligibility of a student being promoted to the 8th grade who has failed more than one class but no more than three classes if the student passes the appropriate number of core classes through secondary school-sponsored summer school, as described below, and provided the following requirements are met:

- The counting of summer school classes must first be approved by the local school administration.
- The grade earned for the summer school course is placed on the student's school transcript.
- Only core classes (science, math, social studies and communication arts) may count toward reinstatement of first grading period eligibility.
- A student who has failed two scheduled subjects must pass at least one core class through secondary school-sponsored summer school; a student who has failed three scheduled subjects must pass at least two core classes through secondary school-sponsored summer school.

Grades 9-12: Students must meet the following requirements in order to be academically eligible to participate in interscholastic activities:

- Semester Prior to Participation: The student shall have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, or a student must have made standard progress for his or her level the preceding semester in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age.
- Semester of Participation: The student shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater, or a student must have made standard progress for his or her level the preceding semester in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age.
- Entry into 9th Grade: A beginning 9th grade student shall have been promoted from the 8th grade to the 9th grade for first semester eligibility.
- 80% Credit Requirement: The calculation of the credit requirement described above for all enrolled students at the school shall be based on the maximum allowable classes in which a student can be enrolled at the member school during the normal school day due to the academic system that the member school has selected.

[For academic eligibility East Prairie High School athletes must have passed 6 credit bearing classes the prior semester and must currently be enrolled in **6 credit bearing classes** and making satisfactory progress]

Grades 9-12 Summer School: Secondary school-sponsored summer courses may count toward maintaining senior high academic eligibility for the **FALL** semester provided the following requirements are met:

- The counting of secondary school-sponsored summer school credits must first be approved by the local school administration.
- Credit earned for the summer school course is placed on the student's school transcript and counts towards graduation.
- The course must be a class identified by the local school board/governing body as required for graduation/promotion requirements. (core class/core elective)
- Electives that are not a graduation requirement may not be counted toward regaining eligibility.

Citizenship

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 accord with the standards of good discipline. [MSHSAA By-law 2.2, Citizenship Requirements].

Attendance

A student must attend at least 4 complete class periods before participating in practice or athletic contests on that day (exceptions will be made only by Principals- and must be discussed before the time missed).

If a student is not in attendance on Friday before an activity on Saturday, he/she will not be allowed to participate (exceptions will be made only by the Principal). Contact your principals prior to missing for exceptions to be made, rulings will be made on a case by case basis.

Discipline

Misconduct in School-includes but is not limited to: Truancy, disrespect to teachers, fighting, use of abusive language, etc. After review by the head coach, athletic director, and principal, the athlete and parents will be notified of the decision.

-Penalties will range from a reprimand and placing the athlete on probationary status to temporary or permanent restriction from representing the school in interscholastic activities. The seriousness of the case and attitude of the athlete will determine the penalty. Recurrences will require that permanent restrictions be considered.

ISS/OSS- A student who is in ISS/OSS is **NOT** allowed to participate in practice or participate in an interscholastic activity on the day(s) ISS/OSS is being served.

Detention- A student who must serve a detention **IS** eligible to participate in practice or athletic competition on the date the detention is served, however they may be subject to consequences for the practice time missed.

Drug Testing Policy

The East Prairie R-2 Board of Education recognizes that student drug abuse is a significant health and safety problem for the schools. Among the problems substance abuse negatively affects students' health, behavior, learning, reflexes, and the overall development of students, including those participating in extracurricular activities. Chemical abuse includes, but is not limited to, the use of illegal substances, substances represented to be controlled, and misuse of legal drugs and medications.

The purpose of the R-2 District's Chemical Abuse Policy include:

- To establish a safe environment for student athletes during competition and generally for all students.
- To provide a vehicle for parents to become aware of chemical abuse problems involving their children so that corrective action may be taken
- To provide referrals for students who need evaluation and counseling
- To deter chemical abuse or misuse by all students
- To send a clear message that the district is committed to eliminating student chemical abuse or to helping students experiencing chemical abuse problems
- To work cooperatively with parents by assisting them in keeping their children free from chemical abuse.

Selection of students to be tested will be performed randomly on a lottery style basis during the activity season. The Building Principal will disclose the results of any positive test to the students and the student's custodial parent or guardian. Upon the occurrence of the first positive test, the Building Principal will schedule a conference with the student's parents to explain the results. Counseling, at the students' expense, will be strongly recommended for every student who tests positive. The student will be placed on probation for twenty-one (21) days. During the time of the suspension, the student may attend other school-sponsored activities, but shall not compete as a member of an interscholastic group. The opportunity to continue to participate in practices, during the suspension, are at the discretion of the coaches, athletic director, and administration. After twenty-one (21) days, the student will be retested at the student's expense and a written copy of the results will be given to the Building Principal. If the retest is negative then the probation can be lifted. Once a student fails a drug test, they will automatically be tested in all future tests for the remainder of the current school year. If any subsequent test during that school year proves to be the student's second positive test, the student will not be allowed to attend practice or participate as a member of an

interscholastic group for one calendar year. To regain eligibility after twelve (12) months, the student must have a negative chemical screening at the student's expense. If the retest is negative the probation can be lifted.

Upon occurrence of a third positive test during a student's secondary educational career, he/she will be suspended from the organized student activities for the remainder of the time that he/she is enrolled in the district.

➤ All students participating in MSHSAA sanctioned sports/activities within the East Prairie School District must complete the chemical abuse policy acknowledgement and consent form. This form must be signed by parent/guardian and student.

PARENT INFORMATION

Role of the Parent

Children learn by observing. Parents must exhibit leadership, sportsmanship, and character if they expect their child to develop these highly desirable traits.

- Be supportive of the team, coaches and managers. Respect decisions made by others.
- Be an active supporter, as a fan, and as a parent. Solicit feedback from your child regarding his/her progress, as well as how the team is developing.
- Be cognizant that all players will not possess the same skills.
- Display stewardship, as well as assist and support the school and team.
- Do not burden your child to perform outside his/her capabilities. A child doing his/her best is good enough.
- Respect the facilities where events are held and assist to make them better.
- Attend contests when time permits. However, due to rules, **your participation/attendance during practices cannot take place**. Every effort should be taken to see that the child is present in advance of the start of each game and practice.
- Celebrate team as well as individual improvements.

Responsibilities of the Parent

- Make yourself aware of the coach's expectations and team guidelines.
- Attend any team meetings your child's coach may schedule.
- Notify the coach as early as possible, if your child can not attend a team event.
- Know and respect the team's practice schedule. Ensure your child arrives and is picked up accordingly.

- Read and respond to informational notices supplied by the athletic director.
- Read and consent to all items required by the parental consent contract and codes.
- Know the rules of the game. Attend any pre-season rule or coordination meetings offered for parents and players.
- Support their student athlete's efforts toward success.
- Work to promote a positive environment that is conducive to the development of the student athlete.
- Become familiar with, and review the rules and regulations with their student athlete.
- Communicate any concerns in a timely manner, according to district protocol.
- Treat all coaching personnel with courtesy and respect, and insist their student athlete does the same.

Parent/Guardian Code of Conduct

This parental code centers on five areas:

1. Let the coaches coach your athlete. Refrain from shouting advice during the game (i.e., "coaching" your athlete from the sidelines/stands). This can be confusing and frustrating for the athlete.
2. Be an exemplary role model by positively supporting all members of the team.
3. Model good sportsmanship by demonstrating positive behavior at all times toward the officials, opposing players, fans, and coaches.
4. Support the coaches and their decisions about playing time. Playing time is strictly the decision of the coach. If your athlete has an issue with playing time they are encouraged to speak to the coach.
5. Follow the Parent-Coach Communication Procedures if there is a need to contact a coach.

Parent-Coach Communication Procedures

By working together, parents/guardians and coaches are able to ensure that each participant will benefit from the athletic/activities program. As a parent/guardian whose student is involved in a sport or activity within the East Prairie School District,

you have the right to understand what expectations are placed upon your student-athlete.

As a member of an athletic team or activity, your student will experience many rewarding moments. It is important to understand there may also be times when things do not go the way they would like. If this occurs, the athlete is encouraged to discuss the concern directly with the coach. If the student-athlete has spoken to the coach and the issue continues to need clarification, it may be appropriate for a parent/guardian to intervene, however interaction and/or communication that has the potential to escalate can not occur immediately after an event. Parents must request to set up an available time to discuss such matters with the coaching staff.

➤ **Communication parents/guardians should expect from the coach:**

- Philosophy of the coach and the program
- Expectations the coach has for all student-athletes involved in the program
- Logistical information- schedules for practices, games, busing, etc.
- Team requirements, rules, disciplinary procedures, etc.
- Medical procedures and information.
- Sportsmanship expectations for all student athletes, parents, and fans.

➤ **Communication coaches should expect from parents/guardians:**

- Notification of any schedule conflicts well in advance
- Specific concern about a coach's rules and/or expectations
- Notification of your child's change in medical information, change in behavior, and change in academic standing.

➤ **Concerns parents/guardians may discuss with coaches:**

- The treatment of your athlete, mentally or physically
- Ways to help your athlete improve as a player
- Concerns about your athlete's behavior

➤ **Issues that will not be discussed with the coaching staff:**

- Positions
- Level of participation
- Playing time
- Other student athletes
- Game strategy
- Team preparation/practice

The rules contained in this handbook are general and in no way cover all the rules, expectations, or guidelines that may be required within an ever developing athletic/activities program. All athletic and activity participants, sponsors, and coaches are required to be in good standing with all aspects of East Prairie School District policies, building level student handbooks, and all by laws within the MSHSAA handbook.

MSHSAA SANCTIONED SPORT AND ACTIVITY OFFERINGS

East Prairie High School Sports and Activity Offerings

Fall Season

Football
Volleyball

Winter Season

Basketball (Boys)
Basketball (Girls)

Spring Season

Baseball
Softball
Track & Field (Girls)
Track & Field (Boys)

Fall & Winter Season

Cheerleading
Dance

Other Activities Include

Band Choir Scholar Bowl Bass Fishing

East Prairie Middle School Sports and Activity Offerings (7th and 8th Grade)

Fall Season

Football
Basketball (Girls)

Winter Season

Basketball (Boys)
Volleyball

Spring Season

Baseball
Track & Field (Girls)
Track & Field (Boys)

Fall & Winter Season

Cheerleading
Dance

Other Activities Include

Choir

ATHLETE AND PARENT VERIFICATION FORM

In an effort to inform parents and guardians, as well as the students, of the regulations governing participation in interscholastic athletics, we ask you to read this booklet and return this form with your signatures.

I have read the Athletic/Activities Handbook and am familiar with the rules governing my son/daughter's participation in sports/activities within the East Prairie School District.. As a parent/guardian, I agree to work with the Athletic/Activities Departments to reinforce the stated policies and rules of this handbook with my student.

Parent/Guardian (Printed Name)

Parent/Guardian (Signature)

Date

I have read the Athletic/Activities Handbook and I am familiar with the rules governing my participation in sports/activities within the East Prairie School District.
I agree to follow the stated policies and rules of this athletic handbook.

Athlete/Participant (Printed Name)

Athlete/Participant (Signature)

Date

SPORT: _____

Coach/Sponsor Handbook Pledge Form

I have read the coach/sponsor guidelines and understand what is expected of me by the activities director for the East Prairie School District. I pledge to follow the guidelines set forth in the coach/sponsor handbook.

Signature

Date

Activity/Sport sponsored