

Mark Twain Jr./Sr. High School



Extra Curricular Handbook 2023-24

Approved by the Board of Education

MARK TWAIN JR/SR HIGH SCHOOL PHILOSOPHY OF PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

The goal of extracurricular activities is to supplement the secondary curricular program and provide worthwhile experiences for the student. Student participation in any part of our activities 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 himself/herself. This participation PRIVILEGE represents a commitment to help develop the student physically, mentally, socially and emotionally.

With this objective in mind this handbook has been written. As with any handbook situations may arise that are not covered. Should this be the case, the situation will be dealt with by a cooperative effort between the school administration, and coaches or sponsors. Also, the coach or sponsor has the right to set higher standards for his/her program and higher standards established by that organization will supersede those established by this handbook.

The Extracurricular Handbook works in conjunction and at times in addition to the Student Handbook.

ACADEMIC ELIGIBILITY

The Missouri State High School Activities Association (MSHSAA) requires a student to be enrolled in and pass at least 3.0 units of credit or pass 80% of the maximum allowable classes that you are taking the preceding semester. Currently for MTHS, a student will need to have passed 6 out of 7 classes to achieve this requirement. If a student takes a class that credit is not earned (ex. Student Aide/Office Help) then the student must have passed all 6 classes. If a student does not meet this requirement he/she will be ineligible to participate the following semester. The complete MSHSAA academic requirements are found in ByLaw 2.3 in the MSHSAA Handbook.

At any time during the semester a student falls below the MSHSAA Academic Eligibility requirements, that student is ineligible until the student meets the MSHSAA requirements.

CITIZENSHIP STANDARDS

2.2 CITIZENSHIP REQUIREMENTS

Students who represent a school in interscholastic activities must be creditable citizens and judges so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

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

b. Local School:

1. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
2. *The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.*
3. *A student shall not be considered eligible while serving an out-of-school suspension.*
4. *A student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of the expulsion or withdrawal.*
5. *If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.*
6. *Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.*
7. *Each school shall diligently and completely investigate any issue that could affect student eligibility.*

- c. Student Responsibility:** *Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending a review by the Board of Directors.*

Participation in student activities is a privilege and not a right! Students who represent the Ralls County School District must demonstrate good citizenship and conduct at all times. The ideas reflected in the Activities Association Official Handbook have been used in the establishment of the disciplinary sections of this handbook.

MARK TWAIN JUNIOR HIGH AND HIGH SCHOOL ACTIVITIES CODE OF ELIGIBILITY

The code of Eligibility for the Mark Twain High School activities program is meant to encourage students who represent the school in one or more of its activities to abide by local, state, and federal laws and restrictions pertaining to the use of tobacco, alcoholic beverages, and controlled substances. It is intended to encourage parents, faculty members, administrators, and board members to demonstrate commitment to established policies, which state that we will teach students about substance use and abuse. It is also intended to address student violations in a uniform manner between and among activities.

Section A. Purpose

In order that the standards and ideals of Mark Twain High School will be upheld and uniformly enforced, the Board of Education has established the following rules of conduct, both in and out of school, which all students, and parents/guardians of students involved, should clearly understand.

Section B. Definitions (For clarity and understanding, some definitions follow.)

1. "Alcoholic Beverage" shall include any intoxicating beverage.
2. "School Activities" shall include all activities offered by Mark Twain School District.
3. "Controlled Substance" shall include prescription drugs, which were not prescribed by a physician for the student in possession and shall also include all drugs under the classifications of narcotics, depressants, stimulants, marijuana, and hallucinogens.

4. “Participating Student” means any Mark Twain Junior or High School student in activities offered by Mark Twain High School.
5. “Period of Ineligibility” indicates the period measured in calendar days during which participating students will be ineligible to participate in school activities.
6. “Possession” means to have on one’s person, or to knowingly have in one’s possession, or to have close immediate access to any item constituting a violation as described in this code.
7. “Violation” means committing an offense described in this code and as found by a preponderance of the evidence from all available sources at an informal hearing as described in this code.
8. “Confirmed Involvement/Admission” is defined to be direct information received from law enforcement, information received from an Administrator, including the Activities Director, or a member of the Mark Twain Jr/Sr High School coaching staff or faculty, as well as admission of involvement by the students.

Section C. Hearings; Findings

When a participating student, after an informal hearing before the high school principal, athletic director and head coach is found to have committed a violation as described in this code, either in or out of school, by a majority vote of said three officials a period of ineligibility shall begin immediately or when student begins an activity/extracurricular participation.

Item 1: Tobacco--: Any participating student commits a violation if he or she is found to have, or to have had, in his or her possession, or of having used Tobacco, cigarettes, tobacco substances, or smoking paraphernalia.

1st Offense: Participant will be suspended for a minimum of 10% of the team’s games or performances during that season. If the occurrence takes place too late in the season to levy a 10% penalty, the penalty shall carry into the next season in which the student goes out for AND completes an activity.

2nd Offense: A participant with a second confirmed incident involving tobacco will be suspended for a minimum of 50% of the student’s upcoming competitions or performances in the current season and/or the following season in which the student goes out for AND completes an activity.

3rd Offense: 365 calendar days

Item 2: Vaping– Any participating student commits a violation if he or she is found to have, or to have had, in his or her possession, or of having used Vapes and vaping paraphernalia

1st Offense: Participant will be suspended for a minimum of 20% of the team’s games or performances during that season. If the occurrence takes place too late in the season to levy a 20% penalty, the penalty shall carry into the next season in which the student goes out for AND completes an activity.

2nd Offense: A participant with a second confirmed incident involving vaping will be suspended for a minimum of 50% of the student’s upcoming competitions or performances in the current season and/or the following season in which the student goes

out for AND completes an activity.

3rd Offense: 365 calendar days

Item 3: Alcohol-- Any participating student commits a violation if he or she is found to have, or to have had alcohol, under the influence of alcohol or arrested for an alcohol related offense.

1st Offense: Participant will be suspended for a minimum of 20% of the team's games or performances during that season. If the occurrence takes place too late in the season to levy a 20% penalty, the penalty shall carry into the next season in which the student goes out for AND completes an activity.

2nd Offense: Participant will be suspended for a minimum of 50% of the team's games or performances during that season. If the occurrence takes place too late in the season to levy a 50% penalty, the penalty shall carry into the next season in which the student goes out for AND completes an activity

3rd Offense: 365 calendar days.

Item 4: Controlled Substances--Any participating student commits a violation if he or she is found to have, or to have had, in his or her possession, or of having used or consumed, any controlled substance.

1st Offense: Participant will be suspended for a minimum of 50% of the team's games or performances during that season. If the occurrence takes place too late in the season to levy a 50% penalty, the penalty shall carry into the next season in which the student goes out for AND completes an activity.

2nd Offense: 365 calendar days.

Section D. Students Covered

This code shall apply to grades 7 through 12 in the Mark Twain School District, this policy will go into effect on the first day of Fall practice or first day of school whichever comes first.

Section E. Other Applicable Rules

This Code of Eligibility is supplemented by the Student Complaints and Grievances Procedures as adopted and amended by The Board of Education of the Ralls County R-II School District. If said individual fails to complete a season for an activity for which they were punished the punishment would carry over to their next season of participation.

Section F. Random Drug Testing Policy

Student Drug Testing

Purpose

Alcohol and drug abuse are serious problems. Schools, including the Ralls County R-II School District, are not immune. Even students involved in extracurricular activities are increasingly using alcohol and are experimenting with “street drugs” such as marijuana and cocaine.

The drug-testing program discussed in these materials is not to levy discipline, but rather to aid in discovery and prevention and help with 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 and to offer support for those that may need it.

We believe that students at Ralls County R-II need to have assistance in dealing with the peer pressure associated with drugs and alcohol. This process will help give them another way to say “NO” to those things.

The program is mandatory for all students’ grades 7-12 participating in MSHSAA sponsored and/or other activities. These include athletics and extracurricular and co-curricular activities (softball, football, flag squad, football and basketball cheerleaders, basketball, baseball, track, band, FFA, FCCLA, FBLA, Student Council, FTA, National Honor Society, Environmental Club, and parking permit holders).

A student using drugs is a danger to him/herself as well as other students. All students in the Ralls County R-II School District who choose to participate in a covered activity are entitled to do so in a drug free environment.

The program does not affect other policies and practices of the school 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 involved in the covered activities will be included in the random pool for testing throughout the school year. Once a student’s name enters the testing pool, they will be in the pool the remainder of the school year and subject to random testing.

Consequences

Consequences for a non-negative test shall be suspension from participation in covered activities for a period of 20 calendar days (within the school calendar year starting with the first date of fall sports practice) from when the test results were determined. **A mandatory test must be taken by the student on the next random screening date or sooner.** In order to resume participation after the 20-day suspension a follow up test must be negative. The lab testing facility must be pre-approved by the school district, must be a SAMSHA certified lab, and the test must include the substances tested for in the school testing program. Please see examples below for further information about students’ ability to practice or participate in the covered activity provided they have medical clearance. This is to ensure the student is safe to continue with practice in the covered activity. **After the student presents a non-negative test for illegal substances, he or she will be subject to non-random testing at the request of the administration. The student may be tested in this manner for 365 calendar days beginning from the date of the first non-negative result. Testing procedures will remain identical to the random testing procedures. A second non-negative test during the school year, mandatory or random, will result in the student being ineligible to participate in all covered activities for 365 calendar days and until the student tests negative.** A third non-negative result is permanent loss of covered activities for his/her high school career.

Examples: 1. *A student participating in MSHSAA sponsored activities, flags, and band will be eligible to practice with the team (provided they have verified medical clearance), but not be allowed to participate in contests until the 20-day suspension has been concluded.* 2. *For a student participating in FFA, FCCLA, FBLA, Student Council, or Environmental Club, the student **will not** be able to participate in practice unless the contest is after the 20 day suspension is concluded. In this case the student would be able to practice, during the 20-day suspension, but not participate in contests.* 3. *Parking permit holders will be suspended 20 calendar days* 4. *If a student is suspended from a co-curricular activity such as FFA or Band (where the student may receive a grade for a contest) then the teacher/sponsor must provide an alternate assignment so that the student*

is not penalized for missing the contest or activity. 5. Any situation not mentioned above will be handled on an individual basis, at the discretion of the administration.

Drug Counseling and Assistance

The main goal of this drug testing policy is to educate students regarding the serious problems of drug and alcohol abuse. As such, drug counseling and assistance programs will be required by the school district for any student with a non-negative test under this policy. Failure to meet this requirement will result in dismissal from the covered activity for the remainder of the season or school year. In addition, the student will not be allowed to participate in any activity until this requirement has been met. If requested by the parent/guardian, assistance in obtaining help for the student will be provided by the school counselors. Any assistance otherwise or enrollment into any other drug counseling sessions will be the responsibility of the student and parent/guardian. The school district will not request or accept any information regarding the treatment of students participating in a drug-counseling program, other than enrollment in or completion of an approved program.

First Offense: All students with a non-negative test shall be required at the individual's expense to undergo a one (1)-session screening. The screening is to provide guidance for the student, parents, coaches, and school officials to determine if additional intervention such as counseling or treatment shall be considered. The counselor, with the legal consent of the parent and/or student is to provide a written report of the screening to the school.

Second Offense: All students involved in a second non-negative test are expected to undergo appropriate counseling and treatment for said problem. This is to be done at the individual's expense. If the student completes the school-approved program, the punishment will be reduced to 180 days.

Student Drug Testing

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 regarding the District's drug testing policy and its procedures. During each session students and parents/guardians will have the opportunity to ask questions they have regarding the program.

At the conclusion of the session, the student shall take home the drug testing policy and have it signed by both the student and a parent/guardian. This procedure and consent form contains the procedures for mandatory and random testing. It provides that the student must sign the consent form to be eligible to participate in covered activities at Ralls County R-II.

A student may refuse to be randomly tested, but if he or she chooses to do so, he or she will immediately be suspended from participating in covered activities for 365 calendar days. The student will need to produce a negative test prior to being eligible to practice or participate after the 365-calendar day suspension has been served.

A contracted company will randomly test participating students, once they become a part of any covered activity. A random selection of pool members, not to exceed 65 percent of total pool, will be chosen each time a test is given. Once a student enters the testing pool, they will be eligible for random testing until the end of the school year. All students and their parent(s)/guardian(s) must sign a consent form annually for their student to participate in any covered activity. For random testing, each student will be assigned a number that will be

maintained in the school office. Students who wish to drop out of the drug pool must have their parent/guardian come to the school and meet with the activities director. The parent/guardian must sign a release form stating that they no longer wish to participate in the drug pool. Once a student is dropped from the drug pool they are immediately suspended from any covered activity and are no longer allowed back into the pool for the remainder of the academic year in which the student withdrew. The student must, at their expense, produce a negative test result by a school-approved testing agency before they will be admitted back into the pool at the beginning of the next school year.

Privacy and Confidentiality

The testing method to be administered will be urinalysis. Appropriate steps will be taken to respect the privacy of students while at the same time preventing falsification of the testing. Upon receiving a notice from the administration that the student has been selected for a random drug test, the student will then go to an assigned area and wait until it is their turn to produce a specimen.

Prior to being called by the test administrator, the student will be given an identification number by a school official. When called by the test administrator, 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 test 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 their person. The student will then be asked to select a collection cup. The test administrator will accompany the student to the restroom, where the student will be instructed to place the collection cup on a ledge or counter and then wash their hands. The test administrator will have placed blue dye into each 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 their hands, the test administrator will instruct the student to open the collection cup and empty the contents, 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 (if there are no outer doors to the restroom), until the student completes the void and comes out of the stall, and places the collection cup on a pre-arranged flat surface. The student must complete a void before they will be allowed to leave the testing area. The student will have three (3) hours to complete the void. If the void is not completed during the testing window then it will be viewed as a refusal to submit to a random test. However, the refusal may be canceled if the Medical Review Officer (MRO) validates a determination by a doctor within five (5) days of the refusal.

When the test administrator re-enters the restroom, he will take the collection cup and determine if there is sufficient amount of 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 takes 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 once again wash their hands and then stand by the entrance of the restroom (keeping the specimen in their sight). The test administrator will open a screening test device and place it in specimen samples. (A student may request the sample to be split prior to the screening test device being placed in the specimen sample, provided there is enough of a sample given to split 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 school testing agenda.

If the screening test indicates a non-negative screen, the verification process will be implemented. Also, a negative specimen may periodically be selected to go through the verification process for internal quality control purposes of the collection company.

The test results will remain confidential and will only be released to the student, his/her parent(s) or guardian(s), and approved school officials. If the student has a non-negative test, the administration will not use or reveal a non-negative test result as a reason to search the student's locker, purse, backpack, or other area in which the student keeps his or her personal effects. Test results will not be turned over to the police or authorities without a court order and the administration will not disclose test results without a court order for purposes of a criminal investigation.

Verification of Sample

If a specimen is non-negative, then testing procedures shall be conducted according to procedures designed to ensure integrity of specimens and the chain of custody of specimens. The test administrator will pour the specimen given by the student into a specimen vial(s). The test administrator will pour approximately 30 ml. into the first vial. If there is a sufficient amount of specimen, a second vial of approximately 15 ml. will be poured out. The remaining specimen, if any, will be discarded and the test administrator will complete the chain of custody according to proper collection procedures. The specimen will then be shipped to a SAMSHA certified laboratory for a second screening. If the second screening is non-negative, then a confirmation analysis will be conducted using gas chromatography/mass spectrometry (GC/MS). The results of the confirmation test will be released to the designated school official, who will then contact the parent(s)/legal guardian(s) of the student, and the student, to arrange a meeting to discuss the test results. The parent/guardian will be asked to bring in any medications the student is currently taking in order to determine if there is a legitimate medical reason to explain the presence of the non-negative drug in the student's specimen. If a parent chooses to challenge the results from the SAMSHA certified laboratory and have another lab test the specimen they may do so with a written request within 72 hours from the disclosure of the lab results by the Medical Review Officer (MRO). The fee for this test will be approximately \$250 to be covered by the parent/guardian. If the result of the second test determines that the first non-negative test was false then the district will reimburse the parent/guardian.

Disclosure of Other Medications

Upon confirmation by a SAMSHA certified laboratory of a non-negative specimen, the parent/guardian 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 company representative or a Medical Review Officer) as to the validity of the medication producing the non-negative 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 no legitimate or acceptable medical explanation, the non-negative result will remain. Proof of medication can be given through the presentation of a prescription bottle or through physician verification.

Ralls County R-II School District will be testing for:

The Ralls County R-II School District will be using a Urine Drug Screen from On-Site Diagnostix, Inc to test for any number of drugs to ensure the effectiveness of the program.

Financial Hardship

No student will be denied participation in any covered activity due to the inability to pay for drug testing. Each hardship case will be reviewed by the school district administration.

SCHOOL ATTENDANCE

Students must be in attendance on the day of participation in an event, game or other school sponsored activity. To be in attendance a student must be in school all day with the exception of doctor or dentist appointments, funerals, or other principal/A.D. pre-approved absences. Doctor/Dentist notes are needed before an athlete can compete on the same day of the appointment. If a student is late to school, they will not be able to participate in a game or other school sponsored activity. The student can still participate in practice. Students are given a 10 minute grace period. School begins at 8:00am and students have until 8:10am before they are considered late. Anything 10 minutes and under is considered tardy. Anything over 10 minutes is considered late. A “tardy” means the student can still participate in games or events. A “late” means the student can participate in practices but cannot participate in games or events.

NOTE: All situations will be handled on an individual basis.

Morning Practice - School Attendance

If there is morning practice, the athlete is expected to be on time to their first hour class and be present all day in school. If a student misses at all, they will miss the following practice or game. Exceptions are doctor and dentist, with a note, and funerals.

INAPPROPRIATE BEHAVIOR IN SCHOOL

Students who are serving a penalty at school for misbehavior will forfeit their opportunities to take part in extracurricular activities in the following manner: students serving "in-building suspension" or an "out-of-building suspension" are banned from extracurricular activities until 8:AM of the next school day following the end of the suspension. Students serving an after school detention may take part in school activities after the detention is served. The level of participation will be decided by the coach/sponsor.

STUDENT PERSONAL APPEARANCE CODE

Students need to use good judgment in deciding their attire for the day or activities. An article of clothing that may be deemed as proper in your own private setting may not be appropriate for school or school functions. If any staff member feels that the mode of dress by a student is disruptive to the educational process and/or is against the school dress code, the student will be asked to change. Parent(s)/guardians(s) may be asked to bring alternative clothing to school/event. If you have any doubts that an outfit may not be appropriate for school, do not wear it.

SPORTSMANSHIP

Extracurricular activities are the most visible part of our school system, making the behavior of our students and patrons at these activities very important. Mark Twain Jr/Sr High School is a member of the Eastern Missouri Conference and Missouri State High School Activities Association. As members of these groups we adhere to policies established for the display of good sportsmanship by athletes, students, fans, parents, and patrons. Member schools are required to enforce sportsmanship rules for their respective school, players, and spectators.

All players, coaches/advisors, parents and other fans are expected to:

1. Maintain pride for self and school.
2. Strive to keep high standards of conduct.
3. Cheer for your team, rather than against the other team.
4. Treat everyone with respect by refraining from taunts, chants, noises, cheers, jeers, songs, profanity, signs or motions directed to the opposing team, coach, school or officials.
5. Show respect to opposing teams during their introduction.
6. Refrain from using noisemakers.
7. Refrain from continuous standing unless in the designated spirit section.
8. Abide by decisions of officials.
9. Accept victory or defeat graciously.
10. Be a credible citizen at all times.
11. Abide by the R-II Board policy prohibiting the use of tobacco products on any school or athletic grounds.

According to the Missouri High School Activities Association By-Law 710, "A school may be suspended from membership in the MSHSAA and from participating in interscholastic activities with other member schools for the unsportsmanlike conduct of teams, coaches, students and fans at games both at home and away."

Any player, coach, student or fan ejected from a contest may be prohibited from playing/attending the next contest at the same level. In extreme cases of unsportsmanlike behavior, these said individuals may be banned from playing/attending contests indefinitely.

Sporting events often represent the extremes of emotions. Profanity, and confrontational behavior will not be tolerated. Parents/Guardians who have a complaint should not confront or call the coach within 24 hours after the game. This will allow adults to calm down and not react in an emotional manner in front of their children. Complaints should be handled in a one on one manner out of sight of other players and parents. Steps in the grievance process are:

1. Student meets with coaching staff before or after practice.
2. Parent meets with coaching staff following the 24-hour grace period. (Please contact the Athletic Director or Administrator so that this meeting can be scheduled.)
3. Parent, Coaching staff and Administrator meet.

*****Failure to follow these procedures and breaking the 24 hour rule will result in the following consequences for all offending parties:

First Offense—Suspension from all school sponsored extracurricular activities. The suspension will be a time period set by the Athletic Director and Administrator no less than four weeks and no greater than twelve weeks depending on the severity of the action taken by the adult in question.

Second Offense—Suspension from all school sponsored extracurricular activities. The suspension will be a time period set by the Athletic Director and Administrator no less than twelve weeks and no greater than 365 days depending on the severity of the incident. The offending person or persons may also be banned from school premises as deemed necessary.

Third Offense—Suspension from all school sponsored extracurricular activities. The suspension will be a time period set by the Athletic Director and Administrator no less than 365

days with the possibility of being suspended indefinitely. The offending person or persons may also be banned from school premises as deemed necessary.

Sportsmanship is an EXPECTATION, so please...Let the players play, let the coaches' coach, let the officials officiate, and let the spectators be POSITIVE!

MISSING GAMES

An athlete or cheerleader that has received the punishment of missing a game will be at the coach's discretion in regards to being allowed to dress out, travel with the team or sit on the bench or in team area for that game. For the purpose of these rules, a game is defined as the length of competition normally played on one date (a game in track would mean one entire meet and a game in softball would mean one game or in the case of a tournament, the games played on one date). A two-day event, such as the State track meet will be considered as one game.

TRANSPORTATION

Students must ride the school bus to events. Exceptions may be made for doctor or dentist appointments, funerals, and other pre-approved reasons. This will allow the student to ride with a coach, sponsor, school administrator, or parent. These exceptions must be made in advance. Students will generally be expected to ride the school bus back to their home community or to Mark Twain Schools following contests or activities. Exceptions will only be made when a note from the student's parent or legal guardian is provided to an administrator, activity sponsor or coach, a note granting the student permission to use other means of transportation following that event.

Parents may write a note to cover an entire sports season, but the parent or driver must make contact with the coach/sponsor or an administrator following each event. Permission must be specific in nature as to which adults the students may ride with.

NOTE: The coach/sponsor or administrator will make the determination of the appropriate age when defining adults.

INJURIES

It is important that students inform the coach/sponsor of any injuries sustained during a practice, game or event. In most cases the coach/sponsor will be aware a student is hurt, but situations can occur where notice may not be taken. Students must inform the coach/sponsor in any such case so proper action can be taken.

UNIFORMS/EQUIPMENT

Expensive equipment and uniforms are checked out to athletes and students for their use in our programs. The students and parents are responsible for the proper care and washing of these items. Items that are lost, stolen, damaged through improper use, or excessively faded or discolored through improper washing will be paid for by the student or his/her parents. These measures are necessary to continue to outfit and provide the best equipment affordable.

If a student and his/her parents owe money to the activity account because of unreturned or damaged equipment, the student will not be allowed to participate in further activities until the fine is paid. The student's grades will also be held until the fine is paid. In addition, students may not participate in graduation ceremonies until all fines are paid.

All student athletes are expected to participate in fundraising activities to assist in the purchase of school uniforms. These activities currently include the sale of discount cards to area patrons. Students are currently required to sell a minimum of fundraising cards or pay \$25 dollars to participate in sports activities.

DUAL PARTICIPATION

Athletes are able to dual sport during a sports season. The students must pick a primary sport and a secondary sport. The primary sport will always trump the secondary sport unless the secondary sport is in the postseason. Secondary postseason trumps a regular season primary sport contest. If postseasons overlap, the primary trumps the secondary. **Any disciplinary action taken by either sponsor shall apply equally and concurrently in both programs.**

If a student is unable to accommodate dual participation, he/she will be able to withdraw from either program. The following must be met prior to termination:

- a. The student must personally inform the coach/sponsor of the program from which he/she is withdrawing before the activity is dropped. Failure to fulfill these requirements by the student will cause the student to be dropped from both programs.
- b. If a student is going to drop one activity, both coach/sponsors and student must meet to finalize any obligations incurred by the student.

LEAVING A SPORTS TEAM DURING SEASON

If an athlete who is participating in a sport quits that sport, he/she is not eligible to begin participating in another sport. The period of ineligibility will last only as long as the season of that sport from which the athlete quit. Any athlete who leaves a sport, by consent of the coach may be eligible to begin participation in another sport during that season.

CUT POLICY

Mark Twain Jr./Sr. High School will not cut athletes unless there is not enough uniforms for all the participants that came out for the activity/sport. A tryout will then be held.

LETTERING POLICIES

Basketball and Football: an athlete must participate in at least 50% of Varsity quarters for the season. (Football - Special teams **do not** count for or against quarters, per MSHSAA)

Baseball and Softball: an athlete must participate in at least 50% of the Varsity innings for the season.

Track and Field: an athlete must earn at least one point for the team during the season. The point(s) can come from an individual running event and/or field event, being a part of a relay team, or any combination(s).

Cross Country: an athlete must earn at least one point for the team during the season.

INELIGIBILITY

If a student withdraws from Mark Twain Jr.-Sr. High School or graduates at the end of the first semester, he/she shall not be considered eligible to participate in any extracurricular activity in which he/she would represent the school.

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION RULES AND REGULATIONS

The following rules and regulations are excerpts from the MSHSAA Official Handbook. Mark Twain Jr. -Sr. High School is a member of the association and will do its utmost to abide by these rules and regulations.

Parental Permission

Prior to each year of interscholastic athletic participation, a student shall furnish a statement, signed by the student's parents or guardians, which grants permission for the student to participate in interscholastic athletics.

Physical Exams and Insurance

The school shall require each student participating in athletics, a physician's certificate stating he/she is physically able to participate in athletic contests of his/her school. The physical will be valid from the date of physical for two years.

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.

Conditioning Standards

Each squad must have 14 days practice on 14 different days and each individual must have participated in 14 school practices on 14 different days prior to the first game in which a student participates, except when a student has been a member of another sports squad immediately preceding and has had the 14 days of conditioning.

Semesters of Participation

A student shall not participate for more than four seasons while in grades 9-12 in any interscholastic activity, and these shall be during the student's first eight semesters of attendance in high school beginning with his/her entrance in the ninth grade and the eighth semester shall immediately follow the seventh semester. Any part of a contest or interscholastic event in which a student competes shall count as a season of participation in that activity.

A student is eligible for only two semesters in each the seventh and eighth grade beginning with the first semester of entrance in each grade. A student who is repeating a grade is not eligible.

Amateur and Award Standards

Any student who represents a school in an interscholastic sport shall be an amateur. An athlete forfeits amateur status in a sport by competing for or accepting money or other monetary compensation; receiving any

award or prize of monetary value; capitalizing on athletic fame by receiving money, a gift of monetary value, or merchandise; or signing a professional playing contract in that sport.

Accepting a nominal, standard fee or salary for instructing, supervising or officiating in an organized youth sports program or recreation or playground activities shall not jeopardize amateur standards.

Only symbolic awards of no intrinsic value may be accepted by a student-athlete as a result of participation in school or non-school competition in a sport. A student may receive the following without violating this standard: unattached school letters or emblems, medals, ribbons, plaques, trophies, etc. A student shall not have accepted or competed for the following types of awards: services, cash, gift certificates, or merchandise items such as jackets, sweaters, equipment, jewelry, blankets, balls, watches, etc., regardless of value.

This standard shall not prevent a student from signing an agreement which binds him/her to play only for a particular team or an athletic letter-of-intent with a university or college.

Age Standards

A student shall not have reached the age of 19 prior to July 1 preceding the opening of school. If a student reaches the age of 19 on or following July 1, the student may be considered eligible for that year.

If a student does not meet the age standard for a particular grade classification, that student may compete on a team of a higher-grade classification.

To be eligible for junior high competition against teams in a particular classification, the student shall not have reached the following ages prior to July 1 preceding the opening of school: Grade Seven--14, Grade Eight--15, or Grade Nine-16.

Non-school Competition

If during the sport season, a student represents his/her school by competing in an interscholastic athletic contest, he/she shall neither practice nor compete as a member of a non-school team or as an individual participant in organized non-school competition in that same sport, but he or she may compete in organized non-school competition in other sports in which MSHSAA member schools compete interscholastically under the following conditions: no school time is missed to compete, practice for, or travel to the site of such non-school competition unless the absence is approved in advance by the school administrator and the student shall not practice or compete in the non-school competition on the same date he or she practices or competes for the school.

Transfer of Enrollment Standards

Students who transfer for reasons other than promotion are ineligible for 365 days unless their cases meet the standards under the following exceptions:

- If there is a corresponding change of residence of parents or guardian from the, district where a student has been in attendance to the new district, the student will be eligible. A transfer of residence during the school year for the primary purpose of making an athlete eligible shall not be accepted. Guardianship shall be recognized under this standard only if neither parent is living, or legally competent. A guardian appointed for the primary purpose of making an athlete eligible shall not meet this standard. A change of residence under this rule shall consist of the moving of all household properties to the new address and the parents and student actually living there; a second family residence shall not meet the requirements of this standard.

- The Board of Control of the MSHSAA may grant a student eligibility who does not meet the Transfer Standards when sufficient evidence is provided to show that it was necessary for the student to transfer because of unforeseen, unavoidable, or unusual \ circumstances; including, but not limited to) broken home conditions, death of parents or guardian and abandonment and provided the transfer was not for athletic reasons and there was not undue influence.
- A student must be eligible in all respects at the school from which he/she is transferring to be eligible at the school to which he/she transfers.
- Even though a student transfers schools under the circumstances which do not meet the terms of the Transfer of Enrollment Standards, he/she still may be granted eligibility to participate in interscholastic athletics as hereinafter restricted if the student qualifies under the following terms and conditions- A student whose name has been included on a school eligibility roster at any level for a given sport during the 12 calendar months preceding the date of such transfer can be eligible only for sub varsity competition in that sport. A student may have unrestricted eligibility in all other sports in which his/her name has not appeared on a school eligibility roster. Eligibility can be granted provided the athletic eligibility is approved by the principals of both the sending and receiving schools and the Board of Control and further provided there is no athletic purpose involved in the transfer.

Sport Camp Eligibility Standards

A student may participate in a specialized camp clinic, or other similar program involving coaching and instruction in a sport provided the program and the student's participation meet the following requirements:

- The student may not attend a specialized sports camp during the school year.
- No camp involving a fall season shall be attended after July 31
- A student may not attend a camp or camps (combination of school and non school) in any one sport for longer than two calendar weeks in any one calendar year where he/she receives instruction or coaching from a member of the coaching staff of the school the student attends.
- There is no restriction on the number of specialized sports camps an individual athlete may attend during the summer (when school is not in session) provided all of the guidelines in this section are met.

College Try-Outs

No athlete shall participate in any type of try-out or audition for a college team prior to completion of his/her high school eligibility in the sport concerned.

NCAA Initial Eligibility Clearinghouse:

Effective with the 1992-93 school year, the NCAA requires incoming freshmen to have completed certain core courses. A list of the required courses is available from the high school counselor.

Local School Standards

Each individual school has the authority to set more restrictive citizenship standards and shall have the authority to judge its students under those standards.

Any member school shall have the authority to set any additional eligibility requirements, which are more restrictive than it deems advisable.

FURTHER INFORMATION

The information contained in this handbook has been written or included with the best interests of the Mark Twain Jr./Sr. High students in mind. Students and their parents should note that there are other rules and regulations in the MSHSAA Official Handbook that are not printed in this handbook.

If you have questions concerning any rules, regulations or procedures outlined in this handbook please contact the school administrators, athletic director, coaches or activity sponsors.

NON-DISCRIMINATION POLICY

The Ralls County R-II School District affords equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socio-economic status, marital status, sex, age, handicapping condition or organizational membership. This applies to employment, assignment, promotion or personnel and to course taken and pupil placement.

Mrs. Tara Lewis will act as the R-II District's non-discrimination compliance coordinator. Shall concerns arise; she is available at Mark Twain High School. 21622 Highway 19, Center, Missouri, 63436, between 8AM and 3PM daily. The phone number is 573-267-3397.

MARK TWAIN JUNIOR HIGH AND HIGH SCHOOL ACTIVITIES
Student Eligibility Standards

I give my permission for my son/daughter to participate in activities at Mark Twain High School and I acknowledge receipt of and have studied and understand the Student Eligibility Standards for Participation in Activities at Mark Twain High School.

Printed Name of Student: _____

Signature of Student: _____

Activity (S) Student involved in: _____

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

This sheet must be signed by the parties indicated and returned to the athletic director or returned to their coach/sponsor to be kept in the main office. This form must be signed and on file before a student will be allowed to participate.

Student Drug Testing

Consent Form

I have read the program materials regarding the Ralls County R-II School District drug testing program and/or I have attended an information session on _____ (date).

I hereby give consent for my student to participate in the drug testing program at Ralls County R-II School District.

Student Name (please print) _____

Student Signature _____

Parent/Guardian Signature _____

Today's Date _____

Forms must be completely filled out before a student can participate in any covered activity.

STUDENTS
Discipline

Student Drug Testing

Drug Counseling Verification Form

I understand that by having a non-negative screen, I will need to undergo a single drug counseling session by an approved drug-counseling agency.

Drug Screening Agency: _____

Student Signature: _____

Parent/Guardian Signature: _____

School Administration: _____

Date: _____

Student Random Drug Screening Refusal Form

I understand that by refusing to submit to the random drug screening process, I immediately will be suspended from any covered activity for 365 calendar days from the date of the screening.

I also understand that I must produce a non-negative screen one month prior to reinstatement of eligibility at the end of the 365 calendar day suspension.

Student Signature: _____

Parent/Guardian Signature: _____

School Administration: _____

Date: _____

Student Random Drug Screening Removal Form

I understand that by not participating in the random drug screening process, I may no longer participate in any covered activity for the remainder of the current school year.

I also understand that I must produce a non-negative screen prior to the next school year before I may practice or participate in any covered activity. This policy includes summer participation in official covered activities.

Student Signature: _____

Parent/Guardian Signature: _____

School Administration: _____

Date: _____