

Newburg R-II Junior High and High School Student/Parent Athletic/Activities Handbook



Superintendent: Mrs. Tracy Kingsley
JH & HS Principal: Mr. Kyle Tallant
Athletic Director (AD): Mrs. Kaitlin Benson

Mascot: Wolves/Lady Wolves
School Colors: Green/White
Conference: Frisco League

Newburg Junior High (JH) and High School (HS) Sports

<i>Fall Season</i>	<i>Winter Season</i>	<i>Spring Season</i>
JH Basketball (Boys/Girls) HS Softball (Girls) HS Baseball (Boys)	HS Basketball (Boys/Girls) HS Cheerleading (Boys/Girls)	JH Track (Boys/Girls) HS Track (Boys/Girls) HS Baseball (Boys) Golf (Boys/Girls)

Athletic Department: 573-762-9653

Newburg School Activities

FFA	Band / Chorus	BETA
Robotics	Parking on Campus	Art Club
Student Council	Drama/Theater	FBLA

Please note that the above Athletics/Activities will be offered dependent upon participant numbers as well as sponsorship of the sport or activity.

Table of Contents

1. Introduction
2. Philosophy of Athletics and Board of Education Resolution
3. Objectives
4. Athletic Code of Conduct
 - 4.1 Athletes
 - 4.2 Coaches
 - 4.3 Parents and Other Fans
5. Academic Eligibility
6. Attendance
7. Random Drug Testing Policy
8. Athletic Disciplinary Code
9. Social Media
10. Guidelines Governing Disciplinary Action
11. Due Process
12. Preseason Parent Meeting
13. In and Out of Season Information
- Appendix A. Newburg High School Drug Screening Program
- Appendix B. Activity/Athletic Commitment Contract & Random Drug Test Consent
- Appendix C. College-Bound Athletes - NCAA Eligibility

1. Introduction

Extracurricular activities are an integral part of the total school program and provide opportunities for students to supplement their classroom experiences. Research indicates that participation in extracurricular activities positively correlates with students' development both academically and personally. Students who participate in extracurricular activities have greater academic success, greater character development, especially in the areas of time-management and leadership skills, more positive social development, and greater interest in community involvement. The educational system can use such information to encourage students to participate in activities that will enhance their personal and academic achievements. (Christison, *Journal of Graduate Studies in Education*, Volume 5, Issue 2, 2013).

As important as extracurricular participation is, it is imperative to note that **participation in an activities program is a privilege, not a right**. School administrators may suspend student participation in activities for inappropriate conduct regardless of whether that conduct occurs during the school day, evenings, weekends, or holidays. Inappropriate conduct includes, but is not limited to: conduct listed in this agreement, conduct in violation of rules and agreements established between students and their coaches/sponsors, conduct in violation of school district policies and procedures, or conduct in violation of MSHSAA guidelines or regulations. Although students may appeal decisions regarding student activities as set forth below, the decision to exclude or suspend student participation in an activity will not be held in abeyance while the student pursues his or her appeal.

Coaches and program directors may distribute additional activity specific rules and policies at the beginning of each season to student participants and parents. These activities' specific rules may be more restrictive than this participation policy, but may not contradict. Coaches and program directors will discuss and clarify their expectations regarding school-wide participation policies and their particular activities rules and commitments. Students are required to comply with these rules and may forfeit their privilege to participate if they engage in any prohibited conduct.

2. Philosophy of Athletics and Board of Education Resolution

As a member of the Missouri State High School Activities Association (MSHSAA), it is the BOE's belief that interscholastic activities are an integral part of the secondary curricular program and an extension of the classroom. Our school's program shall supplement the curricular program of the school and shall provide the most worthwhile experiences possible. These expectations shall result in learning situations that contribute to the development of the attributes necessary for good citizenship.

3. Objectives

It is the intent of the Newburg School Athletic Department to provide the students of the school a comprehensive, well-planned and balanced program of interscholastic activities. The program shall be managed and the teams coached in a manner to achieve the following objectives:

- Promote individual and team excellence while emphasizing that interscholastic sports are kept in perspective and the focus for all students is intellectual and emotional growth
- Encourage enjoyment of competition, a desire to win, and a healthy attitude toward winning and losing
- Develop self-confidence and self-respect for each team member
- Develop the specialized talents, skills and physical fitness of each participant
- Develop attitudes and skills that foster teamwork, cooperation, loyalty and spirit
- Develop the highest degree of sportsmanship, sense of fair play, and respect for coaches, game officials, and especially fellow athletes, both teammates and opponents

4. Code of Conduct

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration. All athletes, coaches and parents shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team, or the school will not be tolerated.

4.1 Athletes

All athletes have the responsibility to give their best, follow training guidelines, and exhibit good conduct and fair play at all times so as to be a credit to their school.

Athletes, as well as coaches, are always on display, both private and public, and are a direct reflection on this athletic program and the Newburg R-II School District.

4.1.1 Code of Ethics

- Abide by all rules, regulations, and policies as outlined by MSHSAA and the administrative policies of Newburg JH/HS
- Control of himself/herself at all times and not engage in horseplay, displays of temper, use of profanity, or disrespect for coaches or officials
- Realize that he/she is a student first, an athlete second. The student-athlete must give time and energy to classroom studies to ensure academic eligibility.

4.2 Parents and Other Fans

Your enthusiasm as a spectator includes a vital responsibility for good sportsmanship. Your habits and reactions determine the quality of sportsmanship, which reflects upon our school and community.

4.3.1 Code of Ethics

- Know and demonstrate the fundamentals of good sportsmanship
- Respect school property and authority
- Show respect for opponents and opposing coaches and fans
- Respect the judgment and strategy of the coach
- Respect the judgment of game officials
- Avoid profane language and obnoxious behavior at all times
- Avoid applauding errors or penalties of the opponents
- Refrain from heckling, jeering or distracting opponents, i.e. distracting behavior during the shooting of free throws
- Refrain from being critical of players, coaches or officials for a loss
- Do not approach a coach before or after a game concerning any game decisions (this includes playing time, strategy, etc.)
- Follow the chain of command (Coach/Sponsor, Athletic Director, Building Principal, Superintendent)
- Respect, cooperate and respond to cheerleaders
- Must give the coach 24 hours before talking or discussing any matter of the game

**Parents and other fans who do not comply with the rules and responsibilities of good sportsmanship may forfeit their privilege of attending future activities involving our school district for a period of time determined by the school administration and the Newburg Board of Education.*

5. Academic Eligibility

5.1 MSHSAA High School Requirements

To be deemed eligible for athletic participation during the season of a sport, the Missouri State High School Athletic Association (MSHSAA) requires that a student must 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 the student can be enrolled in the semester, whichever is greater, and shall currently be enrolled in and regularly attending courses that offer a minimum of 3.0 units of credit.

5.2 MSHSAA Grades 7 and 8 Requirements

A 7th or 8th grade student must meet the following requirements in order to be academically eligible to participate in interscholastic activities:

- *Grading Period:* 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.
- *Semester 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 or 9th Grade:* This section shall not apply to students promoted for the first time into the 7th or into the 9th grade prior to the first day of classes.

5.3 Additional Requirements

Additionally, Newburg Schools have additional requirements for academic eligibility. These are as follows:

- Students participating in sports and clubs who are failing (F list) will be checked at the end of each mid quarter and quarter by their coach/sponsor.
- Students can have no F's at the time of mid quarter or quarter grade reports.
- Students with an F will remain ineligible for participation in competitions until they have successfully raised their grade to passing.
- If on the F list, the student-athlete may not attend events which will result in the student missing any instructional time.

6. Attendance

Practices are essential for proper conditioning, improvement of fundamentals and techniques, and acquisition of teamwork skills. Therefore, athletes are required to attend scheduled practices. Athletes who are absent from school are excused from practice on the same day as the absence; the coach should be contacted. Athletes who are suspended from school may not participate in practices or competition during the suspension. Athletes suspended from school twice during the same season are suspended from the team for the remainder of that season. On the day of competition, athletes must attend a full day of classes in order to participate, unless **prior** approval by administration of the absence. Athletes must attend practice and school on the day prior to a contest unless **prior** approval is received by the Athletic Director/Principal. Athletes must attend at least half a day of classes in order to participate in practice or contest.

7. Random Drug Testing Policy

The Newburg R-II School District has adopted a Random Drug Testing Policy. All high school students grades 9-12 involved in any school sponsored activity will continue to be required to follow this policy. Please see Appendix A for details and explanations.

8. Code of Ethics Violations

Code of Ethics violations will be addressed on a case by case basis. Disciplinary actions will be selected and enforced in accordance with NJH and NHS policies and may include verbal warnings, written warnings and conditioning at the coach level and game suspension or dismissal from the team if elevated to the administrator level.

Use or possession of any tobacco, tobacco paraphernalia, electronic cigarettes, or other nicotine-delivery products. The consequences set forth below will be assessed against participants who (1) use or possess tobacco and inhalants whether on or away from school property; (2) use or possess tobacco or inhalants while participating or attending a school-sponsored activity, whether on or away from school property; (3) are observed by school personnel using or possessing tobacco or inhalants whether on or away from school property, or self-reports the use of tobacco or inhalants, whether on or away from school property.

Tobacco Products—Use and/or possession of tobacco products, smokeless tobacco products, and nicotine products on school grounds, transportation, or any school activity.

1st Offense—3 days OSS/Parents contacted

2nd Offense—5 days OSS/Parents contacted

Subsequent Offense—10 days OSS/Parents contacted

Use or Possession of VAPE Products—Use or possession of a vape device, part of a vape device, or any type of vape product.

1st Offense—3 days OSS + 1 Day ISS must complete Vape Ed. program/Parents contacted

2nd Offense—5 days OSS + 1 Day ISS must complete Vape Ed. program /Parents contacted

Subsequent Offense—10 days OSS + 1 Day ISS must complete Vape Ed. program /Parents contacted

Distribution of VAPE Products—Supplying, selling, providing to, or sharing with another student or other students. This includes allowing use of the device or providing VAPE materials to others. Use of VAPE products as a group.

1st Offense—10 days OSS/Report to law enforcement

2nd Offense—10 to 45 days OSS/Report to law enforcement

3rd Offense—90 days OSS/Report to law enforcement

Use or Possession of a VAPE with CBD—Possession, supplying, selling, using CBD or similar VAPE products. CBD or similar products are prohibited, and penalties will be consistent with drug and alcohol possession.

1st Offense—90 days OSS/Report to law enforcement

2nd Offense—180 OSS/Report to law enforcement

3rd Offense—180 days OSS with recommendation of expulsion/Report to law enforcement

A participant may not use, possess or distribute drugs, look-alike drugs, alcoholic beverages, look-alike alcoholic beverages, Controlled Substances or look-alike Controlled Substances, drug paraphernalia, or items represented to be such.

A participant will be in violation of this policy if the use, possession, or distribution (1) occurs on or away from school property or at a school-sponsored event (whether on or away from school property and); (2) is reported or confirmed by a law enforcement agency; or (3) is observed by school Personnel (whether on or away from school property); or (4) self-reports the use possession or distribution of look-alike drugs alcoholic beverages look alike alcoholic beverages or controlled substances whether on or away from school property. A participant in violation of the school rule will be suspended from mshsaa recognized activities and all other team / group performances.

Possessing, using, or attending school under the influence of alcohol or illegal drugs

1. The principal or designated individual will notify the parent(s) in writing and/or verbally to explain the incident and arrange a conference.
2. The principal or designated individual will notify the school nurse and the appropriate counselor. If the student (and/or parent) agrees to a professional evaluation, a minimum OSS of 5 days will be imposed. After the 5 day OSS, once the principal has received written verification that the evaluation has taken place, the student may return to school. If the parent(s) or guardian(s) fail to arrange a professional evaluation, the 90 day suspension will be carried out.
3. Distributing is an automatic expulsion from school.
4. The principal or designated individual will contact law enforcement officials if necessary.
 - 1st Offense—up to 90-day OSS
 - 2nd Offense – 90 day OSS
 - 3rd Offense – expulsion, maximum penalty

A participant may not steal. A participant will be in violation of this policy if (1) the theft is reported or confirmed by a law enforcement agency or by school personnel, or (2) the theft occurs on school property or at school sponsored activity.

Theft—Taking or concealing the property of another without the owner's consent.

Includes theft, attempted theft, or willful possession of stolen property.

1st Offense—1-10 days ISS, 1-180 days OSS, reported to law enforcement, restitution, parents contacted

Subsequent Offense—1-180 days OSS, reported to law enforcement, parents contacted, possible expulsion

A participant may not cause or attempt to cause physical harm to another person. A participant will be in violation of this policy if this incident is reported or confirmed by a law enforcement agency. A participant who attempts to cause or causes physical harm to another person will be suspended from all MSHSAA recognized activities and all other teams last group performances.

Assault on Fellow Students—Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury, including fighting

- 1st Offense—up to 10 days OSS/reported to law enforcement
- 2nd Offense—up to 90 days OSS/reported to law enforcement
- 3rd Offense—up to expulsion by the board/reported to law enforcement

Fighting, in which both parties have contributed to the conflict either verbally or by physical action

- 1st Offense – up to 3 day OSS/reported to law enforcement
- 2nd Offense – up to 5 day OSS/reported to law enforcement
- 3rd Offense – up to 10 day OSS/reported to law enforcement

A participant who was found to be in possession of a weapon as defined by the safe schools act will be suspended from all MSHSAA recognized activities and all other team/group performances for 365 days from the date of the report.

A participant must conform to the school discipline policy. Failure to abide by the school discipline policy except as otherwise provided above, may result in a suspension for up to 365 days from all MSHSAA recognized activities and all other team/ group performances.

9. Social Media

Participant/Parents are to understand that social media outlets such as Twitter, Facebook, SnapChat, Instagram, TikTok, etc., are powerful tools, which may be either positive or negative depending on how they are used. Participants are expected to be respectful and responsible when using these tools. Derogatory or negative language directed at teammates, coaches, other students, or any district employee will not be tolerated. Posting of pictures or statements depicting violations of policies or indicating knowledge of violations subjects participants/parents to potential consequences.

- 1st Offense – Student/Parent Conference to determine discipline status based on the severity of the post. A suspension of one contest or performance in the regular or the post-season may be determined.
- 2nd Offense – Student/Parent Conference to determine discipline status based on severity of post. Suspension of 50% of the remaining contests or performances in the regular and/or post-season schedule may be determined.
- 3rd Offense- Student/Parent Conference to determine discipline status based on post. A suspension for the entirety of the remaining contests or performances in the regular and postseason schedule may be determined.

10. Guidelines Governing Disciplinary Action

- All offenses will be cumulative over the student athlete's entire athletic career while attending the Newburg R-II School district.

- During periods of suspension from competition, attendance at team practice is required. Attendance at athletic contests will be at the discretion of the coach, but suspended athletes are not to be dismissed from school to attend contests, and they may not be in team uniform at any time during a suspension.
- If a violation under these provisions occurs before the competitive season or during the “off” season, the suspension will begin during the athlete’s next competitive season. Suspensions not completed due to the end of a season shall be completed in the athlete’s next season.
- Failure to complete an agreed upon counseling program or learning activity or to attend practices regularly during a suspension period will result in removal from the team for the remainder of the season. The counseling programs and learning activities must be completed before joining another athletic team.
- An athlete who quits a program in order to avoid serving a suspension or is removed from a program has not met his/her obligation and is ineligible to compete for any team until the suspension has been fully served.
- An athlete who quits or is removed from one program prior to the end of that program’s season may not join another team during the same season. Those athletes who are released from a team may try out for another sport during that season with both coaches’ approval
- An athlete suspended for substance abuse cannot join another team during the same season
- The athlete’s attendance is required at the awards program. However, a suspended athlete may not attend any awards program. Suspended athletes are not eligible to receive any school honors and will not be recommended for any league, district, regional, or state honors
- Athletes who violate the Athletic Code of Conduct will not receive a varsity letter when the infraction occurs in season.
- If an athlete’s competitive suspension is carried over to a new sport season, the athlete may try out for a program, but may not compete in the new sport until the suspension has been fully served.

11. Due Process

All information received regarding a violation will be investigated to determine its validity and merit.

- The athletic director and/or principal will contact the parent of any athlete who is involved in an alleged offense and will describe the incident along with possible disciplinary action taken and counseling resources.
- An athlete disciplined for an attendance infraction may appeal the penalty to the principal within two school days of being informed of the penalty. The decision of the principal is final.

12. Preseason Parent Meeting

Each program will conduct a preseason parent meeting no later than the end of the second week of practice. This meeting will be held by the athletic director and/or the coaching staff. Each athlete must be represented by a legal guardian at this meeting. Failure to attend this meeting will result in non-competitive participation until a scheduled conference with the athletic director has been fulfilled. The agenda for this meeting will include introduction of coaches, schedules, practice times, player commitments, player responsibilities, parent responsibilities, athletic handbook, methods for addressing concerns, and a question/answer session.

13. In and Out of Season Information

13.1 Physical Exam

A physical exam form is required by MSHSAA before a student can be eligible to try out or practice with any athletic team. A signed copy of this physical form must be on file with the athletic director's office. Physical exams are valid for a duration of two years from date of issue. It is the responsibility of the athlete to obtain his/her physical exam. Physical forms are available at the doctor's office or the high school office. Annual requirement forms are required each year. A student will **not** be permitted to practice or compete until verification that he/she has basic athletic insurance coverage. The form must be signed by the parent or legal guardian and must have insurance policy information included.

13.2 Equipment

The equipment issued by the school becomes the responsibility of the athlete during the season. Special care must be taken to assure uniforms are not lost, stolen, washed improperly or worn outside of competition. At the conclusion of the season all equipment and uniforms must be returned to the coaches. Any missing or damaged uniforms will be handled as a financial obligation and diplomas and grade cards will not be given out until the uniforms are returned or a fee is paid. Athletes who do not return or pay for lost or damaged equipment will be ineligible for any other sport until the equipment is returned or the financial responsibility is met. It causes undue burden and complications when uniforms are lost or not returned. In most cases, uniforms cannot be replaced and the sets will be short until new sets of uniforms are ordered. This time period is about every five years.

13.3 Practice Schedule

More than likely there will be practice sessions every day before and/or after school. The length of the practice is up to the discretion of the individual coaches. Practice sessions may also be conducted on weekends. All weekend practices must have prior approval from the building principal and the athletic director. It is the responsibility of the parent(s)/guardian to provide transportation to and from practice. It is unacceptable for a participant to be tardy or not picked up promptly. Transportation for participants is not the coach/sponsor's responsibility.

13.4 Athletic Dress Code/Appearance

Student-athletes are not only representing themselves, but our school and community. It is expected to dress in a manner that reflects positively on school. Coaches may set specific grooming and dress guidelines for their team. Failure to comply may result in disciplinary action up to and including suspension from the team until the athlete complies.

13.5 Travel

All student athletes must use the transportation provided by the district to away contests. Athletes who miss the bus and travel to the contest late shall not be permitted to compete unless there were extenuating circumstances. Only authorized persons may ride the bus. Under no circumstance may an athlete drive their own vehicle or travel to or from a contest with other students or minors. If a student desires to ride with a parent other than their own, a signed note from their parent must be presented to the Athletic Director prior to the morning of the contest, to be signed by the Principal and Athletic Director, then approved by the coach. The Principal/AD/Coach reserves the right to prohibit students from riding with parents other than their own upon discretion.

13.6 Conditioning Requirements

Each individual must participate in 14 school conditioning practices on 14 different days prior to the date of the first contest in all sports before competing.

Appendix A. Newburg High School Drug Screening Program

The Newburg R-II School District recognizes that drug abuse is a serious problem in America and in America's schools. Newburg High School and high schools all over America are experiencing an increase in this problem.

Participation in activities and parking on campus are privileges, they are not rights or entitlements. Therefore, no student is guaranteed participation in any of these privileges. District officials possess the authority to limit or remove any of these privileges at any time upon the exercise of their reasonable and professional judgment and discretion.

Newburg R-II believes that drug usage is inconsistent with the guidelines for student participation in extra and co-curricular activities and the privilege of parking on campus. Accordingly, students who wish to participate in these activities or park their vehicles on campus must set the highest possible examples of conduct and safety. This includes adherence to all school policies and laws established in the community. Furthermore, drugs and drug abuse cause damage to the person using and potentially to members of the school and community. Finally, all students who choose to participate in the above mentioned activities have the right to do so in a drug-free environment.

Because we value our students' health and safety the following drug testing policy will be in effect immediately. This policy will require that students wishing to participate in co-curricular activities, extra-curricular activities, or park on campus be subject to drug testing from the first day of school to the last day of school. The specific details of the testing program and the consequences associated with violating this policy are described below.

1. Activities Included in the Drug Testing Policy

Softball	Cheerleading	Robotics	Student Council	FFA
Golf	Track / Field	Drama/Theater	Band / Chorus	BETA
Baseball	Basketball	Art Club	Parking on Campus	FBLA

2. Tested Drugs: Drugs that will be tested for include the following:

1. Opiates: morphine and codeine
2. Amphetamines: Adderall, Benzedrine, Dexedrine
3. Benzodiazepines: Valium, Librium, Serax, Xanax, and others
4. Barbiturates: Phenobarbital, pentobarbital, and others
5. Methadone: Dolophine
6. Oxycodone: Percodan, Percocet, Oxycontin, Oxymorphone, Hydrocodone (Vicodin), and Codeine
7. Cocaine
8. Marijuana
9. Methamphetamine
10. Phencyclidine: (PCP)
11. MDMA: Ecstasy
12. Propoxyphene (Darvon): a synthetic opiate

Adulteration Indicators (Urine Tampering), including:

- Creatinine
- Nitrates
- pH

(Note: These substances are always present in urine, but variations in levels can indicate tampering of the sample. Adulterant testing is conducted at the lab for confirmation tests.)

Synthetic Drugs: Synthetic compounds that mimic illegal drugs include, but are not limited to the following

1. Cannabinoids: "K2 or Spice" synthetic THC that mimics marijuana. Contains lab made THC.
2. Cathinones: Commonly referred to as "Bath Salts" chemical compound that mimics cocaine and methamphetamines.

3. Consent

The parent or legal guardian of the student participant will be required to agree to and sign a written consent form prior to the students' participation in any of the abovementioned activities. The consent form will also bind the students and parents to compliance with the terms of this policy. The refusal to consent to the application of any provision in this policy will result in the automatic exclusion of a student from all above mentioned activities until consent is provided. The consent of a parent or legal guardian, as well as the student is required for all students under the age of 18.

4. Privacy and Confidentiality

Parents of students who are under the age of 18 and who still have the right of access to student records will receive all information applicable to the testing of their children under this policy. All information and records relating to a student's participation in the testing program under this policy shall remain confidential as required by law and shall be maintained in a separate file from the student's educational records.

5. Procedures

5.1. Selection for testing is random. Each student who signs a consent form will be assigned a number that will be given to the screening agency. The list of student names and their corresponding numbers will be maintained by the school. Only the activities director, superintendent, high school principal, or designee will have access to the list. Ten percent of the available pool of students will be selected as well as five alternate selections for each screening. The district will conduct one test per month.

In addition to random drug testing the district may conduct testing of all covered activity participants at the beginning of the school year and/or at the beginning of a covered activity (if a student joins a covered activity at a point after it began the district may also subject the student to testing before participating in that activity). The district may conduct random drug testing of the students participating in the covered activities at any point during the year (not just during that activities duration. Once you enter the testing pool you will remain in the testing pool for the entire school year).

5.2. On testing day, the high school principal, and/or AD, will go to classes and retrieve students who have been selected for screening. Appropriate steps will be taken to respect the privacy of students to the best of our capabilities while, at the same time, preventing the falsification of testing. Upon entering the testing site, the student will be asked to provide the identification number given to him/her by the high school principal. The student will then be asked to remove the contents of his/her pockets and remove any coats or jackets. Next, the student will be asked to wash his/her hands.

The collection technician will have secured the bathroom by putting blue dye in the stool, taping off water supplies, removing trash cans, etc. The collection technician will then open a collection container in the presence of the student, remove the contents and hand the collection cup to the student, explaining that the student is to provide a urine specimen in the collection cup and then

place the cup on a pre-designated flat surface upon completion of the void. The student will also be reminded not to flush the toilet or to use the faucet until the collection is completed. The collection technician will step outside the bathroom and shut the door, allowing the student to provide a specimen in private.

Once the student has completed the void and opened the bathroom door, the collection technician will check the specimen for sufficient amount, appropriate temperature, no foreign color and no foreign odor. If any of the above takes place, the test administrator will collect a second specimen. All steps are to ensure that a sample is genuine. If the specimen does not show signs of tampering, the student will be allowed to wash his/her hands while the collection technician initiates a preliminary drug screen of the specimen. The collection technician will conduct all procedures in accordance with accepted industry practices.

5.3. If the initial screening test indicates a non-negative result, or if the collection technician is conducting an internal self-audit of a testing device, the specimen collected will be poured into the specimen vials that came in the collection cup. The collection technician will initiate a Custody and Control Form, that, when completed, will be sent (along with the specimen) to a HHS (Health and Human Services)-certified laboratory for a second screening test. If the second screening test is also non-negative, the laboratory will conduct a more in depth test by means of a gas chromatography/mass spectrometry (GC/MS) analysis. In some cases, the second screening test may be eliminated and the specimen sent directly for GC/MS.

If the GC/MS test is non-negative, the results will be forwarded to the Designated School Official (DSO). The DSO will contact the student's parent/legal guardian and ask for a meeting. At the meeting, the DSO will inform the parent/legal guardian of the non-negative result and ask for permission to forward the results to a Medical Review Officer (MRO). If permission is granted, the DSO will obtain the parent/legal guardian's name, ID # and contact phone # and forward that information to Employee Screening Services, who will then forward the information to the MRO. If permission is not granted, or the parent/legal guardian will not meet with the DSO, the lab results will be accepted as the final results.

When the MRO receives the above information, he will contact the parent/legal guardian, verify identification and then discuss medications the student is taking. If any of the medications being taken by the student could explain the non-negative result, the MRO will verify with the pharmacy filling the prescription or the prescribing physician (in some cases, both) that there is a legitimate prescription in the student's name. Once all pertinent information has been obtained, the MRO will make a final determination of the test results. Those results will be forwarded to ESS, who will then forward them to the DSO.

If the district requires a split-specimen collection for a confirmation test, then the parent/legal guardian may contest the MRO's decision and request, within 72 hours of the MRO's decision, to have the split specimen sent to the same or a different laboratory for a second-opinion analysis. The cost of the split specimen test will be at the parent/legal guardian's expense and may be required prior to the test being conducted.

5.4 If a student does not produce a specimen in approximately one hour, a mouth swab drug test will be administered. This test is also referred to as a saliva drug test or oral fluids drug test.

6. Consequences and Follow-up Testing Obligations

Under this policy the following activities are included in the term "participation," team meetings, practices, activities, events, and contests. Students are permitted to attend these events, but under no circumstances will they be allowed to participate while under suspension. Their presence is permitted for instructional purposes only; therefore, their presence would not include wearing a uniform or other common dress.

6.1 First Offense. A participant who tests positive for a tested drug shall be suspended from participation in all covered activities for 50 % of the competitions, events, or calendar days. The student must also submit to a mandatory retest at the end of the suspension.

6.1.1. MSHSAA Activities. Suspension from 50% of total games for that season. (Percent will be determined by the total number of games at the highest level the student is a member of.)

6.1.2. Participants in Co-Curricular Activities, Clubs, and Organizations. 50% of the total number of activities (Number will be determined based on the number of events submitted by the sponsor.)

6.1.3 Parking. Revocation for 120 days of all parking privileges.

6.1.4 Mandatory Retest. A student who has committed an offense shall be retested at the first random test date after their suspension has ended. This retest will be conducted at the expense of the district. If the student tests negative, they may resume their activities immediately. These tests will be at the expense of the district. If a student's retest result is positive the student will be deemed to have committed a second violation.

6.2. Second Offense. A second positive test for tested drugs will result in the permanent suspension from all covered activities.

6.3. Additional Consequences for 1st Violation. As a condition to further participation after a positive test for tested drugs the student will be subject to follow-up testing. Follow-up testing will be conducted at the discretion of the administration, use the same provider and lab as all other district tests, and the district will assume the costs of follow up testing.

Refusal to be tested will be treated as an admitted positive test and consequences will apply as if a test for tested drugs returned positive.

6.4. Appeals. An appeal may be made in writing to the office of the District Superintendent within five days of the issuance of a suspension. Failure to appeal within the allotted time frame will be considered a waiver of that appeal. Upon receipt of the written appeal the Superintendent will set up a meeting at which the parents and students may present why they believe a reversal of the decision is appropriate. The Superintendent will issue their decision in writing to the parties involved.

An appeal of the Superintendent's decision may be made to the Board of Education. The appeal must be made within five days of the Superintendent's decision. The letter must include reasons why an appeal is warranted. The board may uphold, overturn, or additional consequences to the Superintendent's ruling,

6.5. Academic Credit. Students who are found to be in violation of this policy will be permitted to continue on their academic path. Co-curricular and extracurricular activities that have an academic component will make arrangements for students who are prohibited from participation in activities to receive alternate assignments in order to achieve academic credit.

Attendance at games and contests is at the sole discretion of the coach/sponsor. If students are permitted by the sponsor/coach to attend they are to do so in non-uniform attire. Attendance at contests does not preclude the completion of additional work or activities to maintain academic credit. Practice attendance is unchanged by a student's suspension. If practice is required, then practice should be attended as normal.

Appendix B. College-Bound Athletes - NCAA Eligibility

Who must register with the NCAA Eligibility Center?

Any student wishing to participate in Division I or Division II athletics must register with the eligibility center.

Why is there an initial eligibility center?

The eligibility center reviews student information to assure that student-athletes have met the minimum academic standards needed to participate in collegiate athletics.

What does the eligibility center look at when evaluating a student?

The eligibility center evaluates student course work, grades and test scores to determine whether students meet minimum academic requirements. Specifically, they will be looking at the GPA of your core courses and your ACT and SAT score. They use a sliding scale to determine eligibility.

How many core courses are required?

Sixteen core courses are required for Division I. This is 4 yrs of English, 3 of Math, 2 of Science, 2 of Social Sciences, 1 extra year of English, Math or Science, and 4 years of extra core courses from areas such as foreign language, philosophy, religion or any of the above core areas. Those students attending a Division II school will be required to complete 14 core courses.

Does it help me if I complete more than the required number of core courses?

Yes. The eligibility center will take the 16 courses with the best grades in calculating your course GPA.

Does the eligibility center also determine admission into an NCAA college or university?

No. Each institution decides which students they will admit. The eligibility center just determines whether or not the student meets minimum academic requirements to participate in NCAA athletics on the Division I or II level.

How and when do I register for the NCAA Eligibility Center?

- Our guidance office will have the necessary forms to fill out when you are ready to register or you may register online. It is best to register right after your junior year.
- You will need to fill out a student release form and submit the required registration fee when sending the form into the clearinghouse.
- You will need to authorize the high school to send your transcripts, test scores, etc.
- When you register to take the ACT or SAT, mark code 9999 so that they will send your scores to the clearinghouse.

The eligibility center is going to look at the sum of the different parts of the ACT; these being Math, Science, English, and Reading. For example, if you take the test three times they are going to take your best score for each area in calculating your sum score. The higher your sum score the better.

Appendix C. Activity/Athletic Commitment Contract & Random Drug Test Consent

Newburg Athletic/Activity Commitment

Participant (Print) _____ **Grade** _____

Circle the sport(s)/activities student will be participating in.

baseball
 basketball
 softball
 track & field
 golf
 cheer

Prior to participating in a practice or tryout sessions for any interscholastic sport/activity, each athlete must:

- Successfully pass a physical examination by a registered physician and the copy of MSHSAA physical examination form must be on file in the office of the building athletic director.
- Provide proof of personal health insurance (by stating the name of the insurance company and policy number on the parent permission form)

Prior to participating in a MSHSAA organized contest for any interscholastic sport, each athlete must:

- Return this Activity/Athletic Commitment Form properly signed

As a student-athlete in the Newburg School District participating voluntarily in interscholastic athletics I verify that:

1. I understand and have access to the Newburg R-II School District Athletics/Activities handbook which covers most, but not all situations. Students are expected to be credible school citizens at all times and will be held to this standard, regardless if the violation is listed.
2. I understand that Newburg R-II School District and Missouri State High School Activities Association have various rules and policies pertaining to sportsmanship, citizenship, and scholastics. I understand there may be consequences for breaking school policy or MSHSAA rules which could include suspension from extracurricular activities for up to 365 days.
3. I will be responsible for all equipment and uniforms issued to me throughout the season and will return such equipment and uniforms at the conclusion of the season. I agree to pay the current replacement cost for any of the equipment or uniforms not accounted for by me at the end of the season.
4. I, along with my parents, certify that I have read, understand, and will follow all the district and MSHSAA policies regarding extracurricular activities. I understand in order to be eligible, and to maintain eligibility, I must comply with all requirements listed.
5. I understand this form will also be considered as the Random Drug Testing consent form (grades 9-12) with both student and parent signatures. Students transferring into the district will have two weeks after enrolling to turn in the RSDT Consent Form.

Student Signature _____ **Date** _____

As a parent/guardian of a student participating voluntarily in interscholastic athletics/activities, I have read the handbook, discussed it with my son/daughter, and I will support the school district and MSHSAA in their efforts to promote good citizenship/sportsmanship and adhere to MSHSAA policies, Further, I understand that participating in extracurricular activities is a privilege.

Parent Signature _____ **Date** _____