

INDEPENDENCE SCHOOL DISTRICT

ACTIVITY / ATHLETIC HANDBOOK

Truman High School

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Van Horn High School

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LETTERS TO PARENTS AND STUDENTS

Dear Parent/Guardian and Student/Athlete:

Coaches are hired by the school district to be responsible for their respective program. The head coach establishes criteria for team selection, often with input from the entire coaching staff. This may be a subjective process. Team selection, practices and decisions regarding game situations are the responsibility of the coaching staff. If you have questions regarding the process, we encourage the student and coach to be the first point of contact. If questions still exist, please address these questions directly to the head coach. Please call the coach to make an appointment outside of school, practice or game time. If you have further questions the coach has not been able to answer, please contact the activities director.

The Independence Public Schools athletic program is highly competitive. Due to limitations on roster space we are not able to place every student on a team who wishes to participate. One of the hardest things our coaches have to do is to tell young people they will not be on a team. Please be sure when your child tries out for a team, both you and he/she are aware there is a possibility they may not be selected. If selected, both you and your child should be prepared to accept placement at any team level.

Coaches do their best in keeping the most talented athletes, filling positions for play, and appropriately placing them on the proper team. Their goal is to assemble the most competitive team possible. We believe it is the coaches' responsibility and right to select the team with whom they will work for the entire season.

An objective of a competitive program is to choose students most suited to enable success of the team in competition. Starting positions and playing time are not guaranteed. Each member of a team is valuable to the team's overall success. Some members may play a great deal of time while others may not. Grade level does not insure placement on a team or playing time.

We sincerely hope you will embrace the goals and philosophies of the competitive athletic program in the Independence Public Schools. Please feel free to contact me if you have any questions regarding any aspect of the athletic/activities program.

SPORTSMANSHIP

Chrisman and Truman High Schools are members of the Greater Kansas City Suburban Conference. Van Horn High School is a member of the Crossroads Conference. All are in the Missouri State High School Activities Association (MSHSAA). 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 to enforce sportsmanship rules for our own school, players and spectators. Violation of rules can result in the following consequences:

verbal warning, written reprimand, probation, suspension, ejection or permanent removal from events. Consequences are in force for players, coaches, students, parents and fans.

All school discipline policies and rules apply to the Independence School District students at school activities whether they are held on school property or away from school.

GOOD SPORTSMANSHIP CODE

For Players, Coaches and Fans

1. Maintain pride in self and school.
2. Strive to keep high standards of conduct.
3. Cheering is always encouraged for one's own team.
4. No taunts, chants, noises, cheers, songs, profanity, signs or motions directed to the opposing team, coach, school or officials. Treat everyone with respect.
5. Positive signs may be appropriately displayed for one's own team.
6. No disrespect will be shown to the opposing team during introductions.
7. No artificial noisemakers allowed at inside events. At outdoor events, noisemakers that interfere with play or deemed disruptive may be removed.
8. No continuous standing. The Independence School District does designate a student Spirit section where standing may be permitted.
9. Abide by the decisions of officials.
10. Accept victory or defeat graciously.

The Independence School District grounds (inside and outside) are, by the Independence School District Board policy, a tobacco-free environment. There is to be no smoking inside the building or outside on any school or athletic grounds.

INTRODUCTION

Welcome to the Independence School District's activity/athletic program. Hopefully, your decision to take advantage of this portion of our extra-curricular and co-curricular program will be educational, rewarding and challenging. The Independence School District encourages you to take advantage of as many programs as your time and talent will permit. WE DO NOT ENCOURAGE SPECIALIZATION IN ONE SPORT; RATHER, WE WOULD ENCOURAGE YOU TO EXPERIENCE A VARIETY OF SPORTS AS WELL AS OTHER SCHOOL ACTIVITIES. Naturally, due to conflicts in seasons, practice times, schedules, etc., some

choices will have to be made by you. Good luck to you as you strive to grow emotionally, mentally, socially and physically through activities/athletics.

PHILOSOPHY

We believe that interscholastic activities shall supplement the secondary curricular program, and as such become a vital part of a student's total educational experience. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his/her education.

Student participation in any part of our activities is a **privilege** not a right. This privilege carries with it responsibilities to the school, to the activity, to the student body, to the community and to the student himself. This participation will help to develop the student physically, mentally, socially and emotionally.

GOAL STATEMENT

Student activities and athletics shall be an integral part of the total secondary educational program which shall provide experiences not otherwise provided and which will help students to acquire additional knowledge, skills and emotional patterns necessary as attributes of good citizenship.

BASIC GUIDELINES FOR PARTICIPATION

1. Students are free to make their own selections as to the activities in which they wish to participate. It is the Independence School District's policy that students facing a conflict between two school-sponsored activities will be given a choice of which to attend. Certain school activities (based on the Conflict Resolution Standards located on page 16 of this document) will have priority.
2. A student who has gone out for a sport, but quits of his own accord, will not be eligible to start practicing for another sport before the end of the competition in the sport that was dropped, unless both of the head coaches agree. A student who has enrolled in an interscholastic co-curricular class, but then drops the course will not be eligible to participate in the activity unless prior permission is made with the teacher/director.
3. Transportation policy: The following will be adhered to in transporting students for extracurricular activities in the Independence School District. This rule applies to all practices and extracurricular activities.
 - a. All students involved in any extracurricular activity prior to 4:00 pm will be transported by bus to and from all extracurricular activities.
 - b. When activities are outside the Independence School District, all students will be transported by bus.
 - c. For all activities that are being held within the Independence School District boundaries, students will be transported by bus. The principal or activities director under the following conditions must approve any exceptions to this rule.
 - * Under special circumstances with prior arrangement, a student may be transported by their parent/guardian or drive themselves. Exception must be

requested no less than one day in advance, with the request form (form available in the activities director's office) signed by the parent.

4. If it is necessary to be absent from practice, the student is expected to obtain permission from the head coach prior to the scheduled practice.
5. Students must be in attendance a minimum of their last two blocks or their last four classes, depending on the daily schedule to participate in any activity scheduled for that day. Exceptions are granted with **administrative approval only**. If a student comes to school and during the day visits the health room and is sent home, they may not return or participate that day.
6. Student hazing is expressly prohibited by Board of Education policy. For purpose of this policy, hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team. Conduct prohibited by this policy includes, but is not limited to, exposure or contact of genitals, buttocks, or breasts, directly or indirectly through contact with undergarments; threats of physical harm; and infliction of physical or mental harm or humiliation.

Students found to have violated this policy will be subject to suspension/expulsion from school and suspension/exclusion from activities/athletic participation depending on the severity of the misconduct per Board Policy.

Non-students who participate or enable the hazing of students may be excluded from attendance at school activities and school athletic events. District employees, including sponsors and coaches who have knowledge of school hazing, but fail to take corrective action will be subject to discipline up to and including termination of district employment. **If hazing occurs, coaches/sponsors must report the incident to school administration immediately.**

7. In the event that a student is assigned an afternoon detention period, the student is not allowed to use the excuse of "I have practice, so I can't stay." **THE CLASSROOM OBLIGATION ALWAYS COMES FIRST.**

INDEPENDENCE SCHOOL DISTRICT **CODE OF ETHICAL BEHAVIOR AND STUDENT CONDUCT**

I. STATEMENT OF PURPOSE

The Independence School District's activity/athletic program is designed to provide a positive, healthy, drug-free atmosphere for the student. The student is encouraged to achieve academic success, become involved in a variety of sports and be an ambassador of the school. It is fundamental that the student realizes that it is a **privilege** to represent his/her school and that he/she is expected to do his/her best to contribute to the success of the activity/athletic program.

Students are in the public eye and their personal conduct always must be above reproach. They have an obligation to create a favorable image and gain the respect of teammates, the student body and the community.

II. STUDENT/ATHLETE EXPECTATIONS

The student is expected to demonstrate good sportsmanship and good citizenship at all times, both in and outside of school. As a representative for his/her school and competing in our activities/athletic programs, the student is expected to fulfill certain responsibilities that include:

1. Striving to achieve sound citizenship and desirable social traits, including emotional control, honesty, cooperation, dependability and respect for others and their abilities.
2. Maintaining a lifestyle free of tobacco products, illicit drugs and alcoholic beverages.
3. Maintaining academic and eligibility standards as established by the Missouri State High School Activities Association and the Independence School District.
4. Adhering to public laws and school policies.
5. Showing respect for both authority and property.
6. Learning the spirit of hard work and dedication, desiring to excel to the limits of each student's potential.

III. DEFINITIONS

1. Extracurricular Events - Those events/activities that do not fall within the scope of the regular curriculum; are officially recognized and sanctioned by the Independence Board of Education; and for which students do not receive credit.
2. Co-curricular Events - Those events/activities that are outside of, but complement, the regular curriculum. Students are graded on their participation in these events/activities.
3. May - As used in this policy, indicates the act of granting or denying permission.
4. Might - As used in this policy, indicates the possibility of action being taken.

IV. SCHOOL RULES

1. Team Rules - Each sponsor/coach will establish team rules and has the discretion to implement rules specific to their team. Team rules will be distributed and discussed with parents and participants prior to the beginning of competition for the activity/athletic program. The student is expected to comply with team rules and might forfeit his/her eligibility through noncompliance.
2. School Attendance – Per MSHSAA rules, See Guideline #5 Page 6.
3. Detention - A student assigned detention by teachers and/or administrators must report the detention to the sponsor/coach. The sponsor/coach will determine any additional action to be taken.
4. Suspension - A student suspended out of school (OSS), is not permitted to participate in extracurricular activities while on suspension per MSHSSA policy. He/she may become eligible following his/her first day back in regular classes. Students on in-school suspension (ISS) may practice but **not** compete in a game until the suspension has been completed. If the suspension is completed at the end of a day, students may participate in a contest that evening.

5. Expulsion - A student who is expelled or who withdraws from school because of disciplinary action, shall not be considered eligible for extracurricular activities for 365 days from the date of expulsion/withdrawal.
6. Ejection from a Contest - A student-athlete ejected from an activity/athletic event because of unsportsmanlike action will not be eligible to participate in the next scheduled activity/athletic event.

V. DISCIPLINARY ACTION AND CONSEQUENCES

Students might be ineligible for extracurricular activities if they violate the Policies of the Independence Board of Education as outlined in Section 2600, or if they fail to exhibit good citizenship at all times. The coach, activities director and school administrator will determine the length of non-participation.

If school policies are violated, the procedures and penalties of those policies may take precedence over and/or be in addition to those described in the following disciplinary action and consequences for students.

To clearly outline and define the disciplinary action, the following guidelines are provided for students.

1. **Citizenship** - Students whose character or conduct is such as to reflect discredit upon themselves or their school is **NOT** considered a “creditable citizen”. This includes violations of public law and/or school policy.
Violation Penalty - The student who has been charged with a municipal ordinance violation, a misdemeanor or a felony may be suspended from a game/meet participation in extracurricular activities and remain ineligible until his/her judgment is satisfied according to public law and/or school policy. **This includes violations that take place during the season and/or non-season including evening, weekend and summer.** School officials may deny participation in all extracurricular activities to a student convicted or found “not innocent” of a municipal ordinance, misdemeanor or felony.

MSHSAA Policy 212.c

Student Responsibility: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the citizenship 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 the discovery, pending review by the Board of Directors.

Reinstatement - Reinstatement to the activity/athletic team(s) may be granted after a review by the school administration and the sponsor/coach.

2. **Alcoholic beverages and/or illicit drug possession use and/or abuse.** Students should not use, abuse or possess alcoholic beverages and/or illicit drugs.
 - a. **First Violation Penalty:** The student will be suspended from his/her activities/athletic team. A conference, including a building administrator, the student, parent(s) and coach will be conducted. If verification is found to be sufficient by the school administration, the student will be suspended from all activities/athletic competition for up to 90 school days from the day of the offense. The suspension may be reduced upon successful participation in a drug-

treatment program, which follows the Missouri Guidelines for Drug Treatment. Information regarding participation in drug-treatment options may be obtained from the building administrators.

- b. **Second Violation Penalty:** The student will be suspended from his/her activities/athletic team. A conference, including a building administrator, the student, parent(s) and coach will be conducted. If verification is found to be sufficient by the school administration, the student will be suspended from all activities/athletic competition for 365 days from the day of the offense.
3. **Tobacco substances. Smoking, chewing, sniffing, possession or any other use of tobacco materials.** Students should not smoke, chew, sniff or possess tobacco materials or products. Use or possession of tobacco products is a violation of Board policy and subject to suspension.
 - a. **First Violation Penalty:** Loss of participation for the next two events/games or 20% of all scheduled events/games whichever is less.
 - b. **Second Violation Penalty:** Immediate loss of participation from a minimum of 50% of the scheduled events/games in the activity/sport in which the student is participating. If the penalty is not fully administered during that activity/sport season, the remainder of the penalty will be applied to the next interscholastic activity/sport season in which he/she participates.
 - c. **Third Violation Penalty:** Ninety school-day suspension from all extracurricular activities.

Repeated violations of any of the above may result in complete disassociation with any or all activity/athletic teams for the remainder of the student's high school career.

The coach/sponsor, in consultation with the activities director and school administrator, may suspend a student from activities after having given him/her the right to be heard. The student and/or his/her parent/guardian may appeal actions taken pursuant to this policy. (The appeal process noted here applies to section V. only. Coaches/Sponsors have the right/responsibility to choose, within reason, who will/will not participate on their teams.)

The school administration will send a written decision to the parent/guardian within two days of the appeal hearing.

VI. PARTICIPANT'S PLEDGE

A student who participates in extracurricular activities must sign the "Participant's Pledge" as a precondition of his/her participation. The student's signature on the pledge signifies the commitment to abide by the conditions of the Independence School District's Code of Ethical Behavior and Student Conduct Policies and to remain free of alcohol, tobacco, illegal drugs and to be a "credible citizen". The parent's signature on the pledge signifies that the parent has read and understands the pledge.

PROTECT YOUR ELIGIBILITY

The Missouri State High School Activities Association (MSHSAA), of which the Independence School District is a member, is a voluntary, nonprofit, educational association of junior and

senior high schools established for the purpose of working cooperatively in adopting standards for supervising and regulating interscholastic activities and contests.

One of the primary functions of the MSHSAA is to establish eligibility standards that must be met by all students to attain the privilege of representing their school in interscholastic activities.

Eligibility is a PRIVILEGE to be granted by the school to a student, which allows that student to participate in interscholastic activities. Eligibility is NOT A STUDENT'S RIGHT BY LAW. Precedent setting legal cases have determined that eligibility is a privilege to be granted only if the student meets all standards adopted by the school.

Listed below is information to acquaint you with some of the major rules and regulations you must follow in order to protect your eligibility. This is not meant to be all inclusive. The entire MSHSAA manual may be accessed at MSHSAA.org or contact the Activities Director.

1. You must be a creditable school citizen. Creditable school citizens are those students whose conduct, both in and out of school, will not reflect discredit upon themselves or their schools.
2. Academics
 - a. You must be enrolled in courses offering 3.0 units of credit. (This is normally six courses).
 - b. You must have earned 3.0 units of credit the preceding semester.
3. Transferring schools
Any student who has moved into the District or transferred within the District in the 365 days preceding the start of practice, must be approved and cleared by the Activities Director and MSHSAA.
4. Participation limits
 - a. You are eligible to participate in any sport for a maximum of four seasons. Any part of a game played during a season counts as a season of participation.
 - b. Eligibility to participate in high school activities begins when you first enter the ninth grade and lasts for the first eight semesters that you are enrolled in high school. Your eighth semester must immediately follow your seventh semester.
5. You must enter school within the first 11 days of the semester to be eligible.
6. Awards standards
 - a. You may not receive cash, merchandise, or gift certificates for participating in an athletic contest.
 - b. You may accept awards that are symbolic in nature, such as medals, trophies, ribbons, plaques, etc., for participating in a school athletic program. These awards may be received only from your school, from a school hosting an event, or from the MSHSAA.
 - c. You may accept awards for participating in non-school-sponsored athletic competition only if the awards are symbolic in nature, such as medals, trophies, ribbons, plaques, etc.
7. If you reach the age of 19 prior to July 1, you will be ineligible for interscholastic competition the next school year.
8. Non-school competition (Rule 235.1)

- a. You may not participate in any organized non-school athletic competition and your school team **IN THE SAME SPORT** during the same season with the exception of swimming (please see the Activities Director with these circumstances).
 - b. You may participate on a school team and a non-school team in different sports during the same season; however, you may not practice or compete in non-school organized athletic competition **ON THE SAME DAY** that you practice or compete with your school team without approval of the school administration.
 - c. Before you join any non-school team or enter any non-school competition involving athletics, check with the Activities Director to make certain these standards are being met.
9. You may participate in an “audition” or “tryout” for a college team only after you have completed your last season of eligibility in the sport for which you wish to tryout.
 10. You may not compete in an all-star game or contest before you complete your eligibility in all high school sports.
 11. Sports camps/clinics
 - a. You may attend as many non-school sponsored summer, specialized, sports camps as you wish, where you do not receive instruction or coaching from a member of your school’s coaching staff.
 - b. You may not attend a specialized athletic camp during the school year.
 - c. You may attend a camp or clinic where your school’s coaching staff instructs or coaches for a period no longer than two weeks in duration.

A REMINDER: Any questions pertaining to eligibility that are not answered above should be brought to the attention of the activities director prior to participation in the event. For those wanting to participate at the college level there are a number of requirements for eligibility at various levels. Please consult with your high school counselor as early as the ninth grade. For more information go to NCAAClearinghouse.net

CARE OF EQUIPMENT

In order to give the student a sense of responsibility and an appreciation of his/her equipment, each student will be held accountable for the abuse or loss of it. **ANY EQUIPMENT LOST OR STOLEN MUST BE PAID FOR BY THE STUDENT IN WHOSE NAME IT WAS CHECKED OUT.**

The following guidelines, if adhered to, will reduce the chances for lost or stolen equipment.

1. Do not exchange or loan any of the equipment checked out to you to another teammate. If exchange is warranted, the coach will make the adjustments.
2. Keep your locker closed and **LOCKED** at all times. This includes when you are in the shower. School and personal equipment and belongings should be locked up at all times. Chrisman High School is not responsible for theft.
3. Any loss of equipment should be reported immediately to the head coach, rather than waiting until the end of the season. A police report may be filed with the School Resource Officer.
4. Any protective equipment that does not fit properly or that has any defective parts should be reported to a coach immediately. Do not wear the equipment until the necessary adjustments have been made. This is for your protection.
5. It is against the MSHSAA regulations to sell or rent any equipment to individuals. The athletic departments of the Independence School District strictly adhere to the

- regulation. Therefore, any equipment you may see outside the school environment does not belong to the individual(s). Please report any such violation to a coach or the activities director. By doing so, you are not only helping the athletic department, but also the individual who must pay for the stolen item(s).
6. At the end of the sports season, all equipment must be turned into **the coach that issued the equipment**. Students will not be allowed to participate in succeeding seasons or activities until all equipment is returned or obligations resolved, including from previous schools if a transfer. Other staff members or students can not and should not be responsible for the collection or receipt of equipment.

CONDITIONING AND THE PREVENTION OF INJURIES

Proper sports conditioning will improve the power, speed, and endurance of the athlete on the field or in the gymnasium. It will also help strengthen muscles and joints, increase flexibility, and maximize agility through the channeling of aerobic as well as anaerobic power. In addition to the benefit of increased performance, statistics indicate that sports conditioning will assist in preventing injury.

Year-round conditioning can increase athletic performance considerably. Opportunities are provided for athletes in the Independence School District to be involved in year-round conditioning. It is strongly recommended that all athletes not involved in a sport during an off-season be participating in the conditioning program. Naturally, the best course of action is to stay involved in a competitive program each of the three seasons, where conditioning is built into the sport.

The ISD recognizes the increased research and information available regarding concussions. Each High School student in contact activities (football, soccer, basketball, cheerleading, wrestling, baseball, volleyball, swimming) are administered IMPACT testing as incoming freshman and as juniors or if transferring into the District. The test is administered by the athletic training staff. The test is computer based which gives medical personnel a baseline neurological test to use for comparison if a student should sustain a concussion. The student is post-tested after the concussion and is not allowed to return to play until testing is normal. MSHSAA guidelines require that concussion protocols are presented to each student and parent/guardian. A signature is required acknowledging receipt and that the protocols must be followed for a student to return to play.

The MSHSAA has instituted a required nine day dead period each summer. During this time, students may not use school equipment, be on school premises for athletic/activity purposes, or have contact with their coach/sponsor. The ISD will determine this period in consultation with coaches, sponsors and administrators and communicate this information in a timely manner to students and parents.

PHYSICALS, INSURANCE REQUIREMENTS, ATHLETIC TRAINER

Athletic By-Law 309 (a) in the MSHSAA handbook states: “The school shall require of each student participating in athletics or an activity performance group a physician’s certificate stating that he or she is physically able to participate in athletic contests or performance groups. The

medical certificate is valid for the purpose of this rule if issued after February 1st of the previous year. This certificate must be on file before the student will be allowed to practice with any of the Independence School District's athletic teams.”

THE DISTRICT PROVIDES A SECONDARY INSURANCE POLICY FOR ALL MSHSAA SPONSORED ACTIVITIES. Detailed information is available at Fall, Winter and Spring Parent meetings and upon request from the Activities Director.

An athletic trainer is available to all High School student-athletes on school days from 2:15 pm to 5:30 pm except when called away to work at Varsity contests. The trainer is on the sidelines for Varsity home contests in football, boys and girls soccer, volleyball, boys and girls basketball, wrestling and District playoff events. The trainer is available to treat injuries and make recommendations regarding follow up and/or treatment by physicians

POLICIES AND PROCEDURES REGARDING OFF-CAMPUS RUNNING

In order to adequately train athletes for certain sports and conditioning, it is imperative that some off-campus running will be required. It is our duty as coaches to maintain a program that considers the safety of our athletes at all times.

The most serious hazard that any runner encounters while running on the roads is traffic. Off-campus running will follow pathways through city parks, routes with sidewalks, areas with minimal traffic flow, or roads with shoulders wide enough for a runner to be out of the way of normal traffic paths and flow.

Listed below are several safety guidelines that runners should adhere to when training off campus.

1. The coach and runner must always be alert to traffic and weather conditions.
2. Runners should always use sidewalks when available or run on the road's shoulder, not out in the street impairing traffic.
3. Runners should always face traffic, unless running on sidewalks or wide shoulders.
4. Runners should run in single file.
5. Off-campus running in the afternoon should not begin until students and bus transportation have cleared the area.
6. No off-campus running should take place when weather conditions hamper visibility making it difficult to see runners or when the road conditions create hazardous driving.
7. Runners should not cut through or run on a patron's property.
8. Runners should be especially alert at intersections and obey all traffic laws. A runner should not block intersections.
9. For personal safety, runners should run using the buddy system.

Middle Schools do not allow off campus running

ACTIVITY FEE

An annual activity fee of \$50.00 for MSHSAA-sponsored activities for high school participants is mandated by the Independence School Board and will be due before the **first** game, contest, concert or event. Activity Fees go to the general operating fund of the school district and are used to offset general operating costs associated with maintaining the program. The participant will be given a student athletic season pass when he/she pays the \$50.00 activity fee. (note: passes are not good for tournaments or post season play) Students will be required to pay only one Activity Fee per school year which will cover all activities in which they participate. Families will be asked to pay no more than two Activity Fees per year (\$100 maximum per year). Students may appeal for a reduction or waiver to the Activities Director if they qualify for free/reduced lunch or have other hardships.

ATHLETIC AWARDS

ATHLETIC LETTERING

All of the Independence School District athletic programs offer an athletic letter for their sport. Each sport offers objective criteria and qualifications for lettering set by the individual sport coaching staff. The actual granting of a letter, however, is ultimately decided by the coaching staff based on the additional factors of good school citizenship and a constructive, positive attitude.

NON-ATHLETIC LETTERING

Several organizations offer a non-athletic letter for their activity. Each activity offers objective qualifications and criteria for lettering set by the organization. The actual granting of a letter is ultimately decided by the sponsor/coach based on the additional factors of good school citizenship and a constructive, positive attitude. For lettering requirements check with individual sponsors.

SCHEDULING RESOLUTION STANDARDS

Students should make the best choices when participating in activities to avoid conflicts between activities. This involves good communication, decision-making skills, prioritizing, and long-range goals and aspirations. However, when a conflict arises between two school-sponsored activities, administrative priority will examine this order of precedence:

1. National contest
2. State contest
3. District contest
4. Conference contest
5. Academic class
6. Interscholastic contest
7. Required (dress rehearsal) practices
8. Regular practices

STUDENT ACTIVITIES FUND MANAGEMENT

I. SOURCES OF FUNDS

Funds for co-curricular and extra-curricular activities may be generated from any administratively approved source (utilize the Fundraising Form obtained from the activities director), providing that the welfare and long-range benefits for students and the Independence School District are the primary consideration. Funds derived from a particular group or activity should remain with that group or activity and expenditures should benefit it either directly or indirectly. When students are involved in the generation of funds, they should be appropriately involved in the decision-making process to determine the expenditure of those funds.

All monies in activity funds are considered a part of the general operating fund of the Independence School District, and as such District policies governing the receipt and expenditure of funds must be followed. The fund balance of an activity account will be carried forward from fiscal year to fiscal year providing the activity is a continuing one. However, when the activity ceases, any funds presently in that account will become a part of the general operating fund balance of the District.

II. RECEIPT OF FUNDS BY STUDENTS, SPONSORS, TEACHERS, OR SCHOOL WORKERS

All money collected from any source should be substantiated by pre-numbered student activity receipts, or other auditable, checkable records. This audit trail is most important. Money collected by various groups or individuals within the school must be turned in to the school secretary daily.

A. Pre-numbered receipts

Pre-numbered receipt books in triplicate shall be used by the treasurer of student organizations and by all others who receive funds, except as specified in paragraphs B and C below.

The original of the receipt should be given to the payee. The second copy of the receipt would be left in the receipt book as a record for the organization. A third copy will be included with the Record of Payments Received form. A new receipt book should be utilized each fiscal year, and the receipt book shall be maintained as a part of the organization's records for a minimum of three years. In case of a "void" receipt, both copies of the receipt must be accounted for by attaching the "void" original to the second copy in the receipt book.

B. Ticket sales

Ticket sales shall be reconciled with cash received by a person other than the person directly receiving the cash and appropriate entries made in all related records.

C. Special activities

At the discretion of the principal, the writing of a receipt to an individual may be waived and a “master” receipt used when collecting miscellaneous sums of money for which no individual accountability is required. For instance, a teacher collecting money in a United Way campaign may issue one receipt in the receipt book to indicate the amount collected in the classroom on a given day.

D. Transmittal of funds to school treasurer

Funds should be submitted to the school secretary on the day received or placed directly in a night depository.

The person collecting the money should complete either a ticket sales form or an activity receipt form in duplicate. One copy should accompany either the funds submitted to the school treasurer or the deposit itself in the case of a night deposit and the other copy is kept by the sponsor.

III. PURCHASES

Prior to being submitted to the Purchasing Department, a purchase order must be signed first by the student activity sponsor and second by the principal or his/her designate according to school district policy. All purchase order requests must be made two weeks before processing.

IV. PAYMENTS

The activity sponsor and the principal or his/her designate shall be responsible for initiating requests for the disbursement of all monies from the activity accounts. All requests for payments must be made through a purchase order. All disbursements shall be by check issued by the Finance Department. No reimbursement will be made for any purchase if not submitted through a purchase order.

GENERAL POLICY GUIDELINES

1. All fund raising projects need to be placed on the school calendar with approval from the appropriate administrator.
2. Money should never be taken off school premises or left in a sponsor’s personal possession.
3. When students receive merchandise either to sell or fill customers’ orders, they should be required to sign a sheet that indicates what merchandise that student received, the number of items the student received and the price per item.
4. All sponsors responsible for raising funds or charging fees should complete a reconciliation verifying the number of items or products sold times the price, and reconciling this with the amount of money collected. This reconciliation should be turned in to the school secretary and administrator.
5. Sponsors should keep their own set of books and compare them to the monthly reconciliation from the school secretary.
6. Students should not be given merchandise they have ordered for themselves before they have paid for it.
7. Fund raisers and monies collected through parent support groups, i.e., music parents and Patriots Club, etc., should be collected by their representatives. No money or

merchandise should be reconciled or collected by sponsors if an outside group is conducting the fundraiser.

8. The school discourages door-to-door sales by students and no food items should be sold in school or at school activities.

SUPERVISION POLICY

No individual student, team or activity group shall be permitted to participate in events without being accompanied and supervised by a representative of the school faculty or administrative staff. Activity sponsors are responsible for supervision of groups while on the bus traveling to and from events, while at the events, and until the student's ride arrive. Parents are responsible for providing transportation after games, events or practices at a reasonable time. Coaches may call parents in situations where excessive delay occurs.

Activity may not occur without school representative supervision. This includes but is not exclusive to: practices, meetings, performances, contests and bus transportation. Supervision includes the coach/sponsor riding the bus, accompanying the activity, and/or supervising any activity under the sponsorship of a particular department. Supervision may necessitate the coach/sponsor procuring assistance from within his/her own department and/or activity personnel. It is the responsibility of the activity sponsor to cover his/her events.

CURRICULAR / CO-CURRICULAR ORGANIZATION

Some organizations fall under academic class guidelines as well as activity guidelines and requirements because a class period is given to the organization as well as academic credit. Such classes have academic objectives and independent grading criteria. Students enrolled in these courses may have other required expectations. The individual sponsors will acquaint the students with the full scope of responsibilities in those classrooms.

INDEPENDENCE SCHOOL DISTRICT – ACADEMIC GUIDELINES

The Independence School District implements many policies, practices, and procedures designed to promote compliance with the Missouri State High School Activities Association. The program operates under the direction of the Activities Director in cooperation with all coaches, sponsors, and participating students.

The academic guidelines are implemented throughout the academic year by all activities.

1. Student grade checks by coach/sponsor, will occur every three weeks and align with Independence School District grading schedule.
2. Grade checks will continue throughout the school year.
 - a. Students with a failing grade (F or incomplete) at the time of the grade check will be required to attend an athletic/activity study session Friday afternoon or Saturday school or an appropriately scheduled study session of at least 90 minutes per week.
 - b. Students with a failing grade (F or incomplete) will conference with their coach/sponsor to design an academic plan for success.
 - c. Failure to attend the study session may result in making the student ineligible for their next contest/activity.
 - d. The requirement to attend the study session(s) would end when the failing grade(s) are raised to passing as verified on Power School.
3. At succeeding grade checks, if academic progress has not improved, student will be required to remain in scheduled study sessions.
 - a. Students will expand their academic plan for success in written form, with coach/sponsor and parent notification.
 - b. Failure to follow the academic plan may result in loss of contest/event participation.

Students must meet or exceed the Missouri State High School Activities Association requirements in order to be academically eligible to participate in interscholastic activities.

CONFERENCE AFFILIATION

Truman and Chrisman are members of the Greater Kansas City Suburban Association of Cooperating Schools, and, as a member, is committed to adhere to the rules and regulations of the association.

Presently there are 25 member schools, which are divided into four divisions with each division based upon the population of each individual school. This is amended every two years. The division by population is as follows:

<u>GOLD DIVISION</u>	<u>RED DIVISION</u>	<u>WHITE DIVISION</u>	<u>BLUE DIVISION</u>
Blue Springs	Liberty	Fort Osage	Belton
Blue Springs South	Park Hill	Liberty North	Grandview
Lee's Summit	Park Hill South	North Kansas City	Kearney
Lee's Summit North	Ruskin	Oak Park	Platte County
Lee's Summit West	St. Joseph Central	Raytown	Raytown South
Raymore-Peculiar	Truman	Staley	Winnetonka
		William Chrisman	

In addition to competing for conference championships within each division, an all-sports award is presented to the school that has the best overall record in the 19 recognized sports.

Van Horn is a member of the Crossroads Conference. Members include: Van Horn, Barstow Academy, Butler, Sherwood, Summit Christian Academy, Maranatha Christian Academy, Kansas City Christian, Heritage Christian

SPORTS BY SEASON

FALL SPORTS

Boys Cross Country V & JV
Girls Cross Country V & JV
Football V, JV, 9A & 9B
Girls Golf V & JV
Boys Swimming/Diving V & JV

Boys Soccer V & JV
Softball V, JV
Girls Tennis V & JV
Volleyball V, JV, 9A & 9B

WINTER SPORTS

Boys Basketball V, JV, C, 9A
Girls' Basketball V, JV, 9A & 9B

Girls Swimming/Diving V & JV
Wrestling V, JV

SPRING SPORTS

Baseball V, JV, & C
Boys Golf V & JV
Girls Soccer V, JV

Boys' Tennis V, JV
Boys' Track V, JV
Girls' Track V, JV

CO- CURRICULAR INTERSCHOLASTIC ACTIVITIES

Band-concert, jazz, marching
Choirs(s)
Debate & Forensics
Orchestra
Winter Guard

EXTRA CURRICULAR INTERSCHOLASTIC ACTIVITIES

Academic Scholars Bowl
Pom Pon (Dance)

Sideline Cheerleading

SCHEDULING

The Greater Kansas City Suburban Conference and Missouri State High School Activities Association has jurisdiction over scheduling. Scheduling is done through cooperation of member schools and within the rules of the MSHSAA. All Schedules are subject to change. Schedules can be accessed 24/7 at GKCconference.com (Truman/Chrisman) It has a function that allows users to be updated when changes occur. It can also automatically show Mapquest directions to sites. Schedules can be found at ISDsports.org as well for all three High Schools.

ADMISSION PRICES

Admission prices for Suburban Conference events are determined through agreement of the Greater Kansas City Suburban Conference members. Admission prices for the 2014-15 year are:

\$5 Adults (out of High School) \$3 Students (K-12) Senior Citizens are determined by individual school districts. Independence Senior Citizen admissions age is 62 years or old and they are admitted free to regular season athletic events. Adult/ Family passes are available through the Activities Office. Adult/Family pass is \$50 and allows 20 punches per card. Passes are only good at ISD Athletic events and are not good for tournaments or post season play. Students who participate in an Activity must pay an Activity Fee to participate and will receive a pass to all home athletic events. Students who do not participate in an activity may pay \$25 for a pass which is good for all home games (excluding tournaments and post season). School District Employees and those living in their household are admitted free to athletic events by displaying their employee badge. Passes are not available for theater events.

MSHSAA Board Policy on Internet Message Boards

(as taken from the *MSHSAA Links Page* posted 4/29/05)

To address a growing concern of inappropriate use of internet message boards by students, coaches, and others involved in interscholastic programs, the MSHSAA Board of Directors has developed a position statement regarding such boards. The position statement is designed to educate the membership about the concerns and potential repercussions of posting anonymous unsportsmanlike messages on the internet. This universal position statement has been developed by the staff with input and support from various advisory committees. “Recently, the MSHSAA has been made aware of several incidents involving internet message boards that have been used to intimidate, taunt or demean the character of student participants, school personnel and officials. These unsportsmanlike actions are generally carried out anonymously with little accountability or consideration for their lasting effects. As a result, the Missouri State High School Activities Association strongly encourages its coaches, directors, administrators and officials to take an active role in the prevention of unsportsmanlike material on internet message boards. School administrators should discourage student participants, coaches and directors from posting objectionable or unsportsmanlike material on internet websites. However, communication of a positive nature is always encouraged.

WILLIAM CHRISMAN HIGH SCHOOL
ACTIVITY E-MAIL INFORMATION SHEET 2016-17

FALL

Cross Country (boys)

Jason Stacy
jason_stacy@idschools.org

Cross Country (girls)

Megan Keane
megan_keane@idschools.org

Football

Scorpio Horn
scorpio_horn@idschools.org

Golf (girls)

John Beaman
john_beaman@idschools.org

Soccer (boys)

John Straub
john_straub@idschools.org

Softball

Lindsey Ramsey
lindsey_ramsey@idschools.org

Swimming (boys)

Trevor Tomney
trevor_tomney@idschools.org

Tennis (girls)

Jason Grubb
jason_grubb@idschools.org

Volleyball

Dean Rausch
dean_rausch@idschools.org

WINTER

Basketball (boys)

Don Cameron
don_cameron@idschools.org

Basketball (girls)

Scott Schaefer
scott_schaefer@idschools.org

Swimming (girls)

Trevor Tomney
trevor_tomney@idschools.org

Wrestling

Riley Glasgow
riley_glasgow@idschools.org

SPRING

Baseball

Tom Campa
tom_campa@idschools.org

Golf (boys)

John Beaman
john_beaman@idschools.org

Soccer (girls)

John Straub
john_straub@idschools.org

Tennis (boys)

Jason Grubb
jason_grubb@idschools.org

Track

Tyler Rathke
tyler_rathke@idschools.org

Cheerleading

Stacey Mitchem
stacey_mitchem@idschools.org

Drill Team

Sam Boling
dancenmantha@yahoo.com

Band

Joe Sisco
joe_sisco@idschools.org

Orchestra

Melissa Guillory
melissa_guillory@idschools.org

Choir

Ron Patch
ron_patch@idschools.org

Forensics / Debate

Sheila Holt
shelia_holt@idschools.org

Scholars Bowl

Pam Stafford
pam_stafford@idschools.org

OTHER IMPORTANT INFORMATION

ALL SPORTS REQUIRE A CURRENT PHYSICAL BEFORE PARTICIPATION.

For 2016-17, the physical must be dated on or after February 1, 2016.

Most sports will have off-season/summer conditioning, open gym, camps and/or summer school classes in some form. Contact specific sports to find out their information.

TRYOUT/FIRST DAY OF PRACTICE FOR ATHLETES

All Fall sports - August 1, 2016

Winter - Wrestling and Basketball - October 31, 2016

Girls' Swimming - November 7, 2016

All Spring sports - February 27, 2016

ISD requires an annual \$50 activity fee (one time only per year) of all MSHSAA participants.

Schedules can be accessed at GKCconference.com or ISDSports.org

William Chrisman High School telephone number is 816.521.5355 and fax number is 816.521.5608.

INDEPENDENCE SCHOOL DISTRICT

ACTIVITY / ATHLETIC COMMITMENT PLEDGE 14-15

PARTICIPANT'S NAME (PRINT)	GRADE	SPORT/ACTIVITY
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Prior to participating in any practice or tryout sessions for any interscholastic sport, each athlete must:

1. Successfully pass a physical examination to participate in athletics, by a licensed physician and the copy of such examination must be on file in the office of the building activities director. Physical exam is valid if issued on or after February 1 of the previous school year. In addition to the physical, I have received information regarding concussion prevention and treatment protocol. My parents and I have signed the accompanying form stating I have received and reviewed the information.

2. Return this Activity/Athletic Commitment Pledge Form with the student and parent(s) signatures.

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

1. I have read this Student Activity/Athletic Handbook and understand what the Independence School District expects from me in regard to the expectations set forth in this handbook and to sportsmanship, citizenship, scholastics, and staying free from drug, alcohol, and tobacco use while enrolled in this school. I understand the consequences for violating school policy and I will not do so while an Independence School District student participant.

2. I will be responsible for all equipment issued to me throughout the season, will return such equipment at the conclusion of the season and will pay the current replacement cost for any of the equipment not accounted for by me at the end of the season.

3. I have been properly advised, cautioned, and warned by administrative and coaching personnel of the Independence School District that I am exposing myself to the risk of injury, including, but not limited to, the risk of sprains, fractures, and ligament and/or cartilage damage which could result in a temporary or permanent, partial, or complete impairment in the use of my limbs, brain damage, paralysis, or even death. Having been so cautioned and warned, it is still my desire to participate in sports and to do so with full knowledge and understanding of the risk of injury and with full consent of my parent/guardian.

4. I, along with my parents, certify that I have read and understand all of the Independence School District activity/athletic policies in this handbook. In order to be eligible for participation, I understand I must comply with all requirements listed.

5. I agree that I will refrain from participating in any student hazing activities as a participant or as an observer. I further understand that violation of the district's hazing policy may result in suspension from school and suspension from participating in all activities.

Student's Signature

Date

Parent/Guardian Signature

Date

REMOVE THIS PAGE AND RETURN TO YOUR COACH

