

**2018-2019
MILAN C-2
ACTIVITIES/ATHLETIC
Handbook**



Approved by the Milan C-2 Board of Education JUNE 2018

Philosophy

Student participation in co-curricular and extra-curricular activities is an opportunity and privilege and it takes dedication and commitment to represent Milan C-2 School District. It is expected that each participant represents the school, the community, the activity, the student body, and themselves in a positive sportsmanlike manner.

Goals

It is the goal of the Milan C-2 District that all students receive the opportunity to broaden their personal educational experience by becoming involved in various intra-curricular and extra-curricular activities. Participation in these activities is an integral part of the total middle/high school experience. Through activities, students receive the opportunity to compete and be involved in activities that they would not normally be able to.

Student Status

Students must be fully enrolled in the Milan C-2 School District to obtain eligibility in EXTRA-CURRICULAR activities. EXTRA-CURRICULAR activities are defined as activities that take place OUTSIDE of the regularly scheduled SCHOOL DAY. In some instances, students *may* participate in CO-CURRICULAR activities, after approved by district leadership.

Transfer students must adhere to MILAN C-2 eligibility standards AND the Missouri State High School Activities Association (MSHSAA) eligibility standards.

Citizenship

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

A student shall not be considered eligible while under In-School (ISS) until all days have been served. Ex. (If the last day served was a Thursday then that night they could participate.) If Out of School (OSS) Suspension has been assigned, they cannot participate until the next day after the suspension sentence has been completed. A student who is expelled or withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of the expulsion or withdrawal.

Students in the STARS Program of the 9th Judicial Circuit will have an opportunity to be eligible for Extra and Co-Curricular activities IF the following conditions are met:

- Current participation in the Aftercare Component (General Probation) of the program - NO student will be eligible to participate while in any of the three (3) phases;
- The student receives a positive recommendation for eligibility from the STARS team - the STARS team may consist of: STARS Judge (may also be the Juvenile Court Judge), Juvenile Officer, Tracker, Treatment providers, School counselor, School administration, Teachers, Law Enforcement, Guardian Ad-Litem, Attorneys associated with the Juvenile case or any other person the STARS Judge deems necessary to support the student.

***After a student meets BOTH of the above CONDITIONS, the eligibility will be determined by the appropriate building administration. The administration reserves the right to evaluate each situation individually.**

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Lettering Policy

A varsity letter may be earned by playing in half the varsity quarters or outstanding contribution to the varsity team. For every year after earning a letter, the student will earn a bar for recognition to that sport/activity. Every student will earn a pin for the sport/activity that they compete in but the student must complete the season to receive a letter or pin.

Discipline

The use of tobacco, alcohol, and drugs will not be permitted. Charges against a student shall only be investigated if they come from a teacher, coach, administrator, law enforcement official or by the student's own admission.

Violations of the Activities Policy by students will result in disciplinary action. A committee composed of the Principal, Athletic Director, and the Sponsor/Coach shall review all charges presented against a student. This committee will interpret the rules and regulations of the school and MSHSAA and shall issue a verdict. This decision shall be presented to the student and a letter shall be sent to the parents. Tobacco, alcohol and drug offenses will be categorized individually, but will be accumulative inside of their category. These offenses can range from one school year to another.

Students will be afforded due process:

If a student is found to have used or be in possession of tobacco the following disciplinary actions will take place:

- 1st Offense:** Suspension from one day of the activity/game (this will include all activities the student is involved in at time of offense)
- 2nd Offense:** Suspension from all school sponsored activities for 45 school days
- 3rd Offense:** Removal from all school sponsored activities for 180 school days

If a student is found to have used or be in possession of alcohol the following disciplinary actions will take place:

- 1st Offense:** Suspension from all school sponsored activities for 5 school days and a minimum of 1 activity (this will include all activities the student is involved in at time of offense)
- 2nd Offense:** Suspension from all school sponsored activities for 45 school days
- 3rd Offense:** Removal from all school sponsored activities for 180 school days

If a student is found to have used or be in possession of drugs the following disciplinary actions will take place:

- 1st Offense:** Suspension from all school sponsored activities for 45 calendar days
- 2nd Offense:** Suspension from all school sponsored activities for 180 calendar days
- 3rd Offense:** Suspension from all school sponsored activities for 365 calendar days

Further consequences relating to an offense will be left to the discretion of the coach/sponsor and will be stated in their handbook.

Equipment

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Uniforms and other necessary equipment will be checked out to each participant. They will be responsible for these items for the duration of the season. Do not loan out your equipment or exchange it with anyone. If you need a better fit, see the coach to make an exchange. Keep your uniform and any practice gear clean. Any items that are lost will be replaced at the cost to the participant. Normal wear and tear will not cost the student, but should be reported to the coach immediately.

Transportation

All students participating in school sponsored activities requiring transportation will be transported by school furnished transportation. Students will not be allowed to take automobiles on school sponsored activities. All students will be required to return by school furnished transportation unless a signature is given to the sponsor by the parent/legal guardian for the student to return with their parent/legal guardian. If other arrangements need to be made the parents/guardians must give written permission to be approved by the Principal prior to the trip.

Physical Exams and Insurance

The school shall require of each student participating in athletics a certificate of an issued physical signed and authorized by a physician, advanced nurse practitioner in written collaboration with a physician, or a certified physician's assistant in collaboration with a sponsoring physician stating that the individual is physically able to participate in athletic practices and contests of his/her school. A student shall not be permitted to practice or compete for a school until a complete, signed certificate is on file at the school.

A student shall not be permitted to practice or compete for a school until he/she has verification that he/she has basic athletic insurance coverage.

Academic Requirements

- Grades 9-12 – A student in grades 9-12 must have earned, the preceding semester of attendance, a minimum of 3.00 units of credit or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester (***Must pass 6 of 7 classes***), whichever is greater, and shall be currently enrolled in and attending courses that offer 3.00 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater; or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent age, and that student must have made standard progress for his or her level the preceding semester.
- A 9th grade student shall have been promoted from the 8th grade to the 9th grade for first semester eligibility.
- Junior High — A 7th or 8th grade student must 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 and regularly attending the normal program for the handicapped approved by the Missouri State Department of Education which enrolls pupils of chronological age. Also, a student must receive a passing grade in 80% of his course load for the quarter.

Attendance

Regular attendance is one of the main responsibilities of the pupil and communication with the school when your child is absent is crucial. If physically able, the pupil should attend school every day that school is in

session. Absences due to minor causes are inexcusable. Students who fall below 90% attendance without excusable documentation during the semester may not participate in any school activities, including dances, sports etc. Due process will be followed and an appeal may be made to the attendance committee in writing.

Students must be in attendance the day of a game/activity or they will not be able to participate for that day unless prior arrangement and/or a doctor's note are provided.

MILAN C-2 SCHOOL DISTRICT
DRUG TESTING POLICY
GRADES 7-12

Background and Purpose

Drug abuse is a serious problem. Schools, including Milan C-2 School District, are not immune. Even students in extracurricular activities are increasingly using alcohol and are experimenting with "street drugs" such as marijuana and methamphetamine.

The educational program and drug testing program described in this policy are part of an overall attempt to give the students of the Milan C-2 School District an option to not participate in the use of any type of drug. The goal is not to punish but rather to aid in the discovery and prevention of possible drug-related problems. The key component of this program is opening the lines of communication between students and parents about the serious matter of drug usage and abuse. A student using drugs is a danger to him/herself as well as other students.

All students in the Milan C-2 School district who choose to participate in extracurricular activities and their parents must consent to random drug testing of the students as further defined in this policy and administrative procedures.

This program does not affect other policies and practices of the Milan C-2 School District in dealing with drugs or alcohol use or possession where reasonable suspicion is obtained by means other than the mandatory and random sampling discussed here.

All students who complete and return the consent forms within the deadlines set by the designee will be included in the testing pool and may be selected for testing as soon as the student is officially enrolled in the drug testing program, even if the extracurricular activity has not yet begun. If a student is 18 years of age and living with a parent/guardian, he/she still must have both student and parent/guardian signatures. If the student is 18 years of age and has established a residence on his/her own, the student's signature is all that is required.

Definitions

Extracurricular Activities: Activities that take place outside the regular course of study in school.

Performances: The scheduled games, matches, contests or performances (including district, sectional and state contests) for the activities listed above.

Consent Form: The parent/guardian drug testing consent form, which is adopted by district administration.

Illegal Drugs: The use, possession, distribution, sale or solicitation of alcohol, drugs (their imitators), unauthorized prescription or non-prescription drugs, drug-related paraphernalia, narcotic substances, marijuana or other intoxicants and any other substances, which an individual may not sell, possess, use, distribute, or purchase under either federal or Missouri law.

Positive Test Result: When referring to a drug test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

SAMSHA: Substance Abuse Mental Safety Health Administration

Privacy and Confidentiality

The testing method to be administered will be urinalysis. Appropriate steps will be taken to respect the privacy of students while, simultaneously, preventing falsification of testing. Upon receiving a notice from the administration that the student has been selected for a random drug test, the student will go to an assigned area and wait until it is his/her turn to produce specimen. A representative of the Milan C-2 School Administration or School Nurse will be available during the testing procedure.

When the test administrator completes the screening process, the student will be permitted to leave the test area, unless the initial screen indicates the presence of a drug included on the school's testing agenda. If the screening test indicates a positive screen, the verification process will be implemented. Each urine sample will split specimens. This means that each sample collection will be placed into two separate samples.

If a student is unable to produce a urine sample, the student will undergo a time limit of three (3) hours in order to produce a sample. At that time if the student is still unable to produce a sample, the student must make an appointment with a doctor to see if a medical reason exists to explain the inability to produce a urine sample.

The test results will remain confidential and will only be released to the student, his/her parents or guardians, and approved school officials. Regardless of a positive test or not, parents will be notified through a letter that their child was randomly tested at school that day. In addition, the test results will not be used for student discipline and will not become part of the student's permanent record/transcript or communicated to any other party. All files regarding the participants in the program, as well as test results, shall be kept strictly confidential and will be

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kept separate from the mandatory school files required for each student. If the student tests positive, the results will only be used to determine eligibility for participation in extracurricular activities as defined in this policy. The results will not be used to suspend or expel a student from school, will not be included in student’s disciplinary record, and will not be communicated to any other party unless the school district is subpoenaed. Parents may voluntarily place their child in the random sampling drug testing procedure.

Verification of Sample

Verification of sample will vary with the drug testing company that is hired to do random testing with the school district. The testing will be in three separate stages to make sure there is validity.

Disclosure of Other Medications

Upon confirmation by a SAMSHA – certified laboratory of a positive specimen, the parents of the student will be asked to bring any prescription medications the student is currently taking to a meeting with the designated school official. The official will then verify with either the school nurse or the test administrator (or the administrator’s company representative) the validity of the medication producing the positive result. If the medication produces a legitimate medical reason for the presence of the drug, the results will be deemed as negative. If there is not legitimate or acceptable medical explanation, the positive result will remain. Proof of medication can be given through the presentation of a prescription bottle or through doctor verification.

Activities included in the Drug Testing Policy:

Softball	Basketball	Cheerleading	Track
Baseball	Band/Choir	Art Club	Quiz Bowl
Science Club	Football	NHS	Golf
Top Cats	FFA	FBLA	

Consequences

First Offense: The student shall be suspended from participation in all school-sponsored activities for a period of FORTY-FIVE (45) calendar days from when the test results are determined by the test administrator. The student must also submit to a mandatory retest at the end of the suspension, at the expense of the school.

Second Offense (during random test in one school year): The student shall be suspended from participation in all school-sponsored activities for a period of ONE-HUNDRED & EIGHTY (180) calendar days from when the test results are determined by the test administrator.

If a student completes a drug treatment program (one approved by the school district), fifteen (15) days may be subtracted from the suspension at the discretion of the superintendent or his or her designee. This may only take place if an approved drug treatment program was completed. The student must also submit to a mandatory retest at the end of the suspension, at the expense of the student, parent or guardian.

Third Offense: Following a third confirmed positive test result; the student shall be suspended from participating in all inter-scholastic athletics, extra-curricular activities, and public performances for a minimum period of THREE-HUNDRED & SIXTY-FIVE (365) calendar days.

Test Refusal: A student who has initially consented to be tested may refuse to be tested, but if he/she chooses to do so, he/she will immediately be suspended from participating in extracurricular activities for 365 calendar days. Any student who refuses to re-test after a failed test will be considered to have committed the next offense level.

In order for the student to be reinstated to extracurricular activities, he/she must take another drug test at the expense of the school district. This test must show negative for drugs in the system. The lab testing facility must be pre-approved by the school district, and the test must include the substances tested for in the school testing program. The student can attend practice sessions, continue to attend team functions and sit with fellow participants during the activities but not participate. After a student tests positive for illegal substances, he/she will be subject to non-random testing at the request of the administration for the remainder of the student's participation in extracurricular activities for the current school year.

Drugs that Milan C-2 School District maybe testing for:

THC = Marijuana

COC = Cocaine

MAMP = Methamphetamine

MTD = Methadone

AMP = Amphetamines

TCA = Tricyclic Antidepressants

PPX = Propoxyphene

BZO = Benzodiazepines

PCP = Phencyclidine

STER= Steroids

OPI = Opiates

BAR = Barbiturates

MDMA = Ecstasy

OXY = Oxycodone

The school district will pay for all random drug screenings.

MILAN C-2 SCHOOL DISTRICT
DRUG TESTING CONSENT FORM 2018-2019

I have read and completely understand the district's policy and procedures regarding the Milan C-2 School District's student drug testing program.

I hereby give consent for my student to participate in the drug testing program in the Milan C-2 School District. I understand that my student will be placed in the pool for random drug testing and that the Milan C-2 School District will pay for all random drug tests if my student is selected.

I understand that students who wish to drop out of the drug pool must first have their parent/guardian come to the school and meet with the Athletic Director, Principal, or Superintendent. The student and parent/guardian must sign a release form stating that they no longer wish to participate in the random drug testing pool. If the student is 18 years of age and living on his/her own, he/she still needs to come in and meet with the Athletic Director, Principal, or Superintendent to drop out of the testing pool. Once a student enters the pool, he/she must remain in the pool for the remainder of that school year to be eligible to participate in co-curricular and/or extra-curricular activities.

Student Name (please print) _____

Student Signature _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____

Today's Date _____

Forms must be completed before a student can participate in any co-curricular, extra-curricular activity. This consent form is good for one school year and must be renewed annually. Only one form needs to be filled out per school year. Please indicate below all sports/activities that you will participate in this year. This includes clubs and organizations as well.

_____	_____
_____	_____
_____	_____
_____	_____

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Athletic/Activities Policy Verification

This document is an acknowledgement that the following student/parent has read the athletic policy and is aware of the policies, procedures, and regulations that will govern the athletic/activities offered at Milan C-2. It also verifies that the student/parent has received information on Concussion education. Signing in no way states that you agree with everything in the policy, but it does verify that the below signed individuals have seen the contents of said policies.

Electronic Communication

Effective communication concerning travel, practice or game schedules, and administrative issues among administrators, coaches, players and their families is critical. At times, coaches/sponsors may need to communicate with your child regarding events and activities. As the parent, you have the right to choose from the following three options. This communication will be through text messaging or other mass communication programs. All posts, messages, text, or media of any kind between coach and athletes must be professional in nature and for the purpose of communicating information about team activities or for team-oriented motivational purposes. The communication will NOT be through the staff member's personal Social Media site(s) and any Social Media communication will be completed through the district's official Social Media site.

****PLEASE MARK ONE OF THE BELOW OPTIONS ****

_____ I do NOT wish to have my child contacted or electronically communicated with the Coach/Sponsor;

_____ I wish to be included in ALL electronic messages from coaches/sponsors to my child.

My cell phone number is _____

_____ I approve for my child to receive electronic messages from coaches and sponsors relating to specific events or activities.

Date: _____ Grade: _____

Student Name printed: _____

Student's Signature: _____

Parent Name printed: _____

Parent's Signature: _____

Please complete and tear off the last two pages, and return them to your coach/sponsor/ me as soon as possible.

Thanks

Jamie Tipton
Activities Director

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