

STUDENT ACTIVITIES MANUAL 2018-19



THUNDERBIRD PROUD!

**North Callaway R-I
School District
Revised April 2015**

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INTRODUCTION

Research indicates a student involved in extracurricular activities has a greater chance of success during adulthood. With this in mind, these extracurricular programs have been established. Many of the character traits required to be successful participants are exactly those that will promote a successful life after graduation. We hope the information provided within this handbook helps your family's experience with North Callaway R-I activities and clubs less stressful and more enjoyable.

This manual has been authored to serve as a guide to and for activities, athletics, and clubs in the North Callaway R-1 School District. All teams and groups that compete against other schools will be governed by the guidelines set forth in this manual and referred to as an activity. In addition, The Missouri High School Activities Association (MSHSAA) guidelines apply to the interscholastic activities under their jurisdiction. Competitive organizations such as FFA and FBLA will operate under local, state, and national constitutions, and/or by-laws.

The clubs of North Callaway will abide by the drug testing program as outlined in this manual, but will develop their own constitutions and guidelines for eligibility and participation.

In addition to the requirements found in this manual, each coach/sponsor will develop guidelines, expectations, and rules that apply to their respective activity. These will be provided to students at the start of the sports or activity season. The coach/sponsor's rules, expectations, and guidelines must be adhered to in order to maintain eligibility. Each coach/sponsor has the authority to develop and enforce such guidelines as needed to run a safe, respectable, and effective program.

MISSION

The mission of the North Callaway School District co-curricular program is to provide opportunities and experiences for all students to develop the following skills:

- Respect for self and others
- Ability to take positive risks
- Appreciation and recognition of one's strengths and lesser strengths
- Understanding of teamwork and sharing of common goals which contribute to the good of the whole
- Realization of the importance of life skills
- Awareness of the diversity in one's own and others' cultural backgrounds

We also believe by the student's involvement in activities, he/she will have built the self-worth and integrity necessary to be able to cope with future successes and failures. To meet this end, the student must have also gained the skills of realistic goal setting, of reliability to self and team, and of sound moral judgment.

Activities in our program create an avenue of enrichment, entertainment, and proud association for parents and community. Through well-directed activities, we strive to enable students to contribute responsibly and ethically within society, now and in the future.

NORTH CALLAWAY ACTIVITY PHILOSOPHY

The Thunderbird tradition has been to participate and win with honor. We desire to field champions in competition and all activities, but only by maintaining the integrity of our students, our school, and our community. At the sub-varsity levels we aim to develop champions and teach the fundamental skills of the sport or activity in conjunction with the lessons of sportsmanship, responsibility and teamwork. THUNDERBIRD PRIDE will be earned daily by practicing the positive coach/sponsoring strategies that are based on these foundations:

- Always strive for excellence!
- Achieve optimal performance.
- Teach and model the process of success.
- Lead a group to become a highly effective team
- It does matter that we win!
- Nurture intrinsic motivation.
- Communicate with students the way we want to be communicated with by our leaders.
- Respect and protect the self-worth of every student.
- Be demanding without being demeaning.
- Shape the student will without breaking his or her spirit.
- Realize it does matter we win...because it absolutely does matter we win in the life of every student with whom we have the opportunity to serve as their coach or sponsor!

NORTH CALLAWAY R-1 ACTIVITIES

Fall Season

Activity	Varsity	Jr. Varsity	Jr. High
Cheerleading	x	x	x
Boys' Cross Country	x	x	x
Girls' Cross Country	x	x	x
Football	x	x	x
Softball	x	x	x
Girls' Volleyball	x	x	

Winter Season

Activity	Varsity	Jr. Varsity	Jr. High
Boys' Basketball	x	x	x
Girls' Basketball	x	x	x
Cheerleading	x	x	x
Wrestling (Boys and Girls)	x	x	

Spring Season

Activity	Varsity	Jr. Varsity	Jr. High
Baseball	x	x	
Boys' Golf (girls may participate)	x	x	
Boys' Track	x	x	x
Girls' Track	x	x	x

Summer Season

Activity	Varsity	Jr. Varsity	Jr. High
Competitive Cheerleading	x		

Year-Long

Activity	High School	Jr. High
Band	x	
Choir	x	
FBLA	x	
FFA	x	
Scholar Bowl	x	x
Speech/ Debate	x	

Clubs

Club	High School	Jr. High
Art Club	x	x
Biology Club	x	
Drama Club	x	
FCA		x
FTA	x	
Math Club	x	
National Honor Society	x	x
Renaissance	x	
SADD	x	
Spanish Club	x	
Student Council	x	x
Yearbook	x	x

FIRST TIME TEAM ACCOMPLISHMENTS

First Girls Volleyball Team	2014
First Boys Wrestling Team	2014
Boys Track Conference Champs (MMC)	2009
Girls Cross Country Conference Champs (MMC)	2008
Boys Golf State Appearance	2008
Boys Cross Country State Appearance	2007
Boys Cross Country Conference CHamps (MMC)	2007
Girls Cross Country State Appearance	2007
Softball Conference Champs (MMC)	2007
Softball Final Four Appearance (2 nd Place)	2007
Girls Track Conference Champs (MMC)	2007
Boys Basketball District Champs	1999
Boys Basketball Final Four Appearance (4 th Place)	1999
Baseball District Champs	1999
Girls Basketball Conference Champs (EMO)	1995
Football Conference Champs (EMO)	1994
Softball District Champs	1992
Football District Champs	1991
Boys Basketball Conference Champs (EMO)	1990
Girls Basketball District Champs	1990
Girls Basketball Final Four Appearance (3 rd Place)	1990
Cheerleading State Champions	1989
Boys Track District Champs	1970

INDIVIDUAL STATE RECORDS

State Record Pole Vault	Erin Shryock-	10'9	2003
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EXPECTED OUTCOMES FOR NORTH CALLAWAY R-1 ACTIVITIES

Leading and Instructing

- To teach the students to motivate themselves for excellence.
- To teach fundamental, social, emotional, and academic skills.
- To create opportunities for students to develop self-esteem.
- To effectively evaluate performance.
- To model appropriate behaviors.
- To develop teamwork and loyalty.
- To teach fundamental knowledge of activity.
- To share effective coach/sponsoring methods.
- To teach responsibility and respect for others and property
- To build and maintain a successful program while influencing students positively.

Program Management

- To promote involvement in activities and communicate effectively with parents, students, community, and media.
- To create high expectations for achievement in high school programs.
- To promote high standards of academic performance.
- To offer multiple levels of opportunity.
- To encourage student participation.
- To utilize staff and resources effectively.
- To develop effective practice and rehearsal schedules to maximize use of time.
- To encourage all participants to support other activities.
- To develop programs for care of injuries and promote overall well-being.
- To promote a positive image of our programs.

Interpersonal Relationships

- To promote a positive relationship among team members.
- To develop positive leadership qualities in students.
- To promote appreciation for and acceptance of the differences of others.
- To show respect for the total person on social and emotional levels.
- To promote good working relationships with the administrators.
- To develop an attitude of partnership, appreciation, and sportsmanship among coaches/sponsors, parents, students, and community.
- To communicate with parents, community, and media regarding student programs.
- To cultivate positive relationships between students and a caring adult.

Professional Responsibilities

- To demonstrate a commitment to professional growth.
- To follow policies and procedures of the school district.
- To assume responsibilities outside of coaching/sponsoring as related to school.

ORGANIZATION AND ADMINISTRATION

Missouri State High School Activities Association (MSHSAA)

The North Callaway School District is a member of MSHSAA. The purpose of this organization is to promote, develop, direct, protect, and regulate amateur interscholastic activities, relationships between member schools and to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities throughout the state.

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

The Eastern Missouri Conference

North Callaway High School is a member of the Eastern Missouri Conference, which has been organized to stimulate and promote friendly rivalry and greater interest in our high school activities.

Currently there are 11(12) EMO member schools:

*Bowling Green	*Silex	*Montgomery County
*Clopton	*Van-Far	*North Callaway
*Louisiana	*Wellsville	*Wright City
*Elsberry	*Mark Twain	*South Callaway (football only)

Championships for boys' sports are recognized in baseball, basketball, cross-country, football, golf, and track/field. Championships for girls' sports are recognized in softball, basketball, cross-country, and track/field.

The Superintendent of Schools

The executive function is the responsibility of the Superintendent of Schools, who establishes the ways and means of executing efficiently all policies adopted by the Board of Education.

The Superintendent recommends to the Board of Education the appointment of all personnel who are given any responsibility for handling interscholastic athletics, and he approves all policies and procedures recommended by his staff; and is, in fact, directly responsible to the School Board for the successful performance of the organization.

The School Principal

The school principal is the administrative head of interscholastic athletic activities, as well as all other activities of his/her school. As administrative head of the school, he/she is directly responsible to the Superintendent of Schools, to MSHSAA, and the Eastern Missouri Conference.

Supervision of athletic contests is a cooperative undertaking amongst the principals, assistant principals, activities director, and/or designated supervisor.

The Activities Director

Under the supervision of the principal, the district activities director plans, coordinates, promotes, and supervises the total activities program for the district.

SPORTSMANSHIP

The following policy statement from the National Federation of State High School Associations expresses the concept of sportsmanship as follows:

"The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized, by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity."

One of the main goals of the activities program is to teach the concept of sportsmanship. Good sportsmanship requires everyone be treated with respect. This includes members of opposing teams/schools, officials, coaches/sponsors and spectators.

Good sportsmanship includes showing courtesy and kindness toward your opponent as well as fellow team members. The contest is judged by the effort of the participants and not by putting down your opponent. Winning is exciting, but winning at any cost is not the goal. Negative treatment of any participant is outside the spirit and interest of the contest.

All events are a reflection of our community and school. The conduct of the team/organization is extended to parents and fans before, during, and after athletic events. If a parent or fan is removed from an activity by officials or school personnel, the person removed will be subject to a meeting or phone conversation with the Activities Director and/or Building Principal before being allowed to attend future activities.

A display of unsportsmanlike conduct, the use of profanity, insubordination, or other behavior unbecoming a student during practice or a contest will result in disciplinary action. The coach/sponsor has the responsibility and the authority to take action that will result in what is best for the individual, the team, and the school. Disciplinary action may range from a verbal warning, counseling, or suspension. Any participant who is disqualified from a game or contest for unsportsmanlike conduct will be ineligible to participate in the next game. Dismissal from the team may result after the coach/sponsor has made a recommendation to the activities director and/or principal.

Students, parents, and fans should always remember to conduct themselves in such a manner as to reflect positively upon themselves, family, school and community.

STUDENT RESPONSIBILITIES

A student participant is in school to secure the best education he or she is capable of achieving. Deciding to take advantage of opportunities offered by an activities program will play a significant part in the total educational development of the student. However, with the decision to participate also comes certain responsibilities:

- Striving to achieve sound citizenship and desirable social traits, including control, honesty, cooperation, dependability, and respect for others and their abilities.
- Maintaining academic and eligibility standards as established by the North Callaway School District.
- Learning the spirit of hard work and dedication.
- Attaining mental and physical fitness through good health habits.
- Excelling to the limits of one's potential.
- Showing respect for both authority and property.
- Willingness to accept the leadership role instilled through the activity.

Participants need to keep in mind they are in the public eye and their personal conduct always must be above reproach. They have an obligation to create a favorable image and to gain the respect of their coach/sponsor, teammates, student body, and community.

PARENT-PARTICIPANT-COACH/SPONSOR COMMUNICATION GUIDE

The North Callaway R-1 Philosophy

- Achievement requires sincere commitment from all participants, parents, coaches/sponsors, and administrators. To be successful, effective communication must occur.
- The school activities department and administration believe strongly in being accessible to parents and supportive of the staff.
- We are continually attempting to improve communication with students and parents. For our programs to be truly successful, it is necessary that everyone understand the focus and direction of a program.

Expectations for Parent Communication with Coaches/Sponsors

1. It is reasonable to expect your child's coach/sponsor to inform you:
 - a. When and where practices and contests are held.
 - b. About the expectations he/she has for all students, as well as your individual child.
 - c. What is required to be a part of the team/ activity i.e. time commitment, fees, special equipment, off-season preparation, lettering/award requirements
 - d. If your child is injured during participation in a practice or contest.
 - e. Whenever any disciplinary action results in your son/daughter being denied participation in a practice or contest.
2. Typical concerns of parents that are **appropriate** to discuss with a coach/sponsor are:
 - a. Any unhealthy mental or physical strain you detect in your child at home (especially when it affects his/her academic performance).
 - b. How you can contribute to your child's skill development.
 - c. Any significant changes you detect in your child's behavior.
3. It is **inappropriate** to discuss with a coach/sponsor:
 - a. Playing time.
 - b. Team strategy or play calling.
 - c. Other students.
4. Coaches/sponsors often need parents to tell them:
 - a. Any specific health concerns about your son/daughter.
 - b. Notification of any schedule conflicts. Please make this contact well in advance of the conflict.
5. Your commitment to the program and how you plan to make a contribution to the program's success. For example, ensuring your child gets enough rest and nutrition at home.

Procedures for Contacting Coaches/Sponsors

1. Make sure the student has met with the coach/sponsor and discussed the issue.
2. Make an appointment with the coach/sponsor and Activities Director.
3. If the coach/sponsor cannot be reached, call the Activities Director to set up a meeting.
4. Please do not attempt to confront a coach/sponsor before, during, or following a contest, practice, or activity. These can be busy and emotional times for both the parent and the coach/sponsor and this time period does not promote objective analysis of the situation. **A parent should not enter a team locker room before or after a contest or practice unless their student has been injured.**
5. What should you do if the meeting with the coach/sponsor does not result in a resolution to the problem?
 - a. Meet with the Activities Director to discuss the situation.
 - b. At this meeting the appropriate next step can be determined.

PHYSICAL EXAMINATIONS

Athletes must have a physical examination each school year before s/he will be allowed to practice for any sport. (A physical dated February 1 or later of the previous year is valid.)

The district athletic physical form (MSHSAA Form) must be used.

http://www.edline.net/files/AOB5w/a4171271ddef5a8f3745a49013852ec4/MSHAA_Physical_Form_2014.pdf

A parent permission portion is included as part of the physical examination form. This must be completed and properly signed.

Physical examination forms for all athletes will be kept on file in the office of the Activities Director for the High School and Jr. High athletes.

PROTECT YOUR ELIGIBILITY

Eligibility is a PRIVILEGE to be granted by the school to a student which allows that student to participate in interscholastic activities. Should a student not meet the expectations outlined here, he/she will become ineligible. While ineligible, a student may practice or attend meetings/functions that occur outside of school hours, but cannot participate in competitions. When participants are excused early from school for an event, ineligible students must stay in class at school.

Eligibility is not a student's right by law. Legal cases have determined eligibility is a privilege to be granted only if the student meets all standards adopted by the school.

1. **Citizenship:** You must be a creditable school citizen.
 - a. Creditable school citizens are those student whose character and conduct, both in and out of school, will not reflect discredit upon themselves or their schools. Issues with law enforcement will be looked upon unfavorably; it is a student's responsibility to avoid such situations.

- b. Bullying will not be tolerated in any capacity. Refer to Board Policy 2655 and Regulation 2610 for further information.
- c. Hazing is expressly prohibited. Refer to Board of Education Policy and Regulation 2920 for further information.
- d. Any participant who is seen by a coach/sponsor, teacher, or administrator using or in possession of alcohol, tobacco, or illegal substances will be subject to consequences upon review by the NCR1 Eligibility Committee (*see g*).
- e. Law Enforcement:
 - i. A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies (*see g*).
 - ii. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, the NCR1 Eligibility Committee shall determine eligibility.
 - iii. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others.
- f. Students Responsibility: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the MSHSAA Board of Directors (Non-MSHSAA regulated activities will be reviewed by NCR1 Eligibility Committee-*see g*).
- g. If a student's citizenship is in question, a committee of 5 people will be convened (The NCR1 Eligibility Committee). The committee will consist of 2 administrators, 2 teachers, and a coach/sponsor involved in the activity for which the student may become ineligible. Both the student and his/her parent/guardians will be allowed to meet with the committee and give testimony. The committee will render a decision within five days of hearing testimony. The participant has the right to appeal the decision of this committee to the Superintendent of Schools.

2. Academics

- a. For interscholastic activities under the jurisdiction of MSHSAA, students in grades 9-12 must be enrolled in a course load, which offers a **minimum of 3 units of credit** in the current semester. They also must have **earned 3 units of credit** the preceding semester and must maintain at least a 1.66 grade point average to remain eligible.
- b. If a student earns an "F" at the end of the quarter grade check, s/he will become ineligible. In order to regain eligibility, a student must receive no F's and have a minimum 1.66 GPA for the following mid-quarter.

3. Incoming Freshman Eligibility

- a. Fourth quarter grades from the eighth grade year will determine initial ninth grade eligibility in accordance with academic guidelines above (see #2).

4. Transfer Student

- a. A student must enter school within the first 11 days of the semester to be eligible to participate in activities.

5. Attendance

- a. **If a student misses classes without being excused by the principal, the student shall not be considered eligible on that date.** Furthermore, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.
- b. In the event a student is assigned an after school detention period as the result of a classroom problem, the detention **MUST** be served before the student can participate in an activity.
- c. North Callaway students serving **in school suspension** (ISS) will not be eligible for competition on that day or subsequent date until the student attends a full day of classes.
- d. A student shall not be considered eligible while serving an **out of school suspension**. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.

Dual Participation

North Callaway R-1 School District does not allow dual participation in athletic programs. Students are limited to participating in only one sports activity per season. Additionally, students are not allowed to participate in a sports activity and cheerleading in the same season.

Conflicts Between Activities

On occasion, students may find that there are scheduling conflicts between activities. Should a conflict occur, coaches/sponsors should be notified immediately in order to help resolve the problem. This involves good communication, decision-making, and prioritizing. In cases where a student has to choose between two school sponsored activities, s/he will make the final decision with no repercussions.

Care of School Property

Participants will be instructed in the proper use of equipment, property, and facilities.

Any equipment lost or property damaged by a student must be paid for by the student by the end of the season in which they are involved. Any loss of equipment should be immediately reported to the head coach/sponsor, rather than waiting until the end of the season. Coaches/sponsors are to inform their participants not to exchange any equipment without the consent of the head coach/sponsor.

All equipment from a sport or activity must be turned in and/or all equipment debts must be paid before a student will be permitted to compete or participate in another sport or activity. This includes participating in summer activities.

Athletic Awards

An athletic award is a symbol of athletic accomplishment, good sportsmanship and observance of athletic policies. Student athletes, managers, trainers, and cheerleaders are eligible to earn awards. No student athlete may receive an award in a sport for which he/she is academically ineligible at the completion of the season or if under suspension for an athletic violation. Candidates must complete the season's play; however, this requirement may be waived in cases of physical injury. No awards will be issued to an athlete until all equipment for his/her sport is turned in to the coach/sponsor.

Transportation

District transportation will be provided to travel to and from all activity and club events. Participants are expected to ride to an event on district-provided transportation unless unusual circumstances arise and prior arrangements have been approved by the Activities Director and/or the Principal. Students will be allowed to ride home with their parents from activities provided the parent notifies the head coach/sponsor and signs his/her sign-out sheet.

A parent/guardian must contact the building principal or designee if his/her child is to ride home with someone other than their parents. NCR1 will not release students to anyone under the age of 21. Any transportation considerations not addressed above will need to go through the building principal prior to the event.

Ice and Snow

Should school be cancelled due to ice, snow, or other inclement weather, athletic practices and contests may be held with certain restrictions and conditions. It is understood that practice or contests will NOT be held without the approval of the Superintendent, building Administrators, and Activities Director. If practice is held on a snow day, that practice WILL be optional for participants.

Sunday Practices and Activities

Occasionally, a coach/sponsor may have a practice or activity on Sunday to prepare for a Monday contest. However, Sunday start times will be scheduled late afternoon or early evening, and the practice/activity will be optional. Students are, however, expected to communicate with the head coach/sponsor should s/he miss a practice.

Changing/Quitting Teams

A student participating in a sport but who does not finish the season in that sport will not be eligible to start practicing for another sport before the end of the competition in the sport dropped, unless the coach/sponsors of both sports and the activities director give their consent.

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 students' rides arrive. No aspect of an activity may occur without school representative supervision. This includes but is not limited to: practices, meetings, performances, contests and bus transportation.

DRUG TESTING PROGRAM

Abbreviated Description

- All students participating in activities and clubs must submit to mandatory drug testing prior to participation as well as random testing throughout the year.
- A first positive test will result in a 2 week suspension from all activities and clubs. During this suspension, the student must attend at least 2 drug counseling sessions. Written proof of attendance must be submitted to the building principal.
- The student will re-test after 2 weeks (and within 45 days of original test). If drug levels in the body are lower and counseling sessions have been attended, then the student will become eligible. Any further positive test during the current school year will result in a 365 day suspension.
- Any refusal to test will result in a 365 day period of ineligibility.

Full Description

Participants in activities and/or clubs will agree and submit to drug testing as outlined in the Board of Education Drug Testing Policy adopted February 2014. Participants agree to follow all guidelines in the Drug Testing Policy located in this manual.

Background and Purpose

Alcohol and drug abuse are serious problems today in America. Schools, including the North Callaway R-I School District, are not immune. Even students involved in school-sponsored activities are increasingly using alcohol and are experimenting with various drugs. Some students are also attracted to so-called “performance enhancing drugs” (such as steroids) in misguided efforts to increase their strength or endurance.

The drug-testing program was instituted during the 2000-01 academic year. The purposes of the program are to prevent drug and alcohol usage, educate students and their parents or guardians about the serious mental and emotional harm caused by drug and alcohol abuse, and to maintain the North Callaway R-I School District as an environment where students can easily be free of alcohol and drug use.

The educational program and drug-testing program described in this manual is a part of an overall physical conditioning program at North Callaway R-I School District. The goal is not to levy discipline, 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.

Students representing the North Callaway R-I School District are respected and admired by a large segment of the student body. In order to participate in such activities, students are expected to hold themselves as good examples of conduct, citizenship, sportsmanship and training. A student or district representative using drugs is a danger to him or herself as well as other students. All students in the North Callaway R-I School District who choose to participate in extracurricular activities are entitled to do so in a drug free environment.

The program is mandatory for all students in grades 7-12 participating in all school-sponsored extracurricular activities and clubs and is to be considered a portion of our Student Code of Conduct.

The drug testing program does not affect other Board policies or the Student Code of Conduct in dealing with drug or alcohol use or possession where reasonable suspicion is obtained by means other than the mandatory and random sampling discussed here.

The Drug Testing Pool

Each school year, prior to a student's participation in a school-sponsored interscholastic activity or club, each participating student and a parent/guardian will be invited to attend a meeting to discuss drug awareness and the drug testing policy. At this meeting, each student and parent/guardian shall receive a copy of this drug testing program and information about the effects of drug-usage. In addition, there will be a presentation describing the District's drug testing policy and procedures. During the session, students and parents/guardians will have an opportunity to ask any questions they have regarding the program, and will be presented with a copy of the drug testing consent form. This form must be signed by both the student and a parent/guardian. The policy and consent form contain the procedures for mandatory and random testing. By signing the consent form, the student will become a member of the drug testing pool, subject to both mandatory and random testing.

A student will be tested prior to his/her first activity of each school year after which he/she will be assigned to the random pool. A random selection of pool members, not to exceed 50% of the total pool will be chosen. Such random testing may occur at any time. Once a student enters the pool, he/she must remain in the pool for the remainder of the year to be eligible to participate in extracurricular activities or clubs for that specific school year.

When a student wishes to drop out of the drug testing program or refuses to be tested, the Activities Director will make a reasonable attempt to notify the parent/guardian. The student must sign an opt-out form stating they no longer wish to participate in the drug pool. This decision will render the participant ineligible per the refusal procedure and result in a 365 day suspension from activities. After such suspension, students must once again submit to testing before being declared eligible.

Privacy and Confidentiality

The testing method to be administered will be urinalysis. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing falsification of testing. The test results will remain confidential and will only be released to the student, his/her parents or guardian, and the district's administration. In addition, the test results will not be used for student discipline and will not become part of the school record 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 kept separate from the mandatory school files required for each student. The test results shall not be made known to any other school officials other than the required administrative officials. Any negligent or intentional disclosure by any school official of test results may be grounds for disciplinary action. Furthermore, if the student tests positive, the administration will not use or reveal a positive test result as a reason to search the student's

locker, purse, backpack, or other area in which the student keeps his/her personal belongings. Test results will not be turned over to the police or authorities without a court order and the administration will not disclose test results without a court order for purposes of a criminal investigation.

Guidelines and Procedures

Sample Collection

The student will go to an assigned area and wait until it is their turn to produce a specimen. The test administrator will give the student an empty specimen cup. The student will then be allowed to enter a restroom near the test administrator's table to produce the urine sample. Once the student has completed the sample 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 the specimen does not show signs of tampering, the student will be allowed to wash his/her hands. The collection technician then initiates a preliminary drug screen of the specimen. The student remain will remain in the collection area and in sight of the collector until dismissed by the collection technician. All procedures will be conducted in accordance with accepted industry practices.

Verification of Sample

Testing procedures shall be conducted according to procedures designed to ensure integrity of specimens. If the test is positive, the specimen will be split into two vials and sealed in the presence of the student. It will be sent to the lab for confirmation of a positive test. The lab will contact the building principal with results. If the test is confirmed positive, the student and parent/guardian will be notified.

If the parents feel there could be a medical explanation of the non-negative result, or if they request a review of the results, the building principal will ask for parental permission to forward the results to a Medical Review Officer (MRO). If permission is granted, the building principal will obtain the parent/legal guardian's name, ID number and contact phone number. This information will be forwarded 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 building principal, the lab results will be accepted as the final results.

When the MRO receives the above information, s/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 building principal.

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 payment may be required prior to the test being conducted.

Consequences

After a student has tested positive for illegal substances, s/he shall be ineligible for a period of fourteen (14) calendar days from when the test results are determined. After 14 days, the participant must show verification of two required counseling sessions and submit to a drug test. If this test verifies that further drug usage has not occurred, the student will regain eligibility. The subsequent drug test will be at the expense of the student and parent/guardian. This test must be administered within 14- 45 days of the original positive test. The lab testing facility must be pre-approved by the school district and the test must include the same panel test as provided by the school.

After a student has tested positive for illegal substances, he or she will be subject to non-random testing for 365 calendar days beginning from the date of the first positive result. Testing procedures will remain identical to the random testing procedures. **A second positive test during the 365 days immediately following the first positive test, mandatory or random, will result in the student being ineligible to participate in all activities and clubs for 365 calendar days and until the student tests negative.** A third positive test results in the permanent loss of activity and club eligibility during his/her career at the North Callaway R-1 School District.

Drug Counseling and Assistance

The main goal of this drug testing program is to educate students regarding the serious problems of drug and alcohol abuse. If requested by the parent/guardian, assistance in arranging help for the student will be provided by the school counselors. Enrollment into drug counseling/assistance programs will be at the cost of the student and parent/guardian.

DRUG COUNSELING RESOURCES

Burrell Behavioral Health
323 East Grand St.
Springfield MO 65807
1-800-395-2132

Michael J. Luly LPC
2625 Fairway Dr. Ste E
Fulton, Mo. 65251
573-642-2725

Family Counseling Center of Missouri
204 Metro Drive
Jefferson City, MO
573-443-2204

Arthur Center
321 West Promenade St.
Mexico, MO 65265
573-582-1234

Pathways Community Behavioral
1905 Stadium Blvd.
Jefferson City, MO 65109
1-888-403-1071

Family Counseling Centers of Missouri
117 North Garth
Columbia, MO 65201
573-449-2581

**NORTH CALLAWAY R-I SCHOOL DISTRICT
PARTICIPANT'S CONTRACT**

Any student who represents the North Callaway R-I District in activities or clubs is required to sign the following contract. This contract will be kept on file for the duration of the 2018-2019 school year.

I, along with my parent(s)/guardian(s), have read and understand all of the North Callaway R-I School District guidelines in the activities manual. I will abide by the guidelines established in this manual and by those established by the activity or club I represent. I recognize by violating these guidelines, I will endanger my eligibility as a representative of the North Callaway R-I School District. It is a privilege to represent my school and I will make decisions accordingly.

By signing this participant contract, I am also agreeing to be a part of the Drug Testing Program as outlined in the Board of Education Policy 2931 adopted February 2014.

Any student, who feels s/he has been treated unreasonably in regards to these guidelines, can appeal to the Eligibility Committee. This committee will hear the complaint and decide whether an injustice has been done. Both the student and his/her parent/guardians will be allowed to meet with the committee and give testimony. The committee will render a decision within five days of hearing testimony. The participant has the right to appeal the decision of this committee to the Superintendent of Schools.

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

1. Successfully pass a physical examination by a physician and a copy of the physical must be on file in the office of the Activities Director. A physical exam is valid if issued on or after February 1 of the previous school year.
2. Provide proof of personal health insurance.

This signed contract indicates that you have read and understand the handbook and agree to follow it.

Participant's Name (Printed)

Participant's Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date