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## **FOREWORD**

The Lee's Summit R-7 School District, in its desire to further its services to schools, has resolved that there is a need for a coach/sponsor athletic/activities handbook. It has been compiled to assist high school administrators, coaches, and sponsors who initiate, plan, and administer the various student activities included in the school program.

This handbook includes school district policies, MSHSAA eligibility rules and regulations, as well as, general guidelines and recommendations.

The contributions that student activities make to the educational program of a school will be determined by the attention given by administrators, sponsors, and students to the planning, administration, and supervision of the activity program. It is the hope of the Lee's Summit R-7 School District that this handbook will provide some guidelines for enhancing the educational values each schools' athletic/activity program will have for students.

## **LEE'S SUMMIT R-7 BOARD OF EDUCATION POLICY:**

### **“EQUAL EDUCATIONAL OPPORTUNITIES”**

The Lee's Summit R-7 Board of Education believes that each individual student should be provided the opportunity to develop and achieve to his/her maximum potential. Therefore, the Lee's Summit R-7 School District shall foster an educational environment that provides equal educational opportunity for all students.

### **LEE'S SUMMIT R-7 ATHLETICS STATEMENT OF PHILOSOPHY**

The Board reaffirms in its basic policy statement that every child—regardless of race, creed, color, sex, cultural or socio-economic status, or handicapping conditions—should be given equitable opportunity for educational development. The Board also believes that each school within the District must strive to create and perpetuate a learning atmosphere that capitalizes on student diversity and differences.

The Board recognizes the importance of providing each student a school environment conducive to intellectual, emotional and social growth through participation in the full range of educational programs and activities. Board policy insures equal educational opportunities in the following: course offerings, guidance and counseling, test procedures, extra-curricular programs and activities, co-curricular programs and activities, implementation of student management and discipline procedures, and support services.

In the performance of its duties, the Board guarantees the constitutional rights of each student who comes within its jurisdiction. The goal of equal educational opportunity will be implemented in each of the Board's policy determinations and actions. Board policies and actions of the administration will be directed toward extending and cultivating equal educational opportunities for each student. Affirmative efforts will be exerted to achieve a quality, integrated school system as evidenced by racially balanced administrative and instructional staff in accordance with existing Federal and State laws, guidelines, court mandates, and the Settlement Agreement.

### **THE NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS**

The National Federation consists of the fifty individual state high school athletic and/or activities associations and the association of the District of Columbia. These associations have united to secure the benefits of cooperative action which eliminate unnecessary duplication of effort and which increase efficiency through the pooling and coordinating of ideas of all who are engaged in the administration of high school athletic and activities program. Together, the state associations and the National Federation strive to develop standards, policies and rules essential to assist member schools in the implementation of programs consistent with the accepted purposes of secondary education. The National Federation helps preserve the educational nature of interscholastic athletics and the place of these programs in the curricula of schools.

## **THE MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION (MSHSAA)**

The Missouri State High School Athletic Association was initiated by a group of representatives from Missouri high schools in 1925 and began to function in 1926. In 1948 the Constitution and By-Laws were amended to include music and debate activities and the name changed to the Missouri State High School Activities Association (MSHSAA).

School membership in an organization such as MSHSAA is in itself insufficient and incomplete as a means of helping boys and girls to achieve the most worthwhile objectives of activities. It is the specific responsibility of each school, through its administrators and coaches, to help students to understand what these objectives are and to provide for these students the appropriate learning experiences that will help them to achieve them.

MSHSAA 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 those interscholastic activities and contests that may be delegated by the member schools to the jurisdiction of the Association. Payment of membership dues is approved by the By-Laws, and, thereby, become the minimum regulations for each member school. A Board of Directors, consisting of eight members with one from each of the Association's eight districts, is elected to serve as its administrative body. The Board is empowered to employ an executive secretary as its chief administrative officer. To assure that its program is carried out in accord with the philosophy of secondary school activities, rules and regulations governing these activities are included in the MSHSAA Constitution and By-Laws. All of these are in accord with the points of view to which the Association is committed and represent the collective thinking of all the member schools. They are adopted only by vote of the member schools. Neither the Board of Directors nor the Executive Secretary has the authority to make any of the rules or to waive them.

## **TITLE IX**

In accordance with the provisions of Title IX, all students in the Lee's Summit R-7 School District may enroll or participate in any educational program or activity offered by the district, including extra-curricular activities, without regard to sex, unless otherwise designated by Title IX, i.e., contact sports.

## **LEE'S SUMMIT R-7 STUDENT ACTIVITIES STATEMENT OF PHILOSOPHY**

The Lee's Summit R-7 School District believes that a dynamic program of student activities is vital to the educational development of the student. Interscholastic activities shall supplement the secondary curricular program and shall provide most worthwhile experiences to students that shall result in those learning outcomes that will contribute toward the development of the attributes of good citizenship. Emphasis shall be upon teaching "through" athletics and activities. These experiences shall serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world.

The interscholastic activities program shall be conducted in accordance with existing Board of Education policies and rules and regulations, and with the general objectives of each school. **IMPORTANT:** An interscholastic activity shall be defined as any extra-class activity involving two or more schools in which two or more students participate who are identified with their schools.

## **I. ELIGIBILITY STANDARDS FOR ALL INTERSCHOLASTIC ACTIVITIES**

Any student who represents his or her school in interscholastic activities in ATHLETICS, MUSIC, JOURNALISM, SPEECH/DEBATE/DRAMA, ACADEMICS, CHEERLEADING, and DANCE SQUADS shall meet the following MSHSAA and Lee's Summit R-7 general standards of eligibility:

### **A. CITIZENSHIP STANDARDS.**

Students who represent a school in interscholastic activities must be credible citizens and judged so by the proper school 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 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. If a student misses class on the date of a contest without being excused by the principal, he or she shall not be considered eligible on that date.

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

### **B. ACADEMIC STANDARDS**

Participation in high school activities is a valuable educational experience and should not be looked upon as a reward for academic success. Students with low academic ability need the educational development provided through participation in activities as much as students with average or above average ability. Activity participation should be for all students making appropriate progress toward graduation and otherwise in good standing.

1. A student in Grades 9-12 must be currently enrolled in and regularly attending courses that offer a minimum of 2.50 units of credit or earn credit in 70% of the maximum allowable classes in which a student can be enrolled, and must have earned these minimum units of credit the preceding semester of attendance; 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 the ninth grade for first semester eligibility.

A student who is dually enrolled in college and high school classes—but who does not receive high school credit on his or her high school transcript for the college work—may have college hours earned during a regular semester count up to a maximum of 1 unit of credit toward determining high school eligibility as follows: 1/2 unit of high school credit for a 2 or 3 credit hour class; 1 unit of high school credit for a 4 or 5 hour college credit class.

2. A student who was academically ineligible the preceding semester but meets the academic standard at the close of that semester becomes eligible the first day classes are attended in the succeeding semester.
3. Credit earned or completed after the close of the semester shall not count as having been earned that semester, except in case of illness verified by a physician. Credit earned in summer school shall count for the student's record for eligibility purposes for first semester participation only.



**C. AGE STANDARDS**

1. A student shall not have reached the age of 19 prior to July 1 preceding the opening of school. If a student reaches the age of 19 on or following July 1, the student may be considered eligible for the ensuing school year.
2. To be eligible for middle school competition against teams all in a particular grade classification, the student shall not have reached the following ages prior to July 1 preceding the opening of school: Grade seven — 14, Grade Eight — 15.

**D. SEMESTERS OF PARTICIPATION**

A student shall not participate for more than four seasons in grades 9-12 in any interscholastic activity. A student shall have only eight consecutive semesters (four consecutive years) of eligibility in high school, in which he/she may participate in one season per year in an activity, and these eight consecutive semesters shall begin on the twentieth (20th) day of the first semester a student enters the 9th grade, or the first interscholastic contest in which the student participates, whichever occurs first. A student who participates in any part of an interscholastic event or contest shall count such as a season of participation.

**E. ENTERING AND WITHDRAWING FROM SCHOOL**

“Entering school” for the purpose of eligibility consists of regular registration for classes and attendance in classes. A student must have ENTERED SCHOOL WITHIN THE FIRST ELEVEN DAYS of the semester in which he is competing. A student moving from a school district which has a normal school year beginning in September to a district which has divided terms becomes eligible upon the change of residence and enrollment in a school in that district, provided he meets all other requirements. In case of withdrawal, if withdrawal occurs on or after the twentieth school day of the preceding semester, a student is ineligible for one complete semester; if withdrawal occurs before the first twenty days of the semester have elapsed, that student will not be considered as having been in attendance that semester provided that he or she has not participated in interschool activities during this period.

**F. ASSUMED NAME**

A student shall not have participated under an assumed name.

**G. LEE’S SUMMIT R-7 BOARD OF EDUCATION POLICY CONCERNING STUDENT ALCOHOL/DRUG ABUSE (JFCH)**

The Lee’s Summit R-7 School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or school activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

#### **H. LEE'S SUMMIT R-7 BOARD OF EDUCATION POLICY CONCERNING STUDENT DISCIPLINE**

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the school or impairs the morale or good conduct of other students. The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with the law.

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school sponsored activities. All district staff are required to enforce these policies, regulations, and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations, and procedures. Students, who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony, may be suspended in accordance with the law.

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to,

approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.

## **I EXPECTATIONS FOR PARTICIPANTS IN ACTIVITIES AND ATHLETICS**

Participants are expected to abide by all established policies, rules, and regulations for student behavior described in the Lee's Summit R-7 Athletic/Activities Handbook. In addition, students are expected to abide by all policies, rules, and regulations detailed in any handbook that is unique to the activity in which they will participate. All activities do not have the same policies, rules, and regulations. Therefore, it is important that students become familiar with the policies, rules, and regulations for each activity in which they will participate.

## **J. ACTIVITY AND ATHLETIC CODE OF CONDUCT**

The Board of Education considers student participation in activities and athletics a privilege and not a right. To be eligible for designated activities and athletics, secondary students must sign the Lee's Summit R-7 Activity/Athletic Commitment form and must abide by the Lee's Summit R-7 Activity/Athletic Code of Conduct which is founded on the assumption that students whose behavior violates the law may lose activity or athletic eligibility.

The superintendent is authorized and directed to take actions necessary to implement this policy, including the creation of the pledge and code of conduct for Board of Education approval and distribution to secondary students and families. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

## **K. CODE OF CONDUCT FOR PARTICIPATION IN LEE'S SUMMIT R-7 ACTIVITIES AND ATHLETICS**

**Rationale:** Secondary students who participate in athletics and co-curricular activities are thought of as school leaders. They represent the school in the eyes of the community. They serve as role models for other students. As such, these students should be held to a high standard of behavior. Such students need to maintain their physical and mental well-being, not only while at school and school-sponsored activities, but at other times as well. In an effort to achieve these goals, Lee's Summit R-7 has developed a prevention program that includes an Athletic and Activity Student Commitment. To participate in school-sponsored athletics and designated school-sponsored activities, an Athletic and Activity Commitment Form must be signed by students and their parents. Parents are requested to indicate support of the Code by signing the commitment along with their student.

## **II. ADMINISTRATIVE GUIDELINES FOR INTERSCHOLASTIC ACTIVITIES PHILOSOPHY ON CHEMICAL ABUSE FOR STUDENTS IN ACTIVITIES OR ATHLETICS**

**A.** R-7 School District recognizes the use and/or possession of tobacco and mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. The possession or use of tobacco and of mood-altering chemicals, such as alcohol, drugs, marijuana, etc., by adolescents affects extra-curricular participation and the development of related skills.

### **B. STATEMENT OF PURPOSE**

1. To recognize and elevate the physical and emotional potential of students in a positive manner, and encourage the growth of these students in an atmosphere of responsible citizenship.
2. To emphasize the school's concern for maintaining and improving the health and safety of students while participating in activities.
3. To promote her/his awareness of the long-term physical and emotional effects of chemical use on their health.
4. To promote equity and a sense of order and discipline among students.
5. To confirm and support existing state laws which restrict the use of chemicals.
6. To establish and promote high standards of conduct for those students who are leaders and standard-bearers among their peers.
7. To assist students who desire to resist peer pressure which directs them toward the use of chemicals.
8. To provide prevention guidelines for chemical abuse in the activity programs for students and staff advisors of R-7 School District.
9. To emphasize the expectation of the R-7 School District that credible citizenship is to be a yearlong commitment and that non-credible citizenship could result in disciplinary action or removal from participation.

### **C. OBJECTIVES**

To establish a prevention program that includes penalty guidelines, as well as, includes assurance that fair treatment is received for the action. The three major components of fair treatment are:

1. Certainty--enforcement of consequences will follow the violation;
2. Severity--fair penalty will result for the act;
3. Celerity--the process will be prompt and immediate.

#### D. CONSEQUENCES OF CHEMICAL ABUSE

Credible citizenship is a year-round responsibility. The following rule includes the school year, summer, or season of practice, play, or rehearsal:

*Regardless of quantity, a student shall not use or possess tobacco; have in possession or use a beverage containing alcohol; use or consume, have in possession, buy, sell, or give away marijuana or any substance defined by law as a drug specifically prescribed for the student's own use by his/her doctor; or use or be in possession of drug paraphernalia. The use of prescribed or non-prescribed performance-enhancing products is greatly discouraged by the Lee's Summit R-7 School District.*

The use of each type of chemical can adversely affect the student on a short- or long-term basis. Chemical substances are defined as tobacco/alcohol/mood-altering chemicals-and drug paraphernalia.

The following are minimum guidelines that shall be applied for the violation of the chemical abuse rules. Each coach/sponsor shall have the option of assigning additional penalties for any violation.

1. **First Violation Penalty:** Following confirmation of the violation, the student would lose eligibility to participate in the next match/contest(s) that occur in a consecutive, chronological sequence. The student/athlete shall be ineligible for interscholastic competition and may not participate for a minimum of 40% of his/her competitive season. The match/contest cannot be selected. The student must meet all other team obligations as defined by the coach/advisor of that activity. Also, the student must undergo ten hours of tobacco/drug/alcohol counseling or rehabilitation before he/she can participate in athletic/activities.
2. **Second Violation Penalty:** The student shall be ineligible for 365 days, beginning with the date of the violation.
3. **Violations occurring at the end of season, off-season, or during the summer**  
The loss of eligibility carries over to the next season in which the student/athlete participates. Example: If a student commits a violation during the last contest of the season, he/she loses eligibility (as per the consequence of the category involved) in the next season of participation. The 40% formula will be reworked per the next season of participation. Counseling and/or rehabilitation services must begin during the season of the violation.

#### E. TOBACCO-FREE DISTRICT

To promote the health and safety of all students and staff and to promote the cleanliness of school grounds, the district prohibits all employees, students, and patrons from smoking or using tobacco or tobacco products in all school facilities, buildings, school transportation, other district transportation, and on all school grounds at all times, including athletic events and meetings. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine health care, daycare, or early childhood development services to children. This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the district provides services.

## **F. MSHSAA POLICY STATEMENT REGARDING TOBACCO PRODUCTS AND ALCOHOLIC BEVERAGES.**

It is important that all adults involved in the interscholastic activities program set the proper example for participants with regards to the use of tobacco products and alcoholic beverages. Therefore, the Board of Education has adopted the policy statement of MSHSAA to apply to all interscholastic events:

Coaches, directors, sponsors, and contest officials are prohibited from using tobacco products or alcoholic beverages while directly involved in interscholastic activities. Involvement is defined in this policy as being in public view and when student are actually participating under the jurisdiction of the coach, director, and official. Proper enforcement is expected. Violations shall be reported to the school's administration and MSHSAA.

## **G SUPERVISION OF STUDENTS**

No individual student, team, or activities group shall be permitted to participate in scholastic events without being accompanied and supervised by a representative of the school faculty or administrative staff.

## **H. LEE'S SUMMIT R-7 BOARD OF EDUCATION POLICY (IGDF) -STUDENT FUNDRAISING**

### **Definition:**

*District-Sponsored Fundraising* – Any activity that has the purpose of raising funds in support of a student activity or program and that is administered and conducted by school staff or students involved in the activity or program.

### **District-Sponsored Fundraisers**

The Board prefers that the school district financially support district-sponsored student programs and activities. However, in some cases it may be necessary to raise funds to help support these district endeavors, and the district may involve students in these fundraising activities.

The superintendent and principals will be directly responsible for all district-sponsored fundraising activities conducted in the district or sponsored in any manner by the district. All district-sponsored fundraising activities must first be approved by the building principal and/or the superintendent or designee and must comply with the requirements set out in district policies and procedures. All funds collected in a district-sponsored fundraiser will be deposited in district accounts except when approved by the superintendent or designee.

### **Student-Initiated Group Fundraisers**

Student-initiated groups are not district-sponsored, but these groups have the same access to district facilities, communications channels and fundraising opportunities as other district-sponsored non-curricular groups. These groups may conduct fundraising activities, but must follow the same rules applicable to other district-sponsored non-curricular groups.

## **Fundraising by Other Groups**

For liability and fund management purposes, it is essential that district staff not confuse district-sponsored fundraising with fundraising conducted by booster clubs or other groups not directly controlled by the district. Although the district welcomes community involvement in and support of district programs, the district cannot take responsibility for fundraising or the funds collected by such groups. To avoid confusing parents, students, and community members participating in the fundraising efforts, only district-sponsored fundraising subject to district rules may occur during the school day or class time except when approved by the superintendent or designee.

A group may only use the name, logo or mascot of the district or of a district school in reference to a fundraiser if the fundraiser has been approved by the superintendent or designee or the School Board and the funds raised go to the district as represented in advertising.

## **I. LEE'S SUMMIT R-7 BOARD OF EDUCATION POLICIES ON SCHOOL-SPONSORED STUDENT TRAVEL**

### **1. STUDENT CONDUCT ON SCHOOL TRANSPORTATION (JFCC)**

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental in a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering, and riding district transportation. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents.

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

### **2. GUIDELINES**

#### **a. Application and Approval**

The coach/sponsor who is planning to use district transportation shall complete the Transportation request Form on-line and secure the approval of the building athletic/activity director.

#### **b. Destination**

While no specific limitations are placed on distances, it is expected that all trips outside the Kansas City metropolitan area will receive prior approval from the building athletic/activity director.

#### **c. Vehicles Used**

School buses or leased excursion buses obtained through the transportation department will be used for athletic/activity trips. Private automobiles should not be used for school trips except in unusual circumstances, and the Lee's Summit R-7 employee must have minimum vehicle liability insurance coverage of \$100,000 per person, \$300,000 per occurrence. The use of a private vehicle must be in compliance with the Missouri State transportation laws and guidelines. This rule establishes

standards for transportation in other than approved school buses and standards for use of authorized common carriers. (*Section 304.060, RSMo., authorizes vehicles other than approved school buses to be used for transportation of students when no more than four (4) students are transported in cars, and more than the manufacturer's authorized number of persons for vans. Section 304.060, RSMo., further authorizes the use of authorized common carriers for field trips and other special trips for educational purposes.*)

- d. Requirements for Transportation of No More Than Four (4) Students in Vehicles Other Than School Buses.
    - i. Vehicles designed for enclosed passenger transportation may be used subject to approval by the local board of education.
    - ii. Vehicles shall be licensed according to law and shall display a current state safety inspection sticker.
    - iii. The driver of a private automobile shall have a valid Missouri operator's license. The driver of other vehicles transporting four or fewer students to and from school shall be licensed in accordance with Section 302.272, RSMo. Private automobiles are defined as any motor vehicle not regularly used by the general public engaged in the transportation of persons or property for hire.
    - iv. Vehicles shall have liability insurance coverage as required by the local board of education.
    - v. When transportation service in vehicles other than school buses is contracted, there shall be a written contract between the district and the individual or firm providing the service.
  - e. Requirements for Transportation of Students in Authorized Common Carriers.
    - i. Authorized common carriers shall only be used to transport students to and from field trips or other special trips for educational purposes and shall not be used to transport students to and from school. Authorized common carriers, as used in this regulation, are over-the-road inter-city type coaches equipped with reclining seats, air-conditioning and restroom facilities and holding authority from the Missouri Division of Transportation or the Interstate Commerce Commission.
    - ii. There shall be a written contract between the district and individual or firm providing the vehicle.
    - iii. All contracts with authorized common carriers shall include:
      1. Proof of liability insurance in the amount of five (5) million dollars per accident.
      2. Proof of safety inspections and compliance with applicable Federal Motor Carrier Safety Regulations.
3. SUPERVISION OF STUDENTS

There shall be adequate supervision of students at all times by teachers. At least one certified Lee's Summit R-7 employee shall be assigned to each school bus. Parents are not to be made responsible for supervision while students are on a field trip.
  4. RESPONSIBILITY OF THE BUS DRIVER

If, in the judgment of the bus driver, the roads become dangerous or the vehicle becomes mechanically unsafe, the bus driver may return the bus, or if it has mechanical problems, call the transportation supervisor for another bus to return the students to school.
  5. RESPONSIBILITY OF THE COACH/SPONSOR



Responsibility for the behavior of students during field trips lies with the coach/sponsor. Complying with the time schedule and keeping the bus clean are of utmost importance. Any unusual circumstance, which develops during the course of the trip, should be reported to the principal.

#### 6. FIELD TRIPS

Educational field trips often enhance the program of instruction. Field trips planned by faculty and staff will be with an educational purpose, and in regard to a unit of study. Students participating in field trips must follow the following policies and procedures:

- Any student leaving with the group on a trip or excursion must also return with the group, unless prior arrangements have been made with a parent for the parent to transport their student.
- All participants in any district sponsored field trip or excursion must sign a statement agreeing to follow all applicable district policies, administrative procedures, school rules, and the rules of any sponsoring or host organization.
- In the event that district participation in a field trip, excursion or other off-campus school-sponsored activity is canceled, participation by district students is not authorized or sanctioned in any way by the district, contrary to district policy, is at the sole risk of the student, and may jeopardize such student's eligibility to engage in further participation in the activity.

### **III. INTERSCHOLASTIC ATHLETIC PROGRAM**

The Interscholastic Athletic/Activity Program of the Lee's Summit R-7 School District shall consist of the following:

#### **FALL SPORTS**

Cross Country (Boys)  
Cross Country (Girls)  
Football  
Golf (Girls)  
Gymnastics (Girls)  
Soccer (Boys)  
Softball  
Tennis (Girls)  
Volleyball  
Swimming/Diving (Boys)

#### **WINTER SPORTS**

Basketball (Boys)  
Basketball (Girls)  
Swimming/Diving (Girls)  
Wrestling

#### **SPRING SPORTS**

Baseball  
Golf (Boys)  
Soccer (Girls)  
Tennis (Boys)  
Track (Boys)  
Track (Girls)

#### **MSHSAA SPONSORED ACTIVITIES**

Academic Team	Chamber Choirs
Cheerleading	Dance Team
Debate/Forensics	Golden Guard/Crimson Colors/Titan Guard
Marching Band	Orchestra
Symphonic Band	Theatre

All three high schools offer a variety of school site-based chartered clubs. These clubs may be curricular or non-curricular in nature. The high school activities offices can provide a complete listing of clubs, sponsors, and contact information.

## **A. ORGANIZATION AND ADMINISTRATION OF THE ATHLETIC PROGRAM**

Interscholastic athletics of the Lee's Summit R-7 School District are administered through the District Athletic/Activities Department.

The administration and operation of the athletic program shall comply with the rules, regulations and policies of the Missouri State High School Activities Association, the Lee's Summit R-7 Board of Education, and the Greater Kansas City Suburban Association of Cooperating High Schools.

It is the responsibility of all administrators, coaches, and sponsors of organizations that participate in interscholastic competition, to be aware of and abide by all appropriate rules and regulations.

### **1. Code of Ethics for Lee's Summit R-7 Athletics**

It is the duty of all concerned with school athletics:

- a. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- b. To eliminate all possibilities which tend to destroy the best values of the game.
- c. To stress the values derived from playing the game fairly.
- d. To show cordial courtesy to visiting teams and officials.
- e. To establish a happy relationship between visitors and hosts.
- f. To respect the integrity and judgment of sports officials.
- g. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- h. To encourage leadership, use of initiative, and good judgment by the players on the team.
- i. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
- j. To remember that an athletic contest is only a game, not a matter of life or death for player, coach, school, official, fan, community, state, or nation.

### **2. Staffing**

In order for the procedures contained in this manual to be effective, it is important that decisions on coaching assignments be based upon consideration of the coaching services that are needed and the coaching services that can be efficiently used.

- a. Head coaches in all sports shall be certified teachers.
- b. In an emergency in which a school is unable to fill a coaching position, it may, with the approval of MSHSAA, either employ an individual who possesses a valid Professional Teacher's Certificate, who is not otherwise employed by the member school or employ as an assistant coach an individual who possesses a valid Substitute or Provisional Teacher's Certificate.
- c. Once a person who holds a valid Substitute or Provisional Teacher's Certificate is approved to serve as a non-faculty assistant coach, the individual must satisfactorily complete an MSHSAA-approved coaches education program as a prerequisite for approval to serve as a non-faculty assistant coach at any MSHSAA member school in a subsequent school year.
- d. Student teachers who want to coach will meet this requirement provided they meet all other requirements to do practice teaching.
- e. A school must have a coach in a sport to be eligible to enter a participant in an interscholastic contest in that sport.

f. It is preferred that all coaches at any particular school be employed at that school.

3. Staff Conduct

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. In building a quality program, employees must meet certain expectations that include, but are not limited to, the following:

- a. Become familiar with, enforce, and follow all Board policies, regulations, administrative procedures, and other directions given by district administrators, state, and federal laws as they affect the performance of job duties.
- b. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
- c. Take efforts to remain knowledgeable about the employee's position and the developments in that position.
- d. Transact all official business with the appropriate designated authority in the district in a timely manner.
- e. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
- f. Care for, properly use, and protect school property.
- g. Attend all required staff meetings unless excused by administration.
- h. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation and/or protect the safety of students and others if necessary.
- i. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
- j. Obey all safety rules, including rules protecting the safety and welfare of students.
- k. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
- l. Refrain from using profanity in the school setting.
- m. Dress professionally and in a manner that will not interfere with the educational environment.
- n. Come to work at the time specified by the employee handbook or by the employee's supervisor.
- o. Refrain from participating in the management of a campaign for the election or defeat of a member of the Board of Education which employs such teacher according to Missouri state law.
- p. Refrain from using district funds to advocate, support, or oppose any ballot measure or candidate for public office.
- q. Refrain from using any time during the working day for campaigning purposes, except as allowed by law.

4. Head Coaches--Job Description:

**Administrative Duties**

- a. Work in conjunction with the Building Principal/Building Activities/Athletic Director (AD).
- b. Provide accurate information to the building AD for all building, district, and MSHSAA forms in a timely fashion.
- c. Assist in scheduling, providing information concerning non-league opponents, and invitational tournaments.
- d. Assist in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times.
- e. Complete “sport summary” report and “rating of officials” forms.
- f. Submit requests to attend coaching clinics.
- g. Complete MSHSAA written coaches test.h7. Report results of seed meetings and completed tournament brackets.
- h. Coordinate arrangements for award presentations.
- i. Collect and have on file for each athlete a “Lee’s Summit R-7 emergency treatment consent” form.
- j. Make provisions for having a First-Aid Kit available at practices and contests.
- k. Submit requests for transportation in a timely fashion.
- l. Attend MSHSAA rules interpretation meetings – (mve to a below)
- m. Submit written lettering requirements to the building AD prior to the season.

**Duties and Responsibilities of a Head Coach, Assistant Coaches and Staff**

- a. Attend MSHSAA rules interpretation meetings.
- b. Has a thorough knowledge of athletic policies approved by the R-7 Board of Education and is responsible for their implementation.
- c. Has knowledge of school, state, and conference regulations; implements them consistently and interprets them to athletes.
- d. Has as a purpose the desire to create a positive influence on players, fans, colleagues, and others to win. However, the desire to win should never override the health, safety, welfare, or the worth and dignity of the athletes.
- e. Be dedicated and committed to education and the coaching profession, searching for a variety of methods, techniques, and strategies to reach athletes.
- f. Be organized and prepared. The coach must remain flexible at all times, remaining constantly aware of the need of revision and change. A considerable amount of time should be spent in program development.
- g. Establish and maintain positive relationships with persons involved in the school’s operation.
- h. Establish the fundamental philosophy, skills, and techniques to be taught by staff.
- i. Designs conferences, clinics, and staff meetings to insure staff awareness of the overall program.
- j. Train and inform staff by encouraging professional growth through attendance at professional development clinics according to district policy.
- k. Delegate specific duties, supervises implementation, and at season’s end, analyzes staff effectiveness and evaluates all assistants.

- l. Motivate those directly and indirectly associated with the program resulting in participant, assistant, and supporter sense of ownership.
- m. Review emergency procedures to follow in case of injuries.

### **Responsibilities to Student/Athletes**

- a. Provide training rules and any other unique regulations of the sport to each athlete who is considered a participant.
  - 1). Explain to athletes the requirement for the number of days of practice prior to the first contest.
  - 2). Discuss the possibility of injury.
  - 3). Take an active role in the prevention of drug, alcohol, and tobacco abuse.
- b. Distribute the schedule of contests and review the athlete's responsibilities toward the team and school regarding attendance at all practices and games.
- c. Distribute and discuss each item covered in the pamphlet, "How to Protect Your High School Eligibility."
- d. Distribute and discuss the "Student Athletic/Activities Handbook" and the "Student Commitment Form." Inform athletes at the beginning of the season of the requirements for receiving an award letter.
- e. Monitor student athletes' grades and citizenship.
- f. Inform players of the conduct expected of them- in the locker room, in other school facilities, on the floor or field, and on the bus.
- g. Require players to uphold the standards of fair play and remove from competition any player who commits an intentional act of unsportsmanlike conduct.
- h. Initiate programs and policies concerning training (conditioning), injuries, medical attention, and emergencies.
- i. Determine discipline and delineate procedures concerning due process when the enforcement of discipline is necessary, and contact parents when a student is dropped or becomes ineligible.
- j. Provide for the supervision of athletes.

### **Finance and Equipment**

- a. Provide information requested for preparation of the athletic budget.
- b. Secure approval for fund raising activities.
- c. Arrange for issuing, storing, and reconditioning of equipment and submits annual inventory and current records concerning equipment maintenance.
- d. Properly mark and identify all equipment before issuing or storing.
- e. Submit an accurate and complete inventory of all equipment and supplies for his/her sport to the building AD upon completion of the season.

### **Public Relations**

- a. Organize parents, coaches, and players for pre-season meetings.
- b. Promote the sport within the school and throughout the community.
- c. Present information to news media concerning schedules, tournaments, and contest results.

### **Program Responsibilities**

- a. Actively use their influence to enhance good sportsmanship by spectators and instruct players in their sportsmanship responsibilities.
  - 1). Be a good host to opponents by treating them as guests.
  - 2). Shows respect and support for contest officials.
- b. Display sensitivity toward the thoughts, feelings, and needs of individual players.
- c. Attend, when possible, contests of other teams in the program.
- d. Support all school activities, as well as, the athletic program.

*NOTE: Appendix C contains the Lee's Summit R-7 Head Coaches Checklist*

### 5. Assistant Coaches--Job Description

#### **Administrative Duties**

- a. Work in conjunction with the Building Principal/Building AD.
- b. Provide accurate information to the building AD for all building, district, and MSHSAA forms in a timely fashion.
- c. Assist in the necessary preparation to hold scheduled sport events or practices and adhere to scheduled facility times.
- d. Complete "sport summary" reports.
- e. Complete MSHSAA written coaches test.
- f. Report results of seed meetings and tournament brackets.
- g. Collect and have on file for each athlete a "Lee's Summit R-7 emergency treatment consent" form.
- h. Make provisions for having a First-Aid Kit available at practices and contests.
- i. Submit requests for transportation in a timely fashion.

#### **Duties and Responsibilities**

- a. Has a thorough knowledge of athletic policies approved by the R-7 Board of Education and is responsible for its implementation.
- b. Has a knowledge of school, state, and conference regulations; implements them consistently and interprets them to athletes.
- c. Has as a purpose the desire to create a positive influence on players, fans, colleagues, and others to win. However, the desire to win should never override the health, safety, welfare, or the worth and dignity of the athletes.
- d. Be dedicated and committed to education and the coaching profession, searching for a variety of methods, techniques, and strategies to reach athletes.
- e. Be organized and prepared. The coach must remain flexible at all times, remaining constantly aware of the need of revision and change. A considerable amount of time should be spent in program development.
- f. Establish and maintain positive relationships with persons involved in the school's operation.

#### **Responsibilities to Student/Athletes**

- a. Provide training rules and any other unique regulations of the sport to each athlete who is considered a participant.
  - 1). Explain to athletes the requirement for the number of days of practice prior to the first contest.

- 2). Discuss the possibility of injury.
- 3). Take an active role in the prevention of drug, alcohol and tobacco abuse.
- b. Distribute the schedule of contests and review the athlete's responsibilities toward the team and school regarding attendance at all practices and games.
- c. Distribute and discuss each item covered in the pamphlet, "How to Protect Your High School Eligibility."
- d. Distribute and discuss, the "Student Athletic/Activities Handbook" and the "Student Commitment Form." Inform athletes at the beginning of the season of the requirements for receiving an award letter.
- e. Monitor student athletes' grades and citizenship.
- f. Inform players of the conduct expected of them in the locker room, in other school facilities, on the floor or field, and on the bus.
- g. Require players to uphold the standards of fair play and remove from competition any player who commits an intentional act of unsportsmanlike conduct.
- h. Initiate programs and policies concerning training (conditioning), injuries, medical attention, and emergencies.
- i. Determine discipline and delineate procedures concerning due process when the enforcement of discipline is necessary and contact parents when a student is dropped or becomes ineligible.
- j. Provide for the supervision of athletes.

#### **Finance and Equipment**

Secure approval for fund-raising activities.

#### **Public Relations**

- a. Promote the sport within the school and throughout the community.
- b. Present information to news media concerning schedules, tournaments, and contest results.

#### **Program Responsibilities**

- a. Actively use their influence to enhance good sportsmanship by spectators and instruct players in their sportsmanship responsibilities.
    - 1). Be a good host to opponents by treating them as guests.
    - 2). Show respect and support for contest officials.
  - b. Display sensitivity toward the thoughts, feelings, and needs of individual players.
  - c. Attend, when possible, contests of other teams in the program.
  - d. Support all school activities, as well as, the athletic program.
6. Expectations of Student Athletes

#### **Lee's Summit R-7 student athletes are expected to:**

- a. Strive to achieve sound citizenship and desirable social traits, including emotional control, honesty, cooperation, dependability, and respect for others and their abilities.
- b. Attend a minimum of the last four hours of a school day in order to participate in any activity scheduled for that particular day or the following day if it falls on a Saturday. Exceptions are granted with administrative approval only.



- c. Understand and abide by the academic and eligibility standards as outlined in the MSHSAA pamphlet “How to Protect Your High School Eligibility.”
  - d. Sign and abide by the Activity/Athletic Commitment Form. Show respect for both authority and property.
  - e. Make only positive remarks about coach, team, and teammates.
  - f. Exercise self-control at all times by accepting decisions and abiding by them.
  - g. Know, understand, and appreciate the rules of the contest.
  - h. Respect the officials’ judgments and interpretations of the rules. Never argue or make gestures indicating a dislike for a decision.
  - i. Accept both victory and defeat with pride and compassion by being never boastful or bitter.
  - j. Accept seriously the responsibility and privilege of representing the school and community.
  - k. Realize that behavior, language, and appearance reflects not only on the individual, but also upon members of the team and the school.
  - l. Recognize and appreciate the abilities of teammates and opponents.
  - m. Know and demonstrate the fundamentals of good sportsmanship.
7. Building Athletic/Activity Director--Job Description

**Administrative Responsibilities**

- a. Provide the leadership for the coaching staff to develop unity of purpose for athletics and activities. A spirit of understanding, cooperation, and support of each other and the total program is paramount.
- b. Responsible for the interpretation and implementation of the eligibility rules, regulations, and general guidelines of the Lee’s Summit R-7 School Activities/Athletic Handbook.
- c. Represent the school at district-wide meetings, workshops, and other designated events.
- d. Assist the principal in securing competent personnel for the athletic/activity staff.
- e. Provide a system for evaluation and professional growth for coaches. The building AD will complete an evaluation of all head coaches on a pre-determined basis. These evaluations will be kept on file in the building, and a copy will be given to the principal.
- f. Prepare and keep a calendar of school athletic/activity as well as community events.
- g. Transmit all pertinent information concerning eligibility rules and regulations of MSHSAA, the Greater Kansas City Suburban Conference, and the Lee’s Summit R-7 Board of Education.
- h. Coordinate scheduling of contests with the district AD.
- i. Resolve conflicts that may develop from time to time.
- j. Make arrangements for supervision for home and away contests as needed.
- k. Serve as tournament manager for invitational, conference, and MSHSAA events assigned to the school.

- l. Coordinate with the maintenance department the repair and care of athletic fields, track, gymnasiums, and all other facilities that are utilized in the athletic program.
- m. Establish open lines of communication with parent organizations to promote understanding, cooperation, and support of the activity/athletic program.
- n. Continuously evaluate the school's activity/athletic program, always seeking ways to improve.
- o. Keep informed of current trends and changes in the profession.
- p. Join and play an active role in professional organizations that promote interscholastic athletics, such as NIAAA, MIAAA, and KCIAAA.

**Specific Duties—In Conjunction with the Coach**

- a. Conduct pre- and post-season meetings with coaches.
- b. Collect, verify, record, and have on file physical forms.
- c. Collect and send all “transfer of eligibility” forms to the school last attended and notify the appropriate coach of the results when forms are returned.
- d. Distribute all MSHSAA entry forms to head coaches prior to deadline dates, making sure entry forms are submitted to the appropriate place by the due date.
- e. Send a reminder to coaches of MSHSAA rules meetings.
- f. Send courtesy information to the district AD and to opponents.
- g. Discuss with coaches the arrangements to handle any emergency treatment that may arise.
- h. Work closely with each coach in administering the budget for the current year and with budget requests for the following year.
- i. Assist coaches with problem-solving and decision-making skills.
- j. Maintain proper rapport with coaches.
- k. Assist in the coordination of insuring, collecting, and inventory of supplies and equipment.

**Game Administration of Athletic Contests**

- a. Check that playing fields/courts are properly marked and in safe playing condition on the date of the contest.
- b. Secure individuals to work as scorers, timers, ticket-takers, etc.
- c. Make arrangements so that visiting teams and officials are greeted, shown dressing rooms, and given any assistance to make their visit a pleasurable experience.
- d. Check all timing devices, lights, etc., the day of the contest to make sure they are in proper working order.
- e. Give specific instructions to ushers and security personnel.
- f. Make arrangements to insure that all equipment, timing devices, bleachers, field markers, etc., will be properly stored at the completion of all contests.
- g. Arrange to check visiting locker rooms for lost items or damage.
- h. Arrange that the area used for the contest is properly secured afterward.
- i. Coordinate the starting time schedules for band, pre-game ceremonies, and half-time and post-game programs.
- j. Arrange for game program information, printing, and distribution.

- k. Arrange for supervision by a certified athletic trainer.
- l. Coordinate payment of officials.

**Budget/Financial Responsibilities**

- a. Assist district AD in the preparation and administration of the athletic budget according to district policy and procedure that will include funds for transportation, officials, game workers, equipment cleaning and repair, state tournament expenses, coaches' travel, etc.
- b. Provide head coaches with on-going administration of their individual athletic accounts.
  - 1). Sign all "P.O." requests
  - 2). Keep a running balance of the athletic budget
- c. Assist in the selection of successful bidders for athletic supplies and equipment. Bids and purchases must be completed according to BOE policies. The school will not be responsible for expenditures that do not adhere to these policies. Any person who does not follow these procedures will be personally responsible for payment of items ordered.
- d. Inform all coaches of the proper procedures for fund-raising.

**Scheduling**

- a. Assist coaches and district AD in developing sports' schedules.
  - b. Coordinate the use of all athletic facilities for practices/contests.
  - c. Check individual sports' schedules for accuracy/conflicts.
  - d. Check daily transportation list for accuracy/conflicts.
  - e. Inform school switchboard operator, coaches, district AD., Booster Club, custodians, event staff coordinator of cancellations/postponements, and place information on school info line.
  - f. Reschedule cancelled/postponed contests and notify all personnel involved.
8. Admission Prices

All admission prices must coincide with any approved admission policies for Suburban Conference schools. Post-season admission prices are established by the Missouri State High School Activities Association.

**B. MSHSAA AND LEE'S SUMMIT R-7 ATHLETIC ADMINISTRATIVE PROCEDURES**

- 1. Physical Exams and Insurance
  - a. Each student participating in athletics is required to have a physicians certificate stating that he or she is physically able to participate in athletic contests of his or her school. The medical certificate is valid for the purpose of this rule if issued on or after February 1 of the previous school year.
  - b. A student shall not be permitted to participate in any athletic activity until the school has verification that he/she has basic athletic insurance coverage.
  - c. The completed form shall be turned in to the AD's office. A copy must be kept by the coach and will be on file with the building AD.
  - d. The Lee's Summit R-7 School District does not carry accident insurance to cover injury to students while participating in athletics and activities.

- e. The Lee's Summit R-7 School District does participate in a statewide liability/lifetime catastrophe medical insurance plan to cover students while practicing for and/or participating in interscholastic music, speech, and athletic programs of Lee's Summit R-7.
  - g. All coaches will report all injuries to the certified athletic trainer that may fall under the provision of the state-approved catastrophic insurance policy. The certified athletic trainer will forward this report to the school nurse.
  - h. Certified athletic trainers will accompany varsity football teams to all contests. They will offer coverage of all home varsity collision/contact sports' contests. Coverage of all other levels and events will be covered as determined necessary with the help and guidance of the building AD.
2. Parental Permission
- Prior to each year of interscholastic athletic participation, a student shall furnish a statement, signed by the student's parents or guardians, which grants permission for the student to participate in interscholastic athletics.
3. Teacher Absenteeism Limit
- A school shall not enter more than six interscholastic events in any sport or music activity, exclusive of district and state events sponsored by MSHSAA, which cause an individual to be absent from his or her teaching duties. A school shall not enter more than six interscholastic speech events per semester, exclusive of district and state events sponsored by MSHSAA and NFL districts, which cause an individual to be absent from his or her teaching duties.
4. College Tryouts
- Students are permitted to participate in college try-outs, auditions, or evaluation events only when conducted outside of the school sports season for the sport concerned.
5. Recruiting of Athletes
- The recruiting of prospective athletes by any Lee's Summit R-7 coach is strictly prohibited. Coaches are expected to coach the students who come out for the teams in their schools as a result of the regular enrollment processes.
- There shall be no attempt on the part of representatives of one school to secure attendance of any students outside their school attendance area who do not, of their own volition and because of residence, attend that school.
6. Removal of Team from Contest
- Any school whose coach removes a team from play in protest may be required to appear before the MSHSAA Board at its next meeting to show reason why the school shall not be suspended.
7. Letters and Awards
- a. Athletic
- All of the R-7 athletic programs offer an athletic letter. Each sport offers objective criteria and qualifications for lettering set by the individual sport coaching staff. Subjective criteria such as, but not limited to, the factors of sportsmanship, citizenship and good team membership also determine the conferring of a letter. Coaches have the right to set the standards they want in order to letter athletes. Coaches should communicate to the athletes the varsity lettering standards prior to the start of the season. Standards should not change

after they have been stated. The head coach has the ultimate authority in the granting of a varsity athletic letter.

b. Non-Athletic

Several organizations offer a non-athletic letter for their activity. Each activity offers objective qualifications and criteria for lettering set by the organization.

The additional factors of good school citizenship and a constructive, positive attitude are integral criteria of the lettering process. For lettering requirements, check with individual staff advisors.

8. Admission to Playing Field and Athletic Areas

Only certified personnel and those designated by the school administration to act as officials or to have specific assignments at athletic practices or contests are to have access to dressing rooms, training rooms, equipment rooms, and other athletic rooms or playing areas. It shall be the responsibility of the coach, and/or administrator in charge of the practice or contest to exclude unauthorized persons from the areas designated.

At scheduled games, adult personnel on the school's team bench or sidelines shall be limited to coaching personnel, those persons who are officially assigned to the high school sports squads in that school, and/or the team doctors/certified trainers. Any request for additional individuals requires approval by the building AD prior to the beginning of the contest.

9. Marching Bands—Football

- a. Use of the game field will be arranged by a mutual understanding of the principal, district AD, building AD and marching band director. Permission to use the field before the game or at halftime may be denied when field conditions are ~~very poor~~ **unsatisfactory**.
- b. Marching units should be ready to march onto the field for pre-game performance 15 minutes before game time.
- c. Band will play the National Anthem 5 minutes before game time.
- d. Half-time performances should be no longer than 12 minutes including entrance and exit time. If more time is needed due to a special performance, it is the responsibility of the band director to request additional time to from the building AD at least a week in advance. The AD will contact the opponent's AD. This request shall be made to the building AD who may approve or deny the request.

10. State Tournament Competition

- a. Teams and individuals that qualify for MSHSAA state competition will be provided registration, transportation, lodging, and meals.
- b. Arrangements for lodging, transportation, and meal money will be made by the ~~district AD.~~ **Head Coach. The District Purchasing Card to be used for these expenses.**
- c. Individuals will be reimbursed a maximum of \$15 per day for meals (\$4 breakfast, \$5 lunch, \$6 dinner).

11. Game Administration

a. Plan for Game Administration

Each AD is to prepare a plan for the administration of home athletic contests. Such plans will include deployment of duties of school personnel and deployment and duties of security personnel.

b. Administrator of Visiting Team

Arrival time for the visiting administrator will depend on the sport and the two schools that are competing. Specific circumstances and relationships between the two schools may determine the time and number of supervisors present.

The home game administrator should introduce himself/herself to the game officials and the visiting administrator (head coach in case of administrator absence) in order to have knowledge of his/her seat location so that, if necessary, contact can be made quickly.

12. Use of Signs, Banners, and Other Spirit Devices at Athletic Events

Streamers, signs, or banners may not be paraded at any athletic event sponsored by the Lee's Summit Schools. Those that promote good sportsmanship may be posted, but they must be posted prior to the game.

If objectionable signs are displayed by fans of either school, the matter should be brought quickly to the attention of the proper administrator of the responsible school and appropriate action taken.

13. Security

- a. The district AD, building AD, and principals will decide the events and number of security personnel needed for home contests.
- b. The district AD will employ needed security personnel and pay out of district budget for athletics.
- c. Deployment and placement of security personnel during their time on duty shall be determined by the event staff coordinator and building AD.

14. Transportation

All travel must conform to the Lee's Summit R-7 Board of Education Policies. Additional transportation guidelines for athletics are:

- a. Lee's Summit R-7 or a contracted bus company will provide athletic teams with transportation to away contests.
- b. There are times when athletic contests are held on a Saturday within the district or at other times and locations when the site is a short distance; then, sports teams may furnish their own transportation.
- c. At no time will an athletic squad be denied transportation for an approved trip furnished by the district.
- d. Authorized personnel approved to drive their own personal car will be reimbursed according to the school district approved mileage rate.
- e. The number students that may be transported by authorized district personnel will depend upon the number of seat belts in the vehicle. The R7 employee's personal insurance will be in effect.
- f. **Contracted vans must be rated to transport no more than 10 passengers or less including the driver.**

15. Stadium Emergency/Crisis Plan

There are many emergencies/crises that could occur during games. It is in the best interest of a school to have an emergency plan laid out and in place at the game site in case of a natural disaster or a situation created by an individual or individuals. Included is an example of the one that is in use at Lee's Summit R-7 High Schools. For most events, only one administrator is in charge at games, so that individual may

need to direct supervisors or workers to handle one or more of the items listed. For home football games, where multiple administrators are present, the AD should be in charge and direct other administrators on what role to take.

The Lee's Summit R-7 School District produces an emergency manual with numbers of emergency personnel and a listing of who to contact in certain emergencies within the district.

For all events, administrators should carry walkie-talkies and cell phones. Lee's Summit police employ the 911 system.

- a. Lightning
  - 1) Instruct individuals to enter the gym building.
  - 2) Check lightning detector in booth.
  - 3) Contact police, ambulance, and central office if injuries occur.
- b. Tornado
  - 1) Clear the stadium immediately if a tornado siren is heard, or one is sighted. Individuals should be instructed to either lie face down in a ditch, or go to interior rooms in the buildings. Gyms are not considered interior rooms due to their roofs. Minimally, keep people away from doors and windows.
  - 2) Contact police, ambulance, and Central Office.
  - 3) Contact electric, gas, and water companies, if necessary, for shut-off.
- c. Earthquake
  - 1) Assemble on the field or practice field. Do not enter buildings or stay in bleachers. Be aware of falling stadium lights. Watch for fallen electric lines.
  - 2) Contact police, ambulance, and Central Office.
  - 3) Contact electric, gas, and water companies, if necessary, for shut-off.
- d. Large fight
  - 1) Contact local police by administrator on duty to have combatants arrested and removed from premises.
  - 2) Have announcement made to return to bleachers and that anyone fighting will be arrested.
- e. Gunfire
  - 1) Try to minimize flight out of bleachers as best as possible to avoid additional injuries.
  - 2) Administrator in charge must call police immediately.
  - 3) Second administrator should call ambulance as soon as possible.
  - 4) Contact Central Office/SLC as soon as possible.
  - 5) Set up triage where necessary.
  - 6) If outside, administrator should get people to the nearest building. If people are in building, secure outside doors if possible. Individuals should get into rooms and lock those if possible.
  - 7). Police and administrators should make sure that traffic attempting to leave area does not block roads into school for emergency equipment.

## C. CHEERLEADING

1. Eligibility--All cheerleader squads shall meet the standards as listed in Section I of this handbook.
2. Participation--One or more school cheerleaders may represent the school:
  - a. At an event sponsored by a member school
  - b. At an event in which another group from the respective school is participating, and
  - c. In a maximum of three non-competitive cheer events (e.g. Collegiate sporting event half-time performance, (Run for the Cure event) excluding commercial and/or promotional ventures and endorsement events. Such events shall not cause a loss of class time.
3. Uniforms  
A cheerleader shall not wear school uniforms or insignia except for school-related functions.
4. Awards  
Any award received for cheerleading shall be symbolic in nature as defined by MSHSAA By-Law 231, and shall be made by the school or by the organization sponsoring a cheerleader contest.
5. Contests
  - a. During the summer months when school is not in session, a school's cheerleader(s) shall participate in the Missouri Cheerleading Coaches Association (MCCA) Regional Competition and in other competitions provided such competitions are conducted as a part of a summer camp and/or summer clinic program.
  - b. During the school year, a school's cheerleader(s) shall compete in MSHSAA-recognized Missouri Cheerleading Coaches Association state level competition
    - 1) This provision shall not prohibit school cheerleaders from being evaluated on the basis of their overall effectiveness in crowd control, sportsmanship, enthusiasm, etc. in conjunction with an interscholastic athletic event.
    - 2) A school cheerleader's season is defined as the period beginning with the date the student is selected as a school cheerleader and shall end as of the last contest of that last sports season for which the cheerleader's squad is assigned to cheer.
    - 3) A student's name shall be certified on a standard eligibility blank by the principal or superintendent of the school for participation in interscholastic cheerleading events and kept on file in the school office.
6. Physical Exams and Insurance
  - a. A school shall require of each student participating in cheerleading a physician's certificate stating that she or he is physically able to participate in cheerleading activities at his or her school. The medical certificate is valid for the purpose of this rule if issued on or after February 1st of the previous school year.
  - b. A student shall not be permitted to participate in any cheerleading activity for a school until it has verification that he or she has basic accident insurance coverage.
7. Safety Regulations



The following safety regulations shall govern the activities of all cheerleader, dance, or similar spirit groups throughout the calendar year.

- a. Pyramids (mounts) or partner stunts shall be limited to no more than two persons high. All individuals in a pyramid or partner stunt who are not in contact with the floor or ground shall be supported by one or more individuals who are in direct contact with the floor or ground.
- b. The use of mini-tramps, springboards or similar height-increasing apparatus shall not be permitted.
- c. All other safety rules as stated in the National Federation rules book must be followed unless amended by MSHSAA.

8. Number, Qualifications, and Selection

There are no set Lee's Summit R-7 guidelines for the number, qualifications, and selection methods for cheerleaders. Schools will determine what they are most comfortable and successful with in regard to these areas.

9. Required Events

It is recommended that dance participation be determined by the administration and sponsors at each individual school.

10. Transportation

All travel must conform to the Lee's Summit R-7 Board of Education Policies.

#### **D. DANCE SQUADS**

1. Eligibility

All Dance squads shall meet the standards as listed in By-Law 280 of the MSHSAA handbook.

2. Awards

Only symbolic awards and a merchandise award with a manufacturer's suggested retail value not to exceed \$100.00 are permitted. No cash awards shall be offered. (See By-Law 231.2 a & c for definition of allowable awards.) All awards shall be made by the school or by the organization sponsoring a dance team contest as permitted in By-Law 281 above. (This standard does not prohibit a school from accepting expenses for transportation, meals for students, and other similar expenses.) (By-Law 282.1)

3. Physical Exams and Insurance

- a. A school shall require of each student participating a physician's certificate stating that he/she is physically able to participate in dance activities at his or her school. The medical certificate is valid for the purpose of this rule if issued on or after February 1st of the previous school year.
- b. A student shall not be permitted to participate in any dance activity for a school until it has verification that he or she has basic accident insurance coverage.

4. Number, Qualifications, and Selection

There are no set Lee's Summit R-7 guidelines for the number, qualifications, and selection methods for dance squads. Schools will determine what they are most comfortable and successful with in regard to these areas.

5. Required Events

It is recommended that dance participation be determined by the administration and sponsors at each individual school.

6. Event Regulations

Dance squads shall be allowed a maximum of three in-state or out-of state contests, festivals and/or clinics during the school year (from the opening day of classes to the official closing day at the end of the academic year). These activities shall meet the following standards:

- a. For events sponsored by non-school organizations, no entry fee or admission shall be charged for participating schools including participants, directors/coaches, and chaperones.
- b. The safety regulations contained in MSHSAA By-Law 105 or any which are more restrictive that are established by the event sponsor shall be followed.
- c. Any dance event which involves students from more than one school, sponsored by a non-school organization or a college or university or which will involve schools from other states, shall have the approval of the Board of Directors. Application for approval shall be submitted no later than 30 days prior to the event. An interschool dance event sponsored by a member school which involves only Missouri schools shall have the approval of the high school administrator.
- d. The site of the function shall be located within the state, or if it is outside the state, it shall be located within 250 air miles of the perimeter (border) of the State of Missouri with the following exceptions:
  - 1). The school receives approval from the Board of Directors to accept an official invitation extended to the principal or superintendent, to allow that school to participate in a significant function held outside the state sponsored by commercial organizations or for promotional purposes - and which does not cause a loss of more than one day or part of one day of class time to participate or to travel. Application for approval shall be made by the principal or superintendent of the school with the official approval of his board of education.
  - 2). Events involving students from more than two schools approved for commercial or promotional purposes and which cause a loss of class time shall not be approved for schools outside their respective local communities.
  - 3). This section shall not be interpreted to prohibit a local board of education from adopting any higher standards that it considers appropriate for its school community.
  - 4). A school that violates any of these standards shall be suspended from participation in any interscholastic dance activity for a period not to exceed 365 days. It shall further be considered a violation for member schools to participate in an interscholastic dance event with a member school so suspended.

7. Transportation

All travel must conform to the Lee's Summit R-7 Board of Education Policies

#### IV. DEBATE AND FORENSICS

The Interscholastic Debate and Forensics Program of the Lee's Summit R-7 School District shall consist of the following: various forms of debate including but not limited to policy team, public forum debate, Lincoln-Doubles debate; various forms of speech and acting interpretative individual and duo events including but not limited to dramatic and humorous selections, original oratory, extemporaneous speaking; and other events such as but not limited to congressional speaking events, mock trial contests, one-act plays, reader's theatre. Events and competitions are determined by coaches and based on invitational tournament offerings.

##### A. Organization and Administration

The Interscholastic Debate and Forensics Program of the Lee's Summit R-7 School District is administered through the district's senior high schools and the Communication Arts Department.

The administration and operation of debate and forensics shall comply with the rules, regulations, and policies of the Missouri State High School Activities Association (MSHSAA), the Lee's Summit R-7 Board of Education, and the National Forensic League (NFL). It is the responsibility of all administrators, coaches, and sponsors of teams that participate in interscholastic competition to be aware of and abide by all appropriate rules and regulations.

It is the responsibility of the debate and forensics coaches to keep their students informed of MSHSAA rules and regulations, of relevant policies of the Board of Education, and of NFL guidelines.

##### B. Sponsorship

Sponsors of debate and debate coaches must be certified faculty members. The teachers assigned to debate and forensics shall be responsible for planning the programs, for handling correspondence with MSHSAA related to all disciplines, and for attending field trips with the participants.

##### C. Scheduling and Length of Season

Schedules of debate and forensics activities and competitions must be approved by the building AD. Season limits for the debate and forensics competitions are set by MSHSAA as follows:

“No interscholastic debate, dramatics, or speech events shall be held before the second Friday in October nor later than April 1; district festivals shall be held no later than the last weekend in March; and the state tournament shall be held no later than the Friday and Saturday of week number forty-two of the Standardized Calendar.”

The debate and forensics season shall conclude with the MSHSAA State Tournament or the National Forensics League Tournament. The Mock Trials season shall conclude with the state or national competition.

D. Limits on Participation: Teachers and Students

MSHSAA guidelines on “Teacher Absenteeism” states:

“a school shall not enter more than six interscholastic speech events per semester, exclusive of district and state events sponsored by MSHSAA and NFL districts, which cause an individual to be absent from his or her teaching duties.”

MSHSAA guidelines set limits on student participation in debate and forensics as follows:

“No individual student shall participate in more than ten interscholastic speech and/or debate meets, festivals, and/or tournaments, exclusive of the Missouri NFL district tournaments and MSHSAA district and state festivals. Neither shall a student give the same individual speech or selection in more than five tournaments, meets, or festivals during the school year, and he or she shall not have given the same selection the previous year.”

E. Fundraising

Outside parent groups choosing to raise money for equipment or supplies do so with the understanding that said equipment and supplies become the property of the Lee’s Summit R-7 School District.

F. Eligibility

Any student who represents his or her school in interscholastic speech activities shall meet the standards set by MSHSAA in By-laws 210 through 219. See pages 7-13 of this handbook.

Any student who misses school time because of participating in an unapproved speech event, or because of any travel involved, shall be ineligible to represent the school in interscholastic speech for 365 days from the date of violation unless the absence is approved in advance by the school administrator.

Students participating in interscholastic speech events are expected to follow all rules and procedures as indicated by the sponsor.

Students are expected to refrain from conduct that would reflect discredit upon themselves, their school, their school district, or forensics.

Falsification of evidence in debate will not be tolerated.

G. Transportation

All travel must conform to the District Transportation Policy. Additional transportation guidelines for debate and forensics are as follows:

1. The Lee’s Summit R-7 will provide transportation for all activities where deemed necessary by the AD and the sponsor.
2. Coaches will coordinate transportation and housing for their teams.
3. Authorized personnel approved to drive their own personal cars will be reimbursed according to the school district approved mileage rate.

4. No more than four students may be transported by car. Vans can transport the number of persons authorized by the manufacturer.
5. For regularly scheduled events and/or tournaments, lodging and meals will be the responsibility of the participants.
6. For regularly scheduled events and/or tournaments, drivers' meals and expenses are included in the field trip expense and are paid from the school's budget.

#### H. State and National Competition

When students qualify to participate in speech and debate events at the state (MSHSAA) and/or national (NFL) level, the Lee's Summit R-7 School District will provide for entry fees, transportation, food, and lodging for those students and for designated staff members accompanying qualifying students. Similarly, students qualifying for the state and national Mock Trials competitions, sponsored by the Missouri Bar Association, will be eligible to receive financial assistance from the district for travel expenses.

### I. MSHSAA By-Law 500: Speech Regulations

#### 1. School Eligibility to Enter Events

Any public or private high school of Missouri, which is a member of the Missouri State High School Activities Association, is automatically eligible to enter contests and events in this area.

#### 2. Advisory Committee

There shall be an Advisory Committee appointed by the MSHSAA Board of Directors with the advice and counsel of the Speech Association of Missouri with this Committee to be responsible to the Board of Directors.

#### 3. Board of Directors Responsibility

The MSHSAA Board of Directors, with the advice and counsel of the Advisory Committee, shall set up such contests and events as it deems advisable, formulate policies and regulations for administering these events, determine the districts and sites for the contests, select local directors, and determine the entry fees.

#### 4. Speech Events Sanction Regulations

- a. Any speech event that involves students from more than one school and sponsored by a non-school organization or a college or university shall have the approval of the Board of Directors, and interstate speech events shall have the approval of the Board of Directors and the National Federation of State High School Associations. Application for approval shall be submitted no later than 30 days prior to the first date of the event.
- b. An interschool speech event sponsored by a member school shall have the approval of the high school administrator and, for interstate events, approval of MSHSAA Board of Directors.
- c. All events shall meet the following standards:
  - 1). No cash or merchandise awards shall be offered.
  - 2). No interscholastic speech event shall start before 4:00 p.m. on a school day, except that events may start as early as 2:00 p.m. on Friday. The National Forensic League and MSHSAA district and state events shall be exempted from this regulation.

- 3). Shall be in accord with all other provisions contained in the Speech By-Laws.
  - d. A school may participate in any approved interscholastic speech event within the state, but shall not participate during the school year in any speech meet located at a distance greater than 250 air miles from the perimeter (border) of the State of Missouri.
5. Season Limits
- No interscholastic debate, dramatics, or speech events shall be held before the second Friday in October nor later than April 1; district festivals shall be held no later than the last weekend in March; and the state tournament shall be held no later than the Friday and Saturday of week number forty-two of the Standardized Calendar.
6. Protests
- Any protest shall be submitted in writing to the Executive Director as soon as infractions of rules are discovered.

## **V. FINE ARTS**

### **A. Activities**

- The Lee's Summit R-7 Fine Arts Activity Programs shall consist of the following:
- Band (Symphonic, Concert, Jazz, Marching)
- Choir (Concert, Chamber, Mixed, Treble, Jazz)
- Musical Theatre
- Symphonic/Concert Orchestra
- One-Act Plays
- Art Portfolio Competitions
- National Competitions
- Large Group/Small Group Ensembles
- All Kansas City Suburban Band, Orchestra, Choral
- Solo Competitions
- All District Band/Orchestra/Choral
- All District Art
- Dramatic Competitions
- All State Band, Orchestra, Choral
- Visual Art Competitions
- Reader's Theatre

### **B. Regulations and Guidelines**

Regulation of Fine Arts activities are determined by the Missouri State High School Activities Association (MSHSAA). It is the responsibility of the fine arts faculty to keep themselves and their students informed of Missouri State High School Activities Association rules and regulations.

### **C. Sponsorship**

All schedules for fine arts participation shall be approved by the high school principal and the sponsor.

All overnight events shall be under the direct supervision and responsibility of a Lee's Summit R-7 teacher.

### **D. Teacher Absenteeism Limit**

A school shall not enter more than six interscholastic events in any sport or music activity exclusive of district and state events sponsored by MSHSAA, which cause an individual to be absent from his or her teaching duties.

A school shall not enter more than five interscholastic speech events per semester, exclusive of district and state events sponsored by MSHSAA and NFL districts, which cause an individual to be absent from his or her teaching duties.

### **E. Length of Season**

The number of state competitions for each student and/or ensemble is set by MSHSAA.

### **F. Fundraising**

Outside parent groups choosing to raise money for equipment or supplies do so with the understanding that said equipment and supplies become property of the Lee's Summit R-7 School District.

### **G. State Tournament Competition**

- a. Teams and individuals that qualify for MSHSAA state competition will be provided registration, transportation, lodging and meals.
- b. Arrangements for reimbursement for lodging, transportation, and meal money will be made by the District Music Coordinator.

### **H. National Competition**

The Lee's Summit R-7 School District will provide expense money for transportation, food, and lodging (*according to district policy regarding out-of-district travel*) for students and designated staff members in order to participate in National ensembles which are supported by their professional organization and determined via auditions or a similar selection process.

### **I. Finance**

Performing and Visual Arts monies shall be used:

1. To provide transportation for those groups that receive invitations to perform for professional organizations (*e.g., Missouri Music Educators Association; Music Educators National Conference, Mid-West Band and Orchestra, National Jazz Educators, State/International Thespians, etc.*).
2. To provide transportation, registration, room and board for individual students that are selected by audition and/or invitation from professional organizations (*i.e.,*

*MENC, MMEA, NJAE, etc.*) to perform as part of the suburban district, state or national ensembles.

3. To provide transportation for the various Lee's Summit All-District ensembles.
4. To provide support for Musicals in all of the District high schools.
5. To provide transportation for visual arts students entering into area and/or state competitions.
6. To provide transportation for students entering in state and/or area dramatic competitions that are sanctioned by the state activities association.

#### **J. Transportation**

All travel must conform to the District Field Trip policy. Each fine arts teacher shall coordinate transportation and housing for his/her school. If departure time from the school, or return to the school, is within an hour of regularly accepted mealtimes, pupils should eat at home.

Every effort shall be made to obtain the best motel and hotel rates available. Special school rates are usually obtainable by prior arrangement.

#### **K. Student Conduct**

Students are required to follow all rules and regulations, as indicated by their sponsor, which would reflect those of their department, their building, the Lee's Summit R-7 School District, and the state of Missouri (*please refer to Lee's Summit R-7 Board of Education Policies Student Conduct JFC through JFCJ*).

### **VI. MSHSAA REGULATIONS--MUSIC**

#### **A. Eligibility**

All students who represent their school in interscholastic music activities shall meet the standards contained in By-Law 400 of the MSHSAA handbook.

#### **B. Eligibility for Ensemble and Solo Events**

1. Students enrolled in grades seven through twelve are eligible for participation in ensemble events, provided they are enrolled in a member middle or senior high school. If the middle school in which they are enrolled is not a member of MSHSAA, they shall not be eligible to represent the senior high school in district, state, or invitational music festivals, contests, or clinics. Students below the seventh grade are not eligible for interscholastic activities.
2. A soloist must be a member of a school music performing organization except in the case of any instrument listed under those accepted for solos in the MSHSAA Evaluative Music Festival Manual. If that instrument is not represented in the school's musical organizations, such student may be entered when certified by the school administration.

#### **C. Entry Requirements for District and State Festivals**

A student must be entered by a senior high school. Students enrolled in member middle schools may be entered in music festivals by senior high schools as provided in the Music



Evaluative Festival Manual, but they may not be entered in such events by member middle schools. All district and state events sponsored by MSHSAA at the present time are for senior high schools only.

**D. Missing School Time**

Any student who misses school time because of participating in an unapproved music event, or because of any travel involved, shall be ineligible to represent the school in interscholastic music for 365 days from the date of violation unless the absence is approved in advance by the school administrator.

**E. Activities Included**

Music activities as used in By-Law 400 of the MSHSAA handbook shall include those interscholastic music activities that are outgrowths of the member schools' regular music programs and included in the festival manual. The term "evaluative festival" shall mean that the performance of an individual and/or group shall be rated according to achievement standards.

**F. School Eligibility to Enter MSHSAA Events**

Only those schools that are members in good standing with the Missouri State High School Activities Association offering for credit approved by the Missouri State Department of Education one or more of the following: Band, Orchestra, Boys' Chorus or Glee Club, Girls' Chorus or Glee Club, Mixed Chorus or Choirs shall be eligible to participate in MSHSAA-sponsored music events.

**G. Advisory Committee**

There shall be a Music Advisory Committee appointed by the MSHSAA Board of Directors with the advice and counsel of the Missouri Music Educators Association This committee will be responsible to the Board of Directors.

**H. District and State Festivals**

The state music festival shall consist of only those solos and small ensemble entries of not more than eight students qualified at an MSHSAA District Music Festival; however, there shall be a terminating state festival held in each district for large choral and instrumental ensembles. The Board of Directors shall have the authority to determine the music festival centers, and the schools to be assigned to these festivals. There shall be an upgrading of adjudicating at both the district and state levels.

**I. Entry Regulations for District and State Festivals**

Only those schools that meet the requirements and pay the necessary fees are eligible for district and state evaluative festivals. Only those schools qualifying at a district festival shall be eligible to enter students in the state festival.

1. Individual schools shall carefully screen entries for the district festivals.
2. No school may participate in more than one district festival, which shall be the festival held at the center set for its district, to qualify for the state festival.
3. No school that received the highest division rating in a district shall be compelled to enter the state festival.

4. Only soloists and small ensembles earning a highest rating in one of the district evaluative festivals may be entered in the state evaluative festival.
5. All entries must be certified by the principal or superintendent of the school they represent. Entries submitted by a private teacher will not be accepted.

**J. Fees**

The Board of Directors upon the advice and counsel of the Music Advisory Committee shall set the uniform fees to meet the needs of the district and state evaluative festivals. District and state festival directors shall submit a report to the MSHSAA Office for each festival together with a check for the surplus from entry fees or statement of deficit to be reimbursed by MSHSAA.

**K. Administration of Festivals**

The administration of the district and state evaluative festivals shall be governed by the policies and regulations adopted by the Board of Directors upon the advice and recommendations of the Music Advisory Committee and published in the music festival manual. There shall be no recording of performances at district and state festivals.

**L. Adjudicators**

The Board of Directors shall approve judges for the district and state festivals. The judges shall be selected from a MSHSAA-approved list and reported to the Executive Director as soon as contracted. The Board of Directors, by its own action or upon the recommendation of the Music Advisory Committee, may remove any judge's name from the approved list for what it may consider "just cause."

**M. Adjudicator's Fees**

The Board of Directors shall set fees for judges of all MSHSAA festivals.

**N. Music Events Sanction Regulations**

Any interscholastic music event or other interscholastic function involving music abilities in which member school music organizations or individual students participate during the school year (from the opening day of classes to the official closing day at the end of the academic year) shall meet the following standards:

1. Any awards offered shall be symbolic only and shall not include any type of cash or merchandise awards. (This standard does not prohibit a school from accepting expenses for transportation, meals for students, and other similar expense.)
2. No entry fee or admission shall be charged for events sponsored by non-school organizations.
3. Any music event that involves students from more than one school sponsored by a non-school organization or a college or university shall have the approval of the Board of Directors, and any interstate event shall have the approval of the Board of Directors and the National Federation of State High School Associations. Application for approval shall be submitted no later than 30 days prior to the first event. An interschool music event sponsored by a member school shall have the approval of the high school administrator and, for interstate events, approval of the MSHSAA Board of Directors.

4. The site of the function shall be located within the state, or if it is outside the state, it shall be located within 250 air miles of the perimeter (border) of the State of Missouri with the following exceptions:
  - a. Honorary, noncompetitive demonstration performances at Music Education Meetings, or Music Educators Conferences, which conferences or meetings are attended by music educators, for which the performing group or individual has been selected because of excellence of past performances and to demonstrate methods of instruction and level of performances possible.
  - b. The school receives approval from the Board of Directors to participate in a significant function within the state sponsored in whole or in part by the Missouri State Government or the U.S. Government. Invitations to participate in any such event shall be extended directly to the principal or superintendent of the school. Application to the Board of Directors for approval shall be made by the principal or superintendent with the official approval of his or her Board of Education.
  - c. The school receives approval from the Board of Directors to accept an official invitation extended to the principal or superintendent to have his school designated as the one high school to represent officially the State of Missouri at a significant function held outside the State sponsored in whole or in part by the Missouri State Government or the U.S. Government. Application for approval shall be made by the principal or superintendent of the school with the official approval of his or her Board of Education.
  - d. The school receives approval from the Board of Directors to accept an official invitation extended to the principal or superintendent, to allow that school to participate in a significant function held outside the state sponsored by commercial organizations or for promotional purposes—and which does not cause a loss of more than one day or part of one day of class time to participate or to travel. Application for approval shall be made by the principal or superintendent of the school with the official approval of his or her Board of Education.
  - e. Events involving music organizations or individual music students from more than two schools approved for commercial or promotional purposes and which cause a loss of class time shall not be approved for schools outside their respective local communities.
  - f. This section shall not be interpreted to prohibit a local Board of Education from adopting any higher standards that it considers appropriate for its school community.
  - g. A school that violates any of these standards shall be automatically suspended for 365 days from participation in any interscholastic music activity sponsored by member schools or by this Association. It shall further be considered a violation for member schools to participate in an interscholastic music event with a member school so suspended.

#### **O. Transportation**

All travel must conform to the District Field Trip policy. Transportation monies shall be used to support:

1. Those individuals or groups that receive invitations to perform for their professional organization.
2. The various All-District programs.
3. Approved local and/or state Visual Arts competitions.

## **VII. MSHSAA REGULATIONS - DRAMA**

### **A. Speech/Drama Event Sanction Regulations**

1. Any speech/drama event which involves students from more than one school sponsored by a non-school organization or a college or university shall have the approval of the Board of Directors and interstate speech events shall have the approval of the Board of Directors and the National Federation of State High School Associations. Application for approval shall be submitted no later than 30 days prior to the first date of the event.
2. An interschool speech event sponsored by a member school shall have the approval of the high school administrator and, for interstate events, approval of the MSHSAA Board of Directors.
3. All events shall meet the following standards:
  - a. No cash or merchandise awards shall be offered.
  - b. No interscholastic speech event shall start before 4:00 p.m. on a school day, except that events may start as early as 2:00 p.m. on Friday. The National Forensic League and MSHSAA district and state events shall be exempted from this regulation.
  - c. The event shall be in accord with all other provisions contained in the Speech By-Laws.
4. A school may participate in any approved interscholastic speech event within the state, but shall not participate during the school year in any interstate speech meet located at a distance greater than 250 air miles from the perimeter (border) of the State of Missouri.

### **B. Season Limits**

No senior high school interscholastic debate, dramatics, or speech events shall be held before the second Friday in October nor later than April 1; district festivals shall be held no later than the last weekend in March; and, the state tournament shall be held no later than the Friday and Saturday of week number 42 of the Standardized Calendar.

The season for middle high school interscholastic speech events shall be a maximum of 12 consecutive calendar weeks in length and may be held at any consecutive calendar week in length whenever the Winter Holiday period falls within the speech season.

### **C. Transportation**

All travel must conform to the **District Field Trip policy. (Policies IICA and IICA-AP).** Transportation monies shall be used to support students and/or groups entering approved state or local dramatic competitions.

## **VIII. ACADEMIC COMPETITION**

Academic Competition: Shall be defined as competition between two or more schools which involves the answering of questions by team members “quiz bowl” style. The questions involved shall be eclectic in scope, involving all of the primary academic disciplines (math, science, literature, fine arts, social studies, etc.)

### **A. Missing School Time**

No individual student may participate in more than two sanctioned academic competition events that cause him/her to miss more than one day or part of one day of class time to participate in each of the two events causing time away from school.

Any student who misses school time because of participating in an unapproved academic competition event, or because of any travel involved, shall be ineligible to represent the school in interscholastic academic competition events for a period not to exceed 365 days from the date of violation unless the absence is approved in advance by the school administrator.

### **B. Limits on Participation**

Students enrolled in grades nine through twelve shall participate in no more than fourteen interscholastic academic competitions during the school year, exclusive of MSHSAA and district and state competition. Seventh and/or eighth grade students shall participate in no more than eleven interscholastic academic competitions during the school year. Ninth grade students, if participating at the junior high level, are eligible to participate on a higher-level team (high school) and have a total of fourteen competitions in which they may participate.

### **C. Certification of Academic Competition Eligibility**

1. A student's name shall be certified on a standard eligibility form, by the principal or superintendent of the school, for participation in events and kept on file in the school office.
2. A master eligibility roster compiled on a standard eligibility form shall be filed with the building principal five days before the school participates in its first event of the season.
  - a. Additions to rosters shall be made at least five days before the date of the event.
  - b. The master eligibility roster submitted for the first semester shall be official for the second semester except for additions or deletions necessary due to changes in the eligibility status of any student(s).
  - c. Any student whose name is so certified on a master eligibility roster will be considered as having participated that semester, unless his/her name is removed, with proper verification on file by the school administrator before the twentieth day of the semester and before the student enters an event.
3. No student shall be considered eligible to represent his/her school until the student's name is filed on the master eligibility roster on file with the school administrator.

### **D. Academic Competition Event Sanction Regulations**

1. Any academic competition event, which involves students from more than one schools, sponsored by a non-school organization or a college or university, shall have the approval of the Board of Directors, and interstate academic competition events shall have the approval of the Board of Directors and the state associations of all states invited. Application for approval shall be submitted no later than 30 days prior to the first date of the event.

2. An interschool academic competition event sponsored by a member school shall have the approval of the high school administrator and, for interstate events, approval of the MSHSAA Board of Directors.
3. All events shall meet the following standards:
  - a. Awards presented shall be symbolic in nature or a merchandise item not to exceed a suggested manufacturer's retail price of \$25.00 as defined in By-Law 231. No cash award shall be offered.
  - b. All interscholastic academic competition events shall be in accord with all other provisions contained in the Academic Competition By-Laws 290 and 600.
4. A school may participate in any approved interscholastic academic competition event within the state, but the school shall not participate during the school year in any interstate academic competition event located at a distance greater than 250 air miles from the perimeter (border) of the state of Missouri.
5. A school that violates any of these standards shall be suspended from participation in any interscholastic academic competition standards for a period not to exceed 365 days. It shall be considered a violation for a member school to participate in interscholastic academic competition events with a member school so suspended.

APPENDIX A

R-7 ACTIVITY/ATHLETIC  
COMMITMENT FORM

2011-12

PARTICIPANTS NAME (PRINT) \_\_\_\_\_ SCHOOL YEAR \_\_\_\_\_

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

- Successfully pass a physical examination by a registered physician or other authorized health care provider, and the copy of such examination must be on file in the office of the building athletic director. The physical exam is valid if issued on or after February 1 of the previous school year.
- Return the Activity/Athletic Commitment Form properly signed.
- Provide proof of personal health insurance. \_\_\_\_\_
- Have parent and student signature. \_\_\_\_\_ (Company Name/Policy #)

As a school’s student-athlete participating voluntarily in interscholastic athletics, I verify that:

1. I have reviewed the information and understand what the R-7 School District expects from me in regards to sportsmanship, citizenship, scholastics, and staying free from drug/alcohol/tobacco use while enrolled in this school. I understand the consequences for breaking school policy, and I will not do so while an R-7 School district student participant. **I understand that this is a year-round commitment.** 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.
2. I acknowledge that I have been properly advised, cautioned and warned by administrative and coaching personnel of the 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.
3. I, along with my parents, certify that I have reviewed, understand, and will follow all of the school district policies in the activity/athletic handbook. In order to be eligible for participation, I understand I must comply with all requirements listed.
4. I understand I must be enrolled and have passed a minimum of six credit classes the semester prior to participation as well as being enrolled in six credit classes the current semester of participation.

**R-7 Citizenship violation Consequences.** Non-credible citizenship may result in disciplinary action. These actions may include parental contact, one-on-one conferences, extra athletic conditioning, benching, non-participation in interscholastic games, and/or a percentage of the interscholastic season withheld. **Ultimately**, removal from participation and/or the team can occur. A student shall not be considered eligible while under suspension.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

As a parent/guardian of a student participating voluntarily in interscholastic athletic/activities, I have read reviewed the information, discussed it with my son/daughter, and will support the high school in its efforts to promote good citizenship.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\* Please note: Coaches or sponsors may have additional policies other than what is listed in the handbook and will provide this information to each student/athlete and parent.**

**APPENDIX B-1**

**LEE'S SUMMIT R-7 SCHOOLS  
FUNDRAISING ACTIVITY**

Today's Date: \_\_\_\_\_

NAME OF GROUP \_\_\_\_\_ SPONSOR \_\_\_\_\_

Type of Fundraiser (must be specific, i.e. Blow Pops, Cheese & Sausage, Etc.)

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Program Start Date \_\_\_\_\_ Program End Date \_\_\_\_\_

Approved       Not Approved

\_\_\_\_\_  
SPONSOR'S SIGNATURE

\_\_\_\_\_  
ADMINISTRATOR'S SIGNATURE





**APPENDIX C-1**

**PROJECTED R7 Summer Camp Budget**

**Building:** \_\_\_\_\_ **Sponsoring Coach:** \_\_\_\_\_

**Camp Held At:** \_\_\_\_\_

**Camp Dates:** \_\_\_\_\_ **Camp Hours:** \_\_\_\_\_

**Date Form Submitted:** \_\_\_\_\_

**Camp Revenues:**

Camp Description	Cost per Camper		# Anticipated	Anticipated Revenues
	\$	X		\$
			Actual Participation	Total Camp Fee Revenues
	\$	X		\$
Other Camp Revenues (Describe below)				Total Revenue from that Source

**Camp Expenditures**

Expenditure Description	Unit Cost		Total Units	Total Cost
Staff Salaries	Per Hour		Total Hours	Total Cost

**Money Allocated to District Athletic Budget:**

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**COACHES:** Please complete the form and return a copy to your Building A.D. and to CO district athletic office.

**APPENDIX C-2**

**LEE'S SUMMIT R-7 COACHES CHECKLIST I**

*(Fill in date completed)*

On the First Day of Practice:

*Note: If these items are not filled in, then they are not completed!*

- \_\_\_\_\_ 1. Physicals MSHSAA Participation Certificates:
  - student's signature
  - parent/guardian's signature
  - physician's signature
  - verification of health/medical insurance
- \_\_\_\_\_ 2. Identity student/athletes with special medical needs.
- \_\_\_\_\_ 3. Students new to R-7 schools identified and activities coordinator notified so that transfer of eligibility forms can be sent to previous school and returned prior to first contest.
- \_\_\_\_\_ 4. The possibility of injury discussed with participants.
- \_\_\_\_\_ 5. Schedules distributed and expectations of athletes reviewed, including attendance at practices and games and citizenship/sportsmanship.
- \_\_\_\_\_ 6. Distribute and explain Activity/Athletic Code of Conduct and Student Commitment Form.

During Preseason:

- \_\_\_\_\_ 7. First Aid Kit prepared and made available at all practices and games.
- \_\_\_\_\_ 8. MSHSAA guidelines concerning practices should be completed by all athletes prior to the first contest. *Exception: When a student has been a member of another school sport immediately proceeding, and there is an overlap of seasons.*
- \_\_\_\_\_ 9. Attend MSHSAA Rules Interpretation Meeting.
- \_\_\_\_\_ 10. "How To Protect Your High School Eligibility" pamphlet distributed and discussed with students.
- \_\_\_\_\_ 11. Eligibility List completed and returned to AD at least 10 days prior to first contest.
- \_\_\_\_\_ 12. Arrange transportation for the season in advance as much as possible, but at least 14 days prior to the day it is needed. Check for conflicts.
- \_\_\_\_\_ 13. Practice and game equipment issued with accurate records on file.
- \_\_\_\_\_ 14. Lettering requirement explained/and distributed to athletes in writing.
- \_\_\_\_\_ 15. Team pictures arranged and yearbook supervisor notified of the date.
- \_\_\_\_\_ 16. Collect completed Activity/Athletic Commitment Form.

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(Coach's signature)

(Date)

**APPENDIX C-3**

**LEE'S SUMMIT R-7 COACHES CHECKLIST II**

*(Fill in date completed)*

During Season and Ongoing Tasks:

- \_\_\_\_\_ 1. Maintain a record of injuries or reportable accidents and keep on file with the Activities Office.
- \_\_\_\_\_ 2. Arrange changes in schedules, such as transportation needs, cancellations, or rescheduling in conjunction with AD.
- \_\_\_\_\_ 3. Report results of tournament brackets and results of seeding meetings by the beginning of the next school day to the AD.
- \_\_\_\_\_ 4. Report game results to media using appropriate methods.
- \_\_\_\_\_ 5. Complete MSHSAA written coaches' test and return to AD.
- \_\_\_\_\_ 6. Submit coaching clinic requests to AD.
- \_\_\_\_\_ 7. Submit budget requests well in advance of need.
- \_\_\_\_\_ 8. Secure approval of a fund-raising activity in advance from AD.
- \_\_\_\_\_ 9. Submit non-conference/tournament requests to district activities director for development of schedules.

Within Three Weeks of Last Contest:

- \_\_\_\_\_ 10. Complete Sports Summary Report and return to AD.
- \_\_\_\_\_ 11. Complete MSHSAA Official's Rating Form (if applicable) and return to AD.
- \_\_\_\_\_ 12. Collect equipment and keep accurate records of all inventory.

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(Coach's signature)

(Date)

## APPENDIX D

### **SAMPLE AGENDA FOR PRE-SEASON MEETING WITH COACHES, PARENTS**

Here is a sample agenda for a pre-season meeting for coaches and parents. The primary purpose of such a meeting is to let parents and athletes know what will be expected of them and what your rules are.

- I. Overview**
  - A. Welcome by coach/sponsor
  - B. Introduction of assistant coaches
  - C. Program coaching philosophy
- II. Information**
  - A. How teams will be chosen (varsity, junior varsity, sophomore, etc.)
  - B. Criteria for lettering and other awards in writing
  - C. Team rules
    - 1. Commitment
    - 2. Expectations for athletes within the program
    - 3. Procedure for quitting
  - D. Training room rules
  - E. Explain and demonstrate skills, scoring, rules.
  - F. Role of referee
  - G. Trainer services available
  - H. Provide practice and game schedules
  - I. Communications procedures (e.g., phone tree)
  - J. Travel guidelines
    - 1. Transportation - bus (at parent request, student can be picked up by parent)
    - 2. Depart/return together; other situations must be cleared by athletic director
    - 3. Dress guidelines, conduct, meal money
  - K. How to qualify for state competition
- III. Tobacco, Alcohol and Other Drug Prevention**
  - A. Introduction
  - B. Being at a party where there are illegal substances (guilt by association)
  - C. Closing message might include
    - 1. Serious about responsibility to fight alcohol and other drug use on team
    - 2. Invitation to athletes and parents to join school in prevention effort
    - 3. Follow-up possibilities, after-game parties, parent network
  - D. Code of Conduct
    - 1. Policy on use of tobacco, alcohol and other drugs
    - 2. Eligibility rules
- IV. Question and Answer/Discussion Topics**
  - A. How can parents be involved?
  - B. How will we celebrate our successes and handle our defeats?
- V. Evaluation**
- VI. Closure**
  - A. Concluding remarks
  - B. Distribute schedule, away-game directions