

# **Clinton School District**



# **Activities Handbook**

**2022-2023**

*Revised August 2022*

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**ATHLETIC CODE of CONDUCT**

**“Excellence in Athletics”**

**“Accountability, Leadership, Love, Integrity, Nourishment”**

Student Name \_\_\_\_\_ Class of: \_\_\_\_\_  
First, Last Year of Graduation

Statement to be signed by student and parent/guardian:

I have received a copy of and have read the Athletic Handbook and Athletic Code of Conduct distributed by the Clinton School District. I understand the guidelines and accept my personal responsibility for following all of them. I understand that this code applies to my entire career as a Clinton School District student.

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

I acknowledge receiving the Athletic Code of Conduct distributed by the Clinton School District. I accept my responsibility for helping my son/daughter live up to the guidelines. I understand that this code applies to my son/daughter’s career as a Clinton School District student.

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

## INTRODUCTION

This booklet is designed for students and parents/guardians to help define the role of athletics and activities in the Clinton School District. This ready reference should assist anyone seeking information about the function and governance of athletics and activities in this school district. Further, it should serve as an additional instrument for coaching personnel to communicate with parents/guardians and students.

## MISSION STATEMENT

The Clinton School District recognizes that extracurricular activities play an integral role in our educational system. Therefore, the Activities Department, in cooperation with the community, endeavors to create a program to assist students in reaching their potential as individuals and as team members to ensure their positive educational experience. The mission of interscholastic athletics in the Clinton School District is to extend educational opportunities through competition while maximizing participation in programs that promote citizenship, sportsmanship, a healthy lifestyle and positive life skills.

## PHILOSOPHY

We, the administration and coaching staff of the Clinton School District consider interscholastic athletics and activities to be a vital part of the total educational process. Clinton School District Activities are committed to the democratic process, which recognizes an equal opportunity for all students, regardless of sex, color, national origin, sexual orientation, religion, or economic status (see pg. 12).

Our philosophy is to provide all students with an environment that is safe and encourages active participation in a variety of activities under different teacher/coach role models. As members of the Clinton School District Activities Staff, we strive to foster positive experiences, and guide our student athletes toward realizing their full potential.

Through practices, games, and personal example, the staff works toward preparing students to succeed rather than merely to win. **We are not just in the business of winning, but more importantly, building winners!**

**The Goal of Clinton School District Athletics & Activities:** The Clinton Activities Program will strive to provide students with an opportunity to be selected as members of a sports team based upon personal physical skill level, motivation and desire. Emphasis will be placed on the improvement of each student's character development and acquisition of the knowledge and physical sports skills. The welfare of the student athlete will be the rule. Efforts will be made to support the activities program with the best facilities, equipment and with the most qualified staff available. The ultimate goals of athletic activity will be to realize the value of participation, strive for excellence, keep a proper competitive spirit and develop and improve positive citizenship. Student athletes will apply the knowledge learned to growing into a lifelong, healthy individual.

## RESPONSIBILITIES OF COACHES

1. Place health and safety above winning and encourage the highest standards of conduct and scholastic achievement among athletes.
2. Teach the fundamental skills of their particular sport.
3. Set a good example in physical fitness, health practices, and social behavior.
4. Teach about quality, lifelong nutrition, physical conditioning, and care of injuries.
5. Oversee the safety conditions of the facility or area in which assigned sport is conducted while students are present.
6. Seek out, understand, and follow all directives and guidelines emanating from higher authority that pertain to athletics.
7. Teach discipline and sportsmanlike behavior while respecting the integrity and personality of the individual student/athlete at all times.
8. Refrain from use of profanity or physically abusive actions towards players, parents, spectators, officials, and the news media.
9. Coaches are expected to work with all other coaches, parents and student athletes to encourage multi-sport participation.
10. The coach must be willing to work under the direct supervision of the Activities Director in all phases of the program.
11. The head coach of each sport is responsible for the successful organization of all teams in that sport. Head coaches are expected to provide proper and necessary leadership for their assistant coaches. Periodic staff meetings administered by head coaches will assure this.
12. The assistant coach is expected to carry out all assignments as designated by the respective head coach.
13. Each coach is expected to take part in the total school program and not just in their chosen field.
14. Coaches are responsible for obtaining their own coaching certification. However, first-time coaches will be reimbursed for MSHSAA-required course offerings.
15. All coaching staff must follow all guidelines in Clinton School District handbooks.
16. Set an example for the athletes by showing the highest moral character, behavior, and leadership.
17. The coach will be responsible for all athletes leaving the athletic complex immediately after practices and games. A coach will remain until all his/her athletes have left the athletic complex.
18. The head coach must report any major violation(s) or infraction(s) of MSHSAA Guidelines by a coach or assistant coach by the end of the next scheduled school day. Report must be written and submitted to the athletic director. Failure to report any infractions to the head coach or Activities Director will result in possible suspension for the remainder of the season.
19. Additional requirements, other than those expressed in the Activities Handbook, may be set by the head coach and must be approved by the Activities Director prior to the beginning of the season.
20. Coaches must notify parents of starting and ending time of practices, as well as departure times for contests and approximate time of return after contest. This same notification will be submitted to the athletic director's office.

## PARENT/COACH RELATIONSHIP

### ***Communication You Should Expect from your Son/Daughter's Coach will include:***

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as for all of the players on the squad.
3. Location and times of practices and contests, communicated in a timely manner. This will come from a centralized source such as Remind 101, GroupMe, or Public Social Media Outlets.
4. Team requirements, i.e., fees, special equipment, off-season programs, etc.
5. Procedures to follow should your child be injured during participation.
6. Discipline that may result in the denial of your child's participation.

### ***Communication Coaches Expect from Parents will include:***

1. Advance notification of any schedule conflicts.
2. Concerns expressed directly to the coach.

**NOTE:** When a person (such as a student, parent, teacher, coach or an administrator) has a question, concern, or complaint regarding an athletic situation we have found the following line of communication is very effective in resolving issues.

#### Parents are requested to follow these steps:

1. Start with the source. Have the student involved in the activity talk with the coach or sponsor first. Talk directly with the coach, in private, face to face, away from the practice site or game arena. A telephone call may be necessary to arrange an appointment. After a contest is not a good time.
2. If this does not resolve the situation, a parent can request a meeting with a coach or sponsor. Talk directly with the coach, in private, face to face, away from the practice site or game arena. A telephone call may be necessary to arrange an appointment. This request should be made 24 hours after an event if the concern comes as a result of a contest or competition.
3. If necessary, talk next with the District Activities Director.
4. If response to the situation is not satisfactory, set up a meeting with the High School Principal.
5. If response to the situation is not satisfactory, set up a meeting with the Assistant Superintendent.

As your child becomes involved with the programs in the Clinton School District, he/she will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coaches is encouraged.

#### Appropriate concerns for parents to discuss with the coaches are:

1. Ways to help your child improve in the sport or academically.
2. Concerns about your child's behavior, mental or physical health.
3. The physical or mental treatment of your child.

**NOTE:** Coaches are professionals. They may make judgment decisions based upon what they believe to be best for all students involved. As you have seen from the list above, certain things may be discussed with your child's coach. Other things must be left to the discretion of the coach.

#### Issues not appropriate for parents to discuss with the coaches:

1. Playing time, playing position of the student
2. Team strategy.
3. Play calling, etc.
4. Other student athletes.

If a student has a concern about their status on a team in terms of playing time, position, rank, level etc. they should have the conversation with their coach or sponsor.

## SPORTSMANSHIP

We believe that interscholastic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor according to these five principles:

- 1) Accountability
- 2) Leadership
- 3) Love
- 4) Integrity
- 5) Nourishment

**This Code applies to all students, student athletes, parents of student-athletes, and spectators involved in interscholastic activities and athletics.**

**PLEASE cheer for our Cardinals through thick and thin and never belittle other teams, coaches, spectators or officials.**

## HIGH SCHOOL ATHLETIC ELIGIBILITY

**2.3.2 Grades 9-12 Requirements:** A student in Grades 9-12 must meet the following requirements in order to be academically eligible to participate in interscholastic activities:

- a) Semester Prior to Participation: The student shall have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, or a student must have made standard progress for his or her level the preceding semester in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age.
- b) Semester of Participation: The student shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater; or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age.
- c) 80% Credit Requirement: The calculation of the credit requirement described in a-1 and a-2 above for all enrolled students at the school shall be based on the maximum allowable classes in which a student can be enrolled at the member school during the normal school day due to the academic system that the member school has selected. Credits earned in school-sponsored "extra" classes taken beyond the normal school day may be used toward academic eligibility. Internet classes offered by and at the member school and which are completed no later than the close of the semester with credit placed on the student's transcript can be counted toward academic eligibility. (See also By-Law 2.3.4 regarding other courses that may be utilized.)
- d) Entry into 9th Grade: A beginning 9th grade student shall have been promoted from the 8th grade to the 9th grade for first semester eligibility.
- e) Progress: A student must be making satisfactory progress towards graduation as determined by local school policies.

## SCHOOL ATTENDANCE AND ACTIVITIES

In order for a student to participate in an extracurricular activity, the student must be in school attendance. Any absence from school must have administrative approval before a student may participate that day. Students arriving later than fifteen minutes to school will not be allowed to participate in activities that day.

**A student that has an unexcused absence on a given day will not be eligible to participate in a contest or practice**

until he/she has attended a full day of classes, unless excused by the principal. Students assigned to In-School Suspension may practice but not participate in MSHSAA Competitions. Conversely, suspension from school (OSS) will cause the athlete to be suspended from both practice and competition during the suspension period. At 3:00pm on the last day of In-School suspension students become eligible to participate at the coach's discretion. For OSS, students may come back to activities the day after their suspension ends. Finally, students in ISS are not allowed to be dismissed early from school to participate. If ISS is assigned on a Friday to begin on the following Monday, students can still participate on Friday.

## HIGH SCHOOL ATHLETE'S CODE OF CONDUCT

### CONDUCT OF THE STUDENT/ATHLETE

1. Good sportsmanship is a major objective during practice and all athletic contests.
  - a. Athletes will not use profane language.
  - b. Athletes will treat opponents with respect.
  - c. Athletes shall not argue or make unsportsmanlike gestures toward officials, opponents, spectators, or each other.
2. Additional requirements other than those expressed in the Student Activities Handbook may be set by the head coach and must be approved by the Activities Director prior to the beginning of the season.
3. Student/athletes must also follow the guidelines and rules set forth in the CHS Student Handbook.

## DISCIPLINE (MSHSAA)

### 2.2 CITIZENSHIP REQUIREMENTS

**2.2.1 Citizenship:** Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditible citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

#### 2.2.2 Law Enforcement

1. A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies.
  2. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.
  3. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. (Editor's Note: If a traffic offense is accompanied by an act covered in letter a above, such as property damage, bench warrant, etc., eligibility will be delayed per letter a.) Page 40 2021-22
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#### 2.2.3 Local School

1. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
2. The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.
3. A student shall not be considered eligible while serving an out-of-school suspension.

4. If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.
5. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.
6. Each school shall diligently and completely investigate any issue that could affect student eligibility.

#### **2.2.4 Expulsion**

A student who is expelled from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion. An expulsion is prompt removal of a student from school following the conduct for which the student is under discipline, whereby the student is not allowed to return to school until either an appeals process reinstates the student or the duration is fulfilled. However, this period of ineligibility shall not apply to any student expulsion for conduct otherwise protected by law which does not materially and substantially interfere with the requirements of appropriate discipline in the operation of a school.

#### **2.2.5 Student Responsibility**

Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors. Editor's Note: See also By-Law 3.10.5, Eligible at Time of Transfer.

#### **Clinton School District Consequences for Violation of Policy**

Misdemeanor (excluding minor traffic violations) -- the student will be suspended 20% of athletic contests, competitions, or performances.

Felony -- the student will be suspended from 20% of athletic contests, competitions, or performances up to permanent suspension from athletic participation. Decisions related to penalties will be made jointly by the head coach, athletic director, and principal.

1. Use of Alcohol and Non-prescribed Drugs -- Participants shall not use alcoholic beverages or non-prescribed drugs. If a student participant violates this regulation, his or her violation will be reviewed by the head coach, athletic director, and the principal. Following the review, the student and his or her parents will be notified of the decision.
  - a) First Offense -- Restriction from participation (contests) for 20% of the athletic contests, competition, or performances.
  - b) Second Offense -- Restriction from contest for 365 days.
  - c) Subsequent Violation(s) -- the student shall lose eligibility for 365 days beginning from the date of the administration's decision.
2. Use of Tobacco Products -- Student participants shall not use tobacco products.
  - a) First Offense -- the student will be suspended 10% of athletic contests, competitions, or performances.
  - b) Second Offense -- the student shall be suspended 20% of athletic contests, competitions, or performances.
  - c) Subsequent Violation(s) -- the student shall be suspended 20% of athletic contests, competitions, or performances.

Coaches and sponsors are encouraged to take steps that encourage participants to comply with the citizenship standards. Any specific questions regarding citizenship and eligibility may be addressed at [www.mshsaa.org](http://www.mshsaa.org) or by

contacting the school Activities Director.

Students or parents who wish to appeal an athletic suspension should submit their desire to do so in writing to the building principal. See Appendix A for details.

## **Hazing**

Hazing will not be tolerated or permitted. Hazing is defined as follows:

1. To harass by exacting unnecessary, disagreeable or degrading tasks or activities which may result in harm or bodily injury to an individual.
2. To play abusive and/or humiliating tricks on an individual by way of initiation.

## **Social Network/Media Policy**

(Facebook, Twitter, Instagram, Snapchat, TikTok, Email, Texting, and any other forms of social media or information-sharing platforms)

1. Students and Student Athletes are to refrain from posting statements, comments, photos, and other types of media, which may be construed as slanderous, libelous, personal attacks on other student-athletes and/or athletic personnel, or in any way disrupts the educational and/or athletic/extracurricular process.
2. Student Athletes are to refrain from posting statements, comments on photos, and other types of media, which may be construed as harassment (racial, gender, sexual, ability, etc.) of another individual.
3. Student Athletes and athletic personnel are to refrain from developing social networking relationships, beyond the normal and expected lines of professional communications (i.e. practice times and schedule changes, team announcements, excusal from practice or event, and etc.).

Any program concerns should always be addressed in person. Violations of the Hazing and Social Media Policy will be investigated by the Activities Director and the school-based principal in determining the proper disciplinary actions to take (i.e. suspension from contests).

## **Suspension/Removal from a Team**

All suspensions or removals from an individual team or organization will be handled by the head coach of the given program on a case-by-case basis. Coaches will, of course, follow all District Guidelines outlined in the Clinton School District Student Handbook for reference when addressing the severity of punishment which could lead to suspension or removal.

## **Individual Coaches Rules & Regulations**

Coaches may establish additional rules and regulations with the prior approval of the building administration/activities director. These additional rules for a particular sport or activity must be stipulated in writing to all team members and parents and explained fully at the start of the season.

## **GENERAL POLICIES AND PROCEDURES FOR ACTIVITIES**

### **Off-Season Conditioning Program**

In order to improve or maintain the physical condition of student/athletes and to lessen the danger of injuries, a coach may provide a voluntary off-season program according to the rules of MSHSAA.

The student shall have the choice of participation in more than one summer program.

### **Loss of Equipment**

Each athlete accepts full responsibility for all Athletic Department equipment issued to him/her, and must return all items at the conclusion of the season. Any athlete losing equipment will not be allowed to participate in another sport until the equipment is returned or paid for. Payment for these items will be made at full replacement value and paid to "Clinton High School". Athletic Department equipment, including practice gear, game jerseys, and warm up uniforms are to be worn only during official team functions. Students owing fines or fees may not be able to participate in dances, or other school related functions, or receive their diploma if obligations are not taken care of.

Dual Participation:

Occasionally, an athlete is talented enough to participate in two sports during the same season. The determining factor should be fairness to the teams involved. Both the coaches and Activities Director must agree to this arrangement before an athlete is allowed "dual participation." This will occur in the form of a meeting with all parties involved.

### **Squad Cuts**

In the Clinton School District "cutting" players from the athletic teams is discouraged, but in certain sports maximum student participation levels must be established. The coach will explain to the athletes the criteria for gaining membership to the team before practice begins. Those students not making the team will be entitled to have a personal interview with the coach.

### **Proper Supervision & Clinton School District complaints with Titles VI and IX**

Athletes are not to be in the locker room, the gymnasium, the weight room, training room, or other indoor/outdoor athletic facilities unless properly supervised by their coach.

No employee or student of the School District shall on the grounds of sex, race, color, religion, sexual orientation or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or activity of the School District.

The School District is committed to the philosophy of equal opportunity/equal access in all its employment, educational programs, activities and services. All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance, co-curricular and other school-related activities. Discrimination in education or employment because of race, color, national origin, ancestry, religion, creed, sex, age, physical or mental handicap, marital or parental status, pregnancy, sexual orientation, or veteran status is prohibited.

The School District is committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The School District prohibits sexual harassment of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or student. Such behavior may constitute a basis for disciplinary action up to and including discharge or expulsion. Whereas sexual harassment substantially

compromises the attainment of educational excellence, the School District will not tolerate such behavior between members of the same or opposite sex.

The School District also prohibits retaliation against:

1. any employee or student for having made a report of alleged sexual harassment, and
2. against any employee or student who has testified, assisted or participated in the investigation of a report.

Retaliation is itself a violation of State and Federal regulations prohibiting discrimination and may constitute a basis for disciplinary action up to and including discharge or expulsion.

This policy applies to individuals attending any events on the property of the School District, whether or not school-sponsored and to any school-sponsored events regardless of location. Any complaints of sexual harassment in violation of this policy should be reported within 20 calendar days of occurrence.

A copy of the School District's Sexual Harassment Policy may be obtained at the building principal's office. Nothing in this policy applying to Title IX is intended to alter the School District's Sexual Harassment policies.

**Dr. Christian Meier, the Assistant Superintendent for the Clinton School District is the District Title VI and IX coordinator. All written complaints alleging violations of Title VI or Title IX should be made to him. He will investigate these grievances or complaints and must provide an opportunity for a hearing with an opportunity to present proper evidence. Final appeals for all unresolved matters may be taken to the Board of Education.**

## **TRANSPORTATION**

1. Students must travel with their team on a school-sponsored transportation to and from out-of-town contests. These vehicles are to be driven by adults certified and approved by the Clinton School District Administration. Students will not be allowed to drive themselves to any out-of-town contests.
2. Coaches will travel on the same transportation with their teams. Any other options will be discussed with the Activities Director for a need of secondary transportation.
3. At the discretion of the principal or athletic director, students may continue on to another destination with their parents or legal guardians with the following provisions:
  - a) The parent or guardian legally responsible for their child may sign out their own child/student. This parent or guardian may sign their student/student athletes out with the coach or sponsor responsible for the student/student athlete post-contest or event.
  - b) The parent or legal guardian must make personal contact with the coach when he/she picks up the student.
  - c) Each Coach will maintain their own sign-out sheet which must be filled out for EACH Athletic Contest which a student athlete chooses to be "checked out" from.
  - d) Parent transportation to an athletic event can only be approved by the Activities Director of the Clinton School District.
4. On activities trips, students shall maintain school vehicles in a state of cleanliness (e.g. Don't leave trash in the bus).
5. Dismissal lists for teams or groups that will miss a part of the academic day must be communicated to the CHS and CTS staff 24 hours in advance.
6. Male and female athletes are not allowed to sit together on trips.

## **Practice Policies**

All sport teams MUST conform to MSHSAA regulations regarding in-season and out-of-season limits and dates. Length of practice will vary due to coaching circumstances. A time limit determined by the coaching staff should be adhered to as much as possible. Athletes must have time for normal home activities, study and other school activities. Additionally, parents should be able to count on clear communication and consistency in this area.

### **Athletic Awards**

All athletic rewards are given out by the coaches and other outside organizations. The athletics department does not give any awards to student athletes other than pins and letters (Coaches create their own criteria on how a player letters).

### **Fundraising**

All fundraising done by an athletic team must get approval from the Activities Director. A fundraising form must be filled out and approved before any fundraising is done. Fundraising should be done with a purpose for needs/wants/wishes of the program. If possible, all fundraisers should benefit the community as well (youth camps, discount cards, golf tournaments). All fundraising monies collected by athletes, students, coaches and/or sponsors must be turned into the school to be deposited as soon as possible into the correct athletic/team account by school employee or representative. IE: coaches and sponsors should not hold onto money overnight.

### **Athletic Booster Groups**

The responsibility of providing the necessary funds to support the athletic program lies with the Board of Education and the Clinton School District Administration. Some of the funds to meet expenditures are allocated in the district's budget. However, the Activities Department relies heavily on resources from gate receipts and concessions. All proceeds of booster/sport fundraisers must be housed and spent out of each respective sports activity account at CHS. The administration recognizes the valuable services rendered by Booster organizations affiliated with Clinton School District Activities. Further, the administration welcomes this participation and commends the organizations for their contributions and services to our youth and school.

### **Physical Examinations**

Athletes must maintain current physical examination status as outlined by MSHSAA through the use of PRIVIT in conjunction with the Clinton Activities Department.

Athletics is a voluntary, extra-curricular program in which the student may participate if he/she so desires but does so at his or her own risk of injury. Clinton School District does not assume financial responsibility relative to doctor, ambulance or any medical expense. Parents are required to obtain adequate insurance coverage for their children, either through a family insurance policy or through the commercial insurance plan made available by the school district. It must be remembered, however, that because the coaching staff encourages students to enroll in an insurance program, this in no way exposes the coach, school, or School Board to liability in case of injury.

### **Risk of Injury**

By its nature, participation in interscholastic athletics includes risk of injury, which may range in severity. Although serious injuries are not common in school athletic programs, it is impossible to eliminate the risk.

### **NCAA Clearinghouse**

A student-athlete who is planning to enroll in college as a freshman and wishes to participate in Division I or Division II athletics, must be certified by the NCAA Initial-eligibility Clearinghouse. The Clearinghouse ensures consistent interpretations of NCAA academic requirements for all prospective student-athletes at all member institutions. Please see your high school counseling office for information about the NCAA Clearinghouse.

**ACTIVITIES SUSPENSION APPEAL PROTOCOLS**

**1. Activities Director processes initial disciplinary code of conduct/procedure**

- Initial disciplinary decision will indicate first opportunity for appeal.
- Student/Parent must appeal to the Appeals Committee in writing within the timeframe indicated on the initial disciplinary referral.

**2. Initial Discipline Appeal may be heard by the Appeals Committee.**

- Appeals Committee shall consist of five (5) members from each secondary (MS + HS) building
- Membership will be determined at the beginning of the school year and each member will serve from August 1 - July 31.
- Members shall include:
  - Building Administrator (Principal and/or Assistant Principal)
  - Teacher Liaison/Representative
  - Counselor and/or Social Worker
  - Coach
- Alternate members for each category shall be chosen in the event there is a conflict of interest
- Hearings shall take place within 10 business days of receipt of appeal.
- Decision shall be reached within 2 business days of appeal hearing.
- Student/Parent must submit their appeal of the Committee's decision to the Central Office Superintendent within 5 business days.

**3. Appeals Committee appeals may be heard by the Central Office Appeals Committee.**

- Central Office Appeals Committee:
  - CO Appeals Committee shall consist of:
    - Superintendent
    - Assistant Superintendent
    - Elementary Administrator
- Hearings shall take place within 10 business days of receipt of appeal.
- Decision shall be reached within 2 business days of appeal hearing.
- Student/Parent must submit their appeal of the Central Office decision in writing within 5 business days to the Board of Education President.

**4. Central Office Appeals Committee appeals may be heard by the Board of Education.**