



## **Athletic Handbook**

2550 Elm Street  
St. Charles, MO 63301

Main Office (636) 946-6767  
Fax (636) 946-6267

[www.duchesne-hs.org](http://www.duchesne-hs.org)

## **ATHLETIC PHILOSOPHY**

An interscholastic athletic program as a co-curricular activity is an integral part of the total education and growth experience at Duchesne High School. Athletics are designed to engage student-athletes fully in mind, body, and spirit. Participation in a sport is a privilege that carries with it responsibilities to the activity, to the student body, to the community and to the students themselves. Duchesne High School strives to foster the spiritual, moral, intellectual, emotional and physical growth of our student-athletes in all that we do.

## **GOALS**

The goals of the athletics program at Duchesne High School are for participants to:

- Promote sportsmanship, teamwork, dedication, commitment, self-discipline, unity, and school pride.
- Enjoy the sports they play and develop lasting friendships.
- Learn the rules and the skills for the sport they are playing.
- Establish a base for a life-long fitness.

## **STANDARDS AND RULES**

As a member of the Missouri State High School Activities Association, we follow the guidelines and policies outlined in their handbook as it pertains to athletics and activities. In many cases, the Duchesne policies are more stringent, holding our students to a higher standard. Below are the eligibility standards for participation in athletic activities.

### **Duchesne High School**

- Must attend all practices and contests unless excused by the coach.
- Must not smoke or use any other tobacco products.
- Must not use alcoholic beverages.
- Must not use illegal drugs.
- Must not be present at a student gathering where fellow students are using drugs or alcohol.
- Must have a MSHSAA physical form on file in the Main Office.

### **Missouri State High School Activities Association (M.S.H.S.A.A.)**

- Must be a creditable school citizen.
- Cannot be 19 years old before July 1 preceding the opening of school.
- Cannot have graduated from a four-year high school.
- Cannot have attended eight semesters of high school.
- Cannot have competed in more than four seasons of a particular sport.
- Must attend school the first 11 days of the semester.
- Must be enrolled in courses offering 3.0 units of credit.
- Must have earned 3.0 units of credit the preceding semester.
- Cannot have played under a false name.
- Cannot commit an unsportsmanlike act while participating in an interscholastic contest. You will be suspended from the next contest.
- Cannot compete for a non-school team during the same sport season.

Note: These are the standards most often applicable. The entire M.S.H.S.A.A. handbook is on file in the athletic office or can be found at [www.mshsaa.org](http://www.mshsaa.org).

### **ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES**

To be eligible for participation in co-curricular activities, a student must be present at school and in class a minimum of 5 whole periods out of a 7 period day. In the event that a student-athlete must miss academic time for doctor appointments, etc. students must meet the 5 of 7 required class periods for participation and attendance at co-curriculars. A student may not leave early to go home ill and then participate or attend an activity. This participation policy includes all practices, rehearsals, dances, plays, games, etc. Exceptions may be made in the event of extraordinary circumstances and must be pre-approved by the Dean of Student Services. The administration will determine the extraordinary circumstances and participation eligibility.

If a student misses class(es) on the day of a contest without being excused by the Athletic Director (or Principal in his/her absence), 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 (or has an excused absence(s) from class) without an unexcused absence. (By-Law 212.0 MSHSAA)

Students with any combination of 10 attendance occurrences in a semester (for this policy an occurrence includes any tardy, early dismissal, late arrival, partial absence or full absence) are ineligible from participating in co-curriculars for the duration of that semester. Appeals may be made to the Director of Athletics or Dean of Students who will consult with the Principal to make a final determination.

### **ACADEMIC AND CONDUCT STANDARDS**

We believe that certain responsibilities need to be met before a student may participate in athletics at Duchesne High School. We believe that academics and conduct are a first priority and therefore a student must be performing at an acceptable level in academics and conduct before they may participate in athletics.

#### **Academic Standards:**

Students wishing to be eligible to participate in co-curricular activities must be making satisfactory progress toward graduation, as determined by Duchesne policy.

1. *Cumulative Studies:* Students cannot be more than ½ credit deficient towards minimum requirement for graduation in their academic career. This is calculated at 3.5 credits per completed semester. (For example, a student just completing their sophomore year should have accumulated a minimum of 14.0 credits. If that student has successfully completed 13.5 credits, they are eligible for co-curricular activities. If they have successfully completed 13.0 or fewer, they are academically ineligible to participate in co-curriculars. ) Also, students wishing to participate in co-curriculars and are behind in the minimum graduation requirements must also have an approved plan in place with the Principal to make up those credits.

2. *Current Studies:* Student quarter grades will be checked every Monday starting two weeks into the first and second semesters. If a student has any grades of “F” or two grades of “D’s” they will be required to attend Zero Hour Study Hall (ZSHS) from 8:00-9:00 on Wednesday mornings until the grade(s) are raised. This time will be an opportunity for students to work on school work and receive support from student tutors.

If a grade improves before Wednesday, they will no longer need to attend ZSHS. Students who do not attend the ZSHS will be ineligible for contests, performances, or similar activities at the discretion of the administration. Students must talk to their coach or moderator to determine what practices or activities they need to attend.

The ZSHS will also be available for teachers to send students to do make-up work or take assessments they may have been absent for, even if grades are good.

### **Conduct Standards**

We believe that certain responsibilities need to be met before a student may participate in athletics at Duchesne High School. A student-athlete’s conduct is a priority and therefore he/she must abide by these guidelines to participate in the athletic program at Duchesne High School. The student athlete must:

- Be aware and follow the rules of the MSHSAA.
- Be aware of and follow the rules of Duchesne High School as published in the *Parent-Student Handbook*.
- Be aware of and follow all team rules and regulations as explained by his/her coach.
- Never use profane language or become argumentative with referees, officials, or coaches.
- Be responsible for all uniforms and equipment issued to him/her and make restitution if these materials are lost or damaged.
- Abstain from the use of drugs, alcohol, and tobacco products.

### **COMMUNICATION**

Communication is important in the relationship between the families and school. If the director of Athletics can be of assistance to you regarding your child, please contact Debi Westhues at Duchesne High School (636) 946-6767. All of us working together will provide our students the opportunity to be successful.

### **Communication Parents Can Expect from a Coach:**

- The philosophy of the coach
- Common expectations for all players on the team
- Locations and times of all practices and contests
- Team requirements, including practices, special equipment, out-of-season conditioning
- Procedures to be followed should your child be injured during participation
- Discipline that may result in denial or limitation of your child’s participation

**Communication Coaches Expect from Parents:**

- Concerns, especially about a student-athlete's physical well-being.
- Notification of any schedule conflicts with practices or games should be brought to the coach's attention at least 48 hours before the scheduled event. When possible, please notify the coach as early as possible so he/she can prepare for practices/contests ahead of time

**Resolving Concerns or Conflicts:**

- We will encourage the young people in our programs to consult with their coaches first, as this develops responsibility and a working relationship between your child and the coach. Most concerns can be addressed at this level.
- If necessary, the next step would be for the parent to contact the coach about your concerns. Communication between the parent and your child's coach will provide a clear understanding of the problem and first hand solutions to your concern.

**ATHLETIC DRUG AND ALCOHOL POLICY**

Duchesne High School believes that the use and abuse of drugs poses a threat to young people. The use and abuse of alcohol and drugs inhibit attainment of potential and create an obstacle to full development as Christian people. Duchesne High School strives to provide a safe, drug-free school environment. We believe that the use and abuse of alcohol and drugs are destructive not only to students and their families, but also to the entire Duchesne community.

Under present federal and state laws, the possession and use of alcohol and certain non-prescribed drugs including narcotics, depressants, stimulants, inhalants, marijuana, and hallucinogenic drugs are illegal. Duchesne High School prohibits the possession, use, sale, or transfer of any of these substances. Duchesne High School also prohibits the possession, use, sale, or transfer of any counterfeit controlled substances, synthetic drugs or any person's prescribed medication. Possession of drug paraphernalia is also prohibited. The policy will be enforced on school property, within the close proximity of the school, at all school-sponsored activities, and in the transportation of students to and from any school-sponsored activities.

Alcohol testing will be conducted at all school dances and may be conducted at additional activities. Anyone found under the influence or in possession of alcohol will be refused entrance, parents will be contacted and disciplinary action will be taken. Vehicles may be searched while on school parking lots.

If the school becomes aware, in any way, of students using or possessing alcohol or drugs, or being present at an outside of school event where drugs and alcohol are being used, then it will be investigated and consequences may follow.

The Duchesne Athletic Department views participation in athletics as a privilege. When a student chooses to participate in athletics at Duchesne, they must accept the responsibility of representing Duchesne High School. One of these responsibilities is to refrain from use, illegal possession, or sale of drugs and alcohol. In addition, it is the responsibility of the student-athlete to refrain from being present where students are using drugs or alcohol. An athlete is ineligible to practice or participate in a contest until he/she has read, understands, and has

signed the Drug and Alcohol Policy form. Refer to the Student-Parent Handbook for specific information.

**What is an offense?** An offense shall constitute the illegal use, consumption of, sale, or the individual being under the influence of alcohol or drugs. Being present at a student gathering where fellow students are using drugs or alcohol will also be considered an offense.

**First Offense: In season:** Suspension for the remainder of the season or 1/3 of the sports season. **Out of season:** (Out of season refers to that time period in which an athlete is not involved in a MSHSAA authorized sports season.) Suspension from 1/3 of the interscholastic competitions. This would be applied to the next full sports season in which they (normally) participate. Appeals for the first offense will be made to the Director of Athletics and will ultimately be decided by the Duchesne Administrative team.

**Second Offense:** Suspension of the athlete from all sports competition for at least one calendar year from the date of notification. Appeals for a second offense are not permitted.

**Third Offense:** Student will not be allowed to further participate in athletics or activities, and may be asked to withdraw from Duchesne High School. Appeals for a third offense are not permitted.

#### **Concerns regarding the implementation and execution of the DHS Drug and Alcohol Policy:**

1. Suspension for the first offense applies to contests. It does not apply to practices nor does it impede an athlete's ability to be a member of an athletic team during the season in question or future seasons.
2. Suspension for the first offense shall require an interview with the Athletic Director in conjunction with the specified penalty. This interview is necessary prior to an athlete's return to the sports program.
3. The reporting of violations of the DHS Athletic Drug Alcohol Policy will be as follows:
  - a. All violations shall be reported directly to the Athletic Director.
  - b. Reporting agents must identify themselves to be considered a reliable source.
  - c. It will be the responsibility of the Athletic Director to make a judgment concerning the alleged violation in conjunction with input from the Administrative team and an interview with the athlete.
  - d. If it is determined that a violation of the policy has occurred, the Athletic Director shall notify in writing the coach of the sport in question, the athlete, his/her parents, and the administration of the punishment.
4. Process for the athlete's appeal:
  - a. The athlete may appeal any decision under the following conditions to the Principal:
    - i. The appeal must be in writing and signed by both the athlete and his/her parents or guardians.
    - ii. The request must contain specific reasons for the appeal.

- iii. The President of the school may be asked to review the appeal in addition to the Principal.
- iv. The meeting of the committee shall give the athlete opportunity to state his/her case; furthermore parents or guardians may request to address this meeting as well. This meeting shall take places as soon as possible after the appeal.
- v. The committee shall inform the parents of the committee’s decisions concerning the DHS Athletic Drug and Alcohol Policy.

**PHYSICAL EXAM REQUIREMENT**

The MSHSAA physical form needs to be filled in order to participate in athletics. Only a physical examination dated after February 1 of the year we start classes is will qualify. This MSHSAA form must be turned in to the Main Office prior to the first day of practice for the sport in which the student intends to participate.

**PRACTICE PRIOR TO GAMES**

Each individual athlete must have participated in conditioning practices with the team on 14 separate days before he or she may participate in a game or meet. This restriction is waived if an athlete competed in the previous sports season except spring to fall. This requirement is 10 practices for softball, tennis, golf, and cheerleading.

**SERVICE HOUR REQUIREMENT**

In order to help your student fulfill the service requirement, we have put in place several benchmarks during your student’s senior year. We encourage you to talk about them with your student and the consequences of insufficient hours. The table below outlines these benchmarks. Once a requirement has been met, eligibility will be reinstated.

<b>Due Date</b>	<b>Hours Due</b>	<b>Ineligible for...</b>
End First Week	50%	Senior Privilege Quarter 1 + Fall Activities*
End of Q 1	60%	Senior Privilege Quarter 2 + Winter Activities
Start of Sem 2	70%	Senior Privilege Quarter 3 + Winter Activities
End of Q 3	80%	Senior Privilege Quarter 4 + Spring Activities
Mid Q 4	90%	Prom
End of Exams	100%	Graduation

\* Activities = Athletics, Plays, Clubs, etc.

**ATHLETIC PARTICIPATION FEES**

Any student who makes an athletic team is required to pay a fee of \$100. This fee will be paid per student, per sport with a maximum charge of \$200 per child, per school year. The money collected is used by the school to defray costs for transportation, facility rental costs, official fees, etc.

## **UNIFORMS AND EQUIPMENT**

- Team uniforms, T-Shirts, Warm-up jackets and sweat suits need to be approved by the Athletic Director and the Dean of Student Services before purchase.
- Athletic uniforms are to be worn only for games. Pre-approved exceptions may be made by the Athletic Director and Dean of Student Services to wear an athletic uniform to classes to promote school spirit. This exception may be granted on a limited basis.
- All team apparel outside of the school-issued uniform must be purchased through the Duchesne Trading Post after approval by the Dean of Student Services.
- Uniforms must be taken care of, kept clean, and turned in to the coach as soon as the season is over. Failure to do this will result in withholding of grades/transcripts.
- If your uniform is lost or damaged, payment for the replacement is required. In many cases, replacement of a uniform can be significantly more expensive than the original purchase price.
- School equipment and property should be treated properly. This includes the locker room and bus. Willful destruction or loss of property or equipment will result in payment of replacement cost.

## **TECHNOLOGY**

A safe environment and one that emphasizes the dignity of and respect for all persons is a hallmark of Duchesne High School. Words, actions, or depictions which violate the privacy, safety or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action. All users are expected to conduct their on-line activities in an ethical and legal fashion.

## **TRANSPORTATION**

Due to contracting service with outside transportation companies, bus service is not always available. Coaches, athletes, managers, and statisticians will travel to and from contest in transportation provided by the school when at all possible. Teams are required to check the bus for personal items and team equipment before exiting the bus. Coaches are to discuss their transportation policy with athletes and parents before the first contest. Cars may be used in certain circumstances, as well as one way transportation to a contest with NO returning bus. At this time cheerleading, golf, and swimming teams will usually travel by car. All athletes and parents need to fill out the private transportation release form (distributed by coach) and return to the Duchesne Main Office.

## **SENIOR NIGHT**

During your son or daughter's sport season, the Athletic Director will organize a night honoring senior players and parents. Seniors suspended from school at the time of the senior night may not participate.



### **INCLEMENT WEATHER**

If school is closed early, all after school practices and contests for that day are cancelled. In the event that school is closed all day because of the severe weather, all activities are likewise canceled. However, weather conditions would improve greatly during the day, practices may be held at the discretion of the Duchesne Administration. In this case, no practice or activity may begin until after usual school hours, i.e. after 2:50pm. Information about cancellations may be found on the Duchesne website, the athletic hotline, or on the Duchesne Twitter feed @Athletics\_DHS.

### **CONCESSION STAND DUTY**

Every family is expected to volunteer for concession duties during the season their son/daughter participates in athletics on Duchesne's campus. If your son/daughter does not compete in the stadium or the gym (softball, cross country, tennis, baseball, golf, track, swimming), you will not need to volunteer. Your child's coach will develop a schedule for concession stand coverage.

### **CODE OF CONDUCT**

The conduct of all involved in education based athletics: student athletes and parents must represent the Catholic educational institutions that they represent at all times. An expectation of Christian language and behaviors is always required and any deviation from this standard is never acceptable in any athletic setting or contest and will not be tolerated.

Student spectators and fans are expected to cheer for their team and never against the other team or individuals. Isolating a member of another team through taunting or cheers is never acceptable in any athletic contest and will not be tolerated. Students, parents, and fans are there to support the missions of their school and uphold the fan expectations of education based athletics.

Student social media must always reflect the values and teachings of the Catholic Church. Social media is a vehicle to help communicate information about and help promote an athletic program or team. as such, social media postings should be informative and positive in nature. They should never engage another school or any athletes from an opposing school in any matter that does not lift up their opponent and celebrate the gifts and talents of one another. Students are always representing their Catholic schools through their social media posts and these posts should always represent the mission of their Catholic school.