



Co-Curricular Handbook

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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. Activities are designed to engage students fully in mind, body, and spirit. Participation in a co-curricular is a privilege that carries 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 students in all that we do.

The goals of the Co-Curricular 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, Duchesne follows the guidelines and policies outlined 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 activities. These are the standards most often applicable. The entire Duchesne Handbook and M.S.H.S.A.A. Handbooks are available on their respective websites.

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 for athletics.

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 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 have earned 3.0 units of credit the preceding semester.
- 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 season.

ACADEMIC STANDARDS

Certain academic responsibilities must be met before a student may participate in co-curriculars at Duchesne High School. Academics are a priority and therefore a student must be performing at an acceptable level in their academic studies and be making satisfactory progress toward graduation, as determined by Duchesne policy before they may participate.

- 1. Cumulative Studies:* Students cannot be more than $\frac{1}{2}$ 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). Students behind on graduation requirements who wish to maintain provisional eligibility must have an approved plan in place with the Principal.
- 2. Current Studies:* For Co-curricular activities, students must maintain grades in good standing. If a student has two "D's" or one "F," they are required to attend Zero Hour Study Hall on Wednesday morning in order to participate in activities. This will start after three weeks from the start of each semester.

Students who do not attend the ZHSH will receive a detention and be ineligible for contests, performances, or similar activities at the discretion of the administration.

An "F" at the end of a quarter, will result in ineligibility for co-curricular activities for one week.

If a student fails a first semester class, they will be ineligible for the first two weeks of the second semester. Failing a semester course may, put in jeopardy the student's ability to participate in co-curriculars, depending on the number of credits they need to remain eligible.

Failing at semester may jeopardize the student's ability to participate the rest of the year.

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 Assistant Principal of Student Life. 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)

CONDUCT STANDARDS

Certain responsibilities need to be met before a student may participate in co-curriculars at Duchesne High School. A student's conduct is a priority and therefore must abide by these guidelines to participate in programs at Duchesne High School.

Though a student's behavior problem might not automatically restrict his or her activity participation, it must be kept in mind that participation in student activities is a privilege not a right. It is possible that a disciplinary process would affect a student's participation in student activities. For example, involvement with alcohol and/or other controlled substances could result in a period of probation, suspension, or dismissal from an organization or activity.

Students and parents are representatives of Duchesne High School. There is always an expectation of Christian language and behaviors and any deviation from this standard is never acceptable and will not be tolerated.

The student 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. This includes all forms of e-cigarettes and vaping devices.

DRUG AND ALCOHOL POLICY

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 to refrain from being present where others are using drugs or alcohol. A student is ineligible to practice or participate in a contest until he/she has read, understands, and has signed the Drug and Alcohol Policy form.

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.

Topics 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; parents or guardians may request to address this meeting as well. This meeting shall take place 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.

SPECTATOR EXPECTATIONS

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 mission of the school and uphold the highest expectations of Duchesne high school. Those not abiding by this standard may be asked to leave the event.

SOCIAL MEDIA

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. Postings should be informative and positive in nature and they should never engage another school or student from an opposing school in a matter that does not lift-up or celebrate the gifts and talents of another. Duchesne students are always representing the school through their social media posts and these posts should always represent the missions of the school.

SPORTSMANSHIP

Sportsmanship plays a major role in the development of our students and athletes through interscholastic athletics. All spectators at Duchesne athletic contests, both home and away, have a responsibility to support this philosophy by their actions. There, we publish the following guidelines for Duchesne spectators.

Please DO:

- Cheer positively in support of our teams and not against anyone else (teams, coaches, officials, or other spectators).
- Appreciate good play by either team.
- Support the cheerleaders.
- Remember the positive things the team has accomplished.

Please DO NOT:

- Boo officials, opposing players, coaches, or fans.
- Stomp on bleachers (MSHSAA rule)
- Attempt to disconcert a person shooting free throws (screaming, etc.)
- Use signs or cheers which are designed to antagonize players or fans.
- Make derogatory remarks towards players, coaches, officials, or other fans.
- Cheer opposition errors or injuries

(These examples are actions which are not consistent with the goals and philosophies of Duchesne High School and have been cited by the MSHSAA as unsportsmanlike.)

COMMUNICATION

Communication is important in the relationship between the families and school. All of us working together will provide our students the opportunity to be successful. If a coach is not accessible, please contact the Director of Athletics at 636-946-6767.

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:

- The young people in our programs are encouraged 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.

CONCESSION STAND DUTY

Every family is expected to volunteer for concession duties during the season their student participates. If your student does not compete in the stadium or the gym (softball, cross country, tennis, baseball, golf, track, swimming, etc.), you will not need to volunteer. Your students' coach will develop a schedule for concession stand coverage.

INCLEMENT WEATHER

If school is closed early, all after school practices and contests for that day are cancelled. If school is closed all day because of the severe weather, all activities are likewise canceled. However, if 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 2:50 p.m. Information about cancellations may be found on the Duchesne website or on the Duchesne Twitter feed @Athletics_DHS.

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, officials, etc.

PHYSICAL EXAM REQUIREMENT

The MSHSAA physical form needs to be completed and turned in to the Main Office to participate in athletics. Physical Exam forms are typically valid for 2 years from the date of the physical exam. Students will not be allowed to participate or attend practice until the form is turned in to the Athletic Office.

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 tennis, golf, and cheerleading.

SAFE ENVIRONMENT

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 Gospel values can be subject to disciplinary action. All users are expected to conduct their on-line activities in an ethical and legal fashion.

SERVICE HOUR REQUIREMENT

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.

Due Date	Hours Due	Ineligible for...
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.

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.

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.

UNIFORMS AND EQUIPMENT

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.

- Team uniforms, T-Shirts, Warm-up jackets and sweat suits need to be approved by the Athletic Director and the Assistant Principal of Student Life before purchase.
- Athletic uniforms are to be worn only for games. Pre-approved exceptions may be made by the Athletic Director and Assistant Principal of Student Life 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 Assistant Principal of Student Life.
- 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.

VIRTUAL LEARNERS

Virtual learners are students who are unable to physically attend school in the building but can take classes virtually online. While this is not recommended, there are health issues and concerns that may necessitate this type of learning for a temporary period. Virtual students are not eligible to participate in co-curricular activities.