# Advance Junior High & High School Athletic/Activities Handbook



# 2018-2019

Activities:
Music Activities (Choir/Band)
Cheerleading
Academic Team

Athletics
Baseball Volleyball
Basketball Cross Country
Softball Golf

### **Student Activities Manual Philosophy**

The activities of the Advance R-IV Schools provide opportunities for the student body and community to develop positive, responsible, and personal enrichment from the respective programs provided. The activities of our schools should be a positive force in preparing our youth for an educational and vital role in life. *Participation is a PRIVILEGE not an inherent right; therefore eligibility for involvement is determined by the Advance R-IV School district in conjunction with the MSHSAA (Missouri State High School Activities Association) standards.* Integrity, commitment, and leadership are the cornerstones upon which success is built. Successful athletes are successful because they are able to learn from failure and then reach beyond their past limitations. Each individual must support and motivate their peers and inspire excellence in others. All following guidelines are revised, becoming effective for the 2015 – 2016 academic school year.

### **Athletic Guidelines**

Interscholastic competition for secondary school students shall be provided through a variety of activities and athletics. Students are allowed to attain the privilege of representing their school by meeting the standards of eligibility as set forth by the Missouri State High School Activities Association (MSHSAA). These standards include academic requirements, citizenship, age maximums, and passing medical examinations. Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Students will meet the eligibility requirements set out by MSHSAA. The policies stated in the following guidelines for athletic and activity participation apply at *ALL TIMES DURING THE YEAR*.

The interscholastic competition program is an integral part of the secondary schools and shall supplement the curriculum program by providing worthwhile experiences to students that will enable them to develop the attributes of good citizenship. These programs will be administered and regulated by the Coaches, Athletic Director, Principal, and Superintendent.

Participation in interscholastic competition is for students in grades seven through twelve (7 - 12), as determined by the local area athletic conference and MSHSAA. Programs of interscholastic competition will be planned in accordance with MSHSAA regulations and conference rules, and will include programs reflective of student interest. All student members should participate insofar as feasible. Access shall be provided contingent on budgetary limitations and in accordance with Advance R-IV School District guidelines for the following:

- 1. School facilities.
- 2. Sponsors and Coaches.
- 3. Scheduling of meetings, practice times, and games.
- 4. Number of events at each level of competition.
- 5. Equipment, Supplies, and Services.

### **Faculty Sponsors and Coaches**

All faculty sponsors and coaches must hold a valid Missouri State Teacher's Certificate. Non-faculty head coaches must have as a minimum a four-year college degree and a valid Missouri Substitute Teaching Certificate. Non-faculty assistant coaches must have as a minimum a valid Missouri Substitute Teaching Certificate. Non-faculty assistant coaches with less than 60 college hours or no college hours must complete all requirements set forth by MSHSAA, upon hardship approval through the Advance R-IV School Board of Education and MSHSAA. The assistant coach may conduct practice, coach Junior High and Junior Varsity contests but not Varsity level competition without an employee of the district who holds a valid Missouri State Teaching Certificate present and alongside assistant coach and players throughout the competition. The coach will then hold a valid Coaching Certificate through MSHSAA, which is recognized by DESE. Sponsors and coaches are required to follow all District regulations. (MSHSAA 3.1, Diagram 3.1) The Advance R-IV School District is a member of MSHSAA. In all interscholastic competition matters, this school will adhere firmly to the rules and regulations of MSHSAA. The MSHSAA handbook will be a part of this regulation.

### ATHLETE CODE OF CONDUCT

The Missouri High School Activities Association states: "Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper school authority. Students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered creditable citizens." Conduct shall be satisfactory in accordance with the standard of good discipline.

Citizenship eligibility cases are reviewed on an individual basis at the school level by the Coach, Athletic Director, Principal, and Superintendent. However, the following guidelines will assist in the uniform determination of such cases.

**INFRACTIONS:** Students shall also be disciplined according to school board policy, and as referenced in the student handbook.

# 1. Possession or consumption of alcohol & Criminal violation of the law (misdemeanor) excluding minor traffic violations

First Offense

• A restriction from participating in or dressing out in contests for 14 days (two full calendar weeks). The athlete will attend practice/s during the suspension. Respective coaches have the right to assign additional penalties. These additions are subject to administrative review and approval.

### Second Offense

• Suspension from the team for the season.

# 2. Possession of, or consuming any unauthorized substance, controlled substance, or over the counter drug represented to be a controlled substance.

### First Offense

• Athlete will be suspended from participation for a period of ninety (90) school days. If the athlete enrolls in and makes satisfactory progress toward the completion of an approved drug/controlled substance rehabilitation-counseling program, the suspension will be reduced to forty-five (45) school days. Official practice days allowed by MSHSAA will count as days of a suspension if applicable. Before being eligible to return to participation, the athlete, at a pre-designated site and at their expense, must be drug tested and must test negative.

### Second Offense

• Athlete will be suspended from participation for 365 calendar days. Official practice days allowed by MSHSAA will count as days of a suspension if applicable. Before being eligible to return to participation, the athlete, at a pre-designated site and at their expense, must be drug tested and must test negative.

# 3. Sale, purchase or distribution of a controlled substance or substance represented to be a controlled substance.

### First Offense

• Athlete will be suspended from participation for a period of ninety (90) school days. Official practice days allowed by MSHSAA will count as days of a suspension if applicable. Before being eligible to return to participation, the athlete, at a pre-designated site and at their expense, must be drug tested and must test negative.

### Second Offense

• Athlete will be suspended from participation for 365 calendar days. Official practice days allowed by MSHSAA will count as days of a suspension if applicable. Before being eligible to return to participation, the athlete, at a pre-designated site and at their expense, must be drug tested and must test negative.

# 4. Possession of, or consuming any prescription medication without a valid prescription for such medication

### First Offense

• Athlete will be suspended from participation for a period of ninety (90) school days. If the athlete enrolls in and makes satisfactory progress toward the completion of an approved rehabilitation-counseling program, the suspension will be reduced to forty-five (45) school days. Official practice days allowed by MSHSAA will count as days of a suspension if applicable. Before being eligible to return to participation, the athlete, at a pre-designated site and at their expense, must be drug tested and must test negative.

### Second Offense

• Athlete will be suspended from participation for 365 calendar days. Official practice days allowed by MSHSAA will count as days of a suspension if applicable. Before being eligible to return to participation, the athlete, at a pre-designated site and at their expense, must be drug tested and must test negative.

5. Sale, purchase or distribution of prescription medication to any individual who does not have a valid prescription for such medication.

First Offense

• Athlete will be suspended from participation for a period of ninety (90) school days. Official practice days allowed by MSHSAA will count as days of a suspension if applicable.

### Second Offense

• Athlete will be suspended from participation for 365 calendar days. Official practice days allowed by MSHSAA will count as days of a suspension if applicable.

### 6. Use/Possession of tobacco products

First Offense

• Penalties will be assigned by the coach.

Second Offense

• A restriction from participating in or dressing out in contests for 14 days (two full calendar weeks). Additional penalties may be assigned by the coach.

Third Offense

- Suspension from the team for the season.
- 7. Athletes involved in misconduct while at school: This includes truancy, disrespect to teachers, fighting, use of abusive language, etc. After review by the Coach, Athletic Director, Principal, and Superintendent the athlete and parents will be notified of the decision. Penalties will result in extra conditioning, restriction, to suspension. The seriousness of the case and attitude of the athlete will be factors in determining the penalty. Repeat offenders place themselves in jeopardy of having their eligibility revoked.
- 9. Unsportsmanlike conduct: Such acts during a contest resulting in ejection will result in the athlete being restricted from representing the school for a minimum of one contest. This is in accordance with Missouri State High School Activities Association. (MSHSAA 910.0) An athlete who commits such an act, but is not ejected may also be subject to discipline (i.e. extra conditioning, restriction, or suspension) being assigned by the Coach, Athletic Director, or School District. Each case of this type is to be reviewed by the Coach, Athletic Director, Principal, & Superintendent before a final decision is made.

### **HAZING**

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

1<sup>st</sup> Offense: In-School Suspension or 1-180 days Out-Of-School Suspension.

Subsequent Offense: 1-180 Day's Out-Of-School Suspension or Expulsion.

### HAZING (Cont.)

Students found to have violated this policy will be subject to suspension/expulsion from school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct. District employees, including sponsors and coaches who have knowledge of student hazing, but fail to take corrective action will be subject to discipline up to and including termination.

I, as a student-athlete, agree that I will refrain from participating in any student hazing activities as a participant or as an observer. I further understand that violation of the District's hazing policy may result in suspension from school and suspension from participation in all activities.

### SUSPENDED ATHLETE

An athlete who commits an infraction resulting in a suspension of playing privileges must complete the entire assigned suspension before having playing privileges reinstated. An athlete whose season ends, or decides to quit the team, before completing entire suspension must serve the remaining portion of suspension before being declared eligible for participation in another sport season. Participation in District-Sponsored activities and on District Athletic teams is a privilege and not a legally protected right. Although students do not possess a legally protected right to participate in extracurricular activities, the District provides students suspended from participation with a formal opportunity to discuss the basis for their suspension with the Coach, Athletic Director, and Principal.

### **DUE PROCESS**

Athletes will have the opportunity to express their interpretation of any incident in which they may be involved. Parents or other appropriate representatives may be involved with the student during the due process hearing. If the athlete is dissatisfied with the decision, he or she has the right to appeal through the following channels:

- 1. Coach
- 2. Athletic Director
- 3. Building Principal
- 4. Superintendent of Schools
- 5. Board of Education

Any incidents that occur that are not covered by these guidelines will be reviewed on an individual basis and decisions related to penalties will be made jointly by the Coach, Athletic Director, Principal, and Superintendent.

### ATHLETIC FUNDRAISING

All fundraising activities through the school must be approved by the Coach/Sponsor, Principal, Superintendent, & Board of Education before they are started. Each activity has a limit of 1 fundraiser per school year. Service projects are unlimited, but must be approved by the Coach/Sponsor, Principal, & Superintendent. All coaches have the option to actively participate in efforts to raise funds for their respective athletic program. All funds raised shall be submitted to and accounted for by the Coach/Sponsor, School Secretary or Bookkeeper. The funds raised will be deposited into the athletic team account (i.e. High School/Junior High Cross Country, Volleyball, Basketball, Cheerleading, Softball, Baseball etc.). There are no individual athletic accounts, only team specific accounts.

### **ATHLETIC FUNDRAISING (Cont.)**

Fundraisers are team oriented activities. If a team does not raise the necessary amount, that amount may be made up by the Advance Booster Club or the team who administered the fundraiser. Any money raised or donated for a fundraiser in nonrefundable (Exception. If an item is not received, then the individual who made the purchase may request a refund). Receipts will be made for all checks and cash received.

### Regulations Governing Student Participation in Athletics/Activities

### I. Citizenship Requirements

- a. A student engaged in interscholastic competition must portray good citizenship in the school and community. He/she shall be required to be in compliance with all general school rules and regulations, rules established by the sponsors and coaching staff for the program in which he/she is participating, and in compliance with the laws of the community. (MSHSAA 2.1 and 2.2) Students displaying unacceptable citizenship behaviors will be suspended from participation.
- b. Social Networking Websites:
  - 1. Advance student-athletes shall refrain from posting photographs or comments demeaning to our district on any of the social networking websites that would include behavior unbecoming and in violation of all Advance School District expectations. Our athletes represent Advance School District in the community and use of these websites should be done in a manner that represents our district in the highest standards. Each individual situation will be reviewed by the Coach, Athletic Director, Principal, & Superintendent. Failing to adhere to our districts standards will result in extra conditioning, restriction, or suspension
- c. A student must be under nineteen (19) years of age on or before July l preceding the opening of school, pass a medical examination and have parent/guardian permission. Ninth grade students must not be older than sixteen (16) years of age prior to July 1. (MSHSAA 3.5)
- d. A student shall not be considered eligible and may not participate or practice while under in-school suspension or out-of-school suspension. A student 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. (MSHSAA 2.1 and 2.2)
- e. A student shall not accept cash or merchandise award in any competition in which MSHSAA member schools compete interscholastically. Awards for participation in non-school competitions during the summer shall meet the same standards as awards given by schools during the school year. (MSHSAA 3.6)

### II. Academics

- a. Academics are our number one priority. Students will maintain passing grades according to MSHSAA guidelines and school policies. Coaches will do periodic grade checks, which will be every mid-quarter and end of quarter grade reports, to make sure students are attaining adequate grades. Any student receiving one or more "F's" will be required to attend study sessions, at their tutor's convenience, which can be before or after school or during our advisory period, until his/her grade is improved by 1 letter grade (*Band is an exception to this rule, due to a Fine Arts credit requirement through DESE*). Also, improper behavior in the classroom is unacceptable, and will be monitored by Coaches, Athletic Director, Principal, and/or Superintendent. If there are any behavioral obstacles in the classrooms, the student-athlete will be subject to extra conditioning, restriction, or suspension.
- b. Credit earned or completed after the close of the semester shall not count as having been earned that semester, except in case of a delayed final examination because of illness certified by a physician. Credit earned in summer school may count for or against the student's record for eligibility purposes if the classes are required for graduation from the local school. Students may count up to one (1) unit of credit for summer school toward establishing their eligibility for the fall semester. Summer school electives will not count toward eligibility. In the semester prior to participation or in the semester of participation the student shall have earned a minimum of 3.0 credits or have earned credit in 80% of the maximum allowable classes. (MSHSAA 2.3)

### III. Attendance

a. Attendance for school, practice, and competitions, is necessary for success. According to MSHSAA State rules, a student-athlete who is absent from school on the day of an interscholastic contest or on a Friday before an interscholastic contest on a Saturday will not be permitted to participate in the upcoming contest or practice, UNLESS the absence is pre-arranged with the Coach, Athletic Director, and Principal. (MSHSAA 2.2). In addition, a student-athlete who is absent from school for over half of the instructional day will not be allowed to attend or participate in that day's practice(will count as an unexcused practice), or participate in the next scheduled contest, UNLESS the absence is pre-arranged with the Coach, Athletic Director, and Principal. A doctor's note will suffice as prior approval. Furthermore, a student must attend at least four (4) class periods during the school day to be eligible to participate in practice scheduled for that day/night, UNLESS the absence is pre-arranged with the Coach, Athletic Director, and Principal.(\*The day after a game students must attend the entire day UNLESS the absence is pre-arranged with the Coach, Athletic Director, and Principal \*). If students come to school and are sent home by the nurse for health reasons, they may not return or participate in activities day/night without Administrative approval. Students will be granted 1 tardy pass per athletic season. This pass is to be utilized in extenuating circumstances verified by parental communication with administration, or via administrative decision. This pass will be inclusive of day of contests and day after contests. Additional tardies, beyond the first will be subject to penalties outlined in unexcused absences in this handbook.

### b. Excused Practices:

i. As coaches, we are aware that there are unavoidable or extenuating circumstances where students are unable attend practice. It is not held against students who miss an excused practice. However, when these students return they will have make-up conditioning. Each coach holds the right to deal with these situations on an individual basis.

### c. Examples of Unexcused Absences:

- i. Missing the day after a game without prior approval from the Coach, Athletic Director, and Principal. (If you are ill come to school and check with the nurse.) A doctor's note will suffice as prior approval. An unexcused absence or tardy on the day after a game will result in a 1 game suspension.
- ii. Missing school the day of a game without notifying the Coach, Athletic Director, and Principal. (If you are ill come to school and check with the nurse.)
- iii. Any missed school day or practice without verified illness, family emergency, or other Principal, Athletic Director, or Coach approved situation is considered an unexcused absence.
- iv. After school detention results in an unexcused absence from practice.
- v. If a student leaves school early it is his/her responsibility to make sure their Coach is notified. It is the <u>STUDENT'S</u> responsibility to make sure their Coach is aware.

### d. Practice Attendance

- 1. Three (3) unexcused absences will result in dismissal from the team
- 2. Be on time to practice. Get to the designated practice site safely, prior to practice time. Three (3) unexcused tardies to practice = 1 unexcused absence. Every tardy over 3 = benched for 1 game.
- 3. Being tardy or unexcused absences from school or practices will result in extra conditioning, restriction, or suspension from each respective Coach.

### IV. General policies

- a. Each Coach reserves the right to conduct closed practice sessions.
- b. Team warm-ups begin at the designated practice time.
- c. ALL athletes are responsible for school equipment and their own equipment. We must take care our school equipment, and keep track of it. Everyone will help with loading, unloading, and setting up equipment.
- d. Give full, 100%, effort on a daily basis in practice. If full effort is not present athletes can be removed from practice. In a case such as this, the athlete will be assigned an unexcused absence.
- e. As student-athletes we represent the Advance R-IV School District. Poor attitudes will not be tolerated during practices or contests. Coaches have the right to deal with these situations in their respective athletics/activities.
- f. Inappropriate language or altercations on or in the court, locker room, field, dugout, bus, or during competition is unacceptable, and is prohibited.

- g. Respect for Teammates, Coaches, Opponents, and Officials is required at all times.
- h. For any school related discipline student-athletes are subject to disciplinary review by the Coach, Athletic Director, Principal, and Superintendent.
- i. For any legal discipline student-athletes are subject to the rules of the Advance R-IV Athletic Handbook and MSHSAA guidelines and policies.
- j. All student-athletes are representatives of the Advance R-IV School District and will be held to high standards of conduct by volunteering to be involved in extracurricular activities.

### V. Travel

- a. Student-athletes will travel on the bus to all contests, unless arrangements are made through the Coach, Athletic Director, and Principal. Other travel arrangements must be made prior to game day in the principal's office with the Coach, Athletic Director, and Principal.
- b. Parents/Guardians may sign student athletes out following away games. Only Parents/Guardians are allowed to sign students out, and MUST sign the sign out sheet at the ballgame. Other travel arrangements must be made prior to game day, by signing a written release form, in the principal's office with the Coach, Athletic Director, and Principal.
- c. If a student-athlete misses the bus, he/she will not follow the bus in his or her own transportation. If a student-athlete misses the bus, he/she forfeits his or her right to participate in that particular contest.
- d. Buses will be kept clean during road trips. Each team is responsible for cleaning bus upon return, trash or other debris left on the bus, after a trip, will result in team discipline.

### VI. Uniforms

- a. Each athlete will be assigned a uniform, and it is the athlete's responsibility to make sure uniforms are clean and ready to go for each contest.
- b. Uniforms are supplied to the athletes for an entire season. At the conclusion of the season athletes have one week to return their uniforms. Any lost or damaged uniforms will be billed to the athlete.

### VII. Parent Information

- a. Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, everyone is better able to accept the actions of the other and provide greater benefit to the students.
- b. Appropriate concerns to discuss with coaches:
  - i. Concerns about your child's grades.
  - ii. Treatment of your child, mentally and physically.
  - iii. Ways to help your child improve.
  - iv. Concerns about your child's behavior.
- c. Issues not appropriate to discuss with coaches:
  - i. Team Strategy
  - ii. Play Calling
  - iii. Other Student-Athletes
- d. Each coaching staff will handle decisions regarding playing time. If playing time is unsatisfactory, appointments may be arranged with the Coach & Player to

- discuss ways to possibly increase ability or attitude, which may subsequently influence playing time.
- e. After the coach/player meeting, additional appointments made may include, but are not limited to, Player, Parents, Coach, Athletic Director, Principal, or Superintendent.
- f. Procedures to follow if you have a concern to discuss with a coach:
  - i. Call to set up an appointment. If the coach cannot be reached, please leave a message for them and they will return your call.
  - ii. If you are having difficulty reaching the coach, call the Athletic Director and a meeting will be set up for you.
  - iii. Please DO NOT attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution. (There will be a designated person, non-coach, to sign your child out after games).

### VIII. Athletic Trainer Information

- a. Advance High School contracts with the St. Francis Medical Center to provide services of a certified athletic trainer. He/she will provide routine visits to the school for injury screening for all athletes. This person is in charge on all aspects on sports medicine for our athletics. Coaches must still be able to handle injuries that occur when the trainer is not available.
- b. The trainer is our certified professional. When certified athletic training coverage is provided, the coaching staff will defer all decisions to return to play the athletic trainer. If the athlete is under the care of a physician for a current or pre-existing injury /surgery, authorization for return to play will be deferred to the treating physician.
- c. There are certain situations that coaches CAN NOT allow athletes to return to participation. In these situations only a certified medical professional (Trainer or Doctor) can grant this permission.
- d. Our number one priority is the health and safety of our student athletes.

### **Requirements for Earning Varsity Letter**

Letters will be given to high school students who excel in the following areas: Baseball, Basketball, Volleyball, Softball, Cross Country, Golf, Choir, Band, Honor Roll, Cheerleader and Athletic Managers.

- 1. The first time a student letters in any area in High School, they will receive one letter, a pin for that area, and a bar. After that, only bars will be given for that area.
- 2. To letter in Basketball or Volleyball:
  - a. The student-athlete must be a first year Varsity member.
  - b. The student-athlete must participate with the Varsity team for the whole season.
- 3. To letter in Softball or Baseball:
  - a. The student-athlete must be a first year Varsity member as a Junior or Senior class rank.
  - b. As a Freshman or Sophomore, the student-athlete must participate in ½ (50%) of the Varsity contests.
- 4. To letter in Choir or Band:
  - a. The student must participate in the class for the whole year and attend all performances unless excused by the director. The students must also display outstanding qualities in character, attitude and leadership.
- 5. To letter in Cheerleading
  - a. The student-athlete will receive a letter the first time they are selected to a High School squad.
  - b. The student-athlete must participate with the squad for the whole season.
- 6. Coaches can give a letter to the Athletic Managers of their teams.
- 7. High school teams that win Stoddard County Conference Tournaments are to receive 4" circular patches or medals with inscription, "Stoddard County Champs."

### STUDENT/PARENT COPY

### **Student and Parent Acknowledgement of the Attached Rules and Guidelines**

I acknowledge that violation of any of the above rules and guidelines for all activity/athletics may result in punishment not limited to, suspension or permanent removal from activities/athletics or all extracurricular activities depending upon the nature of the violation. I further agree that subject to an opportunity to present the student's version of the alleged violation, the decision of the Superintendent concerning suspension and duration of suspension is final.

Student Signature	Parent/Guardian Signature
Date	Date

### STUDENT/PARENT COPY

### Advance R-IV School District ATHLETIC CONTRACT

As a member of the Advance R-IV School District and Athletic Department, I understand my responsibilities as a student/athlete (and as a parent/guardian of this athlete) in participating in Advance R-IV School Athletics and the consequences of violating any of the expectations outlined in this contract.

As an athlete, I, \_\_\_\_\_\_ further pledge to:

<ul> <li>Communicate my sports schedule well in advance to my parents and teachers.</li> <li>Schedule my personal life so that it does not conflict with team expectations.</li> <li>Give my coach notice well in advance of any commitments I have that do conflict with the team schedule.</li> <li>Discuss issues of concern with my coach, team captains and parents before they become problematic.</li> <li>Abide by all the training rules set forth by my coach and the athletic department.</li> <li>Make a commitment to my teammates and coaches to continually strive to contribute to the program.</li> </ul>		
Athlete's Sig		Date
As a parent	/guardian, I,	further pledge to:
• S  • N  • N  • I  • I  • A  a	conflicts arise within our family schedule. Support my daughter/son's decision to meetings, contests and special events, as now work closely with all school personne experience for my daughter/son throughout Discuss issues of concern with my daughteroblematic. Forward any concerns about by daughteronference Assure that my daughter/son will attend a full training rules set forth. Acknowledge the ultimate authority of that the playing time.	commit to the team by attending as many team

Date

and successful athletic program for the Advance R-IV School District.

Signature of Parent/Guardian

### **SCHOOL COPY**

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Athlete's Signature	Date		
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Date

and successful athletic program for the Advance R-IV School District.

Signature of Parent/Guardian