

Prospects Academy

Parent & Student-Athlete Handbook

2026-2027



Our mission is to provide an environment that will enrich and nurture student-athletes, build confidence, and achieve academic growth while developing their athletic passions.

Updated 8/30/2026

<https://www.prospectsacademystl.com>

Contacts

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Dear Parents and Student-Athletes,

Thank you for choosing Prospects Academy. The entire staff wants to welcome you. We look forward to partnering with your family for an exciting and impactful year. Our goal is to maximize all aspects of this experience for the benefit of each student-athlete. It is our privilege to be a part of your child's academic and athletic development.

This Handbook is an important tool to ensure a successful year for everyone at Prospects Academy. This Handbook is designed to provide parents and student-athletes with an overview of the policies and procedures followed by Prospects Academy. It is the parents' responsibility to review the handbook and discuss it with their child(ren).

After reviewing this Handbook, please sign and return the following to Dr. Bruce:

- Handbook Acknowledgement
- Appendix A: Concussion Information
- Appendix B: Off-Campus Consent (Grades 10-12 only)
- Appendix C: Medical Authorization
- Appendix D: Student Photo and Media Release

We look forward to a wonderful year!

Sincerely,

Gabrielle Bruce & Your Prospects Staff

The policies and procedures covered in the Parent/Student-Athlete Handbook are not intended to be all-inclusive. Prospects Academy reserves the right to add, delete, or modify any policy in the Handbook at any time without prior notice.

Academic Expectations for Virtual Learners

Prospects Academy serves as a host site that provides a structured learning environment for students enrolled in virtual, online, homeschool, or other approved educational programs. While students receive academic instruction through their respective educational providers, Prospects Academy is committed to supporting student success by maintaining high expectations for academic engagement, responsibility, and accountability.

Student Responsibilities

Students are expected to:

- Arrive each day with a fully charged laptop or approved device and all necessary learning materials.
- Log into their online learning platform promptly at the beginning of each academic session.
- Remain actively engaged in coursework during designated instructional periods.
- Complete daily assignments, quizzes, assessments, and projects according to the expectations of their online school or educational provider.
- Participate in required live virtual classes, meetings, and teacher conferences.
- Use study time productively and avoid non-academic websites, games, social media, streaming services, or other distractions during instructional hours.
- Seek assistance from Academy staff when they encounter academic challenges or technical difficulties.
- Communicate respectfully with online teachers, Academy staff, and classmates.
- Maintain academic honesty by completing all work independently unless collaboration is specifically permitted by the course instructor.
- Follow all rules and regulations of student's virtual learning program, including any prohibitions on the use of Artificial Intelligence.

Academic Progress

Students are expected to make consistent academic progress throughout the school year. Prospects Academy staff regularly monitor student engagement and may review attendance, assignment completion, course pacing, and overall progress. Students who fall significantly behind may be required to:

- Participate in academic intervention sessions.
- Attend supervised study periods.
- Meet with teachers to develop an improvement plan.
- Participate in parent conferences to address academic concerns.

Continued failure to make satisfactory academic progress may result in the suspension or modification of athletic participation or privileges, consistent with Prospects Academy policies.

Attendance During Academic Hours

Attendance at Prospects Academy means more than being physically present. Students are expected to be actively engaged in learning throughout the academic day.

Students should:

- Remain in designated academic areas unless authorized by staff.
- Work consistently and independently.
- Complete assignments during scheduled academic time before engaging in non-academic activities.
- Follow daily schedules established by Academy staff.

Teacher Support

Prospects Academy staff are available to:

- Monitor student engagement and productivity.
- Support learning goals and individualized instruction.
- Provide organizational and time-management guidance.
- Assist students in communicating with their online teachers.
- Help students develop effective study habits and learning strategies.
- Encourage accountability and independence.

Academy staff are not employed by the student's virtual school and are not responsible for grading coursework, modifying curriculum, or replacing the instruction provided by the student's online teachers.

Parent Partnership

Parents and guardians remain active partners in their student's education and are responsible for monitoring academic performance, communicating with the student's online school when appropriate, and ensuring that graduation and course requirements established by the student's educational provider are being met.

Commitment to Academic Excellence

Prospects Academy believes that athletic development and academic achievement go hand in hand. Students are expected to demonstrate responsibility, integrity, self-discipline, and consistent effort in both the classroom and athletic environment. Academic success is an essential component of the Academy experience, and students are expected to make

education their highest priority while participating in Prospects Academy programming.

Homeroom Teachers

Students are assigned to a homeroom teacher as follows:

Grades 4-7: Mrs. Megan Crocker megan.crocker@prospects hockeyacademy.org

Grades 8-9: Dr. Gabrielle Bruce gabrielle.bruce@prospects hockeyacademy.org

Grades 10-12: Mr. Thomas Bruce tommy.bruce@prospects hockeyacademy.org

Homeroom teachers should be contacted for any questions regarding instructional or academic questions or concerns.

School Supplies

All students will need the following school supplies at the start of each school year. If additional supplies are needed throughout the school year, Academy staff will notify students and parents.

- Labeled laptop or tablet
- Labeled charger
- Headphones with microphone
- 2-inch binder
- Dividers
- Notebook paper
- Pencils and pens
- Ruler
- Calculator
- Shower essentials
- Combination lock

Attendance, Absences & Pickup

Prospects Academy's instructional day is 8:00 am to 3:00 pm. Students are expected to arrive on time and be prepared to begin academic activities promptly at 8:15 am.

Students should enter and exit the facility through the designated Prospects Academy entrance at the CarShield Sportsplex.

Staff supervision is provided beginning at 7:45 a.m. and concludes at 3:15 p.m. Students should not arrive before 7:45 a.m. or remain on campus after 3:15 p.m. unless participating in a supervised Academy activity or prior arrangements have been made with Academy staff.

Tardiness

Any student arriving after 8:15 a.m. will be considered tardy. **When a student arrives after 8:15 a.m., the student and parent must sign the student in with the student's homeroom teacher. If the student is the driver, the student must report to their homeroom teacher, sign in and provide the reason for the late arrival.** Excess tardies in any one semester may result in discipline.

Attendance Changes

Parents/guardians are responsible for notifying their Prospects Academy homeroom teacher as soon as possible regarding any attendance changes. **Email notification to homeroom teacher is required for:**

- Absences
- Late arrivals
- Early dismissals

Timely communication helps ensure accurate attendance records and supports the safety and accountability of all students. A student will only be released before the end of the school day if the parent, guardian or authorized pickup person signs the student out, and Academy staff verify the identity and authorization of the person requesting release.

Authorized Pickup Persons

At the beginning of each school year, and whenever information changes, parents or guardians must provide a list of authorized pickup persons. The authorization must include:

- Full name of each person authorized to pick up the student;
- Relationship to the student, if any;
- Current telephone number; and
- Any other information requested by the Academy.

The Academy may require a government-issued photo identification before releasing a student to an authorized pickup person.

If a student is to be released to any person other than an authorized individual, administration must be notified in writing. The Academy may refuse to release a student when (1) the individual seeking custody is not authorized; (2) required identification cannot be verified; (3) release would violate a court order; (4) staff reasonably believe the individual's condition jeopardizes the student's safety or (5) any other circumstance exists that raise a legitimate safety concern.

Behavior Expectations & Discipline

Prospects Academy is committed to maintaining a safe, respectful, and productive learning environment where every student has the opportunity to succeed academically and personally. Students are expected to conduct themselves in a manner that demonstrates respect for others, personal responsibility, and good citizenship at all times.

Students are expected to follow all directions provided by Prospects Academy staff, treat fellow students and staff with courtesy and respect, and contribute positively to the learning environment. Behaviors that interfere with instruction, disrupt the educational setting, or compromise the safety or well-being of others will not be tolerated.

When a student's behavior does not meet Academy expectations, staff will work with the student to address the concern and implement appropriate interventions. Parents or guardians will be notified of significant or recurring behavioral concerns. Continued or serious misconduct may result in disciplinary action, including loss of privileges, suspension from Academy activities, or dismissal from Prospects Academy.

Below is a list of specific actions or situations where disciplinary action may be taken. This list is not intended to be all inclusive.

- Classroom disruption
- Cheating
- Disrespect of peers, staff or property
- Dress code violation
- Inappropriate language or behavior
- Unprepared for class
- Tardiness to class
- Personal electronic device violation
- Food or drink in unauthorized areas and/or at unauthorized times
- Bullying
- Harassment
- Threats and/or intimidation
- Skipping instructional time
- Fighting
- Illegal or immoral acts (on or off campus)
- Possession, use or distribution of any illegal substance
- Destruction of property

There may be specific actions or situations that occur which are not mentioned in the Handbook but require disciplinary action to be taken. Omission of such instances does not constitute permission, nor does it mean the Academy condones such behaviors and actions. The administration reserves the right to determine if student behavior is not conducive to a learning environment and disciplinary action is deemed necessary.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include loss of privileges, conference with teacher, parents contacted, conference with administration, suspension or expulsion.

Bullying

Bullying is any intentional, unwelcome, and aggressive behavior by an individual or group that involves a real or perceived imbalance of power that may be repeated, or is reasonably likely to be repeated, over time. Bullying may cause physical, emotional, psychological, or social harm and may create an intimidating, threatening, or hostile educational environment.

Bullying includes conduct that:

- Causes a student to reasonably fear for his or her physical safety, emotional well-being, or personal property;
- Substantially interferes with a student's educational performance, participation, opportunities, or benefits; or
- Significantly disrupts the orderly operation of the Academy or Academy-sponsored activity.

Bullying may take many forms, including but not limited to physical acts, verbal abuse, social or relational aggression, written communication, electronic communication (cyberbullying), gestures, intimidation, threats, or other conduct intended to harass, demean, exclude, or harm another person.

Prospects Academy prohibits all forms of bullying and is committed to maintaining a safe, respectful, and supportive environment for all students.

Students are encouraged to report any incident of bullying which they have witnessed or incurred by contacting a teacher, coach or administrator. Academy employees are required to report any incidents of bullying the employee witnessed. All reports of bullying will be promptly and thoroughly investigated.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include loss of privileges, classroom detention, conference with teacher, parents contacted, conference with administration, suspension or expulsion.

Notice of Non-Discrimination

The Academy is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The

Academy is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In its programs and activities, the Academy does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law. The following person is designated and authorized to handle all inquiries or complaints regarding the Academy's non-discrimination policies: Gabrielle Bruce, Director of Education, 636-219-7468, gabrielle.bruce@prospectshockeyacademy.org.

Sexual Harassment Policy

The Academy is committed to providing a safe, respectful, and supportive learning environment. Sexual harassment is prohibited and will not be tolerated. Sexual harassment is unwelcome conduct of a sexual nature that interferes with a student's educational experience or creates an intimidating, hostile, or offensive environment. It may occur between students or between students and adults.

Examples include:

- Unwanted sexual comments, jokes, or gestures;
- Conditioning rewards or privileges on submission to sexual favors, activities or contact;
- Sexual teasing, rumors, or name-calling;
- Unwelcome requests for dates or romantic attention;
- Unwanted physical contact;
- Sharing or displaying sexually explicit or suggestive messages, images, or videos; and
- Online or electronic conduct (including text messages and social media) that impacts the school environment.

Students who experience, witness, or become aware of possible sexual harassment should report it promptly to a teacher, coach or other school administrator. The Academy will promptly investigate all reports and take appropriate action. Supportive measures may be implemented to protect students during an investigation. Retaliation against anyone who reports a concern or participates in an investigation is prohibited and may result in disciplinary action.

Violations of this policy may result in consequences up to and including suspension or expulsion. This policy applies to conduct occurring on Academy property, at Academy-sponsored activities, and to off-campus or online conduct that substantially affects the Academy environment.

Concussion Management

The health and safety of student-athletes are of paramount importance. Any student suspected of sustaining a concussion or other head injury will be managed in accordance with Prospects Academy's Concussion Management Policy and applicable Missouri law.

Prospects Academy's Athletic Trainer will oversee concussion management and the return-to-play process. Students may not resume athletic participation following a suspected or

diagnosed concussion until all required medical documentation has been received, and the student has successfully completed the Academy's graduated return-to-play protocol.

For further information, please see the Missouri Youth Sports Concussion Information and Acknowledgement found in Appendix A.

Dress Code

The Prospects Academy dress code promotes a professional, safe, and respectful learning environment while fostering school pride and unity among students. Students are required to wear the official Prospects Academy uniform during the academic day. The standard uniform consists of:

- A Prospects Academy shirt or the student's sport's club shirt
- Appropriate shorts or pants

The Academy uniform must be worn during all non-athletic activities and while participating in the academic program. Pajamas, sleepwear, and other attire intended for sleeping are not permitted.

Students may wear hoodies, sweatshirts, pullovers, jackets, or zip-up outerwear while on campus. However, all clothing must be appropriate for a school setting and may not display images, symbols, graphics, language, or gestures that are offensive, profane, discriminatory, sexually explicit, promote violence, drugs, alcohol, tobacco, or any other inappropriate content.

For safety and participation in Academy training sessions:

- Students must wear a shirt at all times.
- Appropriate athletic shoes are required for all workouts and conditioning activities.
- Slides, sandals, slippers, Crocs (unless specifically approved for a non-athletic activity), or open-toed footwear are not permitted during athletic training.
- Students are expected to wear attire appropriate for physical activity as directed by Prospects Academy staff.

Each student-athlete will be issued an official Prospects Academy practice kit. Students are required to wear the complete practice kit for all scheduled on-ice/on-field sessions unless otherwise instructed by Academy staff.

Additional Prospects Academy apparel and spirit wear are available for purchase through the apparel link on the Prospects Academy website. Families are encouraged, but not required, to purchase additional Academy apparel beyond the required uniform.

Technology Use Policy

Prospects Academy is committed to maintaining a focused learning environment that minimizes distractions and supports academic success. Students are expected to use technology responsibly and in accordance with Academy expectations.

Laptop computers, tablets, and other Academy-approved devices are provided or permitted to support student learning and academic success. During the school day, these devices are to be used exclusively for:

- Completing coursework and assignments
- Accessing virtual learning platforms
- Participating in online classes or meetings
- Conducting educational research
- Reviewing game or performance video with Academy coaches or staff

During designated academic blocks, students are expected to remain on educational websites, virtual learning platforms, and other Academy-approved resources related to their coursework. Students may not attempt to bypass internet filters, access inappropriate content, or use technology in a manner that disrupts the learning environment or violates Academy policies.

The use of computers or other devices for personal entertainment, including gaming, social media, streaming services, or other non-educational activities, is not permitted during academic hours. Students are prohibited from using technology for any illegal purpose.

Failure to comply with this policy may result in temporary or permanent loss of technology privileges, confiscation of devices during the school day, parent notification, and/or additional disciplinary action as determined by Prospects Academy administration.

Personal Electronic Device Policy

To promote student engagement, minimize distractions, and maintain a focused learning environment, the use of personal electronic devices is prohibited during the school day, including during academic time, study periods, lunch, and other scheduled Academy activities, unless expressly authorized by a staff member for educational purposes.

Personal electronic devices include, but are not limited to, cell phones, smartphones, smartwatches with communication capabilities, tablets, e-readers, personal gaming devices, and any other electronic communication or entertainment device.

All personal electronic devices must be powered off or silenced and stored in the student's locker or backpack during the school day. Devices may not be carried on a student's person, displayed, or used during school hours without staff permission.

Students who need to contact a parent or guardian during the school day must notify a staff member. Academy personnel will provide reasonable access to a school telephone or appropriate private location when necessary. Parents and guardians who need to communicate with their student during the school day should contact the Academy office.

For the privacy, dignity, and safety of all students, the use or possession of cameras, cell phones, smartwatches, or other recording devices is strictly prohibited in locker rooms, restrooms, training areas, and other private changing spaces. Photographing, audio recording, or video recording any individual without permission may result in disciplinary action.

Any student using a personal electronic device in violation of this policy may be subject to disciplinary action, including confiscation of the device. Repeated violations may result in additional disciplinary consequences. The Academy assumes no responsibility for the loss, theft, or damage of personal electronic devices brought onto Academy property.

Exceptions to this policy may be granted by Academy administration for documented medical needs, accessibility accommodations, emergency situations, or other circumstances approved by the Academy.

Lunch and Snacks

Students should pack desired snacks and bring a water bottle to school each day.

Until further notice, students will bring their lunch to school. We are developing lunch options through the Sportsplex restaurant.

When preparing snacks for school, please try to support healthy nutrition. Refrigerators are available for student use. Students may also pack lunch and snacks that can stay in their locker.

DoorDash, Uber Eats, and other food deliveries are only permitted during lunchtime. A food delivery shelf will be placed at the Academy entrance. Students must be accompanied by a staff member while picking up lunch deliveries.

All dietary restrictions should be communicated to staff on the Crossbar registration form. To support the health and safety of students with food allergies, the school may implement restrictions on lunches containing peanuts or tree nuts. Decisions regarding these restrictions will be based on the allergy needs of enrolled students and may be adjusted as those needs change.

Health & Wellness Policy

The health and well-being of our students is a priority at Prospects Academy. All students are required to have current medical forms, physical exam forms and updated immunization information prior to the start of each school year.

Parents and guardians are responsible for informing the Academy of any injury or illness that

may affect a student's ability to participate in academic or athletic activities.

If a student receives medical evaluation or treatment from a physician or other licensed healthcare provider for an injury or illness that occurs outside of Prospects Academy, a copy of the physician's recommendations, restrictions, or release to participate should be provided to the Academy's Athletic Trainer prior to the student's return to athletic participation.

To help maintain a safe and healthy learning environment, students who are ill should remain at home until they are well enough to participate in academic and athletic activities. A student should not attend school if they have any of the following symptoms:

- Fever of 100 degrees or more, vomiting or diarrhea within the last 24 hours
- Strep throat (a student may return to school after being on an antibiotic for 24 hours)
- A severe cold, including a runny nose and/or persistent cough
- Conjunctivitis/Pink Eye (student may return to school after 24 hours of treatment and eye is no longer draining)
- A skin rash that has not been identified by a doctor as non-contagious
- Head lice
- Students who are diagnosed with a concussion must submit proper documentation of a medical diagnosis and medical recommendations to administration.

If a student is ill, the student should remain home for their recovery and the protection of other students and staff. **Students must be symptom-free for 24 hours before returning to school.**

Students may not carry any prescription or over-the-counter medications on their person (including backpacks, lockers and purses) at school, except for a prescription emergency inhaler or Epi-pen or if a medical care plan is on file.

A student who is required to take prescription medication at school must have a written care plan prepared by their parent or guardian on file with the Academy which gives Academy personnel permission to administer the prescribed medication. Prescription medications can only be administered by Academy staff as directed on the original prescription container. Expired prescription medication cannot be administered. All medications must be delivered to the Academy in their original, properly labeled container and will be stored in a secure location accessible only to authorized personnel. Over-the-counter medication may be given to students if parents have given consent.

Emergency Contact Information

The emergency contact information must be reviewed and updated annually as part of the annual registration process. If your emergency contact information changes during the course of the school year, please contact administration with updated information. It is essential that you are able to be reached in the event of an emergency.

Inclement Weather Policies

The safety of our students, families, and staff is our highest priority. When inclement weather or

other emergency conditions affect school operations, Prospects Academy will evaluate conditions and determine whether to delay, modify, or cancel programming.

Parents and guardians will be notified of any school closures, delays, or schedule changes as soon as practicable via email. Additional communication methods may be used when appropriate.

Families are encouraged to monitor local weather conditions and exercise their own judgment when determining whether travel is safe. Parents and guardians always have the discretion to keep their student home if they believe doing so is in the student's best interest. If a student will be absent due to weather-related concerns, parents should notify the Academy in accordance with the attendance procedures outlined in this Handbook.

Searches of Personal Property

Prospects Academy reserves the right, at all times, to conduct searches and inspection of student clothing, possessions, backpacks, lockers and cars if the Academy has reasonable suspicion that there has been a violation of any policy. Searches will be approved by administration and will be conducted in the presence of a witness. Enrollment at Prospects Academy constitutes parental consent for such searches. Prospects Academy assumes no responsibility for lost or stolen items.

Safety and Security

Prospects Academy makes every effort to keep our students safe. The dedicated entrance to the Academy will have facial recognition software.

All adults working with students at Prospects Academy must have a background check on file and will be provided with an identification badge.

Prospects Academy requires criminal background checks for all volunteers who have direct contact with students at the Academy.

Any visitor to Prospects Academy will be required to call the Academy office to gain admittance. Once in the Academy, visitors will need to sign in and out at the office and wear a visitor sticker while in the building.

Illegal Substance Use

Prospects Academy is committed to providing a safe, healthy, and drug-free educational and athletic environment. Student-athletes are expected to make responsible choices that support their academic success, athletic performance, personal well-being, and the well-being of the Academy community.

Students are prohibited from possessing, using, distributing, selling, purchasing, being under the influence of, or attempting to obtain any prohibited substance while:

- On Prospects Academy property or at any Prospects Academy sponsored activity.
- At athletic practices, competitions, training sessions, field trips, or other Prospects Academy events.
- In Prospects Academy sponsored vehicles or while being transported for Prospects Academy activities.
- Representing Prospects Academy in any capacity.

Prohibited substances include, but are not limited to:

- Alcoholic beverages
- Tobacco products
- Electronic cigarettes (e-cigarettes), vaping devices, vape pens, and related products
- Nicotine products, including nicotine pouches and smokeless tobacco
- Marijuana or cannabis products in any form, including THC products, regardless of whether legal under state law
- Illegal drugs or controlled substances
- Prescription medications that have not been prescribed to the student or are being used in a manner inconsistent with the prescribing healthcare provider's instructions
- Any intoxicating substance or product used to produce impairment or intoxication

Students may not possess drug paraphernalia or any item intended for the use, storage, concealment, or distribution of prohibited substances.

Students may possess or use prescription medications only when the medication has been lawfully prescribed to them and is administered in accordance with Academy medication procedures. The misuse, sharing, selling, or distribution of prescription or over-the-counter medications is strictly prohibited.

Students are expected to uphold the standards of Prospects Academy at all times. Conduct involving the illegal use, possession, distribution, or sale of prohibited substances away from campus may result in disciplinary action when such conduct affects the safety, welfare, reputation, or orderly operation of the Academy or its programs.

Students are encouraged to report concerns regarding substance use or possession to a teacher, coach, administrator, or other trusted staff member. Reports made in good faith help protect the health and safety of the Academy community.

Violations of this policy will be addressed on a case-by-case basis, taking into consideration the nature and severity of the incident, the student's age, disciplinary history, and any applicable legal requirements.

Consequences of violating this Policy may include one or more of the following:

- Parent or guardian notification
- Meeting with Academy administration
- Temporary loss of school or athletic privileges

- Required educational or counseling interventions
- Behavioral contract or probation
- Suspension from academic and/or athletic activities
- Referral to law enforcement when required by law or when student safety is at risk
- Suspension or expulsion from Prospects Academy

Nothing in this policy limits Prospects Academy's authority to take immediate action when necessary to protect the health, safety, or welfare of students or staff.

Prospects Academy recognizes that substance use may, in some cases, be associated with underlying health, emotional, or behavioral concerns. When appropriate, the Academy may work collaboratively with students, families, and qualified professionals to provide support while maintaining a safe and drug-free environment.

Emergency Drills

The safety and well-being of students, staff, and visitors are a top priority. To prepare for potential emergencies, the Academy conducts regular emergency drills throughout the school year. These drills help students and staff practice appropriate responses and ensure that emergency procedures can be carried out quickly and effectively. This includes fire drills, tornado and severe weather drills and lockdown and active shooter drills

All students are expected to participate in emergency drills and follow the directions of Academy personnel.

Live Barn

To protect the privacy of all student-athletes, Live Barn will be unavailable during the school day and will be temporarily turned off during school hours. Service will resume at the conclusion of the school day.

Student Code of Conduct

Prospects Academy is committed to providing a positive educational and athletic environment that promotes respect, integrity, sportsmanship, and personal responsibility. Enrollment in the Academy requires students to support the following expectations.

As a Prospects Academy student-athlete, you agree as follows:

Academic Responsibility

- Attend all scheduled classes, study sessions, and Academy activities unless excused by Academy administration.
- Complete assignments, projects, assessments, and other academic requirements in a timely manner.

- Demonstrate academic integrity by engaging in honest work and refraining from cheating, plagiarism, or other forms of academic misconduct.
- Show respect for teachers, coaches, staff, and fellow students and contribute to a positive learning environment.

Athletic Responsibility

- Arrive on time and fully prepared for all practices, training sessions, competitions, meetings, and team activities.
- Exhibit sportsmanship, self-discipline, and respect for teammates, opponents, officials, and coaches at all times.
- Follow all coaching instructions, Academy policies, and established safety procedures.
- Use Academy and facility equipment responsibly and only for its intended purpose.
- Wear all required athletic apparel and protective equipment as directed by Academy personnel.

Personal Responsibility

- Treat all members of the Academy community with dignity, respect, courtesy, and inclusiveness.
- Refrain from bullying, harassment, hazing, discrimination, intimidation, retaliation, or any conduct that creates an unsafe or hostile environment.
- Use appropriate and respectful language in all interactions, including electronic communications and social media.
- Respect Academy facilities, equipment, and the personal property of others.
- Conduct oneself in a manner that positively reflects the values and reputation of Prospects Academy both on and off campus, including during travel and online activities.
- Use technology, devices, networks, and internet resources responsibly and in accordance with all Academy policies and applicable laws.

Safety Responsibility

- Promptly follow the directions of coaches, staff, officials, and school personnel at all times.
- Required protective equipment must be worn and maintained in safe condition during all on-ice activities.
- Dangerous, reckless, violent, or unsportsmanlike conduct is prohibited both on and off the ice and/or field.
- Students must immediately report injuries, illness, concussion symptoms unsafe conditions, damaged equipment, or safety concerns to staff.
- Students must comply with all emergency procedures, facility regulations, locker room expectations, and transportation safety requirements.

Students are expected to exercise sound judgment, personal accountability, and integrity in all aspects of Academy life. Failure to comply with this Code of Conduct may result in disciplinary action as determined by the Academy.

Parent Code of Conduct

Prospects Academy is committed to providing a positive educational and athletic environment that promotes respect, integrity, sportsmanship, and personal responsibility. Parents and guardians are expected to support the mission, values, and educational objectives of Prospects Academy by adhering to the following standards of conduct:

- Promote and uphold the educational, athletic, and character-development goals of Prospects Academy.
- Encourage positive sportsmanship, integrity, teamwork, and respectful behavior in all school and athletic activities.
- Treat teachers, administrators, staff, coaches, volunteers, students, and fellow parents with courtesy, respect, and professionalism.
- Refrain from inappropriate, abusive, threatening, harassing, or disruptive language or behavior, whether in person, electronically, or through social media.
- Recognize and respect the professional decisions of staff and coaches regarding instruction, discipline, and student-athlete development.
- Address questions or concerns in a timely, respectful, and constructive manner through established Academy communication channels.
- Promptly inform the Academy of any medical conditions, injuries, medication needs, or changes to emergency contact information that may affect a student's participation or well-being.
- Help ensure that students arrive on time, properly equipped, prepared to participate, and ready to engage positively in all Academy activities.

Failure to adhere to this Code of Conduct may result in restrictions on participation in Academy events or other appropriate action as determined by Prospects Academy.

PROSPECTS ACADEMY
PARENT/STUDENT-ATHLETE HANDBOOK ACKNOWLEDGMENT

The Prospects Academy Parent/Student-Athlete Handbook has been developed to provide students and parents/guardians with important information regarding the Academy's mission, policies, procedures, expectations, and standards of conduct.

By signing below, I acknowledge that:

1. I have received access to the Prospects Academy Parent/Student-Athlete Handbook.
2. I understand that it is my responsibility to read, understand, and comply with the policies, procedures, and expectations outlined in the Handbook, including the Student and Parent Codes of Conduct.
3. I understand that enrollment and participation in Academy programs are conditioned upon adherence to Academy rules and standards.
4. I agree to support the Academy's educational, athletic, behavioral, and safety expectations.
5. I understand that the Handbook is intended as a guide and that Prospects Academy reserves the right to interpret, modify, amend, or discontinue policies and procedures at its discretion.
6. I understand that failure to comply with Academy policies may result in disciplinary action, including suspension, dismissal, or other sanctions deemed appropriate by the Academy.
7. I acknowledge our responsibility to remain informed of any updates to Academy policies and communications issued during the school year.

This acknowledgment remains in effect for the duration of the student's enrollment unless superseded by a revised acknowledgment form.

Student Acknowledgment

I have received or been provided access to the Prospects Academy Parent/Student-Athlete Handbook. I understand the expectations outlined therein and agree to conduct myself in accordance with Academy policies and standards.

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Acknowledgment

I have received or been provided access to the Prospects Academy Parent/Student-Athlete Handbook. I have reviewed its contents and agree to support the Academy's policies, procedures, and expectations. I understand that I am responsible for ensuring that my student complies with all applicable Academy requirements.

Parent/Guardian Name #1: _____

Parent/Guardian Signature #1: _____

Date: _____

Parent/Guardian Name #2: _____

Parent/Guardian Signature #2: _____

Date: _____

Appendix A
PROSPECTS ACADEMY
MISSOURI YOUTH SPORTS CONCUSSION
INFORMATION AND ACKNOWLEDGMENT

Missouri law requires that parents/guardians and student-athletes receive information regarding concussions before participation in youth athletic activities.

What Is a Concussion?

A concussion is a brain injury caused by a blow to the head, neck, face, or body that causes the brain to move rapidly inside the skull. A concussion may occur even without loss of consciousness.

Common Signs and Symptoms

A student-athlete may experience one or more of the following:

Physical

- Headache
- Dizziness
- Nausea or vomiting
- Blurred or double vision
- Sensitivity to light or noise
- Balance problems

Cognitive

- Confusion
- Difficulty concentrating
- Memory problems
- Feeling slowed down
- Difficulty answering questions

Emotional

- Irritability
- Sadness
- Anxiety
- Mood changes

Sleep

- Sleeping more than usual
- Sleeping less than usual
- Difficulty falling asleep

What Parents Should Watch For

Seek immediate medical attention if a student-athlete experiences:

- Loss of consciousness
- Repeated vomiting
- Worsening headache
- Slurred speech
- Weakness or numbness
- Seizures
- Increasing confusion
- Unusual behavior
- Difficulty waking

Missouri Return-to-Play Requirements

Under Missouri law:

- Any student-athlete suspected of having sustained a concussion or brain injury **shall be immediately removed** from participation.
- The student-athlete **may not return to practice or competition on the same day** unless evaluated and cleared by an appropriate licensed healthcare professional authorized under Missouri law.
- The student-athlete may return to participation only after receiving written medical clearance from an authorized healthcare provider and completing any required return-to-play protocol established by the Academy.

Parents are encouraged to notify Academy staff of any head injury that occurs outside of Academy activities.

Student Responsibilities

Student-athletes agree to:

- Immediately report concussion symptoms.
- Report if a teammate appears injured.
- Never hide symptoms in order to continue playing.
- Follow all medical recommendations before returning to activity.

Parent Responsibilities

Parents agree to:

- Inform the Academy of any diagnosed concussion.
- Follow medical recommendations.
- Provide written medical clearance before returning to participation when required.

Acknowledgment of Concussion Protocol

We acknowledge that we have received and reviewed the Prospects Academy Concussion Information and understand the risks associated with concussions and head injuries. We understand Missouri's requirements regarding removal from play and medical clearance before returning to athletic participation.

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Printed Parent Name: _____

Date: _____

Academy Representative: _____ **Date:** _____

Appendix B
PROSPECTS ACADEMY
OFF-CAMPUS PRIVILEGES & PARENTAL CONSENT FORM
(Grades 10–12 Only)

Prospects Academy recognizes that students in Grades 10–12 may be eligible for off-campus privileges. These privileges are granted and may be revoked at any time if a student fails to comply with Academy policies.

Student Information

Student Name: _____

Grade: _____ **Academic Year:** _____

Parent/Guardian Authorization

I authorize my student to leave the Prospects Academy campus during the following times during the school day:

- ☐ Lunch Period
- ☐ Study Hall (only if it is the last period of the school day)

I understand that this authorization remains in effect until revoked by the parent(s)/guardian(s) in writing or by Prospects Academy.

Parent Acknowledgment

By signing this form, I acknowledge and agree that:

- My student has my permission to leave campus during approved times.
- Once my student signs out and leaves campus, Prospects Academy is **not responsible for supervising** my student until they return and sign back in.
- I assume responsibility for my student's safety, conduct, transportation, and activities while off campus.
- My student must comply with all local, state, and federal laws while away from campus.

- My student must return to campus on time for scheduled classes, practices, meetings, or other required activities.
- Repeated tardiness, misuse of privileges, disciplinary issues, or safety concerns may result in suspension or permanent revocation of off-campus privileges.

Student Responsibilities

While exercising off-campus privileges, I agree to:

- **Sign out before leaving campus and sign in immediately upon returning.**
- Return on time for all scheduled classes, practices, workouts, meetings, and Academy activities.
- Follow all Academy rules and expectations while representing Prospects Academy.
- Drive safely and obey all traffic laws if operating a motor vehicle.
- Never transport another student unless authorized by that student's parent/guardian.
- Understand that off-campus privileges are a privilege—not a right—and may be revoked at any time in the sole discretion of Academy administration.

Transportation

My student will leave campus by personal vehicle.

My student has permission to transport the following Prospects student-athletes:

My student has permission to ride in a personal vehicle with the following Prospects student-athlete driver(s):

Release of Responsibility

To the fullest extent permitted by Missouri law, I release and hold harmless Prospects Academy, its officers, directors, employees, teachers, coaches, volunteers, and affiliated facilities from liability arising out of my student's decision to leave campus pursuant to this authorization, except where liability results from gross negligence or willful misconduct of Prospects Academy.

Revocation of Privileges

Prospects Academy reserves the right to suspend or revoke off-campus privileges at any time for reasons including, but not limited to, the following:

- Academic concerns
- Attendance issues
- Disciplinary violations
- Safety concerns
- Failure to follow Academy policies
- Parent request

The Academy's decision regarding off-campus privileges shall be final.

Acknowledgment

We have read and understand this agreement and voluntarily accept its terms.

Student

Signature: _____

Printed Name: _____

Date: _____

Parent/Guardian

Signature: _____

Printed Name: _____

Phone: _____

Date: _____

Academy Representative

Signature: _____

Date: _____

Appendix C
PROSPECTS ACADEMY
MEDICAL AUTHORIZATION

In the event of an illness or emergency, I authorize Prospects Academy personnel to obtain emergency medical treatment for my child when I cannot be reached. I understand that every reasonable effort will be made to contact me prior to treatment whenever applicable.

I accept full financial responsibility for all medical expenses, ambulance transportation, hospital care, physician services, and related costs incurred.

Insurance

I certify that the student-athlete is covered by medical insurance and understand that Prospects Academy does not provide medical insurance for participants.

Insurance Carrier: _____ Policy #: _____

Health Information

I represent that the student-athlete is physically fit and capable of participating safely in activities and has no medical condition that would prevent participation or create an unreasonable risk of injury. I agree to state any relevant medical conditions, allergies, restrictions or special needs below.

I certify that I have carefully read this Medical Authorization, fully understand its contents, and sign it voluntarily.

Parent/Legal Guardian

Signature: _____ **Date:** _____

Printed Name: _____

Student Name: _____

Student-Athlete (18 years or older only)

Signature: _____ **Date:** _____

Printed Name: _____

Appendix D
PROSPECTS ACADEMY
STUDENT PHOTO AND MEDIA RELEASE AUTHORIZATION

I, the undersigned parent/legal guardian of the above-named student (or student if 18 years of age or older), hereby grant permission to Prospects Academy, its employees, representatives, and authorized media partners to photograph, videotape, record, and/or otherwise capture the student's image, likeness, voice, and participation in school-related activities.

I understand that these photographs, videos, recordings, or other media may be used Prospects Academy for educational, informational, promotional, and public relations purposes, including but not limited to:

- Prospects Academy websites
- Social media platforms
- News releases and media publications
- Academy newsletters and brochures
- Academy publications
- Presentations and promotional materials
- Local, regional, and national news coverage of Academy-related events

I further understand that the student's name may be used in connection with such materials unless otherwise prohibited by law or policy.

Release of Liability

I understand that these materials may be published, broadcast, or distributed to the public without further notice or compensation. I release and hold harmless Prospects Academy, its employees, and agents from any claims arising from the use of the student's image, likeness, voice, or participation as authorized herein.

Duration of Consent

This authorization will remain in effect for the current school year unless revoked in writing by the parent/legal guardian or eligible student.

Parent/Legal Guardian

Signature: _____ **Date:** _____

Printed Name: _____

Student Name: _____

Student-Athlete (18 years or older only)

Signature: _____ **Date:** _____

Printed Name: _____