

OTTERVILLE R-VI SCHOOL DISTRICT

Athletic and Activity Handbook

2026-2027

Adopted by the Board: August 19, 2021



DISCLAIMER

The Athletic Handbook has been written to provide important information concerning specific rules, policies, and procedures related to the safety and operation of the Otterville R-VI School District. In order for the Otterville R-VI School District to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures, and rules outlined in this handbook. The athletic handbook summarizes district policy and contains general guidelines and information. Refer to official policy and regulation documents for specific information. An up-to-date version will be maintained online at <https://www.ottervillervi.k12.mo.us/>. The Otterville R-VI School District will provide notice of those changes through email, on-site posting, or campus mail; these changes will have effect once that notification is given, regardless of whether a student or parent actually read the particular notice received.

If you have any questions regarding this handbook, please contact your student's athletic director or principal.

INTRODUCTION

Welcome to the Otterville School District activity/athletic program. Hopefully, your decision to take advantage of extracurricular and/or co-curricular programs will be educational, rewarding and challenging. This handbook is given to you so that you might be more aware of the programs that are available and the responsibilities that come with membership. The Otterville School District encourages you to take advantage of as many programs as your time and talent will permit. Our district does not encourage specialization in one sport or activity. Naturally, due to conflicts in seasons, practice times, schedules, etc., some choices will have to be made by you. Good luck to you as you strive to grow emotionally, mentally, socially, and physically through our programs.

PHILOSOPHY

The Otterville School District believes that the activity/athletic programs shall supplement our school's curricular program, and as such, become a vital part of a student's **TOTAL** educational experience. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of their education.

Student participation in any part of our activities is a **privilege** which carries with it responsibility to the school, to the activity, to the student body, to the community and to the student themselves.

OBJECTIVES OF THE OTTERVILLE SCHOOL DISTRICT ATHLETIC AND ACTIVITIES PROGRAM

1. To develop good school citizens.
2. To develop positive qualities: physical, mental, and moral.
3. To develop respect for authority by abiding by the rules of the game and the decisions of the coach/sponsor and officials.
4. To teach the rules and skills of each sport/activity.
5. To teach effective teamwork skills and the importance of teamwork
6. To help the participant develop academically, in accomplishments, and attitude.
7. To promote good sportsmanship and the appreciation of athletics/activities in general so that the student may function in society as a spectator as well as a participant.
8. To develop pride in self, school, teammates, and classmates.
9. To learn to win graciously and lose like ladies and gentlemen.

CONFERENCE AFFILIATION

Otterville High School is a member of the Kaysinger Conference. As a member will adhere to the rules and regulations of the conference. This is an eleven member conference which includes Cole Camp, Green Ridge, Hughesville/Houstonia (Northwest), LaMonte, Lincoln, Otterville, Sacred Heart, Smithton, Stover, Tipton, and Windsor.

MSHSAA AFFILIATION

The Missouri State High School Activities Association, of which Otterville School District is a member, is a voluntary, nonprofit, educational association of junior and senior high schools established for the purpose of working cooperatively in adopting standards for supervising and regulating interscholastic activities and contests.

One of the primary functions of MSHSAA is to establish eligibility standards that must be met by all students to attain the privilege of representing their school in interscholastic activities. Eligibility is a PRIVILEGE to be granted by the school to a student, which allows that student to participate in interscholastic activities. Eligibility is not a student's right by law. Precedent setting legal cases have determined that eligibility is a privilege to be granted only if the student meets all standards adopted by the school, which enables the school to grant the student such a privilege.

PARTICIPATION GUIDELINES

These guidelines must be followed in all school-sponsored activities.

- Students are free to make their own selections as to sports or activities in which they wish to participate as defined by gender.
- Participation in more than one sport within a sports season will be allowed if an agreement is worked out before the season with both coaches and the Activities Director.
- Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Superintendent
Phone #: (660)366-4391
Email Address: dkruse@ottervillervi.k12.mo.us

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Central Office Secretary
Phone #: (660)366-4391
Email Address: tschoen@ottervillervi.k12.mo.us

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Competition and performances will take precedent over practices and rehearsals unless arrangements have been made with the coaches/sponsors beforehand. District and State activities will have priority when there is a conflict between performances and competition. If a co-curricular activity is missed, an alternative assignment **may** be given in place of attendance in order to recover points missed. When an athletic competition or practice is missed, a student **may** be required to make up any missed skills or conditioning missed. The administration reserves the right to intervene at any time to preserve the best interests of the student and/or programs involved.

- If a student is cut from a team, he/she may join another team or program in that sport season. If a student quits a team, that student may only join another team during that sport season if the coaches of both the old and new teams along with the Activities Director agree it is in the best interests of all involved parties.
- Attendance **at practice, meetings, and competitions is required. No one is excused without prior permission from the coach or sponsor, unless it is due to a family or personal emergency.**
- Practices, just like classroom work, require the full attention and effort of the participant. Parent, guest, visitor attendance at practice will require the 24 hour notice and approval of the coach/sponsor.
- Coaches/sponsors will post practice times at least a week in advance. These schedules are subject to change due to extenuating circumstances.
- No practices are to be scheduled on holidays without administrative approval. Practices on Sundays will be infrequent and must begin after 1:00 p.m. If a participant notifies the coach/sponsor **in advance** that he/she cannot make a Sunday or holiday practice for any reason, it will be excused.
- Scheduled contests on Wednesdays will be avoided whenever possible. However, in situations when there is a contest scheduled on a Wednesday, a student will be excused from attending in order to attend church activities provided the head coach is made aware in advance.
- During the winter months, when inclement weather forces school cancellation, all practices must be optional and will occur at a time which will allow road crews to have an opportunity to improve road conditions.
- On days that school is dismissed early due to the weather, practices and contests will be cancelled unless approved by the administration.
- Individuals that desire to participate in extra-curricular activities using the

The three enrollment options

1. Traditional Option

The student is enrolled full-time and attends classes at the member high school, meeting the standard academic eligibility requirements.

2. Non-Traditional Option 1 – Transcribed Credits

This option allows a student to remain eligible even when some or all coursework is completed outside the local high school, such as:

- Virtual courses
- Dual-credit or college courses
- Work-study
- Career and Technical Education
- Other approved educational programs

To use this option, the student must meet all MSHSAA requirements, including being enrolled at the member school and having the outside coursework accepted and **transcribed** by the high school.

3. Non-Traditional Option 3

This option addresses students whose education is provided through approved non-traditional pathways (such as certain home school, Family Paced Education, or virtual education situations under current Missouri law and

MSHSAA rules). Following the implementation of Missouri Senate Bill 63, eligible **resident participant students** may participate with their resident public or charter school if they satisfy the applicable eligibility requirements established by law and MSHSAA.

COMMITMENT

When a student chooses to participate on an athletic team or to be a member of a co-curricular program, the student and their parents must make a commitment to that program. This may bring about a few scheduling hardships for parents and participants. If the programs in our school are going to be competitive and successful, there must be regular practice and the student should realize that his/her time at practice is very important. Coaches and sponsors consider practices to be as important as the classroom in these situations. In the classroom when a student misses an assignment, it is to be made up. The same theory applies to athletic teams and co-curricular programs. Participants will be required to make up the practice of the skills or conditioning that they have missed in an “official” practice.

Acknowledgement Form

Prior to participating in any practice, tryout session, meeting, or contest for any interscholastic sport/event or extra-curricular activity, each athlete/participant and parent must sign and return the “Otterville R-VI Activity/Athletic Acknowledgement Form” found in this handbook. Parents and students should read completely the policies and information in the activity/athletic handbook. Parents and students must both sign the commitment form. The signed form is a contractual understanding between athlete/participant/parents/coaches/sponsors for participation.

1. Participation in athletics and activities is voluntary and a privilege.
2. The handbook has been read, discussed, and questions answered in regard to the document.
3. Participants will follow the school district policies and comply with the requirements listed in the handbook.
4. Parents will support the high school in its efforts to promote good citizenship and the requirements listed in the handbook.
5. The Acknowledgement form must be completed for each school year. Only one form needs to be on file per participant. The student must return the form to the coach/sponsor of the first sport/activity that they participate in. Once coaches/sponsors have all commitment forms and physicals collected from athletes/participants, they will keep copies and turn the originals into the AD.
6. MSHSAA regulations require that coaches obtain parental permission for each athlete in writing before he/she can participate in athletics. The signing of the Otterville R-VI Activity/Athletic Acknowledgement Form fulfills this requirement.

PHYSICALS AND INSURANCE REQUIREMENTS

Athletic by-laws in the MSHSAA Handbook state: “The school shall require of each student participating in athletics a Pre-Participation Medical Eligibility Form signed and authorized by a physician, advanced nurse practitioner in written collaborative practice with a physician, or a certified physician’s assistant in collaboration with a sponsoring physician stating that the individual is physically able to participate in athletic practices and contests of his/her school. A student shall not be permitted to practice or compete for a school until a signed medical eligibility form is on file at the school. The medical eligibility form is valid for two years (730 days) from the date of issue for the purpose of this rule. ”

Otterville R-VI student athletes **MUST** have the following on file with the coach/athletic director prior to the first practice:

Pre-Participation Annual Documentation Requirements: The following subjects are addressed in the Pre-Participation Form(s) which must be completed with signatures of acknowledgement, and submitted by each student and student's parent(s) annually prior to being allowed to practice in a sport or activity: a. Interim Medical Update b. Emergency Contact Information c. Parent Permission and Healthcare Coverage Verification d. Student Agreement e.

Return to Play (RTP) Procedures after a Concussion

Return to Play (RTP) Procedures After a Concussion Return to activity and play is a medical decision. Progression is individualized, must be closely supervised according to the school's policies and procedures, and will be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates. An athlete with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly as determined by the healthcare provider who has evaluated the athlete. After the student has not experienced symptoms attributable to the concussion for a minimum of 24 hours and has returned to school on a full-time basis (if school is in session), the stepwise progression below shall be followed:

Step 1: Light cardiovascular exercise.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight-training can begin.

Step 4: Full, normal practice or training (a walk-through practice does not count as a full, normal practice).

Step 5: Full participation. Must be cleared by MD/DO/PAC/LAT/ARNP/Neuropsychologist before returning to play.

The athlete should spend a minimum of one day at each step before advancing to the next. If concussion symptoms return with any step, the athlete must stop the activity and the treating healthcare provider must be contacted. Depending upon the specific type and severity of the symptoms, the athlete may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms returned. Return to Play Protocol (Steps 1-4) Completed (Date/Signature): Cleared for Return to Play (Step 5) by: Date: I accept responsibility for reporting all injuries and illnesses to my school and medical staff (athletic trainer/team physician) including any signs and symptoms of a CONCUSSION.

Signature of Student Athlete: _____ Date: _____

May be advanced back to competition after phone conversation with the healthcare professional that evaluated the athlete (MD/DO/PAC/LAT/ARNP/Neuropsychologist) and documented above.

ELIGIBILITY FOR EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Students participating in the student shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater; or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age.of their classes. Variations to this policy will follow MSHSAA guidelines and will be considered by the administration on a case-by-case basis. High school eligibility for MSHSAA is also based on earning 80% of their credits the previous semester.

7th and 8th grade academic eligibility requirements state that the student must be enrolled in a normal course load for his/her grade level. You must have been promoted to a higher grade prior to the first day of classes for the new school year. However, even though you may have been promoted, any 7th or 8th grade student who fails more than two courses the previous semester will be ineligible.

Listed below is some information to acquaint you with the major rules and regulations you must follow in order to protect your eligibility:

- You must be a credible school citizen. Creditable school citizens are those students whose conduct, **both in and out of school**, will not reflect discredit upon themselves or their school.
- High School students must be participating in the student shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater; or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age of their classes.
- High School students must have earned 80% of their attempted credits in the preceding semester or 3.0 credits, whichever is greater.
- 7th and 8th grade students must be enrolled in a normal course load and must not have failed more than two classes the previous semester.
- If you transfer schools and your parents do not move to your new school district, you will be ineligible for 365 days, unless you meet one of the exceptions to the transfer or promotions rules.
- You are eligible to participate in any sport for a maximum of four consecutive seasons at the high school level. Your eligibility in high school activities begins when you first enter the ninth grade and for the first eight semesters that you are enrolled in high school. Your eighth semester must immediately follow your seventh semester.
- You must enter school within the first 11 days of the semester to be eligible.
- You may not receive cash, merchandise or gift certificates for participating in an athletic/academic contest.
- You may accept awards that are symbolic in nature, such as medals, trophies, ribbons, plaques, etc.
- You may accept awards for participating in non-school sponsored athletic/academic competition only if the awards are symbolic in nature, such as medals, trophies, ribbons, plaques, etc.
- If you reach the age of 19 prior to July 1, you will be ineligible for interscholastic competition the next school year.
- In seventh grade in order to participate on or against teams made up of only seventh graders, you must not have reached the age of 14 years prior to July 1 preceding the opening of school.
- In eighth grade in order to participate on or against teams made up of only eighth graders, you must not have reached the age of 15 years prior to July 1 preceding the opening of school.
- You may not participate in any organized non-school sponsored athletic/academic competition and your school team IN THE SAME SPORT during the same season.
- You may participate on a school team and a non-school team in different sports during the same season; however, you may not practice or compete in non-school organized athletic competition on THE SAME DAY that you practice or compete with your school team without approval of the school administration.
- You may participate in an “audition” or “try-out” for a college team only after you complete your last season of eligibility in the sport for which you wish to try out.
- You may attend a non-school sponsored summer specialized sports camp for as long as you wish, where you do not receive instruction or coaching from a member of your school’s coaching staff.
- You may attend a camp or clinic where your school’s coaching staff instructs or coaches for a period no longer than two weeks in duration.

*** REMINDER: Any questions pertaining to eligibility that is not answered above should be brought to the attention of your Activities Director.*

BOARD POLICY REGARDING INTERSCHOLASTIC ACTIVITIES AND ATHLETICS

ATTENDANCE

Participants are expected to be in school four (4) periods of the school day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The student must be at school for at least

four (4) class periods on Friday to participate in weekend activities. Exceptions to this rule are extremely rare and must be approved by the Principal or Activities Director **beforehand**.

Participants are also expected to arrive on time the day following a contest or performance. Getting home late from a game or performance does not excuse anyone from getting to school at the appropriate time.

It is the decision of each coach/sponsor to determine practice attendance if you miss part of the school day.

Academic Eligibility

In addition to MSHSAA academic standards, the Otterville Board of Education has set additional academic standards which must be met by all students enrolled in the Otterville School District in order to be eligible to participate in any extracurricular or co-curricular activity; including but not limited to cheerleading, athletics, academic, FBLA, FFA, and music contests or activities.

General Eligibility Provisions

1. Student eligibility will be determined with grading periods using progress reports (every two weeks) and at the end of each quarter or semester. Academic Probation and Ineligibility will go into effect on the day following the last day of the grade-reporting period. Students must continue with Directed Help until the next grading period. Eagle Pride Time will not count as Directed Help.
2. Summer school courses may count toward academic eligibility only if the class is required for graduation.
3. All students must also maintain good citizenship in the school and community. A participant in any activity may not use, possess, or distribute drugs, alcohol, or any item represented to be such. A participant in violation of this rule will be suspended from all team/group performances or activities for the remainder of the season or scheduled events.
4. Any exceptions will require administrative approval.

Academic Ineligible (Short Term) (One F)

5. Any student receiving an F will be placed on Academic Ineligible until the next grading period.
6. Students with one F will be ineligible to participate in Extracurricular Activities (Sports) until the next grading period.
7. Academic Ineligible is defined as a student having one (1) F for the grading period.
8. Students on Academic Ineligible will not be allowed to participate in any school extra-curricular activities that would remove the student from class. If the trip is part of the class grade for a co-curricular class, a student on Academic Ineligible WILL NOT be able to participate in the activity until the next GRADE CHECK. (Grade Checks happen every Tuesday)
9. If the trip is part of a co-curricular class, but will not be used as a grade for the class, a student on Academic Ineligible will not participate in the trip.
10. If the student is receiving an F in the co-curricular class for which the graded trip/activity would remove the student, the student will remain at school and complete an alternative assignment for credit instead of participating in the trip/activity. If the student is receiving the F in a class other than the co-curricular class, the student may be able to attend the trip/activity with sponsor and administrative approval. The student must complete the requirements set forth by the sponsor and administrator prior to attending the trip/activity.
11. Students on Academic Ineligible are REQUIRED to attend directed help on a daily (or scheduled) basis for the class with the failing grade until the next grading period. Participation in practice is not an excuse for missing directed help and missing a scheduled directed help will require the student to miss practice to attend additional directed help.
12. Students receiving one (1) F for a class for a semester will remain on academic probation until the next grading period and may continue participation under Academic Ineligible guidelines provided the student has received credit for 80% of the full time enrolled core classes.

Academically Ineligible (Long Term)

13. Students having more than one F for the grading period are Academically Ineligible.

14. Students on Long term ineligibility list will not be allowed to participate in any Extracurricular Activities.
15. A student who is Academically Ineligible (more than one F) will NOT attend co-curricular trips whether during the day or after school. An alternate assignment with comparable value will be provided to be completed at school while the rest of the class is participating in the activity for activities taking place during school hours.
16. Academically Ineligible students may practice with teams/activities, but may not compete with the team/organization until the next grading period.
17. Students who are Academically Ineligible are REQUIRED to attend directed help on a daily (or scheduled) basis for the class with the failing grade until the next grading period. Participation in practice is not an excuse for missing directed help and missing a scheduled directed help will require the student to miss practice to attend additional directed help.

WINTER PRACTICE PROCEDURES

During the winter months, when inclement weather forces school cancellation the following procedures will be followed.

1. No practice when poor weather is still occurring or when school is released early due to poor weather.
2. After the weather event, if school is still out, there is no mandatory practice, but rather OPEN GYM and participation must be optional and will be scheduled for after 4:00 p.m.
3. Practices will occur at a time which will allow road crews to have an opportunity to improve road conditions.
4. The school/coaches do not find rides for students.

SUMMER SCHOOL

Credit earned in summer school may count for or against the student's record for eligibility purposes as long as the classes are required for graduation from the high school. Students may count up to one (1) unit of credit from summer school toward establishing their eligibility for the fall semester. Summer school electives will not count toward eligibility.

DRESS/APPEARANCE

Coaches and sponsors reserve the right to establish grooming guidelines for their programs as long as the guidelines are fair and consistently monitored. Coaches/sponsors may also require specific clothing for practices, competitions, travel, or overnight lodging. Any out of pocket expenses expected to be covered by the participant or the participant's family will be discussed as far in advance as possible.

Tattoos must be appropriate for public display. If it is deemed by the coach/sponsor or administration to be inappropriate, it must be covered. Due to safety concerns, jewelry is strictly prohibited during practices and competition.

LETTERING REGULATIONS

In order to receive a letter in a varsity sport, the athlete must have been entered into the game record book in twenty-five (25%) of the regular season time/game units of the sport. For example, to receive a letter in basketball, the athlete would need to have participated in 25% of the regular season quarters in the game. Units for other sports include: volleyball, sets; baseball/softball, innings; track meets. In all activities, the athlete must finish the season in order to letter in that sport. Special consideration will be given to athletes who have been injured.

With the first letter earned in any sport the athlete will receive a chenille purple and gold O emblem and a bar. When subsequent letters are earned in different activities, a pin will be awarded which represents the sport in which the letter was earned along with a bar. Whenever an athlete letters for a second, third, or fourth time in a specific sport or activity, a bar will be given.

SPORTS BANQUETS

All coaches and players whose team is being recognized are expected to attend. At this banquet, coaches will summarize the season and present awards. Parents and family members are encouraged to attend. Coaches will determine what team and individual awards are given. They will schedule the banquet and inform the athletes and their families of when and where the banquet will take place. In addition, coaches will inform the team of expected behaviors and attire, which is appropriate for the event.

RETIRING VARSITY BASKETBALL UNIFORMS

These criteria are for retiring varsity basketball uniforms only and all criteria have to be satisfied.

Minimum requirements at time of high school graduation

1. One school record in either points, rebounds, steals or assists
2. Four year letter winner
3. Selected to three all-conference teams
4. Selected to two all-district teams
5. Selected to two all-area teams
6. Selected to one all-state team
7. 2.5 GPA
8. During his/her entire high school career no documented ISS/OSS discipline referrals and no violations of MSHSAA citizenship requirements.

Additional requirement

1. Three year athletic letter winner in college or one time chosen as athletic college All-American

Note: The student is required to apply to the Board of Education for uniform retirement consideration within six years of their high school graduation.

EQUIPMENT

In order to give the student a sense of responsibility and an appreciation of their equipment, each student is responsible for the abuse or loss of any equipment. This includes uniforms. The student who was issued the equipment must pay for any lost or stolen equipment.

The following guidelines, if followed, will reduce the chances for lost or stolen equipment or uniforms.

- Do not exchange or loan any equipment checked out to you to another teammate. If it becomes necessary to do so, the coach/sponsor will see to it.
- School and personal equipment should be locked up at all times.
- Any loss of equipment should be reported immediately to the coach/sponsor. Do not wait until the end of the season.
- Any protective equipment that does not fit properly or has defective parts should be reported to the coach/sponsor immediately. Do not wear the equipment until the adjustments have been made.
- Any equipment or uniforms that you see being used away from school should be reported to the coach/sponsor or the school administration.
- Participants will not be allowed to participate in a new sport or activity until all equipment has been returned for any previous activity.

TRANSPORTATION POLICY

All athletes should ride the team bus when traveling to a contest. When traveling, we all go as a team. When returning home, athletes are **ENCOURAGED** to ride the bus home, but will be allowed to go home with parents

only for the purpose of alleviating parental transportation problems. Team chemistry is often developed on a bus ride home after a big win or even a tough loss. It is important to finish the night as a team.

The following policies are in place for the protection and safety of students and persons responsible for their welfare.

- All participants in all activities will ride the school provided transportation to the events:
 - If for some reason it is necessary to ride to the activity with your parents, the sponsor and the principal will be contacted and provided with written, electronic, or face-to-face contact **during the school day** for approval.
 - Students who drive to an activity or ride with anyone other than their parents or their designee will not be allowed to participate.
 - Failure to comply with this policy will result in the athlete being considered ineligible for participation for up to 25% of the season.
- At the conclusion of the activity, all participants will ride the school provided transportation back to the campus:
 - The participant will only be released to the parent/guardian if a request is made in person to the sponsor by the parent/guardian **PRIOR TO LEAVING THE SCHOOL THAT DAY**. All other students will ride school transportation back to the school.
 - At the conclusion of the activity, the participant may only be released to another parent when written or face-to-face permission is provided to and approved by the administration prior to leaving for the activity.
 - The administration (District Superintendent, Principal, or Athletic Director) may consider a request on a case by case basis prior to students leaving the event.
 - Failure to comply with this policy will result in the athlete being considered ineligible for participation for up to 25% of the season.
- All students riding the bus to the event, even though they do not participate, will follow the same rules.
- Only students and staff will be provided school transportation to school activities and extracurricular activities.
- Once at the activity site, students are NOT allowed to leave the premises without expressed permission from the sponsor.
- The administration may consider a request on a case by case basis prior to students leaving for the event.

CELL PHONE POLICY

- Coaches/Sponsors will restrict all cell phone use by coaches/sponsors and participants from locker rooms, dressing rooms, or any area where students/athletes are changing before, during, or after practice or competitions.
- All text messages or phone conversations between a coach/sponsor and a student/athlete will be limited to school activity business only (i.e. practice time change, game change or cancellation, etc.) and restricted to reasonable business hours. Coaches are prohibited from engaging in social text messaging or phone conversations with students/athletes.

PARENT-COACH/SPONSOR COMMUNICATION

Parent-Coach/Sponsor Relationship

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to the student. As parents, when your student becomes involved with our program, you have a right to be informed of the expectations that are placed on your student. This begins with a clear communication from the coach of your student's program.

Communication You Should Expect from Your Student's Coach/Sponsor

- Philosophy of the coach/sponsor.
- Meeting with coach, parents, and players at the beginning of the season to share expectations.
- Expectations the coach/sponsor has for your student as well as the players on the squad.
- Locations and times of all practices and contests.
- Team requirements such as fees, special equipment, etc.
- Procedure to follow if your student is injured during participation.

- Discipline which results in the denial of playing privileges for your student.

Communication Coaches/Sponsors Expect From Parents

- Concerns expressed directly to the coach/sponsor not vented on social media
- Notification of any schedule conflicts, well in advance.
- Any illnesses or injuries.

As your student becomes involved with our programs, they will experience some of the most rewarding moments of their lives. It is important to understand that there are also going to be times when things do not go the way your student wishes. At these times, discussion with the coach/sponsor is encouraged.

Appropriate Concerns To Discuss With Coaches/Sponsors

- The physical and mental treatment of your student.
- Ways to help your student improve.
- Concerns about your student's behavior.

It is very difficult to accept that your student is not playing as much as you may have hoped. Coaches are professionals. They make decisions based on what they believe to be the best for the TEAM. As you can see from the above list, certain things should be discussed with a coach. Other things, such as the list to follow, should be left to the discretion of the coach.

Issues Not Appropriate To Discuss With Coaches/Sponsors

- Playing time.
- Team strategy.
- Play calling.
- Other students.

There are situations that may require a conference between the coach and parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the others' position. Social media is appropriate for positive TEAM support, but not appropriate for negative comments. Face-to-face meetings are encouraged and when these meetings are necessary, the following procedure should be followed to help promote a resolution to the issues of concern.

Procedure to Discuss Concerns with a Coach/Sponsor

- Call the coach/sponsor **at school** to set up an appointment.
- If the coach/sponsor cannot be reached at school, do not call them at home, instead set up an appointment through the Activities Director.
- Please do not confront the coach/sponsor before or after a contest or practice. These times are usually emotional for both the parent and coach. Meetings at these times rarely establish a resolution.

The next step...

What to Do If the Meeting with the Coach/Sponsor Did Not Resolve Your Issues

- Call and set up a meeting with the Activities Director to discuss the situation.
- At this meeting, the appropriate next step will be determined.

SEEKING SOLUTIONS: PUBLIC CONCERNS

The board recognizes that situations of concern to parents, guardians or the public may arise in the operation of the district. Such concerns are best resolved through communications with the appropriate staff member, teacher,

principal or superintendent.

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Superintendent
Phone #: (660)366-4391
Email Address: dkruse@ottervillervi.k12.mo.us

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Central Office Secretary
Phone #: (660)366-4391
Email Address: tschoen@ottervillervi.k12.mo.us

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

If the board approves a hearing, the date for such hearing will be set, and the superintendent will advise the complainant.

CITIZENSHIP POLICY

We believe that extracurricular and co-curricular activities supplement the secondary curricular program, and are a vital part of a student's total educational experience. These experiences contribute to the development of each student's intellectual, emotional, and social abilities. They provide the student with the opportunity to maximize their overall educational experience.

Student participation in any of our activities is a **privilege** which carries with it responsibility to the school, to the activity, to the student body, to the community, and to the students themselves. Students who represent our school in one of our activities must be considered creditable citizens by the administration and the coach/sponsor. Those

students, whose character or conduct is such as to reflect discredit upon themselves or their school, are not considered “creditable citizens.” The student’s conduct shall be satisfactory in accord with the standards of good discipline. Any behavior or action by a student that discredits themselves, their school, or their team/program will affect the student’s status as a creditable citizen and the student will face punitive action as determined by the administration or the coach/sponsor. Truancy, tardiness, disrespect, or any other act that places a student in any form of suspension from school will automatically affect a student’s eligibility to participate in our programs. A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. may justify suspension or dismissal from the program. Violations of established training rules will also result in suspension or dismissal from the program.

PARTICIPANT CODE OF CONDUCT

The following violations and consequences are minimum guidelines only; all coaches/sponsors have the right to impose additional consequences within their respective programs as they see fit. Incidents that may occur which are not covered by these guidelines, will be reviewed on an individual basis and decisions related to penalties will be made jointly by the school administration, Activities Director, and head coach/sponsor. Final decisions of all incidents will be at the discretion of the administration. The loss of a student’s privilege to participate carries over to the next season in which a student participates if the suspension cannot be completed by the end of the current season. A season is defined as fall, winter, or spring. Therefore, it is possible that suspensions could carry over from one school year to the other.

Violations for letters A-C in the following listings of misconduct **will not** accumulate from year to year. Violations for letters D-J in the following listings of misconduct **will** accumulate from year to year. For the purposes of this handbook a year is July 1 to June 30. However, in order to protect the integrity of our programs, if a student participant is in violation of this code with regularity, participation privileges can be revoked at any time by the administration.

Hearsay and/or anonymous sources will not be used to substantiate violations of this code. A violation of this policy can be substantiated either verbally and/or in writing by:

- A law enforcement official.
- A medical official.
- A faculty member.
- A school administrator.
- The parent of that student participant.
- The confession of that student participant.
- A coach or sponsor.

One of the principles to which we aspire for all of our students through program participation is honesty. Therefore, we feel it is important to encourage honesty when a student knows they are in violation of this Code of Conduct. If a student recognizes he/she may have violated this Code and they self-report the violation before the end of the next school day or they admit to the violation when directly asked by the coach/sponsor or administration, it will result in a 50% reduction of their penalty if it is their first offense. However, there must remain at least a one game suspension.

Exception: Due to MSHSAA guidelines, matters that involve legal charges or the likelihood of charges will result in suspension of participation until the matter has been concluded through the court system. This includes any court ordered penalties (excluding probation) such as community service, fines, restitution, jail time, substance abuse counseling, etc.

A. Misconduct While At School

A student is expected to exhibit characteristics of good discipline and self-control during the school day. If it is brought to the attention of the Activities Director, Principal, or the coach/sponsor that a student participant was involved with a disciplinary problem while at school, penalties may range from a verbal reprimand to permanent restriction of participation depending on the severity of the situation and the attitude of the student.

With regard to detentions and suspensions, the following penalties are required:

1. After school detentions: On the day of an assigned detention, the student may not participate in any after school activities until the detention is served.

2. In-school suspension (ISS): A student may not participate in any extracurricular or co-curricular contest, performance, or competition until they have completed their last day of assigned ISS. Coaches/sponsors will make decisions regarding practice.

3. Out of school suspension (OSS): On any day that a student misses school due to OSS, that student may not participate in any extracurricular or co-curricular activities (practices and contests). If a student is serving OSS on a Friday or on the last day of school before a vacation he/she will not be allowed to participate until a full day of school is completed.

B. Academic Dishonesty

Student participants are expected to lead by way of example. Academic dishonesty will not be tolerated. Any student found to be involved in academic dishonesty will be disciplined in the following manner after the administration and coach/sponsor have been consulted. Final discipline will be determined by the administration.

First offense: The student will be held from participation for 10% of scheduled contests or will conduct five (5) hours of community service.

Second offense: The student will be held from participation for 25% of scheduled contests.

Third offense: The student will be held from participation for 50% of scheduled contests.

C. Unsportsmanlike Conduct

Any actions that would result in ejection from a contest will cause the student to be restricted from representing the school for at least the next contest. Any student who commits an unsportsmanlike act but is not ejected may still be subject to at least a one game restriction from representing the school. Each case of this type is to be reviewed by the head coach, sponsor, Activities Director, and Principal before a final decision is reached.

D. Possession/Use of Tobacco Products

Student participants are not permitted to possess or use tobacco in any form on or off school property. Therefore, the following penalties will be assessed to students who are in violation of this policy:

First offense: The student will be held from participation for 25% of scheduled contests.

Second offense: The student will be held from participation for 50% of scheduled contests.

Third offense: The student will be held from participation for 365 days.

E. Possession, Use, or Distribution of Alcoholic Beverages

Possession, use, or distribution of alcoholic beverages will not be permitted by student participants. Therefore, the following penalties will be assessed to students who are in violation of this policy:

First offense: The student will be held from participation for 25% of scheduled contests. The student will also be required to receive counseling or intervention as approved by the Principal or Activities Director before again being allowed to participate. Any expense will be covered by the participant.

Second offense: The student will be held from participation for 50% of scheduled contests. The student will also be required to receive counseling or intervention as approved by the Principal or Activities Director before again being allowed to participate. Any expense will be covered by the participant.

Third offense: The student will be held from participation from all extracurricular and co-curricular activities for 365 days.

F. Possession, Use, or Distribution of Controlled Substances, Imitation Controlled Substances, Drug Paraphernalia, or Items Represented To Be Such

Possession, use, or distribution of a controlled substance, imitation controlled substances, drug paraphernalia, or items represented to be such will not be permitted by student participants. Therefore, the following penalties will be assessed to students who are in violation of this policy:

First offense: The student will be held from participation for 50% of scheduled contests. The student will be required to receive counseling or intervention which must be approved by the Principal or Activities Director before again being allowed to participate. Any expense will be covered by the participant.

Second offense: The student will be held from participation from all extracurricular and co-curricular activities for 365 days.

G. Misdemeanor Acts

A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies.

H. Felonies

If a student is charged by law enforcement or admits to administration/coaches for committing a felony, the following penalty will be assessed:

First offense: The student will be held from participation from all extracurricular and co-curricular activities for 365 days.

If a court assigns any sentence other than probation, the student participant will be held from participation from all extracurricular and co-curricular activities for 365 days, or until the sentence has been served, whichever is longer.

I. Hazing

Hazing is defined as harassment, abuse, or humiliation by way of initiation. It can be physical, mental, or emotional. Some people think hazing is an acceptable practice that builds team unity and acceptance. It is, however, an act of violence. It is not a legitimate rite of passage and is intimidation, and, in many states, a crime. Because of the seriousness of our belief that hazing must not take place at the interscholastic level, or any other for that matter, students who commit hazing acts or rituals will be penalized.

First Offense: The student will be held from participation for 25% of scheduled contests. The student will also be mandated to make a public apology to the victim. Depending on the severity of the incident, the administration also reserves the right to suspend participation indefinitely.

Second Offense: The student will be held from participation for 365 days.

J. Inappropriate Physical Contact of a Sexual Nature

All students, including student athletes and those who participate in other extra-curricular activities, have the right to be protected against inappropriate physical contact of a sexual nature in connection with school activities. Therefore, student participants who engage in such conduct will receive consequences under this paragraph separate and independent from, and in addition to, consequences administered under any other provision of the Student Code of Conduct or Participant Code of Conduct that may also be applicable to the conduct. For purposes of this paragraph only, “inappropriate physical contact of a sexual nature” shall mean any “sexual conduct,” “sexual contact,” “sexual intercourse,” or “deviate sexual intercourse,” as such terms are defined in Section 566.010 of the Missouri Revised Statutes on the date this paragraph is adopted, or as the statute may later be amended- when such conduct is either (1) unwelcome or (2) otherwise inappropriate for a school activity, as determined by the coach, sponsor, administration and/or Board of Education. The definitions in Section 566.010 are available on-line under the “Missouri Revised Statutes,” and are available through the athletic and administrative offices in print.

Consequences: (Nothing in the consequences specified below is intended to limit in any way consequences that may be provided under the Student Code of Conduct, or any other provision of Board Policy or Regulation or state or federal law.)

First Offense: Up to a 365-day suspension from extra-Curricular activities, with referral to law enforcement authorities. The student will also receive consequences specified in the Student Handbook.

Second Offense: Long term suspension or expulsion from school, and permanent expulsion from extra-curricular activities, with referral to law enforcement authorities.

SPORTSMANSHIP

As a participant representing the Otterville School District, you have the responsibility for exhibiting good sportsmanship at all times. The moment you agree to participate, you become a representative of your student body, your school, your community and, most importantly, yourself. You will receive the ingredients of good sportsmanship through the teaching, coaching, and examples of the coaching/sponsoring staff. Be sure to exhibit what you learn.

A very important lesson we learn through interscholastic athletics/activities is that by hard work and dedication, we can improve. In America, we recognize we can take the ability given us and through hard work and dedication become anything we want to be. No one can tell you what you must be. If you are willing to recognize the ability you possess and work hard, you can achieve success in athletics/activities.

Attitude is one of the principle requisites in becoming a champion in any sport. Your attitude is defined by your thinking, feeling, and actions. The desire to excel, to win, and to pay the price, are all positive points or attributes of attitude that contribute to a winning philosophy. Yes, a winning philosophy is important. But likewise, realize the importance of how the game is played as well as viewed. Simple acts or gestures of respect will aid you and your team in portraying the standards of sportsmanship expected of participants at Otterville High School. Examples of such acts are:

- Displaying good conduct.
- Cooperating with officials.
- Shaking hands with opponents before and after the contest.
- Showing self-control at all times.
- Accepting decisions and abiding by them.
- Accepting both victory and defeat with pride and compassion.
- Never being boastful or bitter.
- Always being a good teammate.

The displaying of inappropriate conduct or behavior while participating in athletic contest could result in consequences as determined by the administration or the coach/sponsor. This could include additional conditioning, reduction of playing time, or suspension or removal from team.

Interscholastic athletics/activities are much like everyday life. America thrives on competition that has made the country as great as it is today. You might say it is the backbone of our great nation. Regardless of your plans in later life, whether to be in labor, management, sales, or other professions, you must realize there will be competition. There are and will be disappointments in all of life's activities. It is how you react to these disappointments that will measure what values you have learned through activity participation and athletic play on the courts, fields, and mats during your high school days.

School Sponsored Trip and Expense Guidelines

The Board of Education is supportive of enhancing students' educational experience and believe that co-curricular as well as extracurricular activities are a vital part of education. However, the Board of Education has a fiduciary responsibility to all programs and as a result will follow the following guidelines in regards to using district revenue toward state and national competitions.

If an Otterville R-VI Student or Team qualifies for on-site competition at a state or national event the district would:

1. Pay for student/team and sponsor expenses relating to the competition. This includes reasonable expenses relating to entry fee, transportation, hotel, meal expenses and others as approved by administration.

The Board of Education realizes that competing students could participate in 'touristy' activities while at state and national events. These type of activities are encouraged but district money should not be used. Any fundraising efforts related to touristy activities should be clearly stated.

MSHSAA Concussion Return to Play Form

If diagnosed with a concussion, an athlete must be cleared for progression to activity by an approved healthcare provider, MD/DO/PAC/LAT/ARNP/Neuropsychologist (Emergency Room physician cannot clear for progression).

Athlete's Name: _____ DOB: _____ Date of Injury: _____

THIS RETURN TO PLAY IS BASED ON TODAY'S EVALUATION

Date of Evaluation: _____ Return to School On (Date): _____

The following are the return to physical activities recommendations at the present time:

- ☐ Diagnosed with a concussion: Cannot return to physical activity, sport or competition (must be re-evaluated).
- ☐ Diagnosed with a concussion: May return to sports participation under the supervision of your school's administration after completing the return to play protocol (see below).
- ☐ Not diagnosed with a concussion. Patient has diagnosis of _____ and MAY/MAY NOT return to play at this time.

Medical Office Information (Please Print/Stamp):

Evaluator's Name: _____ Office Phone: _____

Evaluator's Signature: _____

Evaluator's Address: _____

Return to Play (RTP) Procedures After a Concussion

Return to activity and play is a medical decision. Progression is individualized, must be closely supervised according to the school's policies and procedures, and will be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates. An athlete with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly as determined by the healthcare provider who has evaluated the athlete. After the student has not experienced symptoms attributable to the concussion for a **minimum of 24 hours** and has returned to school on a full-time basis (if school is in session), the stepwise progression below shall be followed:

- Step 1:** Light cardiovascular exercise.
- Step 2:** Running in the gym or on the field. No helmet or other equipment.
- Step 3:** Non-contact training drills in full equipment. Weight-training can begin.
- Step 4:** Full, normal practice or training (a walk-through practice does not count as a full, normal practice).
- Step 5:** **Full participation.** Must be cleared by MD/DO/PAC/LAT/ARNP/Neuropsychologist before returning to play.

The athlete should spend a minimum of one day at each step before advancing to the next. If concussion symptoms return with any step, the athlete must stop the activity and the treating healthcare provider must be contacted. Depending upon the specific type and severity of the symptoms, the athlete may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms returned.

Return to Play Protocol (Steps 1-4) Completed (Date/Signature): _____

Cleared for Return to Play (Step 5) by: _____ **Date:** _____

I accept responsibility for reporting all injuries and illnesses to my school and medical staff (athletic trainer/team physician) including any signs and symptoms of a CONCUSSION.

Signature of Student Athlete: _____ **Date:** _____

May be advanced back to competition after phone conversation with the healthcare professional that evaluated the athlete (MD/DO/PAC/LAT/ARNP/Neuropsychologist) and documented above.

This form is adapted from the Acute Concussion Evaluation (ACE) care plan on the CDC website (www.cdc.gov/injury). All medical providers are encouraged to review this site if they have questions regarding the latest information on the evaluation and care of the scholastic athlete following a concussion injury.

Return to Play Protocol

- Step 1 and 2 may be performed while still experiencing symptoms, **however, symptoms should not increase more than 2 points on a scale of 1-10 during or after activity and should not stay increased for longer than an hour.**
- Step 1 may be started no earlier than 24 hours after the concussion.
- Students must spend a minimum of 24 hours at each step before advancing to the next.
- **Students may not start step 3 until they are no longer experiencing concussion symptoms with exercise, daily activity, or academics.**
- The Protocol may be directed by the following licensed healthcare professionals: a physician (MD/DO), Certified Athletic Trainer, Physician Assistant, nurse practitioner, or a neuropsychologist trained in sport concussion management.
- The student **may not** advance to the next step if they have worsening symptoms exercising on the step they are currently completing.

Step 1: Light cardiovascular activity (such as a brisk walk, easy jog, or stationary bike) as prescribed by a licensed healthcare professional.

Step 2: Moderate cardiovascular activity (increased intensity from step 1) and light resistance training that does not result in more than mild and brief exacerbation of symptoms

**** The student can only progress to Step 3 once they no longer have symptoms from the concussion with daily activity, academics and physical activity from Steps 1 and 2. ****

Step 3: Individual Sport-specific agility drills in three planes of movement. These activities shouldn't pose a risk of head trauma (such as ballhandling, dribbling a soccer ball, etc). Normal resistance training can start.

Step 4: Participate in non-contact training drills. Warm-up and stretch 10 minutes. Intense sport-specific activity/non-contact practice and agility drills for 30-60 minutes.

Step 5: Participate in full practice. If in a contact sport, contact practice is allowed. A walk-through practice does not count as a full practice.

Step 6: Resume full, unrestricted participation in competition.

By signing below, I attest that I have directed the above-named student's return to play protocol through Step 5. They are now considered cleared to full participation in competition in step 6.

Signature of Licensed Physician, Licensed Athletic Trainer, Licensed
Physician Assistant, Licensed Nurse Practitioner, Licensed Neuropsychologist
Please Print Name _____

Date: _____

Prior to returning to full participation with step 6, the student must sign below.

I certify that I am free of all signs and symptoms of a CONCUSSION.

Signature of Student: _____ Date: _____

MSHSAA



All concussions are serious.
If you think you have a

CONCUSSION:

- * Don't hide it.
- * Report it.
- * Take time to recover.

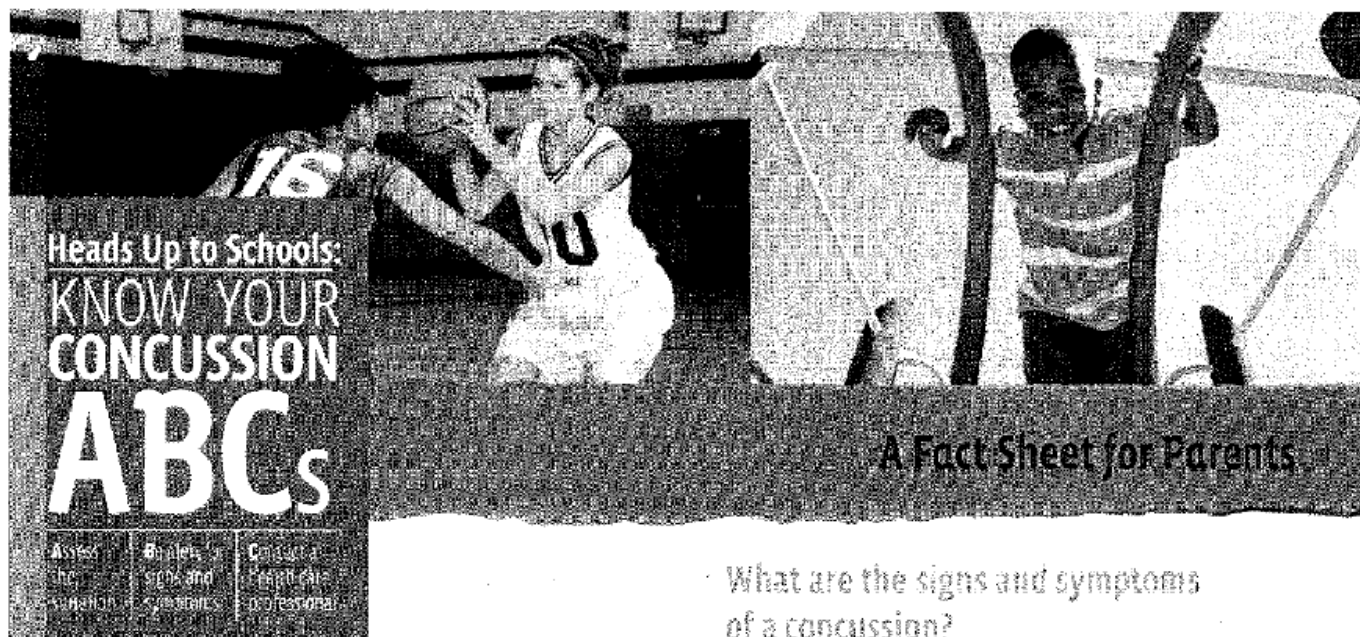


It's better to miss one game
than the whole season.

For more information and to order additional materials
free of charge, visit www.cdc.gov/Concussion

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION





What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious.

Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly.

What are the signs and symptoms of a concussion?

You can't see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how your child or teen is acting or feeling, if symptoms are getting worse, or if s/he just "doesn't feel right." Most concussions occur without loss of consciousness.

If your child or teen reports *one or more* of the symptoms of concussion listed below, or if you notice the symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

SIGNS AND SYMPTOMS OF A CONCUSSION

SIGNS OBSERVED BY PARENTS OR GUARDIANS

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can't recall events *prior* to the hit, bump, or fall
- Can't recall events *after* the hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Forgets class schedule or assignments

SYMPTOMS REPORTED BY YOUR CHILD OR TEEN

Thinking/Remembering:

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down
- Feeling sluggish, fuzzy, foggy, or groggy

Physical:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not "feel right"

Emotional:

- Irritable
- Sad
- More emotional than usual
- Nervous

Sleep*:

- Drowsy
- Sleeps less than usual
- Sleeps more than usual
- Has trouble falling asleep

**Only ask about sleep symptoms if the injury occurred on a prior day.*

To download this fact sheet in Spanish, please visit www.cdc.gov/Concussion. Para obtener la copia electrónica de esta hoja de información en español, por favor visite www.cdc.gov/Concussion.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION





DANGER SIGNS

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if s/he has:

- One pupil (the black part in the middle of the eye) larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)



Children and teens with a concussion should **NEVER** return to sports or recreation activities on the same day the injury occurred. They should delay returning to their activities until a health care professional experienced in evaluating for concussion says they are symptom-free and it's OK to return to play. This means, until permitted, not returning to:

- Physical Education (PE) class,
- Sports practices or games, or
- Physical activity at recess.

What should I do if my child or teen has a concussion?

1. **Seek medical attention right away.** A health care professional experienced in evaluating for concussion can determine how serious the concussion is and when it is safe for your child or teen to return to normal activities, including physical activity and school (concentration and learning activities).
2. **Help them take time to get better.** If your child or teen has a concussion, her or his brain needs time to heal. Your child or teen may need to limit activities while s/he is recovering from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse. After a concussion, physical and cognitive activities—such as concentration and learning—should be carefully managed and monitored by a health care professional.
3. **Together with your child or teen, learn more about concussions.** Talk about the potential long-term effects of concussion and the dangers of returning too soon to normal activities (especially physical activity and learning/concentration). For more information about concussion and free resources, visit: www.cdc.gov/Concussion.

How can I help my child return to school safely after a concussion?

Help your child or teen get needed support when returning to school after a concussion. Talk with your child's teachers, school nurse, coach, speech-language pathologist, or counselor about your child's concussion and symptoms. Your child may feel frustrated, sad, and even angry because s/he cannot return to recreation and sports right away, or cannot keep up with schoolwork. Your child may also feel isolated from peers and social networks. Talk often with your child about these issues and offer your support and encouragement. As your child's symptoms decrease, the extra help or support can be removed gradually. Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed,
- Spend fewer hours at school,
- Be given more time to take tests or complete assignments,
- Receive help with schoolwork, and/or
- Reduce time spent reading, writing, or on the computer.



To learn more about concussion and to order materials **FREE OF CHARGE**, go to: www.cdc.gov/Concussion or call 1.800.CDC.INFO

HEADS*UP

CONCUSSION

IN HIGH SCHOOL
SPORTS

A FACT SHEET FOR **ATHLETES**

What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body.
- Can change the way your brain normally works.
- Can occur during practices or games in any sport or recreational activity.
- Can happen even if you haven't been knocked out.
- Can be serious even if you've just been "dinged" or "had your bell rung."

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most people with a concussion get better, but it is important to give your brain time to heal.

What are the symptoms of a concussion?

You can't see a concussion, but you might notice **one or more** of the symptoms listed below or that you "don't feel right" soon after, a few days after, or even weeks after the injury.

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion

What should I do if I think I have a concussion?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.
- **Get a medical check-up.** A doctor or other health care professional can tell if you have a concussion and when it is OK to return to play.
- **Give yourself time to get better.** If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and may cause more damage to your brain. It is important to rest and not return to play until you get the OK from your health care professional that you are symptom-free.

How can I prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Use the proper sports equipment, including personal protective equipment. In order for equipment to protect you, it must be:
 - The right equipment for the game, position, or activity
 - Worn correctly and the correct size and fit
 - Used every time you play or practice
- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

If you think you have a concussion:
Don't hide it. Report it. Take time to recover.

It's better to miss one game than the whole season.

For more information and to order additional materials *free-of-charge*, visit: www.cdc.gov/Concussion.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION



OTTERVILLE SCHOOL DISTRICT AGREEMENT FOR PARTICIPATION IN ATHLETIC/ACTIVITIES PROGRAMS

Acknowledgement of Activity Rules and Guidelines

School: Otterville R-VI, Otterville, Missouri

Activity: _____

Coach/Sponsor: _____

Student Agreement

If I am selected to represent the Otterville School District, I will sincerely endeavor to contribute my best to the success of that program. I understand that I represent my family, school, and community. I understand that my participation in the Otterville School District Athletic/Activities program is not a right, but a privilege. It is important that I present a positive image and serve as a role model for others. I acknowledge that I have received and reviewed this Handbook. Therefore, I agree to abide by the provisions of this handbook and in particular the "Code of Conduct" as approved by the Board of Education. I am also aware that if I do not live up to this agreement, I must accept the consequences for my behavior, which may include dismissal from the athletic/activities program(s).

Hazing Prohibited

I 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 or expulsion from school and suspension or expulsion from participation in all activities.

Student Acknowledgement of the Above Rules and Guidelines

I acknowledge that violation of any of the above rules and guidelines for this activity may result in suspension or permanent removal from this activity or all extracurricular activities depending upon the nature of the violation.

I realize that if school policies are violated, the procedure and penalties of those policies will be enforced. By signing this document, I acknowledge that I have read and understand the Athletic/Activities Handbook as approved by the Board of Education.

Student Name (please print or type): _____

Student's Signature: _____

Date Signed: _____ Grade Level: _____

Parental/Guardian Agreement

By signing this document, I acknowledge that I have read the Athletic/Activities Handbook, and I understand the possible consequences if my child violates this policy.

Parent's Name (please print or type): _____

Parent's Signature: _____

Date Signed: _____

(Revised August 2016)