

RAYTOWN C2 DISTRICT
COACHES HANDBOOK
2018 - 2019



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Section I

Code of Ethics

Things to Remember

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Coaches Code of Ethics

Coaches Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.

The coach shall avoid the use of alcohol and tobacco products when in contact with players.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.

The coach shall not exert pressure on faculty members to give student special consideration.

The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

Things to Remember

- Teach sportsmanship and demand that your players be good sports.
 - Abide by the rules of the game in letter and in spirit.
 - Set a good example for players and spectators.
 - Respect the integrity of opposing athletes. Don't allow your athletes to taunt or trash talk to opponents.
 - Use appropriate language and expect the same from your athletes.
 - Don't single out individuals to the press with negative comments.
We win or lose as a team.
 - Please help with the care of our facilities. Expect our athletes to pick up locker rooms, weight room, busses, etc.
 - Make sure the facility is secure when you leave. Check outside doors, gates, and lights.
 - Do not leave athletes unsupervised.
 - Support other programs by your attendance.
 - Our athletes should be an extension of our coaches.
 - Our success has been based on great expectations of ourselves and athletes, work ethic, tradition, and sharing of our athletes.
-
- ❖ Our success has been based on a hard work ethic, tradition, and the ability to share athletes. Let's continue to be the team to beat in every event we enter.
 - ❖ I believe we have a great coaching staff. I will do my best to make your job as easy as possible. Good luck to each of you.

Randy Thomas, District Activities Director

BASIC FUNDAMENTAL PROGRAM REQUIREMENTS

Duties of sponsors/coaches/and activity program administrators

- A. Planning – plans and policies should be committed to paper**
- B. Supervision of participants**
- C. Assess athletes' readiness for practice and competition (forms)**
- D. Maintain safe playing conditions**
- E. Provide proper equipment**
- F. Instruct properly – scope, sequence, and safety**
- G. Matching of athletes' maturity, skill, age, speed, size**
- H. Properly condition for activity**
- I. Warn of dangers (inherent or immediate)**
- J. Ensure insurance coverage before participation**
- K. Provide emergency care – first response**
- L. Develop an emergency response plan**
- M. Provide proper transportation**
- N. Select, train, supervise assistants'/head coaches/sponsors**
- O. Activity trips: Transportation trip requests must be scheduled
TWO WEEKS IN ADVANCE NO EXCEPTIONS**

Head Coach Responsibilities

To attain coaching status for the Raytown C-2 School District, a coaching candidate must meet and maintain all aspects of Section 3.1 Athletic Coaching Requirements outlined in the MSHSAA Official Handbook, and meet all school district requirements mandated by human resources.

Head coach has full responsibility for all aspects of the program at all levels.

Activity Prerequisites: (all must be collected before the first practice)

- Physical/Proof of insurance (anytime after Feb. 1st of current school year)
- Emergency information/Activities Participation Agreement
- Student Transportation Consent and Release
- Activity fee – collect and record SAPF (student activity participation fee) – student will not be allowed to play in first contest without payment.
- Waiver of application information form
- Music and speech/debate are only responsible for collecting the Emergency Info./Activities Participation Agreement and Activity fee.

Coaches are required to schedule a pre-season meeting that includes the following:

- Distribution and discussion of the student activities handbook.
- Distribution of lettering and tryout policy.
- Distribution of practice and game schedule.
- Distribution of any specific activity related policies.
(copy submitted to building athletic director)

Head coaches are required to attend one Board Meeting to present summaries of their seasons. Exceptional athletes should also be in attendance with their parents if possible.

Fall: December

Winter: April

Spring: June

The following documents are required to be submitted to the building AD.:

Team rosters by number including name and grade level

Eligibility roster 2 weeks prior to first contest.

Enter transfinder trip requests, inventory, and equipment supplies request for all levels.

Transfers – done immediately upon receiving information.

Accident reports - within 24 hours of incident. (forms available from the nurse/trainer)

Official evaluation forms due 2 weeks after completion of season. This done through the MSHSAA web-site.

Assistant coaches are evaluated by the head coach – Head coach by the building AD.
(submit end of season report at evaluation)

GENERAL INFORMATION:

- ❖ **During the 2009 school year this will increase to 80% or 3.0 credits, per MSHSAA requirements.**
- ❖ Early release/workshops – no practice until the end of the contracted school day.
- ❖ Inclement weather – BOE policy – no practice unless approved by building AD.
- ❖ Coaches are responsible for conditioning and readiness to participate.
- ❖ Coaches are to return the medical kit to the trainer upon completion of season.
- ❖ Changes in schedules will only be done by the building athletic director by communicating with the district activities director.
- ❖ **Media coverage needs** to be approved by the building AD prior to arrival.
- ❖ **Scores should be called in to the Independence Examiner, and the Kansas City Star the evening of each home game.**

Independence Examiner –Karl Zinke – 816.254.8600 – karl.zinke@examiner.net

Kansas City Star-Tom Ibarra – 816.234.4355 or (4882) – results@kcstar.com

TWC – Shawn Beldin – 816.215.8368 - shawn.beldin@charter.com

Schedule Conflicts and Changes

From time to time, we will need to make schedule changes. Most changes are the result of conflicts with gym or field availability within our district. Other districts may also require to make changes due to extenuating situations.

When a schedule change is made in Rschool an automated email is sent to the building AD and the AD secretary. After the season starts any changes are reflected with notes, (“View” blue link to side of game information) regarding a reschedule or cancellation.

After the season starts it is the building AD and/or secretary’s duty to forward any changes or cancellations on to the head coach.

Purchasing Supplies and Equipment

Our goal is to develop a more comprehensive approach to coaches submitting their purchase requests for needed items.

- Coaches should inventory their supplies and develop a list of needs at the conclusion of the season and inform the building AD.
- Prior to the seas starting coaches should add any needed items to the list and review these with the building AD.
- If the building AD views the need necessary, he will confer with Mr. Thomas and a request for quotes from existing district vendors will be the next step.
- For example, many veteran fall coaches seek out quotes in the spring from vendors with the understanding that the order will be an after July 1st PO/payment.

Purchasing Supplies and Equipment Timeline:

Fall Coaches

Practice starts (thereabout) August 1st.

Deadline for order request: June 1st with a commitment from the vendor to accept a July 1st billing on the next academic year's budget.

Winter Coaches

Practice starts (thereabout) November 1st

Deadline for order request: October 1st

Spring Coaches

Practice starts (thereabout) March 1st

Deadline for order request: February 1st

RAYTOWN C-2 SCHOOL DISTRICT

PARENT/COACH COMMUNICATION

I. Communication you should expect from your child's coach

- A. Philosophy of the coach
- B. Expectations the coach has for all team members
- C. Locations and times of all practices and contests
- D. Team requirements, i.e., fees, special equipment, off season conditioning
- E. Procedure should your child be injured during practice

II. Appropriate concerns to discuss with coaches

- A. The treatment of your child, mentally and/or physically
- B. Ways to help your child improve
- C. Concerns about your child's behavior

NOTE: It is difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the above list, certain things can be and should be discussed with your child's coach. Other things, such as those to follow, must be left to the discretion of the coach.

III. Issues not appropriate to discuss with coaches

- A. Playing time
- B. Team strategy
- C. Play calling
- D. Other student/athletes

NOTE: There are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

IV. If you have a concern to discuss with the coach, the following procedures should be followed:

- A. The student athlete must bring the issue to the coach's attention
- B. If the issue needs further attention, contact the coach during his/her planning period to get a clarification or to set up a meeting
- C. Please do not attempt to confront a coach before or after a contest or practice.
These can be emotional times for both parent and coach. Meetings of this nature do not promote resolution.

V. What can a parent do if the meeting with the coach did not provide a satisfactory resolution

- A. Call during school hours and set up an appointment with the Building Activities Director to discuss the situation.
- B. At this meeting the appropriate next step can be determined.

Conduct and Communication with Students

Conduct and Communication with Students

The head coach has the responsibility to supervise and manage the assistant coaches. The head coach sets the tone for the entire coaching team; he/she has the responsibility of monitoring assistant coaches and notifying the building AD, District AD, and HR if he/she sees that there is an issue.

Coaches will fully read and review School Board policies:

- KB Public Information Program
- EHB Technology Usage
- GBCC Staff Use of Communication Devices
- GBCB Staff Conduct
- GBH Staff-Student Relations

The aforementioned school board policies (located in the handbook/following pages) are related to public information program, technology usage, staff use of communication devices, staff conduct, and staff-student relations. These policies provide guidance and set expectations as it pertains to coaches and activity sponsors with regard to appropriate and professional conduct and communication between coaches/sponsors and students.

Specific attention to the matter of electronic communication (between coaches/sponsors and students) is of the utmost importance and is outlined in policy GBH under the electronic communication section.

Excerpts from the policies that highlight our emphasis of conduct and communication with students:

KB Public Information Program

Open communication with the district's students, parents/guardians, employees and the public is essential for the school district to operate effectively. The Raytown C-2 School District Board of Education places high importance on conveying information concerning the district's goals, achievements, activities and operations to these groups.

EHB Technology Usage

The Raytown C-2 School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of

Conduct and Communication with Students

the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

GBCC Staff Use of Communication Devices

The Raytown C-2 School District encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

GBCB Staff Conduct

Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district, which shall include the timely response to phone calls and e-mails as shall be set forth in administrative procedure.

All communications with students shall be professional, appropriate and in accordance with state law. This includes electronic forms of communications such as e-mail, texts, social media and other user-generated media, as well as conferencing with students.

Refrain from using profanity.

GBH Staff-Student Relations

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Electronic Communication

Conduct and Communication with Students

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.

2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.

3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the

Conduct and Communication with Students

district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.

4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

Expectations and guidelines:

- Do not conduct private communication with athletes (i.e. text), it should be in a public forum if possible. In any form of group communication there is no implied privacy.
- All electronic communication should be copied to the building AD and parents.
- All communication should only have educational/extracurricular content.
- Positive coaching: Use words that build students up.
- Do not use inappropriate or abusive language towards or around the students (i.e. profanity)

The most safe and appropriate way to electronically communicate updates related to team activities is through one way electronic communication systems.

Remind.com (previously Remind 101) can be used to send mass messages out to your students. This is documented communication that students cannot return reply.

Approved communication plan to students and parents: Remind: 101 www.remind.com

When using remind.com, building AD's must sign up for the communication list.

Any other method must be approved by the building AD and district AD.

**Policy
PUBLIC INFORMATION PROGRAM****Descriptor Code: KB**

Open communication with the district's students, parents/guardians, employees and the public is essential for the school district to operate effectively. The Raytown C-2 School District Board of Education places high importance on conveying information concerning the district's goals, achievements, activities and operations to these groups.

The district will make a systematic effort to communicate with the public using a variety of communication channels. The Board of Education authorizes the expenditure of funds for the purpose of preparing and distributing information to the general public. Employees and Board members will maintain an effective working relationship with the news media.

Spokespersons

The superintendent, Board president or designee will serve as official spokespersons for the district. All employees and Board members will direct requests for official statements about district business from the public or members of the media to the district's spokespersons. Board members should emphasize to the media and members of the public that they may only speak as individual Board members unless empowered by the Board to speak on its behalf.

Communications Plan

The Board directs the superintendent or designee to develop and disseminate written guidelines to further the goals of this policy, including a communications plan that aligns with relevant Board policies and administrative procedures and addresses:

1. Guidelines for employees communicating with the media.
2. Communicating during emergency situations.
3. Use of the district's website and social media.
4. Sharing information within the district.
5. Sharing information with the public.

Effective Communications

The district recognizes that Board members and employees have regular contact with students, parents/guardians and the public in general. When interacting with the public, all district employees and Board members are responsible for communicating accurate information about district policies and programs and promoting effective school-home-community partnerships.

In all communications, the Board and its employees will:

1. Disseminate accurate and timely information about district policies, programs, procedures, achievements, decisions and critical issues.
2. Eliminate rumors and misinformation.
3. Observe confidentiality and other restrictions imposed by law and Board policy.
4. Promote a climate of trust.

Specific Information

The district will provide parents/guardians and members of the public information as required by law. Board policies and related documents, including current versions of district handbooks,

will be posted on the district's website. School and district report cards may be posted on the district's website and will be distributed to the public as determined by the superintendent or designee. The district will post notice of Board meetings and make copies of these notices available to representatives of the news media upon request. Other public information will be available in the district's buildings or administrative offices for viewing by the public during the office's normal business hours, as required by law and in accordance with policy BDDL.

The superintendent or designee will develop a communication system for the exchange of information between the district and staff, students, parents/guardians and others when school or school activities are canceled. Notice of the closing and reopening of school or cancellation of activities will be publicized through local media, the district's website and other district information dissemination options.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Raytown C-2

Date Adopted: 7/1/2007
Last Revised: 2/9/2015

State Reference	Description
§160.522, RSMo.	<u>State Statute</u>
§160.570, RSMo.	<u>State Statute</u>
§162.208, RSMo.	<u>State Statute</u>
Federal Reference	Description
20 U.S.C. § 1400-1417	<u>Individuals with Disabilities Education Act</u>
29 U.S.C. § 794	<u>Section 504 of the Rehabilitation Act of 1973</u>
34 C.F.R Part 300	<u>Individuals with Disabilities Education Act</u>
42 U.S.C. §§ 12101-12213	<u>Americans with Disabilities Act</u>
7 C.F.R. § 210.12	<u>Federal Regulation</u>
7 C.F.R. § 245.5	<u>Federal Regulation</u>
Policy Reference	Description
JO-1	<u>STUDENT RECORDS</u>
BDDL	<u>RELEASE OF INFORMATION</u>
CH	<u>POLICY IMPLEMENTATION AND DISSEMINATION</u>
DCB	<u>POLITICAL CAMPAIGNS</u>
DIE	<u>AUDITS</u>
EBC-1	<u>EMERGENCY DRILLS</u>
EFB	<u>FREE AND REDUCED-PRICE FOOD SERVICE</u>
EHB	<u>TECHNOLOGY USAGE</u>
GBH	<u>STAFF/STUDENT RELATIONS</u>
GBL	<u>PERSONNEL RECORDS</u>
IGBC	<u>PARENT AND FAMILY INVOLVEMENT AND ENGAGEMENT</u>
IL	<u>ASSESSMENT PROGRAM</u>
JHA	<u>STUDENT INSURANCE</u>
JO	<u>STUDENT RECORDS</u>

Policy Reference	Description
JO-1	<u>STUDENT RECORDS</u>
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GBH	<u>STAFF/STUDENT RELATIONS</u>
GBL	<u>PERSONNEL RECORDS</u>
IGBC	<u>PARENT AND FAMILY INVOLVEMENT AND ENGAGEMENT</u>

IL
JHA
JO

ASSESSMENT PROGRAM
STUDENT INSURANCE
STUDENT RECORDS

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

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**Policy
TECHNOLOGY USAGE****Descriptor Code: EHB**

The Raytown C-2 School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct.

Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

The superintendent or designee will create a procedure that allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific content.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Inventory and Disposal

The district will regularly inventory all district technology resources in accordance with the district's policies on inventory management. Technology resources that are no longer needed will be disposed of in accordance with law and district policies and procedures related to disposal of surplus property.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Raytown C-2

Date Adopted: 7/1/2007
Last Revised: 1/8/2018

State Reference	Description
§§ 569.095-.099, RSMo.	<u>State Statute</u>
§§ 610.010-.030, RSMo.	<u>State Statute</u>

**Policy
STAFF USE OF COMMUNICATION DEVICES**

Descriptor Code: GBCC

The Raytown C-2 School District encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

Definitions

Communication Device – Any mobile telephone, personal digital assistant, pager, tablet, laptop or other portable device that sends, receives or retrieves calls, text messages, e-mail, other electronic communications or data, or provides access to the Internet.

Use/Using – Dialing, answering or talking on the phone; sending, reading or responding to a text, e-mail or other communication; opening and viewing pictures or digital recordings; opening and listening to music or audio communications; continuously checking a communication device; or any activity with a communication device that interferes with the employee's job duties or appropriate supervision of students. An employee is considered to be using a device even when the use is hands-free.

General Use

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district.

Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use communication devices when they are responsible for supervising students unless any of the following conditions occur:

1. The device is being used to instruct the students being supervised at the time.
2. The use is necessary to the performance of an employment-related duty.
3. The employee has received specific and direct permission from a supervisor.
4. There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

Use in Vehicles

Regardless of other provisions of this policy and in accordance with law, employees shall not use communication devices when:

1. Driving district-provided vehicles, regardless of whether the vehicle is owned, leased or otherwise obtained for district use in a district activity.
2. Operating any vehicle in which a student is being transported when the transportation is provided as part of the employee's job.
3. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations when such supervision is part of the employee's job.

The district will make an exception to the rules in this section when the communication device is used to:

1. Report illegal activity.
2. Summon medical or other emergency help.
3. Prevent injury to a person or property.
4. Relay necessary, time-sensitive information to a dispatcher with a device permanently affixed to the vehicle, in the manner allowed by law.
5. Play music, as long as the employee operating the vehicle does not turn on, select or otherwise manipulate the device while operating the vehicle or supervising students as described above.
6. Obtain directions from a global positioning or navigational system, as long as the system is being used in association with the employee's job and adequate safety precautions are taken.

Even in these situations, employees should first take all possible safety precautions before using communication devices.

Use of District-Provided Communication Devices

The district may provide communication devices and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided communication device is a privilege. The superintendent or designee has sole discretion as to which employees will be provided communication devices and may recall any previously issued communication device. Employees do not have any expectation of privacy in district-provided communication devices or any information stored on them, and such devices may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided communication devices from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided communication devices must abide by any use limitations included in the district's service contract.

Personal Use of District-Provided Communication Devices

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

 Raytown C-2

 Date Adopted: 6/28/2010
 Last Revised: 6/9/2014

Federal Reference	Description
47 C.F.R. §§ 54.501-.513	<u>E-Rate</u>
U.S. Const., amend. IV	<u>U.S. Constitution</u>

Policy Reference	Description
DLCA	<u>TRAVEL EXPENSES</u>
AC	<u>PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION</u>
EHB	<u>TECHNOLOGY USAGE</u>

Policy Reference	Description
DLCA	<u>TRAVEL EXPENSES</u>
AC	<u>PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION</u>
EHB	<u>TECHNOLOGY USAGE</u>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

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**Policy
STAFF CONDUCT****Descriptor Code: GBCB**

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. In building a quality program, employees must meet certain expectations that include, but are not limited to, the following:

1. Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district, which shall include the timely response to phone calls and e-mails as shall be set forth in administrative procedure.
3. All communications with students shall be professional, appropriate and in accordance with state law. This includes electronic forms of communications such as e-mail, texts, social media and other user-generated media, as well as conferencing with students.
4. Keep current on developments affecting the employee's area of expertise or position.
5. Transact all official business with the appropriate designated authority in the district in a timely manner.
6. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
7. Care for, properly use and protect school property.
8. Attend all required staff meetings called by district administration, unless excused.
9. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
10. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.
11. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
12. Obey all safety rules, including rules protecting the safety and welfare of students.
13. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
14. Refrain from using profanity.
15. Dress professionally and in a manner that will not interfere with the educational environment.

- 16. Come to work and leave work at the time specified by the employee handbook or by the employee’s supervisor. Employees who are late to work, stop working before the scheduled time or work beyond the scheduled time without permission may be subject to discipline, including termination.
- 17. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
- 18. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
- 19. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
- 20. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
- 21. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Raytown C-2

Date Adopted: 7/1/2007
Last Revised: 5/9/2011

Policy Reference	Description
JO-1	<u>STUDENT RECORDS</u>
AC	<u>PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION</u>
CH	<u>POLICY IMPLEMENTATION AND DISSEMINATION</u>
DCB	<u>POLITICAL CAMPAIGNS</u>
DJF-1	<u>PURCHASING</u>
IGDF	<u>STUDENT FUNDRAISING</u>
IND	<u>CEREMONIES AND OBSERVANCES</u>
JFG	<u>INTERROGATIONS, INTERVIEWS AND SEARCHES</u>
JO	<u>STUDENT RECORDS</u>
KI	<u>PUBLIC SOLICITATIONS/ADVERTISING IN DISTRICT FACILITIES</u>

Policy Reference	Description
JO-1	<u>STUDENT RECORDS</u>
AC	<u>PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION</u>
CH	<u>POLICY IMPLEMENTATION AND DISSEMINATION</u>
DCB	<u>POLITICAL CAMPAIGNS</u>
DJF-1	<u>PURCHASING</u>
IGDF	<u>STUDENT FUNDRAISING</u>
IND	<u>CEREMONIES AND OBSERVANCES</u>
JFG	<u>INTERROGATIONS, INTERVIEWS AND SEARCHES</u>
JO	<u>STUDENT RECORDS</u>
KI	<u>PUBLIC SOLICITATIONS/ADVERTISING IN DISTRICT FACILITIES</u>

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**Policy
STAFF/STUDENT RELATIONS****Descriptor Code: GBH**

Definitions

Educational Purpose – A reason associated with the staff member's duties in the district including, but not limited to: counseling, the treatment of a student's physical injury, or coordination of an extracurricular activity, depending on the staff member's job description.

Staff Member – For the purposes of this policy, a staff member is any individual employed by the district, including part-time and substitute employees and student teachers.

Student – Individuals currently enrolled in the Raytown C-2 School District.

General

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Absolute Prohibitions

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

Exceptions to This Policy

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. The district does not intend to interfere with or impede appropriate interactions between staff members and students.

An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy.

The staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

Failure to Maintain Boundaries

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional physical and emotional boundaries are violated include, but are not limited to:

1. Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.
2. Meeting students in nonwork settings without the parent/guardian being present, even if the parent/guardian grants permission.
3. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
4. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
5. Discussing the staff member's personal problems with or in the presence of students.
6. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
7. Inviting students to the staff member's home.
8. Being present when students are fully or partially nude.
9. Sending students on personal errands.
10. Allowing a student to drive the staff member's vehicle.
11. Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
12. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
13. Giving gifts to individual students.

14. Frequently pulling a student from another class or activity to be with the staff member.

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.

- 4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

Training

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Raytown C-2

Date Adopted: 7/1/2007
Last Revised: 2/13/2012

Policy Reference
AC

Description
PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION
TECHNOLOGY USAGE
STUDENT DISCIPLINE
REPORTING AND INVESTIGATING CHILD

EHB
JG
JHG

KB

ABUSE/NEGLECT
PUBLIC INFORMATION PROGRAM

Policy Reference

AC
EHB
JG
JHG
KB

Description

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION
TECHNOLOGY USAGE
STUDENT DISCIPLINE
REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT
PUBLIC INFORMATION PROGRAM

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Coaching Job Descriptions

▪ Head Coaches – Job Description:

Administrative Duties

- a. Work in conjunction with Building Activities/Athletic Director (AD).
- b. Provide accurate information to the building AD for all building, district, and MSHSAA forms in a timely fashion.
- c. Assist in scheduling, providing information concerning non-league opponents, and invitational tournaments.
- d. Assist in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times.
- e. Complete 'sport summary' report form and 'rating of officials' on MSHSAA website.
- f. Submit requests to attend coaching clinics.
- g. Complete MSHSAA written coaches test on hard copy, not on 'My Learning' database.
- h. Report results of seed meetings and completed tournament brackets to AD and/or AD secretary.
- i. Coordinate arrangements for award presentations and banquets.
- j. Collect and have on file for each athlete all required forms; physical, emergency and insurance.
- k. Make provisions for having a First-Aid kit available at practices and contests.
- l. Submit requests for transportation in a timely fashion.
- m. Attend required MSHSAA rules interpretation meetings.
- n. Submit written lettering requirements to the building AD prior to the season.

Duties and Responsibilities of a Coach

- a. Has a thorough knowledge of athletic policies approved by the Raytown Board of Education and is responsible for their implementation.
- b. Has knowledge of school, state, and conference regulations; implements them consistently and interprets them to athletes.
- c. Be dedicated and committed to education and coaching profession, searching for a variety of methods, techniques, and strategies to reach athletes.
- d. Be organized and prepared. The coach must remain flexible at all times, remaining constantly aware of the need of revision and change. A considerable amount of time should be spent in program development.
- e. Establish and maintain positive relationships with persons involved in the school's operation.

Finance and Equipment

- a. Provide information requested for preparation of the athletic budget.
- b. Secure approval for fund raising activities.
- c. Arrange for issuing, storing, and reconditioning of equipment and submit annual inventory and current records concerning equipment maintenance.
- d. Properly mark and identify all equipment before issuing or storing.
- e. Submit an accurate and complete inventory of all equipment and supplies for his/her sport to the building AD upon completion of the season.

Coaching Job Descriptions

Public

Relations

- a. Organize parents, coaches, and players for pre-season meetings.
- b. Promote the sport within the school and throughout the community.
- c. Present information to news media concerning schedules, tournaments, and contest results.

Program Responsibilities

- a. Actively use their influence to enhance good sportsmanship by spectators and instruct players in their sportsmanship responsibilities.
 - 1.) Be a good host to opponents by treating them as guests.
 - 2.) Shows respect and support for contest officials.
- b. Display sensitivity toward the thoughts, feelings, and needs of individual players.
- c. Attend, when possible, contest of other teams in the program.
- d. Support all school activities, as well as, the athletic program.

▪ Assistant Coaches – Job Description

Administrative Duties

- a. Work in conjunction with the head coach.
- b. Provide accurate information to the head coach for all building, district, and MSHSAA forms in a timely fashion.
- c. Assist in the necessary preparation to hold scheduled sport events or practices and adhere to scheduled facility times.
- d. Complete MSHSAA written coaches test on hard copy, not on 'My Learning' database.
- e. Report tournament brackets to building AD and/or AD secretary.
- f. Collect and have on file for each athlete all required forms; physical, emergency and insurance.
- g. Make provisions for having a First-Aid kit available at practices and contests.
- h. Submit requests for transportation in a timely fashion.

Duties and Responsibilities

- a. Has a thorough knowledge of athletic policies approved by the Raytown Board of Education and is responsible for its implementation.
- b. Has knowledge of school, state, and conference regulations; implements them consistently and interprets them to athletes.
- c. Be dedicated and committed to education and the coaching profession, searching for a variety of methods, techniques, and strategies to reach athletes.
- d. Be organized and prepared. The coach must remain flexible at all times, remaining constantly aware of the need of revision and change. A considerable amount of time should be spent in program development.
- e. Establish and maintain positive relationships with persons involved in the school's operation.

PRE-PARTICIPATION PHYSICAL EVALUATION HISTORY FORM

(Note: This form is to be filled out by the patient and parent prior to seeing the physician. The physician should keep a copy of this form in the chart for their records).

Date of Exam:				
Name:			Date of Birth:	
Sex:	Age:	Grade:	School:	Sport(s):
Medicines and Allergies: Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking:				
Do you have any allergies: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please identify specific allergy below:				
<input type="checkbox"/> Medicines:		<input type="checkbox"/> Pollens:		<input type="checkbox"/> Food: <input type="checkbox"/> Stinging Insects:

Explain "Yes" answers below. Circle questions you do not know the answer to.

GENERAL QUESTIONS	Yes	No
1. Has a doctor ever denied or restricted your participation in sports for any reason?		
2. Do you have any ongoing medical conditions? If so, please identify below: <input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infections Other:		
3. Have you ever spent the night in the hospital?		
4. Have you ever had surgery?		
HEART HEALTH QUESTIONS ABOUT YOU	Yes	No
5. Have you ever passed out or nearly passed out DURING or AFTER exercise?		
6. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?		
7. Does your heart ever race or skip beats (irregular beats) during exercise?		
8. Has a doctor ever told you that you have any heart problems? If so, check all that apply: <input type="checkbox"/> High blood pressure <input type="checkbox"/> A heart murmur <input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection <input type="checkbox"/> Kawasaki disease <input type="checkbox"/> Other:		
9. Has a doctor ever ordered a test for your heart? (For example, ECG/EKG, echocardiogram)		
10. Do you get lightheaded or feel more short of breath than expected during exercise?		
11. Have you ever had an unexplained seizure?		
12. Do you get more tired or short of breath more quickly than your friends during exercise?		
HEART HEALTH QUESTIONS ABOUT YOUR FAMILY	Yes	No
13. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including drowning, unexplained car accident, or sudden infant death syndrome)?		
14. Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT syndrome, short QT syndrome, Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia?		
15. Does anyone in your family have a heart problem, pacemaker, or implanted defibrillator?		
16. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning?		
BONE AND JOINT QUESTIONS	Yes	No
17. Have you ever had an injury to a bone, muscle, ligament, or tendon that caused you to miss a practice or a game?		
18. Have you ever had any broken or fractured bones or dislocated joints?		
19. Have you ever had an injury that required x-rays, MRI, CT scan, injections, therapy, a brace, a cast, or crutches?		
20. Have you ever had a stress fracture?		
21. Have you ever been told that you have or have you had an x-ray for neck instability or atlantoaxial instability? (Down syndrome or dwarfism)		
22. Do you regularly use a brace, orthotics, or other assistive device?		
23. Do you have a bone, muscle, or joint injury that bothers you?		
24. Do any of your joints become painful, swollen, feel warm, or look red?		
25. Do you have any history of juvenile arthritis or connective tissue disease?		

MEDICAL QUESTIONS	Yes	No
26. Do you cough, wheeze, or have difficulty breathing during or after exercise?		
27. Have you ever used an inhaler or taken asthma medicine?		
28. Is there anyone in your family who has asthma?		
29. Were you born without or are you missing a kidney, an eye, a testicle (males) or spleen, or any other organ?		
30. Do you have groin pain or a painful bulge or hernia in the groin area?		
31. Have you had infectious mononucleosis (mono) within the last month?		
32. Do you have any rashes, pressure sores, or other skin problems?		
33. Have you had a herpes or MRSA skin infection?		
34. Have you ever had a head injury or concussion?		
35. Have you ever had a hit or blow to the head that caused confusion, prolonged headaches, or memory problems?		
36. Do you have a history of seizure disorder?		
37. Do you have headaches with exercise?		
38. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?		
39. Have you ever been unable to move your arms or legs after being hit or falling?		
40. Have you ever become ill while exercising in the heat?		
41. Do you get frequent muscle cramps when exercising?		
42. Do you or someone in your family have sickle cell trait or disease?		
43. Have you had any problems with your eyes or vision?		
44. Have you had any eye injuries?		
45. Do you wear glasses or contact lenses?		
46. Do you wear protective eyewear, such as goggles or a face shield?		
47. Do you worry about your weight?		
48. Are you trying to or has anyone recommended that you gain or lose weight?		
49. Are you on a special diet or do you avoid certain types of foods?		
50. Have you ever had an eating disorder?		
51. Do you have any concerns that you would like to discuss with the doctor?		
FEMALES ONLY	Yes	No
52. Have you ever had a menstrual period?		
53. How old were you when you had your first menstrual period?		
54. How many periods have you had in the last 12 months?		
Explain "Yes" answers here:		

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.		
Signature of Athlete:	Signature of Parent(s) or Guardian:	Date:

PRE-PARTICIPATION PHYSICAL EVALUATION PHYSICAL EXAMINATION FORM

Name:	Date of Birth:
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Physician Reminders:

1. Consider additional questions on more sensitive issues.
 - Do you feel stressed out or under a lot of pressure?
 - Do you ever feel sad, hopeless, depressed, or anxious?
 - Do you feel safe at your home or residence?
 - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
 - During the past 30 days, did you use chewing tobacco, snuff or dip?
 - Do you drink alcohol or use any other drugs?
 - Have you ever taken anabolic steroids or used any other performance supplements?
 - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
 - Do you wear a seat belt, use a helmet, and use condoms?
2. Consider reviewing questions on cardiovascular symptoms (Questions 5-14).

EXAMINATION

Height:	Weight:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
BP: / (/)	Pulse:	Vision: R 20/	L 20/ Corrected: <input type="checkbox"/> Yes <input type="checkbox"/> No
MEDICAL	NORMAL	ABNORMAL FINDINGS	
Appearance • Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span>height, hyperlaxity, myopia, MVP, aortic insufficiency)			
Eyes/Ears/Nose/Throat • Pupils equal • Hearing			
Lymph Nodes			
Heart* • Murmurs (auscultation standing, supine, +/- Valsalva) • Location of point of maximal pulse (PMI)			
Pulses • Simultaneous femoral and radial pulses			
Lungs			
Abdomen			
Genitourinary (males only)**			
Skin • HSV, lesions suggestive of MRSA, tinea corporis			
Neurologic***			
MUSCULOSKELETAL	NORMAL	ABNORMAL FINDINGS	
Neck			
Back			
Shoulder/arm			
Elbow/forearm			
Hip/thigh			
Knee			
Leg/ankle			
Foot/toes			
Functional • Duck-walk, single leg hop			

* Consider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam; **Consider GU exam if in private setting. Having third party present is recommended.
***Consider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

- Cleared for all sports without restriction.
- Cleared for all sports without restriction **with recommendations for further evaluation or treatment for:**

- Not Cleared
- Pending further evaluation
 - For any sports
 - For certain sports (please list):
Reason:

Recommendations:

I have examined the above-named student and completed the pre-participation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of Physician (type/print):	Date:
Address:	Phone:
Signature of Physician (MD/DO/ARNP/PA/Chiropractor):	

PRE-PARTICIPATION PHYSICAL EVALUATION

Missouri State High School Activity Association (MSHSAA) Eligibility and Authorization Statement

STUDENT AGREEMENT (Regarding Conditions for Participation)

This application to represent my school in interscholastic athletics is entirely voluntary on my part and is made with the understanding that I have studied and understand the eligibility standards that I must meet to represent my school and that I have not violated any of them.

I have read, understand, and acknowledge receipt of the MSHSAA brochure entitled "How to Maintain and Protect Your High School Eligibility," which contains a summary of the eligibility rules of the MSHSAA. (I understand that a copy of the *MSHSAA Handbook* is on file with the principal and athletic administrator and that I may review it in its entirety, if I so choose. All MSHSAA by-laws and regulations from the *Handbook* are also posted on the MSHSAA website at www.mshsaa.org).

I understand that a MSHSAA member school must adhere to all rules and regulations that pertain to school-sponsored, interscholastic athletics programs, and I acknowledge that local rules may be more stringent than MSHSAA rules.

I also understand that if I do not meet the citizenship standards set by the school or if I am ejected from an interscholastic contest because of an unsportsmanlike act, it could result in me not being allowed to participate in the next contest or suspension from the team either temporarily or permanently.

I understand that if I drop a class, take course work through Post-Secondary Enrollment Option, Credit Flexibility, or other educational options, this action could affect compliance with MSHSAA academic standards and my eligibility.

I understand that participation in interscholastic athletics is a privilege and not a right. As a student athlete, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the property of others.
- I will respect and obey the rules of my school and laws of my community, state, and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.

I have completed and/or verified that part of this certificate which requires me to list all previous injuries or additional conditions that are known to me which may affect my performance in so representing my school, and I verify that it is correct and complete.

Signature of Athlete:

Date:

PARENT PERMISSION (Authorization for Treatment, Release of Medical Information, and Insurance Information)

Informed Consent: By its nature, participation in interscholastic athletics includes risk of serious bodily injury and transmission of infectious disease such as HIV and Hepatitis B. Although serious injuries are not common and the risk of HIV transmission is almost nonexistent in supervised school athletic programs, it is impossible to eliminate all risk. Participants must obey all safety rules, report all physical and hygiene problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily. **PARENTS, GUARDIANS, OR STUDENTS WHO MAY NOT WISH TO ACCEPT RISK DESCRIBED IN THIS WARNING SHOULD NOT SIGN THIS FORM. STUDENTS MAY NOT PARTICIPATE IN MSHSAA- SPONSORED SPORT WITHOUT THE STUDENT'S AND PARENT'S/GUARDIAN/S SIGNATURE.**

I understand that in the case of injury or illness requiring transportation to a health care facility, a reasonable attempt will be made to contact the parent or guardian in the case of the student-athlete being a minor, but that, if necessary, the student-athlete will be transported via ambulance to the nearest hospital.

We hereby give our consent for the above student to represent his/her school in interscholastic athletics. We also give our consent for him/her to accompany the team on trips and will not hold the school responsible in case of accident or injury whether it be en route to or from another school or during practice or an interscholastic contest; and we hereby agree to hold the school district of which this school is a part and the MSHSAA, their employees, agents, representatives, coaches, and volunteers harmless from any and all liability, actions, causes of action, debts, claims, or demands of every kind and nature whatsoever which may arise by or in connection with participation by my child/ward in any activities related to the interscholastic program of his/her school.

If we cannot be reached and in the event of an emergency, we also give our consent for the school to obtain through a physician or hospital of its choice, such medical care as is reasonably necessary for the welfare of the student, if he/she is injured in the course of school athletic activities. We authorize the release of necessary medical information to the physician, athletic trainer, and/or school personnel related to such treatment/care. We understand that the school may not provide transportation to all events, and permit / do not permit (CIRCLE ONE) my child to drive his/her vehicle in such a case.

To enable the MSHSAA to determine whether the herein named student is eligible to participate in interscholastic athletics in the MSHSAA member school, I consent to the release of any and all portions of school record files to MSHSAA, beginning with seventh grade, of the herein named student, specifically including, without limiting the generality of the foregoing, birth and age records, name and residence address of parent(s) or guardian(s), residence address of the student, academic work completed, grades received, and attendance data.

We confirm that this application for the above student to represent his/her school in interscholastic athletics is made with the understanding that we have studied and understand the eligibility standards that our son/daughter must meet to represent his/her school and that he/she has not violated any of them. We also understand that if our son/daughter does not meet the citizenship standards set by the school or if he/she is ejected from an interscholastic contest because of an unsportsmanlike act, it could result in him/her not being allowed to participate in the next contest or suspension from the team either temporarily or permanently.

I consent to the MSHSAA's use of the herein named student's name, likeness, and athletic-related information in reports of contests, promotional literature of the Association and other materials and releases related to interscholastic athletics.

We further state that we have completed that part of this certificate which requires us to list all previous injuries or additional conditions that are known to us which may affect this athlete's performance or treatment and we certify that it is correct and complete.

The MSHSAA By-Laws provide that a student shall not be permitted to practice or compete for a school until it has verification that he/she has basic health/accident insurance coverage, which includes athletics. Our son/daughter is covered by basic health/accident insurance for the current school year as indicated below:

Name of Insurance Company:	Policy Number:
Signature of Parent(s) or Guardian:	Date:

PARENT AND STUDENT SIGNATURE (Concussion Materials)

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. I have received and read the MSHSAA materials on Concussions, which includes information on the definition of a concussion, symptoms of a concussion, what to do if I have a concussion and how to prevent a concussion. I will inform my school and athletic trainer/team physician immediately if I experience any of these symptoms or if I witness a teammate with these symptoms.

Signature of Athlete:	Date:
Signature of Parent(s) or Guardian:	Date:

EMERGENCY CONTACT INFORMATION

Parent(s) or Guardian	Address	Phone Number
Name of Contact	Relationship to Athlete	Phone Number
Name of Contact	Relationship to Athlete	Phone Number

EMERGENCY INFORMATION

STUDENT NAME:

LAST

FIRST

PARENT'S NAME: _____

HOME PHONE: _____

WORK NO. MOTHER: _____ WORK NO. FATHER _____

CONTACT IF PARENT CANNOT BE REACHED:

NAME: _____

RELATIONSHIP: _____

HOME PHONE: _____ WORK PHONE: _____

DOCTOR'S NAME: _____ PHONE: _____

HOSPITAL PREFERENCE: _____ PHONE: _____

If any non-life threatening emergency occurs while your child is participating or practicing in an event conducted within the Consolidated School District No. 2 school district, your child will be taken to Research Hospital unless you designated a hospital preference above. If the emergency occurs outside of Consolidated School District No. 2 your child will be taken to a nearby medical facility and you will be contacted as soon as possible.

Please sign and return to your coach

STUDENTS AND PARENTS NEED TO SIGN BEFORE PARTICIPATION IN ANY ACTIVITY

Student: _____ Parent: _____

Date: _____ Date: _____

6/26/17

RAYTOWN SCHOOL DISTRICT 7-12 ACTIVITIES PARTICIPATION AGREEMENT
Eligibility Policies/Standards – Code of Ethics – Student/Parent Consent

SPORTSMANSHIP EXPECTATIONS: Sportsmanship involves fair play, courtesy, and respect for both the activity and opponents. The values of activities should last a lifetime. We are asking for your support to promote sportsmanship by emphasizing what is expected as competitors or spectators at any activity/contest/event. Such events are an extension of the school day and we expect the same type of respectful behavior exhibited in the activities/contest/events as we do in a regular classroom. We ask students, spectators, and parents to support sportsmanship, ethics, and integrity at all times.

ACADEMIC STANDARDS: In accordance with MSHSAA By-Law 2.3 Academic Requirements, students earning a failing grade in two or more courses (must pass 6 of 7 classes) will be ineligible to participate in activities during the following semester (Grades: 9-12) / grading period (Grades: 6-8).

CITIZENSHIP STANDARDS: In accordance with MSHSAA By-Law 2.2 Citizenship Requirements, "Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered 'creditable citizens.' Conduct shall be satisfactory in accord with the standards of good discipline."

Participation in student activities is a privilege and not a right; therefore, the Raytown School District requires students to adhere to standards of behavior which will bring credit to students, the particular activity, the school, and the community. Students who represent the Raytown School District must demonstrate good citizenship and conduct at all times. The Raytown School District requires student behavior be in compliance with school board policy, with the school's Student Handbook Regulations, and public laws. Behavior not in compliance with these policies may result in student's suspension from all extra-curricular activities.

- You must be a creditable citizen. Creditable citizens are those students whose conduct – both in school and out of school – will not reflect discredit upon themselves or their school.
- NOTE: Conduct by the student involving law enforcement should be reported to your principal immediately as your conduct may affect eligibility or contest outcomes. (MSHSAA By-Law 2.2.1)

SUSPENSIONS

ISS - In School Suspension/OSS – Out of School Suspension

Students are not allowed to participate in activities if they have ISS or OSS the day of a contest. ISS students may practice, but OSS students cannot practice.

ATTENDANCE STANDARDS: In accordance with MSHSAA By-Law 2.2 Citizenship Requirements, students are expected to be in attendance at school the entire day he/she participants in an athletic/activity contest. Students not in attendance will be ineligible to participate in the contest unless approved by the building principal or athletic director.

As a representative of the Raytown School District and its activities program, I will sincerely endeavor to contribute my best to the success of that program. I have read the activities handbook and understand the expectations of sportsmanship, citizenship, and academic responsibility. I agree to abide by the provisions outlined in the District Activities Handbook. I am also aware that if I do not live up to this agreement, I must accept the consequences, which might include suspension from the team on which I am participating. Students are expected to be good school and community citizens as well as create, promote, and maintain elements of good sportsmanship. We expect our athletes to set a good example for the rest of the student body and represent their schools in the highest manner at all events. Students must provide their own transportation home at the appropriate dismissal time.

I have read the policies, understand them, and will abide by them.

STUDENT PARTICIPANT'S SIGNATURE

DATE

NOTE: As a parent or guardian I am giving permission for my son/daughter to participate in organized high school activities, even though I am aware of the potential for injury which is inherent in all sports. Even with the best of coaching, the use of the most advanced protective equipment, and strict observance of rules, injuries are still a possibility. On rare occasions these injuries can be so severe as to result in disability, paralysis, or even death. We commit as a family, that we have read the activities handbook and understand the expectations of sportsmanship, citizenship, and academic responsibility and agree to abide by the provisions outlined in the District Activities Handbook.

I have read the policies, understand them, and will abide by them.

PARENT'S OR GUARDIAN'S SIGNATURE

DATE

STUDENTS AND PARENTS NEED TO SIGN BEFORE PARTICIPATION IN ANY ACTIVITY. *Please sign and return to your coach.*

Raytown C-2 School District Student Activities Off Site Transportation Notice to Parents

Your student is participating in a Missouri State High School Activities Association sanctioned activity or sport. The purpose of this notice is to inform parents the district's transportation responsibilities and the parents' transportation responsibilities regarding practice and events for this activity/sport.

Practices/Home Games/Meets/Events – with the exception of the sports listed below, all practices are held on the school's campus. The sports listed below have off-campus practice facilities. Transportation to and from practice and home games/meets/events for the sports listed below is the responsibility of the parents or bus transportation can be arranged by the coach.

Swimming – RHS & SHS boys & girls practice at the Raytown Schools Wellness Center, 10301 E. 350 Highway, Raytown, MO 64138

Golf – RHS & SHS girls & boys practice at Heart of America Blue River Country Club @ Swope Park.

Games/Meets/Events – transportation to and from away games/meets/events will be the responsibility of the district.

District Supervision – the district's responsibility for supervision of students at an off-campus practice facility begins when the students physically arrive at the site. The district is not responsible for the student from the time the student leaves school property until he/she arrives at the off-campus practice facility.

I understand the transportation responsibilities as outlined above. I acknowledge that students are not considered in the custody or control of district supervision until the student arrives at the site and cannot supervise activity participants except when traveling in district owned or authorized district transportation.

Continued on next page

I/We hereby give my/our student, _____
(Print Full Name)

A member of the _____, permission to:

(Please check all appropriate spaces>)

_____ ride to and from activity events and practices on school authorized vehicles.

_____ ride with his/her parent,

_____ ride with an adult licensed driver,

_____ ride with a sibling who is at least 16 years of age and a licensed driver,

_____ ride with another participant who is a licensed driver and at least 16 years of age, or

_____ my student is at least 16 years of age, is a licensed driver, and can drive himself/herself.

I/We understand that School District employees cannot supervise activity participants except when they travel to and from events and practices on school authorized vehicles. For valuable consideration, the receipt of which is hereby acknowledged, I/we knowingly and voluntarily release and forever discharge RAYTOWN SCHOOL DISTRICT and the members of its Board of Education, its employees and agents from any and all liability, actions, lawsuits, claims, demands and expenses resulting, directly or indirectly, from loss of life, personal injuries, property damage, or other damage suffered by my/our student while traveling to or from activity events or practices by transportation other than a school authorized vehicle.

Parent/Guardian Signature

Date

Student Signature

Sport/Activity

RAYTOWN SCHOOL DISTRICT COACHES CHECKLIST

PRIOR TO SEASON – SUMMER CAMP – FIRST DAY OF PRACTICE

- ____ 1. **PHYSICALS** (return to building activities director)
 - Student's signature
 - Parent's/guardian's signature
 - Physician's signature
 - Verification of health/medical insurance

- ____ 2. District Activities Handbook
 - meet with parents and cover handbook information
 - appropriate signatures

EMERGENCY FORMS
PARTICIPATION AGREEMENTS

- ____ 3. **NEW STUDENTS** (any student who has not attended Raytown School district during the past 365 days). Identify and send name to building activities director ASAP.

PRESEASON

- ____ 4. **FIRST AID KIT** prepared and made available for all practices and games

- ____ 5. **14 DAYS OF PRACTICES** (10 in golf, softball, and tennis) completed by all athletes prior to first contests. Exceptions: member of another team and overlapping of seasons occurs (immediate eligibility)

- ____ 6. **ATTEND MSHSAA RULES INTERPRETATION MEETING**

- ____ 7. **"HOW TO PROTECT YOUR HIGH SCHOOL ELIGIBILITY" DISTRIBUTED AND DISCUSSED WITH STUDENTS/TEAM**

- ____ 8. **ELIGIBILITY LIST COMPLETED AND RETURNED TO BUILDING ACTIVITIES DIRECTOR AT LEAST 10 DAYS PRIOR TO FIRST CONTEST**

- ____ 9. **ROSTER INFO SHEET SUBMITTED TO BUILDING ACTIVITIES DIRECTOR**

- ____ 10. **TRANSPORTATION ARRANGED FOR CONTESTS AND SUBMITTED TO BUILDING ACTIVITY DIRECTOR 2 WEEKS PRIOR TO TRIP**

- ____ 11. **EQUIPMENT (PRACTICE AND GAME) ISSUED WITH ACCURATE RECORDS ON FILE**

- ____ 12. **AWARD LETTER REQUIREMENTS** explained to athletes (copy on file with activities director)

- ____ 13. **TEAM PICTURE – SET DATE AND NOTIFY BUILDING ACTIVITIES DIRECTOR/ PLACE NEW COPY OF NEW PHOTO IN TROPHY CASE.**

- ____ 14. **COLLECT ACTIVITY PARTICIPATION FEE** (maintain records and turn in to building athletic director BEFORE first contest)

DURING SEASON & ONGOING TASKS

- ____ 15. **SUPERVISION OF ATHLETES**
- ____ 16. **RECORD OF INJURIES** (reportable accidents maintained and kept on file with nurse/athletes trainer)
- ____ 17. **TOURNAMENTS** transportation for week and then delete and add as needed
- ____ 18. **GAME RESULTS** reported to media (varsity only)
- ____ 19. **MSHSAA WRITTEN COACHES TEST** –(completed and returned to building activities director)
- ____ 20. **COACHING CLINIC REQUESTS** submitted to building activities director, at least 3 weeks in advance of clinic.
- ____ 21. **APPROVAL OF FUND RAISING ACTIVITY** (requires principal's approval)

END OF SEASON

- ____ 22. **OFFICIALS RATINGS** completed on MSHSAA website within 48 hrs. of contest and returned to building activities director within 10 days of season's end.
- ____ 23. **END OF SEASON REPORT** completed and returned to building activities director
- ____ 24. **EVALUATION OF ASSISTANT COACHES BY HEAD COACH** completed and returned to building activities director
- ____ 25. **EQUIPMENT COLLECTED** and submit name, type of equipment lost, to building activities director
- ____ 26. **AWARDS PRESENTATIONS** check dates with building activities director

RAYTOWN SCHOOLS ACTIVITIES EVALUATION FORM

NAME _____ SPORT _____ DATE _____

A. ORGANIZATION & ADMINISTRATION:

1. Preparation for contests and events.
2. Is dependable and punctual in performing responsibilities, submitting eligibility lists, etc.
3. Provides proper care and supervision of athletes and facilities at all times.
4. Keeps Athletic Director and building administration informed.
5. Exercises proper care and storage of equipment.

<i>Does Not Meet Expectations</i>	<i>Generally Meets Expectations</i>	<i>Consistently Meets Expectations</i>

B. PROFESSIONAL/PERSONAL RESPONSIBILITIES:

1. Cooperation with building Principal, A.D., Dept. Head, etc. in regard to equipment needs, program info., etc.
2. Participation in professional development and in-service meetings.
3. Positive interpersonal relations: (parents, media, athletes, staff)
4. Encourage students to participate.
5. Participates in fundraisers (Booster Club, etc.)
6. Development of programs (Youth Programs, Camps, etc.)
7. Conduct at games - (players & officials)

<i>Does Not Meet Expectations</i>	<i>Generally Meets Expectations</i>	<i>Consistently Meets Expectations</i>

C. PERFORMANCE

1. Demonstrates ability to meet and/or exceed individual and team goals.
2. Demonstration of current techniques and strategies.
3. Management of athletes: (game, practice, weights, grades).

<i>Does Not Meet Expectations</i>	<i>Generally Meets Expectations</i>	<i>Consistently Meets Expectations</i>

Comments:

Comments:

Coach's Signature/Date

Evaluator's Signature/Date

Raytown C-2 School District

District Activities – High School and Middle School Stipend Salary Schedules

- ❖ Go to Records within Talent Ed
- ❖ Look @ Completed tab to see current stipend amounts and to view past stipend amounts

- ❖ Go to Intranet – “For Staff” button

- ❖ Go to HR Documents

- ❖ Salary Schedules

- ❖ Salary Tables

- ❖ Activities – and pick High School or Middle School and find your Step you should be on for the current academic year.

If you have any problems you can contact Randy Thomas or Doreen DeMoro @ the District Activities Office.

Raytown C-2 School District
2018-2019 Activities - Middle School Stipend Salary Schedule

Head Football Coach	Assistant Football Coach	Head Volleyball Coach	Assistant Volleyball Coach	Head Basketball Coach	Assistant Basketball Coach	Head Track Coach	Assistant Track Coach	Head Cross Country Coach
3,214.00	2,572.00	3,214.00	2,572.00	3,214.00	2,572.00	3,214.00	2,572.00	2,572.00
3,214.00	2,572.00	3,214.00	2,572.00	3,214.00	2,572.00	3,214.00	2,572.00	2,572.00
3,375.00	2,700.00	3,375.00	2,700.00	3,375.00	2,700.00	3,375.00	2,700.00	2,700.00
3,375.00	2,700.00	3,375.00	2,700.00	3,375.00	2,700.00	3,375.00	2,700.00	2,700.00
3,536.00	2,829.00	3,536.00	2,829.00	3,536.00	2,829.00	3,536.00	2,829.00	2,829.00
3,536.00	2,829.00	3,536.00	2,829.00	3,536.00	2,829.00	3,536.00	2,829.00	2,829.00
3,697.00	2,957.00	3,697.00	2,957.00	3,697.00	2,957.00	3,697.00	2,957.00	2,957.00
3,697.00	2,957.00	3,697.00	2,957.00	3,697.00	2,957.00	3,697.00	2,957.00	2,957.00
3,697.00	2,957.00	3,697.00	2,957.00	3,697.00	2,957.00	3,697.00	2,957.00	2,957.00
3,697.00	2,957.00	3,697.00	2,957.00	3,697.00	2,957.00	3,697.00	2,957.00	2,957.00

Raytown C-2 School District
2018-2019 Activities - Middle School Stipend Salary Schedule

Assistant Cross Country Coach	MS Club Activities	Head Wrestling Coach	Assistant Wrestling Coach	Jazz Band	Head Debate	Assistant Debate	Theatre/D rama	Vocal Music	Orchestra	Scholar Bowl
1,747.00	100.00	2,572.00	1,747.00	2,450.00	2,200.00	1,200.00	2,700.00	2,400.00	1,600.00	1,200.00
1,747.00	200.00	2,572.00	1,747.00	2,450.00	2,200.00	1,200.00	2,700.00	2,400.00	1,600.00	1,200.00
1,835.00	300.00	2,700.00	1,835.00	2,573.00	2,310.00	1,260.00	2,835.00	2,520.00	1,680.00	1,260.00
1,835.00	400.00	2,700.00	1,835.00	2,573.00	2,310.00	1,260.00	2,835.00	2,520.00	1,680.00	1,260.00
1,922.00	500.00	2,829.00	1,922.00	2,702.00	2,426.00	1,323.00	2,977.00	2,646.00	1,764.00	1,323.00
1,922.00	600.00	2,829.00	1,922.00	2,702.00	2,426.00	1,323.00	2,977.00	2,646.00	1,764.00	1,323.00
2,009.00	700.00	2,957.00	2,009.00	2,837.00	2,547.00	1,389.00	3,126.00	2,778.00	1,852.00	1,389.00
2,009.00	800.00	2,957.00	2,009.00	2,837.00	2,547.00	1,389.00	3,126.00	2,778.00	1,852.00	1,389.00
2,009.00	900.00	2,957.00	2,009.00	2,837.00	2,547.00	1,389.00	3,126.00	2,778.00	1,852.00	1,389.00
2,009.00	1,000.00	2,957.00	2,009.00	2,837.00	2,547.00	1,389.00	3,126.00	2,778.00	1,852.00	1,389.00

Raytown C-2 School District
2018-2019 Activities - High School Stipend Salary Schedule

	Head Baseball Coach	Assistant Baseball Coach	Head Basketball Coach	Assistant Basketball Coach	Head Cross Country Coach	Assistant Cross Country Coach	Head Football Coach	Assistant Football Coach	Golf Coach	Head Softball Coach	Assistant Softball Coach	Head Soccer Coach	Assistant Soccer Coach	Head Track Coach	Assistant Track Coach	Head Swim Coach
1	6,043.00	3,324.00	7,200.00	3,960.00	4,886.00	2,687.00	7,200.00	3,960.00	3,729.00	5,786.00	3,182.00	6,171.00	3,394.00	6,685.00	3,465.00	4,950.00
2	6,043.00	3,324.00	7,200.00	3,960.00	4,886.00	2,687.00	7,200.00	3,960.00	3,729.00	5,786.00	3,182.00	6,171.00	3,394.00	6,685.00	3,465.00	4,950.00
3	6,346.00	3,491.00	7,560.00	4,158.00	5,131.00	2,822.00	7,560.00	4,158.00	3,916.00	6,076.00	3,342.00	6,480.00	3,564.00	7,020.00	3,639.00	5,198.00
4	6,346.00	3,491.00	7,560.00	4,158.00	5,131.00	2,822.00	7,560.00	4,158.00	3,916.00	6,076.00	3,342.00	6,480.00	3,564.00	7,020.00	3,639.00	5,198.00
5	6,648.00	3,657.00	7,920.00	4,356.00	5,375.00	2,956.00	7,920.00	4,356.00	4,102.00	6,365.00	3,501.00	6,789.00	3,734.00	7,354.00	3,812.00	5,445.00
6	6,648.00	3,657.00	7,920.00	4,356.00	5,375.00	2,956.00	7,920.00	4,356.00	4,102.00	6,365.00	3,501.00	6,789.00	3,734.00	7,354.00	3,812.00	5,445.00
7	6,950.00	3,823.00	8,280.00	4,554.00	5,619.00	3,091.00	8,280.00	4,554.00	4,289.00	6,654.00	3,660.00	7,097.00	3,904.00	7,688.00	3,985.00	5,693.00
8	6,950.00	3,823.00	8,280.00	4,554.00	5,619.00	3,091.00	8,280.00	4,554.00	4,289.00	6,654.00	3,660.00	7,097.00	3,904.00	7,688.00	3,985.00	5,693.00

Raytown C-2 School District
2018-2019 Activities - High School Stipend Salary Schedule

Assistant Swim Coach	Diving Coach	Head Volleyball Coach	Assistant Volleyball Coach	Head Wrestling Coach	Assistant Wrestling Coach	Athletic Trainer	Off Season Weight Coach	Band Director	Assistant Band Director	Orchestra Director	Vocal Music Director	Debate Coach	Assistant Debate Coach	Forensics Coach
2,379.00	643.00	5,914.00	3,253.00	6,428.00	3,536.00	9,257.00	836.00	7,071.00	3,850.00	3,857.00	6,171.00	6,171.00	3,086.00	6,171.00
2,379.00	643.00	5,914.00	3,253.00	6,428.00	3,536.00	9,257.00	836.00	7,071.00	3,850.00	3,857.00	6,171.00	6,171.00	3,086.00	6,171.00
2,498.00	676.00	6,210.00	3,416.00	6,750.00	3,713.00	9,720.00	878.00	7,425.00	4,042.50	4,050.00	6,480.00	6,480.00	3,241.00	6,480.00
2,498.00	676.00	6,210.00	3,416.00	6,750.00	3,713.00	9,720.00	878.00	7,425.00	4,042.50	4,050.00	6,480.00	6,480.00	3,241.00	6,480.00
2,617.00	708.00	6,506.00	3,579.00	7,071.00	3,890.00	10,183.00	920.00	7,779.00	4,244.63	4,243.00	6,789.00	6,789.00	3,395.00	6,789.00
2,617.00	708.00	6,506.00	3,579.00	7,071.00	3,890.00	10,183.00	920.00	7,779.00	4,244.63	4,243.00	6,789.00	6,789.00	3,395.00	6,789.00
2,736.00	740.00	6,802.00	3,741.00	7,393.00	4,067.00	10,646.00	962.00	8,132.00	4,456.86	4,436.00	7,097.00	7,097.00	3,549.00	7,097.00
2,736.00	740.00	6,802.00	3,741.00	7,393.00	4,067.00	10,646.00	962.00	8,132.00	4,456.86	4,436.00	7,097.00	7,097.00	3,549.00	7,097.00

Raytown C-2 School District
2018-2019 Activities - High School Stipend Salary Schedule

Director	News- paper Sponsor	Yearbook Sponsor	Cheerleader Sponsor	Assist. Cheerleader Sponsor	Dance/Drill Sponsor	Assist. Dance/Drill Sponsor	Flags/Marching Band	Academic Team	HS Clubs Activities	Assistant Forensics Coach	Jazz Band	Pep Band	Robotics	Summer Band
7,071.00	2,572.00	2,572.00	5,400.00	2,700.00	4,371.00	2,186.00	1,672.00	2,379.00	100.00	3,086.00	3,000.00	1,500.00	2,157.00	838.00
7,071.00	2,572.00	2,572.00	5,400.00	2,700.00	4,371.00	2,186.00	1,672.00	2,379.00	200.00	3,086.00	3,000.00	1,500.00	2,157.00	838.00
7,425.00	2,701.00	2,701.00	5,670.00	2,835.00	4,590.00	2,296.00	1,756.00	2,498.00	300.00	3,241.00	3,150.00	1,575.00	2,264.85	879.90
7,425.00	2,701.00	2,701.00	5,670.00	2,835.00	4,590.00	2,296.00	1,756.00	2,498.00	400.00	3,241.00	3,150.00	1,575.00	2,264.85	879.90
7,779.00	2,830.00	2,830.00	5,940.00	2,970.00	4,809.00	2,405.00	1,840.00	2,617.00	500.00	3,395.00	3,307.50	1,653.75	2,378.09	923.90
7,779.00	2,830.00	2,830.00	5,940.00	2,970.00	4,809.00	2,405.00	1,840.00	2,617.00	600.00	3,395.00	3,307.50	1,653.75	2,378.09	923.90
8,132.00	2,958.00	2,958.00	6,210.00	3,105.00	5,027.00	2,514.00	1,923.00	2,736.00	700.00	3,549.00	3,472.88	1,736.44	2,497.00	970.09
8,132.00	2,958.00	2,958.00	6,210.00	3,105.00	5,027.00	2,514.00	1,923.00	2,736.00	800.00	3,549.00	3,472.88	1,736.44	2,497.00	970.09

RAYTOWN QUALITY SCHOOLS COACHES HANDBOOK
ACKNOWLEDGEMENT PAGE 2018-19

****** Coaching Candidate Statement:**

Before any coach (faculty, non-faculty, volunteer) starts to work with student-athletes, he/she must be approved by building AD. A building AD must verify with HR that the coach has been fully cleared by HR procedures.

****** Acknowledgement of coaches meeting and expectations outlined by the Activities Director.**

As a coach, I understand that I am responsible for reading the entirety of the District's Board of Education (BOE) Policies and Regulations, Raytown C-2 Coaches handbook, MSHSAA's Official Handbook and for complying with them as written. Furthermore, I acknowledge that I have access to and have had the opportunity to review the BOE Policies and Regulations in electronic form at the links provided or in paper copy in the superintendent's office and I have access to and have had the opportunity to review the Raytown C-2 Coaches handbook which includes information on *Conduct and Communication with Students and School Board Policies: KB (Public Information Program), EHB (Technology Usage), GBCC (Staff use of Communication Devices), GBCB (Staff Conduct), and GBH (Staff-Student Relations)* and MSHSAA's Official Handbook in electronic form @ www.mshsaa.org or in paper copy in the Building AD's office or in the District AD's office.

****** Approved Coaches communication plan to student-athletes and parents:**

Remind: 101 www.remind.com

Any other method must be approved through building AD.

SIGNATURE

DATE

Section II

Supervision

Practice/Competition

Athletic Trainer Expectations

Athletic Trainer Responsibilities

Journal of Athletic Training (Game Injury Rate)

Coach Responsibility in Absence of Athletic Trainer

Accident Report

District Heat Policy

Heat Stroke & Hydration

MSHSAA Board Policy: Hazardous Weather Disturbances

Lightning Safety Information

Students with Disabilities – Individualized Inquiry Form
and Equal Opportunity Guide for Coaches and Staff

Raytown C-2 Return to Play Procedures

MSHSAA Concussion Return to Play Form

SUPERVISION:

The coach or sponsor is the last to leave when supervising students.

Students are not allowed to have keys in their possession at any time.

Coaches must keep with them at all times emergency cards for all of their students.

Upon injury complete injury form and submit to nurse or athletic trainer immediately.

Notifying of parents, guardian, and athletic director should also be immediate.

Contact the athletic trainer with name of injured athlete.

The parents should be notified the next day to check on the condition of the student.

Students should be supervised at all times. The younger the child the greater the need to supervise.

PRACTICE/COMPETITION:

Coaches have direct responsibilities for the following:

- Conditioning and readiness to participate.
- Match participants by skill, size, age and speed.
- Provide proper equipment.
- Maintain safe playing conditions – see attached district heat policy.
- Follow proper risk warning, safety, technique and progression procedures.
- Follow required use of safety gear.

ATHLETIC TRAINER RESPONSIBILITIES:

Release student to competition – may require a physician release.

Report accidents.

Supervise use of whirlpool, ultra sound, etc.

Supply medical kits for each sport.

Storing all medical kits from each sport.

Emergency procedures include the following:

Assess the situation.

Check and evaluate injury using proper first aid techniques.

Take appropriate action.

Notify proper contacts. (see emergency card)

Complete and submit accident report.

Follow up the next day with parents.

In the absence of an athletic trainer all duties are assumed by the coach

Emergency procedures include the following:

Assess the situation.

Check and evaluate injury using proper first aid techniques.

Take appropriate action.

Notify proper contacts. (see emergency card)

Complete and submit accident report.

Contact the athletic trainer with athlete's name and nature of injury

Follow up the next day with parents.

Athletic Trainer Expectations

Athletic Trainers at each high school are to cover the following events:

Fall

- Football – varsity home and away, JV and freshman home games.
- Boys Soccer – V/JV home games

Winter

- Boys Basketball – JV/V home games
- Girls Basketball – JV/V home games
- Wrestling – JV/V home matches

Spring

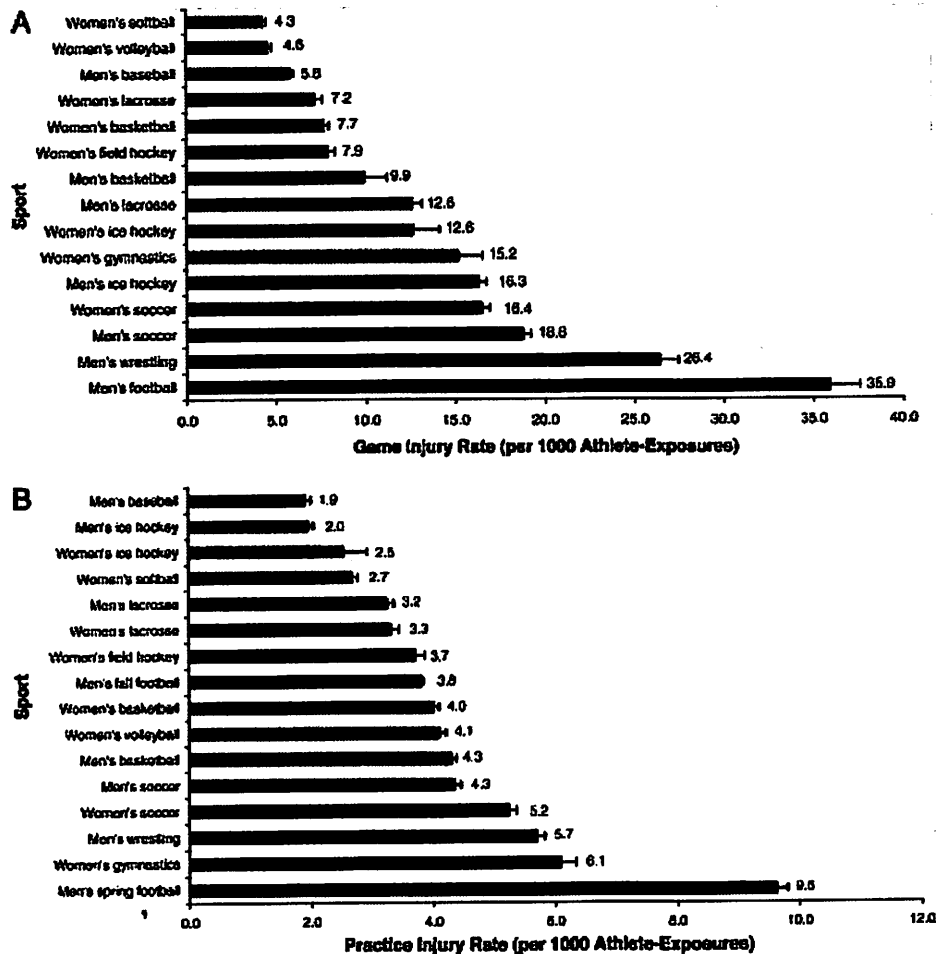
- Girls Soccer – V/JV

The sports have been prioritized by athletic trainer attendance. In other words, if there is a boys' soccer game the same night as football, since football is listed as number one, the trainer will attend the football game. The trainer may, however, be able to attend the 4:00pm soccer game prior to the football game if time allows. The National Athletic Trainer Association assisted us in providing a prioritized list published nation-wide.

If the athletic trainer is not in attendance, please follow the instructions in your coaches' handbook.

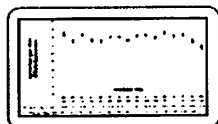
- RSHS athletic trainer hours end after school @ 2:30pm. Unless there is an evening event.
- RHS athletic trainer hours end after school @ 2:30pm. Unless there is an evening event.
- If there is an evening athletic event the athletic trainer will leave ASAP and be back in time for the start of the evening event.
- Trainer hours will begin on the first day of practice.

Figure 5



Overall (A) game and (B) practice injury rates for 15 sports, National Collegiate Athletic Association, 1988–1989 to 2003–2004. Although data for 15 total sports are presented, fall and spring football are reported separately for practices; because no “official games” are played during spring football, only fall football is listed for games

Images in this article



Raytown C-2 School District

REPORT OF INCIDENT

Please Circle: Student Staff Parent Other

DATE: _____

SCHOOL: _____

Person's name: _____ Grade: _____ Age: _____

Parent's name: _____ Parent's phone number: _____

Address: _____
Street City State Zip

Date of Incident: _____ Time of Incident: _____

Definite location of Incident: _____

Description or cause of Incident: _____

Emergency care was given by (If Applicable): _____

Type of emergency care given (If Applicable): _____

Follow-up: (complete statements which apply)

Student remained in school: Yes / No Parent notified: Yes / No Date: _____ Time: _____

Student remained at school activity: Yes / No Date: _____ Time: _____

Taken to Nurse's Office: Yes / No If yes, by: _____ Date: _____ Time: _____

Was student seen by physician or emergency room? Yes / No

If yes, name of doctor: _____ Name of hospital: _____

Witness to Incident: _____

Witness statement: _____

Person reporting Incident: _____

Signature of person making this report: _____

Signature of person supervising activity or program: _____

Signature of School Nurse: _____

Signature of Principal: _____

Report # _____ (to be filled in by the Building Principal)

Reviewed by: _____

(Safety Coordinator)

Principal - Original

Copies to: Buildings & Grounds and Business Office

Raytown School District Heat Policy

Guidelines for Avoiding Heat-Related Problems During Practice

The National Weather Bureau, on the radio station, broadcasts an hourly heat index reading. It is strongly recommended that all schools use this service to make judgments about athletic practices. Basically, precautionary measures should be taken when the heat index is between 95 and 105 degrees. Over 105 degrees index indicates a significant danger level. The above information is part of the MSHSAA News dated 7/19/06.

➤ **Trainer has heat index indicator**

To provide a safe environment for our students as well as supporting the MSHSAA guidelines for heat related problems during practice the Raytown School District requires the following procedures:

If a heat index over 105 degrees is stated, plans to postpone or reschedule to a cooler time of day must be implemented.

If the heat index is stated between 95 and 105 degrees, plans should be implemented to alter practice conditions. These should include:

- Limit practice length and rigor. Move practices to early morning or later in evening. If possible, move indoors.
- Eliminate conditioning activities.
- Plan at least 5 minute water breaks every 15 minutes with water available at all times.
- Tents should be set up allowing shade for breaks, as well as for a water station.
- Limit football equipment, helmets should be removed when not participating and removed completely during times of high risk.
- Have cell phone and emergency numbers on hand at all times.

Revised 8/3/09

MSHSAA RECOMMENDATIONS ON HEAT & HYDRATION

MSHSAA HEAT ACCLIMATIZATION AND HEAT ILLNESS PREVENTION POSITION STATEMENT

To view these documents:

- **Log on to mshsaa.org**
- **Click on Sports Medicine tab**
- **Click on Heat/Hydration & Conditioning Recommendations**



POSITION STATEMENT AND RECOMMENDATIONS FOR MAINTAINING HYDRATION TO OPTIMIZE PERFORMANCE AND MINIMIZE THE RISK FOR EXERTIONAL HEAT ILLNESS

National Federation of State High School Associations (NFHS)
Sports Medicine Advisory Committee (SMAC)

DEHYDRATION – ITS EFFECTS ON PERFORMANCE AND ITS RELATIONSHIP TO EXERTIONAL HEAT ILLNESS RISK:

- Appropriate hydration before, during, and after physical activity is integral to healthy, safe and successful sports participation.
- Weight loss during exercise and other physical activity represents primarily a loss of body water. A loss of just 1 to 2% of body weight (1.5 to 3 pounds for a 150-pound athlete) can negatively impact performance. A loss of 3% or more of body weight during vigorous exercise can also significantly increase the risk for exertional heat-related illness. If an athlete is already dehydrated prior to beginning activity, these effects will occur even sooner.
- Athletes should be weighed (in shorts and T-shirt) before and after warm or hot weather practice sessions and contests to assess their estimated change in hydration status.
- Athletes with high body fat percentages can become significantly dehydrated and over-heat faster than athletes with lower body fat percentages, while working out under the same environmental conditions at the same or similar workload.
- Athletes have different sweating rates and some lose much more water and salt through their sweat than others. “Salty sweaters” will often have noticeable salt stains on their clothing and skin after workouts, and they often have a higher risk of developing exertional muscle cramps.
- Poor heat acclimatization/fitness levels can greatly contribute to an athlete’s heat intolerance and exertional heat illness risk.
- Certain medications or current/recent illness, especially for illnesses involving gastrointestinal distress (e.g., vomiting, diarrhea) and/or fever, can negatively affect an athlete’s hydration status and temperature regulation, increasing the risk for exertional heat illness.
- Environmental temperature and humidity each independently contribute to dehydration and exertional heat illness risk.

- Clothing that is dark or bulky, as well as protective equipment (such as helmets, shoulder pads and other padding and coverings), can increase body temperature, sweat loss and subsequent dehydration and exertional heat illness risk.
- Even naturally dry climates can have high humidity on the field if irrigation systems are run prior to early morning practices start. This temporary increase in humidity will continue until the water completely soaks into the ground or evaporates.
- A heat index chart should be followed to help determine if practices/contests should be modified or canceled. The NOAA National Weather Service's heat index chart can be found at: <http://www.weather.gov/om/heat/index.shtml>
 - On-site wet-bulb temperature should be measured 10-15 minutes before practices or contests. The results should be used with a heat index to determine if practices or contests should be started, modified, or stopped.
 - If wet-bulb temperature measurement is not available, the heat index for your approximate location can be determined by entering your postal zip code: <http://www.osaa.org/heatindex/>

The interplay of relative humidity and temperature on sweating and the risk for exertional heat illness:

- A combined relative humidity of 40 percent and a temperature of 95 degrees Fahrenheit are associated with a *likely risk* of incurring significant sweat loss and exertional heat illness during strenuous physical activity. However, even with a *lower air temperature* of only 85 degrees Fahrenheit, for example, the risk for extensive sweating and exertional heat illness would likely be the *same or greater with a higher relative humidity* of 70 percent or more.

WHAT TO DRINK DURING EXERCISE AND OTHER PHYSICAL ACTIVITY:

- For most exercising athletes in most scenarios, water is appropriate and sufficient for pre-hydration and rehydration. Water is quickly absorbed, well-tolerated, an excellent thirst quencher and cost-effective.
- Traditional sports drinks with an appropriate carbohydrate and sodium formulation may provide additional benefit in the following general situations:
 - Prolonged continuous or intermittent activity of greater than 60 minutes
 - Multiple, same-day bouts of intense, continuous or repeated exertion
 - Warm-to-hot and humid conditions
- Traditional sports drinks with an appropriate carbohydrate and sodium formulation may provide additional benefit for the following individual conditions:
 - Poor hydration prior to participation
 - A high sweat rate and/or "salty sweater"
 - Poor caloric intake prior to participation
 - Poor acclimatization to heat and humidity
- A 6 to 8% carbohydrate formulation is the maximum that should be utilized in a sports drink. Any greater concentration will slow stomach emptying and potentially cause the athlete to

feel bloated. An appropriate sodium concentration (0.4–1.2 grams per liter) will help with fluid retention and distribution and decrease the risk of exertional muscle cramping.

WHAT NOT TO DRINK DURING EXERCISE AND OTHER PHYSICAL ACTIVITY:

- Fruit juices with greater than 8 percent carbohydrate content and carbonated soda can both result in a bloated feeling and abdominal cramping.
- Athletes should be aware that nutritional supplements are not limited to pills and powders as many of the new “energy” drinks contain stimulants such as caffeine and/or ephedrine.
 - These stimulants may increase the risk of heat illness and/or heart problems with exercise. They can also cause anxiety, jitteriness, nausea, and upset stomach or diarrhea.
 - Many of these drinks are being produced by traditional water, soft drink and sports drink companies which can cause confusion in the sports community. As is true with other forms of supplements, these “power drinks”, “energy drinks”, or “fluid supplements” are not regulated by the FDA. Thus, the purity and accuracy of contents on the label is not guaranteed.
 - Many of these beverages which claim to increase power, energy, and endurance, among other claims, may have additional ingredients that are not listed. Such ingredients may be harmful and may be banned by governing bodies like the NCAA, USOC, or individual state athletic associations.
 - See the **NFHS Position Statement and Recommendations for the use of Energy Drinks by Young Athletes** for further information.

HYDRATION AND FLUID INTAKE TIPS AND GUIDELINES:

- Many athletes do not voluntarily drink enough water to prevent significant dehydration during physical activity.
- Drink regularly throughout all physical activities. An athlete cannot always rely on his or her sense of thirst to sufficiently maintain proper hydration.
- Drink before, during, and after practices and games. For example:
 - Drink 16 ounces of fluid 2 hours before physical activity.
 - Drink another 8 to 16 ounces 15 minutes before physical activity.
 - During physical activity, drink 4 to 8 ounces of fluid every 15 to 20 minutes (some athletes who sweat considerably can safely and comfortably tolerate up to 48 ounces per hour).
 - After physical activity, drink 16 to 20 ounces of fluid for every pound lost during physical activity to achieve normal hydration status before the next practice or competition (if there is sufficient time to do this safely and comfortably). Importantly, excessive fluid intake in a short period of time can be dangerous to one’s health (see below on hyponatremia).

- The volume and color of your urine is an excellent way of determining if you're well hydrated. Small amounts of dark urine mean that you need to drink more, while a "regular" amount of light-colored or nearly clear urine generally means you are well hydrated. A Urine Color Chart can be accessed at: <http://at.uwa.edu/admin/UM/urinecolorchart.doc>
- Hyponatremia is a rare, but potentially deadly disorder resulting from the over-consumption of water or other low-sodium fluid (including most sports drinks). It is most commonly seen during endurance events, such as marathons, when participants consume large amounts of water or other beverages over several hours, far exceeding fluid lost through sweating. The opposite of dehydration, hyponatremia is a condition where there is an excessive amount of water in the blood and the sodium content of the blood is consequently diluted to dangerous levels. Affected individuals may exhibit disorientation, altered mental status, headache, lethargy and seizures. A confirmed diagnosis can only be made by testing blood sodium levels. Suspected hyponatremia is a medical emergency and EMS (Emergency Medical Services) must be activated. It is treated by administering intravenous fluids containing high levels of sodium.

References:

Casa DJ, Armstrong LE, Hillman SK, et al. National Athletic Trainers' Association position statement: Fluid replacement for athletes. *Journal of Athletic Training* 2000;35:212-224.

McKeag DB, Moeller JL. *ACSM's Primary Care Sports Medicine*. 2nd Ed, Philadelphia: Wolters Kluwer/Lippincott Williams & Wilkins, 2007.

Montain SJ. Hydration recommendations for sport 2008. *Current Sports Medicine Reports* 2008;7:187-92.

National Collegiate Athletic Association. Guideline 2c: Prevention of Heat Illness. 2014-15 *NCAA Sports Medicine Handbook* (25th edition).

Sawka MN, Burke LM, Eichner ER, et al. American College of Sports Medicine position stand. Exercise and fluid replacement. *Medicine & Science in Sports & Exercise* 2007;39:377-90.

Revised and Approved October 2014
October 2011
October 2008

DISCLAIMER – NFHS Position Statements and Guidelines

The NFHS regularly distributes position statements and guidelines to promote public awareness of certain health and safety-related issues. Such information is neither exhaustive nor necessarily applicable to all circumstances or individuals, and is no substitute for consultation with appropriate health-care professionals. Statutes, codes or environmental conditions may be relevant. NFHS position statements or guidelines should be considered in conjunction with other pertinent materials when taking action or planning care. The NFHS reserves the right to rescind or modify any such document at any time.

Exertional heat stroke is on the rise and is a threat to the lives of athletes. Exertional heat stroke is currently among the top three reasons athletes die during sport and in the summer months it is the number one reason. What makes these tragedies worse is that exertional heat stroke risks can be minimized through proper heat acclimatization. Sports medicine researchers and advocates indicate that periods of rest and a progressive system of early practices can reduce the instances of exertional heat stroke in athletes. Heat acclimatization in humans is a biological adaptation that controls physiological activities like heart rate and body temperature. The most vital change that occurs is an increase in sweating. Humans who have adapted to hot climates begin sweating earlier and more profusely, controlling their body temperature more efficiently. Another result of this acclimatization is the reduction of body heat production, as it is no longer as important as it is in colder environments. The goal of the acclimatization period is to increase exercise heat tolerance and enhance the ability to exercise safely and effectively in warm and hot conditions. This period should begin on the first day of practice or conditioning. Below is a summary of the Heat Acclimatization requirements.

**Diagram 1.7 (1)
SUMMARY OF THE 16-DAY ACCLIMATIZATION PERIOD**

(Days 1-5)

1. Days 1 through 5 of the acclimatization period consist of the first 5 days of formal practice. During this time, athletes are not allowed to participate in more than 1 practice per day.
2. If a practice is interrupted by inclement weather or heat restrictions, the practice may recommence once conditions are deemed safe. Total practice time should not exceed 3 hours in any 1 day.
3. A 1-hour maximum walk-through is permitted during days 1-5 of the acclimatization period. A 1-hour recovery period is required between the practice and walk-through (or vice versa).
4. During days 1-2 of the acclimatization period, in sports requiring helmets or shoulder pads, a helmet is the only protective equipment permitted (goalies, as in the case of field hockey and related sports, may not wear full protective gear or perform activities that would require protective equipment).
 - A. Football only: On days 3-5, contact with blocking sleds and tackling dummies may be initiated.
 - B. Field Hockey: On days 3-5 goalie can wear protective equipment with extended breaks.
 - C. Full-contact sports: 100% live contact drills may begin no earlier than day 6.

Beginning on day 6, all protective equipment may be worn and full contact may begin.

(Days 6-16)

1. Beginning no earlier than day 6 and continuing through day 14, double-practice days must be followed by a single-practice day. On single-practice days, 1 walk-through is permitted, separated from the practice by at least 1 hour of continuous rest. When a double practice day is followed by a rest day, another double practice day is permitted after the rest day.
2. On a double-practice day neither practice may exceed 3 hours in duration nor may student-athletes participate in more than 5 total hours of practice. Warm-up, stretching, cool-down, walk-through, conditioning, and weight-room activities must be included as part of the total practice time. The 2 practices must be separated by at least 3 continuous hours in a cool environment.
3. Because the risk of exertional heat illnesses during the preseason heat-acclimatization period is high, it is recommended that an athletic trainer be on site before, during, and after all practices, but it is not required.

Diagram 1.7 (2)

Day	Heat Acclimatization Practice Plan	Sports Equipment/Helmets/Pads
1	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	FB-Helmet only; SB and BB catchers equipment allowed *
2	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	FB-Helmet only; SB and BB catchers equipment allowed *
3	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	FB-Helmet / shoulder pads / blocking sleds / tackling dummies only
4	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	FB-Helmet / shoulder pads / blocking sleds / tackling dummies only
5	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	FB-Helmet / shoulder pads / blocking sleds / tackling dummies only
6-16	<ul style="list-style-type: none"> • Alternate double practice days w/ a single practice day or a rest day. • Double Practice Day: 3 hour max per practice; 5 hour max total w/ 3 hour minimum rest between the two. • Single Practice Day: 3 hour max; 1 hour walkthrough after 1 hour rest. • During the preseason heat acclimatization period, if practice occurs on six consecutive days, participants should have one day of complete rest (no conditioning, walk-throughs, practices, etc.). Therefore, 16 days are needed to complete the 14-practice requirement. • On-site Athletic Trainer for the heat acclimatization period (days 1-16) if possible, but not required. 	FB-All equipment / full contact

- * Baseball and Softball catchers may wear protective gear for their safety and by rule, but must be allowed extra rest and water breaks during the practice.
- ** Field Hockey: On days 3-5 goalie can wear protective equipment with extended breaks.
- *** Golf is excluded from the heat acclimatization schedule but must have 14 days of practice completed before competition
- **** The preseason scrimmage is a practice and the time spent for this scrimmage counts towards the total hours of practice in a day.



Heat Acclimatization and Heat Illness Prevention Position Statement

National Federation of State High School Associations (NFHS)
Sports Medicine Advisory Committee (SMAC)

Exertional Heatstroke (EHS) is the leading cause of preventable death in high school athletics. Students participating in high-intensity, long-duration or repeated same-day sports practices and training activities during the summer months or other hot-weather days are at greatest risk. Football has received the most attention because of the number and severity of exertional heat illnesses. Notably, the National Center for Catastrophic Sport Injury Research (NCCSIR) reports that **42 high school football players died of EHS between 1995 and 2014.** EHS also results in thousands of emergency room visits and hospitalizations throughout the nation each year.

This NFHS Sports Medicine Advisory Committee (SMAC) position statement is the companion piece to the NFHSLearn.com online course “Heat Illness Prevention.” **This position statement provides an outline of “Fundamentals” and should be used as a guiding document by member state associations.** Further and more detailed information can be found within the NFHSLearn.com online course, the NFHS Sports Medicine Handbook, the NFHS SMAC “Position Statement and Recommendations for Maintaining Hydration to Optimize Performance and Minimize the Risk for Exertional Heat Illness” and the resources listed below.

Following the recommended guidelines in this position statement and “Heat Illness Prevention” can reduce the risk and incidence of EHS and the resulting deaths and injuries in high school athletics. The NFHS recognizes that various states and regions of the country have unique climates and variable resources, and that there is no “one-size-fits-all” optimal acclimatization plan. However, the NFHS and the NFHS SMAC strongly encourage member state associations to incorporate all of the “Fundamentals” into any heat acclimatization plan to improve athlete safety. In addition, the online course **“Heat Illness Prevention” should be required viewing for all coaches.**

Heat Acclimatization and Safety Priorities:

- Recognize that EHS is the leading preventable cause of death among high school athletes.
- Know the importance of a formal pre-season heat acclimatization plan.
- Know the importance of having and implementing a specific hydration plan, keeping your athletes well-hydrated, and encouraging and providing ample opportunities for regular fluid replacement.
- Know the importance of appropriately modifying activities in relation to the environmental heat stress and contributing individual risk factors (e.g., illness, obesity) to keep your athletes safe and performing well.
- Know the importance for all members of the coaching staff to closely monitor all athletes during practice and training in the heat, and recognize the signs and symptoms of developing heat illnesses.
- Know the importance of, and resources for, establishing an emergency action plan and promptly implementing it in case of suspected EHS or other medical emergency.

- Energy drinks are NOT appropriate hydration fluids. Refer to NFHS SMAC “Position Statement and Recommendations for the Use of Energy Drinks by Young Athletes”.

Fundamentals of a Heat Acclimatization Program:

1. Physical exertion and training activities should begin slowly and continue progressively. An athlete cannot be “conditioned” in a period of only two to three weeks.

- A. Begin with shorter, less intense practices and training activities, with longer recovery intervals between bouts of activity.
- B. Minimize protective gear (such as helmets and pads) during first several practices, and introduce additional uniform and protective gear progressively over successive days.
- C. Emphasize instruction over conditioning during the first several practices.

Rationale: The majority of heat-related deaths happen during the first few days of practice, usually prompted by doing too much, too soon, and in some cases with too much protective gear on too early in the season (wearing helmet, shoulder pads, pants and other protective gear). Players must be allowed the time to adapt safely to the environment, intensity, duration, and uniform/equipment.

2. Keep each athlete’s individual level of conditioning and medical status in mind and adjust activity accordingly. These factors directly affect exertional heat illness risk.

Rationale: Athletes begin each season’s practices and training activities at varying levels of physical fitness and varying levels of risk for exertional heat illness. For example, there is an increased risk if the athlete is obese, unfit, has been recently ill, has a previous history of exertional heat illness, or has Sickle Cell Trait.

3. Adjust intensity (lower) and rest breaks (increase frequency/duration), and consider reducing uniform and protective equipment, while being sure to monitor all players more closely as conditions are increasingly warm/humid, especially if there is a change in weather from the previous few days.

Rationale: Coaches must be prepared to immediately adjust for changing weather conditions, while recognizing that tolerance to physical activity decreases and exertional heat illness risk increases, as the heat and/or humidity rise. Accordingly, it is imperative to adjust practices and/or competitions to maintain safety and performance. Coaches can monitor the athletes’ weights pre and post practice to ensure adequate fluid replacement, and can follow guidelines for hot and humid weather including using Wet Bulb Globe Temperature (WBGT) readings.

4. Athletes must begin practices and training activities adequately hydrated.

Rationale: While proper hydration alone will not necessarily prevent exertional heat illness, it will decrease risk. Athletes can observe the color of their urine, which should be straw yellow or the color of lemonade, when adequately hydrated.

5. Recognize early signs of distress and developing exertional heat illness, and promptly adjust activity and treat appropriately. First aid should not be delayed!

Rationale: An athlete will often show early signs and/or symptoms of developing exertional heat illness. If these signs and symptoms are promptly recognized and the athlete is appropriately treated, serious injury can be averted and the athlete can often be treated, rested and returned to activity when the signs and symptoms have resolved.

6. *Recognize more serious signs of exertional heat illness (clumsiness, stumbling, collapse, obvious behavioral changes and/or other central nervous system problems), immediately stop activity and promptly seek medical attention by activating the Emergency Medical System. On-site rapid cooling should begin immediately.*

Rationale: Immediate medical treatment and prompt rapid cooling can prevent death or minimize further injury in the athlete with EHS. Ideally, pools or tubs of ice water to be used for rapid cooling of athletes should be available on-site and personnel should be trained and practiced in using these facilities for rapid cooling. Ice water baths are the preferred method for rapid cooling, however, if ice water pools or tubs are not available, then applying ice packs to the neck, axillae, and groin and rotating ice-water soaked towels to all other areas of the body can be effective in cooling an affected athlete. **Remember, cool first, transport later.**

7. *An Emergency Action Plan (EAP) with clearly defined written and practiced protocols should be developed and in place ahead of time.*

Rationale: An EAP should be in place in case of any emergency, as a prompt and appropriate response in any emergency situation can save a life. The EAP should be designed and practiced to address all teams (freshman, junior varsity, and varsity) and all practice and game sites.

References:

American Academy of Pediatrics. Policy Statement—Climatic Heat Stress and Exercising Children and Adolescents. *Pediatrics*. 2011;128(3):e741-7.

Andersen JC, Courson RW, Kleiner DM, McLoda TA. National Athletic Trainers' Association Position Statement: Emergency Planning in Athletics. *Journal of Athletic Training*. 2002;37:99-104.

Casa DJ, et al. National Athletic Trainers' Association Position Statement: Preventing Sudden Death in Sports. *Journal of Athletic Training* 2012;47(1):96-118.

Casa DJ, Csillan D. Inter-Association Task Force for Preseason Secondary School Athletics. Preseason Heat-acclimatization Guidelines for Secondary School Athletics. *Journal of Athletic Training*. 2009;44:332-3.

**Revised and Approved April 2015
2012**

DISCLAIMER – NFHS Position Statements and Guidelines

The NFHS regularly distributes position statements and guidelines to promote public awareness of certain health and safety-related issues. Such information is neither exhaustive nor necessarily applicable to all circumstances or individuals, and is no substitute for consultation with appropriate health-care professionals. Statutes, codes or environmental conditions may be relevant. NFHS position statements or guidelines should be considered in conjunction with other pertinent materials when taking action or planning care. The NFHS reserves the right to rescind or modify any such document at any time.

DISTRICT ASSIGNMENT RELEASE DATES: Barring unusual circumstances, the MSHSAA office strives to release district assignments on standardized release dates. These release dates have been established to balance two factors: 1) accuracy and 2) a desire for the information by schools and the public. Schools want this information as early as possible, as it assists in scheduling contests against district opponents and/or schools in the same class during the season. However, the earlier the classifications and district assignments are set and released, the less accurate they are due to schools registering for the activity and/or dropping the activity after the information is released. Schools may not know if they have enough interested students to field a team until after practice begins. If they do not have enough interest, they drop the sport or activity. Because all of the classification systems are based on the total number of schools registered for the activity, **any changes** in those numbers that occur after classes are set make the classes imperfect. The later the classifications and district assignments are released (allowing more drops and adds to take place in **advance**), the more accurate they are.

Fall Sports, Speech and Music - Released on Friday of Standardized Calendar Week Number 7
Winter Sports - Released on Friday of Standardized Calendar Week Number 19
Scholar Bowl - Released on Friday of Standardized Calendar Week Number 27
Spring Sports - Released on Friday of Standardized Calendar Week Number 36

(August 17, 2018)
(November 9, 2018)
(January 4, 2019)
(March 8, 2019)
(Revised 2018)

12. BOARD POLICY ON FANS AT SIDELINES

There have been instances where fans have been permitted to gather and stand along the sidelines or endlines of playing fields and courts during athletic contests, and a number of instances have been reported in which fans have approached the sidelines near the end of the game. Generally, this is for the purpose of rushing onto the field or court to express jubilation over winning. In other instances, fans have cast disparaging remarks toward opposing players and officials. In either case, it creates a situation conducive to crowd control problems. Under these conditions, the Board of Directors has adopted a policy authorizing and urging game officials to stop the game when this occurs, send the teams to the benches, and request the host school administration (or tournament manager) to have the fans return to their seats or leave the gymnasium or field before play is continued. The game shall not continue until the fans comply. The primary responsibility for compliance with the game officials request falls on the host school, or tournament manager, but the visiting school (both schools in a tournament) is also responsible for seeing that their fans remain in their seats. All schools should take steps to educate their students and fans to refrain from moving onto the court or playing field following games. The practice of entering these areas following games does not contribute anything toward the most worthwhile objectives of interscholastics and can contribute toward misconduct. In a related note, tournament managers should suspend the sale of tickets and close the doors when necessary to prevent overcrowding of gymnasiums.

13. BOARD POLICY ON HALFTIME SHOOTOUTS

When a student is **selected by chance** to participate in a 'carnival type' contest involving a skill of a sport, he or she may receive cash or merchandise awards as a result of that participation without jeopardizing his or her eligibility under the MSHSAA Amateur and Awards Standards. An example of this would be where a student is selected to participate in a halftime promotion at a University basketball game on the basis of a chance drawing of a number on a program which he/she purchased at the game. In cases where such activities are scheduled and a student is required to **enter** for the purpose of competing for a cash or merchandise award, such activity would come under the restrictions of the amateur and awards standard and a student would jeopardize his/her eligibility in the sport concerned by competing for or accepting such awards. (By-Law 3.6)

14. BOARD POLICY ON HANDLING CONTESTS DURING HAZARDOUS WEATHER DISTURBANCES

Board Policy #14

This policy has been relocated to the MSHSAA website in the Sports Medicine area. Find this and many other sports medicine topics and resources at www.mshsaa.org/sportsmedicine.

Board Policy #14

This policy has been relocated to the MSHSAA website in the Sports Medicine area. Find this and many other sports medicine topics and resources at www.mshsaa.org/sportsmedicine.

15. BOARD POLICY ON HAZING AND HARASSMENT

It is the policy of the MSHSAA Board of Directors that hazing and harassment have no place in school-sponsored activity programs and pose a significant risk to the physical and mental welfare of students. Coaches, directors, sponsors and administrators must take an active role in the prevention of all forms of hazing and harassment. Students directly or indirectly involved in hazing incidents, on or off school grounds, could be considered ineligible by the school administration under the MSHSAA citizenship standard, By-Law 2.2.

Hazing: Willful conduct directed at a student that is intended to physically or emotionally intimidate, punish, embarrass, humiliate, ridicule, or place any student in a disconcerting position for the purpose of initiation, affiliation, inclusion or membership in any team or organization.

Harassment: Unwelcome conduct by a person that is sufficiently serious, persistent or pervasive, so that it affects another person's ability to participate in or benefit from the school program or activity by creating an intimidating, threatening or abusive environment.

16. BOARD POLICY ON NON-DISCRIMINATION

MSHSAA does not discriminate in its student programs or activities on the basis of race, color, religion, sex, national origin or disability. MSHSAA will make reasonable modifications to its student programs or activities to accommodate students with disabilities covered by the Americans With Disabilities Act or Section 504 of The Rehabilitation Act of 1973, as amended, unless requested modifications or accommodations would be unreasonable as defined by law.

17. BOARD POLICY ON HEAT ACCLIMATIZATION GUIDELINES – MARCHING BAND

Heat Acclimatization Period: For the health and safety of participants in marching band practices, it is recommended that member schools develop and implement a Heat Acclimatization Schedule for marching band camps, practices and/or rehearsals that take place during the summer months when school is not in session or when your band program conducts its marching band camp in preparation for the upcoming school year.

The goal of the Heat Acclimatization Period is to increase exercise heat tolerance and enhance the ability to practice/rehearse safely and effectively in warm and hot conditions. It is recommended this period begin with the first day of marching band practice or rehearsal.

Heat Acclimatization Definitions: Some definitions of terms which may be helpful when developing a Heat Acclimatization system are listed below.

- a) A '**day**' is defined as a calendar day (12:00 a.m. through 11:59 p.m.)
- b) **Rest Period:** A rest period is defined as the time between the end of one practice/rehearsal to the beginning of the next practice/rehearsal, which should last no less than one hour. During this time, students should rest in a cool environment, with no physically related marching band or conditioning-related activity permitted (e.g. outdoor rehearsals, or indoor rehearsals in a non-air conditioned facility, with or without instruments). Examples of approved activities would include, but not limited to; reviewing your band handbook, video, drill charts, etc.
- c) **Marching Band Practice:** For purposes of Heat Acclimatization Guidelines a marching band practice/rehearsal is defined as: Any attempt of a director at a given school to provide instruction in any phase of marching band to any member of the marching band at that school or to have any part of the marching band engage in drills under the supervision of a director or under the approval or direction of the director or marching band staff (paid or voluntary). Drills for field shows, street/parade marching, sectional rehearsals (with or without instruments/equipment), etc. should be considered practice and addressed in the heat acclimatization schedule. Auxiliary groups to the marching band (twirlers, poms, flag corps/guard, etc.) should be considered members of the marching band.

Suggested Limits within the Heat Acclimatization Period:

- a) **Practice Duration:** Each outdoor or non-air conditioned practice/rehearsal should last no more than three hours. Warm-up, stretching, and cool-down activities are included as part of the three-hour practice/rehearsal time. Regardless of ambient temperature conditions, all conditioning and/or practice activities must be considered part of practice.
- b) **First Five Days:** Only one practice should be held on each of the first five days of the Heat Acclimatization Period. Further, one indoor practice/rehearsal could be held after a rest period of one or more hours.
- c) **Following Five Days:** A maximum of two three hour practices/rehearsals with a minimum of one hour of rest should be provided between the two practices/rehearsals.
- d) **Rest Day:** If practice/rehearsal occurs on six consecutive days, participants should be provided one day of complete rest (no conditioning, practices or rehearsals). (June, 2015)

18. BOARD POLICY ON HEAT ACCLIMATIZATION GUIDELINES – SPIRIT ACTIVITIES

Heat Acclimatization Period: For the health and safety of participants in sideline cheer and dance team practices, it is recommended that member schools develop and implement a Heat Acclimatization Schedule for camps, practices and/or practices that take place during the summer months when school is not in session or when your spirit programs conducts its camps and/or practices in preparation for the upcoming school year.

The goal of the Heat Acclimatization Period is to increase exercise heat tolerance and enhance the ability to practice safely and effectively in warm and hot conditions. It is recommended this period begin with the first day of your spirit team(s) practice.

Heat Acclimatization Definitions: Some definitions of terms which may be helpful when developing a Heat Acclimatization system are listed below.

- a) A '**day**' is defined as a calendar day (12:00 a.m. through 11:59 p.m.)
- b) **Rest Period:** A rest period is defined as the time between the end of one practice to the beginning of the next practice, which should last no less than one hour. During this time, students should rest in a cool environment, with no physical or conditioning-related activity permitted (e.g. outdoor or indoor practices in a non-air conditioned facility). Examples of approved activities would include, but not limited to; reviewing your spirit handbook, videos, planning spirit activities, etc.
- c) **Spirit Practice:** For purposes of Heat Acclimatization Guidelines a spirit practice is defined as: Any attempt of a coach at a given school to provide instruction in any phase of sideline cheer or dance to any member of the sideline cheer and/or dance team at that school or to have any part of the spirit team(s) engage in practices under the supervision of a coach or under the approval or direction of the coach or spirit coaching staff (paid or voluntary).

Suggested Limits within the Heat Acclimatization Period:

- a) **Practice Duration:** Each outdoor or non-air conditioned practice should last no more than three hours. Warm-up, stretching, and cool-down activities are included as part of the three-hour practice time. Regardless of ambient temperature conditions, all conditioning and/or practice activities must be considered part of the practice.

The New Rules of Lightning Safety

Frank McCathran, M.Ed., Lightning Safety Spokesman and Director of the WeatherBug Schools Program
John D. Moore, M.A., NOAA Weather Ready Nation Ambassador, American Council of STEM Educators

A bolt of lightning can change—or even destroy—a life in an instant. In the United States, roughly 51 people are struck and killed by lightning each year and hundreds more suffer lifelong injuries—including hearing and vision loss—from direct and indirect strikes, according to NOAA.

You have a 1 in 3,000 chance of being struck by lightning in your lifetime.

The majority of lightning deaths happen in the summer, when storms are more frequent and people are more likely to be outside. And deaths have been most common in states with the most thunderstorms, like Florida. However, lightning has killed people in every U.S. state except Hawaii and Alaska.

How can we improve these statistics and keep people and property safe? You have an opportunity to make a difference. You can lead the effort to educate the people who rely on you about lightning's dangers and the proper measures to stay safe. Your effort should include new safety guidelines based on information from experts at NOAA, the NWS and leading athletic organizations.

COMMON LIGHTNING MYTHS

Preventing a lightning tragedy demands immediate and decisive action. Yet many of the longstanding and most familiar approaches to lightning safety have become outdated.

- **The 30-second rule.** This involves counting the number of seconds that pass between seeing a flash and hearing thunder. Under 30 seconds is thought to indicate a storm is less than 6 miles away and that you should seek a safe structure. Yet lightning can strike well outside of a storm area. In fact, strikes even 10 miles from a storm are not uncommon.
- **The lightning crouch.** When lightning is in an unsafe range, you have an increased chance of being struck, whether you are standing or crouching. In fact, the NWS stopped recommending the crouch in 2008, with the idea being that the crouch could give people a false sense of security.

“When thunder roars, go indoors.” It’s familiar advice. But as a rule of thumb, if you are close enough to hear thunder, you are already in danger. Adding to the danger, a school campus may also be large and open, which increases the time students need to move to an adequate safe structure. Ultimately, when thunder roars, you should already be indoors. This familiar advice should be used only when there is no other way to be alerted to lightning’s approach.

Can people protect themselves by using small handheld devices to determine if lightning is nearby? While it’s tempting to believe that these inexpensive devices are accurate, the National Athletic Trainers’ Association (NATA) advises caution. Its 2013 Lightning Safety Position Statement noted that the “performance of these handheld devices has not been independently verified, and they should not be used as the sole source for determining when to move to a safe location.”

The American Meteorological Society (AMS) suggested in 2002 that the performance of handhelds “may not have been independently, rigorously and objectively verified. There is anecdotal evidence that some can fail to detect weak and/or intermittent, but still deadly, lightning.” Noting that it is impossible to predict lightning, organizations such as the National Lightning Safety Institute (NLSI) have stated that “vendors who claim to ‘predict’ lightning in advance...should be rejected.”

Total lightning detection and alerting is a newer technology that detects both cloud-to-ground and in-cloud lightning. It is better suited for determining lightning’s distance—something handhelds or single-node systems cannot do—and can send alerts to multiple devices, including outdoor warning sirens and mobile phones.

KEEPING PEOPLE AND PROPERTY SAFE

New guidelines

Because there is no safe place outside in a thunderstorm, new standards emphasize proactive steps. For instance, the NWS advocates planning to avoid dangerous situations and knowing how to get to safety.

The most recent recommendations include the following:

- **Listen to the forecast before heading out.** Radio, TVs, the Internet and modern technology such as smartphone apps make it easy.
- **Cancel or postpone activities** if thunderstorms are in the forecast.
- **Monitor weather conditions.** Scan the sky for large cumulus clouds, which are early signs of thunderstorms.
- **Take action early** so you and others have enough time to get to a safe place. If a storm is on its way, stop all activities and move to a safe indoor area. A permanent, enclosed building with four walls and a roof is preferable to a pavilion, tent or open structure. If this type of building is not available, hard-topped cars or trucks are better choices (though not ideal) and can provide some protection. All windows must be closed.
- **Don’t delay.** If you are alerted to lightning within an unsafe range or if you hear thunder, get to a safe place immediately. You are already in danger.
- **Remain cautious.** Always wait 30 minutes after the last flash of lightning occurs within a 10-mile radius of your location before returning to outdoor activities.

Old standards

Some lightning safety tips remain the same. For instance, even if you’re inside a substantial structure:

- **Do not use corded phones.** Lightning can travel through phone lines.
- **Do not use the shower or bathe.** Lightning can also travel through pipes. Stand clear of metal pipes and wiring.
- **Stay away from porches, screen doors, open windows and outlets.**
- **Unplug or turn off appliances.** Lightning can cause damaging power surges.

Helping someone who has been struck

StruckbyLightning.org offers these tips:

- **Treat and triage immediately.** People struck by lightning carry no electrical charge and can be handled safely. It is important to help victims as soon as possible. If left untreated, people struck by lightning can suffer from a variety of long-term, debilitating symptoms. If there have been multiple victims, treat those who are unconscious first, because they are at the greatest risk.
- **Give first aid.** If breathing has stopped, begin rescue breathing. If the heart has stopped beating, a trained person should give CPR.
- **Call for help.** Get someone nearby to dial 911 or your local Emergency Medical Services number. The injured person has received an electrical shock and may be burned where they were struck and where the electricity left their body.

Conclusion

Thanks in part to education, lightning deaths and injuries have decreased over the past five years. By being well informed and following the most recent lightning safety guidelines in daily activities, earth science educators can play a critical part in continuing this trend and helping mitigate the risk to students. For more information about weather safety and resources for the classroom, go to NOAA's Weather Ready Nation website, www.nws.noaa.gov/com/weatherreadynation, and learn how you can be weather ready.

References and further reading

<http://www.lightningsafety.noaa.gov/fatalities.htm>

<http://www.lightningsafety.noaa.gov/blog.htm>

Katie M. Walsh, EdD, ATC (Chair), Mary Ann Cooper, MD, Ron Holle, MS, Vladimir A. Rakov, PhD, William P. Roeder, and Michael Ryan, PT, ATC. 2013. National Athletic Trainers' Association Position Statement: Lightning Safety for Athletics and Recreation, *Journal of Athletic Training*, 48(2): 258–270.

http://www.lightningsafety.com/nlsi_pls/NATA_2013.pdf

National Weather Service, Lightning Safety Toolkits website:

<http://www.lightningsafety.noaa.gov/teachers.shtml>

National Lightning Safety Institute website:

<http://www.lightningsafety.com>

American Meteorological Society, "Updated Recommendations for Lightning Safety". 2002.

http://www.ametsoc.org/policy/Lightning_Safety_Article.pdf

LIGHTNING AND HEAT SAFETY INFORMATION

LIGHTNING SAFETY National Athletic Trainers' Association Guidelines



1. Formalize and implement a comprehensive, proactive lightning-safety policy or emergency action plan specific to lightning safety. The components of this policy should include the following:
 - An established chain of command that identifies who is to make the call to remove individuals from the field or an activity.
 - A designated weather watcher (i.e., a person who actively looks for the signs of threatening weather and notifies the chain of command if severe weather becomes dangerous).
 - A means of monitoring local weather forecasts and warnings.
 - A listing of specific safe locations (for each field or site) from the lightning hazard.
 - The use of specific criteria for suspension and resumption of activities (refer to recommendations 4, 5, and 6).
 - The use of the recommended lightning-safety strategies (refer to recommendations 7, 8, and 9).
2. The primary choice for a safe location from the lightning hazard is any substantial, frequently inhabited building. The electrical and telephone wiring and plumbing pathways aid in grounding a building. This is the reason it is safer to remain indoors during thunderstorms. It is important not to be connected to these pathways while inside the structure during ongoing thunderstorms.
3. The secondary choice for a safer location from the lightning hazard is a fully enclosed vehicle with a metal roof and the windows closed. Convertible cars and golf carts do not provide protection from lightning danger. It is important not to touch any part of the metal framework of the vehicle while inside it during ongoing thunderstorms.
4. Seeking a safe structure or location at the first sign of lightning or thunder activity is highly recommended. By the time the flash-to-bang count approaches 30 seconds (or is less than 30 seconds), all individuals should already be inside or should immediately seek a safe structure or location. To use the flash-to-bang method, the observer begins counting when a lightning flash is sighted. Counting is stopped when the associated bang (thunder) is heard. Divide this count by 5 to determine the distance to the lightning flash (in miles). For example, a flash-to-bang count of 30 seconds equates to a distance of 6 miles (9.66 km).
5. Postpone or suspend activity if a thunderstorm appears imminent before or during an activity or contest (regardless of whether lightning is seen or thunder heard) until the hazard has passed. Signs of imminent thunderstorm activity are darkening clouds, high winds, and thunder or lightning activity.
6. Once activities have been suspended, wait at least 30 minutes after the last sound of thunder or lightning flash before resuming an activity or returning outdoors. A message should be read over the public address system and lightning-safety tips should be placed in game programs alerting spectators and competitors about what to do and where to go to find a safer location during thunderstorm activity.

7. Extremely large athletic events are of particular concern with regard to lightning safety. Consider using a multidisciplinary approach to lessen lightning danger, such as integrating weather forecasts, real-time thunderstorm data, a weather watcher, and the flash-to-bang count to aid in decision making.
8. Avoid being in contact with, or in proximity to, the highest point of an open field or on the open water. Do not take shelter under or near trees, flag poles, or light poles.
9. Avoid taking showers and using plumbing facilities (including indoor and outdoor pools) and land-line telephones during thunderstorm activity. Cordless or cellular telephones are safer to use when emergency help is needed.
10. Individuals who feel their hair stand on end or skin tingle or hear crackling noises should assume the lightning-safe position (i.e., crouched on the ground, weight on the balls of the feet, feet together, head lowered, and ears covered). Do not lie flat on the ground.
11. Observe the following basic first-aid procedures, in order, to manage victims of lightning strike:
 - Survey the scene for safety. Ongoing thunderstorms may still pose a threat to emergency personnel responding to the situation.
 - Activate the local emergency management system.
 - Move the victim carefully to a safer location, if needed.
 - Evaluate and treat for apnea and a systole.
 - Evaluate and treat for hypothermia and shock.
 - Evaluate and treat for fractures.
 - Evaluate and treat for burns.
12. All persons should maintain current cardiopulmonary resuscitation (CPR) and first-aid certification.
13. All individuals should have the right to leave an athletic site or activity, without fear of repercussion or penalty, in order to seek a safe structure or location if they feel they are in danger from impending lightning activity.

LIGHTNING SAFETY
National Federation of High School Associations Guidelines

The purpose of these guidelines is to provide a default policy to those responsible for making decisions concerning the suspension and restarting of contests based on the presence of lightning. The preferred sources from which to request such a policy for your facility would include your state high school association and the nearest office of the National Weather Service. Proactive Planning:

1. Assign staff to monitor local weather conditions before and during events.
2. Develop and evacuation plan, including identification of appropriate nearby shelters.
3. Develop criteria for suspension and resumption of play.
 - When thunder is heard or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
 - 30-Minute Rule: Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
 - Any subsequent thunder or lightning after the beginning of the 30-minute count, reset the clock, and another 30-minute count should begin.
4. Hold periodic reviews for appropriate personnel.



NFHS GUIDELINES ON HANDLING PRACTICES AND CONTESTS DURING LIGHTNING or THUNDER DISTURBANCES

National Federation of State High School Associations (NFHS) Sports Medicine Advisory Committee (SMAC)

These guidelines provide a default policy to those responsible or sharing duties for making decisions concerning the suspension and restarting of practices and contests based on the presence of lightning or thunder. The preferred sources from which to request such a policy for your facility would include your state high school activities association and the nearest office of the National Weather Service.

Proactive Planning

1. Assign staff to monitor local weather conditions before and during practices and contests.
2. Develop an evacuation plan, including identification of appropriate nearby safe areas.
3. Develop criteria for suspension and resumption of play:
 - a. When thunder is heard or a cloud-to-ground lightning bolt is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for thirty minutes and take shelter immediately.
 - b. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
 - c. Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
4. Review annually with all administrators, coaches and game personnel.
5. Inform student athletes of the lightning policy at start of season.

For more detailed information, refer to the "Lightning Safety" section contained in the NFHS Sports Medicine Handbook.

Revised and Approved October 2014

DISCLAIMER – NFHS Position Statements and Guidelines

The NFHS regularly distributes position statements and guidelines to promote public awareness of certain health and safety-related issues. Such information is neither exhaustive nor necessarily applicable to all circumstances or individuals, and is no substitute for consultation with appropriate health-care professionals. Statutes, codes or environmental conditions may be relevant. NFHS position statements or guidelines should be considered in conjunction with other pertinent materials when taking action or planning care. The NFHS reserves the right to rescind or modify any such document at any time.

LIGHTNING STRIKES & NEGLIGENCE IN SPORTS

Ten football players from Pahokee High School (FL) were injured when lightning struck as they were headed off the field to the locker rooms during a storm. They sued the Palm Beach County School Board alleging that the coaches knew the storm was impending but refused to stop football practice (*From The Gym To The Jury*, Vol. 8, No. 4, 1997). With the increase in litigation in sports-related activities, attention must be given to the problem lightning presents to sports teams. Although referees and other sports officials control sports contests, coaches and athletics director have a strong influence on cancellation of sports contests. Coaches have the authority to cancel, discontinue and resume play during practice sessions and need information regarding lightning to make decisions regarding lightning.

There is an amazing amount of data regarding lightning that coaches and other sports personnel need to be aware of that can be obtained through workshops and in-service training. Sound policies and procedures should be developed and guidelines put in place in writing for all to follow. Coaching personnel should know that the average storm travels about 25 miles per hour and once an edge of a thunderstorm approaches to within 10 miles, an immediate risk is present even when the skies overhead are clear. Although lightning strikes the earth between eight and nine million times a day, a person is about as likely to get hit by lightning as he/she is to win a lottery. The odds of being struck by lightning are approximately one in three million. Because of these odds, many believe it can't happen to them. It takes just one incident a year or even a decade to get the attention of many people. Lightning striking sport participants on outdoor fields will get immediate attention and then subsequent litigation if injuries or death occur. Certain procedures should be put in writing and distributed to coaches and other sport personnel. It is sound risk management to assign "weather alert" responsibilities to a designated staff member who can warn coaches, participants and spectators of impending danger. Specific procedures for reducing risks from lightning strikes are:

1. Seek indoor shelter
2. Remain in a closed automobile (avoid touching metal)
3. Avoid open fields
4. Avoid high terrain and bodies of water
5. Avoid contact with metal objects such as golf clubs and carts, rods, bicycles and umbrellas and metal jewelry
6. Avoid taking refuge under an isolated tree or other tall structures (it is safer to be in a thick forest)
7. If caught in an open field, seek a low spot and assume a curled, squatting position with hands and

arms around knees.

8. Plan activity to reduce likelihood of being caught in a thunderstorm. (For ex. Plan a morning hike in the mountains to avoid afternoon thunderstorms.)

Additional safety tips include:

1. If you are isolated in a level field or prairie and you feel your hair stand on end (which indicates that lightning is about to strike), bend forward, putting your hands on your knees. A position with feet together and crouching while removing all metal objects is recommended. Do not lie flat on the ground.
2. In a car, pull safely onto the shoulder of road away from trees and do not touch any metal. The frame of the auto will provide you some safety — not the rubber tires.
3. Some so-called lightning experts advocate clearing the area and waiting 15 or even 20 minutes after the last lightning is seen before returning to the field. The NCAA now has a policy to remain under cover for at least 30 minutes from the last lightning seen in the area.
4. In this day of cell phones, it would be wise to have one to signal for assistance if caught on a golf course or a distance from a sheltered area.

It is important to have well-trained qualified coaches who make up the first line of defense. In *Henry v. Berea College*, a women's soccer player was struck and killed by lightning during soccer practice. One question raised by the plaintiffs was whether the soccer coach had the proper credentials to coach a soccer team. The case, which was settled out of court, drew national attention regarding credentials of coaches. Another concern is the age-old question of using the coach's own judgment in situations regarding lightning. Coaches may need a lesson about Mother Nature and given policies and procedures that will prevent accidents and injuries as well as information to help defend themselves in court if injuries or even death occur.

This article contains excerpts from the writer's presentation at the Annual Conference of the Society for the Study of the Legal Aspects of Sports and Physical Activity (SSLASPA), St. Simons Island (GA), March 4, 1999. Dr. Ruth Alexander is the Distinguished Professor of Exercise and Exercise Sciences, University of Florida, Gainesville.

In addition to Dr. Alexander's article, two others are appropriate on the topic:

- Mike Blackburn — "Sport Safety," *Interscholastic Athletic Administration*, Spring, 1999, Vol. 25 No. 3.
Michael Flynn — "Lightning: A Double Hit for Golf Course Operators" *Marquette Sports Law Journal*, Fall, 1995, Vol. 6 No. 1.

Students with Disabilities—Individualized Inquiry Form and Equal Opportunity Guide for Coaches and Athletics Staff

Guidance from the Office for Civil Rights requires districts to ensure that students with disabilities consistently have opportunities to participate in extracurricular athletics equal to those of non-disabled students.

To effectuate this, the District will not make determination on a student's ability to participate on athletic teams based solely the student's disability. The District will conduct an individualized inquiry regarding each student who wishes to participate on an athletic team and consider each student's participation on a case-by-case basis.

When a student with a disability wishes to participate in athletics, the student cannot be denied participation based on disability alone. If the student is qualified to participate, without accommodation, he or she must be allowed to participate.

If a student can participate with accommodation, the District must make the accommodation unless the accommodation would cause a fundamental alteration to the program. If a single accommodation would cause a fundamental alteration to the program, the District must consider other accommodations for the student. An example of an accommodation that would not fundamentally alter the nature of the program is starting track events with a visual cue in addition to a starting pistol.

There are limited circumstances when a student with a disability may be turned away from regular athletic activities. For example, a student in a wheelchair may not be able to participate in regular football or a visually impaired student may not be able to participate in regular basketball. In these circumstances, the District will provide alternative programs that will allow the disabled student's participation. In addition, there may be bona fide safety reasons to prevent disabled students from participating.

To assist in making these determinations, coaches and athletic staff are to fill out the attached form when considering the participation of students with disabilities in athletic programs.

Students with Disabilities--Individualized Inquiry and Equal Opportunity Considerations Form

The purpose of this form is to aid coaches and athletic staff in providing equal opportunity for students with disabilities to participate in extracurricular athletic activities. Please fill out the entire form in detail.

Student Name: _____ Staff Person Conducting Inquiry: _____

Sport or athletic team of interest: _____

Does student meet competitive criteria to participate? Yes No Not applicable to this sport.

If no, are there accommodations or aids and services that would allow the student to participate?

Yes No List accommodations considered. Use the back of this form if necessary: _____

Would any of the accommodations considered fundamentally alter the nature of the athletic program if implemented?

Yes No If yes, explain: _____

Are there bona fide safety concerns that would prevent the student from safely participating in the program?

Yes No If yes, explain: _____

Would other accommodations mitigate or eliminate bona fide safety concerns? Yes No

List safety accommodations considered: _____

Does the student require additional services or aids in order to participate? If so, identify them here: _____

If a disabled student meets competitive criteria to participate with or without accommodation (that does not fundamentally alter the nature of the program) and his or her participation in regular athletics does not present a bona fide safety concern, the student must be allowed to participate in the regular athletic program.

Based on the above factors, may the student participate in the regular athletic program identified? Yes No

If a disabled student cannot participate in the athletic activity of his or her choice because (1) he or she does not meet competitive criteria with accommodation; (2) accommodation would fundamentally alter the nature of the program or (3) the student's participation causes a bona fide safety concern, the District must provide alternative opportunities for participation.

If, based on the above factors, a student cannot participate in regular athletic programs, identify equal, alternative programs available to student: _____

Date: _____

Staff member initials: _____

Raytown C-2 Return to Play Procedures

Return to Play (RTP) Procedures After a Concussion

Student will need to pass Impact Test before beginning (RTP)

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 shall be followed.

- Step 1:** Light cardiovascular exercise (walking, stationary bike, no resistance training)
- Step 2:** Sport specific Activity (running – resistance training may begin)
- Step 3:** Non-contact training drills in full equipment (Skills Drills)
- Step 4:** Full, normal practice or training (Contact) *(a walk-through practice does not count as a full, normal practice)
- Step 5:** **Must be cleared by Medical Doctor (MD/DO) – if student went to (MD/DO) prior to completing the Raytown C-2 School District Concussion Protocol they must return to (MD/DO) for final clearance to return to play.**
- Step 6:** **Full Participation**

The athlete should spend a minimum of one day at each step before advancing to the next. If any post Concussion symptoms return while in the stepwise program, then the student will drop back to the previous level and try to progress again after a further 24-hour period of rest has passed.

The criteria of returning to play is the athlete must be symptom free at rest, symptom free with physical and cognitive exertion, and have data within normal limits on post-concussion cognitive test. The athlete must pass all three criteria before returning to competition.

Second Concussion Management:

Any athlete sustaining multiple concussions in a calendar year must be evaluated and cleared preferably by a neurologist or neurosurgeon and complete the graduated return to play protocol from the above table. The return to play is typically much slower with each concurrent concussion. It is also possible the athlete may be removed from all sports for one calendar year.

The information contained above came from the 2008 and 2012 International Symposiums on Concussions in Sports held in Zurich, Switzerland.

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.

Section III

MSHSAA Requirements

Performance Enhancing Supplements

Sportsmanship

Professional Travel

Professional Meeting Attendance Request

Facilities

MSHSAA Board Policy on Facilities

MSHSAA REQUIREMENTS:

Attend rules meetings.

Complete rules test – note deadline

Referee ratings – due within 10 days of completion of tournament or game.

Reading of MSHSAA handbook

Complete district, sectional and state entries.

PERFORMAND ENHANCING FOOD SUPPLEMENTS:

In order to minimize health and safety risks to student athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply, recommend or permit the use of any drug, medication, or food supplement solely for performance enhancing purposes.

Raytown School District states that only doctors and parents should be making decisions involving food supplements for their athletes.

SPORTSMANSHIP:

Our expectation of activities is educational making them a benefit to all that choose to participate. Each school is responsible for the conduct of their school which includes athletes, spectators, and coaches.

Any player, coach, student or spectator that is ejected from a contest shall at a minimum be prohibited from playing or attending the next contest at the same level. More severe consequences may be administered by the building athletic director. Coaches should inform the building athletic director of any ejection or technical foul immediately following the contest. Anyone receiving a MSHSAA special report may be removed from the next contest.

Board of Education (BOE) policy strictly prohibits physical hazing rituals. Coaches and Sponsors are responsible for enforcing this policy as well as reporting any violations.

PROFESSIONAL TRAVEL:

Requests to building athletic director for approval through submission of district form. District AD will also need a copy of the form for lodging and food costs estimations, based of BOE policies and standards.

FACILITIES:

Basic fundamental duty to check, report needed repairs, and provide safe playing fields, gym and all other facilities. Pre-season report submitted to the building athletic director at least two weeks prior to the first practice for items such as field or facility repairs for safety, lighting, scoreboards, locker room or other concerns. If you don't report it, it won't get fixed.

Travel Guidelines for Coaches Traveling to Conferences/Meetings without Student Athletes

Submit your request through your building AD and District AD to attend conference/meeting. They will determine the feasibility of the request and grant approval or deny the request. If the request is granted, please do the following:

1. Get your absence approved by your building principal and submit a MLP two weeks in advance per the expectation of your building principal. When completing the MLP, chose the budget to be charged as "Building Activity Account".
2. Use the [Professional Meeting Attendance Request](#) form in section 3 of the Coaches Handbook that I can share with you through Google Drive. Each coach must fill this out and get approval, if missing classroom time. ***Make sure to read this form carefully and adhere to its parameters.***
3. Coaches are responsible for arranging their own lodging and communicating any rental vehicle needs to the district AD office. District standard requires coaches (of the same gender) to be two to a room to minimize district expenses.
4. Coaches can no longer use the District P-Card for trips that students do not accompany them on. You will need to cover your own expenses and submit your personal itemized receipts for meals and mileage reimbursements (depending on whom drives for the group). The same rules apply for meals and daily allowances.
5. Mr. Thomas will reserve hotel rooms for a conference if you need him to. You will need to reserve and make all the arrangements and then call him with this info. He will then contact the hotel you have reserved and give them his district P-Card. The same rules apply for meals and daily allowances. All P-Card purchases and reimbursement requests must be confined to district staff and district student athletes/participants.
6. Fill out a [Professional Travel and Expense Worksheet](#), which I have attached. ***Make sure to read this form carefully and adhere to its parameters.***
7. All coaches attending a conference, clinic or workshop will need to attach the conference/meeting agenda to their [Professional Travel and Expense Worksheet](#) to receive proper reimbursement.

RAYTOWN CONSOLIDATED SCHOOL DISTRICT NO. 2
PROFESSIONAL MEETING ATTENDANCE REQUEST

TODAY'S DATE: _____

DATES OF TRAVEL: _____

Name: _____

Name of Workshop or Meeting: _____

Meeting Location: _____

ATTACH MEETING AGENDA

Anticipated expenses -

Substitute(s) \$110/day
 (Complete MLP/Complete Aesop)
Registration

\$ - total cost
 total cost

Lodging
 # of Coaches attending
 # of rooms reserved

cost per room/per night
 total cost per room/per night

Coaches Names: _____

MEALS - MAXIMUM REIMBURSEMENT PER MEAL
 (NOT REIMBURSED WITHIN KC AREA)

\$10 for breakfast (excluding tips) \$ _____
 \$15 for lunch (excluding tips) \$ _____
 \$20 for dinner (excluding tips) \$ _____

*If the place of lodging provides a hot complimentary breakfast, breakfast will not be reimbursed.

*If a conference or meeting provides a meal then the employee won't be reimbursed for that meal.

TIPS NOT TO EXCEED 20%

Mileage reimbursement
 (\$0.545/mile)

Taxi/Shuttle/Parking \$ -

TOTAL \$

Signature for anticipated expenses

SIGNATURE OF BUILDING ADMINISTRATOR: _____

SIGNATURE OF DISTRICT ADMINISTRATOR: _____

DLC-AF1

RAYTOWN CONSOLIDATED SCHOOL DISTRICT NO. 2

6608 Raytown Road, Raytown, MO 64133

PROFESSIONAL TRAVEL AND EXPENSE WORKSHEET

Meeting agenda must be attached.

Itemized receipts must be attached for all expenses.

Tip must not exceed 20%.

Please reference Board Policy (AP DLC)

Name: _____ Building: _____

Destination City & State: _____

Professional Meeting Name: _____

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
DATE(S)	/ /	/ /	/ /	/ /	/ /	/ /	/ /	TOTALS
Breakfast (\$10 max. excl. tip)								
Lunch (\$15 max. excl. tip)								
Dinner (\$20 max. excl. tip)								
Registration								
Hotel								
Airfare								
Taxi, Bus								
Mileage & amount @ IRS rate/mile	_____ Miles \$	_____ Miles \$	_____ Miles \$	_____ Miles \$	_____ Miles \$	_____ Miles \$	_____ Miles \$	_____ Miles \$
Baggage Handling								
Parking								
Other								

Reimbursement Due:\$ _____

Traveler's Signature: _____ Date: _____

VEHICLE MILEAGE RECORD

NAME _____

SS No. _____

Month Beginning _____ Ending _____

<u>Date</u>	<u>Destination From:</u>	<u>Destination To:</u>	<u>Business Purpose</u>	<u>Miles</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Business Miles _____

At Current IRS Rate per Mile _____

Total Payment _____

Employee Signature _____ Date _____

Approved by _____ Date _____

- director must request a review of an official's application of a rule through appropriate channels.
2. If, after the review is complete, the head coach still believes there has been a misapplication of a rule by a contest official(s), the coach shall then file a formal verbal protest with the contest officials who will then notify the opposing head coach/director immediately of the protest. No coach/director shall protest a decision of judgment.
 3. Following this notification of protest, the head coach shall be allowed approximately ten minutes to use his/her Sport Rules Book or Case Book, Scholar Bowl Rulebook, MSHSAA Rules Review Announcements and/or MSHSAA Sport or Activity Manual to locate and show the official(s) the appropriate rule reference which clarifies a misapplication of the rule. If the head coach does not have personal copies of the above mentioned materials at the contest site or the specific rule reference(s) or case book play(s) cannot be located within the maximum allowable ten minutes, the protest shall automatically be disallowed and the contest shall continue from the point of interruption. If a rule reference(s) or case book play(s) is found that indicates a misapplication of a rule has occurred, the official's decision shall be corrected at that time before any further action occurs, and the contest shall be resumed from the point of interruption after the correction as provided in the contest rules. When appropriate, the officials may assist the head coach in locating appropriate rule and case book references.
 4. All protests shall be resolved at the contest site before any further contest action occurs. [Scholar Bowl: the contest may continue while the protest is being reviewed; see game rules.] [Speech/Debate/Theatre: the jury of appeals will hear the appeal; events other than the one affected by the protest may continue during the review.]
 5. Protests that are not filed in a timely manner as specified in that rule code or activity manual shall be automatically disallowed.
 6. The MSHSAA Board of Directors and/or Staff shall not review contest protests.

APPLICATION OF PROTEST PROCEDURE

1. **Introduction:** Protests rarely occur and the protest policy is not intended to increase the frequency of protests. The policy is intended to resolve the protest on site. For this to occur the following must take place:
 - a. Coaches and Officials must be professional with each other. This should be a non-confrontational conference.
 - b. As stated above, protests involve the application of rules only -- **not judgment calls**. (Examples of items which could be protested: Football -- penalizing 5 yards instead of 15 yards; Wrestling -- allowing 1 minute for injury time instead of 2 minutes; Softball -- allowing only two charged defensive conferences instead of three.) (Examples of items that could not be protested: Football -- pass interference; Wrestling -- stalling; Softball -- out or safe calls.)
 - c. **GET IT RIGHT!** If the official has made a mistake; admit it, correct it and move on. Contest officials and the head coach filing the official protest shall notify the MSHSAA office in writing of any contest in which an official protest has occurred and the resolution of that protest. The MSHSAA Special Report online process shall be used for this purpose.
2. **Process.**
 - a. Once a head coach has filed a formal verbal protest with the officials, they shall then notify the opposing head coach of the protest and the playing field, court, mat, classroom, etc. shall be cleared of all participants and they shall report to their respective team bench or seating areas.
 - b. The head coach shall then be allowed approximately ten minutes to locate specific rule references from the materials and resources listed above to substantiate the claim that a misapplication of a contest rule has occurred. The officials shall also confer among themselves during the period to address the claim of the coach as to the potential rule misapplication.
 - c. If the head coach is able to produce rule evidence from the above mentioned sources to support the claim of a misapplication of a rule, the officials shall correct the error as provided in the contest rules and the contest shall proceed from the point of interruption. If the head coach cannot produce the evidence, the protest shall be disallowed and the contest shall continue from the point of interruption. The previously mentioned materials must be immediately available for review at the playing field sideline, court-side, mat-side etc. (Time shall not be provided to go to a locker room, team bus, coach's office, etc.)
 - d. Once the final decision regarding the protest has been rendered, the officials shall provide the participants sufficient opportunity to warm-up before the contest is resumed.

24. BOARD POLICY ON OPEN FACILITIES

School administrators may open the school's gymnasiums or other facilities designated for free play recreational activities without being in violation of MSHSAA By-Laws pertaining to school sport seasons and non-school competition when conducted under the following conditions.

1. When "open facilities" are to be open to any bona fide students of the school, the following requirements shall apply.
 - a. All "open facility" activities **shall** be posted or announced publicly, for example in the daily bulletin, school newspaper, etc. at least two days prior to the activity. The "open facility" will be supervised from beginning to end by the school personnel who has scheduled the activity with advanced approval from the appropriate school administrator.
 - b. The facility is open for participation to all bona fide students of the school.
 - c. A variety of activities may be available to these students and are not limited to one sport or activity on a given date.
 - d. A facility may be open for a single sport and be gender specific (i.e. girls volleyball). Schools should provide equal open facility opportunities if being specific by gender to ensure comparable opportunities for both genders.
 - e. Attendance at an open facility **shall not** be mandatory for any student. All attendance must be voluntary. Any effort either directly or indirectly to require a student to attend the open facility is a school violation.
 - f. Attendance at an open facility may not be related to team membership.
 - g. Within the open facility only, any member of the school coaching staff may supervise the "free play" activity. Organized scrimmages are not considered free play. A supervisor may pull an individual student out of free-play in order to correct

NOTE: Disposable towels should be used in all clean up and then placed in a sealed container and disposed of properly. Also, extreme care should be used in disposing of cotton used to stem bleeding.

The Communicable Disease Precaution Policy is listed in the front of each National Federation Rule Book and in the MSHSAA Sports Medicine Manual. Please refer to that policy for further information.

20. BOARD POLICY ON MSHSAA PUBLICATIONS

MSHSAA strives to publish errorless Championship materials for all of its events. Since a majority of the information contained in Championship publications is submitted by coaches of qualifying schools, it is imperative that the MSHSAA office receive correctly-spelled names, accurate classifications and complete records, results and statistics of participants and teams from the coaches. The MSHSAA Board of Directors has approved a fine process for all late, incomplete or illegible submissions for MSHSAA Championship publications. Schools that do not submit their information to MSHSAA in a timely, legible, complete and accurate manner will be fined \$25 per offense. In activities that require the electronic submission of publication information, faxed or mailed copies will not be accepted. Electronic reports must be submitted by the appropriate due date in the format and style included with the report instructions. It is the responsibility of the school to verify that MSHSAA has received its program information, team photo and any other required information by the appropriate deadline.

21. BOARD POLICY ON OFFICIALS MEMORIAL INSIGNIA

An optional designed memorial patch is allowed on the official's shirt to honor a deceased official under the following conditions:

1. Must be requested in writing to the MSHSAA office for approval with the design of the patch included,
2. The request shall list the sports to be included,
3. The patch, if worn, shall be placed on the right sleeve of the shirt below any other optional patches (American Flag) worn there,
4. The patch shall be sewn or attached by Velcro to the sleeve,
5. The patch may be worn for one school year during the regular season only in the sports approved, and
6. The size of the patch shall not exceed one and one-half inches in any dimension (diameter, width, or length).

The National Federation has confirmed that the placing of a memorial patch on the official's shirt would not violate any officials' uniform regulations. (June 2003)

22. BOARD POLICY ON REQUIRED SUBMITTAL OF OFFICIALS' RATINGS BY SCHOOLS

1. Schools shall file the required officials ratings by the established deadline. Fall Ratings by November 15, Winter Ratings by March 15, and Spring Ratings by May 15. These ratings shall include regular season contests only.
2. Schools that fail to submit the required officials ratings by the established deadline shall be issued a **\$25.00** late penalty fee and sent a reminder letter to the principal, giving the school until November 30 for Fall ratings, March 31 for Winter ratings, and May 31 for Spring ratings..
3. Schools that fail to submit the required officials ratings by the extended deadline shall be placed on probation in the sport concerned by the MSHSAA Board of Directors and assessed an additional penalty fee of **\$100.00**. (**\$125** total fine)
4. A certified letter shall be sent to the superintendent indicating the consequences if the ratings are not submitted for a second consecutive year and that probation is automatically extended for one year.
5. If a school does not submit the required ratings in the same sport for a second consecutive year by the established deadline, the MSHSAA shall send a reminder letter to the principal indicating the school has been assessed a **\$25.00** late penalty fee and the school has until the extended deadline to complete the ratings. A letter shall also be sent to the board president of the school district notifying the board of the situation.
6. If the MSHSAA does not receive the required officials ratings by the extended deadline the school will have probation extended and be assessed an additional penalty of **\$200.00** by the MSHSAA Board of Directors and the school administrator and person responsible for not submitting the required officials ratings shall appear before the MSHSAA Board of Directors to show cause why the school should not be considered to be suspended from the district and state tournament series in the sport concerned. (Revised April 2010)

23. BOARD POLICY FOR ON-SITE PROTESTS

The Board of Directors adopted the following Policy in 1997 to address protests in athletic contests. It was later expanded to cover the activities of Speech/Debate/Theatre (2000) and Scholar Bowl (2017). The Board acknowledges that mistakes are made by officials, judges, and adjudicators (hereafter referred to generically as officials) in judgment and even sometimes in misapplication of contest rules. However, the decisions rendered by officials at the contest site are to be final and any further process other than the one outlined below would not truly serve a useful purpose in the overall scope of high school activities.

1. Within the procedures established within each individual rule code (i.e. NFHS, MSHSAA, USTA, USGA, etc.), the head coach/

- improper mechanics or technique. Such individualized instruction should be brief and offered in a non-preferential manner.
- h. The individual school administration assumes the responsibilities of making certain that there is full compliance to this policy. The local school administrator(s) shall determine the appropriate activities for recreational free play and the school equipment to be made available and their location. It is the responsibility of the school administration to be certain the activities and equipment are safe and appropriate for the facility and for any student to participate in and use without special supervision and/or training.
2. When "open facilities" are to be used by anyone in the local community, the following requirements shall apply.
 - a. There should be enough time between a school athletic practice and when an "open facility" is scheduled to allow for the clearing of school athletic team participants and those attending the "open facility." (Thirty minutes is suggested.) A school team shall not play against non-team members.
 - b. The "open facility" is open to anyone in the local community for participation.
 - c. A variety of activities may be available to all and are not limited to one sport or activity on a given date.
 - d. A facility may be open for a single sport and be gender specific (i.e. girls volleyball). Schools should provide equal open facility opportunities if being specific by gender to ensure comparable opportunities for both genders.
 - e. Attendance at an open facility shall not be mandatory for any student. All attendance must be voluntary. Any effort either directly or indirectly to require a student to attend the open facility is a school violation.
 - f. Attendance at an open facility may not be related to team membership.
 - g. Within the open facility only, any member of the school coaching staff may supervise the "free play" activity. Organized scrimmages are not considered free play. A supervisor may pull an individual student out of free-play in order to correct improper mechanics or technique. Such individualized instruction should be brief and offered in a non-preferential manner.
 - h. The individual school administration assumes the responsibilities of making certain that there is full compliance to this policy. The local school administrator(s) shall determine the appropriate activities for recreational free play and the school equipment to be made available and their location. It is the responsibility of the school administration to be certain the activities and equipment are safe and appropriate for the facility and for any person to participate in and use without special supervision and/or training. (2005; Updated June 2012)

Open Facilities Questions & Answers:

Q1: *What can coaches actually do at an Open Facility?*

A1: Their role is supervision only. Open facilities should allow for free-play, not practice. Coaches may not provide group instruction. Coaches may not allow drills or planned activities. Coaches may not direct kids in stretching activities or call plays/routes. Coaches may correct a skill or technique on a one-on-one basis only.

25. BOARD POLICY ON PRESEASON JAMBOREES - TEAM SPORTS

The following sport-specific terms and conditions are provided to complement By-Law 3.16.6, Preseason Jamborees – Team Sports. By-Law 3.16.6 outlines the requirements for ALL preseason jamborees. Listed below are the sport-specific conditions. (**Note:** See By-Law 3.16.6 regarding the number of teams that may be present at one jamboree site.)

Baseball:

- a. All conditions listed in By-Law 3.16.6 would apply.
- b. Additional game rule exceptions:
 1. Free substituting.
 2. Each half inning will end after three outs or eight runs, whichever comes first.
 3. Players are limited to two innings as a pitcher during the event.
- c. Three or Four-Team Format Only: When three schools participate, a maximum of four innings against each team with a maximum of eight innings per school for the event will be allowed. When four schools participate, then a maximum of three innings against each team and a maximum of nine innings for each school for the event will be allowed.
- d. The fall preseason jamboree may be conducted after your team has completed nine conditioning practices and before your first contest. The spring preseason jamboree may be conducted after your team has completed nine conditioning practices and before your first contest.
- e. See Baseball Manual for further information or recommendations.

Basketball:

- a. All conditions listed in By-Law 3.16.6 would apply.
- b. Additional game rule exceptions:
 1. Personal fouls will not be tallied.
- c. Three or Four-Team Format Only: When three schools participate, each school will play three quarters of six minutes each against each of the two other teams, for a maximum of six quarters and 36 total minutes. When four schools participate, each school will play two quarters of six minutes each against each of the three other teams, for a maximum of six quarters and 36 total minutes.
- d. A preseason jamboree may be conducted after your team has completed nine conditioning practices and before your first contest.
- e. See Basketball Manual for further information or recommendations.

Football:

- a. All conditions listed in By-Law 3.16.6 would apply.
- b. Additional game rule exceptions:
 1. No kicking game shall be permitted.
- c. Three or Four-Team Format Only: When three schools participate, a maximum of two quarters per team with a maximum of eighteen (18) offensive plays per quarter shall be allowed. When four schools participate, a maximum of three quarters per team with a maximum of twelve (12) offensive plays per quarter shall be allowed.
- d. A preseason jamboree may only be conducted on the Friday or Saturday of Week 7 of the Standardized Calendar.
- e. See Football Manual for further information or recommendations.

Soccer:

- a. All conditions listed in By-Law 3.16.6 would apply.
- b. Additional game rule exceptions: None.
- c. Three or Four-Team Format Only: When three schools participate, each school will play one period of 35 minutes each against each of the two other teams, for a maximum of two periods and 70 total minutes. When four schools participate, each school will play one period of 25 minutes each against each of the three other teams, for a maximum of three periods and 75 total minutes.
- d. A fall preseason jamboree may be conducted after your team has completed nine conditioning practices and before your first contest. A spring preseason jamboree may be conducted after your team has completed nine conditioning practices and before your first contest.
- e. See Soccer Manual for further information or recommendations.

Softball:

- a. All conditions listed in By-Law 3.16.6 would apply.
- b. Additional game rule exceptions:
 1. Free substituting.
 2. Each half inning will end after three outs or five runs, whichever comes first.
- c. Three or Four-Team Format Only: When three schools participate, a maximum of four innings against each team with a maximum of eight innings per school for the event will be allowed. When four schools participate, then a maximum of three innings against each team and a maximum of nine innings for each school for the event will be allowed.
- d. A fall preseason jamboree may be conducted after your team has completed nine conditioning practices and before your first contest. A spring preseason jamboree may be conducted after your team has completed nine conditioning practices and before your first contest.
- e. See Softball Manual for further information or recommendations.

Volleyball:

- a. All conditions listed in By-Law 3.16.6 would apply.
- b. Additional game rule exceptions: None.
- c. Three or Four-Team Format Only: When there are three schools participating, a maximum of four sets (two against each team to 21 points) shall be allowed. When there are four schools participating, a maximum of six sets (two against each team to 15 points) shall be allowed. Point caps are at the host's discretion.
- d. The preseason jamboree may be conducted after your team has completed nine conditioning practices and before your first contest.
- e. See Volleyball Manual for further information or recommendations.

26. BOARD POLICY ON PROFESSIONAL TEACHER'S CERTIFICATE

A person who is issued a Lifetime or renewable Professional Teacher's Certificate shall be considered as meeting the requirements contained in By-Laws 3.1 and 4.1 for that person to be approved to serve as a coach or director. A professional certificate shall continue to be considered valid under the terms of this By-Law even though it might subsequently expire due to the failure of the person to meet the teaching experience or continuing education requirements of DESE or other State Departments of Education. A person whose Teacher's Certificate is revoked shall not be considered as holding a valid certificate and thus will not be eligible to be approved to serve as a coach at a MSHSAA member school. (By-Laws 3.1 and 4.1)

27. BOARD POLICY ON PROHIBITING USE OF CAMERAS IN LOCKER ROOMS AT MSHSAA DISTRICT AND STATE SERIES EVENTS

The use of cameras in locker rooms at MSHSAA events is prohibited as a preventative measure and out of concern for the privacy of all individuals. (Dec. 2003, Revised 2013)

Section IV

Summer Camp, Booster Clubs Fundraising, Professional and Tournament Travel

Student/Sponsor Travel Request Form

Student/Parent Agreement Form

Expected Rules of Conduct

Student Emergency Medical Contact Information Form

Summer Camp Registration Forms: RHS & RSHS

Summer Camp Summary Form

Activity Financial Management Guidelines

Parent Permission/Waiver for Off-Season Weights & Conditioning Program

Parent Permission/Waiver for Sports Camp Participation

Raytown C-2 School District Student Accident Insurance Summary

SUMMER CAMPS:

Submit dates and flyer to building activities director by May 1st for approval.

Complete camp/clinic expenditure form within one week following the camp.

All income and expenses are accounted for through the building activities director.

Coaches must deposit all funds into their building activities account.

Any and all monies collected should be turned into the Building AD or Building AD Secretary daily. If middle school financial secretary is on summer leave, bring monies to the Finance office at the Administration Building. **Expenses cannot exceed income.**

BOOSTER CLUB/FUNDRAISING:

Each high school will have a **main booster club** with their own by-laws. Coaches may submit requisitions to their main booster club for additional supplies and equipment that have not been purchased by the school district.

Specific sports may choose to organize their own booster club. However, for this to happen, the specific sport must be a member of the main booster club to be able to organize their own **specific sport booster club**. The \$10.00 membership fee should be paid to the booster club president.

Main booster clubs and specific booster clubs must have by-laws on file in the office of the building activities director.

Description of accounts:

District Activities account funds are allocated by the BOE to run our account. The areas covered are: officials, game workers, entry fees, transportation via district vehicles, uniforms and supplies. In other words, everything that is absolutely necessary to our teams and activities and their events.

Building '60' account funds that have been received by fundraising, etc. These funds can be used for the paying of banquets or anything extra that the district does not pay for; such as banquets, camp shirts, etc.

Fundraising is allowed for all activities with prior approval from the building activities director. These funds must be deposited into the building '60' account or the specific sport booster club account.

Please remember when ordering uniforms or supplies that the school colors are royal blue, purple/silver and red/black. Black or gray may only be used for accent colors.

Please use the official logos for the district which are on the cover of the student handbook. Items that the students keep, such as socks and swim suits generally will not be purchased by the district office.

OUT OF TOWN/STATE TOURNAMENT PROCEDURES:

Complete the District Activities Professional Travel Worksheet, found in Section III.

- **The building AD will communicate with the District Activities Director to determine approval for any profession travel for coaches/sponsors.**
- **The coach/sponsor is responsible for arranging lodging and communicating any rental vehicle needs to the district office for competitive travel contests, as well as filling out the Travel Request Sheet in Section III.**
- **A 'P'(purchase) card will be issued for food and lodging. NO other purchases will be allowed, including gas. This card works just like a credit card with a maximum money allowance.**
- **'P' cards cannot be used anywhere that gas is sold. This includes: Quik Trip, Casey's, etc...**

- **All 'P' card purchases will be confined to district staff and student athlete/participants.**

- **NO PURCHASES ARE TO BE MADE WITHOUT A RECEIPT BEING GIVEN – IF A PURCHASE IS MADE WITHOUT A RECEIPT GIVEN THE COACH WILL BE RESPONSIBLE FOR THE PURCHASE AMOUNT.**
- **Gas monies for rental vehicles will be paid by personal credit card or cash for reimbursement upon turning in itemized gas receipts to the district office after travel is complete.**
- **All itemized receipts, must be submitted to the building athletic director within two days upon return from the event.**
- **All receipts must be itemized and taped on a sheet of paper per category. Example: food on one page and lodging on another page.**

- **COACHES MUST MARK A 'C' BY ALL MEALS PURCHASED FOR COACHES. THIS IS TO DIFFERENIATE BETWEEN STUDENT AND COACHES MEALS.**
- **Each trip must include a list of all students and coaches that participated in the trip and the purpose of the trip.**
- **All reimbursements will be paid via direct deposit through the district finance office.**
- **As always, coaching staff members must refrain from any use of alcohol or drugs on overnight trips with students.**

See the 'Activity Financial Management Guidelines' section for more details.

Travel Request Sheet
Raytown C-2 School District
Proposed March 5, 2005
Revised July 25, 2017

Organization or Activity requesting travel experience:
(Note: School Organization or Activity, Travel Experience, District Sponsor, and Administrator Assigned to Attend)

School Organization or Activity _____

Travel Destination and Event _____

District Sponsor _____

Assigned District Administrator _____

Experience is Sanctioned by the MSHSAA: YES No

If a non-sanctioned experience, please provide detail as to organization sponsoring experience:

Dates of Travel Experience:

Departure Date: _____ **Departure Time from Building:** _____

Return Date: _____ **Anticipated Return to Building Time:** _____

Attach a list of the following:

(Note: each list (i.-vi.) serves a separate purpose and should be separate and numbered accordingly)

i. List the names and number of Male Sponsors or Administrators (include bus driver) _____

ii. List the names and number of Female Sponsors or Administrators (include bus driver) _____

iii. List the names and number of Male participants in the event (on separate sheet of paper)

iv. List the names and number of Female participants in the event (on separate sheet of paper)

Attach a list of the following:

v. List the names and number of male non-participants

vi. List the names and number of female non-participants

vii. List the purpose of the trip.

viii. List names of all coaches on trip.

All P-cards must be returned to the district activities office within two days upon return.
Itemized Receipts must accompany the P-card taped to an 8 1/2" x 11" piece of paper.
Gas Receipts must accompany all receipts & be taped to an 8 1/2" x 11" piece of paper
DO NOT TAPE OVER ANY PRINTING ON THE RECEIPT

Lodging Request for Travel

Lodge Name (Motel, Hotel, etc.): _____

Contact Phone Number(s): _____

Contact email address: _____

Complete Address: Street, City, State, Zip:

Address: _____

City: _____

State: _____ Zip Code: _____
 Confirmation # _____

Number of Rooms Based on the Attached Lists:		Number Persons	Number Rooms
i.	Male Sponsors/Administrators/Bus Drivers		
ii.	Female Sponsors/Administrators/Bus Drivers		
iii.	Male Participants		
iv.	Female Participants		
v.	Male Non-Participants		
vi.	Female Non-Participants		
List Totals			

Cost per Room: _____ X # of Rooms: _____ # of Nights _____ = Cost: _____
 (Note: Cost per room should include all costs--tourism tax)

Meal Allowance Request for Travel

Breakfast: \$10.00
 (unless a complimentary breakfast is offered at the hotel you stay at)
Lunch: \$15.00
Dinner: \$20.00 X # of Days _____ Est. Cost: _____
 These amounts are not to be combined if only one meal is purchased during a day.

MEALS ARE NOT REIMBURSED WITHIN THE KC METRO AREA

P-Card Allowance: _____ \$

Transportation Request for Travel - Other than Buses

This must be approved through District Activities Office

Vehicle Rental # of vehicles _____
SUV's & Vans are 7 passenger max * Enterprise will bill district
 Departure time from school: _____ Anticipated return time: _____

Student/Parent Agreement

We have:

- o Correctly filled out and signed the "MEDICAL RELEASE FORM."
- o Read, understand, and will abide by the "RULES OF CONDUCT."

Extra-curricular activities are a privilege and not a right. All (enter school name) and Raytown C-2 School District Board policies and the laws of jurisdiction are in full effect for all school activities. Any student who fails to follow these guidelines or laws is subject to disciplinary action or legal action. This could include immediate suspension from the activity, suspension from school upon return, or referral to central office for further disciplinary action.

We encourage you to remember that all rules pertaining to (Enter School Name) are in full effect during this trip. It would be most unfortunate if an act of indiscretion would cause anyone the misfortune of being sent home during this trip. Any and all expenses incurred due to a student being sent home early will be charged to the parent/guardian.

I have read, understand, and agree to the above guidelines.

Parent Signature

Date _____

Student Signature Date

Date _____

EXPECTED RULES OF CONDUCT

- I. Chain of Command: The following chain of command will be followed for all disciplinary action.
 - Faculty Sponsors – Assistant Principal – Building Principal – Director of Activities/Central Office
 - Parents going on trips will not administer disciplinary action. Parents who have students going on the trip may respond to their child's behavior.
- II. Alcohol and Illegal Substances
 - Board Policies concerning the use of alcohol or drugs will be strictly followed. Trip participants caught using these substances or found under the influence will be sent home immediately at the cost of the student/student parents. Participants will be subject to disciplinary action from the Administration/RQS Board of Education upon their return.
- III. Groups/Buddy System/Roommates
 - Requests to change pre-selected groups, buddies and roommates will not be granted.
- IV. Arrival & Departure Times
 - In order to maintain our very busy schedule each trip participant will need to arrive **ON TIME** to each scheduled event.
- V. Illegal Activity
 - Any student engaging in **ANY FORM** of illegal activity will be sent home immediately and subject to disciplinary action.
- VI. Lights Out
 - Lights out is defined as: in your rooms for the night. Lights out will be at 11:00 pm each night. After lights out, hotel room doors will not be opened for anyone but a faculty sponsor. Rooms will be monitored throughout the night. **ROOM SERVICE & TAKE OUT MAY NOT BE ORDERED AFTER LIGHTS OUT.** Disruption including loud music, television, talking and yelling **IS NOT PERMITTED AFTER LIGHTS OUT.**
- VII. Hotel Rooms
 - Girls **MAY NOT** be in boys rooms. Boys **MAY NOT** in girls rooms. A Group/Organization member **MAY NOT** be in the room of **ANY OTHER** visitor of the hotel. Inhabitants of each hotel room are responsible for any charges that occur during the course of our stay.
- VIII. Events
 - Trip participants will attend **ALL SCHEDULED EVENTS**. Staying in you hotel room is not an option.
- IX. Safety/General Concerns
 - Any safety of general concerns must be directly reported to a faculty sponsor. Safety first!

EXPECTED RULES OF CONDUCT

X. Personal Items/Money

- Keep personal items/money in your possession at all times. Items stolen from a room may result in the students in that room being subject to disciplinary action or being sent home.

XI. Respect/Attitude

- We are representing our school district and community while traveling to locations. Please behave accordingly. Bickering and arguing will not be tolerated. **DO NOT DO IT!**

XII. HAVE FUN AND HAVE SUCCESS!

RAYTOWN C-2 EMERGENCY MEDICAL INFORMATION

STUDENT NAME _____ DATE OF BIRTH _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

PARENT'S NAME _____

HOME PHONE: _____ CELL PHONE: _____

WORK PHONE: MOTHER _____ WORK PHONE: FATHER _____

PERSON TO CONTACT IF PARENT CAN NOT BE REACHED

NAME _____ RELATIONSHIP _____

HOME PHONE: _____ WORK PHONE: _____

DOCTOR'S NAME _____ PHONE: _____

HOSPITAL PREFERENCE _____ PHONE: _____

I _____, being the parent or legal guardian of _____

Do hereby authorize and grant my permission for medical treatment and/or transportation for said child. Such treatment to be rendered to the said minor child, by a physician, hospital, or other medical treatment facility and staff which are then currently treating the above minor child, whether or not under the supervision of the physician named. If any non-life threatening emergency occurs while above child is participating or practicing in an event conducted within the Raytown Quality Schools, above child will be taken to Research Hospital unless you designated a hospital preference about. If the emergency occurs outside the school district, your child will be taken to a nearby medical facility and you will be contacted as soon as possible.

I submit the following information:

- Allergies to foods, medications, etc. (If none, state "NONE")

-
- Is the above named person under a physician's care for any acute or chronic medical condition? If so, explain (If none, state "NONE")

-
- Does the above named individual carry medications on their person? (If none, state "NONE")

Medication: _____ Purpose: _____

- Date of last Tetanus Shot: _____

- Insurance Company: _____

Insurance Phone: _____ Employer issuing insurance: _____

Name of Policy Holder: _____ ID# _____

Group Number: _____ Policy Number: _____

Parent/Guardian Signature: _____ Date: _____

RAYTOWN SUMMER CAMP REGISTRATION

NAME _____

ADDRESS _____

CITY/ZIP CODE _____

CONTACT NUMBERS _____

BIRTH DATE _____

GRADE - NEXT YEAR _____

SCHOOL ATTENDING _____

PHYSICIAN NAME _____

PHONE _____

HEALTH INSURANCE INFO: CARD & COMPANY _____

CIRCLE T-SHIRT SIZE: **CHILDS** S M L XL **ADULTS** S M L XL

CAMP REGISTERED FOR: (SPORT, DATE, AND TIME) _____

Complete the application, detach and return it with your camp fee payment to:

Raytown South High School, 8211 Sterling, Raytown, MO 64138

MAKE CHECKS PAYABLE TO: RAYTOWN SOUTH HIGH SCHOOL

Applications should be returned with camp fee. To assure a place in the camp, you are encouraged to apply as soon as possible. Deadline for camps will be the first day of camp.

I have no knowledge of any impairment that would be affected by the camper's participation in the camp program. I hereby authorize the coaches to act for me according to their best judgment in any emergency requiring medical attention. I further waive all liability of the Sports Camp Coaches for any accident, injury, illness or other mishap which might befall the camper named on the application while traveling to or from, or during their attendance at the camp. I understand that neither the coaches nor the Raytown C-2 School District provides insurance coverage for injuries

RAYTOWN SUMMER CAMP REGISTRATION

NAME _____

ADDRESS _____ CITY/ZIP CODE _____

CONTACT NUMBERS _____

BIRTH DATE _____ GRADE - NEXT YEAR _____

SCHOOL ATTENDING _____ ; _____

PHYSICIAN NAME _____ PHONE _____

HEALTH INSURANCE INFO: CARD & COMPANY _____

CIRCLE T-SHIRT SIZE: **CHILDS** S M L XL **ADULTS** S M L XL

CAMP REGISTERED FOR: (SPORT, DATE, AND TIME) _____

Complete the application, detach and return it with your camp fee payment to:
Raytown High School, 6019 Blue Ridge Blvd. Raytown, MO 64133

MAKE CHECKS PAYABLE TO: RAYTOWN HIGH SCHOOL

Applications should be returned with camp fee. To assure a place in the camp, you are encouraged to apply as soon as possible. Deadline for camps will be the first day of camp.

I have no knowledge of any impairment that would be affected by the camper's participation in the camp program. I hereby authorize the coaches to act for me according to their best judgment in any emergency requiring medical attention. I further waive all liability of the Sports Camp Coaches for any accident, injury, illness or other mishap which might befall the camper named on the application while traveling to or from, or during their attendance at the camp. I understand that neither the coaches nor the Raytown C-2 School District provides insurance coverage for injuries

Summary of Clinic/Camp Activity

The information below is requested in order to provide a record of clinic/camp activity to serve as a protection for teachers and clinic/camp supervisors should there be any questions. This is to be completed at the conclusion of the clinic/camp and submitted to the building athletic director no more than one week following the activity.

Person in charge: _____ Position: _____

Dates of clinic/camp: _____ Time: _____

Location: (specify school, gym, track, band room, etc.) _____

Purpose of clinic:

Fee or charge per participant: _____ X _____
(number of participants)

Other income: (shirt sales, spirit items, etc.) \$ _____
\$ _____

Total income \$ _____

Expenses or other costs: (including staff salaries) Staff salaries are to be paid at **\$15.00** per hour and should be documented below. Coaches have the option of not being paid and depositing all funds into the building activity account which also should be documented below.

\$ _____

\$ _____

\$ _____

Total expense \$ _____

- Total income minus total expense
- Total expense cannot exceed income
- Other information such as accidents, serious injuries or unusual events:

Signature of coach: _____

Date: _____

**Activity Financial Management Guidelines
Raytown C-2 School District**

How should funds collected from activities be managed?

School activity funds are used to finance a program of student activities, which supplement but do not take the place of the instructional programs provided by the Board of Education. Whether funds are collected from student contributions, club dues, special activities, or result from admissions to events or from other fund-raising activities, all funds will be under the jurisdiction of the superintendent and building principals. The funds will be expended to benefit students currently enrolled in school. The management of the funds will be in accordance with good business practices, including sound budgetary and accounting procedures, and will be audited in the same manner as District funds. There shall be full disclosure of the sources and expenditures of all funds (BoE Policy DI)

Are there procedures for preparation, and collection of fund-raisers as governed by the BoE?

All fund-raising activities and planning for fund-raising shall be done after school hours unless prior permission is received from the building principal. Any fund-raising activity, which involves students or employees, shall require the approval of the building principal. Involvement is defined as: any activity which advertises the school, student or school organization. All funds collected must be processed immediately for proper deposit and are not to be held at school site (BoE Policy DI, KI, and KG).

Can a sponsor or employee of the district establish a separate account for deposit of the collected funds?

All receipts, including student activity funds, shall be deposited in the School District account as provided by law. There shall be no separate accounts of any organization, individual or department for funds collected or received in connection with any school activity or program. All money received shall be deposited daily. Administration/Directors are provided night depository bags for proper overnight storage of monies at the bank. (BoE Policy DI)

An employee of the district must comply with established BoE Policies in the collection of funds and depository regulations as well as all expenditure transactions. An employee of the district must document collection and deposit of funds in compliance with audit procedures.

Question: Are you providing receipts to those purchasing products or services from your organization?

Question: Are you listing detailed information by individual student or activity with the date, amount, and purpose of funds collected, deposited or expended?

If you do not have a complete audit trail, you, the employee may be held liable. Protect yourself: deposit/collect receipts which identifies who, what, why, when and for of every fiscal transaction.
(BoE Policy DI, DJF)

Does the Activity get to keep the money collected during the fiscal year in the District Activity Account forever?

What happens with class or organization fees tied to a graduating class?

The School District Business Office shall maintain student activity accounts for various classes and organizations. Upon graduation or dissolution of an organization any funds which remain(s) in the account of the graduating class shall be transferred to the Principal's General Account.

What is considered a conflict of interest?

The School District will not purchase supplies or materials from a staff member of the School District or from a member of the household of the staff member, except in emergency situations as determined by the superintendent of schools. Neither will the District purchase supplies, materials or services from a member of the Board of Education or from a member of his/her household or from a firm in which he/she holds a major interest.

As a sponsor or employee of the district can gifts be accepted?

As a practice, all employees should refrain from soliciting, discourage the offer of, and decline gifts if offered by any vendor wishing to do business with, or who is doing business with the School District. Instead of making an offer of gifts, the vendor should be encouraged to discount the price of the goods to the school. (BoE Policy KH).

Can the vendor advertise as a means of obtaining further discounts for the activity or organization?

The advertising of sale or distribution of any goods or services on school property, for any school activity, shall have prior approval from the superintendent/designee. This includes but is not limited to: school personnel, students, parents/guardians, relatives, general public and commercial businesses (BoE Policy KH, KI).

Can the sponsor or district employee visit with a vendor during the school day?

Salespeople and other persons soliciting information, products or services will not be allowed in the classroom or on the school premises during school hours or school activities to solicit employees or students unless prior approval is given by the building principal. (BoE Policy KI).

Can the sponsor or district employee make an endorsement of products or services?

Employees of the District will not endorse products or services in such a manner that will identify the employee as an employee of the School District.

Can the sponsor or district employee purchase items for the activity or organization?

The district operates using funds collected from taxpayers for the benefit of the district's educational program. The School Board has directed district employees to maximize these resources to the benefit of the district. Further, the School Board is required by law to approve payment of bills. The district's auditor also reviews district funds and expenditures. For these reasons, it is necessary that all personnel carefully follow district procedures when making expenditures for district supplies or services. (BoE Policy DJF & DLC)

If the activity or organization is attending a state function or travel experience, how does the sponsor or administrator arrange for payment for expenditures during the experience?

It is the policy of the Board of Education to pay reasonable travel expenses for those who travel on School District business and whose trip has been approved in advance by the superintendent of schools. These expenses include registration, transportation, meals, lodging, tolls and parking charges. Expenses are reimbursed only when properly accounted for by an individual and approved by the superintendent/designee (BoE Policy DJF & DLC).

All expenditures shall be paid by check, or P-Card as Authorized by the Business Office shall be kept by the secretary of the Board of Education for purposes of payment of obligations for which no charge account can be arranged (BoE Policy DLC).

The Business Office has attempted to establish a manageable practice through the issuance of a P-Card (*pre-arranged charge account*) to be issued to the administrator or designee attending the activity/travel experience. However, the P-Card does not allow certain purchases for merchants with merchant codes that have been deemed unacceptable purchases for educators including Petroleum Products (No Gas Station Purchases). Note: There must be pre-arrangement of at least two weeks for the issuance of a P-Card.

(*pre-arranged charge accounts—P-Card*) requires all receipts be collected for all expenditures and a descending or ascending register shall be maintained showing all transactions. Also, itemized receipts, numbered consecutively, shall be maintained whereby all expenditures shall be described relative to amount, date, and purpose with all receipts being attached to the voucher to be approved by the Board of Education.

The Board will give final approval to all bills paid. Payment of bills (*payment of the P-Card issued in the name of the administrator or designee*) shall be authorized by the superintendent/designee, only after verification of delivery and satisfaction by the department or staff receiving the item(s). No payment for goods or services shall be made unless both an itemized invoice showing the name of the person or firm to whom payment is due is presented and receiving document bearing the signature of an authorized school employee is on file. The itemized receipt verification is required for auditing purposes and per Board of Education policy. The amount owed on the charge account (*P-Card*) must equal the receipt verification documentation as a tax exempt 54 purchase. The individual issued the charge account will be held liable for the amount of difference in balance between the verified receipt documentation and amount owed on the arranged charge account (*the P-Card Vendor*). Should the employee not provide audit trail documentation via itemized receipt verification process the employee may be responsible for payment and subject to disciplinary action. Should the expenditures incurred on the travel experience be less than the pre-arranged charge amount, upon the return of the charge card (*P-Card*) to the Business Office, the balance amount remaining on the (*P-Card*) will be credited to the district activity or account.

The fiscal year begins annually on the first day of July and ends on the thirtieth day of the following June requiring expenses incurred during the fiscal period be paid during the fiscal year for which incurred (matching revenues and expenditures). The completed receipt verification documentation must be turned into the District Activities Director or Building Principal by the twentieth (20) day after the last day of the experience for reimbursement and prior to the close of the fiscal year for which the experience occurred. Failure to provide complete receipt documentation in a timely manner may result in non-reimbursement and/or disciplinary action for the individual responsible for receipt verification.

Documentation Requirements for REIMBURSEMENTS– PROFESSIONAL TRAVEL ONLY

1. If a reimbursement to an employee is the only possible way to obtain the needed good or service, the reimbursement request must meet the following requirements for auditing purposes:
The request must include:
 - a) The account number from which the reimbursement will be paid;
 - b) The name of the employee requesting the reimbursement;
 - c) The signature of the principal, department chair or activity account holder approving the reimbursement request.
2. All receipts accompanying the reimbursement request must be taped onto an 8½ " x 11" sheet of paper and must include:
 - a) Date of purchase (must be within 20-day window for reimbursement);
 - b) Name of vendor and place services rendered;
 - c) Type of payment (cash, credit or debit card); for online purchases, see #3 below;
 - d) Itemized list of goods or services received.
3. This information is required for coding purposes.
4. Proof of payment for online purchases must include a copy of the employee's debit or credit statement showing the charge for the goods or services purchased.

Lodging Reservations—

1. The Raytown C-2 School District administration has determined that lodging should be pre-arranged. The District Activities Director will check out a district P-card prior to departure for the administrator or sponsor that will be used to pay the lodging entity upon completion of all information below and approval from the District Activities Director, Building Principal, and Executive Director of Finance.

As room arrangement is being established, please comply with these guiding principles—adults will house with adults of the same sex, *never* should adults house with students of same or opposite sex.

The above guideline has been established by administration of Raytown C-2 School District for reasons of liability and in order to maintain a safe and secure environment for all.

Provide:

- i. Lodge Name (Motel, Hotel, etc.)
- ii. Contact Phone Number(s)
- iii. Email address
- iv. Complete Address: Street, City, State, Zip
- v. Confirmation Number

a. Room Arrangement:

- vii. List the names and number of Female Sponsors or Administrators (include bus driver) and the number of rooms required.
- viii. List the names and number of Male participants in the event and the number of rooms' required.
- ix. List the names and number of Female participants in the event and the number of rooms required.

b. The following room approvals will require approval of the District Activities Director and Building Principal

- i. List the names and number of male non-participants and the number of rooms required.
- ii. List the names and number of female non-participants and the number of rooms required.
- iii. List the purpose of the trip and if it is a professional travel trip an agenda must accompany the list of participants.

c. Total Rooms to be funded by Raytown C-2 School District as approved by the District Activities Director and Building Principal with the following information: the cost per room and total cost with all obligations as required for tax exempt entities. (Note: there are/should be tourism taxes which are required for even the tax exempt entities). The P-card will be used for the District approved rooms for the entire balance due in the name of the lodging.

- d. Total Rooms requested for payment by other sources.

Meal Allowance—

1. The Raytown C-2 School District administration has determined the meal allowance will be based on a daily maximum rate of \$45.00. This allowance should cover all food expenditures per day per person. Any other food expenditures beyond this amount will be at the expense of the individual. It is the responsibility of the administrator and/or sponsor to assure collection of all receipts and completion of verification process. For purposes of adhering to standards of liability and maintaining a safe and secure environment, students are to be supervised by an adult at all times of an experience even during the acquisition of meals. Students should not be released to areas outside of the participation area without guardian or District supervision. *In Loco Parentis...the district employee (sponsor or administrator) is the guardian during the absence of the student's actual guardian and assumes responsibility for student(s) safety and security.*
 - a. List the **number** of Sponsors or Administrators (include bus driver).
 - b. List **number** of student participants in the event and the number.
 - c. List the number of students (**non-participants**) approved for meal allowance by the District Activities Director and Building Principal.
 - d. Provide total number of persons for daily meal allowance (add the number of persons allowed by group above (i., ii., and iii.)).
 - e. Provide total amount requested for meal allowance (multiple the number or persons allowed by daily rate \$45.00)
2. The meal allowance will be provided as an approved charge amount on the pre-arranged charge account (*P-Card*), or request for reimbursement allowance and the maximum reimbursement upon completion of itemized receipt verification process.

Transportation—

1. The Raytown C-2 School District transportation has a pre-established cost per mile thus the District Activities Director and Building Principal will determine if district transportation or non-district (outside) transportation services will be arranged for the experience. Should outside transportation be arranged, the District Activities Director will assume responsibility for arranging the rental services, providing all necessary forms of insurance for mode of transportation and those being transported which will be on file prior to departure date of the experience. Expenditures beyond anticipated initial rental fees can be projected and placed on the pre-arranged charge account (*P-Card*). The sponsor or administrator must complete the receipt verification process as established in BoE Regulations and detailed above.

Registration—

1. The Raytown C-2 School District will cover expenditures related to entry fees for participants, sponsors, administrators, bus driver, and approved non-participants. The registration fees can be prepaid via district check provided all necessary information is provided two weeks prior to experience.

NOTE: For all travel experiences, it is encouraged that district employees take personal methods for payment (credit cards, debit cards, etc.) to assure compliance of all district policies. Also this provides another assurance in case of emergency a method of payment is available for a good experience and safe return.

Parent Permission/Waiver for Off-Season Weights & Conditioning Program

I hereby give permission for my child (“student”) to participate in the Raytown School District’s (“District’s”) Off-Season Weights & Conditioning program (“program”). I agree that student will abide by the rules and regulations of the District, including all applicable Board of Education policies, for participation in and use of District facilities for this program. I understand that student’s failure to abide by the rules and regulations may result in his/her exclusion from participation in the program.

I further acknowledge that participation in the program involves an inherent risk of physical injury, and hereby assume all such risks. I further acknowledge and understand that student will be participating in strenuous and physical activities involving: running, aerobic activities, and other related conditioning drills. I hereby represent that my child is physically able to participate in the program and that I have disclosed all relevant medical conditions allergies, medications, and/or other health concerns for student in the accompanying Enrollment Questionnaire. In the event there are any changes to student’s medical conditions, allergies, medications, and/or other health concerns between the completion of the Questionnaire and the conclusion of the program, I hereby agree to immediately provide notification of such changes to the District and accept full responsibility for failure to do the same.

For the sole consideration of allowing student to participate in the program, I do hereby individually and on behalf of student release and forever discharge the program and the District, their members individually, and officers, agents, employees, staff, and program coaches, from any and all claims, demands, rights and causes of action of whatever kind or nature, including any and all bodily or personal injuries resulting due to the negligence or fault of the entities and/or personnel identified herein, as well as all consequences thereof, resulting from any manner of participation in, and/or travel to or from, the program. I understand and acknowledge that the District assumes no liability for lost, misplaced, stolen, and/or damaged property and hereby agree to release the District from any such liability.

I further acknowledge that, in case of emergency I am solely responsible for all medical and other costs arising out of bodily injury or any loss sustained through participation in this program. I authorize the District’s program staff to secure any licensed hospital, physician and/or medical personnel to provide any treatment deemed necessary for student’s immediate care.

Photo Consent: I hereby give permission for images of student, captured during regular program activities through video, photo, and digital camera to be used solely for the purposes of the District in its promotional materials and publications, including its website, and hereby waive any rights to compensation or ownership thereto.

Yes No _____ Initials

Transportation Consent: I hereby give permission for student to be transported, as necessary for participation in the District’s program, during the program. Transportation to and from these activities will be provided via school bus or van, which will be under the supervision of at least two (2) program staff members.

Yes No _____ Initials

Snack Consent: I hereby acknowledge my understanding that the District and/or parents to other students in the program will providing food snacks to program participants, and I do further hereby consent to allowing my student to partake of such snacks having disclosed all known food allergies of student in the accompanying Enrollment Questionnaire.

Yes No _____ Initials

Discipline Policy: I understand and acknowledge that student is required to behave appropriately and in accordance with the rules and regulations of the program, including all applicable District Board of Education policies. In the event that discipline is warranted due to the actions of student, the following steps will be taken:

- First incident – student removed from the other campers, explanation provided by program staff member as to why the behavior is inappropriate, and a verbal warning provided to student.
- Second incident – program staff will determine an appropriate consequence, which may include removal from the activity or time-out. Parent(s) will be notified.
- Third incident – student will be removed from the program.

However, in any incident involving serious misconduct, the parent/guardian will be required to pick up student and appropriate disciplinary action will be determined by program staff.

Yes No _____ Initials

I understand that the acceptance of this waiver by the District shall not constitute a waiver in whole or in part of the sovereign immunity or official immunity of the District, its Board, members, officers, agents and employees.

I have read the above carefully before signing and fully understand the above Parent Permission/Waiver for Off-Season Weights & Conditioning program participation.

Parent

Date

Enrollment Questionnaire

Student's name _____ DOB _____ Gender ____ Grade _____
Address _____ City _____ State ____ Zip _____
Parent/Guardian _____ Daytime Phone _____ Home Phone _____
Emergency Contact (other than parent) _____ Relationship _____
Daytime Phone _____ Evening Phone _____

Medical Information

List all medical conditions:* _____
List all allergies/other health concerns:* Drug _____ Insect/Plant _____
Food _____ Diet _____ Restrictions _____

List medications student may require while at sports camp and the reason for taking the medication:*

Any other additional medical or health-related concerns/issues that the District's program staff should be aware of regarding your student?

** If additional space is needed to complete this portion of the questionnaire, please provide the blank white space on this page and/or attached additional pages as necessary.*

Parent Permission/Waiver for Sports Camp Participation

I hereby give permission for my child (“student”) to participate in the Raytown School District’s (“District’s”) Sports Camp (“program”). I agree that student will abide by the rules and regulations of the District, including all applicable Board of Education policies, for participation in and use of District facilities for this program. I understand that student’s failure to abide by the rules and regulations may result in his/her exclusion from participation in the program.

I further acknowledge that participation in the program involves an inherent risk of physical injury, and hereby assume all such risks. I further acknowledge and understand that student will be participating in strenuous and physical activities involving: running, aerobic activities, and other related camp drills. I hereby represent that my child is physically able to participate in the program and that I have disclosed all relevant medical conditions allergies, medications, and/or other health concerns for student in the accompanying Enrollment Questionnaire. In the event there are any changes to student’s medical conditions, allergies, medications, and/or other health concerns between the completion of the Questionnaire and the conclusion of the program, I hereby agree to immediately provide notification of such changes to the District and accept full responsibility for failure to do the same.

For the sole consideration of allowing student to participate in the program, I do hereby individually and on behalf of student release and forever discharge the program and the District, their members individually, and officers, agents, employees, staff, and program coaches, from any and all claims, demands, rights and causes of action of whatever kind or nature, including any and all bodily or personal injuries resulting due to the negligence or fault of the entities and/or personnel identified herein, as well as all consequences thereof, resulting from any manner of participation in, and/or travel to or from, the program. I understand and acknowledge that the District assumes no liability for lost, misplaced, stolen, and/or damaged property and hereby agree to release the District from any such liability.

I further acknowledge that, in case of emergency I am solely responsible for all medical and other costs arising out of bodily injury or any loss sustained through participation in this program. I authorize the District’s program staff to secure any licensed hospital, physician and/or medical personnel to provide any treatment deemed necessary for student’s immediate care.

Photo Consent: I hereby give permission for images of student, captured during regular program activities through video, photo, and digital camera to be used solely for the purposes of the District in its promotional materials and publications, including its website, and hereby waive any rights to compensation or ownership thereto.

Yes No _____ Initials

Transportation Consent: I hereby give permission for student to be transported, as necessary for participation in the District’s program, during the program. Transportation to and from these activities will be provided via school bus or van, which will be under the supervision of at least two (2) program staff members.

Yes No _____ Initials

Snack Consent: I hereby acknowledge my understanding that the District and/or parents to other students in the program will providing food snacks to program participants, and I do further hereby consent to allowing my student to partake of such snacks having disclosed all known food allergies of student in the accompanying Enrollment Questionnaire.

Yes No _____ Initials

Discipline Policy: I understand and acknowledge that student is required to behave appropriately and in accordance with the rules and regulations of the program, including all applicable District Board of Education policies. In the event that discipline is warranted due to the actions of student, the following steps will be taken:

- First incident – student removed from the other campers, explanation provided by program staff member as to why the behavior is inappropriate, and a verbal warning provided to student.
- Second incident – program staff will determine an appropriate consequence, which may include removal from the activity or time-out. Parent(s) will be notified.
- Third incident – student will be removed from the program.

However, in any incident involving serious misconduct, the parent/guardian will be required to pick up student and appropriate disciplinary action will be determined by program staff.

Yes No _____ Initials

I understand that the acceptance of this waiver by the District shall not constitute a waiver in whole or in part of the sovereign immunity or official immunity of the District, its Board, members, officers, agents and employees.

I have read the above carefully before signing and fully understand the above Parent Permission/Waiver for Sports Camp Participation.

Parent

Date

Enrollment Questionnaire

Student's name _____ DOB _____ Gender ____ Grade _____
Address _____ City _____ State ____ Zip _____
Parent/Guardian _____ Daytime Phone _____ Home Phone _____
Emergency Contact (other than parent) _____ Relationship _____
Daytime Phone _____ Evening Phone _____

Medical Information

List all medical conditions:* _____

List all allergies/other health concerns:* Drug _____ Insect/Plant _____

Food _____ Diet _____ Restrictions

List medications student may require while at sports camp and the reason for taking the medication:*

Any other additional medical or health-related concerns/issues that the District's program staff should be aware of regarding your student?

**If additional space is needed to complete this portion of the questionnaire, please provide the blank white space on this page and/or attached additional pages as necessary.*

RAYTOWN C-2 SCHOOL DISTRICT 2018-2019 STUDENT ACCIDENT INSURANCE SUMMARY

Missouri schools are not required to purchase insurance or pay for students' medical expenses due to school related injuries. However, because of the risk of injury during participation in school sports, the School District purchases a basic sports accident insurance policy as a public service to assist parents that may be without insurance or need to supplement family insurance plan deductibles or copays. The school policy covers students, grades 7 through 12, in the event of covered accidents that may occur while participating in interscholastic sports practices and competitions, sideline cheerleading, marching band, and other activities that are Missouri State High School Activities Association sanctioned during the regular school term. Club sports and sports leagues are excluded from coverage under this policy. The school policy also protects middle school interscholastic sports participants during school organized sports competitions that are directly supervised by a school coach during the regular school term. The school policy will not pay for 100% of all medical charges. The school policy benefits and limitations are outlined below. The school cannot assume responsibility for payment of medical expenses that are not covered by the school insurance policy.

The school policy does not cover student injuries that may occur while students are participating in school classes and other non-sports related activities. However, parents can purchase additional insurance protection for accidents that may occur during school classes and while students are away from school, at home, during the weekends and vacation periods, including the summer months. For more detailed information regarding the Raytown Sports Insurance policy and the optional student insurance coverages available, please go to www.kidguardinsurance.com and enter 'Raytown Schools'.

DESCRIPTION OF SCHOOL SPORTS POLICY BENEFITS AND LIMITATIONS

If you have other insurance, you must first file a claim with your other insurance carrier and obtain benefits from your other insurance source before being eligible to collect benefits from the school policy. This policy is designed to consider payment of some of the eligible expenses that are not paid by any other insurance or available source of coverage. To be eligible for school policy benefits, the injured student must receive treatment within 30 days after the date of injury from a licensed physician. The school policy provides benefits for medically necessary hospital, medical, physician or dental care incurred within one year from the date of a covered accident **subject to the following maximum policy limits:**

Physician Visits/Consultations	Pays up to \$60 or the initial visit; up to \$35 for each follow-up days visit
Surgery or Fracture Care Doctor Fees	Benefit based on policy fee limited schedule (CRVS X 100)
Anesthesiology Fees	Pays up to 25% of the allowable surgeon's benefit
In-Patient Hospital Expenses	Pays up to \$500 per day for room & board, and all other inpatient charges
Out-Patient Hospital or Surgi-Center Facility Charges when major surgery requiring general anesthesia is required	Pays up to \$2,500 in the aggregate for all charges
Emergency Room	Pays up to \$500
Out-patient X-Ray, Radiology, MRI, CAT or Similar Scans	Pays up to \$300
Physical therapy/manipulations/adjustments or similar outpatient treatment visits	Pays up to \$250 @ \$35/visit
Orthopedic Appliances/Casting/Braces/Crutches/ Prescription Drugs	Pays up to \$100 for all services combined
Dental Treatment (including X-Rays)	Pays up to \$5,000 @ \$300 per injured "whole, sound and natural" tooth (orthodontic procedures & treatment of previously damaged teeth not covered)
Ground or Air Ambulance Service	Pays up to \$1,000 for initial trip to the closest medical treatment facility
Motor Vehicle Related Injury Benefit	Maximum benefit is \$500 (based on above-described policy limitations)

POLICY LIMITATIONS AND EXCLUSIONS: The policy will not pay for medical treatment due to the following: illness or any disease process; aggravation of or reoccurrence of conditions that didn't originally happen during a covered school activity; mental conditions; orthodontic treatment; any condition not due solely to an identifiable accident occurring while this policy was in force. Medical treatment by a licensed doctor must be provided within 30 days from the covered accident date to be eligible for policy benefits. The maximum benefit payable for all covered charges, subject to the above described limits, is \$50,000 per covered accident. This notice is only a summary description of coverage. Other policy terms and provisions may apply. The school policy provisions will determine all payments. Doctors and hospitals are free to establish their own fee schedules and charges. However, the school insurance policy benefits are limited and may not pay for all medical services or billed charges.

HOW TO FILE A CLAIM: The school insurance policy is not intended to replace family or group health insurance policies. If other insurance or an HMO, PPO or similar pre-paid medical plan covers you, you are encouraged to utilize your HMO or PPO participating physicians to receive full benefits payable by the school policy. Parents must assume financial responsibility for paying expenses not covered by the limited accident policy purchased by the school. If a student is injured in an accident during a school activity, report the accident to the principal's office immediately to obtain claim-filing instructions.

CLAIMS MUST BE FILED WITHIN 90 DAYS FROM THE DATE OF ACCIDENT to be eligible for any available school policy benefits.

IF YOU HAVE QUESTIONS CONCERNING THE INSURANCE POLICY, DO NOT CALL THE SCHOOL. Contact the agency that handles payment of claims: L. E. Smith & Associates Agency: Phone toll free 1-800-325-1350. Mailing Address: P.O. Box 411216, St. Louis, MO 63141

Section V

District Activities Student Handbook

DISTRICT ACTIVITIES & ATHLETICS HANDBOOK



**Raytown C-2 School District
2018 - 2019**

Maintaining and Protecting Participation in District Activities and Athletics

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INTRODUCTION

Activities supplement the secondary curriculum program, and as such, become a vital part of a student's total educational experience. This handbook is given to you so that you may make an informed decision about the programs that are available to you. We encourage you to take part in as many activities as your time and talents allow.

PURPOSE

The purpose of the Activities Handbook is to inform students and parents of rules and regulations affecting activities.

PHILOSOPHY

The activities program provides opportunities above and beyond the basic curriculum of the regular classroom. As an integral part of the educational program, activities provide supplemental experiences and help students acquire additional knowledge, skills, and emotional patterns necessary as attributes of good citizenship. This program should provide educational and social experiences that will help develop young men and women physically, mentally and emotionally.

STUDENT RESPONSIBILITY

It is the student's responsibility to know and understand the rules for the activity participation. Failure to follow the rules could result in consequences outlined in this handbook.

MSHSAA

Raytown School District is a member of the Missouri State High School Activities Association. The purpose of this organization is to promote, develop, direct, protect and regulate amateur interscholastic activities between member schools and to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities throughout the state.

SPORTSMANSHIP EXPECTATIONS

Sportsmanship involves fair play, courtesy, and respect for both the activity and opponents. The values of activities should last a lifetime. We are asking for your support to promote sportsmanship by emphasizing what is expected as competitors or spectators at any activity/contest/event. Such events are an extension of the school day and we expect the same type of respectful behavior exhibited in the activities/contest/events as we do in a regular classroom. We ask students, spectators, and parents to support sportsmanship, ethics, and integrity at all times.

PARTICIPATION GUIDELINES

ELIGIBILITY CRITERIA

All students participating in the activities program must meet the requirements of the Missouri State High School Activities Association and the requirements of the Raytown C-2 academic and conduct eligibility standards.

All students must meet the residence and transfer of enrollment requirements of the MSHSAA.

All students must meet MSHSAA criteria: pass a minimum of 3.0 units of credit the previous semester or 80% of the maximum available credit and maintain creditable citizenship. Under certain conditions/restrictions up to one unit of credit from summer school may be counted toward activity eligibility.

9th through 12th Grades and Transfer Students

Students will be ineligible to participate in activities for the following reasons:

- Failure to receive 3.0 credits in the pre semester or 80% of the maximum credits available. (MSHSAA = 1 semester ineligibility)

TRANSFER STUDENTS

Students new to the district must meet MSHSAA rules for transferring schools'/school districts. Students do not become eligible for game competition until transfer has been approved.

SPECIAL SERVICES STUDENTS

All special services students must comply with published MSHSAA guidelines for participation. All special services students are expected to meet the ACES guidelines Individual Education Plans (IEP's)

ATTENDANCE (Regular school day)

Students **must** be in school the day of the contest for **ALL HOURS (1-7)**. **ANY** absence the day of the contest must be excused by the Principal/Activities Director.

PHYSICAL EXAMINATIONS

EVERY ATHLETE MUST HAVE A CURRENT VALID PHYSICAL **BEFORE** they are allowed to practice. Physicals obtained after Feb. 1 of the current year are valid for the next school year.

INSURANCE

Athletes are required to provide their own health insurance. **THE SCHOOL DOES NOT PROVIDE INSURANCE.** Parents/guardians may purchase insurance thru a private carrier. Forms are available at their school. Parents are asked to verify coverage on physical form.

***No one may practice or participate without insurance coverage. If insurance lapses during the school year it is the responsibility of the parent/guardian to notify the school.**

CONFLICTS

Situations occur where students may participate in activities that are scheduled at the same time. When these situations occur conflicts between activities should be resolved by parties involved. If this cannot be achieved, then the activities director will resolve the issue. Priority for participation will be determined using the following levels:

1. STATE
2. DISTRICT
3. CONFERENCE
4. BUILDING (ACTIVITY FOR GRADE)

SUSPENSIONS

ISS - In School Suspension/OSS – Out of School Suspension

Students are not allowed to participate in games if they have ISS or OSS the day of a contest. ISS students may practice, but OSS students cannot practice.

SPORTSMANSHIP

Our expectation of extra curricular activities is that they are educational in nature (will contribute to the accepted aims of education) and of benefit to participants. Each school is responsible for the conduct of its teams, students, coaches, and fans at both home and away contests. Anyone receiving a special report from MSHSAA may be removed from the next contest. Any player, coach, student or fan ejected from a contest shall at a minimum be prohibited from playing/attending the next contest at the same level. Coaches should inform building activities director of any ejection or flagrant foul as soon as possible. Activities director will conference with individual as soon as possible.

CITIZENSHIP STANDARDS

Participation in student activities is a privilege and not a right; therefore, the Raytown School District requires students to adhere to standards of behavior which will bring credit to students, the particular activity, the school, and the community. Students who represent the Raytown School District must demonstrate good citizenship and conduct at all times. The Raytown School District requires student behavior be in compliance with school board policy, with the school's Student Handbook Regulations, and public laws. Behavior not in compliance with these policies may result in student's suspension from all extra-curricular activities.

- You must be a creditable citizen. Creditable citizens are those students whose conduct – both in school and out of school – will not reflect discredit upon themselves or their school.
- NOTE: Conduct by the student involving law enforcement should be reported to your principal immediately as your conduct may affect eligibility or contest outcomes. (MSHSAA By-Law 2.2.1)

CHEMICAL ABUSE

We recognize that the use of mood altering chemicals poses a significant health problem for many adolescents. The effects can be detrimental to the physical and emotional welfare of students. Chemicals adversely affect extra curricular participation and the development of related skills.

Activities are an extension of school and all regular school rules and regulations are applicable. Rules for activity participants are stricter and are enforced in and out of school. In addition, violations involving tobacco, alcohol, and mood-altering chemicals will result in suspension from activities. Penalties are cumulative for the student's entire High School career. (Example, student has tobacco violation during volleyball 9th grade and an alcohol violation in 11th grade basketball, the student will have incurred their 2nd violation.) The following penalties will be enforced:

➤ Tobacco:

First violation: Suspended from 20% of maximum number of allowable contests.

Second violation: Suspended 365 days from date of infraction.

...continued on next page.

➤ Alcohol:

First violation: Suspended from 30% of maximum number of allowable contests.

Second violation: Suspended 365 days from date of infraction

➤ Mood/Altering chemicals/Illegal substances

First violation: Suspended from 30% of maximum number of allowable contests.

Second violation: Suspended 365 days from date of infraction

ACTIVITY FEE (one-time fee once per school year)

- All students participating on an athletic team will pay a fee of \$50.00 per year, not to exceed \$100.00 per family per year.
- All students participating in speech, theater, debate, band, orchestra or performing vocal music groups (except mixed and girls' glee) will pay a fee of \$25.00 per year, not to exceed \$50.00 per family per year
 1. The student will not be allowed to participate in an event or contest until the fee is paid. Participation includes Red & White, Blue & White, Intramural, or Interscholastic competitions.
 2. If a student is cut from a team but has already paid the fee, he/she will be reimbursed.
 3. If a student quits or is suspended from a team or performing group after the first scheduled event, no refund will be granted.
 4. If a student is injured during or after the first scheduled game so that he/she can no longer compete, the fee will not be refunded.
 5. Any student who is in the free or reduced lunch program will pay a reduced fee of \$25.00 for athletics and \$12.50 for clubs. Families who are unable to pay the reduced rate due to a legitimate financial limitation should work with the building principal. Each case will be judged independently.
 6. Collecting all activity fees will be the primary responsibility of the building athletic director and the building athletic director's secretary.
 7. Head coaches and activity sponsors will assist in the collection of activity fees, as directed.

SPORTS SEASON

Any student who is on the eligibility list of a team may not begin (participate in) the next sport season until the previous season is officially over (last contest). All obligations need to be cleared before the next season's practice begins. Athletes are responsible for all equipment that has been checked out to them.

TRANSPORTATION/ACTIVITIES

In general, **students are required to ride school buses to and from activities**. Students are expected to return from activities the same way they arrive to. Certain occasions may warrant consideration of some alternatives.

- Athletes may ride from activities only with their parent at parental request. However, this should be practiced only if there are unusual circumstances. (Parents must talk with coach or Activities Director)
- Students whose parents consent to other forms of transportation for **intradistrict** practices or events must complete a consent form.

EQUIPMENT

Students are accountable for all equipment they have checked out. Any equipment lost/stolen/abused will be charged to the student in whose name the equipment was checked out.

The following suggestions should help reduce problems with equipment:

1. Do not exchange or loan equipment.
2. Keep your locker locked at all times.
3. Report loss of equipment immediately to coach.
4. Report any defective/unfit equipment to the coach.
5. MSHSAA regulations prevent schools from loaning or selling equipment.

TEAM AWARDS/LETTERS

Students are eligible for awards. All awards require the student be a member of the team/activity at the end of the season. Activity award requirements are available from the coach/sponsor of each activity. A copy of award requirements is available from the head coach.

FORMS AND FEES

The following forms and fees will be required before a student may practice or perform in any athletic activity.

1. **Physical and Insurance Verification**
2. **Emergency Card and Participation Agreement**
3. **Activity Fee Payment**

The rules outlined in this handbook are the minimum standards. Each sponsor/coach may impose stricter rules for their specific activities. The coach/sponsor will provide written rules to parents/students when those rules deviate from this handbook.

Adopted 8/1/99
Revised 7/05/16



"The MSHSAA promotes the value of participation, sportsmanship, team play and personal excellence to develop citizens who make positive contributions to their community and support the democratic principles of our state and nation."

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,
please contact your state MSHSAA or visit www.cdc.gov/concussion.

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





Heads Up to Schools:
**KNOW YOUR
 CONCUSSION
 ABCs**

- Assess the situation
- Be alert for signs and symptoms
- Contact a health care professional

A Fact Sheet for Parents

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, hazy, 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 una 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



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.

Raytown C-2 Return to Play Procedures

Return to Play (RTP) Procedures After a Concussion

Student will need to pass Impact Test before beginning (RTP).

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 shall be followed:

Step 1: Light cardiovascular exercise (walking, stationary bike, no resistance training)

Step 2: Sport specific Activity (running – resistance training may begin)

Step 3: Non-contact training drills in full equipment (Skills Drills)

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

Step 5: Must be cleared by Medical Doctor (MD/DO) – if student went to (MD/DO) prior to completing the Raytown C-2 School District Concussion Protocol they must return to (MD/DO) for final clearance to return to play.

Step 6: Full Participation

The athlete should spend a minimum of one day at each step before advancing to the next. If any post-concussion symptoms return while in the stepwise program, then the student will drop back to the previous level and try to progress again after a further 24-hour period of rest has passed.

The criteria of returning to play is the athlete must be symptom free at rest, symptom free with physical and cognitive exertion, and have data within normal limits on post-concussion cognitive test. The athlete must pass all three criteria before returning to competition.

Second Concussion Management:

Any athlete sustaining multiple concussions in a calendar year must be evaluated and cleared preferably by a neurologist or neurosurgeon and complete the graduated return to play protocol from the above table. The return to play is typically much slower with each concurrent concussion. It is also possible the athlete may be removed from all sports for one calendar year.

The information contained above came from the 2008 and 2012 International Symposiums on Concussions in Sports held in Zurich, Switzerland.

HEADS*UP

CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR **ATHLETES**

What is a concussion?

A concussion is a brain injury that:

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- 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



RAYTOWN C2 SCHOOL DISTRICT PARENT/COACH COMMUNICATION

I. Communication you should expect from your child's coach

- A. Philosophy of the coach
- B. Expectations the coach has for all team members
- C. Locations and times of all practices and contests
- D. Team requirements, i.e., fees, special equipment, off season conditioning
- E. Procedure should your child be injured during practice

II. Appropriate concerns to discuss with coaches

- A. The treatment of your child, mentally and/or physically
- B. Ways to help your child improve
- C. Concerns about your child's behavior

NOTE: It is difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the above list, certain things can be and should be discussed with your child's coach. Other things, such as those to follow, must be left to the discretion of the coach.

III. Issues not appropriate to discuss with coaches

- A. Playing time
- B. Team strategy
- C. Play calling
- D. Other student/athletes

NOTE: There are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

IV. If you have a concern to discuss with the coach, the following procedures should be followed:

- A. The student athlete must bring the issue to the coach's attention
- B. If the issue needs further attention, contact the coach during his/her planning period to get a clarification or to set up a meeting
- C. Please do not attempt to confront a coach before or after a contest or practice
These can be emotional times for both parent and coach. Meetings of this nature do not promote resolution.

V. What can a parent do if the meeting with the coach did not provide a satisfactory resolution

- A. Call during school hours and set up an appointment with the Building Activities Director to discuss the situation.
- B. At this meeting the appropriate next step can be determined.

PRE-PARTICIPATION PHYSICAL EVALUATION HISTORY FORM

(Note: This form is to be filled out by the patient and parent prior to seeing the physician. The physician should keep a copy of this form in the chart for their records).

Date of Exam:			
Name:			Date of Birth:
Sex:	Age:	Grade:	School:
Medicines and Allergies: Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking:			Sport(s):
Do you have any allergies: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please identify specific allergy below: <input type="checkbox"/> Medicines: <input type="checkbox"/> Pollens: <input type="checkbox"/> Food: <input type="checkbox"/> Stinging Insects:			

Explain "Yes" answers below. Circle questions you do not know the answer to.

GENERAL QUESTIONS	Yes	No
1. Has a doctor ever denied or restricted your participation in sports for any reason?		
2. Do you have any ongoing medical conditions? If so, please identify below: <input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infections Other:		
3. Have you ever spent the night in the hospital?		
4. Have you ever had surgery?		
HEART HEALTH QUESTIONS ABOUT YOU	Yes	No
5. Have you ever passed out or nearly passed out DURING or AFTER exercise?		
6. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?		
7. Does your heart ever race or skip beats (irregular beats) during exercise?		
8. Has a doctor ever told you that you have any heart problems? If so, check all that apply: <input type="checkbox"/> High blood pressure <input type="checkbox"/> A heart murmur <input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection <input type="checkbox"/> Kawasaki disease <input type="checkbox"/> Other:		
9. Has a doctor ever ordered a test for your heart? (For example, ECG/EKG, echocardiogram)		
10. Do you get lightheaded or feel more short of breath than expected during exercise?		
11. Have you ever had an unexplained seizure?		
12. Do you get more tired or short of breath more quickly than your friends during exercise?		
HEART HEALTH QUESTIONS ABOUT YOUR FAMILY	Yes	No
13. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including drowning, unexplained car accident, or sudden infant death syndrome)?		
14. Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT syndrome, short QT syndrome, Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia?		
15. Does anyone in your family have a heart problem, pacemaker, or implanted defibrillator?		
16. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning?		
BONE AND JOINT QUESTIONS	Yes	No
17. Have you ever had an injury to a bone, muscle, ligament, or tendon that caused you to miss a practice or a game?		
18. Have you ever had any broken or fractured bones or dislocated joints?		
19. Have you ever had an injury that required x-rays, MRI, CT scan, injections, therapy, a brace, a cast, or crutches?		
20. Have you ever had a stress fracture?		
21. Have you ever been told that you have or have you had an x-ray for neck instability or atlantoaxial instability? (Down syndrome or dwarfism)		
22. Do you regularly use a brace, orthotics, or other assistive device?		
23. Do you have a bone, muscle, or joint injury that bothers you?		
24. Do any of your joints become painful, swollen, feel warm, or look red?		
25. Do you have any history of juvenile arthritis or connective tissue disease?		

MEDICAL QUESTIONS	Yes	No
26. Do you cough, wheeze, or have difficulty breathing during or after exercise?		
27. Have you ever used an inhaler or taken asthma medicine?		
28. Is there anyone in your family who has asthma?		
29. Were you born without or are you missing a kidney, an eye, a testicle (males) or spleen, or any other organ?		
30. Do you have groin pain or a painful bulge or hernia in the groin area?		
31. Have you had infectious mononucleosis (mono) within the last month?		
32. Do you have any rashes, pressure sores, or other skin problems?		
33. Have you had a herpes or MRSA skin infection?		
34. Have you ever had a head injury or concussion?		
35. Have you ever had a hit or blow to the head that caused confusion, prolonged headaches, or memory problems?		
36. Do you have a history of seizure disorder?		
37. Do you have headaches with exercise?		
38. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?		
39. Have you ever been unable to move your arms or legs after being hit or falling?		
40. Have you ever become ill while exercising in the heat?		
41. Do you get frequent muscle cramps when exercising?		
42. Do you or someone in your family have sickle cell trait or disease?		
43. Have you had any problems with your eyes or vision?		
44. Have you had any eye injuries?		
45. Do you wear glasses or contact lenses?		
46. Do you wear protective eyewear, such as goggles or a face shield?		
47. Do you worry about your weight?		
48. Are you trying to or has anyone recommended that you gain or lose weight?		
49. Are you on a special diet or do you avoid certain types of foods?		
50. Have you ever had an eating disorder?		
51. Do you have any concerns that you would like to discuss with the doctor?		
FEMALES ONLY	Yes	No
52. Have you ever had a menstrual period?		
53. How old were you when you had your first menstrual period?		
54. How many periods have you had in the last 12 months?		
Explain "Yes" answers here:		

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.		
Signature of Athlete:	Signature of Parent(s) or Guardian:	Date:

PRE-PARTICIPATION PHYSICAL EVALUATION PHYSICAL EXAMINATION FORM

Name:	Date of Birth:
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- Physician Reminders:**
1. Consider additional questions on more sensitive issues.
 - Do you feel stressed out or under a lot of pressure?
 - Do you ever feel sad, hopeless, depressed, or anxious?
 - Do you feel safe at your home or residence?
 - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
 - During the past 30 days, did you use chewing tobacco, snuff or dip?
 - Do you drink alcohol or use any other drugs?
 - Have you ever taken anabolic steroids or used any other performance supplements?
 - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
 - Do you wear a seat belt, use a helmet, and use condoms?
 2. Consider reviewing questions on cardiovascular symptoms (Questions 5-14).

EXAMINATION

Height:	Weight:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
BP: / (/)	Pulse:	Vision: R 20/	L 20/	Corrected: <input type="checkbox"/> Yes <input type="checkbox"/> No

MEDICAL	NORMAL	ABNORMAL FINDINGS
Appearance • Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span>height, hyperlaxity, myopia, MVP, aortic insufficiency)		
Eyes/Ears/Nose/Throat • Pupils equal • Hearing		
Lymph Nodes		
Heart* • Murmurs (auscultation standing, supine, +/- Valsalva) • Location of point of maximal pulse (PMI)		
Pulses • Simultaneous femoral and radial pulses		
Lungs		
Abdomen		
Genitourinary (males only)**		
Skin • HSV, lesions suggestive of MRSA, tinea corporis		
Neurologic***		
MUSCULOSKELETAL	NORMAL	ABNORMAL FINDINGS
Neck		
Back		
Shoulder/arm		
Elbow/forearm		
Hip/thigh		
Knee		
Leg/ankle		
Foot/toes		
Functional • Duck-walk, single leg hop		

* Consider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam; **Consider GU exam if in private setting. Having third party present is recommended.
***Consider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

- Cleared for all sports without restriction.
- Cleared for all sports without restriction with recommendations for further evaluation or treatment for:
- Not Cleared
- Pending further evaluation
 - For any sports
 - For certain sports (please list):
Reason:

Recommendations:

I have examined the above-named student and completed the pre-participation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of Physician (type/print):	Date:
Address:	Phone:
Signature of Physician (MD/DO/ARNP/PA/Chiropractor):	

PRE-PARTICIPATION PHYSICAL EVALUATION
Missouri State High School Activity Association (MSHSAA) Eligibility and Authorization Statement

STUDENT AGREEMENT (Regarding Conditions for Participation)

This application to represent my school in interscholastic athletics is entirely voluntary on my part and is made with the understanding that I have studied and understand the eligibility standards that I must meet to represent my school and that I have not violated any of them.

I have read, understand, and acknowledge receipt of the MSHSAA brochure entitled "How to Maintain and Protect Your High School Eligibility," which contains a summary of the eligibility rules of the MSHSAA. (I understand that a copy of the *MSHSAA Handbook* is on file with the principal and athletic administrator and that I may review it in its entirety, if I so choose. All MSHSAA by-laws and regulations from the *Handbook* are also posted on the MSHSAA website at www.mshsaa.org).

I understand that a MSHSAA member school must adhere to all rules and regulations that pertain to school-sponsored, interscholastic athletics programs, and I acknowledge that local rules may be more stringent than MSHSAA rules.

I also understand that if I do not meet the citizenship standards set by the school or if I am ejected from an interscholastic contest because of an unsportsmanlike act, it could result in me not being allowed to participate in the next contest or suspension from the team either temporarily or permanently.

I understand that if I drop a class, take course work through Post -Secondary Enrollment Option, Credit Flexibility, or other educational options, this action could affect compliance with MSHSAA academic standards and my eligibility.

I understand that participation in interscholastic athletics is a privilege and not a right. As a student athlete, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the property of others.
- I will respect and obey the rules of my school and laws of my community, state, and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.

I have completed and/or verified that part of this certificate which requires me to list all previous injuries or additional conditions that are known to me which may affect my performance in so representing my school, and I verify that it is correct and complete.

Signature of Athlete:

Date:

PARENT PERMISSION (Authorization for Treatment, Release of Medical Information, and Insurance Information)

Informed Consent: By its nature, participation in interscholastic athletics includes risk of serious bodily injury and transmission of infectious disease such as HIV and Hepatitis B. Although serious injuries are not common and the risk of HIV transmission is almost nonexistent in supervised school athletic programs, it is impossible to eliminate all risk. Participants must obey all safety rules, report all physical and hygiene problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily. **PARENTS, GUARDIANS, OR STUDENTS WHO MAY NOT WISH TO ACCEPT RISK DESCRIBED IN THIS WARNING SHOULD NOT SIGN THIS FORM. STUDENTS MAY NOT PARTICIPATE IN MSHSAA- SPONSORED SPORT WITHOUT THE STUDENT'S AND PARENT'S/GUARDIAN/S SIGNATURE.**

I understand that in the case of injury or illness requiring transportation to a health care facility, a reasonable attempt will be made to contact the parent or guardian in the case of the student-athlete being a minor, but that, if necessary, the student-athlete will be transported via ambulance to the nearest hospital.

We hereby give our consent for the above student to represent his/her school in interscholastic athletics. We also give our consent for him/her to accompany the team on trips and will not hold the school responsible in case of accident or injury whether it be en route to or from another school or during practice or an interscholastic contest; and we hereby agree to hold the school district of which this school is a part and the MSHSAA, their employees, agents, representatives, coaches, and volunteers harmless from any and all liability, actions, causes of action, debts, claims, or demands of every kind and nature whatsoever which may arise by or in connection with participation by my child/ward in any activities related to the interscholastic program of his/her school.

If we cannot be reached and in the event of an emergency, we also give our consent for the school to obtain through a physician or hospital of its choice, such medical care as is reasonably necessary for the welfare of the student, if he/she is injured in the course of school athletic activities. We authorize the release of necessary medical information to the physician, athletic trainer, and/or school personnel related to such treatment/care. We understand that the school may not provide transportation to all events, and permit / do not permit (CIRCLE ONE) my child to drive his/her vehicle in such a case.

To enable the MSHSAA to determine whether the herein named student is eligible to participate in interscholastic athletics in the MSHSAA member school, I consent to the release of any and all portions of school record files to MSHSAA, beginning with seventh grade, of the herein named student, specifically including, without limiting the generality of the foregoing, birth and age records, name and residence address of parent(s) or guardian(s), residence address of the student, academic work completed, grades received, and attendance data.

We confirm that this application for the above student to represent his/her school in interscholastic athletics is made with the understanding that we have studied and understand the eligibility standards that our son/daughter must meet to represent his/her school and that he/she has not violated any of them. We also understand that if our son/daughter does not meet the citizenship standards set by the school or if he/she is ejected from an interscholastic contest because of an unsportsmanlike act, it could result in him/her not being allowed to participate in the next contest or suspension from the team either temporarily or permanently.

I consent to the MSHSAA's use of the herein named student's name, likeness, and athletic-related information in reports of contests, promotional literature of the Association and other materials and releases related to interscholastic athletics.

We further state that we have completed that part of this certificate which requires us to list all previous injuries or additional conditions that are known to us which may affect this athlete's performance or treatment and we certify that it is correct and complete.

The MSHSAA By-Laws provide that a student shall not be permitted to practice or compete for a school until it has verification that he/she has basic health/accident insurance coverage, which includes athletics. Our son/daughter is covered by basic health/accident insurance for the current school year as indicated below:

Name of Insurance Company:	Policy Number:
Signature of Parent(s) or Guardian:	Date:

PARENT AND STUDENT SIGNATURE (Concussion Materials)

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. I have received and read the MSHSAA materials on Concussions, which includes information on the definition of a concussion, symptoms of a concussion, what to do if I have a concussion and how to prevent a concussion. I will inform my school and athletic trainer/team physician immediately if I experience any of these symptoms or if I witness a teammate with these symptoms.

Signature of Athlete:	Date:
Signature of Parent(s) or Guardian:	Date:

EMERGENCY CONTACT INFORMATION

Parent(s) or Guardian	Address	Phone Number
Name of Contact	Relationship to Athlete	Phone Number
Name of Contact	Relationship to Athlete	Phone Number

EMERGENCY INFORMATION

STUDENT NAME:

_____ LAST FIRST _____

PARENT'S NAME: _____

HOME PHONE: _____

WORK NO. MOTHER: _____ WORK NO. FATHER _____

CONTACT IF PARENT CANNOT BE REACHED:

NAME: _____

RELATIONSHIP: _____

HOME PHONE: _____ WORK PHONE: _____

DOCTOR'S NAME: _____ PHONE: _____

HOSPITAL PREFERENCE: _____ PHONE: _____

If any non-life threatening emergency occurs while your child is participating or practicing in an event conducted within the Consolidated School District No. 2 school district, your child will be taken to Research Hospital unless you designated a hospital preference above. If the emergency occurs outside of Consolidated School District No. 2 your child will be taken to a nearby medical facility and you will be contacted as soon as possible.

Please sign and return to your coach

STUDENTS AND PARENTS NEED TO SIGN BEFORE PARTICIPATION IN ANY ACTIVITY

Student: _____ Parent: _____

Date: _____ Date: _____

6/26/17

RAYTOWN SCHOOL DISTRICT 7-12 ACTIVITIES PARTICIPATION AGREEMENT
Eligibility Policies/Standards – Code of Ethics – Student/Parent Consent

SPORTSMANSHIP EXPECTATIONS: Sportsmanship involves fair play, courtesy, and respect for both the activity and opponents. The values of activities should last a lifetime. We are asking for your support to promote sportsmanship by emphasizing what is expected as competitors or spectators at any activity/contest/event. Such events are an extension of the school day and we expect the same type of respectful behavior exhibited in the activities/contest/events as we do in a regular classroom. We ask students, spectators, and parents to support sportsmanship, ethics, and integrity at all times.

ACADEMIC STANDARDS: In accordance with MSHSAA By-Law 2.3 Academic Requirements, students earning a failing grade in two or more courses (must pass 6 of 7 classes) will be ineligible to participate in activities during the following semester (Grades: 9-12) / grading period (Grades: 6-8).

CITIZENSHIP STANDARDS: In accordance with MSHSAA By-Law 2.2 Citizenship Requirements, "Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered 'creditable citizens.' Conduct shall be satisfactory in accord with the standards of good discipline."

Participation in student activities is a privilege and not a right; therefore, the Raytown School District requires students to adhere to standards of behavior which will bring credit to students, the particular activity, the school, and the community. Students who represent the Raytown School District must demonstrate good citizenship and conduct at all times. The Raytown School District requires student behavior be in compliance with school board policy, with the school's Student Handbook Regulations, and public laws. Behavior not in compliance with these policies may result in student's suspension from all extra-curricular activities.

- You must be a creditable citizen. Creditable citizens are those students whose conduct – both in school and out of school – will not reflect discredit upon themselves or their school.
- NOTE: Conduct by the student involving law enforcement should be reported to your principal immediately as your conduct may affect eligibility or contest outcomes. (MSHSAA By-Law 2.2.1)

SUSPENSIONS

ISS - In School Suspension/OSS – Out of School Suspension

Students are not allowed to participate in activities if they have ISS or OSS the day of a contest. ISS students may practice, but OSS students cannot practice.

ATTENDANCE STANDARDS: In accordance with MSHSAA By-Law 2.2 Citizenship Requirements, students are expected to be in attendance at school the entire day he/she participates in an athletic/activity contest. Students not in attendance will be ineligible to participate in the contest unless approved by the building principal or athletic director.

As a representative of the Raytown School District and its activities program, I will sincerely endeavor to contribute my best to the success of that program. I have read the activities handbook and understand the expectations of sportsmanship, citizenship, and academic responsibility. I agree to abide by the provisions outlined in the District Activities Handbook. I am also aware that if I do not live up to this agreement, I must accept the consequences, which might include suspension from the team on which I am participating. Students are expected to be good school and community citizens as well as create, promote, and maintain elements of good sportsmanship. We expect our athletes to set a good example for the rest of the student body and represent their schools in the highest manner at all events. Students must provide their own transportation home at the appropriate dismissal time.

I have read the policies, understand them, and will abide by them.

STUDENT PARTICIPANT'S SIGNATURE

DATE

NOTE: As a parent or guardian I am giving permission for my son/daughter to participate in organized high school activities, even though I am aware of the potential for injury which is inherent in all sports. Even with the best of coaching, the use of the most advanced protective equipment, and strict observance of rules, injuries are still a possibility. On rare occasions these injuries can be so severe as to result in disability, paralysis, or even death. We commit as a family, that we have read the activities handbook and understand the expectations of sportsmanship, citizenship, and academic responsibility and agree to abide by the provisions outlined in the District Activities Handbook.

I have read the policies, understand them, and will abide by them.

PARENT'S OR GUARDIAN'S SIGNATURE

DATE

STUDENTS AND PARENTS NEED TO SIGN BEFORE PARTICIPATION IN ANY ACTIVITY. *Please sign and return to your coach.*

RAYTOWN C-2 SCHOOL DISTRICT
Drug Testing Consent Form

I have read and completely understand the district's policy and procedures regarding the Raytown C-2 School District student drug testing program.

I hereby give consent for my student to participate in the drug testing program at Raytown or Raytown South High School. I understand that my student will be placed in the pool for random drug testing and that the Raytown C-2 School District will pay for all random drug tests if my student is selected. I understand that if my student tests positive for drugs during a random drug test, I will have to pay for drug testing for him/her to be reinstated into extra-curricular activities or park on school property.

I understand that students who wish to drop out of the drug pool must first have their parent/guardian come to the school and meet with the Activities Director. The student and parent/guardian must sign a release form stating that they no longer wish to participate in the random drug testing pool. If the student is 18 years of age and living on his/her own, he/she still needs to come in and meet with the A.D. to drop out of the testing pool. Once a student enters the pool, he/she must remain in the pool for the remainder of that school year to be eligible to participate in extra-curricular activities or park on school property for the next school year.

STUDENT NAME (please print) _____

STUDENT SIGNATURE _____

STUDENT'S GRADUATION YEAR _____

PARENT/GUARDIAN NAME (please print) _____

PARENT/GUARDIAN SIGNATURE _____

TODAY'S DATE _____

_____ I am not participating in either extra or co-curricular activities, clubs or parking on campus.

Forms must be completed on or before the specified date before a student can park on school property or participate in any extra-curricular or co-curricular activity. This consent form is good through the student's completion of graduation.

**RAYTOWN SCHOOL DISTRICT
INTRADISTRICT
STUDENT TRANSPORTATION CONSENT AND RELEASE**

There are times during the school year when activity events and practices will be held away from the school. The School District provides transportation, but there are times when students can benefit from other transportation options. Please review the transportation options listed below, check any that are acceptable for your student, sign the form, and have your student return the form to the coach/sponsor.

I/We hereby give my/our student, _____
(Print Full Name)

A member of the _____, permission to:
(TEAM)

(Please check all appropriate spaces)

_____ ride to and from activity events and practices on school authorized vehicles.

_____ ride with his/her parent.

_____ ride with an adult licensed driver.

_____ ride with a sibling who is at least 16 years of age and a licensed driver.

_____ ride with another participant who is a licensed driver and at least 16 years of age.

_____ my student is at least 16 years of age, is a licensed driver, and can drive himself/herself.

I/We understand that School District employees cannot supervise activity participants except when they travel to and from events and practices on school authorized vehicles. For valuable consideration, the receipt of which is hereby acknowledged, I/we knowingly and voluntarily release and forever discharge RAYTOWN SCHOOL DISTRICT and the members of its Board of Education, its employees and agents from any and all liability, actions, lawsuits, claims, demands and expenses resulting, directly or indirectly, from loss of life, personal injuries, property damage, or other damage suffered by my/our student while traveling to or from activity events or practices by transportation other than a school authorized vehicle.

Parent/Guardian Signature

Student Signature

Date

Parents have responsibility to ensure that their student uses the mode of transportation authorized by the parent. This consent may be revoked or modified in writing at any time. By placing his/her signature above, student agrees to abide by permission given by parents/guardians and acknowledges that failure to do so can result in discipline at team and school levels.