

MONTROSE R-XIV SCHOOL  
Activity/Athletic Handbook  
2018-2019



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Approved: August 13, 2018

The District does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, disability, age, sexual orientation or perceived sexual orientation in its programs, activities or employment practices.

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## **INTRODUCTION**

Welcome to the Montrose R-XIV School activity/athletic program. Hopefully, your decision to take advantage of this portion of our extra-curricular programs will be educational, rewarding and challenging. Good luck to you as you strive to grow emotionally, mentally, socially and physically through activities and athletics. Being a member of an athletic/activity program is a privilege, not a right. It is the choice of the student to be involved and, therefore, your greatest responsibility is to be a credit to your parents, school and community.

## **PHILOSOPHY**

We believe that the activity/athletic program at Montrose R-XIV School complements the academic program. This becomes a vital part of a student's total education experience. These programs provide experiences through which individuals can mature and learn to make thoughtful choices while considering the rights and feelings of others.

We believe in providing a comprehensive and inclusive activity program, which includes opportunities through which to teach and learn life skills. We encourage participation and cooperation with others, a strong commitment to growth on the part of each participant, and performance that demonstrates good citizenship; all practiced in a spirit of healthy competition.

## **GUIDING PRINCIPLES**

1. We shall encourage team cooperation as a means to reach our goal of healthy development.

The Montrose R-XIV School activity program recognizes that the experience of cooperating as a team for the good of the whole is a key to positive growth. Our coaches and sponsors will teach responsibility, the value of structure, commitment, and sport-specific skills. Since the nature of sports is competitive, Montrose R-XIV School feels that instilling athletes with the desire to reach and to do their best, as a member of the team, is critical. Coaches and sponsors are expected to put the best team forward as they compete against quality opposition, especially at the varsity level.

2. We shall emphasize to all that commitment and growth begins with practice.

Participation on a team in the Montrose R-XIV School District begins with a strong commitment to practice and improve. Regular attendance and active involvement is an expectation of all athletes at all levels. Players who lack fundamental skills in a given sport are expected to work hard to improve. All participants will be expected to display a strong commitment to practice, good school citizenship, and satisfactory academic progress if they wish to participate in the activity program. Playing time in game situations will vary at all levels based on skill, demonstrated commitment to improvement, and adherence to team rules and school policies.

3. We shall use all resources available to our program.

Every effort will be made to support the individual growth through involvement in the activity program at Montrose R-XIV School. The size and scope of our program will be governed by student interest tempered by the practical limitations of funding, facilities, quality coaches/sponsors, time and accessibility of appropriate opponents.

4. We shall encourage our entire community to join us in the effort to accomplish our mission.

All members of the community are encouraged to share in the responsibility for modeling the behaviors that support the healthy growth we seek for our activity members. All should be examples of good sportsmanship.

## **SPORTSMANSHIP**

Montrose R-XIV School is a member of the Golden Valley Vernon County Conference (GVVC) and Missouri State High School Activities Association. As members of these groups, we adhere to policies set down for the display of good sportsmanship by athletes, students, fans, parents and patrons. Member schools are to enforce sportsmanship rules for our own school, players and spectators. Violation of rules can result in the following consequences: written reprimand, probations, suspension, ejections or permanent removal from events. Consequences are in force for players, coaches, students, parents, and fans.

All school discipline policies and rules apply to the Montrose R-XIV School students and co-op students at school activities whether they are held on school property or away from school.

As a participant representing Montrose R-XIV School, you have the responsibility for exhibiting good sportsmanship/citizenship at all times. You will receive good sportsmanship through the teaching, coaching and examples of the coaching staff. Be sure to exhibit what you learn.

Attitude is one of the principle requisites in being successful in any sport/activity, and of course, how you act and how you feel and think in showing your disposition best define this concept. The desire to excel, to win, to pay the price, is all positive points or attributes of attitude that contribute to the winning philosophy.

While a winning philosophy is important, one should realize the importance of how the game is played as well as viewed. Simple acts or gestures of respect such as displaying good conduct, cooperating with officials, shaking hands with opponents before and after the contest, showing self-control at all times, accepting decisions and abiding by them, accepting both victory and defeat with pride and compassion, and never being boastful or bitter, will aid you, the individual, and your team as well to portray the standards of sportsmanship expected of athletes/participants in the Montrose R-XIV School.

## **GOOD SPORTSMANSHIP CODE**

For Players, Coaches, and Fans:

1. Maintain pride in self and school.
2. Strive to keep high standards of conduct.
3. Cheering is always encouraged for one's own team.
4. No taunts, chants, noises, cheers, songs, profanity, signs or motions directed to the opposing team, coach, school or officials. Treat everyone with respect.
5. No disrespect will be shown to the opposing team during introductions.
6. Abide by the decisions of the officials.
7. Accept victory or defeat graciously.

## RESPONSIBILITY

As a student participant, you are in school to secure the best possible education you are capable of achieving. Deciding to take advantage of this component plays a significant part in your total educational development. However, with this decision also comes certain responsibility, if the value of activities is to be achieved, namely:

1. Striving to achieve sound citizenship and desirable social traits, including control, honesty, cooperation, dependability and respect for others and their abilities.
2. Maintaining academic and eligibility standards as established by the Missouri State High School Activities Association and Montrose R-XIV School.
3. Learning the spirit of hard work and dedication.
4. Attaining mental and physical fitness through good health habits.
5. Excelling to the limits of your potential.
6. Showing respect for both authority and property.
7. Willing to accept the leadership role that is instilled through the activity program.
8. Transportation to and from practice is the responsibility of the student participant and his/her parents.
9. The host school will provide transportation to and from contests and to the respective schools.

Keep in mind that you are in the public eye and your personal conduct always must be above reproach. You have an obligation to create a favorable image and gain the respect of your teammates, your student body and the community.

## SPORTS AND ACTIVITIES OFFERED

Co-op sport is an approved agreement between the participating schools and MSHSAA. Students can only co-op in a sport not offered at their home school. Transportation is the responsibility of the student and parents.

### FALL:

Cross Country—Co-op Appleton City with Montrose (Boys and Girls)

7<sup>th</sup> & 8<sup>th</sup> Grade Cross Country - Co-op Appleton City with Montrose (Boys and Girls)

Softball—Co-op Appleton City with Montrose - (Girls)

Football—Montrose Co-op with Appleton City - (Boys)

Volleyball—Montrose Co-op with Appleton City - (Girls)

7<sup>th</sup> & 8<sup>th</sup> Grade Boys & Girls Basketball - Co-op Davis with Montrose & St. Mary's with Montrose

7<sup>th</sup> & 8<sup>th</sup> Grade Sideline Cheerleading - Co-op Davis with Montrose & St. Mary's with Montrose

### WINTER:

Basketball (Boys and Girls)

Sideline Cheerleading

### SPRING:

Baseball—Co-op Appleton City with Montrose—(Boys)

Softball—Co-op Appleton City with Montrose—(Girls)

Track—Montrose Co-op with Appleton City— (Boys & Girls)

7<sup>th</sup> & 8<sup>th</sup> Grade Boys & Girls Track – Montrose Co-op with Appleton City

Co-op hosting school is highlighted.

## CLUBS AND ORGANIZATIONS:

Future Business Leaders of America (FBLA)

National FFA Organization

National Honor Society (NHS)

Quiz Bowl

Foreign Language Club

Student Council (StuCo)

Some organizations fall under academic class guidelines, as well as activity guidelines and requirements. Students involved in these areas may have other required expectations. The individual sponsors will acquaint the students with the full scope of responsibilities.

## ATHLETIC PARTICIPATION GUIDELINES

1. Students are free to make their own selections as to sports or activities in which they wish to participate.
2. Participation in more than one sport within a sport season is allowed (i.e., cross country and softball).
3. A student who has gone out for a sport, but quits of his own accord, will not be eligible to start practicing for another sport before the end of the competition in the sport that was dropped, unless both of the head coaches agree.
4. Students are required to use school transportation to and from activities and contests unless they are released to their parent or guardian after the activity or contest. Students who miss the bus to an activity will not be allowed to participate, even if they find other transportation to the event.
5. Attendance at practice, meetings, meets, or games is required. No one is excused without prior permission of the coach or an acceptable emergency. Missing a game or practice for work is not an acceptable excuse.
6. Students must be in attendance a minimum of four hours of their school day to participate in any activity scheduled for that day. This rule also applies to the Friday before a Saturday activity. (See athletic eligibility for definite guidelines.)
7. Students must adhere to the school attendance policy in order to participate in activities.
8. Suspended students are not eligible for participation.
9. In the event of truancy, the students will not be eligible for participation until they have fulfilled the disciplinary requirements established by the administration.
10. Any show of disrespect for Administration, Teachers, Coaches, Sponsors, or Officials will never be tolerated.
11. As representatives of Montrose R-XIV School, appropriate dress will be required of all participants at all extra-curricular activities.
12. Student hazing is expressly prohibited; hazing is defined as willful conduct directed at another students, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team.
  - a. Students found to have violated this policy will be subject to suspension/expulsion from school and suspension/exclusion from activities/athletic participation depending on the severity of the misconduct.
  - b. Non-students who participate or enable the hazing of students may be excluded from attendance at school activities and school athletic events. District employees, including coaches and sponsors who have knowledge of school hazing, but fail to take corrective action, will be subject to discipline up to and including termination of district employment. If hazing occurs, coaches/sponsors must report the incident to school administration immediately.

13. In the event that a student is assigned tutoring time or after school detention as a result of a classroom problem or academic issue, he/she is not allowed to use the excuse of, "I have practice, so I can't stay." THE CLASSROOM OBLIGATION ALWAYS COMES FIRST!
14. Players should adhere to the guidelines set up by the school (Co-op School) and the coach/sponsor.

## ACADEMIC STANDARDS POLICY

At the end of any grading period check (every two weeks), any student with the grade of an F will be considered ineligible to participate in any extracurricular/co-curricular activity until the next grading period check (two weeks). At that time, a student's status will be re-evaluated; and, if the student possesses no failing grades, he/she will be reinstated to participate in extra-curricular/co-curricular activities. If the student does possess one or more failing grades, the student will remain ineligible until the grades are out of the failing range at the next grading check (two weeks). This process will continue throughout the school year and from the fourth quarter final grades to the first mid-term of the following year. Co-op schools will notify the host school of the grade eligibility of their students. If a student fails two or more classes in a semester, that student will be ineligible the entire next semester per MSHSAA standards.

Even if an 8<sup>th</sup> grade student has been promoted to the next grade, he/she will be ineligible if he/she failed any courses the previous quarter.

Extracurricular/co-curricular eligibility only pertains to those activities that a student does not receive a grade.

## ATHLETIC ELIGIBILITY

1. Athletes will maintain MSHSAA requirements. Students co-oping a sport must follow the host school's athletic eligibility guidelines. This is upheld in the MSHSAA requirements.
2. Athletes must be a creditable school citizen in school and community.
3. A student must have earned credits in 7 subjects the preceding semester.
4. A student must have entered school within the first 11 days of the current semester.
5. A student must not have received an award other than that given by his/her school for his/her services as an athlete in the sport in which he is competing.  
Awards presented to students shall meet the following criteria:
  - a. A student may receive the following symbolic awards: unattached school letters or emblems, medals, ribbons, trophies, certificates, etc.
  - b. A student shall not have accepted or competed for the following types of awards: services, cash or gift certificates.
  - c. A student may receive a merchandise award that shall not exceed \$50 in manufacturer's suggested retail price.  
(Any question pertaining to eligibility that is not answered above should be brought to the attention of your Building Administrator or Activity Director.)
6. A student shall not have reached the age of 19 prior to July 1 preceding the opening of school.
7. Must not have competed under an assumed name.
8. Must not have graduated from a four-year high school or its equivalent.
9. Must not have competed at any time as a member of a junior college or a college team.
10. Must not have competed on an outside team after his high school season starts.
11. Must not commit an act that might be interpreted as unsportsman-like conduct.
12. Athletes receiving F's on any grading period or grading period check, including mid-terms, will be considered ineligible unless the grade is raised at the next grading period or grading



check period, while attending all tutoring sessions for the class which the student is receiving the F, for two week intervals. Refer to Academic Standards Policy above.

13. Athletes absent from school on Fridays must have a doctor's note to play in games or attend practice held over the weekend.
14. Athletes absent from school must have a doctor's note to play in games or attend practice the day of the absence.
15. Students and parents must sign the "Student Drug-Testing Consent Form" to participate in extracurricular activities at the Montrose R-XIV School District (all Montrose students and co-op students are required to sign).

**Semesters of Participation.** A student shall not participate in more than four seasons in grades 9-12 in any interscholastic activity. A student shall have only eight consecutive semesters of eligibility in high school.

**Transferring Students.** If you transfer schools and your parents do not move to your new school district, you will be ineligible for 365 days unless you meet one of the exceptions to the transfer rule. (See your Activities Director for more information.)

If you move with your parents to your new school district, you will be eligible upon completion of transfer forms.

**Non-school Competition.** You may not participate in any organized non-school athletic competition and your school team **IN THE SAME SPORT** during the same season.

You may participate on a school team and a non-school team in different sports during the same season; however, you may not practice or compete in non-school organized athletic competition **ON THE SAME DAY** that you practice or compete with your school team without approval of school administration.

Before you join any non-school team or enter any non-school competition involving athletics, check with the Activities Director to make certain these standards are being met.

You may participate in an "audition" or "tryout" for a college team only after you have completed your last season of eligibility in the sport for which you wish to try out.

You may not compete in an all-star game or contest before you complete your eligibility in all high school sports.

**Sports Camps/Clinics.** You may attend as many non-school sponsored summer specialized sports camps as you wish, where you do not receive instruction or coaching from a member of your school's coaching staff.

You may not attend a specialized athletic camp during the school year.

## ACADEMIC PARTICIPATION GUIDELINES

### National Honor Society Guidelines:

1. Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no voice or vote in chapter affairs.
2. Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of scholarship, service, leadership, and character.
3. Eligibility
  - a. Candidates eligible for election to this chapter must be members of the sophomore, junior, or senior class.
  - b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Montrose R-XIV High School and completed at least three semesters of high school.
  - c. Candidates eligible for selection to the chapter shall have a minimum cumulative GPA 3.5/4.0. This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.
  - d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.

### Future Business Leaders of America (FBLA) Guidelines:

1. Membership in the FBLA Division consists of the total members of the chartered local chapters who must also hold membership in the state and national organizations. It is open to all business students regardless of race, religion, color or national origin.
2. Classes of individual membership in the FBLA Division.
  - a. Active members are students who become members while enrolled in a business or business related program. They accept the purposes of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school-community relations and possess qualities for employment.
  - b. Active members pay dues as established by the national, state, district, and local FBLA organization.
  - c. Active members are eligible to participate in national, state, district, or local events; to serve as a voting delegate to the national, state, or district leadership conferences; to hold national, state, district, or local offices; and to represent the national, state, district, or local FBLA organization as approved by the adviser of such organization.
  - d. The FBLA Division's membership year is from July 1 through June 30. Yearly dues are \$45 and students are required meet all fundraising requirements in order to participated in contests.

## **Future Farmers of America (FFA) Guidelines:**

The National FFA Organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

To accomplish its mission, FFA:

Develops competent and assertive agricultural leadership.

Increases awareness of the global and technological importance of agriculture and its contribution to our well-being.

Strengthens the confidence of agriculture students in themselves and their work.

Promotes the intelligent choice and establishment of an agricultural career.

Encourages achievement in supervised agricultural experience programs.

Encourages wise management of economic, environmental and human resources of the community.

Develops interpersonal skills in teamwork, communications, human relations and social interaction.

Builds character and promotes citizenship, volunteerism and patriotism.

Promotes cooperation and cooperative attitudes among all people.

Promotes healthy lifestyles.

Encourages excellence in scholarship.

## **Student Council Guidelines:**

A Student Council is a representative structure for students only, through which they can be involved in the affairs of the school, working in partnership with school management, staff and parents for the benefit of the school and its students.

The student council works with a designated teacher, who serves as a liaison person between the students and management in the school.

Purposes and Responsibilities:

1. Represent student feelings, opinions, and interests.
2. Encourage students to initiate and participate in school affairs.
3. Promote activities and programs that provide opportunities for as many students to become involved as possible.
4. Develop within the individual student a sense of responsibility for conduct and behavior.
5. Foster pride in the appearance of school buildings and grounds.
6. Create harmonious relationships between faculty and students.
7. Conduct and regulate all school campaigns, elections, and installations of student council leaders.
8. To act as ambassadors of the school to improve school and community relationships.

## **Foreign Language Club Guidelines**

The Foreign Language Club is a cultural organization that is based upon foreign language cultures. Students being part of the foreign language club could potentially participate in school-sponsored events, fundraisers, and/or community projects during the school year. Its membership is open to all students that have taken or are currently taking a foreign language class. Members of the Foreign Language Club should follow all rules and regulations discussed at the first meeting.

## Scholar Bowl Guidelines

**Scholar Bowl** is a game of questions and answers on topics such as history, literature, and science. It is commonly played by college or high school students, and sometimes middle and elementary school. Participants benefit from exposure to a broad range of school and cultural subjects, memorization and study skills, and an improved ability to cooperate and work in teams.

All high school students are encouraged to join. Students must meet the eligibility requirements as stated in the participation guidelines.

### **PARTICIPANT'S PLEDGE**

A student who participates in extra-curricular activities must sign the "Participant's Pledge" as a precondition of his/her participation. The student's signature on the pledge signifies the commitment to abide by the conditions of the Montrose R-XIV School's Code of Conduct and to remain free of alcohol, tobacco, illegal drugs and to be a "creditable citizen". The parent's signature on the pledge signifies that the parent has read and understands the pledge. This pledge is located at the back of this handbook with the Code of Conduct Policy.

### **PHYSICAL EXAMS AND INSURANCE REQUIREMENTS**

Athletic By-Law 309 (a) in the MSHSAA handbook states: "The school shall require of each student participating in athletics or an activity performance group, a physician's certificate stating that he or she is physically able to participate in the athletic contests or performance groups." The medical certificate is valid for the purpose of this rule if issued after February 1<sup>st</sup> of the previous year. This certificate must be on file before the student will be allowed to practice with any of the Montrose R-XIV School athletic teams.

Athletic By-Law 309 (b) in the above mentioned handbook states: "A student shall not be permitted to practice or compete for a school until it has verification that he or she has basic athletic insurance coverage." (Also on file).

(Any practice attended, without a physical does not count towards the 14-day practice requirement.)

**NO PHYSICAL = NO PRACTICE OR GAMES!!**

### **ATHLETIC AWARDS**

**Participation Awards**—a certificate will be presented to each athlete every time he/she meets the participation standards established in that sport and is recommended by the Head Coach.

**Junior Varsity Awards**—a certificate will be presented to each athlete each time he/she meets junior varsity standards established in that sport and is recommended by the Coach or Sponsor.

**Varsity Letter Awards**—a certificate will be presented to each athlete each time he/she meets varsity standards established in that sport and is recommended by the Coach or Sponsor.

## **ATHLETIC LETTERING**

All of the Montrose R-XIV School athletic programs offer an athletic letter for their sport. The actual granting of a letter, however, is ultimately decided by the coaching staff based on the additional factors of good school citizenship and a constructive, positive attitude. Students may letter in:

- Baseball
- Basketball (Boys and Girls)
- Cheerleading
- Cross country (Boys and Girls)
- Football
- Softball (Fall Only)
- Track (Boys and Girls)
- Volleyball

Dual sport athletes must select a primary sport.

To earn a varsity letter/bar, the athlete must have 100% attendance (excused/unexcused absences will be taken into consideration) at all games, and must compete in 50% of the varsity contests scheduled and/or quarters of those contests regardless of grade-level classification of the students. If a senior has not met the criterion of 50% in prior years, but is in good standing, he/she may be awarded a varsity letter.

When an athlete receives his/her first varsity letter, he/she will be presented with a chenille "M". (Co-op Sports: Students will meet the guidelines from the participating school. If awarded, they will receive a letter in their school colors.)

The letter is given in addition to the letter certificate but is awarded only once during the athlete's participation at MHS. Athletes will receive a bar in subsequent years.

## **PATCHES**

Team patches will be awarded to each member of a varsity team that wins first place in conference, district, sectionals, or advances to the final four in state playoffs. The patch will signify these championships. All appropriate patches may be worn on the letter jacket.

Individual patches may be awarded if a student earns these accomplishments.

## **OTHER ATHLETIC AWARDS**

MVP

Sportsmanship

Hustle

Most Improved

Other awards may be given; it is up to the coach to determine what should be given.

## **CODE OF CONDUCT**

Montrose R-XIV School officials, coaches of athletic teams, and sponsors of various activities believe that students who are selected for the privilege of membership on teams should conduct themselves as responsible representatives of the school. In order to assure this conduct, coaches and sponsors enforce a Code of Conduct. Furthermore, members of teams must always display high ethical character and must demonstrate appropriate academic commitment, which is expected to exhibit appropriate behavior during the season (activity) or out of the season, in uniform or out of uniform, on school grounds or off school grounds.

## **TOBACCO/ALCOHOL/OTHER DRUGS**

The use of tobacco, alcohol, and other drugs (this includes illegal drugs, as well as misuse of prescription/over-the-counter drugs) is not in keeping with our philosophy of putting the interest of the activity first. We strongly feel that drugs, including the use of tobacco, alcohol, and other drugs, affect the player both mentally and physically in a negative manner. The use of drugs puts the individual's interests ahead of those of the activity and its goals. Violations will be dealt with by following the established guidelines found in Board policy, MSHSAA rules and the student handbook, as well as this document. This may result in the removal from the team. The Board of Education has implemented a DRUG FREE POLICY - compliance with the standards of conduct is mandatory.

## **EXTRACURRICULAR ACTIVITIES AND EDUCATION**

Montrose R-XIV School will follow all policies and guidelines established by MSHSAA, Board Policy of the Montrose R-XIV School District, and the student handbook. Montrose R-XIV School believes that those students who choose to represent their school in an extra-curricular activity should conduct themselves in a responsible manner year round during participation in activities during the time a student is enrolled in the Montrose R-XIV School system. Students who fail to do so are subject to the following disciplinary action in addition to those established by MSHSAA, Board Policy, student handbooks, national organization guidelines, and coaches' handouts. These are minimum penalties. The coach or sponsor may hand out more severe penalties.

- The school district has as its primary goal the academic education of all students. Therefore, each coach or sponsor has the obligation to encourage students to perform within reasonable academic expectations.
- All students involved in interscholastic activities must follow rules and regulations set by the state and school.
- All student use of tobacco products, alcoholic beverages, or possession or use of non-prescribed controlled substances or paraphernalia, or misuse of prescribed drugs for their use will not be tolerated, and the violator will be subject to disciplinary action.
- Arrest for criminal behavior will not be tolerated, and the violator will be subject to disciplinary action.
- Rule enforcement will be consistent and immediate. School officials are not expected to police off-campus, non-school activities unless the violation is brought to public attention, are sufficiently severe to bring discredit upon the organization, and are clearly proven.
- Each coach or sponsor has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance at practices, contests, trips,

etc. Rules set by the coach or sponsor must be in writing and approved by the administration and communicated to the student participants before the activity begins.

- Students suspended from school by the administration will not be allowed to participate in activities or athletics while they are on suspension.

Any participant suspended for any length of time during the season may be required to travel with the team, attend all games and practices during suspension, and may be required to sit with the coach and team before, during, and after all games. Failure to comply with this rule will result in immediate removal from the team for the remainder of the season.

## **VIOLATIONS**

1. All reports of violations are to be made to the Building Administrator.
2. The Athletic Director or Building Administrator contacts the student, the parents, the coach or sponsor to inform them of the violation and procedures to be followed. If requested, a meeting is scheduled within three (3) school days. This meeting includes Athletic Director, Superintendent, the student and his or her parent's, if they desire, and the student's coach or sponsor.
3. The Athletic Director, Superintendent, and the coach or sponsor will determine the course of action. The student and his/her parents are notified of the decision immediately.
4. Any student who violates the guidelines and/or does not satisfactorily complete the season or activity may not be eligible for any awards or special recognition given for participation in the activity.
5. Penalties will be applied in every area of activity in which a student participates. Any offense constitutes a violation in all activities covered under the guidelines.

## **GUIDELINES FOR ACTIONS**

Refer to MSHSAA and Montrose R-XIV School District student handbook.

## **RIGHT OF APPEAL—DUE PROCESS**

A student and his or her parents may appeal a decision by writing a letter to the coordinator of the respective area with copies to the principal, within three (3) days following the meeting. This letter should request a hearing with the school administration.

Within five (5) school days after the letter is received, the Athletic Director will notify the parents and the participant of the time and place of the appeal hearing. The Superintendent and Athletic Director will hear both sides of the case and will take action, which they consider to be in the best interest of the student and school.

## **SCHOOL/COMMUNITY RELATIONS PUBLIC COMPLAINTS**

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher/Extracurricular Sponsor or Coach
2. Activities Director (Complaints Regarding Sponsors and Coaches)
3. Superintendent
4. Board of Education

## **GENERAL ADMINISTRATION—REGULATION 1431**

In order to ensure a safe and orderly environment in which our students can maximize their educational and social development, the following regulations are enacted with respect to the conduct of adult visitors:

1. Access to extra-curricular locker rooms, meeting rooms, school transportation and the like is strictly limited to students involved in extra-curricular activities, sponsor/coaches and administrators. Access by all others is prohibited by the Board of Education.
2. Verbally aggressive behavior, which would include, but not be limited to, threats, intimidation, and profanity, will result in limited access to school premises and school activities for up to one (1) year. The length of the restriction will be determined by the Superintendent of the School.
3. Physical or violent behavior will result in a ban by the Board of Education from school premises and activities and will be referred to law enforcement.
4. Failure to comply with the restricted access provided in these regulations will result in the filing of civil and/or criminal charges.

## **STUDENT DRUG TESTING**

### Statement of Purpose and Intent

Throughout the nation, drug use and abuse among our youth are increasing. The Board of Education of the Montrose R-XIV School District (“the Board”) has a deep commitment to deter and prevent student drug use and to offer student activities in a safe, secure, drug-free school setting.

Students who test positive for drugs or who otherwise violate the screening process may be suspended or excluded from covered activities and/or may lose the privilege to park on school property. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of this policy to participate in extracurricular activities and/or park on school property. If the discipline policy of the Montrose R-XIV School District is violated with respect to drugs and alcohol, the student will be subject to the consequences of the discipline policy. The violation will also be counted as a violation of this policy.

For the safety, health, and well-being of the students of the Montrose R-XIV School District, the Board has adopted a random drug testing policy for students who wish to participate in extracurricular activities in grades seven (7) through twelve (12), as well as students who park on Montrose R-XIV School District property.

It is the belief of the Board of Education that this policy will assist in the district’s efforts to reduce the use of illegal drugs. This policy is intended to complement and supplement all other policies, rules, and regulations of the district regarding possession or use of illegal drugs. The actions of this program relate solely to limiting the opportunity of any student in violation of this



policy to participate in extracurricular activities and to park on district property. There will be no suspension from school for violation of this policy, except when the district's discipline policy is also violated. Students will be subject to the penalties of the discipline policy and this policy as applicable.

**Definitions:**

Consent Form – Parent/Guardian Drug Testing Consent Form adopted by the District's administration.

Drug Use Test – Scientifically substantiated method to test for the presence of illegal drugs in a person's urine.

Extracurricular Activities – Extracurricular activities, as defined within the confines of this policy, includes (list). The list is subject to change on a yearly basis. The list of extracurricular activities subject to testing will be published at the annual drug testing program informational session at the start of school.

Illegal Drugs – The synthetic or generic equivalent or derivative drugs that are illegal under federal, state or local laws including, but not limited to, marijuana, alcohol, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. This includes steroids and steroid derivatives or related substances that are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug. This term shall include, but not be limited to, all drugs listed in the Narcotic Drug Act, § 195.101, RSMo. and Section 202 of the Controlled Substances Act, 21 U.S.C. § 812. The school reserves the right to test for as many of these drugs as deemed necessary to meet the stated goal of deterrence.

Medical Review Officer – A third-party health care professional who reviews student medications and makes a final determination on non-negative test results.

Negative Test Result – A toxicological test result that is considered to demonstrate the absence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

Non-negative Test Result – An initial, unconfirmed toxicological test result that is considered to demonstrate the presence of an illegal drug or the metabolite thereof using the standards customarily established by the testing laboratory administering the drug use test. After further testing of the sample and consideration of legally prescribed medication that might influence the test result, a final determination will be made by a Medical Review Officer.

Positive Test Result – When referring to a drug test administered under this policy, a toxicological test result that is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

Random Testing – Students covered by this policy will be subject to random selection for drug testing. In implementing the procedure, each participating student will be assigned a number. On testing day, a predetermined number of said students will be selected using a table of random numbers. If a student selected in this manner is absent, the next preceding number will be selected.

### **Drug Awareness Session/Consent Form:**

At the beginning of each school year, participating students and their parent/guardian will be invited to attend a drug awareness session. At the session, each student and parent/guardian will be given information about the problems of drug use and will receive a copy of the Montrose R-XIV School District drug testing policy and consent form. These documents explain that the student and parent/guardian must sign the consent form to be eligible to participate in extracurricular activities at Montrose High School. A signed consent form is similarly required for students who park on school property. During each session, students and parents/guardians will have the opportunity to ask questions regarding the program.

At the conclusion of the session, the student will take home the drug testing information and have the consent form signed by both the student and a parent/guardian. Students and parents/guardians need to enroll in the drug-testing program even if they are not sure the students will participate in a covered activity or want to park on school property that school year. If a student is new to the District, he/she has one week from the enrollment date to sign up for the drug-testing program. If the student is 18 years of age and has established a residence on his/her own, the student's signature is all that is required. This consent form must be turned in prior to the deadline set for the school year, or the student will not be eligible to participate in extracurricular activities or park on school property for the entire school year.

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 extracurricular activities or park on school property. If a student drops out of the pool, he or she will be ineligible to participate in covered activities or park on school property for 365 days. Students who wish to drop out of the drug pool must have their parent/guardian come to the school and meet with the program administrator. 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 will meet with the program administrator to drop out of the testing pool.

### **Confidentiality:**

All records related to the random student drug testing shall be kept in confidential files separate from a student's permanent educational records. Those files will be destroyed upon the student's graduation or transfer from school. Test results will only be released to the student, his/her parents/guardians, and approved school officials. If the student has a non-negative test, the administration will not use or reveal a non-negative test result as a reason to search the student's locker, purse, backpack, or other area in which the student keeps his or her personal effects. Test results will not be turned over to the police or authorities without a court order, and administration will not disclose test results without a court order for purposes of a criminal investigation.

### **Procedure:**

- After the student and parent/guardian have signed the consent form, the student will be assigned a number that will be maintained by the program administrator. This number will be the student's identification number for testing and will not change. Only the program administrator and the district staff designated by the superintendent to assist in administering the drug-testing program will have access to student numbers.
- Random testing will be scheduled periodically by school administration and will be conducted only during the school year.

- The school administration will determine the number of participants for each testing session based on the number deemed necessary to meet the District's stated goal of deterrence. Numbers will be drawn at random to select participants to provide a urine sample. A designated school official will match the selected numbers to the master list of participants.
- Any drug test required by the district under the terms of this policy will be administered by or at the direction of a drug-testing company chosen by the district. The third-party testing firm will use scientifically validated toxicological methods and will document to the district detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.
- All aspects of the drug-testing program, including the collection of specimens, will be conducted to safeguard the personal and privacy rights of participants. The test specimen shall be obtained in a manner designed to minimize the intrusiveness of the procedure. In particular, the specimen must be collected in a private restroom behind a closed door. The drug-testing company technician will supervise the participant and will wait outside the door until the specimen has been produced. The technician will verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the technician has reason to suspect that a student is tampering with the specimen, the technician may stop the procedure to determine whether a new sample should be obtained.
- If the screening sample is non-negative, the result will be subject to confirmation by a second and different test of the same specimen. In order to keep the results of the initial testing confidential, the district may choose a certain number of samples for a confirmation test. The second test will use gas chromatography/mass spectrometry technique.
- Samples may be tested for adulterants. If an adulteration substance is found, the test will be considered positive.
- If the gas chromatography/mass spectrometry test for any participant has a positive result, the testing firm will contact the designated school official with the results. The designated school official will then notify the parent/guardian and request a meeting. At the meeting, the designated school official will inform the parent/guardian of the positive result and ask for permission to forward the results to a medical review officer. If permission is granted, the designated school official will obtain the parent/guardian's name, ID number and contact phone number and forward that information to the third-party testing firm, who will then forward the information to the medical review officer. If permission is not granted, or the parent/guardian will not meet with the designated school official, the lab results will be accepted as the final results.
- When the medical review officer receives the above information, he will contact the parent/guardian, verify identification and then discuss medications the student is taking. If any of the medications being taken by the student could explain the positive result, the medical review officer will verify with the pharmacy filling the prescription or the prescribing physician (in some cases, both) that there is a legitimate prescription in the student's name. Once all pertinent information has been obtained, the medical review officer will make a final determination of the test results. Those results will be forwarded to the third-party testing firm, who will then forward them to the designated school official.
- If a student does not produce a urine sample within three (3) hours, the student will have five (5) days to make an appointment with a physician to see if a medical reason exists to explain the inability to produce a urine sample. Documentation from the physician must be

provided to the school district. If the student does not see a physician or if there is not a valid medical reason, then the test would be deemed positive. The medical review officer will make this determination.

- Upon confirmation of the positive test result, a designated school official will provide notice to the parent and the student of the restrictions resulting from the positive test.

#### **Consequences:**

- A student who has initially consented to be tested may refuse to be tested, but if he/she chooses to do so, he/she will immediately be suspended from participating in extracurricular activities and/or the privilege of parking on school property for 365 days.
- After a student tests positive for illegal substances, he/she will be subject to non-random testing at the request of the administration for the remainder of the student's participation in extracurricular activities and/or parking on school property during the current school year.
- To be reinstated to extracurricular activities eligibility and/or allowed to park on school property after any positive drug test, the student must take another drug test at the expense of the student and parent/guardian. This test must show negative for drugs in the system. The lab testing facility must be pre-approved by the school district, and the test must include the substances tested for in the school testing program.
- First Offense
  - Consequences for the first offense is suspension from participation in all extracurricular activities for a period of 60 calendar days from when the test administrator finalized the results of the test, if the student's activity is in season.
  - If the student's extracurricular activity is not in season, then the start date will be the day the student begins participation in an extracurricular activity.
  - The student will not be allowed to park on district property for 60 days.
- Second Offense
  - Consequences for the second offense is suspension from participation in all extracurricular activities for a period of 90 calendar days from when the test administrator finalized the results of the test, if the student's activity is in season.
  - If the student's extracurricular activity is not in season, then the start date will be the day the student begins participation in an extracurricular activity. The student will be expected to attend all practice sessions, all meetings and team competitions during the suspension.
  - The student will not be allowed to park on district property for 90 days.
- Third Offense
  - Consequences for the third offense is suspension from participation in all extracurricular activities for a period of 365 calendar days from when the test administrator finalized the results of the test, if the student's activity is in season.
  - If the student's extracurricular activity is not in season, then the start date will be the day the student begins participation in an extracurricular activity.
  - The student will not be allowed to park on district property for 365 days.
- Any student found to be ineligible under the drug-testing program will also be placed on probation for a two-year period, which includes the period of ineligibility. If a student has no additional offenses during the probationary period, any offense under the drug-testing program that occurs after the probationary period shall be considered a first offense.

**Parent-Requested Participation**

Parents of students who wish for their student to participate in the drug-testing program may voluntarily enroll the student in the district's program even if the student is not involved in extracurricular activities and does not park on school property. The student will be placed in the drug pool and noted as a voluntary participant. If selected and the test is positive, the parent will be notified of the positive test, but the student will not be penalized through this policy or the Student Discipline Policy of the Montrose R-XIV School District.

**Drug Counseling and Assistance**

The main goal of this program is to reduce the use of illegal drugs. As such, drug counseling and assistance programs may be sought by the parents of any student who has a positive drug test under this policy. Parents may request access to drug counseling programs provided by the district. If requested by the parents, assistance in obtaining additional help for the student will be provided by the school counselors. Any costs for assistance or enrollment into any drug counseling sessions will be exclusively the responsibility of the student or parent/guardian.

**Student Discipline Policy**

The Student Drug-Testing Policy does not limit or otherwise affect Board policy, regulation, or procedure regarding discipline for the sale, possession, use, distribution or purchase of drugs (or alcohol) when reasonable suspicion of such conduct arises out of circumstances other than the random testing conducted pursuant to the policy.



## **A Parent's / Guardian's Guide To Concussion**

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

### **What is a concussion?**

- A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently moved within the skull, typically from a blow to the head or body. An athlete does not need to lose consciousness (be "knocked-out") to suffer a concussion. In fact, less than ten percent of concussed athletes suffer loss of consciousness.

### **Concussion Facts**

- A concussion is a type of traumatic brain injury. The result is a functional problem rather than a clear structural injury, causing it to be invisible to standard medical imaging (CT, or "CAT" scans, and MRI scans).
- It is estimated that over 300,000 high school athletes across the United States suffer a concussion each year. (Data from the NFHS Injury Surveillance System, "High School RIO™")
- Concussions occur most frequently in football, but ice hockey, lacrosse, soccer, and basketball follow closely behind. All athletes are at risk, in all activities, regardless of gender.
- A concussion may cause multiple symptoms that can be categorized as physical, behavioral, and cognitive. Physical symptoms include headaches, dizziness, and sleep changes, among others. Some behavioral changes include irritability, anxiety, and depression. Cognitive symptoms, or thinking changes, include trouble with focus, memory, and word finding. Many symptoms appear immediately after the injury, while others may develop over the next several days. Concussions can result in symptoms that interfere with normal daily life in addition to difficulty with school, work, and social life.
- Concussion symptoms may last from a few days to several months. It is important to remember that each student athlete responds and recovers differently.
- Athletes should not return to sports or activities that will put them at risk for another head injury until the concussion has completely resolved. To do so puts them at risk for prolonged symptoms and a more severe injury. Participation in physical education classes or exercise should be discussed with a qualified appropriate health-care professional.

### **What should I do if I think my child has had a concussion?**

If an athlete is suspected of having a concussion, the athlete must be immediately removed from that activity and be evaluated by a qualified appropriate health-care professional. Continuing to exercise, practice, or play when experiencing concussion

symptoms can lead to worsening of symptoms, increased risk for further injury and rarely death. Parents and coaches are not expected to make the diagnosis of a concussion. A medical professional trained in the diagnosis and management of concussions will do so. However, you must be aware of the signs and symptoms of a concussion. If you are suspicious that your child has suffered a concussion, your child must stop activity right away and be evaluated.

## **When in doubt, sit them out!**

All student-athletes who sustain a concussion need to be evaluated by a health care professional who is experienced in concussion management. If your child's school has an athletic trainer (AT), please inform the AT of your concerns. You should call your child's physician and explain what has happened and follow your physician's instructions. If your child is vomiting, has a severe headache, is having difficulty staying awake or difficulty answering simple questions, you should take your child for immediate emergency medical attention.

### **What are the signs and symptoms of a concussion?**

SIGNS OBSERVED BY PARENTS, ATHLETIC TRAINERS, FRIENDS, TEACHERS OR COACHES	SYMPTOMS REPORTED BY ATHLETE
Appears dazed or stunned	Headache
Is confused about what to do	Nausea
Forgets plays	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or fuzzy vision
Moves clumsily	Sensitivity to light or noise
Answers questions slowly	Feeling sluggish
Loses consciousness	Feeling foggy or groggy
Shows behavior or personality changes	Concentration or memory problems
Can't recall events prior to hit	Confusion
Can't recall events after hit	

### **When can an athlete return to play following a concussion?**

After suffering a concussion, **no athlete should EVER return to play or practice on that same day**. Studies have shown that the young brain does not recover quickly enough for an athlete to safely return to activity in such a short time.

Concerns over athletes returning to play too quickly have led lawmakers in all 50 states and the District of Columbia to pass laws stating that **no player shall return to play the day of a concussion, and the athlete must be cleared by an appropriate health-**

**care professional before being allowed to return to play in games or practices.**

The laws typically also mandate that players, parents and coaches receive education on the dangers and recognizing the signs and symptoms of concussion. Click here to see what your state law requires: <http://usafootball.com/blog/health-and-safety/see-where-your-state-stands-concussion-law>.

Once an athlete no longer has symptoms of a concussion AND is cleared for return to play, the athlete should proceed with activity in a step-wise fashion in a carefully controlled and monitored environment to allow the brain to re-adjust to exertion. On average, the athlete will complete a new step every 24 hours. **Please be aware that some states mandate for a longer duration before return to play.** An example of a typical return-to-play schedule is shown below:

Step 1: Light exercise, including walking or riding an exercise bike. No weightlifting.

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 contact practice or training.

Step 5: Game play.

- If symptoms occur at any step, the athlete should immediately stop activity and consult with a qualified appropriate health-care professional before moving on.**

**How can a concussion affect schoolwork?**

Following a concussion, many student-athletes have difficulty in school. These problems may last from days to months and often involve difficulties with short-term memory, concentration and organization.

In many cases after the injury, it is best to decrease the athlete's class load early in the recovery phase. This may include staying home from school for a few days, followed by academic adjustments (such as a reduced class schedule), until the athlete has fully recovered. Decreasing the stress on the brain and not allowing the athlete to push through symptoms will hasten the recovery time and ensure total resolution of symptoms.

**What can I do?**

- Both you and your child should learn to recognize the "Signs and Symptoms" of concussion as listed above.
- Encourage your child to tell the medical and/or coaching staff if any of these signs and symptoms appear after a blow to the head or body.
- Emphasize to administrators, coaches, physicians, athletic trainers, teachers and other parents your concerns and expectations about concussion and safe play.
- Encourage your child to tell the medical and coaching staff if there is suspicion that a teammate has suffered a concussion.
- Ask teachers to monitor any decrease in grades or changes in behavior in students that could indicate a concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

Click here for more information about returning to school after a concussion:

[http://www.cdc.gov/headsup/basics/return\\_to\\_school.html](http://www.cdc.gov/headsup/basics/return_to_school.html)



## **Other Frequently Asked Questions:**

### **Why is it so important that athletes not return to play until they have completely recovered from a concussion?**

Student-athletes that return to play too soon may lengthen their recovery time. They also risk recurrent, cumulative or even catastrophic consequences if they suffer another concussion. Such risk and difficulties are prevented if each athlete is allowed time to recover from a concussion and the return-to-play decisions are carefully and individually made. No athlete should return to sport or other at-risk activity when signs or symptoms of concussion are present and recovery is ongoing.

### **Is a “CAT scan” or MRI needed to diagnose a concussion?**

**No!** Concussion diagnosis is based upon the athlete’s history of the injury and an appropriate health-care professional’s physical examination and testing. CT and MRI scans are rarely needed following a concussion. However, they are helpful in identifying life-threatening head and brain injuries such as skull fractures, bleeding or swelling.

### **What is the best treatment to help my child recover quickly from a concussion?**

Treatment for concussion varies from one person to the next. Immediately after a concussion, the best treatment is physical and cognitive rest. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) may worsen the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms lessen, the appropriate health-care professional may allow increased use of computers, phone, video games, etc., but the access must be lessened or eliminated if symptoms worsen. There are no medications to treat concussions, but an appropriate health-care professional may prescribe medications and therapies to treat symptoms of a concussion, such as headache, dizziness, sleep changes, etc. Some athletes may require rehabilitative therapies, such as physical, occupational, vestibular, ocular or speech/cognitive. Others may require treatment for mood and behavior changes.

### **How long do the symptoms of a concussion usually last?**

For most concussions, symptoms will usually go away within 2–3 weeks of the initial injury. You should anticipate that your child will likely be held out of full participation in sports for several weeks following a concussion. In some cases, symptoms may last for many more weeks or sometimes several months. Symptoms such as headache, memory problems, poor concentration, difficulty sleeping and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

### **How many concussions can an athlete have before consideration to stop playing sports?**

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances that surround each individual injury, such as how the injury occurred as well as the number and duration of symptoms following the concussion, are very important. These circumstances must be individually considered when assessing an athlete’s risk for potential long-term consequences and potentially more serious brain injuries. The decision to “retire” from sports is a decision best reached after a complete evaluation by your child’s primary care provider and consultation with an appropriate health-care professional who specializes in treating concussions.

**I've read recently that concussions may cause long-term brain damage in athletes, especially professional football players. Is this a risk for high school athletes who have had a concussion?**

The issue of "chronic traumatic encephalopathy (CTE)" has received a great deal of media attention. Currently, CTE can only be diagnosed by autopsy. It has been described in the brains of professional and amateur athletes, including boxers, football players, hockey players, and soccer players, among others. Very little is known about all the causes of these dramatic abnormalities in the brains of these unfortunate players. At this time we do not know the long-term effects of concussions or the cumulative effects of multiple sub-concussive blows that happen during high school athletics. In light of this, it is important to carefully manage every concussion and all concussion-like signs and symptoms on an individual basis.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. Please go to [www.cdc.gov/ncipc/tbi/Coaches\\_Tool\\_Kit.htm](http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm) for more information.

**Revised and Approved April 2016**

**April 2013**

**April 2010**

**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.

## 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).**

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Athlete's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

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### 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 Specialty: \_\_\_\_\_

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](http://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.

**MONTROSE R-XIV SCHOOL DISTRICT ACTIVITY/ATHLETIC COMMITMENT PLEDGE**  
(Montrose, Appleton City, Davis, and St. Mary's students must complete)

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Participant's Name (Please Print)

Grade

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List All Sports/Activities

Prior to participating in any practice for any interscholastic sport, each athlete must:

1. Successfully pass a physical examination to participate in athletics by a licensed physician and the copy of such examination must be on file in the office of the Athletic Director or School office. Physical exam is valid if issued on or after February 1 of previous school year.
2. Return this Activity/Athletic Commitment Pledge Form with the student and parent(s)/guardian(s) signatures.

As a student/athlete voluntarily participating in interscholastic activities/athletics, I acknowledge that:

1. I have read this Student Activity/Athletic Handbook and understand what the Montrose R-XIV School expects from me in regard to the expectations set forth in this Handbook and to sportsmanship, citizenship, scholastics, and staying free from drug, alcohol, and tobacco use while enrolled in school. I understand the consequences for violating school policy.
2. I will be responsible for all equipment issued to me throughout the season and will return such equipment at the conclusion of the season and will pay the current replacement cost for any of the equipment not accounted for by me at the end of the season.
3. I have been properly advised, cautioned, and warned by administrative and coaching personnel of Montrose R-XIV School that I am exposing myself to the risk of injury. Having been so cautioned and warned, it is still my desire to participate in sports and to do so with the full knowledge and understanding of the risk of injury and with full consent of my parent/guardian.
4. I, along with my parents, certify that I have read and understand all of the Montrose High School activity/athletic policies in this Handbook and the Montrose Student Handbook. In order to be eligible for participation, I understand I must comply with all requirements listed.
5. I agree that I will refrain from participating in any student hazing activities as a participant or as an observer. I further understand that violation of the district's hazing policy may result in suspension from school and suspension from participating in all activities.
6. Students are responsible for getting their own transportation to practice. Transportation will be provided by the host school to games/meets. Students may be transported by bus drivers to the host school for game/meet days to pick up the coach/sponsor and other teammates.
7. Students and parents must sign the "Student Drug-Testing Consent Form", fill out the "Extra-curricular emergency contacts" form, and complete the "MSHSAA concussion" form (for MSHSAA activities), to participate in extracurricular activities at the Montrose R-XIV School District.

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Student Signature

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Date

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Parent/Guardian Signature

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Date

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## Athletic Eligibility for Co-op Sports with Montrose R-XIV School District Cross Country, Softball, Baseball and 7<sup>th</sup>/8<sup>th</sup> grade Sideline Cheerleading

(Appleton City, Davis, and St. Mary's athletes must complete)

1. Athletes will maintain MSHSAA requirements.
2. Be a creditable school citizen in school and community.
3. Have earned credits in 7 subjects the preceding semester.
4. Have entered school within the first 11 days of the current semester.
5. Must not have received an award other than that given by his/her school for his/her services as an athlete in the sport in which he is competing.
6. A student shall not have reached the age of 19 prior to July 1 preceding the opening of school.
7. Must not have competed under an assumed name.
8. Must not have graduated from a four-year high school or its equivalent.
9. Must not have competed at any time as a member of a junior college or a senior college team.
10. Must not have competed on an outside team after his/her high school season starts.
11. Must not commit an act that might be interpreted as unsportsmanlike.
12. Athletes receiving F's on any grading period, including midterms, will be ineligible unless the grade is raised at the next grading period or every two weeks.
13. Athletes absent from school on Fridays must have a doctor's excuse to play in games the day of the absence.
14. Students and parents must sign the "Student Drug-Testing Consent Form", fill out the "Extra-curricular emergency contacts" form, and complete the "MSHSAA concussion" form, to participate in extracurricular activities at the Montrose R-XIV School District
15. Students are responsible for getting their own transportation to practice. Transportation will be provided by the host school to games/meets. Students may be transported by bus drivers to the host school for game/meet days to pick up the coach/sponsor and other teammates.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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Student Drug-Testing Consent Form

(Montrose, Appleton City, Davis, and St. Mary's students must complete)

I have read and understand the Montrose R-XIV School District's policy and procedures regarding the student drug-testing program.

I hereby give consent for my student to participate in the drug-testing program at Montrose High School. I understand that my student will be placed in the pool for random drug testing and that the Montrose R-XIV 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 extracurricular activities or to park on school property.

I understand that students who wish to drop out of the drug testing pool must first have their parent/legal guardian schedule a meeting with the program administrator. The student must sign a release form stating they no longer wish to participate in the random drug testing pool.

I understand that if my student drops out of the random drug testing pool, they are no longer eligible to participate in extracurricular activities in the Montrose R-XIV School District or to park on school property for 365 calendar days.

\_\_\_\_\_ Yes. Include my student in the random drug-testing program.

\_\_\_\_\_ No. I do not want my student participating in the random drug-testing program. I understand he/she will not be eligible to participate in extracurricular activities or to park on district property for the current school year.

Student Name (Please Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Legal Guardian (Please Print) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date (mm/dd/yy) \_\_\_\_\_

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Extra-Curricular Emergency Contacts

(Montrose, Appleton City, Davis, and St. Mary's students must complete)

Student Name: \_\_\_\_\_

Emergency Primary Parent/Guardian #1: \_\_\_\_\_

Emergency Primary Parent/Guardian #1 Phone Number: \_\_\_\_\_

Emergency Primary Parent #2: \_\_\_\_\_

Emergency Primary Parent #2 Phone Number: \_\_\_\_\_

Emergency Contact #3 & Relationship: \_\_\_\_\_

Emergency Contact #3 Phone Number: \_\_\_\_\_

Emergency Contact #4 & Relationship: \_\_\_\_\_

Emergency Contact #4 Phone Number: \_\_\_\_\_

My child may be administered the following (please check all that apply):

Acetaminophen  Ibuprofen  Antibiotic cream/ointment/spray  Ice/Wound Care

Prescribed medication(s) & dosage (please list): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

My child is allergic to or may not have the following: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If the above emergency contacts cannot be reached, please do the following for my child:

Call 9-1-1  My child is not to receive any further medical treatment.

If my child is transported for further medical assistance, I would like the following procedure(s) to take place:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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**MONTROSE R-XIV SCHOOL DISTRICT MSHSAA CONCUSSION VIDEO COMPLETION**  
(Montrose, Appleton City, Davis, and St. Mary's athlete must complete)

By signing below, I acknowledge and agree that I viewed the MSHSAA Concussion Video Introduction located on the MSHSAA website under the Sport Medicine tab or on the Montrose R-XIV School District website.

My child will be participating in the following MSHSAA sports/activities during the 2018-2019 school year.

Please check all that apply.

High School Athletics

7<sup>th</sup> & 8<sup>th</sup> Grade Athletics

\_\_\_\_\_ Cross Country

\_\_\_\_\_ Cross Country

\_\_\_\_\_ Fall Softball

\_\_\_\_\_ Basketball

\_\_\_\_\_ Basketball

\_\_\_\_\_ Sideline Cheerleading

\_\_\_\_\_ Sideline Cheerleading

\_\_\_\_\_ Baseball

\_\_\_\_\_ Spring Softball

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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