

**POPLAR BLUFF R-1 SCHOOL DISTRICT**

**ATHLETIC  
HANDBOOK**

***POPLAR BLUFF MULES***



**785-5183 Phone/Fax**

**Approved May 2020**

## TABLE OF CONTENTS

Statement of Philosophy -----	4
Objectives of High School Athletics -----	4-5
Athletic Director's Responsibilities -----	5-7
Coaches Information -----	7-10
Responsibility of the Student/Athlete -----	10-11
Fundraising -----	11
Wednesday Night/Sunday -----	11
Parent/Coach Communication -----	11-12
Academic Requirements -----	13-14
Tutoring Guidelines -----	14
Physical Examinations and Insurance Requirements -----	15
Concussions-----	15-19
Return to Play Procedures -----	20
Procedures for Injury/Incidents -----	21
Transportation -----	22
Extracurricular/MSHSAA Standards-----	22-24
PB Drug and Alcohol Extracurricular Policy -----	24-25
Eligibility -----	25-26
NCAA Eligibility -----	27-30
Extracurricular Activities and Organizations -----	31
Sports Offered in the Poplar Bluff R-1 School District -----	32
Letter Award Standards for Interscholastic Sports Offered at PBHS -----	33-35
Sportsmanship -----	36
Policies (Specific) -----	37
Concussion Return To Play Form -----	38
Incident/Injury Report Form-----	40
Contest Travel Release -----	42
MSHSAA Pre-Participation Physical Evaluation Forms-----	44-51
Consent Form -----	52

## **STATEMENT OF PHILOSOPHY**

Welcome to the Poplar Bluff School District student/athlete program. Our hopes are that by your taking advantage of our extra-curricular program in athletics, you will grow academically, physically, and that the program will be challenging and rewarding.

We encourage you to become involved in as many extra-curricular programs as your time will allow and not interfere with your academic studies. We, in the Poplar Bluff School District, want you to graduate on time and with the best education you are capable of attaining. Do not allow extra-curricular activities to interfere with your academics; with proper time management your academics could improve while participating. The primary goal is for students to achieve their highest possible level of academic and athletic excellence. Interscholastic athletics presents the opportunity to acquire knowledge, skills, and emotional standards that helps one to become better citizens.

Interscholastic sports shall supplement the secondary academic program, and is a vital part of your total educational experiences. You as a student/athlete need to maximize your total education. The extra-curricular program is a privilege, not a right, which carries many responsibilities to your parents, yourself, the school, and the community.

Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those set by the Missouri State High School Activities Association.

Hopefully, through your participation you will grow emotionally, mentally, physically, and socially.

Student/athletes spend more time and have unique opportunities to learn through the extra-curricular programs than from any other activity. There is a variety of sports programs in which you can become a vital part. You need to get the most from your high school extra-curricular activities for few are able to continue their activities after high school on a competitive basis.

Specialization in one sport is not encouraged; school activities should be a choice you make as one of our prize students. Due to conflicts of seasons, practice time, and schedules you have choices to make on your own. The Poplar Bluff School District encourages you to take advantage of as many programs as you feel you have adequate time.

## **OBJECTIVES OF HIGH SCHOOL ATHLETICS**

1. To promote standards of character and conduct which contribute to a creditable citizen.
2. To develop leadership, good sportsmanship, new friendships, and a friendly rivalry with other schools.
3. To provide a well-planned and well-balanced program of interscholastic athletics for as many secondary school students as possible, consistent with available facilities, personnel and financial support; and operate and manage those athletic programs in harmony with the policies of the Poplar Bluff Schools, the SEMO Conference, and the Missouri State High School Activities Association.
4. To create a desire to succeed and excel.
5. To instill pride in one's ability to contribute to a team or group goal.
6. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
7. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.

8. To promote cooperative thinking and unification of interest and effort among the athletic programs of the Poplar Bluff Schools.

9. To be concerned with the total development of the student and promote competitive activity as a portion of the total educational program.

### **ATHLETIC DIRECTOR'S RESPONSIBILITIES**

#### **Performance Responsibilities:**

1. Organizes and administers the overall program of interscholastic athletics for the district.

2. Enforce and interpret all athletic regulations as specified by the MSHSAA, the SEMO Public Schools Activities Association and the Poplar Bluff School District.

3. Provide leadership in the selection, assignment, and evaluation of athletic coaches and staff members. Administer the program, and make recommendations for all extra duty increments.

4. Fosters good school-community relations by keeping the community aware of, and responsive to, the athletic program.

5. Schedule all interscholastic athletic events with the help of the head coach according to the MSHSAA and conference and district parameters. Written contracts will be issued for each contest.

6. Hires officials, team physicians, and policemen as required, and assumes general responsibility for the proper supervision of home games. Written contracts will be issued to each official.

7. Submit pay request for workers of athletic contests each month.

8. Arranges transportation for athletic contest participants. Works with the Director of Transportation in the implementation of the schedule.

9. Arranges provision for meals for athletics and coaches during State Tournament Series, or at Athletic Director's discretion.

10. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.

11. Collect the names of eligible participants of every sport, verify eligibility, and mail the required lists to the MSHSAA Office within the required deadline.

12. Prepares and administers the athletic budget.

13. Supervise preparation and administration of the program budget, according to district procedures, maintaining inventories for all athletic funds. All requisitions should be coded and forwarded to Central Office.

14. Requisition program supplies and equipment, securing quality equipment at the best possible cost.

15. Secure services for cleaning and repair when necessary.

16. Supervise all ticket sales and fund-raising events of the athletic program, and assumes responsibility for proper handling of funds.

17. Arrange all details of visiting teams' needs as appropriate.

18. Arrange field and gym practice schedules. Determine the use of facilities if conflicts arise.

19. Require, and ensure, physical examination of all athletes prior to the beginning of each season, with MSHSAA forms to be turned in and kept on file in the Athletic Director's Office.

20. Keep on file all team records of all junior and senior high school athletic contests, and maintain a record file of all award winners through "End of Season Reports", file the necessary reports to the MSHSAA.
21. Distribute all MSHSAA entry forms to head coaches prior to deadline dates and make sure entry forms are submitted to the MSHSAA Office by due date.
22. Supervise the submitting of officials ratings to the MSHSAA Office by due date.
23. Help plan and supervise an annual recognition program for school athletes.
24. Provide the leadership for the coaching staff to develop unity of purpose for athletics and activities. A spirit of understanding, cooperation, and support of each other and of the total program is paramount.
25. Conduct coaches' meetings when necessary to inform coaches of current procedures, new changes in eligibility rules and regulations, non-school competition standards, etc.
26. Coordinates with appropriate personnel the starting time schedules for band, pre-game ceremonies, and half-time programs.
27. See that information is obtained from visiting teams for game programs.
28. Inform and make recommendations to the Superintendent of Schools concerning athletics.

#### Specific Job Responsibilities

1. Have an updated athletic calendar.
2. Coordinate athletic calendar with all school activities.
3. Coordinate preparation of playing areas for all athletic events.
4. Coordinate athletic schedule with park department.
5. Schedule all athletic games for varsity, junior-varsity, freshmen, eighth grade, and 7<sup>th</sup> grade.
6. Arrange for programs, including advertisement for home games, as needed.
7. Coordinate eligibility forms with building principal and mail/fax to proper authorities.
8. Interview coaching candidates.
9. Attend home athletic events or appoint a representative to be present.
10. A. Coordinate box seat sales for football games, giving priority to those in possession of present box seats, and maintain a "by-date" waiting list for others wishing to purchase box seats.
10. B. Coordinate Reserved Seat sales for football games, with same guidelines as box seats.
11. Arrange transportation of teams for out-of-town games, when applicable.
12. Coordinate athletic letterman passes, Student Activity Pass Sales, Box and Reserve Seat passes.
13. Coordinate meal arrangement for out-of-town games, when applicable.
14. Maintain a ticket accounting system.
15. Prepare start-up money boxes for ticket takers with check-out sheets.
16. Pick up money boxes at conclusion of ticket sales; count and certify ticket numbers and cash agree; make a deposit slip and deposit gate receipts.
17. Have ticket sellers and takers on duty one hour before game time.
18. Serve as ex-officio member of athletic booster club, attending as many Booster Club meetings as possible.
19. Arrange for necessary scorers and timers at home contests.
20. Make arrangements to have a medical doctor or certified athletic trainer and/or ambulance at all home football games.

21. Provide public address announcer.
22. Coordinate facilities for press and radio.
23. Initiate publicity when advantageous to the Poplar Bluff School District.
24. Request payment of all athletic bills.
25. Coordinate budgets for each sport.
26. Order equipment for all athletic teams with assistance from the head coach.
27. Attend state athletic directors' meetings.
28. Represent the Poplar Bluff School District in all athletic business at Conference and District meetings, or designate a suitable representative.
29. Develop printed pocket schedules, as needed, for use in publicizing athletic programs.
30. Mail needed publicity concerning games, coaches, and players.
31. Any other duty or responsibility he may be assigned by the Superintendent of Schools or his designee.

### COACHES INFORMATION

#### Code of conduct for coaches:

As leaders of impressionable young people, all individuals within the Poplar Bluff R-1 Coaching staff should recognize their potential impact on the youth they lead, both for good and bad, and act accordingly.

#### Within that context the coach shall:

1. Be positive in speech and action.
2. Be enthusiastic in their coaching endeavors.
3. Be a role model with regard to speech and action in dealing with officials, other athletes, coaches, and parents.
4. Be a teacher both by word and deed.
5. Be honest and up front with parents and athletes at all times.
6. Give clear and concise statements as to expectations for the team and individual members.
7. Be consistent in the application of all rules for the team.
8. Take care of all school equipment.
9. Show respect for all athletes within his/her program as well as those in other programs, or not in an athletic program.
10. Promote all endeavors of the total athletic program.
11. Teach all athletes the relationship between athletes, school, community, and family membership and facilitate those attributes, which tie them together and make them compatible.
12. Strive to make every squad member feel like an important part of the team.
13. Be prompt and appropriately dressed for all practices and games.
14. Make certain that goals of the team are well known.
15. Promote pride in the Mules athletic program.

#### Coaches shall refrain from:

1. The use of profanity at any time.
2. Placing their hands on a student for any reason.

3. Smoking or using tobacco products in the presence of athletes on or off school grounds.
4. Any action or word which could be construed as off color or to encourage the use of alcohol, drugs, or tobacco products.
5. Criticizing other coaches or players in front of team members.

Duties and responsibilities of coaches:

In order to promote and facilitate individual programs all coaches shall:

1. Encourage all students who are interested in doing so to participate in a program of their choosing.
2. Publicize their sport for the benefit of the team and individual athletes.
3. Develop overall, team, and individual goals for their respective programs, make these goals known, and develop a series of activities designed to enable the team and individuals realize published goals.
4. Take proper care of all equipment and facilities and encourage athletes to do the same.
5. Make an effort to develop a program developmental in nature designed to enable each athlete to meet his/her fullest potential.
6. Coordinate his/her program with others in such a way as to best meet the needs of his/her program without requiring his/her athletes to choose between two teams or areas of interest.
7. Condition his/her athletes in such a way as to allow them to be competitive, and to provide opportunities for year round conditioning.
8. Keep abreast of current trends of his/her respective sport by reading, attending clinics when possible and interacting with other coaches.
9. Use good judgment and provide proper care for all athletic injuries.
10. Call in all sports scores and see that such scores are available for the media after each contest.
11. Demonstrate the highest level of sportsmanship at all times and not harass or otherwise show disrespect to game officials, coaches, or athletes from other teams.
12. Not tolerate improper behavior from athletes from other teams at any time.
13. Not pressure athletes to participate in one sport and not another, or berate other teams.
14. **Not allow an athlete to practice until the required physical exam, parental permission, and proof of insurance forms are on file in the athletic director's office.**
15. Adhere to all MSHSAA rules with regard to practice and games and make these rules known to all players.
16. Fill out all required state forms at the close of the season.
17. Help deserving athletes contact colleges when scholarship possibilities exist.
18. Call to the athletic director's attention any matter relating to the athletic department in general or his/her program in particular. Coaches should feel free to offer any suggestion he/she feels will serve the best interest of the program.
19. Keep accurate statistics, which might help students or teams receive special recognition and maintain records of games played, quarters, etc. for the purposes of lettering and eligibility.
20. Follow the "chain of command". Head coach, athletic director, principal, and then personnel director.
21. Attend all pep rallies and athletic banquets which involve his/her team members.
22. Report to AD Office in writing anytime you are absent from class or practice.

**COACHING CODE OF ETHICS**

**Guiding Principals**

Coaches at public schools are first and foremost educators. Coaches have a duty to supplement student-athletes' academic endeavors by imparting valuable life skills and emphasizing the positive attributes of athletic competition. Recognizing that coaches mold the minds of formative youths, this Code requires coaches to instill in their athletes the values of respect, honor, discipline, duty, leadership, fairness, and sportsmanship. These basic tenets of a coach's responsibility are embodied in the following coaching guidelines.

**Obligation to the School**

The coach will never place the goal of winning on a pedestal, such that winning is valued more than the need to develop the student-athlete's academic abilities and personal character. The coach will have the responsibility to harmonize the interests of developing athletic skills with the promotion of academic achievements.

The coach, as a representative of the school and a role model for student-athletes, will be held to the highest possible ethical and moral standard and will conduct all of his or her affairs with dignity and honor.

As part of this high ethical and moral standard, the coach will refrain from using profanity, making obscene gestures, or verbally abusing any individual at practices, competitions, during transportation to or from any practice or competition, or at any other setting where the coach is acting in an official capacity as a representative of the school. Activities barred by the Code include, but are not limited to: threats, humiliation, insults, and ridicule.

The coach will control his or her emotions and ego when representing the school and will avoid displays of anger, intimidation, or frustration.

The coach will never seek to assert influence over any school faculty for the purpose of according student-athletes privileges not ordinarily accorded other students.

The coach will be familiar with the requirements of this Code. The coach will honor the spirit and purpose of this Code and require all others associated with the sport to abide by the Code as well.

The coach will follow all federal, state, and local laws and regulations pertaining to school athletics and demand the same from all others associated with the sport.

**Obligation to Students**

The coach will at all times place the safety, health, and well-being of the student athlete above any desire or pressure to win.

The coach will maintain a professional relationship with student-athletes and must not, under any circumstances, develop a romantic or sexual relationship with any student-athlete.

The coach will instill in the student-athletes the belief that participation in sports is a privilege and not a right. To obtain this privilege, the coach will instruct student athletes on how to represent the school with honor, dignity, and respect.

The coach will not permit or condone hazing of any student-athletes on the team or any other school students.



The coach will not use or consume any alcohol or tobacco products in the presence of student-athletes and will not permit or condone any student-athletes use of alcohol or tobacco products.

The coach will stress to student-athletes the importance of natural and healthy physical development. The coach must never recommend, encourage, permit, or condone the use of any illegal or banned performance enhancing substance.

### **Obligation to Officials, Parents, and Fans**

The coach will demonstrate proper sportsmanship when in contact with all officials, parents, and fans. The coach will be humble in victory and gracious in defeat.

The coach will proactively seek the cooperation of parents and fans in maintaining the appropriate emphasis on sportsmanship.

The coach will treat others equitably and require all student-athletes to do the same.

The coach will communicate with parents in a respectful manner and provide parents with an opportunity to express any concerns in a cooperative environment, free of any hostility.

The coach will not engage in any taunting of opponents, fans, or officials, and will ensure that student-athletes refrain from taunting as well.

The coach will treat all officials with courtesy and respect. The coach will refrain from public criticism of officials.

### **RESPONSIBILITY OF THE STUDENT/ATHLETE**

Education for you as a student/athlete must be your first responsibility. The achievement of the best education you are capable of achieving is our goal for you. Poplar Bluff R-1 Schools feels athletics plays a significant part in your total educational development. With this decision, you as an athlete must assume certain responsibilities to achieve the educational and athletic values, that is to say:

1. Striving to achieve sound citizenship and desirable social traits, including emotional control (verbally and physically), honesty, cooperation, dependability, and respect for others and their abilities.
2. Maintaining academic and eligibility standards established by Poplar Bluff High School and the Missouri State High School Activities Association.
3. Showing respect for authority and property while learning the value of hard work and sacrifice.
4. Learning the attainment of physical fitness through good health habits.
5. To have the desire to excel to your potential.
6. To be willing to accept leadership roles instilled in the athletic programs.
7. To follow guidelines and regulations established by the Poplar Bluff R-1 Schools and the Missouri State High School Activities Association.
- 8. Student hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students, on or off District property, is prohibited and may result in suspension from school and from activity/athletic participation.**

As a student/athlete keep in mind that most people will remember you for what your actions were in competition. You are in the public eye and your personal conduct must be above reproach. You have a personal obligation to create a favorable image, and to gain the respect of teammates, Poplar Bluff High School student body, and your community.

Good sportsmanship is a must, this concept is far more valuable than winning an event. Every athlete will be coached to win, this is the primary objective of competition, and there will be spirited play, but it must be fair play.

### **FUND-RAISING**

All fund-raising activities and planning for fund-raising shall be done after school hours unless prior permission is received from the building principal and the athletic director.

Any fund-raising activity which involves students or employees shall require the approval of the building principal and Athletic Director. Involvement is defined as: any activity which advertises the school, students or school organization.

### **WEDNESDAY NIGHT/SUNDAY ATHLETIC CONTEXT/PRACTICE POLICY**

Poplar Bluff School District will not participate in an athletic contest on a Wednesday night, unless it is a tournament game, state contest, or a circumstance that has been approved by the Athletic Director, High School Principal and Superintendent of Schools. Team practices on Sunday should not be held before 2:00 p.m. or after 5:00 p.m.

### **PARENT/COACH COMMUNICATION**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

#### **Communication you should expect from your child's coach:**

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the squad.
3. Locations and times of all practices and contests.
4. Team requirements, i.e. practices, special equipment, out-of-season conditioning, etc.
5. Procedure followed should your child be injured during participation.
6. Discipline that may result in the denial of your child's participation.

#### **Communication coaches expect from parents:**

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concerns with regard to a coach's philosophy and/or expectations.

As your children become involved in the programs at Poplar Bluff Schools, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

#### **Appropriate concerns to discuss with coaches:**

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult to accept your child's 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 list above, certain things can be and should be discussed with your child's coach. Other things, must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches:

1. Playing time. This issue is to be discussed only as to how my child can improve on their playing time.
2. Team strategy.
3. Play calling.
4. Other student-athletes.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. 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 or concern.

If you have a concern to discuss with a coach, the procedure you should follow is:

1. Call to set up an appointment.
2. The Poplar Bluff High School telephone number is 785-6471 and the Junior High School telephone number is 785-5602.
3. If the coach cannot be reached, call the Athletic Director. A meeting will be set up for you. The telephone number is 785-5183.
4. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

The next step:

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

1. Call and set up an appointment with the Athletic Director to discuss the situation.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided within this pamphlet makes both your child's and your experience with the Poplar Bluff High School athletic program less stressful and more enjoyable.

## ACADEMIC REQUIREMENTS

Statement of Philosophy - Participation in high school activities is a valuable educational experience and should not be looked upon as a reward for academic success. Students with low academic ability need the educational development provided through participation in activities as much as students with average or above average ability. Activity participation should be for all students making appropriate progress toward graduation and otherwise in good standing.

### Grades 9-12

1. A student in grades 9-12 must have earned the preceding semester of attendance, a minimum of 3.0 units of credit: or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent age, and that student must have made standard progress for his or her level the preceding semester. A beginning 9<sup>th</sup> grade student shall have been promoted from the 8<sup>th</sup> grade to the 9<sup>th</sup> grade for first semester eligibility.

2. A student must be making satisfactory progress towards graduation as determined by local school policies.

3. A student who is dually enrolled in college and high school classes but who does not receive high school credit on his/her high school transcript for the college work, may have college hours earned during a regular semester count up to a maximum of 1 unit of credit toward determining high school eligibility as follows: 1/2 unit of high school credit for a 2 or 3 credit hour class; 1 unit of high school credit for a 4 or 5 hour college credit class.

### Grades 7 and 8

1. Seventh and eighth grade eligibility goes from quarter to quarter and not semester to semester as is required for High School.

2. A 7<sup>th</sup> or 8<sup>th</sup> grade student must be currently enrolled in and regularly attending the normal course for that grade or must have enrolled in a full course at his or her level in any public school special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent chronological age.

3. A student must have been promoted to a higher grade or a higher level in special education at the close of the previous year. However, any such student who failed more than **one** scheduled subject, or failed to make standard progress in special education, shall be ineligible the following **quarter** regardless of promotion to the higher grade.

4. This section shall not apply to students promoted from the 6<sup>th</sup> grade and entering the 7<sup>th</sup> grade nor from 8<sup>th</sup> grade and entering the 9<sup>th</sup> grade for the first time.

### Additional requirements for Grades 7 through 12

1. A student who was academically ineligible the preceding semester but meets the academic standard at the close of that semester becomes eligible the first day classes are attended in the succeeding semester. *Exception: If an interscholastic contest is played before the formal opening of school and a student has become academically eligible for the fall semester and is eligible in all other respects he/she may be eligible to participate under this provision provided the student is properly enrolled in school.*

2. Credit earned or completed after the close of the semester shall not count as having been earned that semester, except in case of illness verified by a physician and the school district. Credit earned during summer school count on the current school year as credit for all purposes.

3. The Board of Directors shall have the authority to determine the academic standards students shall meet in a school which does not have a traditional two-semester school year. Any changes approved shall be equitable for all students.

## TUTORING GUIDELINES

### Purpose:

The purpose of the tutoring program is to provide ALL students with an opportunity to increase their knowledge base of the subjects in which they are deficient. Tutoring is available both in the mornings and the afternoons.

The tutoring program is mandatory for extra-curricular activities, but is available for all students in subjects that offer tutoring. It is recommended that teachers encourage all students to make use of this service when they feel there is a need for extra time-on-task.

### Guidelines:

1. Any student involved in extra-curricular activities who receives a grade of "D" or below in any course during any grading period (mid-term or quarter) will be required to attend a minimum of 1.5 hours of tutoring per week to maintain eligibility in his/her program.
2. Any student who receives a "D" or below during a grading period will be required to attend tutoring until the grade is brought up to a "D+" at the next mid-term or quarter grading period.
3. Activity sponsors/coaches will be supplied with copies of their participants' grades in order to know which students need tutoring.
4. Each student attending a tutoring session will receive a "Tutoring Attendance Slip". A student who is mandated to attend tutoring must give these attendance slips to his/her activity sponsor or coach.
5. Activity sponsors/coaches will be responsible for making sure a student has attended a minimum of 1.5 hours of tutoring each week during the required grading period. (NOTE: There are enough morning sessions available to insure that a student who is involved in extra-curricular activities will not have to miss after-school practices. However, if a student has missed a morning session, he/she may have to attend an afternoon tutoring session in order to comply with the weekly time requirements.)
6. Failure to attend the required number of hours in one week will result in the participant being ineligible for practice, games, or competitions during the next week. A STUDENT CAN BECOME ELIGIBLE FOR PRACTICE, GAMES, OR COMPETITIONS WHEN THE REQUIRED TUTORING TIME FOR THE PREVIOUS WEEK IS COMPLETED. Sponsors or coaches will be responsible for making sure that the student is in compliance with make-up sessions.
7. NO EXCUSES for missing tutoring sessions will be accepted.
8. This is the minimum requirement for tutoring sessions. Sponsors/coaches may set more stringent requirements.

## **PHYSICAL EXAMINATIONS AND INSURANCE REQUIREMENTS**

The Missouri State High School Activities Association is the governing body of Missouri High School Athletics and Poplar Bluff is a member in good standing. Regarding physical exams and insurance the following applies:

1. The school shall require of each student participating in athletics a physician's certificate stating that he or she is physically able to participate in athletic contests of his or her school. The medical certificate is valid for the purpose of this rule if issued on or after February 1 the preceding year.

**2. 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.**

A current MSHSAA participation physical examination and insurance requirements certificate that must be on file in the athletic administrator's office or with the head coach of the sport in which you are participating. All required signatures must have been attained to avoid delay in participation.

The MSHSAA Participation Physical Form (blank) can be obtained from the Athletic Office, or the Principal's Office at the Junior High or High School.

### **STUDENTS**

**2930**

#### **Activities and Athletics**

### **POLICY**

#### **Concussions – Brain Injury**

Any District athlete suspected of sustaining a concussion or brain injury must be removed from practice and competition immediately and may not participate in contact athletic practice or competition for at least twenty-four (24) hours. Athletes suspected of sustaining concussion or brain injury will not be permitted to return to contact practice or competition until being evaluated by a licensed health care provider trained in the evaluation and management of concussions and receiving a written clearance from the provider to return to competition. (See MSHSAA Concussion Return to Play Form.) Information about concussions obtained from MSHSAA or similar materials will be made available to all student athletes and to their parents/ guardians.

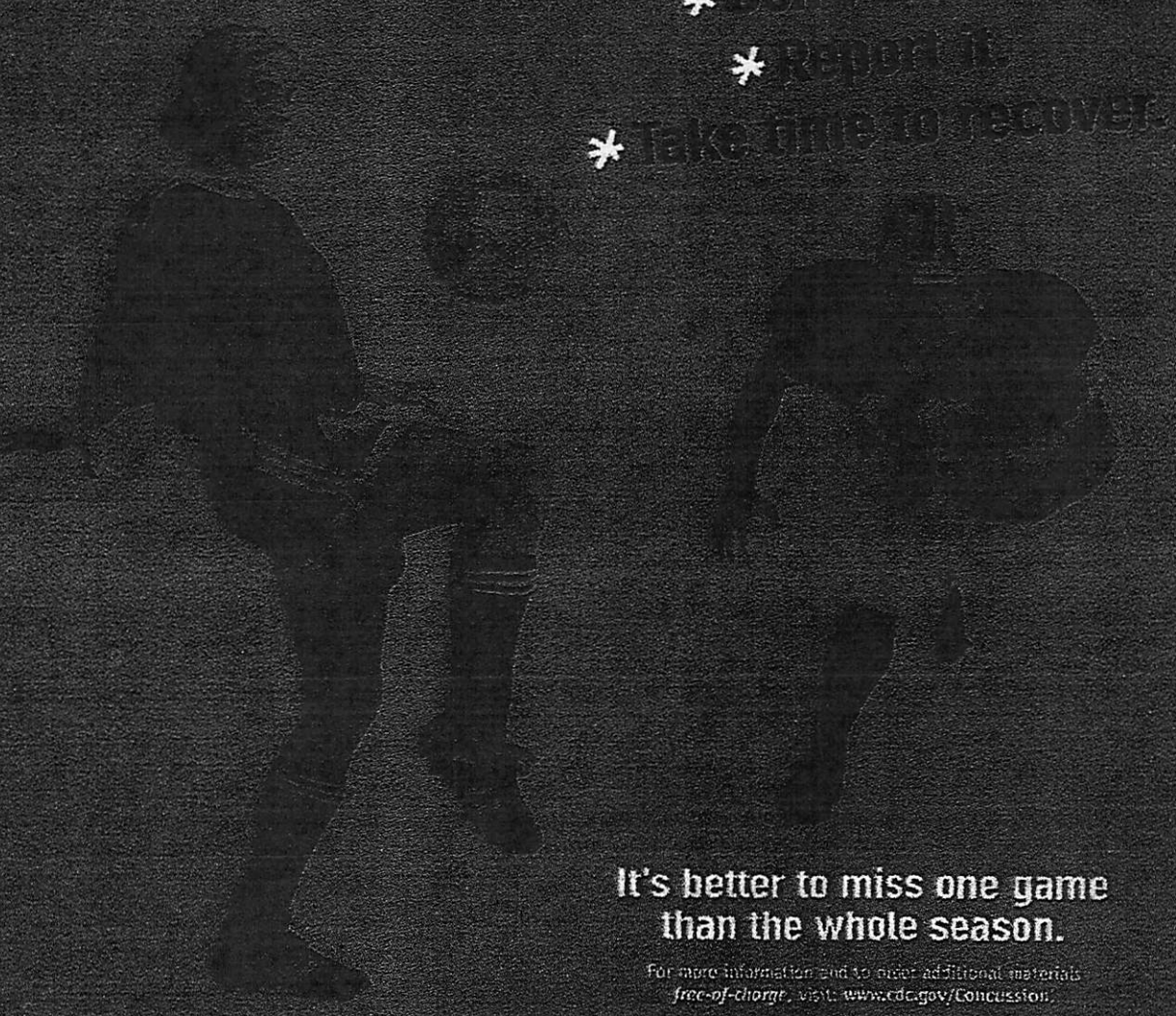
# MSHSAA



All concussions are serious.  
If you think you have a

# CONCUSSION:

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



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

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

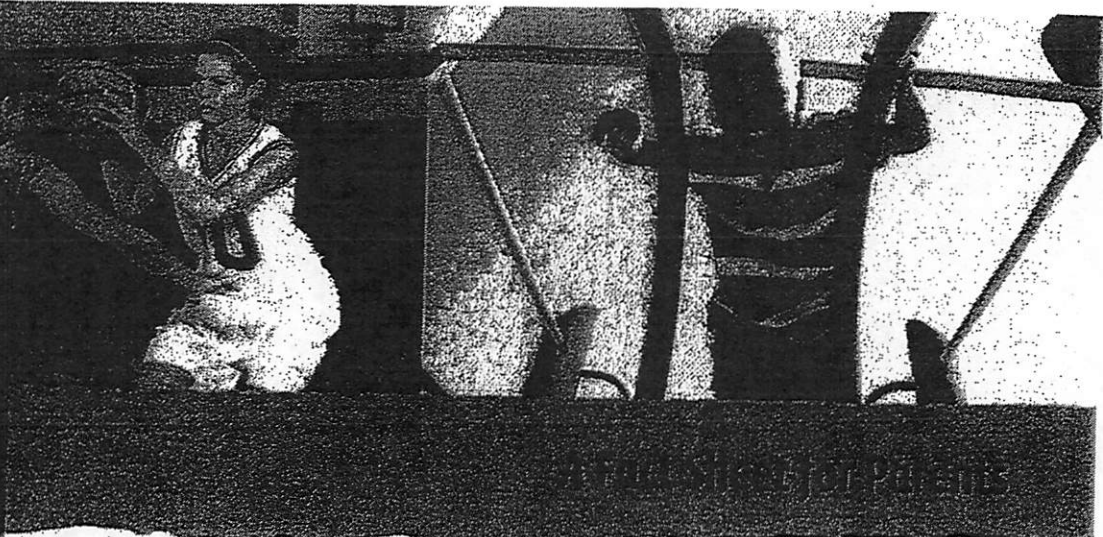
MISSOURI STATE HIGH SCHOOL ASSOCIATION  
1000 EAST WASHINGTON AVENUE, COLUMBIA, MISSOURI 65201



16

# Heads Up to Schools: KNOW YOUR CONCUSSION ABCs

**A**ssess the situation. **B**e alert for signs and symptoms. **C**ontact a health care professional.



## 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](http://www.cdc.gov/Concussion). Para obtener una copia electrónica de esta hoja de información en español, por favor visite: [www.cdc.gov/Concusion](http://www.cdc.gov/Concusion).

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





## DANGER SIGNS

Search for symptoms that worsen over time. Vomiting or rash should be seen in an emergency department right away if it occurs.

One pupil is larger than the other or the pupils are unequal in size.

Double vision or blurry vision.

A headache that worsens or does not go away with rest and time, or increased concentration, repeated vomiting or nausea.

Slurred speech.

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, **unauthorized, 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](http://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 assist your child,  
visit [www.cdc.gov/Concussion](http://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](http://www.cdc.gov/Concussion).

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



## **Return to Play (RTP) Procedures After a Concussion**

1. Return to activity and play is a medical decision. The athlete must meet all of the following criteria in order to progress to activity:

**Asymptomatic at rest and with exertion (including mental exertion in school) AND have written clearance from their primary care provider or concussion specialist (athlete must be cleared for progression to activity by a physician other than an Emergency Room physician, if diagnosed with a concussion).**

2. Once the above criteria are met, the athlete will be progressed back to full activity following the step-wise process detailed below. (This progression must be closely supervised by a Certified Athletic Trainer. If your school does not have an athletic trainer, then the coach must have a very specific plan to follow as directed by the athlete's physician).
3. Progression is individualized, 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.
4. Stepwise progression as described below:

**Step 1:** Complete cognitive rest. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.

**Step 2:** Return to school full-time.

**Step 3:** Light exercise. This step cannot begin until the athlete is no longer having concussion symptoms and is cleared by a physician for further activity. At this point the athlete may begin walking or riding an exercise bike. No weight-lifting.

**Step 4:** Running in the gym or on the field. No helmet or other equipment.

**Step 5:** Non-contact training drills in full equipment. Weight-training can begin.

**Step 6:** Full contact practice or training.

**Step 7:** Play in game. Must be cleared by physician before returning to play.

- The athlete should spend 1 to 2 days at each step before advancing to the next. If post-concussion symptoms occur at any step, the athlete must stop the activity and the treating physician 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 occurred.

**Poplar Bluff R-1 Schools**  
**Procedure for Injury/Incidents of Athletes**

1. If a student sustains an injury that may require a doctor visit or suspected concussion during a practice or during a game, an Incident/Injury form must be filled out and given to the Athletic Director (AD) as soon as possible but within 24 hours. The AD will give a copy of the completed form to both the trainer and the School Nurse. The blank forms will be provided by the AD.
2. Any District athlete suspected of sustaining a concussion or brain injury must be removed from practice and competition immediately and may not participate in contact athletic practice or competition for at least 24 hours. The athlete will not be allowed to return until a licensed health care provider trained in the evaluation and management of concussion provides them with a written release to return. The MSHSAA Concussion Return to Play Form must be used. This form is available from the AD's office or through a coach, trainer, or school nurse.
3. Any other injury that requires a doctor's visit will require a written release to return to practice and/or competition. This release does not require any particular form but does require any restrictions if needed.
4. Follow up will be done by the trainer and/or the school nurse. They will be responsible for reporting back to the AD all follow up information in a written format. This includes copies of all doctor reports, restrictions, or releases for those students. If coaches receive any of those documents, they will be responsible for giving copies to the AD as well.
5. Significant injuries sustained outside of practice or game, will also require a doctor's release to return to practice and/or competition. If the injury is a head injury or concussion, the MSHSAA Concussion Return to Play Form must be used; if the coaches, trainer, or school nurse become aware of such an injury, they are responsible for reporting it to the AD.
6. The AD's office will be the centralized location for all documentation of athletes' injuries and incidents. He will keep an ongoing list of those students. He will also be responsible for disseminating information to the appropriate staff members.
7. Good communication is encouraged between students, staff, and families, to ensure the safety of our student athletes.

## **TRANSPORTATION**

Transportation shall be provided to all away games. It is expected that all players ride to and home from away games unless an athlete's parent requests that an athlete ride home with him/her. The athlete, at least one day prior to the away game, should get a Travel Release form from the coach. The parent must sign the Travel Release form and return to the coach for approval. In case of an emergency, coaches should carry a Travel Release form in their medical box so that the parent can sign. An example of the Travel Release form is on page 16.

All coaches should have an emergency number for the Athletic Director and the Director of Transportation Department in case of bus problems.

Coaches are responsible for athlete's bus behavior and the cleanliness and care of the bus. At the conclusion of a trip, the bus should be ready for the next morning's trip by being clean, which includes windows being closed, no damage to seats, trash properly disposed of, etc. Coaches should check all buses prior to leaving at the conclusion of a trip.

## **EXTRACURRICULAR ACTIVITIES**

### **Philosophy**

Extra-Curricular activities shall supplement the high school curricular program. They should provide experiences for students that result in those learning outcomes, which contribute toward the development of good citizenship. Emphasis shall be upon teaching through school activities.

### **Eligibility Statement**

Eligibility to participate in extra-curricular activities is a privilege that is granted to students by the Missouri State High School Activities Association. Certain standards must be attained and maintained in order that a student may gain and retain this privilege. Students participating in extra-curricular activities are expected to be good citizens of the community. Enforcement of citizenship standards may include suspension of a student's right to participate in any activity or all activities, depending on the severity and type of infraction.

## **MSHSAA STANDARDS**

### **Regulations & Activities**

The Missouri State High School Activities Association regulates all activities when different schools meet for contests, etc. Regulations are set up to insure fairness, promote sportsmanship, and friendship between students of different schools, and to protect students and school groups from being exploited by various groups for personal benefits. All rules and regulations must be adhered to that are contained in the MSHSAA Handbook. Coaches will see that their participants are made aware of the rules and regulations as they relate to the activity, which they sponsor.

### **Inter-School Activities Eligibility**

All of the schools of the MSHSAA have adopted the stands listed. Eligibility to participate in interscholastic activities is a privilege granted if you meet these standards: it is not an inherent right.

All students who compete inter-scholastically must meet these eligibility requirements. Schools have the authority to adopt additional rules. For details concerning eligibility, see Bylaw 200 of the MSHSAA Constitution.

## **Citizenship & Eligibility**

1. Student who are suspended out of school will be unable to practice or participate in a contest for the duration of the suspension.
2. Students who are suspended from athletics because of disciplinary reasons will be allowed to practice with their activity during their suspension.
3. Students assigned detention will serve the detention before reporting to any coinciding practices.
4. Enforcement of citizenship standards can include suspension of a student's right to participate in any activity or all activities, depending on the severity and type of infraction.
5. Students who have been involved in an incident that might result in their suspension from an activity will be placed on an administrative leave until the issue is resolved. Administrative leave cannot exceed what the normal suspension would be.
6. Students who are absent from school the day of an activity must have prior approval from an administrator or they may not participate until the next school day.
7. Guidelines for each extra-curricular activity may differ due to specialized requirements of the activity and/or sponsors. Students are expected to follow the standards set for each activity and to positive members of that activity. Students who do not follow the activity guidelines or who are not contributing to the activity may forfeit their right to participate in that activity. **Coaches and sponsors will inform their groups of their expectations in writing.**
8. Transfer students will be eligible if they were eligible at their prior school. All citizenship requirements will be met upon transfer sponsor.

## **MSHSAA By-Law 212**

Students who represent a school in interscholastic activities must be creditable citizens and judge 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 "creditible citizens". Conduct shall be satisfactory in accordance with the standards of good discipline.

- a. **Law Enforcement:** A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Minor moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol or injuries. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.
- b. **Local School:**
  1. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
  2. The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.
  3. A student shall not be considered eligible while serving an out-of-school suspension.
  4. A student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.

5. If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.
6. Each school shall diligently and completely investigate any issue that could affect student eligibility.

**c. Student Responsibility: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.**

### **PB DRUG AND ALCOHOL EXTRACURRICULAR POLICY**

*In keeping with the rules set forth by MSHSAA in By-Law 212 the following changes in regard to drugs and alcohol:*

- 1<sup>st</sup> Offense:** A student is not allowed to participate in any school activity for 25% of the particular sport or event. He/she may practice but cannot attend any school functions during this time.  
**Example:** Football has ten regular season games. They would miss 3 games. If infractions occurred during the 9<sup>th</sup> or 10<sup>th</sup> game the penalty would carry over to the next sport or event for them. If these infractions occurred during the school hours or school sponsored events they would fall under the regular school suspension rules as well.
- 2<sup>nd</sup> Offense:** Same as before (365 days)
- 3<sup>rd</sup> Offense:** Terminations as long as they are a student in our district (from any school activity).

*In keeping with the rules set forth by MSHSAA in By-Law 212 the following changes in regard to tobacco violations:*

- 1<sup>st</sup> Offense:** One game suspension.
- 2<sup>nd</sup> Offense:** 25% of schedule.
- 3<sup>rd</sup> Offense:** Dismissed from team.
- All infractions are to be enforced immediately and entered into the students SIS file.

#### **Eligibility for a High School Team**

1. Be a good citizen in your school and community. The local Board of Education has the right to establish good citizenship standards.
2. Not compete on an outside team or in individual match competition during the season you are representing your school in the same sport; not miss school time to compete, practice for, or travel to the site of non-school sponsored athletic competition in any sport in which member schools compete interscholastically; and not practice for or compete in non-school competition in any sport in which member schools compete interscholastically; and not practice for or compete in non-school competition on the same day you practice or compete for the school. Always check with your high school Athletic Director BEFORE you practice for or compete in non-school games, meets, tournaments, etc.

3. Do not transfer schools without corresponding changes of residence of your parents unless you meet an appropriate exception to the transfer standards. Always check with your principal before transferring to determine whether it will affect your eligibility.

4. Be enrolled in courses that offer 3.0 units of credit and you must have earned 3.0 units of credit the preceding semester or made standard progress in special educations. Eighth graders must have been promoted to a higher grade at the close of the preceding year.

5. Have entered school within the first eleven days of this semester. Entering school is interpreted as enrolling and attending classes.

6. Not have received or competed for an award of any kind other than that given by your school for your services as an athlete in the sports in which you are competing. Competing for awards having utilitarian value such as jackets, cash, or merchandise prizes will make you ineligible.

7. Not have reached your 19<sup>th</sup> birthday prior to July 1<sup>st</sup> of this school year. Junior High students shall not have reached the following ages prior to July 1<sup>st</sup>; grade seven – 14, grade eight-15, and grade nine-16.

8. Not have competed under an assumed or false name.

9. Not have graduated or received an early release from a four-year high school or its equivalent. Seventh or eighth graders are not eligible to compete with 10<sup>th</sup> graders or above. Ninth graders who compete with 10<sup>th</sup> graders, or above may not return to compete against 7<sup>th</sup> or 8<sup>th</sup> grade teams.

10. Attend your eighth semester immediately following your seventh semester. High school students are eligible only during the first 8 semesters of attendance. Seventh and eighth graders are eligible for only the first two semesters attended in each grade.

11. Not have competed at any time as a member of or against a junior college or senior college team nor have participated in any type of tryout for a college team prior to completion of eligibility for all high school sports.

12. Not transfer from one high school to another because of being influenced to do so.

### **CLASSIFICATION OF ELIGIBILITY IN EXTRACURRICULAR ACTIVITIES**

1. **Eligible Student:** A student who may participate in all activities and meets all MSHSAA and local rules.

2. **Ineligible Student:** A student who does not meet either MSHSAA Rules or local rules in order to participate.

3. **Probation:** A student is warned that uncorrected problems will result in his/her removal from the activity. This student will be allowed to practice and participate.

4. **Limited Participation:** A student may practice with the team, but they cannot participate in contests with the team. In order to qualify for limited participation, the student must participate in tutoring or counseling.

5. **Suspension:** A student is removed from the activity. No practice or participation is allowed during suspension.

6. **Administrative Leave:** A student is removed from the activity by coaches or administration for failure to meet expected behavior or performance standards.

7. **Dismissal:** A student is removed from the activity by coaches or administration for failing to meet expected behavior or performance standards.



### **Extracurricular School Attendance**

1. Students are to attend school all day in order to participate in an extracurricular activity. Any student who is absent will be unable to participate on that day unless approved by one of the principals.
2. Coaches and sponsors will check daily absentee reports.
3. When a student is absent it is his/her responsibility to check on participation eligibility.
4. An unexcused absence the day after a contest will result in ineligibility for the next contest or activity.
5. Generally students will be allowed to participate if the absence was for doctor or dental appointments; however, if a student is too ill to be in school then he/she will be unable to participate.
6. Students not in attendance on Friday will not be allowed to participate on the following Saturday, unless he/she has prior approval by an administrator.
7. If a student leaves school during the school day because of sickness, he/she will not be allowed to participate that night.
8. Students who miss school will not be eligible until they have attended another full day of school.

### **Academic Requirements For Extracurricular Activities**

A student must pass 3.0 credits each semester to be eligible the following semester.

### **Participation and Tryouts**

Coaches and sponsors may hold tryouts or may limit the number of participants in an activity. This should be done in such a way that is reasonable and necessary as dictated by the nature of the activity.

### **Transportation**

1. All participants must ride the mode of transportation provided by the school to and from an activity.
2. A student's parent(s)/guardian(s) may choose to take him/her home after a game by either signing that student out at the game or by signing the student out prior to the date of the contest in the high school office.
3. A parent may give permission for his/her student to ride home with another adult during a sport season by contacting the coach and filling out a consent form. The adult he/she is leaving with must still sign out the student at each activity.
4. No Phone calls or notes will be accepted. Parents must contact the office in person.

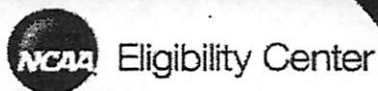
### **Insurance and Physical Exams**

1. Each student participating in athletics and cheerleading is required to obtain a physician's certificate stating that he or she is physically able to participate.
2. Students shall not be permitted to practice or compete until they have verified that they have basic athletic insurance coverage. This is for both cheerleading and athletics.
3. Each sponsor or coach may include more specific rules and regulations for the activity he/she sponsors. The building administrator and athletic director must approve the rules.

### **Sportsmanlike Conduct**

All students are expected to show good sportsmanship at all times. They should treat fans, players, and officials, as they would want to be treated themselves. Poplar Bluff High School is responsible for its actions of players and fans at all activities. Failure to show appropriate conduct may result in the loss of the privilege to participate/attend any and all activities.

# NCAA ELIGIBILITY CENTER QUICK REFERENCE GUIDE



## Divisions I and II Initial-Eligibility Requirements

### Core Courses

- **NCAA Divisions I and II require 16 core courses.** See the charts below.
- **Beginning August 1, 2016, NCAA Division I will require 10 core courses to be completed prior to the seventh semester** (seven of the 10 must be a combination of English, math or natural or physical science that meet the distribution requirements below). These 10 courses become "locked in" at the start of the seventh semester and cannot be retaken for grade improvement.
  - *Beginning August 1, 2016, it will be possible for a Division I college-bound student-athlete to still receive athletics aid and the ability to practice with the team if he or she fails to meet the 10 course requirement, but would not be able to compete.*

### Test Scores

- **Division I** uses a sliding scale to match test scores and core grade-point averages (GPA). The sliding scale for those requirements is shown on Page No. 2 of this sheet.
- **Division II** requires a minimum SAT score of 820 or an ACT sum score of 68.
- The SAT score used for NCAA purposes includes only the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a sum of the following four sections: English, mathematics, reading and science.
- **When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.**

### Grade-Point Average

- **Be sure to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)).** Only courses that appear on your school's List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- **Division I** students enrolling full time **before August 1, 2016**, should use Sliding Scale A to determine eligibility to receive athletics aid, practice and competition during the first year.
- **Division I** GPA required to receive athletics aid and practice on or after August 1, 2016, is 2.000-2.299 (corresponding test-score requirements are listed on Sliding Scale B on Page No. 2 of this sheet).
- **Division I** GPA required to be eligible for competition on or after August 1, 2016, is 2.300 (corresponding test-score requirements are listed on Sliding Scale B on Page No. 2 of this sheet).
- **The Division II** core GPA requirement is a minimum of 2.000.
- Remember, the NCAA GPA is calculated using NCAA core courses only.

DIVISION I 16 Core Courses	
4	years of English.
3	years of mathematics (Algebra I or higher).
2	years of natural/physical science (1 year of lab if offered by high school).
1	year of additional English, mathematics or natural/physical science.
2	years of social science.
4	years of additional courses (from any area above, foreign language or comparative religion/philosophy).

DIVISION II 16 Core Courses	
3	years of English.
2	years of mathematics (Algebra I or higher).
2	years of natural/physical science (1 year of lab if offered by high school).
3	years of additional English, mathematics or natural/physical science.
2	years of social science.
4	years of additional courses (from any area above, foreign language or comparative religion/philosophy).

<b>Sliding Scale A</b>		
<i>Use for Division I prior to August 1, 2016</i>		
<b>NCAA DIVISION I SLIDING SCALE</b>		
3.550 & above	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	59
2.700	730	60
2.675	740-750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840-850	70
2.425	860	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	80
2.125	960	81
2.100	970	82
2.075	980	83
2.050	990	84
2.025	1000	85
2.000	1010	86

<b>Sliding Scale B</b>		
<i>Use for Division I beginning August 1, 2016</i>		
<b>NCAA DIVISION I SLIDING SCALE</b>		
3.550	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	60
2.700	740	61
2.675	750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840	70
2.425	850	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.275	910	76
2.250	920	76
2.225	930	77
2.200	940	78
2.175	950	79
2.150	960	80
2.125	970	81
2.100	980	82
2.075	990	83
2.050	1000	84
2.025	1010	85
2.000	1020	86

For more information, visit the NCAA Eligibility Center website at [www.eligibilitycenter.org](http://www.eligibilitycenter.org).

## 2016 Division I New Academic Requirements

Initial-eligibility standards for NCAA Division I college-bound student-athletes are changing.

College-bound student-athletes first enrolling at an NCAA Division I school on or after August 1, 2016, will need to meet new academic rules to practice, compete and receive athletics scholarships during their first year.

Full Qualifier	Academic Redshirt
<ul style="list-style-type: none"> <li>• Complete 16 core courses:               <ul style="list-style-type: none"> <li>▪ Ten of the 16 core courses must be completed before the seventh semester (senior year) of high school</li> <li>▪ Seven of the 10 core courses must be in English, math, or science</li> </ul> </li> <li>• Earn a core-course GPA of at least 2.300</li> <li>• Earn the ACT/SAT score matching your core-course GPA on the Division I sliding scale (see back page)</li> <li>• Graduate high school</li> </ul>	<ul style="list-style-type: none"> <li>• Complete 16 core courses</li> <li>• Earn a core-course GPA of at least 2.000</li> <li>• Earn the ACT/SAT score matching your core-course GPA on the Division I sliding scale (see back page)</li> <li>• Graduate high school</li> </ul>

**Full Qualifier:** College-bound student-athletes may practice, compete and receive athletics scholarship during their first year of enrollment at an NCAA Division I school.

**Academic Redshirt:** College-bound student-athletes may receive athletics scholarships during their first year of enrollment and may practice during their first regular academic term but may NOT compete during their first year of enrollment.

**Nonqualifier:** College-bound student-athletes cannot practice, receive athletics scholarships or compete during their first year of enrollment at an NCAA Division I school.

### After August 1, 2016

1. A college-bound student-athlete completes nine core courses prior to the seventh semester of high school. However, he/she is an **academic redshirt** because only nine of the 10 required courses were completed before the seventh semester. He/she would be permitted to practice and receive scholarships, provided he/she presents 16 core courses and meets the minimum core-course GPA and test-score requirement at the time of graduation.
2. A college-bound student-athlete completes 16 core courses in the required coursework with a 2.300 core-course GPA and a 79 sum ACT. The college-bound student-athlete is **full qualifier** under the new sliding scale because the minimum GPA requirement is 2.300 with an ACT sum score of at least 75.
3. A college-bound student-athlete completes 15 core courses with a 2.500 core-course GPA and an 820 SAT score (critical reading and math). The college-bound student-athlete is a **nonqualifier** because only 15 core courses were completed, not the required 16 core courses.



DIVISION I FULL QUALIFER SLIDING SCALE		
Use for Division I beginning August 1, 2016		
Core GPA	SAT	ACT Sum
	Reading/Math	
3.550	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	60
2.700	740	61
2.675	750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840	70
2.425	850	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.299	910	76
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	81
2.125	970	82
2.100	980	83
2.075	990	84
2.050	1000	85
2.025	1010	86
2.000	1020	86

ACADEMIC REDSHIRT

## **Extracurricular Activities & Organizations**

School activities are certainly an important part of school life and of education for adult life. Organizations will make announcements concerning memberships, activities, etc., and more organizations may be formed as the need arises.

Students shall not be excluded from membership because of race, creed, color, sex or handicap. No student attending the Poplar Bluff Public Schools shall be a member of any secret student organization. A secret student organization is herein defined as one, which is composed wholly, or in part of public school pupils and has no known responsible adult supervision or worthwhile purpose.

All schools in the Missouri High School Activities Association have adopted the standards listed above. Eligibility to participate in school athletics is a privilege granted if you meet these standards; it is not an inherent right. All students, both boys and girls, who compete inter-scholastically, must meet these eligibility requirements. **Your school has the authority to adopt additional rules.** For details concerning eligibility, see Articles VII and VIII of the MSHSAA Constitution.

**SPORTS OFFERED IN THE POPLAR BLUFF R-1 SCHOOL DISTRICT**

<b>FALL SPORTS:</b>	<b>WINTER SPORTS:</b>	<b>SPRING SPORTS:</b>	<b>MULTI-SEASON SPORTS:</b>
<b>Basketball (Girls): Jr. High</b>	<b>Basketball (Boys): Jr. High</b>	<b>Baseball: Sr. High</b>	<b>Cheerleading: Jr. High</b>
<b>Cross Country: Jr. High</b>	<b>Basketball (Boys): Sr. High-9th</b>	<b>Golf: Sr. High</b>	<b>Cheerleading: Sr. High</b>
<b>Cross Country: Sr. High</b>	<b>Basketball (Boys): Sr. High-JV/V</b>	<b>Soccer (Boys): Jr. High</b>	<b>POM Squad: Sr. High</b>
<b>Football: Jr. High</b>	<b>Basketball (Girls): Sr. High-JV/V</b>	<b>Soccer (Girls): Jr. High</b>	<b>Trap Team: Jr. High</b>
<b>Football: Sr. High</b>	<b>Swimming (Girls): Sr. High</b>	<b>Soccer (Girls): Sr. High</b>	<b>Trap Team: Sr. High</b>
<b>Soccer (Boys): Sr. High</b>	<b>Wrestling: Jr. High</b>	<b>Tennis (Boys): Sr. High</b>	
<b>Softball: Sr. High</b>	<b>Wrestling: Sr. High</b>	<b>Track: Jr. High</b>	
<b>Swimming (Boys): Sr. High</b>		<b>Track: Sr. High</b>	
<b>Tennis (Girls): Sr. High</b>		<b>Volleyball: Jr. High</b>	
<b>Volleyball: Sr. High</b>			

**LETTER AWARD STANDARDS FOR INTERSCHOLASTIC SPORTS OFFERED AT  
POPLAR BLUFF SENIOR HIGH SCHOOL**

**GENERAL CRITERIA**

1. A student/athlete must complete the season, unless an injury in the sport keeps the student/athlete from season completion.
2. A student/athlete must complete the season in good standing with the Poplar Bluff School regulations and guidelines as well as the Missouri State High School Activities Association by-laws governing athletics.
3. **The head coach will have final authority to determine whether a student/athlete has met the requirements for a varsity letter.**

**SPECIAL CRITERIA FOR PARTICULAR SPORTS**

**BASEBALL**

A player meeting the following requirements will be eligible to receive a letter.

1. A player must finish the season in good standing.
2. A non-pitcher must start 3 varsity games or play in 15 varsity innings.
3. A pitcher must make at least 3 varsity appearances or pitch 10 varsity innings.
4. A player who both pitches and plays another position could combine their appearances to achieve a letter. (Coach's final decision).
5. Other "special circumstances" could also occur. In all cases, the coaching staff will make the final determination.

**BOYS BASKETBALL**

Average 1 quarter per Varsity contest.

**GIRLS BASKETBALL**

1. All Junior and Senior players who make the Varsity team will letter.
2. Any Sophomore or Freshman player who averages playing in at least one quarter per game will letter.

**CHEERLEADING**

1. All juniors and seniors will letter if they follow the rules of the athletic department and cheerleading program.
2. Freshman and sophomores have the ability to earn a letter if they follow the rules of the athletic department and the cheerleading program. As well as they need to exhibit leadership skills, great athletic ability and are a true example of what a cheerleader should be. These standards are determined at the coaches' discretion.
3. Coaches have the final word.

**CROSS COUNTRY (BOYS & GIRLS)**

A runner must run in the top seven consistently during the year, or finish in the top seven in the District Meet. The definition of "consistently" is determined by the coach. The coach retains the right to make exceptions to the rules.



## FOOTBALL

1. A player must play in 20 quarters during the season in Varsity games.
2. Start on offense or defense in a Varsity game.

## GOLF

1. A player's score must count in two (2) matches of Varsity play or in tournament play.
2. A player may letter if he participates in district or state play.

## POM SQUAD/DANCE TEAM

In order for a dance team member to receive an athletic letter the following guidelines must be achieved:

1. Attendance at all games, unless excused by the coach.
2. The dancer has not received 25 or more demerits as outlined in the POM Squad/Dance Team Rules and Regulations handout.
3. The dancer has not been removed from the squad.

## SOFTBALL

To letter in softball the following requirements must be met. If the athlete does not meet all of these requirements, then they will not be lettered in this sport.

1. The athlete must be selected by the coaching staff to participate in at least half of the scheduled varsity games.
2. The athlete must show a positive commitment and attitude toward the sport, the team, and to the coaches. A continually negative attitude or open disrespect for the program and/or coaching staff will also prevent an athlete from lettering, and may lead to removal from the team.

## BOYS & GIRLS SOCCER

1. A player must appear in 20 Varsity halves during the season.
2. A player must represent the soccer team in a positive way, on and off the field.
3. Coaching staff has the right to award letter in special circumstances i.e. (1) injury, (2) JV player promoted to Varsity team, (3) Senior who has been active member for 4 years without achieving any of the above criteria.
4. A player receiving three (3) red cards in one season forfeit his/her right to earn letter.
5. Any player selected for post season honors will earn a Varsity letter.

## SWIMMING

1. A swimmer must participate in all swim meets and attend at least 90% of all practices unless excused by the coach in advance.
2. A swimmer must exhibit good sportsmanship and represent the team and the school in a positive way at all times.
3. A swimmer must show commitment and respect to the sport, the team, and the coach.
4. A swimmer must accumulation of points set at the beginning of the season that is feasible according to the season's roster size.

## TENNIS (BOYS & GIRLS)

1. Play in at least three (3) varsity matches, singles or doubles. Tournaments, including districts, count for two matches.
2. Finish the season in good standing.

### TRACK (BOYS & GIRLS)

1. Score in the district or conference meets.
2. Average 1 point per meet (Invitational meets).

### TRAP TEAM (BOYS & GIRLS)

1. Signed Parent Consent Form and Student Consent forms for SCTP and AIM
2. Signed Code of Conduct Form (Student & Parent/Guardian).
3. Be Enrolled in the Poplar Bluff R-1 School District during the Time of Participation (No Mid Term Graduates). Excluding senior graduates competing in Fall Classic.
4. Perform a minimum of 4 hours community service. (Working at Gun Club Work Days, Volunteering for Community organizations, etc..)
5. Must Maintain the Team's Grades Policy of "NO Failing Grades" (It's encouraged to have a Semester GPA letter grade of "C" or Higher).
6. Students must attend practice whenever possible; (providing conflicts are unavoidable with other PBHS recognized events) each member should strive to attend practice 75% of the time.
7. You must participate in two State Level Competitions and/or one National Competition and score an 80% average.
8. All lettering students will be required to work club events and participate in any other team projects, community service, or fund raisers which occur during the team season.
9. Head Coach reserves the right to deny a letter or make special exception to grant a letter.

### VOLLEYBALL

1. Must be a member of the Varsity squad.
2. Must attend all practices, unless excused by the coach in advance.
3. Must have played in at least 2/3 of the total number of games.
4. Must have exhibited good sportsmanship and be a credit to the school.

### WRESTLING

1. Must finish season in good standing.
2. Can earn a letter by winning a tournament (1 in Varsity or 2 in JV) - Must wrestle at least three matches. (Winning a tournament by forfeits doesn't count.)
3. Earn at least 24 points at the Varsity level (team points in duals or tournaments).
4. Wrestle at least 80% of Varsity matches.
5. Injured wrestlers can ear provisional letter based on next seasons performance. (Coaches discretion.)

## **SPORTSMANSHIP: YOUR KEY TO BEING REMEMBERED AS OUTSTANDING**

Sportsmanship plays a major role in your development as a student/athlete. Our program of interscholastic athletics is important and gives you the opportunity to display your interests and abilities. Athletics gives you a great opportunity to mold your personality, to control your emotions, and direct your energy to being a positive individual and/or team member. Derogatory remarks, antagonizing your opponent intentionally, and encouraging or being involved in altercations with your opponents, is not a part of Poplar Bluff athletics.

Downgrading of officials by players or coaches is not acceptable. Officials, like players and coaches, are not 100% correct, therefore, they should be treated accordingly. As a player you will err, as coaches all aspects of coaching will not work at the particular moment you would like for your decision to work. We must be able to hold our heads high in defeat and be excited when we win. We must care how victory is attained. We must exercise good judgment, by not being childish and by not using immature antics. Morals and good common sense need to be exercised, it is your responsibility.

Showing self-control at all times, accepting decisions, accepting with pride both victory and defeat, showing good conduct and cooperation with coaches, officials, and players are containment's in a good winning philosophy. We, in the Poplar Bluff School District, want you to win, to excel, and to be successful in you academic and athletic endeavors. Competition is the backbone of our society, it has been there since the beginning of our great country. There will be disappointment in academics, disappointments in athletics, and disappointments in life. Your reactions to these disappointments will be a guide for you to realize what you have learned from your student/athletic endeavors.

There will always be competition. If you will always remember not to do anything that will be an embarrassment to you, your parents, your school, or your community you will always be a good citizen and will show good sportsmanship.

## **STUDENT Policy 2920**

The District provides opportunities for students to participate in interscholastic activities and athletics. The interscholastic programs should encourage participation by as many students as possible and should be carried on with the best interests of the students as the primary consideration. The programs are expected to be well organized and well conducted and to have a positive influence on the students and the community.

**Participation in interscholastic and extracurricular activities is a privilege and not a right. Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those set out by the Missouri State High School Activities Association.**

### **Hazing**

Student hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students, on or off District property, is prohibited and may result in suspension from school and from activity/athletic participation.

## **FINANCIAL OPERATION Policy 3370**

All fund-raising activities and planning for fund-raising shall be done after school hours unless prior permission is received from the building principal and athletic director.

Any fund-raising activity which involves students or employees shall require the approval of the building principal and Athletic Director. Involvement is defined as: any activity which advertises the school, students, or school organization.

# MSHSAA Concussion Return to Play Form

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. **Please initial any recommendations that you select below.**

---

Athlete's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Injury: \_\_\_\_\_

---

## THIS RETURN TO PLAY IS BASED ON TODAY'S EVALUATION

Date of Evaluation: \_\_\_\_\_ Care Plan Completed By: \_\_\_\_\_

Return to This Office (Date/Time): \_\_\_\_\_

Return to School On (Date): \_\_\_\_\_

### RETURN TO SPORTS

PLEASE NOTE: 

1. Athletes should not return to practice or play for at least 24 hours after their head injury has occurred.
2. Athletes should never return to play or practice if they still have ANY symptoms.
3. Athletes: Be sure that your coach and/or athletic trainer are aware of your injury and symptoms, and that they have the contact information for the treating physician.

The following are the return to sports recommendations at the present time:

- Physical Education:  Do NOT return to PE class at this time.  
 May return to PE class at this time.
- Sports:  Do NOT return to sports practice or competition at this time.  
 May gradually return to sports practices under the supervision of the healthcare provider for your school or team.  
 May be advanced back to competition after phone conversation with attending physician (MD/DO/PAC/LAT/ARNP/Neuropsychologist)  
 Must return to physician (MD/DO/PAC/LAT/ARNP/Neuropsychologist) for final clearance to return to competition.
- OR -  Cleared for full participation in all activities and restrictions. Return of symptoms should result in re-evaluation by physician (MD/DO/PAC/LAT/ARNP/Neuropsychologist) for assessment.

### Medical Office Information (Please Print/Stamp):

Evaluator's Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Evaluator's Address: \_\_\_\_\_



# Poplar Bluff Athletics

## *Incident/Injury Report*

**Sport:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Athlete:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Incident/Injury:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action Taken:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Coach:** \_\_\_\_\_

**Poplar Bluff R-1 School District  
Contest Travel Release**

\_\_\_\_\_  
(Date)

This is to certify that \_\_\_\_\_ has my permission to ride  
(Student/Athlete's Name)

Mark One:     To     From     Both: To & From

the \_\_\_\_\_ athletic contest on \_\_\_\_\_  
(Sport) (Date)

at \_\_\_\_\_  
(Location of Contest)

I certify that I am personally transporting the above named student, or have arranged for transportation with an adult (non-student) of my choosing for this student.

State Reason for not riding the bus:

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

*(Reason must be sufficiently urgent to family needs to justify not riding the bus.)*

I understand that Poplar Bluff High School Athletic Rules require students to ride the bus to and from all athletic events and departure from this requirement will release the Poplar Bluff School District from all liability and for any adverse results that may occur.

I agree to release the Poplar Bluff School District and its employees and officers from all liability with reference to the above stated transportation.

\_\_\_\_\_  
(Signature of Parent/Guardian)

# PRE-PARTICIPATION PHYSICAL EVALUATION PHYSICAL EXAMINATION FORM – VALID FOR 2 YEARS

Name:	Date of Birth:
-------	----------------

**Physician Reminders:**

- |   |   |
|---|---|
| <p>1. Consider additional questions on more-sensitive issues.</p> <ul style="list-style-type: none"> <li>• Do you feel stressed out or under a lot of pressure?</li> <li>• Do you ever feel sad, hopeless, depressed or anxious?</li> <li>• Do you feel safe at your home or residence?</li> <li>• Have you ever tried cigarettes, chewing tobacco, snuff or dip?</li> <li>• During the past 30 days, did you use chewing tobacco, snuff or dip?</li> </ul> <p>2. Consider reviewing questions on cardiovascular symptoms (Questions 4-13 of History Form).</p> | <ul style="list-style-type: none"> <li>• Do you drink alcohol or use any other drugs?</li> <li>• Have you ever taken anabolic steroids or used any other performance-enhancing supplement?</li> <li>• Have you ever taken any supplements to help you gain or lose weight or improve your performance?</li> <li>• Do you wear a seat belt, use a helmet and use condoms?</li> </ul> |
|---|---|

**EXAMINATION**

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

MEDICAL	NORMAL	ABNORMAL FINDINGS
Appearance • Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, hyperlaxity, myopia, mitral valve prolapse (MVP) and aortic insufficiency)		
Eyes, ears, nose and throat • Pupils equal • Hearing		
Lymph Nodes		
Heart • Murmurs (auscultation standing, auscultation supine and +/- Valsalva maneuver)		
Lungs		
Abdomen		
Skin • Herpes simplex virus (HSV), lesions suggestive of methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) or tinea corporis		
Neurological		

MUSCULOSKELETAL	NORMAL	ABNORMAL FINDINGS
Neck		
Back		
Shoulder and arm		
Elbow and forearm		
Wrist, hand and fingers		
Hip and thigh		
Knee		
Leg and ankle		
Foot and toes		
Functional • Double-leg squat test, single-leg squat test and box drop or step drop test		

\* Consider electrocardiography (ECG), echocardiogram, referral to cardiology for abnormal cardiac history or examination findings, or a combination of those.

- Cleared for all sports without restriction for two (2) years.
- Cleared for all sports without restriction for two (2) years with recommendation for further evaluation or treatment for:
- Cleared for all sports without restriction for less than two (2) years. Specify reasons and duration of approval below:
- Not Cleared
- Pending further evaluation     
  For any sports     
  For certain sports (please list):
- Reason:

Recommendations/Comments:

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 healthcare professional (type/print):	Date of Issue:
Address:	Phone:
Signature of healthcare professional (MD/DO/ARNP/PA/Chiropractor):	

This physical is valid for a 2-year period unless otherwise noted by the physician in the "Recommendations" field listed above.



**MEDICAL HISTORY**

**Note: Complete and sign this form (with your parents if younger than 18) before your appointment. The physician should keep a copy of this form in the chart for their records.**  
**Note: An injury or medical condition results in a separate medical release.**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date of examination: \_\_\_\_\_

Sex assigned at birth (F, M or intersex): \_\_\_\_\_ How do you identify your gender? (F, M or other): \_\_\_\_\_

List past and current medical conditions:  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever had surgery? If yes, list all past surgical procedures:  
 \_\_\_\_\_  
 \_\_\_\_\_

Medicines and supplements: List all current prescriptions, over-the-counter medicines and supplements (herbal and nutritional):  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you have any allergies? If yes, please list all of your allergies (i.e., medicines, pollens, food, stinging insects):  
 \_\_\_\_\_  
 \_\_\_\_\_

**PATIENT HEALTH QUESTIONNAIRE VERSION 4 (PHQ-4)**

Over the last 2 weeks, how often have you been bothered by any of the following problems (circle response).

	Not at All	Several Days	Over Half the Days	Nearly Every Day
Feeling nervous, anxious or on edge:	0	1	2	3
Not being able to stop or control worrying:	0	1	2	3
Little interest or pleasure in doing things:	0	1	2	3
Feeling down, depressed or hopeless:	0	1	2	3

**A sum of ≥3 is considered positive on either subscale (questions 1 and 2, or questions 3 and 4) for screening purposes.**

Explain "Yes" answers at the end of this form. Circle questions if you don't know the answer.

GENERAL QUESTIONS	Yes	No
1. Do you have any concerns that you would like to discuss with your provider?		
2. Has a provider ever denied or restricted your participation in sports for any reason?		
3. Do you have any ongoing medical issues or recent illness?		
HEART HEALTH QUESTIONS ABOUT YOU	Yes	No
4. Have you ever passed out or nearly passed out during or after exercise?		
5. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?		
6. Does your heart ever race or skip beats (irregular beats) during exercise?		
7. Has a doctor ever told you that you have any heart problems?		
8. Has a doctor ever ordered a test for your heart? (For example, electrocardiography (ECG) or echocardiography?)		
9. Do you get light-headed or feel shorter of breath than your friends during exercise?		
10. Have you ever had a seizure?		
HEART HEALTH QUESTIONS ABOUT YOUR FAMILY	Yes	No
11. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 35 (including drowning or unexplained car crash)?		
12. Does anyone in your family have a genetic heart problem such as hypertrophic cardiomyopathy (HCM), Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy (ARVC), long QT syndrome (LQTS), short QT syndrome (SQTS), Brugada syndrome or catecholaminergic polymorphic ventricular tachycardia (CPVT)?		
13. Has anyone in your family had a pacemaker or an implanted defibrillator before age 35?		
BONE AND JOINT QUESTIONS	Yes	No
14. Have you ever had a stress fracture or an injury to a bone, muscle, ligament, joint or tendon that caused you to miss a practice or game?		
15. Do you have a bone, muscle, ligament or joint injury that bothers you?		

MEDICAL QUESTIONS	Yes	No
16. Do you cough, wheeze, or have difficulty breathing during or after exercise?		
17. Are you missing a kidney, an eye, a testicle (males), your spleen or any other organ?		
18. Do you have groin or testicle pain or a painful bulge or hernia in the groin area?		
19. Do you have any recurring skin rashes or rashes that come and go, including herpes or methicillin-resistant <i>Staphylococcus aureus</i> (MRSA)?		
20. Have you had a concussion or head injury that caused confusion, a prolonged headache or memory problems?		
21. Have you ever had numbness, had tingling, had weakness in your arms or legs, or been unable to move your arms or legs after being hit or falling?		
22. Have you ever become ill while exercising in the heat?		
23. Do you, or does someone in your family, have sickle cell trait or disease?		
24. Have you ever had, or do you have, any problems with your eyes or vision?		
25. Do you worry about your weight?		
26. Are you trying to, or has anyone recommended, that you gain or lose weight?		
27. Are you on a special diet or do you avoid certain types of foods or food groups?		
28. Have you ever had an eating disorder?		
FEMALES ONLY	Yes	No
29. Have you ever had a menstrual period?		
30. How old were you when you had your first menstrual period?		
31. When was your most recent menstrual period?		
32. How many periods have you had in the past 12 months?		

**IF "YES," EXPLAIN ANSWERS HERE**

I hereby state that, to the best of my knowledge, my answers to the questions on this form are complete and correct.

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

# MSHSAA PRE-PARTICIPATION DOCUMENTATION – ANNUAL REQUIREMENTS

<b>INTERIM MEDICAL HISTORY</b>	
<p><b>Notes: Complete and sign this form (with your parents if younger than 18).</b>  <b>Notes: An injury or medical condition results in a separate medical release.</b></p>	
Name:	Date of Birth:
Date:	
Sex assigned at birth (F, M or intersex):	How do you identify your gender? (F, M or other):
List past and current medical conditions:	
Have you had surgery since your last Pre-Participation Physical Examination (physical)? If yes, list those surgical procedures:	
Medicines and supplements: List all current prescriptions, over-the-counter medicines and supplements (herbal and nutritional):	
Do you have any allergies? If yes, please list all of your allergies (i.e., medicines, pollens, food, stinging insects):	
Have you been diagnosed with any medical or health condition since your last PPE (physical)? If yes, please describe:	

**I hereby state that, to the best of my knowledge, my answers to the questions on this form are complete and correct.**

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

In the event of an emergency or when the Parent(s) or Guardian is unable to directly supervise health care services needed by the student for injuries or illnesses sustained at any athletic practice, conditioning exercise or contest, I also give my consent to the rendering of necessary health care services for the student by a qualified provider (QP) covering the athletic practice, conditioning exercise or contest, including an athletic trainer, physician, physician assistant, nurse practitioner or other medically-trained professional licensed by the State of Missouri (or the state in which the student injury or illness occurs) and who is acting in accordance with the scope of practice under their designated state license and any other requirement imposed by state law. In emergency situations, the QP may also be a certified paramedic or emergency medical technician for the purpose of providing emergency health care and transport. Health care services are defined as services including, but not limited to, evaluation, diagnosis, first aid, emergency care, stabilization, treatment and referral. I further authorize the QP who provides such health care services to disclose such information about the student's injury or illness, diagnosis, care and treatment in the professional judgment of the QP to the student's athletic director, coaches, school nurse and any classroom teacher required to provide academic accommodation to assure the student's recovery and safe return to activity. If the Parent(s) or Guardian believes that the student is in need of further evaluation, treatment, rehabilitation or health care services for the injury or illness, the student may be treated by the physician or provider of his or her choice.

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:

<b>Name of Insurance Company:</b>	<b>Policy Number:</b>
<b>Signature of Parent(s) or Guardian:</b>	<b>Date:</b>
<b>Has this student incurred a medical condition since their last physical examination?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

**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](http://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.

<b>Signature of Athlete:</b>	<b>Date:</b>
<b>Have you experienced a medical condition since your last physical examination?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**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.

<b>Signature of Athlete:</b>	<b>Date:</b>
<b>Signature of Parent(s) or Guardian:</b>	<b>Date:</b>

**EMERGENCY CONTACT INFORMATION**

<b>Parent(s) or Guardian</b>	<b>Address</b>	<b>Phone Number</b>
<b>Name of Contact</b>	<b>Relationship to Athlete</b>	<b>Phone Number</b>
<b>Name of Contact</b>	<b>Relationship to Athlete</b>	<b>Phone Number</b>

# CONSENT FORM

Poplar Bluff R-1 School  
Academic/Citizenship Guidelines  
for Extra Curricular Activities

Form 2920

## STUDENTS

### Activities and Athletics

#### Acknowledgement of Activity Rules and Guidelines

#### School Rules and Guidelines Associated with This Activity

(Rules and guidelines to be established by the coach/sponsor and school administration)

#### District Guidelines for Student Activities

Participation in District-sponsored activities and on District athletic teams is a privilege and not a legally protected right. Although students do not possess a legally protected right to participate in extracurricular activities, the District provides students suspended from participation with an informal opportunity to discuss the basis for their suspension.

#### Hazing Prohibited

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

#### Student and Parent Acknowledgement of the Above Rules and Guidelines

I acknowledge that violation of any of the above rules and guidelines for this activity may result in suspension or permanent removal from this activity or all extracurricular activities depending upon the nature of the violation. I further agree that subject to an opportunity to present the student's version of the alleged violation, the decision of the Superintendent/designee concerning suspension and duration of suspension is final.

I acknowledge receipt of, and have studied and understand the R-1 Schools Student Activities Manual for participation in the activities/programs of Poplar Bluff R-1 Schools. We agree to abide by these rules and those of the Missouri State High School Activities Association.

FILL OUT NEATLY THE FOLLOWING INFORMATION:

NAME OF STUDENT (print legibly) \_\_\_\_\_

YEAR OF GRADUATION \_\_\_\_\_ PRESENT GRADE IN SCHOOL (circle one) 7 8 9 10 11 12

This sheet must be signed by the parties indicated and returned to the head coach or sponsor of the appropriate activity before the student will be allowed to participate.

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

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

May, 2016

Copyright © 2008 Missouri Consultants for Education