

# PUTNAM COUNTY ACTIVITIES HANDBOOK



## Table of Contents

Purpose	2
Activity Guidelines	4
Citizenship Standards	4
Eligibility Standards	9
MSHSAA	11
Parent/Spectator Expectations	13
Phone Information	14
Safety/Health Information	15
Sportsmanship	19
Student Expectations	20
Transportation	21
Area School District Information	
Upcoming Schedules	
Appendix A (forms to be filled out)	

## **PURPOSE**

The purpose of the extracurricular and co-curricular program is to provide experience, which enables the pupil to progress toward established educational objectives. Outlined below are some of the desirable educational goals to be achieved through the competitive programs:

### **To Develop for the Student:**

1. Qualities of mental and physical strength, endurance, vitality, and neuromuscular skills.
2. A program of activities that meets the needs, interests, and capacities of the student.
3. Qualities of alertness, courage, resourcefulness, and good sportsmanship.
4. Proper emotional control and stability of character.

### **To Develop for the School:**

1. A program of extracurricular and co-curricular activities as an integral part of the school curriculum.
2. A high standard of school loyalty, pride, student morale and wholesome school spirit.
3. Student understanding of extracurricular and co-curricular activities so that they will be more intelligent and appreciative as spectators.

### **To Develop for the Community:**

1. An understanding that the extracurricular and co-curricular activities for students have been promoted under conditions that assure the participants and the public the best traditions in sportsmanship, citizenship, and a wholesome school-community relationship.

## **PHILOSOPHY**

Interscholastic competition shall supplement the secondary curricular program and shall provide most worthwhile experience to students that shall result in these learning outcomes that will contribute toward the development of the attributes of good citizenship. Emphasis shall be upon teaching “through school competition.” To this end only can interscholastic competition be justified.

## **OBJECTIVES**

Extracurricular and co-curricular activities give the student tremendous opportunities to develop as a complete human being. Students who are goal-oriented and career pathway-directed need to aim toward specific objectives. The sponsors/coaches of these activities should dedicate themselves to reaching these objectives. When a student graduates from Putnam County R-I High School, we want him/her to be able:

1. To work cooperatively with others.
2. To learn from constructive criticism.
3. To have self-confidence in stressful situations.
4. To discipline himself/herself.
5. To lead others.
6. To teach certain skills to younger participants.
7. To respect teamwork, organization, and unity.
8. To appreciate the help given to them by parents, teachers, sponsors, coaches, and administration.
9. To evaluate his/her abilities realistically.
10. To have a positive learning attitude toward all tasks.

11. To value hard work and what it can accomplish.
12. To seek help from others when a problem arises.
13. To develop lasting relationships with others.
14. To be physically fit and healthy.
15. To praise others who do a good job.
16. To respect the rules and the officials who enforce them.
17. To feel good about himself/herself as a person.
18. To be dependable when given a job to do.

### **Advantages of Extracurricular and Co-Curricular Participation**

1. Opportunity to participate in an activity, which parallels many later life experiences.
2. Opportunity to develop physical, mental, and social powers to the fullest.
3. Develop responsiveness to group discipline.
4. Develop lasting relationships.
5. Develop self-confidence.
6. Develop respect for rules and duly constituted authority.
7. Opportunities for development of cooperation, resourcefulness, perseverance, sportsmanship, gameness, initiative, and unselfishness.
8. Travel opportunities to see other communities and get acquainted with other types of people.
9. Opportunities, which make one more friendly, interesting, and human through competitive experiences.
10. Increase one's circle of friends and acquaintances.
11. Draws attention to oneself, which may have a "business" value later on.
12. Successful participation opens the door to future vocational opportunities.
13. Gaining participation abilities, which help many students through college.

### **NONDISCRIMINATION**

It is the policy of Putnam County R-I School District not to discriminate on the basis of race, color, creed, gender, or disabilities in its educational programs, activities, or employment practices. If discrimination takes place, contact the building principal or superintendent.

## **ACTIVITY GUIDELINES**

All students who participate in middle and high school athletics and co-curricular activities sponsored by the Putnam County R-I Board of Education shall meet and adhere to, as a minimum, the following criteria. Specific activities may demand more qualifications, but none may allow less. *Additional disciplinary actions not listed in this handbook may be assigned by Administrators and Coaches.*

## **CITIZENSHIP STANDARDS**

Participation in athletic and co-curricular student activities is a privilege and not a right. Students who represent Putnam County in an athletic or co-curricular student activity are expected to be good “citizens.” A student who fails to exhibit good citizenship shall lose the privilege of participating in the student activity. These general and specific citizenship standards apply to the student three hundred sixty-five (365) days a year, twenty-four hours a day-no matter where the student is located.

In order to be eligible for participation in athletic and co-curricular student activities, a pupil must meet the requirements of the Missouri State High School Activities Association (MSHSAA) and the Putnam County R-I Board of Education. All students involved in athletics and co-curricular activities and their parents must complete the Athletic and Co-Curricular Student Activities Guidelines acknowledgement form, athletes must participate in the District’s mandatory drug testing program, and all parents must complete the Parent Expectation form (all forms are in Appendix A).

These citizenship violations will be dealt with individually and the penalty may vary with the seriousness of the circumstance of the offense. The penalty for a general citizenship violation may range from a reprimand by the sponsor/coach to permanently barring the student from participation in the School District’s athletics and co-curricular activities program. Additionally, Administrators can impose extra discipline measures as they see fit.

### **CITIZENSHIP REQUIREMENTS**

**Citizenship:** Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered “creditable citizens.” Conduct shall be satisfactory in accord with the standards of good discipline.

**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. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. 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.

#### **Local School:**

- a. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
- b. The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.
- c. A student shall not be considered eligible while serving an out-of-school suspension.

- d. 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.
- e. 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.
- f. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.
- g. Each school shall diligently and completely investigate any issue that could affect student eligibility.

**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.

### **A. General Citizenship Standards**

A student may violate the school district's citizenship standards by conduct such as:

- 1) Repeated referrals for disciplinary action to the Principal, or other person having general responsibility for student discipline.
- 2) A single breach of good conduct, either in or out of school, whether such conduct would constitute a violation of the school district's disciplinary policies or not which is verified to the satisfaction of the head coach or administration.
- 3) A violation, or alleged violation, of federal, state, or local criminal law which results in a citation or summons being issued to the student, or charges being filed in court against the student or conduct which is verified to the satisfaction of the administration (all traffic violations excluded except DWI, driving while intoxicated, or excessive BAC, blood alcohol content).
- 4) Failure to follow the sportsmanship rules established by the school district, team, conference, or MSHSAA.
- 5) Violation of team or activity rules.
- 6) Being suspended from school.

\*In order to be of maximum effectiveness in serving and fostering the education of the students so entrusted to us and in promoting and supplementing the regular curriculum, it is the duty of all concerned with our activities programs to:

1. Cultivate awareness that participation in athletics and activities is part of the total educational process and as such, the coach/sponsor should neither seek nor expect academic privileges for the participants.
2. Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play as they relate to the lifetime impact on the participant.
3. Develop a working awareness and understanding of all rules and guidelines governing competition, both in letter and intent.
4. Recognize that the purpose of activities is to promote the physical, mental, moral, social, and emotional wellbeing of the individual participants.
5. Avoid any practice or technique, which would endanger the present or future welfare or safety of any participant.
6. Adhere to policies, which do not force or encourage students to specialize or restrict them from participation in a variety of activities.
7. Refuse to disparage an opponent, an official, an administrator, or spectator in any aspect of the activity.

8. Strongly encourage the development of proper health habits: the non-use of chemicals, including alcohol, steroids, tobacco in any form, and other mood-altering substances.
9. Exemplify proper self-control at all times, accepting adverse decisions without public display of emotion or of dissatisfaction with officials and or judges.
10. Encourage all to judge the true success of the athletic and activities program on the basis of the attitude of the participants and spectators, rather than on the basis of a win or loss.

## **B. Specific Citizenship Standards**

### **\* Use or Possession of Alcoholic Beverages, Drugs, or Tobacco**

Students are expected to abstain from possession or use of tobacco, alcoholic beverages, and drugs. Prior to the 1997-1998 academic years, the Putnam County R-I Board of Education approved a **Random Drug and Alcohol Testing Program for Extracurricular Activities (Policy 2642)**. A student will violate the school district's citizenship standards if he or she uses, possesses, has ingested, has under his or her control, sells, manufactures, administers, dispenses, distributes, or compounds:

1. Tobacco in any form.
2. Alcohol, intoxicating liquor as defined in Chapter 311, RSMo, or alcoholic beverages.
3. Controlled substances, counterfeit substances or imitation drugs as defined in Chapter 195, RSMo.
4. Controlled substance analogue as defined by Chapter 195, RSMo, and any substance which has a chemical makeup similar to any controlled substance, as defined above, and which when ingested or otherwise used causes a condition such as intoxication, euphoria, dizziness, irrational behavior, stupefaction or hallucination.
5. Anabolic steroids or other similar compound, which is derived from testosterone or prepared synthetically.
6. Drug paraphernalia as defined in Chapter 195, RSMo.
7. Prescription medications, which are not prescribed to the student.
8. Prescription medications that are prescribed to the student, but only if the student sells, administers, dispenses or distributes the medication to others.

\*When school personnel determine that a student has been found to be in possession of or used alcohol, controlled drugs, or tobacco products, the student will be disciplined. Sufficient evidence for a determination of a violation shall include, but not limited to: 1) his or her own admission, 2) evidence substantiated by school officials, 3) pled guilty to or convicted of a violation in a court of law. The coach/sponsor of the student involved along with school administrators shall decide which of the following punishments to administer.

### **Drug or Alcohol Use**

#### **FIRST OFFENSE**

Student is suspended from 20% of **all** scheduled athletic and co-curricular events the student participates in. If the season of the event the student participates in ends before the completion of the consequence, it will be continued in the next season of the next sport. During this time the student will be ineligible for **any** activities. The student will be expected to participate in practice, stay with the team, can't dress for games, and must also complete a vigorous training program at the discretion of the coach.

#### **SECOND OFFENSE**

Student is suspended from **all** school-sponsored athletic and co-curricular student activities for 365 days.

#### **THIRD OFFENSE**

Student is suspended from **all** school-sponsored athletic and co-curricular student activities for the remainder of high school career.

**Tobacco** - Use, possession, or distribution of tobacco or tobacco products, in any form, is prohibited.

**FIRST OFFENSE**

Student is ineligible for one athletic contest, and one co-curricular event per activity for a seven-day period.

**SECOND OFFENSE**

Student is ineligible for two athletic contests, and two co-curricular events per activity for a fourteen-day period

**THIRD OFFENSE**

Student is removed from the team.

**C. Specific Citizenship Standards**

**\*Defacing or Destroying Property**

Any athlete who defaces or destroys property of the Putnam County R-I School District, property of staff members of the Putnam County R-I School District, or property of other school districts or their staff members will be subject to the following actions:

**FIRST OFFENSE**

Parents/guardians will be notified. Restitution, discipline from the coach and administration including and up to the removal from the team. If necessary, law enforcement will be contacted.

**SECOND OFFENSE**

Parents/guardians will be notified. Restitution, termination from the team, as well as an 8-week suspension from all extracurricular activities. If necessary, law enforcement will be contacted.

The student must have met all requirements of the court systems in order to be reinstated to compete in contests again.

**D. Specific Citizenship Standards**

**\*Sexual Harassment**

Sexual harassment is strictly prohibited by the Putnam County R-I School District. Sexual harassment is defined as un-welcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. If sexual harassment takes place, contact the building principal or superintendent. Sexual harassment is a level three offense.

**FIRST OFFENSE**

A minimum of one athletic contest and one co-curricular event per activity for a seven-day period, up to 180 days depending on the nature of the offense.

**SECOND OFFENSE**

May lead to expulsion

**\*Conduct Standards**

Students involved in athletic and co-curricular activities are expected to conduct themselves in a positive, respectful manner at all times. Students who conduct themselves inappropriately may lose their privileges regarding extracurricular participation.

### **\*Team or Activity Standards**

Students are expected to observe and obey the rules established by the coach or sponsor of the activity. Each coach or sponsor to the student participants at the beginning of the activity shall communicate the specific rules. Violation of the team or activity rules shall constitute a violation of the school district's citizenship standards, with the penalty to be determined by the coach or sponsor, athletic director and Principal. The above specific citizenship standards and consequences listed under section B, C, and D are in place for the four (4) years a student is in high school (9-12 grade). For example, if a student violated the specific citizenship standards as a freshman and again as a senior, the violation would be considered a second offense or occasion.

Students in junior high (7 & 8 grade) will be considered a separate unit from the high school. The specific citizenship standards and consequences listed under section B, C, and D are in place for the two (2) years a student is in junior high. Students entering the ninth (9) grade will not carry over any consequences received during junior high.

### **\*Citizenship Card**

All students must **sign a citizenship card** when participating in extracurricular and co-curricular activities. Please schedule a parent/student meeting at the start of the season/school year to discuss the citizenship card. Directors/Coaches/Sponsors should inform students and parents of fourteen and twenty-eight calendar day suspensions from the activities program as well as the circumstances that constitute the student being ineligible to participate in the activity(ies). At this meeting a copy of MSHSAA ***How To Protect Your Eligibility*** brochure will be disseminated to all student athletes (A sample of this form is located in the back of this guide. Copies for your use may be obtained from the Building Office.) All citizenship card violations will be kept on file with the building Activity/Athletic Director.

If a student receives a citizenship card violation, they will not be allowed to practice with the team/activity group until after the out-of-school suspension has been served. After the OSS has been served the student may, with the coach's and building athletic/activity director's approval, practice with the team.

## **ELIGIBILITY STANDARDS**

All students who participate in any extra-curricular and co-curricular activity must be a student first. Therefore, the Putnam County R-I School District requires all students to adhere to the following eligibility requirements.

### **ELIGIBILITY TO PARTICIPATE IN EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES**

**No** student will take part in any school activity if absent from school for more than half the day of the activity, without first receiving approval from a school administrator or designated official. Also, a student serving in-school suspension or out-of-school suspension will not be allowed to participate in school activities until completion of penalty. If a student misses class 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 (or has an excused absence from class) without a excused absence. Students with unexcused absences on Friday will not be allowed to participate in school activities or events until a student attends a full day of class without an unexcused absence (or has an excused absence from class).

Students must also meet the standards of the Missouri State High School Activities Association. Students in grades 7-12 must be currently enrolled in courses that offer two and one quarter units of credit.

In the MS there will be a grade check every Monday or the first the day of the school week. Middle School students with F's will be ineligible for extracurricular events until they get their grades up to a passing mark. This will be determined by the Middle School Principal.

High School students must be passing all classes while in season. Grade checks will happen approximately every two weeks. Any student with a D or F will participate in all tutoring sessions for two weeks until new grades come out. If after 5 days of tutoring the student has all grades up to an A or B, they can be removed from the intervention list and won't be required to attend tutoring.

Students with an F who are involved in MSHSAA activities will be ineligible for 5 full school days and must attend a minimum of 5 tutoring sessions during Activity Period before playing again. Their ineligibility begins 48 hours after the appointed time for student notification of grades. They will be allowed to practice with the team/group when possible.

\*Participants/athletes with an "F" may not miss class to travel away to an event/game. If a student has a passing grade after 5 tutoring sessions have been completed, the teacher will notify the principal and they will then become eligible to travel to school-sponsored activities/sports.

\*Any student scheduled to attend a co-curricular contest for the purpose of taking it as a technical skill assessment (TSA) shall be allowed to attend that day.

\*Band and choir students will perform at the Christmas concert and Evening with the Arts since those performances count as significant portions of their grade.

## **CAREER & TECHNICAL STUDENT ORGANIZATIONS (CTSO)**

### **Rules of Conduct for CTSO Officers of Putnam County R-I**

CTSO Officers must follow the following guidelines:

1. Abide by the Rules of Conduct as stated in the Putnam County R-I Student Handbook and the Putnam County Activities Handbook.
2. As a chapter officer you are expected to attend all chapter activities. If an officer is not able to attend a chapter activity for any reason they should notify the chapter advisors stating the reason for their absence.
3. Failure to uphold officer expectations or comply with school standards can result in officer probation or dismissal (at the discretion of the CTSO advisor and administration). In the case of an officer dismissal, the advisor reserves the right to appoint a new officer or leave the position vacant.

## **INTERVENTION PLAN ACADEMIC APPEAL PROCESS**

Any student with an "F" that is forced by the plan to miss an extracurricular or co-curricular event due to the intervention plan, including athletic events, is allowed to appeal to a committee to review any special circumstances if they have not earned any zeros on any assignment during the preceding grading period. The committee may grant or deny the appeal based on information brought forth by the student, their classroom teachers, or from the teachers at the appeal hearing. The appeal will be closed to the public and only the committee selected by the principal will be present. The student will not attend the appeal hearing, and each student is allowed two (2) appeals per year.

The appeals committee shall be made up of the following: an administrator or designee and up to two (2) other core academic teachers plus a coach/sponsor for the activity impacted by the appeal. A forty-eight (48) hour time period must be given to the appeals committee to arrange for a time, venue, and proper personnel. If the committee grants the student's appeal, the student may attend the event, with the agreement that said student will still complete the five (5) mandatory tutoring sessions originally stated in the intervention plan. If the committee dismisses the student's appeal, the student may not attend the event, is still expected to complete the five (5) tutoring sessions.

The appeals committee shall strive to maintain equality and fairness throughout appeals.

## **PRACTICE**

Students should expect to practice in preparation for most of their activities. Each activity sponsor/coach will establish practice schedules that students must follow. Special arrangements to miss a practice or meeting must be made with the sponsor/coach prior to the student's absence. Practice times and schedules will vary depending on sports, facilities, time of season, etc. Students must be present for more than half the day to be eligible to practice. Any unusual reason for an absence from school shall be cleared with the high school principal or designee in advance. Coaches are cautioned not to practice students who are ill or who have missed school due to an illness or injury.

## SCHOOL RESPONSIBILITY CODE IN EFFECT

Students are reminded that all school rules are in effect at all activities. Their behavior should be exemplary while attending all school activities and students must respect the authority of those in charge.

## OFFICE BEHAVIORAL REFERRAL

The principal will notify the head coach or sponsor of an office referral disciplinary action as soon as possible after the referral disciplinary action has happened. All suspensions must be served before participation in contests, but a student may practice after an in-school suspension or detention is served that day. **If a student receives an office referral disciplinary action that student will not participate in activity the day of the event at the discretion of the Principal/Athletic Director.** If a student is referred on a non-event day, additional punishment and consequences for behavior are at the discretion of the coach. After two separate disciplinary actions (excluding tardies), MSHSAA citizenship rules would apply and could result in dismissal from the team, squad, or activity. Dismissal from the team, squad, or activity would be subject to building guidelines, coaches, and administrative review.

## BULLYING

"Bullying" means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus. "Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. If a student is found to have bullied someone or a group of people, the following can happen: **First Offense:** A minimum of one athletic contest and one co-curricular event per activity for a seven-day period may also include detention, in-school suspension, or up to 10 days of out-of-school suspension. **Second Offense:** Up to 180 days out-of-school suspension or expulsion.

## Initiations/Hazing

**Initiations are not allowed for any activity groups.** There is a board policy against "hazing" in the schools. Hazing is defined as any behavior required of an individual by one or more persons that humiliates, degrades or risks emotional or physical harm, regardless of the person's willingness to participate. 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.

## **APPEALS PROCESS**

If players or parents feel that there are extenuating circumstances they are welcome to follow through the appeal process. There is an established line of working through issues. The hierarchy follows the pattern of :

- 1) coach
- 2) athletic director
- 3) principal
- 4)superintendent
- 5)Board of Education

If at any level of the process, they are not happy with results they can move to the next.

## **MSHSAA**

### **Unsportsmanlike Conduct at MSHSAA Events**

Any unsportsmanlike conduct or misconduct of an athlete, coach, student, or fan at the site of an event whether it occurs before, during, or after the contest is of concern to the Board of Directors and shall be handled in accord with procedures established in the policy. It also reaffirms the expectation that in cases where an athlete is guilty of deliberately striking an opposing player, using profane or vulgar language, or using abusive language toward officials, etc., that the coach will immediately remove the player from the game and not permit the player to participate in the next succeeding four quarters (equivalence to one game). In addition, it now provides that if there are extenuating circumstances making the athlete's conduct more serious, the penalty imposed by the school shall be more severe. ***POSITIVE SPORTSMANSHIP IS A MUST.***

A substitute shall not enter the playing floor or field should a fight break out among players in the game. It also specifies that should any substitute leave the bench area to go onto the floor or field in such situations, he/she shall be suspended from the remainder of that game and from the next contest in which the team plays. Coaches need to make this policy clear to all members of their squads.

### **PARENT/SPECTATOR EXPECTATIONS**

Parents, guardians, and spectators are encouraged to cheer their teams with enthusiasm while exhibiting good sportsmanship. The school will not tolerate being on the field/floor before, during, or after the game, or berating the players, coaches, and/or officials.

### **ISSUES NOT APPROPRIATE TO DISCUSS WITH THE COACHES AT ANY TIME**

1. Pressure to increase playing time.
2. Team strategy
3. Play calling
4. Other student-athletes and/or participants

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 others' position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern:

1. Call to set up an appointment with the coach (24 hour waiting period)
2. Student athlete must be present during all meetings unless agreed upon by both parties.
3. Do not attempt to confront a coach or interfere with the players before, during, or after a contest or practice unless their student has been injured. Parents and spectators should not enter the locker room, dugout, bench, or be on the sidelines before, during, or after a contest or practice unless their student has been injured and they have the coaches' permission. These can be emotional times for both the parents and the coach. Meetings of this nature usually do not promote resolution.

If these procedures, including sportsmanship, are not followed, the parent, guardian, or spectator will face the following consequences:

***PARENT/SPECTATOR EXPECTATIONS***

**FIRST OFFENSE:**

The parent, guardian, or spectator will not be allowed to attend the next competition at that level and must have a meeting with the administrative staff.

**SECOND OFFENSE:**

The parent, guardian, or spectator will be asked to have a meeting with the administrative staff and will not be allowed to attend any other games or activity for that season.

These terms apply to home and away games. Suspensions not fulfilled will be carried over into the following season.

**PHONE INFORMATION**

**GRC Schools**

- Putnam County (660)947-3361, Fax 947-2912
- Albany (660)726-3911, Fax 726-5841
- Braymer (660)645-2284, Fax 645-2780
- Gallatin (660)663-2171, Fax 663-2559
- King City (660)535-4319, Fax 535-4765
- Maysville (816)449-2308, Fax 449-5678
- Milan (660)265-4414, Fax 265-4315
- North Andrew (816)567-2965, Fax 567-2096
- Pattonsburg (660)367-2111, Fax 367-4205
- Polo (660)354-2326, Fax 354-2910
- Princeton (660)748-3211, Fax 748-3212
- St. Joseph Christian (816) 279-1555, Fax 279-4574
- South Harrison (660)425-8044, Fax 425-7050
- Stanberry (660)783-2136, Fax 783-2177
- Trenton (660)359-3994, Fax 359-3995
- Worth County (660)564-3389, Fax 564-2193

**Bus Barn**

Bus Barn ext. 399  
Allen Cell: 660-626-4928  
Codie Cell: 660-342-4596

**Emergency**

P.C. Sheriff 947-3200  
Fax: 947-3700

**Media**

- KAAN 1-800-892-5959  
Fax: 425-8148
  - Kirksville Daily 665-2608  
Fax: 665-2608
  - KMEM 465-7225  
Fax: 465-2626  
Cell: 660-341-0942
  - KMGO 641-856-3337
  - KMZU 542-0420
  - KRES 1-800-892-2300  
Fax: 269-8811
  - KRXL/KTUF 665-9828  
Fax: 665-0711
  - KTTN 888-367-5886  
Fax: 359-4126
  - KTVO 660-342-6832 (Text)  
Fax: 627-1885
- Unionville Republican 947-2222 Fax: 947-2223

**MEDICAL INFORMATION**

Putnam County Ambulance Service.     **911 or (660) 947-3813**

Putnam County Memorial Hospital     **(660) 947-2411**

## **SAFETY & HEALTH INFORMATION**

### **Injuries**

*An Accident Report must be filled out on any student who has an injury that requires them to go to a medical doctor and/or be absent from school time due to the injury.* The school trainer may fill out the report and give it to the coach. If this occurs, the coach should co-sign the report and return it to the school nurse and the Athletic Director. (A sample copy of this form is located in the appendices of this guide. Copies for your use may be obtained from the principal's secretary.)

### **CPR Training**

*All Coaches must be certified in CPR/First Aid every two years before they are allowed to coach or be paid. This includes all sports, plus Marching Band, Campus Bowl, Cheerleading and Dance.*

### **Emergency Medical Standby Policy – Putnam County Ambulance Service**

Putnam County ground ambulance units, staffed by two licensed, emergency-training personnel, will provide emergency medical standby at football games (or other events as determined by the district Athletic Office). In the event of a situation that requires emergency transportation to the hospital, that will be provided by the on scene ground unit. The on-scene crew will request a ground unit be dispatched to the game (or other event) as soon as one is available to provide emergency medical standby.

NOTE: Transporting Procedure: Open ambulance traffic lane will be the responsibility of the host school.

*All coaches/directors should carry the Putnam County Ambulance Dispatcher's phone number with them at all events. 911 or (660)947-3813*

### **Policy on Lightning Safety**

#### **Policy:**

The athletic training staff, coaches, and administration should be alert for inclement weather conditions during outdoor activities to assist with reducing the risk of injury/death resulting from lightning.

#### **Procedure:**

- Athletic Directors, coaches, and school administration should be alert for inclement weather during outdoor activities. The AD and/or school administrator will have a lightning detector to be used if storms are expected or seem possible. Cancellation of a game should be made following consultation (if possible) of the on-site administrator or AD. If an administrator or the AD is not present, the head coach is responsible for implementing the policy. Cancellation or postponement of a game/practice will occur if any of the following situations occur:

- Lightning detector detects lightning once in the 3-8 mile range which was preceded by recent activity in the 8-20-mile range.
  - Lightning detector detects lightning twice in the 3-8 mile range without recent activity in the 8-20-mile range.
  - Lightning (sky to ground) is seen or thunder is heard.
    - Note: Current literature suggests thunder can be heard at a maximum of 10 miles. Therefore, anytime thunder is heard, you should immediately clear the field of play. Current literature does not provide a clear guide as to how far lightning can be seen, particularly in the night sky. If you see a distinct channel (bolt) of lightning, you should immediately clear the field of play. “Flickers” or a glowing in the horizon may be treated with careful monitoring of the environment and the lightning detector as noted above.
- The Lightning detector should be in an upright position and situated away from cell phones, electronic devices, motors, engines, and high powered communication devices which may cause false triggering of the detector. False triggers are identified by a continuous cycling (similar to when the unit is first turned on) of all indicators on the detector. In the event of a false trigger, the detector should be reset. This is accomplished by turning off the detector, moving to an open area, and turning on the detector. The AD or administrator should then follow the cancellation criteria noted above.
  - Once the decision has been made to cancel or postpone a game/practice, all athletes and spectators will be instructed to move to a safe location (building or vehicle). During practices the head coach is responsible for alerting athletes and during games a PA announcement will be made to alert spectators.
  - Extra precaution should be taken during events to allow for adequate time for spectators and athletes to seek appropriate shelter.
  - Activity will not resume until 30 minutes after the last lightning strike is seen or thunder heard and/or the Lightning detector indicates lightning is beyond the 20-mile range.
  - If the recommendation is made to immediately clear the playing field and practice/game play continues, the AD should advise the coach, officials, and school administrator that they are leaving the area until the weather permits safe return.

### **Medical Policies and Procedures for the Putnam R-I Athletic Program**

**Please review the copy of the medical policies and procedures. A copy is available in each coach’s office**

### **Heat Illness Procedures**

Each high school uses a weather station to measure a combined heat and humidity reading. The reading from the weather station will be applied to a heat index chart with the following procedures in place for coaches and athletic trainers. Athletic trainers will keep a log of all heat index readings taken.

A. The following procedures are to be used for practice and games during hot weather events such as football & softball

1. During hot weather when heat illness is most likely to occur the athletic director is to measure the heat and humidity using the weather station. The athletic trainer should report the heat index to coaches at the school site. During high heat and humidity times, coaches not at the school site should call the athletic director. Coaches who elect to call the national weather service should document what time they called, who they talked to, and the heat index they were given.

2. If the heat index is between 95 – 105 plans to modify the practice or game are to be in place. Modifications include but are not limited to:

More frequent water breaks	Practice at a different time of day
Move to practice indoors	Shortened practice
Limited equipment	Less intensity

3. If the heat index is over 105 degrees, the practice or game is to be postponed or rescheduled until the heat index falls below 105 degrees.

B. Any item not specifically addressed in the procedure will be dealt with according to MSHSAA guidelines which can be located in the MSHSAA Sports Medicine Manual.

C. While practicing for athletics students should be allowed free water intake during the entire practice session. Coaches, parents, and athletic trainers should educate their players on water and electrolyte replenishment along with the benefits of being properly hydrated.

**Return to Play (RTP) Procedures After a Concussion (see appendix for complete concussion information packet- this is subject to change when MSHSAA updates its recommendations).**

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 stepwise 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.

**Evacuation Plan for Football, Baseball, and Softball Events**

**Football – Lightning** –Move to high school commons

**Football – Tornado** -- Move to high school interior hallways

**Baseball – Lightning** – Move to restrooms & concession Stand

**Softball – Lightning** - Move to high school commons

**Baseball – Tornado** -- Move to restrooms & concession Stand

**Softball – Tornado** -- Move to high school interior hallways

## **SPORTSMANSHIP**

As a participant representing the Putnam County R-I School and community, you have the responsibility to exhibit good sportsmanship at all times. As a member of the extra-curricular program, you become a representative of your family, the student body, your school, and your community. The coaching staff and sponsors will expect all participants to conduct themselves as champions in the athletic arena, the classroom, and in everyday life. The coaching staff and sponsors will demonstrate appropriate behavior at all times. Instruction will be provided by coaches and sponsors to inform participants of district expectations.

A very important lesson we learn through interscholastic athletics is that by hard work and dedication we can improve. In America we recognize we can take ability, and through hard work and dedication, become anything we want to be. If you are willing to recognize the ability you possess and work hard, you can achieve success in athletics. This is a lesson that will prove very valuable to you as you prepare to face the challenges of life after high school.

Attitude is one of the principle ingredients in becoming a champion in any sport or activity. The desire to excel, to win, and to pay the price are all positive qualities or attributes of attitude that contribute to a winning philosophy.

A winning philosophy is important, but realizing the importance of how the game is played is equally important. Simple acts or gestures of respect-such as displaying good conduct, cooperating with officials, shaking hands with opponents before and after the contest, showing self-control at all times, accepting decisions and abiding by them, and never being boastful or bitter-will aid you and your team in portraying the standards of sportsmanship expected of athletes at Putnam County R-I Schools

## **STUDENT EXPECTATIONS**

Students must understand they are a reflection of the community, school, and parents. Therefore, students who participate in any activity sponsored by the Putnam County R-I School District are required to adhere to the following expectations.

### **LETTERING**

All varsity coaches or sponsor must create lettering policies for each sport or activity. However, the coach or sponsor must communicate the lettering policy with the Putnam County Activities Director(s) before the start of the season. It is also the responsibility of the coach or sponsor to have a parent/student meeting where all rules and policies are communicated to the parents and students.

The school "letter" is awarded to students earning them in various school activities. The following general rules apply to the awarding of school letters:

1. The student awarded a school letter must be a good school citizen.
2. The student must be recommended by the sponsor or coach of an activity.
3. Individuals must complete activities scheduled unless prevented by unavoidable reason.
4. A student will be awarded one chenille letter. If the individual qualifies in other activities he/she will be awarded a qualifying certificate in those activities.
5. A school letter may be awarded for scholarship by

- a) earning a 3.5 grade point average for the year in academic classes
- b) earning an "I" rating in a district contest or festival or an "I" or "II" at the state level;
- c) earning the state farmer degree.

## **APPEARANCE**

The student shall be neat and clean at all times and project a wholesome image. Grooming and appearance is at the discretion of the individual sponsor/coach. The wearing of hats is not allowed inside any building or before/after a school sponsored event. Students are also not permitted to wear any piece of clothing that is an advertisement for any form or type of alcoholic beverage or tobacco product.

## **CELL PHONES**

All participants should turn off and put away cell phones/electronic devices prior to practice and before entering the locker room. Violation of this rule is a minimum 3 days OSS as stated in the code of conduct. At no time shall cell phones be on in the locker room. If an MP3/IPOD electronic player can be used as a phone/camera the device must also be turned in to the coach/sponsor. The school/coach cannot be held responsible or liable for damages to student property.

## **ASSUMPTION OF RISK**

Some activities will involve physical activity in which students could mildly, moderately, or severely injure themselves. Catastrophic injuries resulting in death or permanent paralysis may occur during participation. Each student assumes this risk, as there is no absolute prevention against any potential injury.

## **MEDICAL ATTENTION**

Each athlete must have on file with the athletic director's office a health certificate signed by his/her doctor and parents. Coaches will also keep a file of students physical on hand when traveling to away events. A copy of the physical form is included in the Appendix. The procedure for handling injuries is as follows: If the injury occurs in practice and is of a serious nature, the athlete will be transported to the hospital emergency room. Parents will be notified by telephone immediately. If the injury is minor, a member of the coaching staff will treat it and notify parents if deemed necessary. If, at any time, parents need information or have questions concerning injuries, please call any member of the coaching staff, and they will be happy to answer your questions. Any athlete diagnosed with a concussion must have a concussion release form and it must be signed by a physician (MD, DO, PAC, ATC, NP) before an athlete can return to practice and/or games.

## **TRANSPORTATION**

A student who is participating in a school-sponsored activity must ride the school provided transportation to and from the activity unless arrangements have been made in accordance with the bus policy. Any student under unusual circumstances may be released to his/her guardian or parent under the discretion of the coach or sponsor. If the coach permits the student to be released to his/her guardian or parent the parent or guardian

must come in person to the coach/sponsor/administrator on duty and sign the student out for him/her to be released. All bus incidents that occur above and beyond the coach's or sponsor's discretion and discipline that require administrative intervention will be judged by the bus policy in the school handbook. Unless an emergency situation arises, the coach or sponsor reserves the right to expect all students to stay on school transportation.

## **DROP-OFF POINTS**

For some school-sponsored activities, it is acceptable to help parents who have traveled to pick up their son/daughter at predetermined points. Additional drop off points not listed below will be established according to location of the event at the beginning of each season with administrative approval. Criteria for drop off points are selected depending upon the space needed for the bus being able to turn bus around and safety of our kids. However, the following drops off points have been established and will not change:

**East-** Livonia & Water Tower

**West-** Hwy 139, Midway, & Lucerne