

FOREST MUNICIPAL SCHOOL DISTRICT

2017-2018 ACTIVITY HANDBOOK



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INTRODUCTION

This handbook is developed to provide coaches/directors, participants, and parents with a comprehensive guide of the requirements and procedures for participating in activities in the Forest Municipal School District (FMSD). In addition to the requirements contained herein, the activity program is governed by and complies with all FMSD policies as well as the rules and regulations established by the Mississippi High School Activities Association (MHSAA).

MISSION STATEMENT

The mission and goal of the FMSD activities program is to provide opportunities for students to participate in a variety of competitive activities to develop good sportsmanship and other attributes of a well-rounded student. FMSD deems it necessary to have a comprehensive and well-organized activity program to benefit all those who wish to participate. The major objective of the activities program is to provide a wholesome environment in which participating in activities will help a student develop positive attitudes toward him/herself, his/her teammates, coaches/directors, competitions, and performances. Through the FMSD activities program, each student will be afforded the opportunity to participate in any activity if he/she meets the requirements that the sport/activity demands. Activities will be conducted in a manner that will not discriminate against a student on the basis of gender, race, religion, or socioeconomic status, or any other classifying characteristic.

CODE OF ETHICS

All FMSD activities and coaches/directors will abide by that which is moral, right, fair, and honorable. Coaches/directors must recognize that they are role models for their participants and must conduct themselves in a manner which will maintain the dignity and decency expected of the profession. FMSD strives to build character in its students and encourages good sportsmanship and fairness at all times. At no time will misconduct, unfair play, cheating or any form of unsportsmanlike conduct be tolerated, whether it occurs on the field of play or in the classroom. According to pg. 18 of the FMSD student handbook, "Students may be dismissed from athletics or extracurricular activities for serious or repeated discipline offenses."

SPORTSMANSHIP AND THE IMPORTANCE OF ATHLETIC PARTICIPATION

The process of successfully educating today's young people is a task that involves the whole school system and all of its resources. Interscholastic activities in the FMSD definitely play an integral role in the total education of students. The FMSD has long recognized the fact that a strong commitment to excellence in academics as well as in athletics and activities can, and should, be a top priority as we strive to meet the needs of our student body and to better prepare them for life's challenges. Although the values and benefits of extracurricular participation are almost too numerous to list, there are many reasons why activities are so important and essential to the development of today's youth. First, it should be noted that the leading cause of job failure is the inability of people to "get along" with each other in the work place. In the formative years of one's growth, participation in activities teaches and promotes the building of relationships that an inactive student may not necessarily gain in the classroom. Teammates take care of each other. Being part of an athletic team or activity group often teaches acceptance of those different from ourselves. In addition, activities demand that one learn to follow directions and to exercise critical thinking skills. The value of teamwork is imperative to success in activities, and young participants quickly recognize the necessity of being able to work and to cooperate with members of a group. Other character traits such as discipline, leadership, responsibility, accountability, tolerance, forgiveness, and a strong work ethic are natural products of athletic participation. Some people have argued that too much emphasis and too much time spent practicing and rehearsing is counterproductive to academic achievement. However, participants must learn good time management skills, and furthermore, they must be able to discipline themselves to simultaneously meet the demands of the classroom as well as their other responsibilities. The desire to do a job well and the satisfaction of knowing that the participant has done his/her best, nurture productive and ambitious attitudes among young people. Aside from the many, many benefits that activities provide for the participants, they also have enormous impact in many other ways as well.

Activities build community and school spirit, and they also provide good, wholesome family entertainment. The desire of a young person to participate is often a strong motivation for one to “not drop out” but rather to stay in school and to earn a diploma upon graduation.

ORGANIZATIONAL CHART

FMSD Board of Trustees

Superintendent

Principal

Athletic Director

Head Coaches

Assistant Coaches

COACHING ASSIGNMENTS

It is the duty and responsibility of the athletic/activity director and the principal to assign coaches/directors to the various activities offered by FMSD.

ATHLETIC/ACTIVITY OFFERINGS

Fall Offerings

Fall seasons begin late July and end in October. Varsity teams that qualify for the postseason tournament may participate into November and December. Informational meetings will be held in June.

- Cheerleading(Activity=All Year): Varsity, Jr. High
- Cross Country(Men & Women)
- Football: Varsity, JV, 8th, 7th
- Marching Band(Activity=All Year)
- Slow Pitch Softball: Varsity, JV

Winter Offerings

Winter seasons begin in October and end in January and February. Varsity teams that qualify for the post-season tournament may be participating into March.

- Basketball(Men & Women): Varsity, JV, 8th, 7th
- Choir: Concert, Varsity, Madrigals(August-May)
- Power Lifting(Men & Women)
- Soccer(Men & Women)Varsity, JV

Spring Offerings

Spring seasons begin in February and end in April. Varsity teams that qualify for the post-season tournament may be participating into May.

- Baseball: Varsity, JV
- Concert & Jazz Band(Activity=All Year)
- Fast Pitch Softball: Varsity, JV
- Golf
- Tennis: Varsity, JV
- Track & Field(Men & Women)

MEET THE BEARCATS & BEARCAT AWARDS

Richard C. Hill

Meet the Bearcats

Fall Edition- August 10th

Winter Edition- October 19th

Spring Edition-February 8th

Richard C. Hill

Bearcat Awards

Fall Edition- December 14th

Winter Edition- March 22nd

Spring Edition- May 14th

Excellence Award & Scholarship Fund

Each year, the graduating senior with the highest grade point average who has participated in a MHSAA sponsored sport or activity all four years of high school will receive the Richard C. Hill Excellence Award and a \$1,000 scholarship to the recipient.

The selection for this award and the administration of the scholarship will be conducted by the Athletic/Activity Director and the High School Principal.

The scholarship fund will be supported by tax deductible donations to Forest High School Richard C. Hill Scholarship Fund and admissions for each of the Richard C. Hill "Meet the Bearcats" and "Bearcat Awards" events. The money will be deposited in a designated fund with its own account.

AWARDS

The athletic director is responsible for Bearcat Awards. All participants are recognized with participation or letter awards at each Bearcat Awards Program. Booster clubs are responsible for band and choir awards. Students may purchase a letter jacket through the approved school representative following the completion of a varsity letter during their high school career. At the end of the season, the booster club of a sport may choose to have a banquet with the approval of the athletic/activity director at which additional awards may be presented.

Super Bearcat Awards are presented each August to returning activity students who maintained a 3.0 GPA each nine week period the previous school year. Super Bearcats are presented with activity passes for admittance to all home competitions.

Criteria for Lettering in Athletics and Activities

Band

1. Must participate in all rehearsals and performances
2. Must perform consistent service through membership in one or more band committees

Baseball

1. Must play 40 innings or pitch 20 innings
2. Must turn in all equipment

Basketball

1. Must play in a minimum of 32 quarters

Cheer

1. Must meet all Summer/Fall gym practices
2. Must have cheered a complete year
3. Must meet required number of workouts
4. Must not miss more than 3 practices

Choir

1. Must compete in District Choral Competition
2. Must perform in all choral performances

Cross Country

1. Must compete in at least two invitational meets plus division
2. Must finish in the top five runners on our team in at least three meets

Fast Pitch

1. Must play 2 years after entering high school

Football

1. Must play in 14 quarters of any varsity ballgame in one year
2. Must participate in four years of football and continue to be in good standing
3. Must be a manager for two years in high school and be in good standing

Golf

1. Must play in 50% of all scheduled matches and tournaments
2. A senior who has been on the team for at least three years and has not received an award may be recommended by the coach.

Power Lifting

1. Must participate in the district meet and score points

Slow Pitch

1. Must play two years after entering high school

Soccer

1. Must appear in 50% of the season games, including playoffs

Tennis

1. Must play in 5 varsity matches in a season

Track

1. Must compete in at least three invitational meets and the divisional meet
2. Must score at least thirty points during the season

BOOSTER CLUBS

Booster clubs are essential components of successful teams, bands, and choirs, and provide necessary financial support to students. However, booster clubs should limit their roles to lending financial support and not to help coach, instruct, schedule, or administer the team. Any fund-raising activity shall require the approval of the building principal and the superintendent. Any money raised by a booster club is solely for the benefit of the team. The booster club shall have a constitution with officers, bylaws, and procedures established. The monies that are raised by the boosters shall be spent on pre-planned expenditures that the coach/director presents to the booster officers. Annual financial records must be made, recorded, and submitted to athletic/activity director.

PARENT & COACH/DIRECTOR 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/director of your child's program.

Communication you should expect from your child's coach/director:

1. Philosophy of the coach/director.
2. Expectations the coach/director has for your child as well as all the members of the group.
3. Locations and times of all practices, rehearsals and contests.
4. 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/directors expect from parents:

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

As your children become involved in the programs at FMSD, 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/directors:

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 participating as much as you may hope. Coaches/directors 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/director. Other things must be left to the discretion of the coach/director.

Issues not appropriate to discuss with coaches:

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other students.

There are situations that may require a conference between the coach/director 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. The Forest High School telephone number is 601-469-3255 and the Hawkins Middle School telephone number is 601-469-1474.
2. If the coach cannot be reached, call the Athletic/Activity Director. A meeting will be set up for you. The telephone number is 601-469-3255.
3. 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.

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/Activity Director to discuss the situation.

THE ROLE OF THE PARENT

Much of the joy of being a high school sports parent comes from watching your children compete and participate in events. There are very few kids who are not bolstered by looking into the stands and seeing their parents cheering for them. As part of their responsibilities, parents should be involved in their child's educational process; this includes being actively involved in after school activities. Fortunately, the majority of parents behave appropriately at school sporting events. But those who misbehave can spoil it for all the rest. It takes only a few out-of-control parents to ruin what should be a pleasant atmosphere into one that is stressful for everyone. Poor conduct by fans can also result in punitive sanctions by the MHSAA.

In addition to some of the obviously inappropriate actions, such as profanity, use of chemicals, throwing of objects and the like, the following rules of thumb for personal behavior should be followed.

- ◆ Express interest, encouragement, and support to your child and to the coaching staff.
- ◆ Learn the rules of the game so that you may understand and appreciate why certain situations take place.
- ◆ Lend a hand when a coach or school administrator asks for help.
- ◆ Parents should recognize and show appreciation for an outstanding play or achievement by either team.
- ◆ Inappropriate and/or harassing comments should not be made to athletes, parents, officials, or coaches of either team.
- ◆ Shouting instruction or criticism may hinder the overall experience of the student-athlete.
- ◆ Negative comments and gestures of displeasure toward the coach, visiting team, or officials only undermine the efforts of all involved.

◆ Remember that activities are learning experiences for students and that mistakes are sometimes made. Praise students in their attempt to improve themselves as students as participants and as people, as you would praise a student working in the classroom.

Good sportsmanship among all spectators is a worthwhile goal, especially for parents, who have the obligation not only to control their behavior but to also remind others around them of their responsibilities when necessary. When parents misbehave, it is the duty of other parents and school administrators to step in and correct the situation. A simple rule of thumb for all spectators to follow is that absolutely nothing in their actions should interfere with any youngster's enjoyment of the game.

We hope you'll join us by being a good sport always!

DISCIPLINE PROCEDURES

All students are expected to conduct themselves as responsible young men and women. This applies to the classroom as well as the athletic fields, stages, and social events. If a student shows a lack of self-discipline, has a poor attitude, or is not fulfilling his/her commitments to his/her program, he/she may be suspended from that sport/activity. If any student boycotts the team/group or coach/director for any reason, that student shall be suspended from participation in that sport/activity and possibly any other sport/activity for the remainder of the school year. A student must comply with all written and oral directions given by the coaches/directors of that sport/activity.

1. Disciplinary action for minor offenses such as inappropriate classroom behavior, tardiness to class, missed practices and/or meetings without proper excuse, disrespect, inappropriate dress, etc. Disciplinary action at the coach's discretion including but not limited to verbal correcting, make ups, discipline, sitting out of a game, and conference with parents.
2. Disciplinary action for major offenses such as defacing or destroying school property, fighting, stealing, committing forgery, defying a coach or school authority, causing a disruption in school or on a school bus, leaving school grounds without permission, abusive language, threatening another student, using alcohol, tobacco and/or drugs, exhibiting a poor attitude, lack of self-discipline, boycotting the team for any reason, etc. Disciplinary action consists of a parental conference, sitting out a game or games, suspension from the program for a specific period of time, permanent dismissal from the program, and/or any other action deemed appropriate by the coaches/directors. If a student is permanently dismissed from the program, the coach will notify the player's parent or guardian of such dismissal. These responses shall be cumulative to applicable disciplinary measures set forth within the student handbook. An athlete who commits a major offense may also be subject to suspension and expulsion. A copy of these policies and procedures shall be distributed.
3. Students assigned OSS may not participate in meetings, practices, or competitions. Student assigned ISS may be prohibited by the coach/director from attending meetings, practices, or competitions.

HAZING & INITIATIONS

Student Hazing is prohibited. Hazing is inconsistent with the education goals and code of ethics of the FMSSD. Hazing of students, on or off district property, is prohibited. Any student and/or group failing to comply with this policy is subject to disciplinary action which may result in suspension from school and/or from activity/athletic participation. Under certain circumstances, hazing may be a violation of the laws of the State of Mississippi, resulting in a criminal prosecution by state and/or local officials (MS Code 97-3-105). Depending on the circumstances surrounding the hazing activities, responsible parties may be charged with either a misdemeanor or felony.

For purposes of this policy, hazing is defined as:

>Any act, regardless of the person's willingness to participate, that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property; and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment; and/or engaging in conduct which brings the reputation of the organization, group, or Forest Municipal School District into disrepute for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization; or as part of any activity of a sponsored or registered student organization.

>Any requirement that compels a member or new member, regardless of the person's willingness, to participate in any activity that is illegal or that is contrary to any rules or regulations of the Forest Municipal School District.

>Any acts that unreasonably or unusually, impair a member's or new member's academic efforts.

MHSAA ACADEMIC ELIGIBILITY RULE

The MHSAA eligibility rules require each student participating in MHSAA sanctioned competitions to make "satisfactory progress toward graduation." Each school district determines the requirements for "satisfactory progress toward graduation" through its graduation requirements. Additionally, according to Mississippi law, a student must maintain a grade point average of at least 2.0 or a C average. This will be measured at the conclusion of the first semester using the semester averages of all the courses the student is taking. Students who do not have a 2.0 or a C average for the first semester will be ineligible for the second semester. At the end of the school year, each student's grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for each course. If the student does not have a grade point average of at least 2.0 or a C average, he/she will become ineligible for the fall semester. Students may attend summer school, extended school year, take correspondence classes, participate in credit recovery programs and take advantage of other related options to establish a 2.0 or a C average to regain eligibility. Students must complete these programs prior to the first day of the next year or the next semester. A 2.0 or "C" average may be calculated in two ways: Grade Point Average – A = 4, B = 3, C = 2, D = 1, F = 0 Numerical - Average all the semester or year-end averages and place the average in the local grading scale. If the overall average is a "C" or better, the student is eligible. Special education students who are working toward a diploma must meet the same requirements as other students in regards to this GPA eligibility requirement. IEP students must be making satisfactory progress on their IEP to be eligible to participate.

MULTI-ACTIVITY PARTICIPATION

FMSD believes that students deserve the opportunity to participate in as many sports/activities as possible, and the FMSD will support these students in doing so. As it concerns concurrent sports, those with competition seasons that coincide, students may participate in more than one sport. When scheduling conflicts arise, the student shall notify the coach/director immediately. The coaches/directors of the concurrent activities will work together to provide this opportunity for the student. This cooperation will include scheduling of practices and contests, as much as possible, but not at the expense of other participants or groups by using these guidelines.

1. State competition has priority over play-off contests.
2. Playoffs have priority over division contests.
3. District contests have priority over non-district contests.
4. Contests have priority over practices.

If there are several students at issue, it is possible for the coaches/directors involved to come to an amicable agreement concerning the sharing of these students by splitting them. These decisions should be made by the coaches/directors involved and not by the students or parents.

If no agreement can be reached by the coaches/directors, the administration will intercede using its best judgment.

Students are encouraged to participate in as many sports/activities as they wish and should be able to do so without pressure from any coach to limit participation to one sport. FMSD may seek dismissal of any coach who discourages an athlete from participating in more than one sport.

Believing that a purpose of athletics/activities is the preparation of students for success in their futures, we consider that a student who quits one sport during its season should not be allowed to participate in the season of the next sport until such time as the season of the original sport has expired. In the case of concurrent sports, where the student athlete was playing two or more sports from the beginning of the season, this rule will not apply.

As with any policy, reason must be used. If the administration and coaches involved are aware of extenuating circumstances and are in agreement, these policies may be waived.

NON-MHSAA ACTIVITIES

FMSD activities always take precedence over any outside team play or practice. FMSD is very concerned about overuse injuries and must also stay within the regulations of the MHSAA. It will be FMSD policy that any athlete who chooses to miss practice, performances, or games to participate in outside team play will be subject to dismissal from the program.

EVENT DAY ATTENDANCE

In order to be eligible to participate in a practice, rehearsal, or competition on a school day, a student must attend at least 63% of academic courses on that day. A school-related/administrative absence or excused absence is not subject to this 63% rule.

ACTIVITY EQUIPMENT

FMSD strives to provide high quality equipment. The athletic/activity director and coach/director of each activity shall keep abreast of the latest trends in equipment. Safety is the number one priority when selecting and purchasing equipment. When purchasing equipment, the coach/director and athletic/activity director must follow the guidelines of the purchasing department. If a coach/director checks out any equipment, he/she must see that it is returned promptly. A fine will be assessed to any student for the misuse or loss of equipment; this fine must be paid before grading period exams may be taken. In addition, at the end of the season, each coach/director must provide an inventory to the athletic/activity director.

ACTIVITY INSURANCE

All students who participate in competition in the school district are covered by a catastrophic insurance policy through the MHSAA. The school provides a secondary insurance which supplements a family's primary carrier. Parents must submit a notification of injury form (pg.10) to the insurance company within 90 days of the injury to qualify for the secondary insurance. The form is also available on the FMSD website on the Bearcat Nation tab. Parents must provide insurance information and policy number on the Student Participation Clearance Form and must also sign the Concussion Information Form. All athletes are required to complete a parental consent form, an insurance form, a concussion form, and a physical examination form completed prior to participating in a practice or game. The physical examination must be conducted by a licensed physician or a nurse practitioner under the guidance of a licensed physician. All students who wish to try out for an athletic team must have a physical examination form or a physical exam waiver on file.

CONCUSSION POLICY

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially**

serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays in coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness
-

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is key to a student-athlete’s safety.

FMSD/MHSAA Concussion Policy:

- An athlete who reports or displays any symptoms or signs of a concussion in a practice or game setting should be removed immediately from the practice or game. The athlete should not be allowed to return to the practice or game for the remainder of the day regardless of whether the athlete appears or states that he/she is normal.
- The athlete should be evaluated by a licensed, qualified medical professional working within their scope of practice as soon as can be practically arranged.
- If an athlete has sustained a concussion, the athlete should be referred to a licensed physician preferably one with experience in managing sports concussion injuries.
- The athlete who has been diagnosed with a concussion should be returned to play only after full recovery and clearance by a physician. Recovery from a concussion, regardless of loss on consciousness, usually takes 7-14 days after resolution of all symptoms.
- Return to play after a concussion should be gradual and follow a progressive return to competition. An athlete should not return to a competitive game before demonstrating that he/she has no symptoms in a full supervised practice.
- Athletes should not continue to practice or return to play while still having symptoms of a concussion. Sustaining an impact to the head while recovering from a concussion may cause Second Impact Syndrome, a catastrophic neurological brain injury.

Remember, it is better to miss one game than to miss the whole season.

PROOF OF CLAIM

There is a timely filing window of one year and ninety days. Do not wait to send information as this may result in claim denial.

Mail completed form to:
STUDENT ASSURANCE SERVICES, INC.
 P.O. BOX 196
 STILLWATER, MINNESOTA 55082

NOTICE: Anyone who knowingly misrepresents or falsifies essential information requested by this form may upon conviction be subject to fine or imprisonment.

CLAIM PROCEDURE:

1. A school official must complete PART A*.
2. The Insured's parents or guardian must complete PART B.
3. See Page 2 for important claim procedures.

TO BE COMPLETED BY A SCHOOL OFFICIAL

PART A: NOTICE OF INJURY

1. Name of School _____ School District Name _____
 School Address _____
(City) (State) (Zip)

2. Name of Insured _____ Grade _____

3. Date of Injury _____ AM PM

4. Under whose supervision? _____ Was he/she a witness? _____

5. The accident was incurred while the Insured was participating in:

<p style="text-align: center;">INTERSCHOLASTIC SPORTS</p> <p><input type="checkbox"/> Practice _____ What sport? _____</p> <p><input type="checkbox"/> Game _____</p> <p><input type="checkbox"/> Travel _____</p>	<p style="text-align: center;">NON-INTERSCHOLASTIC SPORTS</p> <p><input type="checkbox"/> Travel to/from school <input type="checkbox"/> Non-school activity</p> <p><input type="checkbox"/> In classroom <input type="checkbox"/> Other - Activity? _____</p> <p><input type="checkbox"/> Physical Education _____</p> <p><input type="checkbox"/> On school grounds _____</p>
---	--

6. Part of the body injured _____ R L

7. Describe in detail how and where the injury occurred _____

Reported by _____
(Signature of School Official) (Title) (Date)

(*Part A may be completed by the parent if Full-Time Coverage was purchased.)
 IMPORTANT INFORMATION ON Page 2

TO BE COMPLETED BY A PARENT OR GUARDIAN

PART B: PARENT STATEMENT

1. Student's Name _____ Birthdate _____
 Student's Social Security # _____

Parents Name _____ Relationship to Insured _____
 Mailing Address _____
(Street, Route, or Box) (City) (State) (Zip)

2. Home phone number _____

3. Father's Occupation _____ Employer _____
 Mother's Occupation _____ Employer _____

4. List your family or group coverage, please.

Name of Insurance Company _____ Group Individual Policy No. _____
 Address _____
(Street) (City) (State) (Zip)

I hereby authorize any physician, medical practitioner, hospital, clinic, other medical or medically related facility, insurance company, or other organization, institution, or person that has any records or knowledge of the claimant's physical or mental health, to give the information to STUDENT ASSURANCE SERVICES, INC. To facilitate rapid submission of such information, I authorize all said sources, to give such records or knowledge to any agency employed by the insurance company to collect and transmit such information. A photocopy of this authorization shall be as valid as the original. This authorization expires one year from the date signed. For electronic filing - By entering my name below I am indicating my intent to electronically sign this claim form and warrant that all of the information provided is true, complete, and accurate.

(Date) (Print Name of Student/Patient) (Signature of Parent or Guardian)

TO: Parent or Guardian

STEPS TO FOLLOW WHEN FILING A CLAIM:

1. Only one claim form for each accident needs to be submitted.
2. The claim form and benefit summary are available at our website: www.sas-mn.com. However, this is not a guarantee of benefits but only an explanation that is subject to all applicable terms, conditions, limitations and exclusions of the plan.
3. A school official must complete Part A for all school related accidents. The parent or guardian must complete all questions in Part B – Parent Statement. If the accident is not school related, parent or guardian may complete Part A. Print a copy of the claim form to present to the treating physician or facility so they might understand what is needed from them to process your claim. Do NOT depend on the medical provider to submit the claim form. You should submit the claim directly to claims office within 90 days from date of injury.
4. You will need to send copies of itemized bills. These are the original billings you receive, not monthly statements. These itemized bills often called UB04 or CMS 1500 provide the Address, Procedure Code, Diagnosis Code, Provider's Tax ID Number, and NPI number.
5. You will need to submit copies of all bills to your family and/or group insurance, even if you have a large deductible. This plan is supplemental to all other valid coverage. You must file a claim with your other insurance first. This plan does not cover penalties imposed for failure to use providers preferred or designated by your primary coverage. After you have received payment or copies of "Explanation of Benefits" (EOB) from your family insurance company or insurance administrator (Blue Cross, Group Health, Prudential Insurance, etc.), send copies of itemized bills and your other insurance E.O.B.'s to: (Does not apply to our primary plans)

STUDENT ASSURANCE SERVICES, INC.
P.O. BOX 196
STILLWATER, MN 55082-0196

NO CLAIM CAN BE PROCESSED UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN PROVIDED BY YOU OR THE MEDICAL PROVIDER.

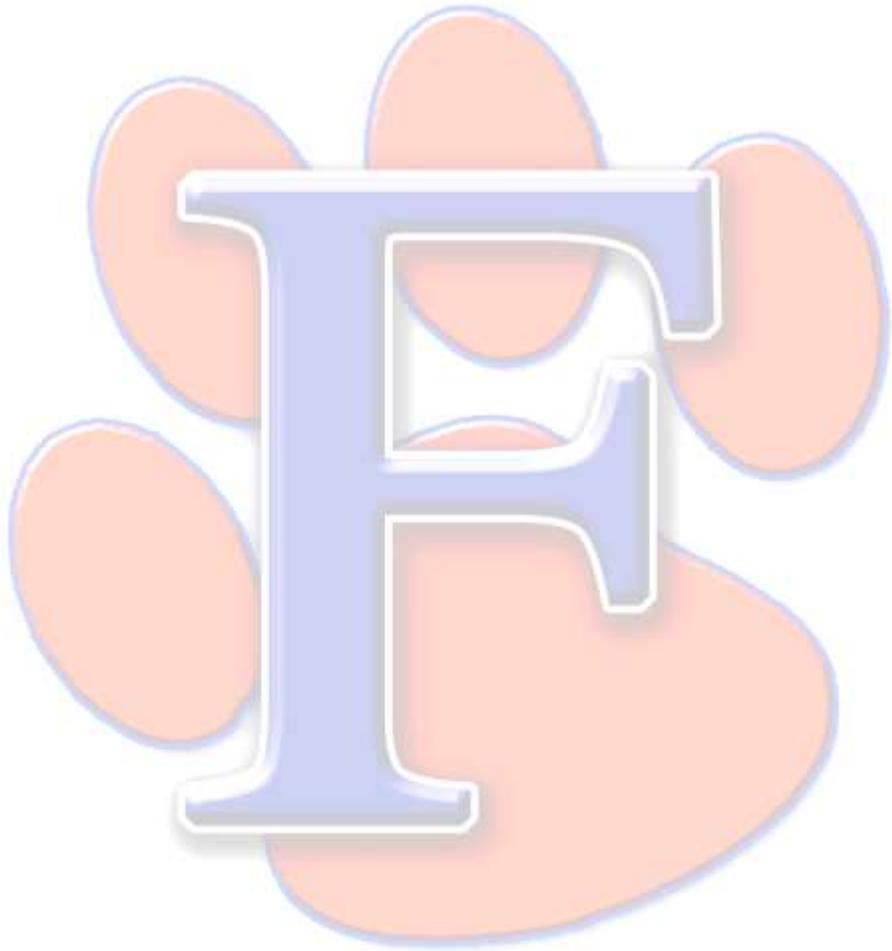
1. Completed Claim Form
2. Itemized Bills (UB04) (CMS 1500)
3. Explanation of Benefits from primary insurance (EOB)
4. FOR DENTAL CLAIMS - American Dental Association Standardized billing form

TO FILE A CLAIM FORM ONLINE

- Please complete the form fully and follow all steps explained above. When you are satisfied that the claim form is ready to be submitted to SAS, make a copy of the completed claim form to present to the physician or facility as explained above, then either:
- a. Mail the claim form with any necessary supporting information, to Student Assurance Services, Inc., P.O. Box 196, Stillwater, MN 55082. Please keep a copy of the claim form your records; OR
 - b. Click on "Submit Form" in the upper right hand corner of the claim form to electronically send the claim form to SAS. If you have any additional or supporting information mail it to Student Assurance Services, Inc., P.O. Box 196, Stillwater, MN 55082.

PLEASE REFER TO THE MASTER POLICY ISSUED TO THE SCHOOL/SCHOOL DISTRICT FOR SPECIFIC DETAILS.

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IS BLANK
ON PURPOSE



**FOREST MUNICIPAL SCHOOL DISTRICT
ATHLETIC/ACTIVITY CLEARANCE
2017-2018**

INFORMED CONSENT FORM

I hereby give consent for my child, _____ to participate, during the current school year in the (mark all that apply):

- | | | | | |
|--|--|-------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Band | <input type="checkbox"/> Baseball | <input type="checkbox"/> Basketball | <input type="checkbox"/> Cheerleading | <input type="checkbox"/> Choir |
| <input type="checkbox"/> Cross Country | <input type="checkbox"/> Fast Pitch Softball | <input type="checkbox"/> Football | <input type="checkbox"/> Golf | <input type="checkbox"/> Power Lifting |
| <input type="checkbox"/> Slow Pitch Softball | <input type="checkbox"/> Soccer | <input type="checkbox"/> Tennis | <input type="checkbox"/> Track | |

program(s) during the activity season beginning this school year and I agree to abide by the rules and regulations of my school district and its governing body, the Mississippi High School Activities Association. Further, I authorize the school to provide emergency treatment of any injury or illness my child may experience if qualified medical personnel consider treatment necessary and perform the treatment. This authorization is granted only if I cannot be reached and a reasonable effort has been made to do so. I hereby release the FMSD and all school personnel for any and all liability associated with such necessary treatment.

I understand these terms and agree to the conditions on behalf of my child.

Parent's signature _____ **Date** _____

EMERGENCY INFORMATION

Student's Name _____ Age _____

Address _____

Phone _____ S.S. # _____

List two persons to contact in case of emergency:

Parent or guardian's name _____ Home Phone _____

Address _____ Cell Phone _____

Second person's name _____ Home Phone _____

Address _____ Cell Phone _____

Relationship to student _____

Insurance Co. _____ Policy No. _____

Physician's name _____ Phone _____

Are you allergic to any drugs? _____ If so, what? _____

Do you have any other allergies? (i.e., bee sting, dust) _____

Do you suffer from asthma _____, diabetes _____, or epilepsy? _____

Are you on any medication? _____ If so, what? _____

Do you wear contacts? _____ Other pertinent information: _____

LIABILITY WAIVER

My child and I are aware that participating in extracurricular activities can be a potentially hazardous activity. I assume all financial and physical risks associated with participation in this activity, including but not limited to falls, contact with other participants, the effects of the weather, travel, and other reasonable risk conditions associated with the activity. All such risks to my child are known and assumed by me.

I understand these liabilities and agree to the conditions on behalf of my child.

Parent's signature _____ **Date** _____

ACTIVITY INSURANCE CLEARANCE

I hereby acknowledge that health and accident insurance coverage is required for participation in activity programs and further certify that my child is covered under the health and accident insurance program listed on the Emergency Information Card.

In addition, I assume any expenses for liability not covered by the above-required insurance policy for injury received by the above-named student while participating in the activity program authorized above, and I accept full responsibility for medical and hospital expenses and any other related expenses and do hereby hold harmless, Hawkins Middle School, Forest High School, Forest Municipal School District, and the Board of Education, their agents or assigns, of responsibility for any such injury or expenses and waive any and all claims which may arise against them. I realize that participating in organized activity programs involves the potential for injury, which is inherent in all activities, sometimes severe enough to result in total disability, paralysis, or death.

I further understand that a licensed physician must medically screen each student who participates in the athletic programs. The school district will provide a medical screening, but I understand that this screening is not a complete medical examination. It is general in nature and limited in its scope and does not indicate or assure me that my child is completely free from impairments, which may be affected by participation in the activities programs.

I understand these terms and agree to the conditions on behalf of my child.

Parent's signature _____ Date _____

CONCUSSION INFORMATION ACKNOWLEDGMENT

I have reviewed the concussion information on pg. 10 and 11, and am aware that a release by a medical doctor is required before a student may return to play under this policy.

Student Name Printed _____ Student Signature _____ Date _____

Parent Name Printed _____ Parent Signature _____ Date _____

PERMISSION TO PHOTOGRAPH AND BROADCAST

Photographs and videos of my child may be used in school related venues such as, but not limited to: yearbooks, newspaper articles, promotions, advertisements, websites, social media, internet broadcasts, etc.

Student Name Printed _____ Student Signature _____ Date _____

Parent Name Printed _____ Parent Signature _____ Date _____

MHSAA RELEASE

I give the Mississippi High School Activities Association and its assigns, licensees and legal representative the irrevocable right to use any picture or image or sound recording of the student in all forms and media and in all manners, for any lawful purposes. In addition, I consent to the disclosure, by my child's/ward's school, to the MHSAA, upon its request, of all records relevant to his/her eligibility and participation including, but not limited to, his/her records relating to enrollment and attendance, academic standing, age, discipline, residence and physical fitness.

I understand these terms and agree to the conditions on behalf of my child.

Parent's signature _____ Date _____

RECEIPT OF ACTIVITY HANDBOOK

My signature below indicates that I have received and read my copy of the FMSD Activity Handbook as adopted by the Forest Municipal School District Board of Trustees. I agree that it is my responsibility to read and be familiar with the information contained in this handbook; and agree to follow all policies and procedures outlined in the book, as well as, follow all Forest Municipal School District Policies. [Posted on the district website]

Student Name Printed _____ Student Signature _____ Date _____

Parent Name Printed _____ Parent Signature _____ Date _____