

STUDENT ATHLETIC HANDBOOK

2017 - 2018



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FATIMA HIGH SCHOOL COACHES/SPONSORS

(MSHSAA Regulated Activities and Sports Only)

JV & 9th Grade

<u>Teams/Clubs/Activity</u>	<u>Varsity Head Coach/Head Sponsor</u>	<u>Assistant Coach(s)</u>
Academic Competition Team	Levi Maxwell	
Baseball	Scott Kilgore	Jeff Adamson Ethan Williams
Basketball Boys	Ryan Robertson	Jeff Adamson Ethan Williams
Junior High Boys	Brad Royston	
Basketball Girls	Matt Baker	Kaitlyn Schwartze
Junior High Girls	Kary Brunnert	
Cheerleaders	Breylee Evers	Britnee Adam
Cross Country	Marcus Bridges	JoAnna Baughman
Junior High	Marcus Bridges	JoAnna Baughman
Dance	Alicia Massman	
Golf Boys	Brad Royston	
Music: Band–Choir–Color Guard Vocal & Instrumental Music	Dan Chisham	
Soccer Boys	Matt Eisterhold	Evan Schulte
Soccer Girls	Clinton Dobry	Evan Schulte
Softball	Dana Scheppers	Amy Kemna Rachel Veit
Track	Marcus Bridges	Levi Maxwell Matt Baker Melanie Wieberg
Junior High Boys/Girls	Levi Maxwell	
Volleyball	Curtis Fischer	Michelle Fischer Megan Distler Taylor Scheulen
Wrestling	Kurt Strope	Les Rosenborough
Junior High	Pete Falotico	

INTRODUCTION

This handbook will give student athletes and their parents an overview of the rules, regulations, policies and expectations of the Fatima Athletic/Activities Program. It is important that all Fatima student-athletes know all of the information in this handbook in order to maintain their eligibility.

We encourage all students to “GET INVOLVED” in the various sports and activities that we offer. We believe that a dynamic program of extra-curricular activities and sports is vital to the educational development and success of our students. Research shows that students involved in school activities, including athletics, perform better academically and have higher attendance. We hope through your participation in our extra-curricular programs that you gain valuable life lessons.

The rules and guidelines in this handbook are based on the Missouri State High School Activities Association (MSHSAA) rules and guidelines. Student must meet all MSHSAA guidelines in order to be eligible to participate in athletics. This handbook is not intended to replace, but rather to supplement the rules and guidelines in the student handbook, the MSHSAA handbook, and any Fatima Board of Education policies. If you have questions or concerns, please contact your head coach or the Athletic Director, Mr. Mitch Gier, at (573) 455-2375. Additional information may be found on our school website.

<http://www.fatima.k12.mo.us/>

COACHING STAFF

A list of the coaches and sponsors for the current school year is included in the front of this handbook. The administration at Fatima is committed to hiring the best possible coaching staff. Coaches/sponsors will be evaluated on a yearly basis and are encouraged to continue developing professionally, by attending clinics or other professional development opportunities.

STUDENT ATHLETES AND MANAGERS

Participation in Extracurricular Activities, Athletics, and Team Managers at Fatima High School is a privilege. With this privilege comes expectation of exemplary moral character displayed through good sportsmanship and respect for one’s school, coaches, teammates, opponents, officials, facilities, and equipment. Athletes and managers are expected to conduct themselves with the highest regards and adhere to all the rules and regulations that follow in this handbook.

Team Managers will be selected at the Coaches and Athletic Directors discretion and is subject to evaluation of performance during the season.

PHYSICALS (PRIVIT) AND INSURANCE

All students that participate in the athletic program at Fatima MUST have a physical exam by a physician of their choice. Starting with the 2017-2018 school year, MSHSAA has asked schools to use the PRIVIT program to manage their sports physicals. An athlete must have their physical and medical information on PRIVIT in order to practice/participate in sports at Fatima. You will find directions to fill out the pre-evaluation form, concussion form, insurance information and emergency contacts on the PRVIT website in the back of the handbook. Either the parent or the doctor will be able to upload the physical to the student’s account. If you have any trouble filling out the online forms, there is a blue “get help” button at the top of the screen. The support staff at PRIVIT is very good at responding to the requests. Once you have the forms filled out, you will be able to update the forms yearly. The only thing that will need to be done again each year is uploading the physical from the doctor.

Health insurance of some type is required to participate in athletics. **NO ONE WILL BE ALLOWED TO PARTICIPATE IN PRACTICE OR CONTESTS UNTIL THE PHYSICAL FORM IS COMPLETED ONLINE.**

MSHSAA ACADEMIC REQUIREMENTS FOR ATHLETES AND MANAGERS

Requirements Grades 9-12

- You must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which any student can be enrolled in the semester, whichever is GREATER, at your school.
- For your current semester, you must be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned at your school, whichever is GREATER.
- Credits earned or completed after the close of the semester will not fulfill this requirement. Summer high school courses for FALL academic eligibility may count provided the course is necessary for graduation or promotion (no electives), and credit is placed on the school transcript. No more than one unit of credit in summer school shall be counted toward eligibility. Correspondence courses may not be used to re-establish academic eligibility.
- Students promoted for the first time into 7th and 9th grades are considered academically eligible for the first semester after promotion.

Requirements Grades 7-8

- You must be enrolled in a normal course load for your grade at the member school.
- You will be ineligible if you failed more than one class the previous grading period.
- You must have been promoted to a higher grade prior to the first day of classes for the new school year.

Semesters of Participation

Grades 9-12

- You are eligible to participate in any sport for a maximum of four seasons (an exception is in place for schools sponsoring baseball or softball in both the fall and spring). Any part of a contest played during a season counts as a season of participation.
- Your eligibility to participate in high school activities begins when you first enter the ninth grade and lasts for the next *eight consecutive semesters (four consecutive years)*.

Grades 7-8

- You are eligible for only your first two semesters of attendance in the seventh grade and for only your first two semesters in the eighth grade.

FATIMA ACADEMIC REQUIREMENTS FOR ATHLETES AND MANAGERS

Fatima has set up academic guidelines that are more stringent than those set up by MSHSAA. Students must be moving towards graduation in order to stay eligible for extra-curricular activities. Fatima requires that you have 26.5 credits to graduate. Common math will tell you that you must be passing almost 7 classes per semester in order to graduate. Students must complete the appropriate classes in a variety of subjects in order to meet the graduation requirements.

Grades will be checked at the mid-point and end of each grading period. If you have an “F” grade in one class you must meet the requirements listed below in order to remain eligible. If you have an “F” grade in one class for two consecutive grading periods, you become ineligible for six weeks and must perform the requirements listed below in order to gain your eligibility back. An “F” grade for a semester should warrant special attention as that is your final grade when working towards graduation. Other suspensions (including dismissal from the team) could be warranted at the discretion of the coach and Athletic Director. We will also seek input from parents and the student’s teacher(s).

Fatima Academic Grading Policy for Athletics/Activities:

- 1) If you receive an “F” grade you must complete a total of 7 tutoring sessions, but you are still eligible to participate. Tutoring sessions must be completed at Fatima. If these 7 tutoring sessions are not complete by the next grade check (either mid-quarter or end of the quarter) you are ineligible to participate in a contest/game until all of the 7 tutoring sessions are complete.
- 2) If you receive an “F” grade in consecutive grade checks, you become ineligible to compete in any contest/games. You must complete an additional 4 tutoring sessions by the next grade check (this would increase you total tutoring sessions to 11) and you **MUST** get rid of the “F” grade by the next grade check. Once you have meet these requirements, you may be eligible to participate.
- 3) You must also meet all of the MSHSAA requirements.

PRACTICE SCHEDULES

Practice is an essential part of any athletic activity. MSHSAA requires that each athlete attend fourteen (14) days of practice before participating in any contest/game. An exception to this requirement is when you have played a sport in the previous sports season. In this case you are not required to attend fourteen (14) days of practice and you are automatically eligible. You are only required to get as many practice days in as you can after the previous sport ends.

Your coach will explain to you the practice schedules for each sport. The Fatima Board of Education recommends that practices end by 5:30 pm each day. This applies to all sports with the exception of basketball and volleyball. Due to several teams needing gym space it may be necessary for these sports to practice in the evening. There may be times when practices may go a little longer than 5:30 pm, but they should not go past 6:00 pm unless the coach has approval from the school administration. Practice schedules will be created by the head coaches and should be passed out a month in advance. The head coach does reserve the right to change the practice schedule if needed. Practices times may vary.

You are expected to be at each practice unless you have been absent from school, or have made a prearranged agreement with your coach. If you are absent all day from school, you may not practice. Exceptions may be family situations such as funerals, but this must be approved by the administration. Working is not an acceptable excuse. If you intend to participate you need to be present for all practices. This may be your first real lesson in life. Sometimes you must make a choice. **DON'T SKIP PRACTICE IF YOU INTEND TO PLAY!!! BE ON TIME TO EVERY PRACTICE!!!**

EQUIPMENT AND UNIFORMS

The school generally furnishes a majority of the necessary equipment other than a few personal items. Generally, you are expected to furnish your own footwear, ball gloves and hats, and practice clothes. It's your responsibility to make sure that equipment is at school and ready for practice each day. You prove your ability on the floor, mat, course, track or field, not sitting on the side, unable to participate due to not having practice clothes or equipment.

All equipment must be taken care of at all times. Athletic equipment and supplies are expensive to buy and we must make them last as long as possible. Please use the equipment for the purpose it was designed for and nothing else. Help the coaches keep equipment picked up. All equipment has a storage area and help the coaches get all of the equipment to the proper storage area(s). Don't leave personal or school equipment lying around the locker room, gym, lobby or playing fields. BE RESPONSIBLE!!!

ATHLETIC ACTIVITY FEE

In the spring of 2010 the Board of Education approved an activity fee for all athletes. Each athlete/student will be charged a \$20 for each sport/activity that they play or participate in. The maximum that a family will pay in activity fees is \$100 per school year. This activity fee replaces the one time uniform fee of \$25 that athletes had to pay in past years. The activity fee is primarily designed to help pay the increasing cost of transportation. Part of the activity fee will also help with the cost of uniforms. The activity fee must be paid before an athlete will be given a uniform.

LOCKER ROOMS AND LOCKS

You will be furnished with a locker in the locker room if you wish. You will be given a combination lock from the gym office if you wish. There will be no charge if you return it. If you lose it or fail to return it then you will be charged \$10 to replace the lock. Please put your property in that locker and keep the lock on it at all times. YOU are responsible for making sure your lock is on your locker so no one can take your things. If you use a key lock from home, bring the extra key and give it to your coach. No locks from home may be used unless the coach is given a key or the combination to your lock. Coaches have a right to check your locker anytime they want.

It is up to YOU to keep the locker rooms in good shape. Please treat the fixtures, locker, ceilings, and the entire facility as if it were your own. The locker rooms are for dressing and showering, not playing around. With wet floors, injuries are always a possibility if people are engaging in horseplay. If you witness vandalism or horseplay, tell a coach. PLEASE BE RESPONSIBLE!!!

BEHAVIOR AND SPORTSMANSHIP

All Fatima athletes are expected to exhibit the highest level of sportsmanship. At no time will unsportsmanlike behavior be acceptable, including trash talking. If you are warned or reprimanded during a game for poor sportsmanship you will be taken out of the game immediately by the head coach until you calm down. If you do not calm down then the head coach will NOT put you back in the game. **If you get an unsportsmanlike technical, or it's equivalent, you are required by MSHSAA to sit out the next game/contest.** We have been given conference awards and officials' awards in the past for good sportsmanship. We would like to continue the tradition of good sportsmanship here at Fatima. You must always remember that during games/activities you not only represent yourself, but also your team and your school.

TRANSPORTATION FOR GAMES AND PRACTICES

We are concerned with two types of transportation, to and from practice, as well as transportation to and from athletic contests/games. First of all, getting to and from the practices is your responsibility. You are NOT to park your car behind the gym, in the front lot, in the faculty lot, in front of the maintenance shed, or in front of the dumpsters. **Always park in the student parking area, regardless of the time of day.** Always drive safely. If you allow other students to ride with you to and from practices make sure you have your parent's approval and also make sure it does not go against the new driver's license laws.

Coaches will let you know when practice will end so that you can have your rides there on time. **Make sure you are picked up from practice promptly when practice is scheduled to end.** Practice times may vary slightly at times from the schedule your coach has given you.

The school provides transportation to and from the athletic contests/games. You will be given a time by your coach to be at school. Generally, this will be a few minutes before the bus is scheduled to leave. Please don't be late. If you are not at school when the bus is scheduled to leave you may end up being left behind. Athletes may not drive or ride with their parents to contests/games unless prior approval has been granted by the school administration. If you miss the bus and then drive to the contest/game you will NOT be allowed to participate. If you will be riding home with your parent(s) or guardian(s), they need to personally sign you out on the sign out sheet. The head coach or one of the assistant coaches will be responsible for the sign out sheet. You are only allowed to ride home with your parent(s) or guardian(s). If someone else is going to take you home, arrangements must be made in advance between the coach, the school administration, and your parent(s) or guardian(s).

HEAD INJURIES

In the event of a head injury, a player will be removed immediately from the game. The athlete will need to see a doctor and have the MSHSAA "Return to Play" form completed by the doctor and returned to the Athletic Director in order to return to practice and participate in their sport. A copy of the "Return to Play" form can be found on the MSHSAA website.

WEIGHT ROOM - TRAINING AREA

We have a weight room/training area located under in the gym. In the past few years our weight room has seen some great improvements. We offer strength training classes during the school year and many of our coaches are now opening the weight room for their athletes during the summer and after school. As our weight program continues to grow and develop we feel all of our athletic teams will show improvement. In addition to increasing your strength weight training will also drastically reduce the potential for injuries. Although coaches will be supervising you while you are working out in the weight room you must be responsible and behave. Serious injuries can happen if you are not acting appropriately in the weight room. When lifting weights make sure that you know and understand how to perform the various lifts. It is important to consult a coach if you are not sure how to perform a lift.

HIGH SCHOOL ELIGIBILITY

As mentioned earlier, the MSHSAA and Fatima have academic criteria that must be maintained in order to remain eligible to participate. If you are not sure if something affects your eligibility, please contact the Athletic Director immediately. Besides academics there are many other issues that can affect your eligibility. Some of include:

- 1) Bona fide student
- 2) Citizenship
- 3) Sportsmanship
- 4) Semesters of participation
- 5) Age limits
- 6) Residence requirements
- 7) Entering school
- 8) Recruiting athletes
- 9) Playing under a false name
- 10) Amateur and Awards standards
- 11) Non-School Competition

All of these are described in detail on the MSHSAA website.

<https://www.mshsaa.org/Activities/Eligibility/EligibilityStandards.aspx#Amateur>

COLLEGE RECRUITING AND ELIGIBILITY

It is possible that some of you may continue your athletic careers in some type of college setting. In order to play college athletics there are academic requirements that you must meet.

The NCAA has toughened requirements over the past several years and potential college athletes need to be aware of these requirements as they enter high school. It's too late generally to worry about this when you are a senior. You need to plan your class schedules carefully so when you graduate you have met all the requirements to go to college. This would include keeping your GPA up and also doing well on college entrance tests like the ACT and/or SAT.

ASK MRS. MUELLER ABOUT FILLING OUT THE NCAA CLEARINGHOUSE FORMS!

Every Jr. College, College and University has their own requirements for athletics, but the basic academic requirements are as follows:

- 1) Graduate from high school
- 2) Have a GPA above 2.30 in the core courses. .
- 3) Have adequate courses in English, Math, Science and Social Studies. (Basically three or four courses in each area.)
- 4) Start taking the SAT or ACT sometime during your junior year. Take it more than once. Most colleges require an ACT of 18 to even be considered. Some schools have even higher standards.
- 5) Check with the guidance counselor or athletic director periodically with any questions.
- 6) Let your coach know that you might be interested in playing college athletics. They can give you an idea of your possible chances and can tell you what it would be like to play in college. They can also contact schools that you may be interested in.

NOTE: Contrary to what most athletes and parents think, there is not an abundance of full ride scholarships handed out by college sports program. ACT scores do help in getting partial scholarships academically. This will be beneficial if a coach is looking at you, because the college coach can save money if he/she knows part of your education is paid for academically. Then the college coach only has to award you a partial athletic scholarship. This is good for you and good for the college coach.

LETTERMEN'S CLUB

The Lettermen's Club was started several years ago to give those high school athletes an opportunity to join an organization with others that have the same interests. Any student athlete is eligible to join. The Gold Card fundraiser, organized by the Lettermen's Club typically makes over \$5000. This money has been used to purchase a wide variety of equipment including warm-ups, jackets, instructional tapes, tent, and weight equipment.

LETTERING AND ATHLETIC BANQUETS

Each sport has standards regarding what will be required to letter in a particular sport. One thing is certain: **YOU MUST COMPLETE THE ENTIRE SEASON TO BE ELIGIBLE TO LETTER.** An exception to this would be when an injury ends your season. Simply put, if you don't complete the season for any reason other than injury or special circumstance, then you will not receive a letter in that sport.

The Booster Club sponsors an athletic banquet after the fall and winter seasons. The spring sports will each have their own banquets, with the Booster Club helping to pay for the meals. The banquets are scheduled far in advance and you are expected to attend. Athletes will be given a free ticket and your parents can purchase their tickets in the high school office prior to the events. .

SCHOOL ATTENDANCE POLICY RELATING TO PRACTICES AND GAMES

School attendance is far more important than attending a ballgame or other athletic event. If you miss school the day of a contest/game then you will be ineligible to play that night unless you have made prior arrangements with the school administration. Here is the policy regarding attendance and participation in practice or games:

- 1) You must be in school by the end of the third period to be eligible to play in that day's contest. If you arrive later, you will not be able to play nor will you be able to practice. Please don't make a habit of arriving late to school. If a pattern of late arrivals persists, then the school administration will advise the coach to remove the athlete from the team.
- 2) Exceptions to the above rule would include family emergencies, funerals, previously scheduled doctor or dental appointments, etc. Exceptions are at the discretion of the school administration. The school administration must be consulted before a student can participate in those circumstances. Please consult the school administration prior to the student missing school.

STUDENT-ATHLETE ATTENDANCE AT SPORTING EVENTS

If you are a participant in a sport, you may attend another sporting event during that same season **FREE OF CHARGE!** . *If you enter an event and then leave and try to re-enter, you will be charged!*

CITIZENSHIP STANDARDS FOR EXTRACURRICULAR ACTIVITIES

Citizenship standards of eligibility for extracurricular activities have been approved as school policy for the Osage County R-III Public Schools and are applicable to any student who represents the school. Participation in or being a spectator at non-academic endeavors is a privilege and not a right; therefore, the administration believes that students must adhere to standards of behavior, which will bring credit to the individual student, the particular activity, the school and the community.

The administration insists that a student's behavior be in compliance with school policy, with student handbook regulations and with public law. Behavior not in compliance may result in removal, suspension, or expulsion from some or all extracurricular activities. While it is not possible to cite every example of behavior that violates policies, regulations or public laws, there are certain behaviors that are more frequently a problem for school systems than others and these will be addressed in the next section (Drug, Alcohol, and Tobacco Policy).

MSHSAA Citizenship Policy:

- You must be a creditable citizen. Creditable citizens are those students whose conduct - both in school and out of school - will not reflect discredit upon themselves or their school.
- **NOTE: Conduct involving law enforcement should be reported to your principal or athletic director immediately as your conduct may affect eligibility or contest outcomes. By immediately they mean within a day or two. Failure to do this will result in a 365 day suspension by MSHSAA.**

DRUG, ALCOHOL AND TOBACCO POLICY

As an athlete you should be aware that these substances will negatively affect your athletic performance. In addition, you should be aware that alcohol and drugs, as well as most performance enhancing drugs are illegal. Tobacco is also illegal for anyone under 18 years of age. Alcohol is illegal for anyone under the age of 21. On June 18, 2014, the School Board approved a random drug testing policy. Any student who participates in school sponsored clubs, organizations, sports and events on school property will be subject to a random drug test. For more information on the drug testing policy, please see the “Random Drug Testing Policies & Procedures Handbook”. A copy of the handbook can be found on the homepage of the Fatima website.

ATHLETE AND MANAGER DISCIPLINE

Our policy for athletes and managers that have discipline issues:

- 1) If a student is written up (discipline referral), three (3) times in one semester, they will miss their next contest/game. If they are not in a sport at the time of the third referral then they will miss the first contest/game in the next sport that they play.
- 2) If you continue to have discipline problems and you receive more referrals you could be removed from the team. This will be at the discretion of the head coach and the school administration.

PRIVIT ONLINE INSTRUCTIONS

1. Register an account in parents name here: <https://fatimacomets-mo.e-ppe.com>
2. Add athlete(s) to your account
3. Complete all relevant athlete information and forms
 - Personal Details
 - Pre-Participation History
 - Parent Permission
 - Student Agreement
 - Concussion Materials
4. Apply parent electronic signature
5. Apply athlete electronic signature
6. Join Appropriate Team(s)

Step 1: Register an account in the parent name:

As a parent/guardian, you will register an account, then add your student to the account and complete only their information. **Start creating your account by selecting or enter the link <https://fatimacomets-mo.e-ppe.com> then follow the steps below.**

1. From the landing page, click **Register**.
2. Please register with your name as a parent, your email address, and create a password of your choice. When you are finished, click **Sign Up**. (If you have multiple family members or if you have already registered yourself, you do not need to register again and please refer to #5 below.)
3. Next, a Welcome Message should appear. Click **Continue** located towards the top of the message. Then you will be taken to the HOME page.

Step 2: Add athlete(s) to your account:

1. On the Home page click the **Add Member** button on the left side of the page. (This allows you to add your student/athlete to your account. You can add as many additional family members as necessary.)
 - Click **Add Member** on the left side of the page.
 - Enter your athlete's first name (and last name if different), date of birth, and gender.
 - In addition, please check the box that states Enable Login. Then you will want to enter an email address for your athlete (The email address for your athlete will have to be different than the email address you registered with) and create a password. (Enabling a login will allow the student athlete to e-sign documents later in the process). Then click **Add Member**.
 - You should be directed to a Copy Data page. Please select the grey **Cancel** tab at the bottom and you will be taken back to the Home page.
 - You will now see the student/athlete listed under Family Members.

Step 3: Complete the Personal Details section for the athlete:

1. Click on the athlete **Name**. Then begin completing the Personal Details by clicking the **Start** button to the right of Personal Details.
2. Complete each section of the Personal Details section to 100% and click **Save and Exit**.

IMPORTANT: In order for the Personal Details to be 100% complete you will need to answer all mandatory questions, marked with a red asterisk (*).

Step 4: Complete the remaining sections for the athlete:

1. Click **Start** to the right of the form. Complete all the fields with a red asterisk (*). When you have finished answering this form, click **Submit**.
2. A message will appear if you want to review or sign it the document. Click the blue **Sign** button and you will be taken to a page to create an electronic parent signature. Select the blue **Create New Signature** tab.
3. With your cursor on a computer or with your finger from a tablet/mobile device, create your signature or initials then click the blue **Save** tab. You will see your signature displayed. Select the grey **Done** tab underneath. Once complete, you will then be on your account management page. Select **Home** near the top left of the screen.
4. **Once you have created a parent e-signature, you will not be required to repeat this process. You will be able to apply this parent e-signature anywhere a parent e-signature is required.**
5. All documents in Step 4 also require an athlete's signature. See Step 8 below for instructions on applying an athlete's electronic signature to forms.

Step 5: Complete the Pre-Participation History sections for the athlete:

1. Click **Start** to the right of the form. Complete all the fields with a red asterisk (*).
2. At the bottom of the page, you will see instructions that state the following: "Please download a copy of the physical form here. Your physician should complete and sign the form. After the physician has completed and signed, please upload the completed form back to your Privit account by following the directions here." The message will contain a clickable link to a printable form that must be printed and taken to your physician to be signed. See the instructions in Step 7 for further information on this form.
3. Once the physicians form has been printed, click **Submit**.
4. This document also require an athlete's signature. See Step 8 below for instructions on applying an athlete's electronic signature to forms.

Step 6: Join team(s):

1. After completing the MSHSAA smart forms, you must join a team. To join a team, click **Update** next to Joined Teams, and check the box next to the team(s) your student/athlete will be participating throughout the school year.

Step 7: Physicians Form:

1. If you have not done so already, open the Pre-Participation History section, scroll to the bottom and use the clickable link to print the form to take to the physician.
2. When the Physical Form has been signed by the doctor, please turn it back into the school.

Step 8: Athlete Signatures:

Below the appropriate forms, click the blue font **Student/Athlete click here to sign** and you will be taken to a page to create an electronic athlete signature. Select the blue **Create New Signature** button. With your curser on a computer or with your finger from a tablet/mobile device, create your athlete signature or initials. Check the box that you attest and then click the blue **Save** tab. You will see your athlete signature displayed. Select the grey **Done** tab underneath.

Once complete, you will click the blue font **Student/Athlete click here to sign** again. Once you have created an athlete e-signature, you will not be required to repeat this process. You will be able to apply this athlete e-signature anywhere an athlete e-signature is required.



Important:** Once the required e-signatures have been applied to the necessary forms, the signed document will become available automatically for the appropriate staff member for review and approval. If you click **Sign** next to Signed Documents, there should be **all green check marks** next to all signatures on all forms listed.

HANDBOOK VERIFICATION

We've Read and Understood

We strive to help students understand that responsibility must be a large part of their lives. Within reason, we will expect students to be responsible for their actions: however, it is neither fair nor reasonable to hold a student responsible for something they do not know or do not fully understand.

Please indicate that you have read and discussed the information in the handbook with your child by completing and returning this form to your child's coach by August 25, 2017

If we can be of any assistance in clarifying any section of the handbook or in answering any other questions you may have, please do not hesitate to call us at 455-2375, x 109.

The handbook may be found on the school's website on the "Athletics" page.

Policies and procedures listed in the handbook may be amended during the year without notice to parent(s)/guardian(s).

PLEASE FILL OUT AND RETURN TO YOUR COACH BY AUGUST 25, 2017.

Full Name of Student

We have read and discussed the information in the Student Athlete Handbook and agree to follow the procedures/policies.

Signature of Student

Signature of Parent/Guardian

**Mr. Mitch Gier
Athletic Director
Fatima High School
573-455-2375, x 109**