

## 2023-2024 Willard Public Schools Activity Handbook

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## **INTRODUCTION**

### **GET INVOLVED!**

At Willard Public Schools, teachers and administrators encourage all students to become actively involved in the extra-curricular activities we have to offer. We realize that through these activities personalities emerge, talents are uncovered, friendships are made, and leaders are realized.

We also realize that students who get involved in activities perform better overall in the classroom and attend school on a more regular basis than students who do not participate. In addition, being involved in our activity program allows participants to develop self-confidence and helps students enjoy their experience in school at Willard.

We want you, as a student, to receive a well-rounded education, which allows you the chance to excel in the classroom as well as in programs and activities offered outside the classroom.

This handbook provides information about the activity program of Willard Public Schools. It is not intended to replace, but rather to supplement the guidelines and regulations pertaining to the activity program as contained in the Willard Board of Education Policy, the Missouri State High School Activities Association (MSHSAA) Official Handbook, and the Student Handbooks of Willard High School and Willard Middle School. If you have questions, please contact your head coach, director, activity sponsor, or Mr. Colt Blair, Activities Director, at 742-4704.

Willard Public Schools also want parents and members of the community to be involved with student activities.

## **PHILOSOPHY**

Interscholastic activities are an integral component of Willard Public Schools. Contests are for the benefit of student participants and complement the secondary curriculum. Interscholastic activities provide worthwhile educational and social experiences for students, resulting in positive learner outcomes that contribute to the development of good citizenship, sportsmanship, and equitable competition.

## **ACTIVITY PROGRAM**

Willard Public Schools maintain a broad activity program designed to appeal to the needs and interests of all students. Students are strongly encouraged to participate in the activity program. Interscholastic activities at Willard are governed by the Willard Board of Education and the Missouri State High School Activities Association (MSHSAA). The activity program includes athletics (including cheerleading), music (including color guard), speech/debate, drama and academic competition. To be eligible to participate, students must follow the co-curricular participation standards of Willard Public Schools as well as meet the following eligibility criteria, which have been established by MSHSAA for its member schools.

## **ELIGIBILITY STANDARDS**

### **ACADEMICS**

#### **A. FOR GRADES 9-12**

1. You must be currently enrolled in and regularly attending courses at Willard High School or Willard Middle School that offer a minimum of 3.0 units of credit. *(This normally is six courses.)* **You must have also earned 3.0 units of credit (pass 6 of 7 classes) the preceding semester.**
2. MSHSAA By-Law 213.0 allows 1 credit earned during summer school to be used to establish or maintain academic eligibility for activities/athletics only if that credit is placed on the school transcript and counts toward meeting graduation/promotion requirements.
3. If you are a beginning ninth grade student, you must have been promoted at the close of the previous school year. You must be making satisfactory progress toward graduation as determined by Willard Public School policies.
4. **Do not drop courses without first consulting with your school principal, counselor or Activities Director to determine whether it will affect your eligibility.**

#### **B. FOR GRADE 7-8**

1. You must be enrolled in a normal course load for your grade.
2. You must have been promoted to a higher grade at the end of the previous year; however, even though you may have been promoted, you will be ineligible if you failed more than one course the previous grading period.

### **AGE LIMITS**

#### **A. FOR GRADES 9-12**

If you reach nineteen (19) years of age prior to July 1, you will be ineligible the next school year.

#### **B. FOR GRADES 8-9**

In order to participate on or against teams made up of only eighth-graders, you must not have reached fifteen (15) years of age prior to July 1 preceding the opening of school.

In order to participate on or against teams made up of only ninth-graders, you must not have reached sixteen (16) years of age prior to July 1 preceding the opening of school.

#### **C. FOR GRADES 7**

In order to participate on or against teams made up of only seventh-graders, you must not have reached fourteen (14) years of age prior to July 1 preceding the opening of school.

**NOTE:** Check with the Activities Director for options available to you if you are ineligible for your grade level because of age.

## **ALL-STAR GAMES**

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

Participation in an all-star game or contest before ending your high school eligibility will result in you becoming ineligible to participate in any high school sport.

A senior with no high school eligibility remaining for a specific sport may participate in an all-star game for that sport during the school year. **Contact the Activities Director before agreeing to play.**

## **AMATEUR AND AWARDS STANDARDS**

You may accept awards—symbolic in nature—such as medals, ribbons, trophies, plaques, etc. for participating in a school athletic program.

You may accept awards which are merchandise and such awards shall not exceed \$250.00 in the suggested manufacturer's retail price.

Awards as described above, presented by a person or group other than your school, must be approved in advance by the Activities Director and the suggested manufacturer's retail price of a merchandise award shall not exceed \$250.00.

You may accept awards for participating in non-school sponsored athletic competition only if the awards are symbolic in nature or the merchandise item does not exceed \$250.00 in suggested retail value. (See items above).

## **ATTENDANCE**

**In order to participate in an extracurricular activity, a student must be in school a full day on the day of the activity, unless prior notification and approval have been made with the Activities Director.** MSHSAA guidelines dictate that a student who is truant or is suspended out of school cannot participate in an interscholastic contest/event until he/she has attended a full day of classes. For example, a student who misses all or part of Friday classes will be ineligible to participate in a Saturday contest unless prior approval for the absence had been granted.

In addition, the coach or sponsor of respective programs will be notified if a student on his/her squad is habitually absent either the day prior to, or the day after an activity, or who is late to school the day after a contest/event. The coach and/or the Activities Director will counsel the student regarding eligibility to participate. Students who are absent from the classroom for misbehavior on the day of a MSHSAA activity may be ineligible to participate in the scheduled event. The rules and regulations contained in the Student Handbook apply to all home and away school sanctioned extracurricular activities.

## **CITIZENSHIP**

You must be a creditable school citizen. Creditable school citizens are those students whose conduct—both in school and out of school—will not discredit themselves or their school. In general, if you're found to be in violation of school policy, local laws, or state laws, you (for activities purposes) will not be considered a creditable citizen.

## **COLLEGE AUDITIONS/TRYOUTS**

Students may participate in athletic recruiting or instruction events that are directly sponsored by a college or university, conducted by that college or university's coaching staff for the sport concerned, and held on its campus, under the following provisions.

- a. Compliance with Governing Body
- b. College/University-Conducted Recruiting Events: Events in which one or more students participate in physical activity including individual or group drills and/or limited scrimmages (not complete games) for the purpose of revealing, demonstrating or displaying the student's athletic abilities in a specific sport to the coaching staff of the organizing college/university for recruiting purposes. During the academic year, no school time may be missed to travel to or participate in the event, without the prior approval of a school administrator.
- c. College/University-Conducted Individual Instruction Events: Instructional clinic or group lesson events which involve individual instruction in a specific sport that is provided by college or university coaching staff and include activities designed to improve overall skills and general knowledge in the respective sport. The primary emphasis shall be on teaching individual player skills, and there is no complete game competition other than limited scrimmage situations. During the academic year, no school time may be missed to travel to or participate in the event, without the prior approval of a school administrator. The student does not have to be accompanied by an approved school coach during the respective interscholastic sport season; for events conducted outside of the specific interscholastic sport season,

## **ENTERING SCHOOL**

You must enter school within the first 11 days of the semester in order to be eligible.

## **GRADUATED STUDENTS**

You will be ineligible to participate after graduation from a senior high school. Students who are granted an early release after their junior year are ineligible for future participation. *(NOTE: You are eligible to participate in the state events which extend beyond the date of your school's graduation at the end of the spring semester of your senior year.)*

## **NON-SCHOOL COMPETITION**

You may not practice for or participate with a non-school team or in any organized non-school athletic competition *and* for your school team *in the same sport* during the same season. (Exceptions for golf and tennis – Bylaw 235 – see Activities Director)

You may participate on a school team and a non-school team in different sports during the same season; *however*, you may not practice for the non-school team or participate in organized non-school athletic competition *on the same day* that you practice with or participate for the school team without approval of your school administrator.

You must receive approval in advance from the Activities Director in order to miss school time to practice for, travel to, or compete in organized non-school athletic competition.

You may not play at any time on an organized non-school basketball, football, or volleyball team made up only of members of your school team unless: a) the teams are nontraditional as defined in MSHSAA By-Law 235.2-b with limits to out of season; or b) during the summer months when there is no limit on team rosters/lineups (235.2b).

You will become ineligible in any sport in which you play as a member of a junior college, college, or university team.

You may participate in international competition during the school year; however, the competition must meet the established criteria published in the MSHSAA Official Handbook and must be approved in advance by the MSHSAA Board of Directors.

Before you join a non-school team or enter any non-school competitive athletic event, the Activities Director should be consulted to make certain these standards are met.

## **PARTICIPATION LIMITS**

### **A. FOR GRADES 9-12**

1. You are eligible to participate in any interscholastic activity for a maximum of four seasons. Any part of a contest in which you participate during a season counts as a season of participation.
2. Your eligibility to participate in high school activities begins when you first enter the ninth grade and lasts for the next eight consecutive semesters.

### **B. FOR GRADE 7-8**

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

### **C. FOR GRADE 7**

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

***NOTE:*** Check with the Activities Director for exceptions to this rule if you are ineligible for your grade level because of age.

## **SPORTS CAMPS/CLINICS**

You may attend a specialized summer athletic camp(s)/clinic(s) where you receive instruction or coaching from a member of your school's coaching staff for a maximum of 20 days in any one sport. A contact day is any date, in which coaching/instruction in the skills or technique of any sport takes place, regardless of whether activity specific equipment is used.

You may attend a non-school sponsored specialized sports camp(s) or group instruction for as long as you wish where you do not receive instruction or coaching from a member of your school's coaching staff.

You may attend a non-school specialized sports camp(s) or group instruction during the school year provided it does not result in any loss of school time; attendance does not occur within 14 days of the start of the school sport season for the sport concerned; it is not a team camp; and no member of the coaching staff of the school you attend or will attend the following year is involved in any way. If the camp occurs, during that specific sport season, please contact the activities office prior to attending.

Before attending any specialized athletic camp(s)/clinic(s) or group sport instruction, you should consult with the Activities Director to make sure it meets the criteria published in the MSHSAA Official Handbook.

## **TRANSFERRING SCHOOLS/UNDUE INFLUENCE**

A student who has transferred to the Willard School District from another school within the last 365 days must notify the Activities Office and complete the transfer of eligibility form.

You will be ineligible for 365 days if you transfer schools for interscholastic activities purposes because of being influenced to do so by another person or group. If you transfer schools and your parents do not move into the district of your new school, you will be ineligible for 365 days unless you meet one of the exceptions listed in the MSHSAA Residence and Transfer Rules.

If you move with your parents to your new school district, you will be eligible at your new school provided you were eligible in all other respects at your former school. A student shall not be eligible to represent two different schools in the MSHSAA state tournament series in the same sport during the same season.

You shall become ineligible for 365 days if you transfer for athletic reasons defined in MSHSAA By-Law 328.

Always check with the Activities Director before you transfer to determine whether it will affect your eligibility. You will be ineligible for 365 days if you are influenced by a person or persons to attend upon promotion or transfer schools for athletic or activities purposes.

## **CO-CURRICULAR PARTICIPATION**

The Willard Public Schools' co-curricular programs are intended to supplement the educational experience. Participation in co-curricular activities is a privilege, not an entitlement. Participants are expected to conform to a higher standard of conduct than is applicable to non-participants. They serve as representatives of the school and should set a positive example for other students. Therefore, every participant must abide by the following rules:

1. A participant must meet the eligibility requirements set out by the Missouri State High School Activities Association (MSHSAA) and must conform to all applicable MSHSAA rules and regulations.
2. A participant must meet any additional eligibility requirements as determined by the local area athletic conference and must conform to all applicable conference rules and regulations.
3. A participant must conform to district eligibility requirements, rules, regulations, and standards for participation as set forth below and as set forth in the Activities Handbook. The rules, regulations, and standards are not limited to the academic year. They are in effect 365 days a year.
4. A participant must be a credible school citizen as set forth below and as set forth in the Activities Handbook.
5. Rules, Regulations, and Standards
  - a. All policies that apply to the regular school day apply also to co-curricular activities. Coaches and sponsors may establish policies for their groups in addition to those stated herein.
  - b. Prior to a student being allowed to participate during a school calendar year in any school event or performance falling under the umbrella of MSHSAA activities, including academic team, athletics, cheerleading, color guard, instrumental music, speech/debate/drama, vocal music and winter guard, the student, along with his/her parent or guardian, must meet the requirements listed below:

i. Parent Responsibility

The parent or guardian shall complete & sign all required participation forms prior to the first contest of that particular season agreeing to all policies and procedures within the activities handbook.

The parent or guardian shall be a positive role model for their student and program while in attendance at all school functions. This includes but is not limited to good sportsmanship, being respectful to opponents, officials, and members of the Willard Tiger community.

ii. Student Responsibility

- a. A participant who drops out of an athletic activity cannot participate in another athletic activity until the season for the first activity has ended unless approved by the coaches of both activities and the Activities Director.
- b. The district's middle school and high school are members of MSHSAA. In all interscholastic competition matters, this district will adhere to the rules and regulations of MSHSAA.



- c. A participant must demonstrate good citizenship in the school and community. Participants must conform to all general school rules and regulations, rules established by the coach/sponsor for the activity in which he/she is participating, and the laws of the community. In addition, participants must conform to the following rules:
- i. A participant shall not be eligible to participate in any co-curricular activity while serving out-of-school suspension.
  - ii. A participant who has been expelled or who withdraws from school following the administration's recommendation for suspension or expulsion shall not be eligible for 365 days from the date of expulsion or withdrawal.
  - iii. A participant being removed from any activity for disciplinary reasons will be brought under advisement of the Activities Director, sponsor in charge, and building principal; and appropriate action will be taken which may result in exclusion from other activities. A participant removed from class for misbehavior on the day of a scheduled event may be ineligible to participate in the event and will be counseled by an assistant principal or the Activities Director as to their eligibility if other violations occur.
  - iv. A participant may not use or possess tobacco. The consequences set forth below will be assessed against participants who (1) use or possess tobacco whether on or away from school property; (2) use or possess tobacco while participating or attending a school-sponsored activity, whether on or away from school property; (3) are observed by school personnel using or possessing tobacco, whether on or away from school property, or (4) self-reports the use of tobacco whether on or away from school property. A participant in violation of this rule will be suspended from MSHSAA-recognized activities and all other team/group performances as follows:
    1. First Offense: A participant will be suspended for 7 days from all scheduled contests/performances and/or practices during the time of suspension.
    2. Second Offense: A participant will be suspended for the remainder of the school year from the activities program.
  - v. A participant may not use, possess or distribute drugs, look-alike drugs, alcoholic beverages, look-alike alcoholic beverages, controlled substances or look-alike controlled substances, drug paraphernalia, or items represented to be such. A participant will be in violation of this policy if the use, possession or distribution (1) occurs on or away from school property or at a school-sponsored event (whether on or away from school property); (2) is reported or confirmed by a law enforcement agency; or (3) is observed by school personnel (whether on or away from school property), or (4) self-reports the use, possession or distribution of look-alike drugs, alcoholic beverages, look-alike alcoholic beverages or controlled substances whether on or away from school property. A participant in violation of this rule will be suspended from MSHSAA-recognized activities and all other team/group performances as follows:

1. First Offense: A participant will be suspended a minimum of twenty-eight (28) days from all scheduled contests/performances and/or practices that are held or played during the time of suspension.
  2. Second Offense: A participant will be suspended for the remainder of the school year from the activities program.
- vi. A participant may not be arrested for, charged with, or convicted of a felony or misdemeanor under either criminal or juvenile law, whether the offense occurs on or away from school property. **Violations of this subparagraph may result in a suspension of up to 365 days from all MSHSAA-recognized activities and all other team/group performances, as well as additional discipline under school discipline policy.** A participant in violation of this rule will be suspended from MSHSAA-recognized activities and all other team/group performances as follows:
1. A participant will be suspended for a minimum of fourteen (14) days from all scheduled contests/performances and/or practices that are held or played during the time of the suspension.
  2. A participant will be suspended for the remainder of the school year from the activities program.
- vii. A participant must conform to the school discipline policy. Failure to abide by the school discipline policy, except as otherwise provided above, may result in a suspension for up to 365 days from all MSHSAA-recognized activities and all other team/group performances.
- d. Notwithstanding any provision of this policy or any other district policy, the district reserves the right to enhance or reduce the penalties associated with a violation of the co-curricular policy based upon the nature, severity, and frequency of the offense(s).
- e. There will be no penalty to a participant who requests help from school personnel in the form of assessment or treatment for chemical abuse prior to being charged with a violation of this policy. A participant who engages in conduct that constitutes a violation of this subparagraph after requesting assessment or treatment will be suspended from all MSHSAA-recognized activities and all other team/group performances for 365 days from the date of the incident.
6. A participant who engages in additional violations of this policy while under a co-curricular suspension may be expelled from all MSHSAA-recognized activities and all other team/group performances.
  7. The management of a co-curricular activity is the responsibility of the coach or sponsor, who is in charge of the selection of participants and the extent of their participation. Each coach/sponsor may also establish additional written guidelines for their activities. These guidelines shall be presented orally and in written format. A copy of such guidelines shall be kept on file with the building principal and Activities Director.
  8. The Activities Director, coach, sponsor and building principal will be informed of a participant's removal from any activity for disciplinary reasons. This may result in exclusion from other activities, as well as additional consequences under the student discipline policy.

9. A participant WILL NOT be allowed to practice, perform, or compete in the activities program while serving a suspension assigned due to violation of the Willard Public Schools citizenship standards or violation of the Missouri State High School Activities Association.
10. A student who is currently under a co-curricular suspension may be allowed to try out for a sport in the season in which the co-curricular suspension will expire.
11. Review Procedures - The district does not have the authority to excuse participants from the eligibility requirements established by MSHSAA. Additionally, participants are uniformly expected to comply with the eligibility requirements established by the district. Accordingly, the procedures below are provided for the sole purpose of minimizing suspensions and/or removals based upon inaccurate or incomplete information. The procedures are not intended to provide participants with an opportunity to (1) avoid suspensions or removals imposed for conduct they have actually committed, or (2) ask administrators for leniency when an appropriate consequence has been imposed for conduct that has occurred. Nor are they intended to suggest that participation in school activities is an entitlement rather than a privilege.
  - a. In most cases, a participant should be advised of the reason for the suspension or removal from an activity, and provided an opportunity to respond, prior to imposing the consequence.
  - b. When it is necessary, in the judgment of the coach, sponsor or administrator to suspend or remove a participant from an activity prior to advising the participant of the reason for such suspension or removal, the participant should be advised of the reason and given an opportunity to respond within a reasonably prompt time after the consequence has been imposed.
  - c. Participants may request a review of the suspension or removal imposed by a coach or sponsor to the Activities Director.
  - d. Participants may request a review of the suspension or removal imposed or affirmed by the Activities Director to the building principal.
  - e. Participants may request a review of the suspension or removal imposed or affirmed by the principal to the superintendent/designee.
  - f. Participants may request a review of the suspension or removal imposed or affirmed by the superintendent to the Board of Education. The Board, in its sole discretion, will decide which requests for review will be granted based on the facts and circumstances of each situation.
  - g. During the pendency of an appeal, a co-curricular suspension or removal will remain in full force and effect.
12. Hazing—Student hazing is inconsistent with the educational goals of the district and poses a significant risk to the physical and mental welfare of district students. Hazing of students, on or off district property, is prohibited and may result in suspension from school and from activity/athletic participation.

For purposes of this policy, hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team. Conduct prohibited by this policy includes, but is not limited to, exposure or contact of genitals, buttocks, or breasts (female students), directly through contact with undergarments; threats of physical harm; and infliction of physical or mental harm or humiliation.

Students found to have violated this policy will be subject to suspension/expulsion from school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct.

Non-students who participate or enable the hazing of students may be excluded from attendance at school activities and school athletic events. District employees, including sponsors and coaches who have knowledge of school hazing, but fail to take corrective action, will be subject to discipline up to and including termination.

13. Right to Search – Students attending overnight trips must consent to activity-related searches to ensure that items prohibited by school policies are not brought on trips.

Participation in school activities is a privilege and not a right. All participants are required to comply with all of the above-listed requirements to be eligible for participation in school activities.

Violation of one or more of the above rules may result in suspension and/or permanent dismissal from the current team or activity and from additional school activities, depending upon the nature, frequency and severity of the violation(s).

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**Note: The reader is encouraged to review the Board of Education policies and/or forms found online for more information.**

## **STUDENT DRUG TESTING**

### **Definitions:**

Covered Activities: Activities regulated by the Missouri State High School Activities Association (MSHSAA), student parking, co-curricular and organized activities.

Drug Testing: Testing for prescription and illegal or performance-enhancing drugs.

Participation Days: Each day that the extracurricular group meets, regardless of whether that meeting is a practice, a group meeting or an event.

### **I. General Procedures for All Student Drug Testing**

#### **Sample Collection**

Urine samples will be collected using a method intended to minimize the intrusiveness of the procedure. The superintendent or designee will appoint a same-sex employee or contracted test administrator (the monitor) to accompany the student to a bathroom or locker room. The student will provide the sample behind a closed stall door. The monitor shall supervise the collection from outside the closed stall door, listening for normal sounds of urination. The monitor shall also verify the warmth and appearance of the specimen. If at any time the monitor suspects the sample is being tampered with, the monitor may end the collection process and notify the superintendent or designee, who will determine whether a new sample should be obtained.

#### **Protection of Information (Privacy)**

Each randomly selected student will be assigned a specimen number that shall serve as the identifier for all materials sent to the lab. The student and his or her parent/guardian shall have access to the specimen number. Either immediately before or shortly after sample collection, students selected for testing will provide to the district, in a sealed envelope, a list of any medications they have taken in the last 30 days, including legally prescribed and over-the-counter medications. The parent/guardian is responsible for submitting a separate list to the district, also in a sealed envelope, of medications the student has taken within the last 30 days, which will be used by the testing facility for confirmation

purposes in the event of a positive test result. The sealed envelopes will only be opened in the event of a positive test result. If the sample does not test positive, the envelopes will be shredded without being opened.

The laboratory will report positive test results directly to the superintendent or designee. The superintendent or designee will only notify the student, the appropriate extracurricular sponsor, the parent/guardian of the student and other persons the superintendent or designee determines need to know the information to implement district policies or procedures. All files pertaining to drug testing will be kept confidential and separate from the student's other education records, and only school personnel with a need to know the information will have access to the information.

### **Positive Test Results**

If a positive test result occurs, the result will be verified on the same specimen. Following a confirmed positive result, the student and his or her parent/guardian shall be given the opportunity to submit additional information to the district administration or the laboratory. The district may consult with the laboratory in determining whether the positive result was caused by something other than the consumption of prohibited substances.

The student will be offered admission into a drug assistance counseling program provided by the district. The drug assistance program must be approved by the district.

## **II. Random Drug Testing**

### **Notification and Consent**

An orientation session shall be held before the commencement of random drug testing to inform students and parents/guardians of the sample collection process, privacy arrangements and the drug testing procedures that will be used. Students wishing to participate in extracurricular activities shall receive a copy of the drug testing policy and related administrative procedures. Additionally, each student shall be required to return a signed drug testing consent form to the coach, activity sponsor or the activity office by the beginning date for practice, parking privileges, activities or interscholastic contest. If there is no established beginning date for practice for the activity, the signed consent form must be returned within five (5) calendar days of the first participation day. A signed consent form shall be valid for all covered activities and will remain effective until revoked in writing by the parent/guardian. Students who do not return the signed consent form shall not be allowed to participate in covered activities.

### **Random Selection**

The district will randomly select five (5) percent of participating students for drug testing periodically throughout the school year. The random selection process will result in an equal probability that any participating student could be chosen. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

### **Testing**

Samples may be tested for THC/marijuana, benzodiazepines, cocaine/benzoylecgonine, amphetamines, barbiturates, phencyclidine, methamphetamine, opiates/morphine, alcohol and performance-enhancing drugs, including anabolic steroids. Samples will not be screened for the existence of any physical conditions other than prohibited drug and alcohol use.

### **Consequences**

Following a confirmed positive test result, the superintendent or designee will immediately suspend the student from all covered activities and will schedule a conference with the student, the parent/guardian and the extracurricular sponsor. Offenses accumulate in seventh and eighth grade and then throughout grades nine through twelve. Depending on the timing of the drug test, the student may be excluded from participation in activities at the end of the school year, over the summer and/or into the beginning of the next school year.

Students who are enrolled in co-curricular classes in which participation in activities outside the regular school day is a portion of their grade, will be afforded an opportunity for a differentiated assignment or project in order to maintain academic standing.

**First Offense:** The first time a student tests positive under the random drug testing program, the student shall be suspended from participation in all covered activities for a minimum of 30 calendar days and must pass a drug test administered by the district prior to participating in covered activities again.

**Second Offense:** Students with two (2) positive test results for drugs or alcohol will be prohibited from participating in all covered activities for a minimum of 365 calendar days and must pass a district-administered drug test prior to participating in covered activities again.

**Third Offense B** Students with three (3) positive test results will be prohibited from participating in all covered activities for the rest of their enrollment with the district.

Individual cases may be appealed to the Superintendent of schools.

#### **Refusal to Submit or Falsifying Results**

A student refuses to submit for drug testing when he or she fails to provide adequate urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process. A participating student who refuses to submit to drug testing or who takes deliberate action to falsify results will be suspended from all covered activities for one (1) calendar year and will forfeit eligibility for all awards and honors given for covered activities from which the student was suspended.

#### **Self-Reporting**

When a student, of his or her own volition, self-reports consuming drugs or alcohol in violation of district policy to an administrator, coach or extracurricular sponsor before receiving notification that he or she will be tested, that student shall be allowed to continue to participate in covered activities under the same restrictions imposed on a student who had an initial positive test even if the student had tested positive previously. A self-report is considered the same as testing positive for the purpose of future positive tests. A student may only take advantage of self-reporting once between seventh and twelfth grade.

#### **III. Suspicion-Based Drug Testing**

A student may be required to submit to a drug test when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by district policy. Staff members will report such suspicions to the building administrator or designee as soon as possible. The building administrator or designee will determine if reasonable suspicion exists. The district's attorney may be consulted as necessary.

## **ATHLETIC PROGRAM OBJECTIVES**

1. **PARTICIPATION**: To provide a variety of athletic opportunities that encourage and allow interested students to participate in valuable physical activities.
2. **SKILLS & RULES**: To provide emphasis in development of fundamental skills and knowledge of each sport.
3. **CITIZENSHIP AND SPORTSMANSHIP**: To cause students to achieve success fairly by demonstrating and teaching the following:
  - a) Respect for rules of each sport
  - b) Desirable traits of citizenship and sportsmanship
  - c) Rules of society
4. **SCHOOL SPIRIT**: To provide activities with which all students can identify.
5. **COMPETITION**: To build competitive teams throughout the program.
6. **AMBASSADORS**: To develop teams that will act as ambassadors of goodwill and public relations within and outside the Willard community.
7. **STUDENT CONFIDENCE**: To provide a program that develops students' sense of appreciation and enjoyment of athletics, while building individual self-confidence and group rapport.

## **ATHLETICS**

1. **EQUIPMENT**: An athlete must pay for lost or stolen uniforms and equipment. All equipment/uniforms should be cleaned and turned in immediately at the conclusion of the season.
2. **LANGUAGE**: The use of profane or abusive language at practice or during contests will not be tolerated.
3. **LETTERING**: Each sport may have different guidelines for varsity letters, but generally they include participation, attitude, and work habits. Your coach will answer specific questions. Students that quit or are dismissed before the conclusion of the season are ineligible to letter.
4. **SPORTSMANSHIP**: If you should commit an unsportsmanlike act while participating in a school event, you could become ineligible. If your conduct as a spectator is found to be unsportsmanlike, you could be barred from attending any school athletic contests. The unsportsmanlike conduct of any spectator regardless of age, could cause that spectator to be barred from attending school athletic contests.
5. **SPORTS AWARDS NIGHTS**: Awards nights are left to the discretion of each individual program.
6. **TRANSPORTATION FROM GAMES AND TO PRACTICES**: Athletes must ride the bus with the team to contests. Coaches may allow an athlete to ride home from a contest with his/her parent or guardian upon request due to special circumstances. The parent/guardian must sign the student out after the event.
7. **PARTICIPATION REQUIREMENTS**

In order for a student to participate you must:

1. Have a current physical examination given by a licensed physician (M.D. or D.O.) or chiropractor and have all applicable forms on file in the Activities Office.
2. Pay the athletic participation fee.
3. Complete a transfer of eligibility form (if required by MSHSAA)

## SPORTS SEASONS

FALL SPORTS - First Possible Practice:            HS- August 7<sup>th</sup>                    MS - Aug. 14<sup>th</sup>

### Sport/Head Coach/Assistants

Cross Country - HS: Jennifer Smith, Tracy Mauschbaugh

Cross Country – MS: Debra Salmans & Kelsie Hutsell

High School Football: Frank Tristan, Shad Edwards, Gerald Davis, Glenn Dawson, Dallas Hester, Jonathan Huskisson, Jeff Arnold, Brock Baker, Jordan Turner

MS Football: Ty Bills, Keaton Presley, Stephen Brabo, Mark Larson, Justin Harris & Chaz Mayes

Girls Golf (9-12): Matt Stone, Trevor Towe

Boys Soccer (9-12): Jamie Waddell, Blake Atkinson & Carissa Berning

Girls Softball (9-12): Ashleigh Williams, Staci Wattie & Trevor Bowling

High School Volleyball: Kailey Bridges, Allison Van Veen, Annie Graber

MS Volleyball: Kara Lane, Meagan Coleman, Kaitlyn Messina & Kindall Smithson

Cheerleading/Dance-HS: Kylie McCoy, Ashton Graves & Chesnee Angel

Cheerleading-MS: Jennifer Wessley & Taylor Reaves

Dance: Bobbi Sweeten

Girls Tennis: John Post & Whitley Grant

WINTER SPORTS - First Possible Practice:    HS - October 30<sup>th</sup>    MS – October 24<sup>th</sup>

### Sport/Head Coach/Assistants

High School Boys Basketball: JJ Adamson & Jonathan Huskisson

9th Grade Boys Basketball: Brandon Ridder

8th Grade Boys Basketball: Dallas Hester & Brock Baker

7<sup>th</sup> Grade Boys Basketball: Kyle Raby & Austin Wilson

High School Girls Basketball: Luke Floyd, Trevor Towe

9th Grade Girls Basketball: Nathan Walker

8th Grade Girls Basketball: Meagan Coleman & Kelsie Cleeton

7<sup>th</sup> Grade Girls Basketball: Chaz Gregory & Chelsea Yates

Wrestling (9-12): Jeff Davis, Ethan Carlberg & Aaron Allen

Girls Wrestling (7-12): Connor Loderhose

MS Wrestling: Todd Magoon, Morgan Wallace & Austin Coons

SPRING SPORTS - First Possible Practice:    HS - February 26<sup>th</sup>    MS – February 26<sup>th</sup>

### Sport/Head Coach/Assistants

Baseball (JV-V): Scott McGee, Trevor Bowling, Keaton Presley & Jacob Scott

Boys Golf: Matt Stone

Girls Soccer: Jamie Waddell, Carissa Berning & Morgan Wallace

MS Softball: Stacie Wattie & Glen Dawson



HS Boys & Girls Track: Jennifer Smith, Bret Lovekamp, Justin Harris, Tracy Mauschbaugh, Gerald Davis,  
Daiwa McGuire  
MS Boys & Girls Track: Steven Brabo, Jeff Arnold, Austin Wilson, Kelsie Cleeton & Chaz Gregory  
Boys Tennis: Ty Bills & JJ Adamson

### **SEASON PASSES**

Student Athletic Passes are available to all students for \$15.00 annually.

Adult Athletic Passes are available to the public for \$25.00 annually.

Cheerleaders in uniform are admitted free.

***PASSES DO NOT INCLUDE TOURNAMENTS  
AND ARE NON-TRANSFERABLE/NON-REPLACEABLE.***

### **ATHLETIC PARTICIPATION FEE**

A \$60.00 participation fee is required for all students who make an athletic team, and must be paid prior to the first contest. This fee is paid only one time per school year. When the fee is paid, the athlete will receive a season pass to all home athletic events (excluding tournaments). This fee must be paid at or mailed to Willard High School, Activities Office, 515 E. Jackson, Willard, MO 65761. Being on a team after one contest in any sport nullifies the refund. Students that qualify for free & reduced lunch will have their participation fee waived.

### **MUSIC/SPEECH/DEBATE/ACADEMICS/DRAMA**

The following eligibility requirements apply specifically to participants in music, speech/debate, academics, and drama. The previously outlined eligibility requirements beginning on page 2 must also be met.

You may not miss school time because of participating in or traveling to an unapproved contest unless the absence is approved in advance by the Activities Director or school principal. Violating this rule will cause you to be ineligible for a period not to exceed 365 days.

#### **DIRECTORS/COACHES**

Scholar Bowl: (HS) Amy Dixon (MS) Yvette Wolff

Band: Victoria Meraz, Jonathan Capps, Clayton Carter, Tyler Curtis

Color Guard/Winter Guard: Sherri Peterson & Haley Davis

Theatre: (HS) Brandon Compton (MS) Amanda Graves & Ethan Gambriel

Vocal Music: (HS) Emily Witt & Melissa Barnard (MS) Spencer Fleury

Speech/Debate: Kathy Tobin & Ethan Gambriel (MS) \_\_\_\_\_

### **SCHOLAR BOWL**

The Willard High School academic team is open to students who meet the eligibility requirements of the WHS Activity Program. Tryouts are typically held in late fall. The squad consists of 10-15 individuals and participates in several interscholastic competitions throughout the year. Competition is generally college quiz bowl format and involves questions from all of the primary academic disciplines (math, science, literature, fine arts, social studies, etc.).

## **INSTRUMENTAL MUSIC**

Students enrolled in the Instrumental Music Program at Willard High School participate in “The Cutting Edge” Marching Band. Students also audition for placement into Wind Symphony, Symphonic Band, or Concert Band. Students may choose to audition for Jazz Bands 1, 2 and/or 3, Woodwind Choir, Brass Choir, Percussion Orchestra, Winter Guard, Winter Percussion, and Flute Choir. All instrumental music students are offered many solo and ensemble opportunities as well.

## **INSTRUMENT RENTAL**

The student fee for instrument rental is \$50.00 per semester. Fees must be paid prior to the first performance of the season and are collected by the instructor.

## **UNIFORMS and ADDITIONAL FEES**

Band members will be issued a uniform, which will be stored by the band department. There is a \$110.00 band fee per year paid by all band members. Fees must be paid prior to the first performance of the season, and are collected by the instructor. An additional fee of \$60 per student in association with the annual Bands of America Super Regional weekend will be due by the end of September and will be collected by the instructor. Students in marching band and color guard are responsible for paying for their own shoes, gloves, and compression shirt.

## **AWARDS**

Band members compete each year for the John Philip Sousa Band Award, the Louis Armstrong Jazz Award, and the Bandsman of the Year Award. The director determines specific criteria for each of these awards.

Further details pertaining to Willard’s Instrumental Music Programs are available from the music department at Willard High School.

## **SPEECH/DEBATE AND DRAMA**

WHS Speech/Debate teams and drama activities are open to all students who meet the eligibility of the WHS Activity Program. Students in these interscholastic activities have the opportunity to engage in MSHSAA contests, as well as being involved with community presentations, plays and civic club contests.

## **VOCAL MUSIC**

Vocal music programs include concert choir, chamber choir, and mixed chorus at the high school along with choral programs at the middle school. Further details pertaining to Willard’s vocal music programs are available from the music department at Willard High School.

# CONCUSSION INFORMATION



## Heads Up to Schools: KNOW YOUR CONCUSSION ABCs

Assess the situation    Be alert for signs and symptoms    Contact a health care professional

### A Fact Sheet for Parents

#### What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious.

Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly.

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

You can't see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how your child or teen is acting or feeling, if symptoms are getting worse, or if s/he just "doesn't feel right." Most concussions occur without loss of consciousness.

If your child or teen reports **one or more** of the symptoms of concussion listed below, or if you notice the symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

#### SIGNS AND SYMPTOMS OF A CONCUSSION

##### SIGNS OBSERVED BY PARENTS OR GUARDIANS

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can't recall events *prior* to the hit, bump, or fall
- Can't recall events *after* the hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Forgets class schedule or assignments

##### SYMPTOMS REPORTED BY YOUR CHILD OR TEEN

###### Thinking/Remembering:

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down
- Feeling sluggish, hazy, foggy, or groggy

###### Physical:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not "feel right"

###### Emotional:

- Irritable
- Sad
- More emotional than usual
- Nervous

###### Sleep\*:

- Drowsy
- Sleeps *less* than usual
- Sleeps *more* than usual
- Has trouble falling asleep

*\*Only ask about sleep symptoms if the injury occurred on a prior day.*

To download this fact sheet in Spanish, please visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion). Para obtener una copia electrónica de esta hoja de información en español, por favor visite: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).



## DANGER SIGNS

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if s/he has:

- One pupil (the black part in the middle of the eye) larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

Children and teens with a concussion should **NEVER** return to sports or recreation activities on the same day the injury occurred. They should delay returning to their activities until a health care professional experienced in evaluating for concussion says they are symptom-free and it's OK to return to play. This means, until permitted, not returning to:

- Physical Education (PE) class,
- Sports practices or games, or
- Physical activity at recess.

## What should I do if my child or teen has a concussion?

1. **Seek medical attention right away.** A health care professional experienced in evaluating for concussion can determine how serious the concussion is and when it is safe for your child or teen to return to normal activities, including physical activity and school (concentration and learning activities).
2. **Help them take time to get better.** If your child or teen has a concussion, her or his brain needs time to heal. Your child or teen may need to limit activities while s/he is recovering from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse. After a concussion, physical and cognitive activities—such as concentration and learning—should be carefully managed and monitored by a health care professional.
3. **Together with your child or teen, learn more about concussions.** Talk about the potential long-term effects of concussion and the dangers of returning too soon to normal activities (especially physical activity and learning/concentration). For more information about concussion and free resources, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

## How can I help my child return to school safely after a concussion?

Help your child or teen get needed support when returning to school after a concussion. Talk with your child's teachers, school nurse, coach, speech-language pathologist, or counselor about your child's concussion and symptoms. Your child may feel frustrated, sad, and even angry because s/he cannot return to recreation and sports right away, or cannot keep up with schoolwork. Your child may also feel isolated from peers and social networks. Talk often with your child about these issues and offer your support and encouragement. As your child's symptoms decrease, the extra help or support can be removed gradually. Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed,
- Spend fewer hours at school,
- Be given more time to take tests or complete assignments,
- Receive help with schoolwork, and/or
- Reduce time spent reading, writing, or on the computer.



To learn more about concussion and to order materials **FREE-OF-CHARGE**, go to: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion) or call 1.800.CDC.INFO.



# HEADS+UP

## CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR **ATHLETES**

### What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body.
- Can change the way your brain normally works.
- Can occur during practices or games in any sport or recreational activity.
- Can happen even if you haven't been knocked out.
- Can be serious even if you've just been "dinged" or "had your bell rung."

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most people with a concussion get better, but it is important to give your brain time to heal.

### What are the symptoms of a concussion?

You can't see a concussion, but you might notice **one or more** of the symptoms listed below or that you "don't feel right" soon after, a few days after, or even weeks after the injury.

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion

### What should I do if I think I have a concussion?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.
- **Get a medical check-up.** A doctor or other health care professional can tell if you have a concussion and when it is OK to return to play.
- **Give yourself time to get better.** If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and may cause more damage to your brain. It is important to rest and not return to play until you get the OK from your health care professional that you are symptom-free.

### How can I prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Use the proper sports equipment, including personal protective equipment. In order for equipment to protect you, it must be:
  - The right equipment for the game, position, or activity
  - Worn correctly and the correct size and fit
  - Used every time you play or practice
- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

**If you think you have a concussion:**  
Don't hide it. Report it. Take time to recover.

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

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

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



June 2010

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

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

Asymptomatic at rest and with exertion (including mental exertion in school) AND have written clearance from their primary care provider or concussion specialist (athlete must be cleared for progression to activity by a physician other than an Emergency Room physician, if diagnosed with a concussion).
2. Once the above criteria are met, the athlete will be progressed back to full activity following the step-wise process detailed below. (This progression must be closely supervised by a Certified Athletic Trainer. If your school does not have an athletic trainer, then the coach must have a very specific plan to follow as directed by the athlete's physician).
3. Progression is individualized, and will be determined on a case by case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates. An athlete with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly.
4. Stepwise progression as described below:
  - Step 1:** Complete cognitive rest. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.
  - Step 2:** Return to school full-time.
  - Step 3:** Light exercise. This step cannot begin until the athlete is no longer having concussion symptoms and is cleared by a physician for further activity. At this point the athlete may begin walking or riding an exercise bike. No weight-lifting.
  - Step 4:** Running in the gym or on the field. No helmet or other equipment.
  - Step 5:** Non-contact training drills in full equipment. Weight-training can begin.
  - Step 6:** Full contact practice or training.
  - Step 7:** Play in game. Must be cleared by physician before returning to play.
  - The athlete should spend 1 to 2 days at each step before advancing to the next. If post-concussion symptoms occur at any step, the athlete must stop the activity and the treating physician must be contacted. Depending upon the specific type and severity of the symptoms, the athlete may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms occurred.

## MSHSAA Concussion Return to Play Form

This form is adapted from the Acute Concussion Evaluation (ACE) care plan on the CDC website ([www.cdc.gov/injury](http://www.cdc.gov/injury)). All medical providers are encouraged to review this site if they have questions regarding the latest information on the evaluation and care of the scholastic athlete following a concussion injury. **Please initial any recommendations that you select below.**

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

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

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

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

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

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

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

#### RETURN TO SPORTS

PLEASE NOTE:

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

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

Physical Education:  Do **NOT** return to PE class at this time.

May return to PE class at this time.

Sports:  Do **NOT** return to sports practice or competition at this time.

May gradually return to sports practices under the supervision of the healthcare provider for your school or team.

May be advanced back to competition after phone conversation with attending physician (MD/DO/PAC/LAT/ARNP/Neurophysiologist)

Must return to physician (MD/DO/PAC/LAT/ARNP/Neurophysiologist) for final clearance to return to competition.

- OR -

Cleared for full participation in all activities and restrictions. Return of symptoms should result in re-evaluation by physician (MD/DO/PAC/LAT/ARNP/Neurophysiologist) for assessment.

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

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

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

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

## **PARENTAL SPORTSMANSHIP AGREEMENT**

One of the perceived problems with athletics is inappropriate parental complaints and overzealous actions toward the players, coaches and referees during the playing of the game. Our job, as a district, is to provide your child with a safe and positive environment for their extra-curricular activity. Your job, as a parent, is to root for your child and your child's team, not to complain about the referee's calls or the coaching. Athletics provide an opportunity for our children to learn about good sportsmanship in a team sport environment. They do not often learn this in school. They learn sportsmanship by example; and you, the parent, are your child's best example.

The Willard Public Schools' guidelines for parental sportsmanship are as follows:

The **first offense** for disrupting an athletic game or event or others' enjoyment of the game, will result in a warning to the parent and possible suspension from attendance for one game.

The **second offense** will mean that you will not be allowed to attend your child's games or event for the remainder of the season.

## **CLOSING REMARKS**

Success is a journey, not a destination. It requires an intense amount of dedication, enthusiasm, and hard work. This outlook prevails in successful individuals, teams, and organizations. As part of this journey, our desire is that you have positive thoughts and constantly strive to bring out the best in yourself and others.

The teachers and administrators at Willard High School are excited to have you as part of our activity program. As a participant you represent yourself, Willard Public Schools, your team/organization, your director, sponsor, or coach, and our community. We are proud that you have chosen this responsibility and trust that you will take it seriously. We are anticipating a successful school year and hope you discover participation in our activities to be a rewarding part of your education.