

MSHSAA Academic Eligibility Requirements

(as they relate to Orchard Farm HS)

- Students must pass 7 credited courses in the semester before the sports season (freshmen get 1 free semester)
- Students must be enrolled in 7 credited courses in the semester of participation (no credit for lab, office help, library aid, etc)
- Students can complete 2 summer courses to be utilized toward their total (they can take more than 2 courses, but MSHSAA only uses 2 for eligibility)

Football Team Compared to Entire Population

Students failing 1 or more class this semester:

- Football 6 of 37 (16%) / School 119 of 537 (22%)
- 100% of these 6 are enrolled for Summer School

Please Communicate With Us

OF Football is a no-cut sport, so no student will ever be removed from the team due to abilities. However, students are expected to meet the basic requirements of the team in order to participate.

Information to Come From Parent Liaison

Tracy Heitmann – theitmann@ofr5.com – Also the go to person for PRIVIT (physical)

Please keep an eye out for emails

- Team Dinner Signups
 - o Varsity Only
 - o Every Thursday around 4:45 after practice
 - o Encouraged to team up with others
 - o Must Take Place in the HS Commons (never off campus)
 - o No obligation – if you can help, awesome – if you cannot, no problem
- Gatorade Money (usually \$10-\$20)
 - o Post-Game Gatorades
 - o No More Donuts Due to Saturday Schedule Changes
- Booster Club Concession Sign-Ups
 - o The same few people have been covering every shift
 - o We ask each family to cover 2 shifts
 - Consider staggering them away from your child's games?
- The football program covers Pre-Game Meals for Varsity students before games
- Students should bring some pre-game snacks to eat for Lower Level Games

Attendance Policy – Summer and Season

Simplest Explanation:

Compare it to a part-time job. A no-call, no-show is never going to be okay (last minute emergencies excluded). Repetitive absences can lead to removal.

Students have a number to text (636-345-6135) and an address to email (eschroer@ofr5.com). They have four coaches in the school building at various locations, including the head coach who has an office in the center of the school.

It is not, and will never be, our goal to make you choose between school activities, sports, etc. If you are in multiple productive programs, contact us and we will work out a plan.

Please communicate with us in advance & things can generally be worked out.

UNIFORM POLICY – ALL LEVELS:

Starting with the Jamboree, every player at every level will be required to wear black socks/tights and black cleats as part of his uniform. Additionally, if a player chooses to wear long sleeves, gloves, or any other items during a game, these are required to be black. **Players (at all levels) that do not have black cleats and black socks will not play in games.** Players wearing white gloves (or gloves of any other color) will be required to remove them before games. Each player will dress as a member of one uniform group, not as an individual.

Cleats, socks, and gloves that meet team requirements will be available through an Online Team Shop that will run during the summer. Players are not required to buy these items through the team shop and can get them on their own if they would like to, but this resource will be available.

VARSITY BUS EXPECTATIONS:

All players that dress varsity are expected to ride the bus to and from varsity away games. They may not ride home with parents from varsity away games.

Students may ride home from Lower Level games with parents.

How Do I Keep Track of Everything?

Weekly Emails:

- We will email you once every week to give you updates and inform you of changes

Twitter: @OFHSfootball

Team Website: <http://eschroer.wix.com/ofhseaglesfootball>

District Activities Calendar: <http://ofsd.tandem.co/>

Email Us: eschroer@ofr5.com

Call the Office: 636-250-5413

Welcome to Privit Profile!

This article provides instructions to students, athletes, parents and/or guardians on completing the Privit Profile process. The information can be completed on your mobile device, laptop, tablet or any device connected to the internet.

If you need assistance with Privit Profile™, please contact the Help Center at 844-234-4357 or visit www.support.privit.com.

Steps to complete within Privit Profile™:

- 1. Register an account in parents name here: <https://orchardfarmeagles-mo.e-ppe.com>**
- 2. Add athlete(s) to your account**
- 3. Complete all relevant athlete information**
 - Personal Details
 - Pre-Participation History Form
 - MSHSAA Parent Permission
 - MSHSAA Concussion Materials
 - MSHSAA Student Agreement
 - Emergency Contact Information
- 4. Apply parent electronic signature**
- 5. Apply athlete electronic signature**



Once the required information has been completed and 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.

For detailed instructions for each step listed above, please refer to pages 2-4 of this document.

Privit Profile Instructions for Parents:

As a parent/guardian, you are going to register an account, then add your student (member) to the account and complete only their information. **Start creating your account by selecting or enter the link** <https://orchardfarmeagles-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.
4. 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; and this section allows you to add other family members if 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 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. Please click on their **Name**. Then begin completing the Personal Details by clicking the **Start** button to the right of Personal Details.
 - 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 (*). You **will not** be able to submit your forms until this step is complete.

5. Click **Start** to the right of Pre-Participation History Form. Complete all the questions with a red asterisk (*) and when you have finished answering this form, click **Submit**.
 - a. 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.

- b. With your curser 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.
- c. 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.

6. From your student athlete's home page, click on **Start** to the right of MSHSAA Parent Permission. Complete the MSHSAA Parent Permission and click **Submit** when you have finished. Then you will be able to apply your parent e-signature to the form. You will then be directed to the Manage Documents page, you will want to select **Home** in the top left to be directed back to Home page.

7. Click **Start** to the right of MSHSAA Student Agreement. Complete the MSHSAA Student Agreement and click **Submit**. These documents require a student athlete e-signature and for instructions for student athlete e-signature, please see the instructions below for creating a student athlete e-signature. Next click **Home** in the top left to be directed back to your Home page.

8. Follow the same procedure for MSHSAA Concussion Materials and Emergency Contact Information as in step 6.

9. Follow the same procedure for the Orchard Farm Activities Manual as in step 6. Both the parent and student athlete e-signature must be applied before this is complete.

When you have completed all the documents and joined a team, you will want to print the MSHSAA Physical Examination Form for the doctor to sign. To print the Physical Form, click **Download** to the right of the MSHSAA Physical Examination Form and the form should appear within a new tab. You can print the physical form by right clicking on the page and selecting Print.

- **VERY IMPORTANT:** Once the Physical Form has been signed by the doctor, please return it to Tracy Heitmann in the Athletics office, your coach or the school office.

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.

IMPORTANT: You **cannot** skip this step as it is critical for you to be able to print your reports/forms to take to the physical exam. In addition, your athlete's coaches and athletic trainers will be able to review clearance status, emergency contact information, and see your athlete on the team roster.

PRIVIT supports the functionality for parents to allow a student/athlete's electronic signature without having to have an email account for your student/athlete. **This functionality must be first approved by your organization and then enabled by PRIVIT's support team, the PRIVIT support team can be contacted at the phone number 844.234.4357.**

You can either create the e-signature from the manage accounts section, or you can create the e-signature during the time you are filling out the forms and applying your own e-signature. This article will provide instructions on creating the signature during the time you are filling out forms.

For more information about creating a parent e-signature, please visit the Parent e-Signature article.

Step 1:

- Once you have signed the document as a parent, you will be on the Manage Documents page.
- From the Manage Documents page, click the **Sign Document** link under your student/athlete's name.

Documents

Documents



consenttotreat.pdf

Consent to Treat Form

Beth Johnson

Parent

Step 2:

- You will see a message stating that you have not yet created the signature for your student/athlete.
- Click the **Create New e-Signature** button.

CREATE NEW E-SIGNATURE

When applying Daniel Johnson's e-signature, you are validating he/she has reviewed and understand the contents of the documents for which this signature is being applied.

*Daniel Johnson currently does not have a signature.

CREATE NEW E-SIGNATURE

DONE

HOME

Step 3:

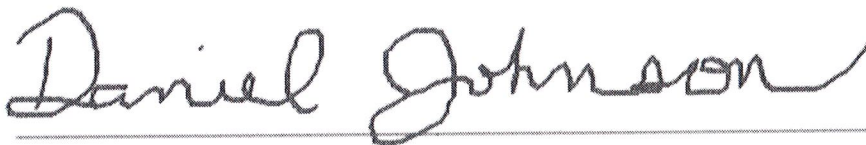
- Create the electronic signature for your athlete using your mouse or finger if you use a touch screen.
- You will also need to check the box confirming the signature.
- Click **Save**.

CREATE NEW E-SIGNATURE

Name*

Daniel Johnson

Please sign below:*

A handwritten signature of "Daniel Johnson" in black ink, written over a horizontal line.

☒ I parent/guardian of Daniel Johnson confirm the above signature is valid and I consent to the use of this e-signature to the documents contained on this site.

SAVE

CANCEL

CLEAR

Step 4:

- Your student/athlete's signature will display on the confirmation page.
- Click **Done**.

EDIT E-SIGNATURE

When applying Daniel Johnson's e-signature, you are validating he/she has reviewed and understand the contents of the documents for which this signature is being applied.

Name Daniel Johnson

Signature



REPLACE E-SIGNATURE

DONE

HOME

Step 5:

- After clicking Done, you will be taken back to the Manage Documents page.
- Your athlete's e-signature has been created and is now ready to apply. Click the **Sign Document** link under your student/athlete's name.

DOCUMENTS

Documents are listed in chronological order, with the most recent documents at the top.



consenttotreat.pdf

[View Document](#)

ATHLETES

Students are listed in alphabetical order.

Beth Johnson

[Sign Document](#)

B
O

D
S

Step 6:

- Your student/athlete's signature will display.
- Check the validation box.
- Click **Sign Document**.

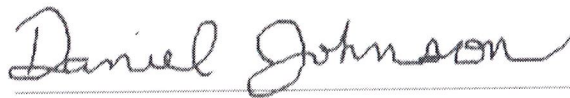
SIGN DOCUMENT

Document Filename consenttotreat.pdf

Document Type USA Hockey Consent to Treat/Medical History Form

Name Daniel Johnson

Signature



☐ I attest when applying Daniel Johnson's e-signature, I am validating he/she has reviewed and understands the contents of the documents for which this signature is being applied.

SIGN DOCUMENT

CANCEL



consenttotreat.pdf

Beth Johnson

Beth Johnson
08/22/201

Daniel Johnson

Step 7:

- You will be taken back to your Manage Documents area.
- Once you have created your student/athlete's e-signature, you will be able to apply it to any necessary documents by following steps 5 and 6 only.

Documents (4)

My Profile



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08/20/2014 10:00 AM

Beth Johnson

08/20/2014

Beth
08/20

Dani
08/20

Items Covered By Previous Fundraising:

- Friday Pre-Game Meals for the Varsity Team
- 2 Summer 7 on 7 Tournaments – 1 Summer Lineman Challenge
- Team Shirt for Every Player at Every Level
- All Summer Camp Dates at Orchard Farm HS

Items That Have a Fee:

- St. Dominic Full Contact Camp on 6/26 & 6/28
 - o Probably around \$40 registration fee