

# ABILENE HIGH SCHOOL

## Extra-Curricular Activity/Athletic Handbook

(adopted July 2017)

Note: This handbook outlines guidelines for the operation of the extra-curricular activities/athletics programs at Abilene High School. Any item not covered in this handbook will be dealt with on a case by case basis by administration. Final interpretations of the handbook are to be made by school administration. Additional information pertaining to specific activity/athletic programs can be obtained through the head coach/sponsor/director in charge of those programs.

### PHILOSOPHY:

The Abilene School District believes that a dynamic program of student activities is vital to the educational development of the student. Extra-curricular activities/athletics provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

Extra-curricular activities/athletics function as an integral part the total curriculum. It offers opportunities to serve the institution, to assist in the development of fellowship and good will, to promote self-realization and all-around growth, and to encourage learning the quality of good citizenship.

Extra-curricular activities/athletics play an important part in the life of secondary students. Young people learn sportsmanship, self-discipline, teamwork, and competition; how to win and lose gracefully is an integral lesson. Competition adds to the school spirit and helps both participants and spectators develop pride in their school.

The major objective of the extra-curricular activities/athletic programs are to provide beneficial opportunities for students to develop favorable habits and attitudes of society. Leadership will be of the highest quality to exemplify desired behavior. The success of the leadership will not be measured in win-loss records, but in the skill and character development of participants.

The extra-curricular activities/athletics program will always be consistent with the general objectives and policies of the school. It will not replace the educational curriculum in emphasis but will serve as a supplement to the educational program to develop students physically, mentally, socially, and emotionally.

A vital part of the educational experience is the opportunity to participate in a wide variety of student-selected activities. This participation is privilege that carries responsibilities to the school, the activity, the student body, the community, and the students themselves. These experiences contribute to the development of skills that enable the student to make maximum use of his/her education.

The interscholastic extra-curricular activities/athletics program shall be conducted in accordance with existing Board of Education policies, rules, and regulations. While the BOE takes great pride in winning, it does not condone “winning at any cost” and discourages any and all pressures that might neglect good sportsmanship and good mental health. The extra-curricular activities/athletics program must always be conducted to justify it as an educational activity.

Every effort will be made to support the extra-curricular activities/athletics program with the best facilities, equipment, and the most qualified staff available. When possible, knowledge and skills gained in class work should be applied and developed further through participation in extra-curricular activities/athletics. Coaches/sponsors/directors will also teach the specific skills necessary to improve in extra-curricular activities/athletics and provide guidance for character development such as cooperation, good sportsmanship, leadership, self-discipline, and appreciation for practice.

## OBJECTIVES:

- To provide a positive image of school athletics/activities.
- To provide a quality program that will attract as many participants as possible.
- To provide a superior extra-curricular activities/athletics program that includes appropriate activities for every student.
- To provide the opportunity for the participant to experience success.
- To provide opportunities for students in the following areas:
  - Physical, mental, and emotional growth and development.
  - Acquisition and development of specialized skills in the sport/activity(s) chosen by the student.
  - Team play that develops commitment, loyalty, cooperation, fair play, and other desirable social traits.
  - Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship.
  - A focus on activities/athletics that generates a feeling of unity among students, faculty, and community.
  - Achievement of goals set by the school and the student as an individual.
  - Provision for worthy use of leisure time in later life either as a participant or spectator.
  - Participation by the most skilled that will expand possibilities for future pursuits.
  - To provide a sufficient variety of sports/activities to meet students' interests and abilities.

- To provide those sports/activities which offer the greatest benefits for the greatest number of students.
- To create a desire to succeed and excel.
- To develop high ideals of fairness in all human relationships.
- To practice self-discipline and emotional maturity in learning to make decisions under pressure.
- To be socially capable to operate within the agreed rules and respect the rights of others.
- To develop an understanding of the value of extra-curricular activities/athletics in a balanced educational process.

## GENERAL POLICIES:

--The operation and administration of the Abilene Public Schools Athletic Program will comply with the rules, regulations and policies of the Kansas State High Schools Activities Association (KSHSAA), governing bodies of activities not under the KSHSAA umbrella, and the USD 435 Board of Education.

--These rules will be enforced by the building administrators who should be well acquainted with these policies for consistent guidelines.

--All coaches must meet KSHSAA requirements. Only volunteers from within the same building may be used according to KSHSAA regulations. Only coaches, appropriate volunteers, and approved supervisors are allowed to have direct contact for the purpose of supervision/instruction with athletes during practice/competitions.

--Coaches assigned to extra-curricular activities/athletics are expected to be on duty as needed for the maximum benefit of the program.

--There will be no mandatory practice on Sunday, except in emergencies at the varsity level, and only with the approval of the Athletic Director (AD). Such occurrences would include quick turn arounds during post-season play or scheduling conflicts based on holidays. Special consideration will also be taken into account for facility availability.

--Students are not allowed to participate in two athletic activities during the same season. This includes being a member of a cheer team while in season. A dance team member can also participate in an athletic activity as long as practice and performance commitments can be worked out through advanced communication between athlete and coaches involved.

--The district will maintain the extra-curricular activities/athletics that have been approved by the BOE. Elimination of an extra-curricular activities/athletics should be considered when the level of interest in participation does not warrant the extra-curricular activities/athletics, or when a qualified coach is not available.

--Non-varsity events should be scheduled in the late afternoon and early evening as much as possible.

--Students will be given an allowance for meals at state events. Allowance will be at a rate of \$10 per meal.

--If participation in an event continues from day-to-day, efforts will be made to return home each night. However, time of the event, travel time, and additional expenses will be considered in the decision. Arrangements for lodging are to be approved through the AD and made through district office.

--Students may participate in as many extra-curricular activity/athletic seasons as they wish. Once a season starts, a participant may not change sports/activities without the consent of each coach/sponsor/director involved. If a participant is suspended for disciplinary reasons s/he cannot compete in any sport/activity for that season. No participant may start another season until completing the previous one. All coaches will encourage participation in other sports/activities.

--Interscholastic contests will be scheduled so students will miss a minimum number of classes. Head coaches/sponsors/directors will make arrangements to have students dismissed when necessary. This will be done through use of email and/or the announcements. Athletes will make course work arrangements with their teachers the day before the contest. All work shall be made up before/after school or during seminar. Dismissal times for participation will be as follows:

- a) If a team's scheduled departure time is after lunch hours and before school dismissal, participants will be dismissed 15 minutes prior to departure time for all activities except football, which will be 30 minutes.)
- b) If a departure time is scheduled during lunch hours, participants will be dismissed to an earlier lunch period as to accommodate the departure time.
- c) If a team is eating en route to the activity - 45 minutes additional travel time will be allotted,
- d) At home events, 60 minutes will be allowed for preparation and warm-up before the starting time of the event. Additional time must be approved with the AD.

## EXPECTATIONS OF COACHES/SPONSORS/DIRECTORS:

The objectives and standards established by the Abilene School District for its extra-curricular activities/athletics program requires equally high expectations by the coaches/sponsors/directors who will guide and assist the students in achieving them. The following areas are intended as guidelines.

Rapport - A coach/sponsor/director must be able to develop a good rapport with many individuals and groups --team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community, spectators, officials, fellow coaches/sponsors/directors, media, and parents. Good rapport and an image of competency are invaluable.

Parent meetings will be scheduled in advance for all athletic events. Parent meetings for activities will be established prior to their season and when time is available within the calendar.

Communication—Head Coaches/sponsors/directors are expected to have an established electronic communication mechanism that allows them to communicate with participants and participants' family concerning upcoming events, emergency changes, and other pertinent information to the program. For programs that have a consistent season (i.e. Fall, Winter, and Spring athletics) this communication should be done weekly. Included in weekly communication should be practice date/time/location, competition date/time/location, special events, and any other pertinent information.

Cooperation - The district expects collegiality among all individuals associated with the comprehensive extra-curricular activities/athletics program.

Leadership - Diligence, enthusiasm, honesty, and a love for the game/activity are all part of a professional pride that should be exhibited by any coach/sponsor/director. Personal appearance, dress, and physical condition should be exemplary.

Discipline - The coach/sponsor/director is the model for all that the program represents - adherence to school codes, training rules, rules of the game/activity, ideals for good sportsmanship, and participants' behavior. Staff and players should be motivated toward established goals.

Improvement - A coach/sponsor/director must constantly take advantage of opportunities for improvement. Attendance at district meetings, rules clinics, and specialized workshops is encouraged. Memberships should be considered in professional organizations, coaches' associations, and similar groups engaged in enhancing performance. Professional reading and/or use of other media is expected.

The behavior of the coach/sponsor/director should always display dignity and self control. Coaches/sponsors/directors must control their emotions when reacting to an official's call, regardless of the quality or outcome of the call. Should a call be a misunderstanding of a rule and not a judgment call, the head coach/sponsor/director or a designated spokesperson is responsible for clearing up the misunderstanding in the appropriate forum as designated in the KSHSAA rules. The coach/sponsor/director should never use provoking language or engage in any unsportsmanlike actions or tactics. The coach/sponsor/director should avoid actions that might incite the displeasure of spectators or provoke disorderly behavior.

It is the coach/sponsor/director's responsibility to teach good sportsmanship to his/her participants. The coach/sponsor/director will immediately discipline any participant who displays unsportsmanlike behavior. Participants should be told to avoid inappropriate physical confrontations with members of other teams/groups. In the event that a teammate is involved in a physical confrontation, participants should avoid getting involved and allow coaches/sponsors/directors and officials to handle the situation.

The coach/sponsor/director's primary responsibility is to the team/group.

To the players, the coach must promote and teach aggressive fair play, while stressing good sportsmanship. S/he must be the leader and set the example. The coach/sponsor/director should be fair and unprejudiced with participants considering their individual differences, needs, interests, temperaments, aptitudes, and environments. The safety and welfare of participants will always be uppermost in the coaches/sponsors/directors' minds. Coaches/sponsors/directors should be considerate to family concerns/requests and accommodating within the framework of the team/group.

To the district and school, the coach/sponsor/director must constantly uphold the profession and their reputation as a coach/sponsor/director. As a highly visible figure, the coach/sponsor/director's actions and statements should always reflect pride and respect for the institution. Being respected is more important than being well liked, so the coach/sponsor/director's actions in the treatment of participants and in program decisions should be well thought out and aligned with the program's objectives. This builds and maintains a high level of confidence in the program.

To fellow coaches/sponsors/directors, collegiality is expected. The head coach/sponsor/director is in the position of authority, but efforts should be made to utilize and recognize the quality, effort, and expertise of assistant coaches/sponsors/directors. Misunderstandings between coaches/sponsors/directors should be handled privately and professionally. The success of any extra-curricular activities/athletics program is dependent upon all coaches/sponsors/directors working together as a team. This also includes coaches/sponsors/directors of other extra-curricular activities/athletics(including lower levels) supporting one another and all faculty members working together for the well-being of the total school.

For facilities and record keeping, the coach/sponsor/director is responsible for: a) keeping practice areas and locker rooms in order; b) storing equipment neatly and using it properly; c) keeping appropriate areas secured; d) maintaining a thorough checking and inventory system to keep losses at a minimum; and e) submitting end-of season reports. These reports should include: 1) inventory of uniforms, equipment, and supplies; 2) letter and certificate winners; 3) a list of coaches, players, and managers; and 4) a complete season record including dates opponents, scores, win-loss record, league standings, and new records (for all levels -- varsity, JV, 9th, etc.) These reports should be given to the AD within two weeks of the season's final game/event, and one copy should be kept by the head coach/sponsor/director.

## EXPECTATIONS OF PARTICIPANTS:

1. Participants are expected to be good role models and represent Abilene High School in a positive manner at all times.
2. Participants are expected to put forth their best efforts in participating in their chosen sport/activity and receive constructive criticism from coaches/sponsors/directors with the understanding that coaches/sponsors/directors are responsible for developing each individual player while making decisions that are best for the team/group.
3. Participants are expected to be positive leaders at Abilene High School. Extra-curricular activities/athletics are a privilege, not a right. Negative behaviors in the school and community carry-over into an individual's standing on the team.
4. Participants are expected to follow team rules and instruction from all coaches/sponsors/directors.
5. Participants (and parents) are expected to communicate any concerns to coaches/sponsors/directors **FIRST**. If a participant (or parents) still has concerns after meeting with the coach, the concern should be addressed to the Athletic/activities Director, then the Principal, and then the Superintendent if needed.

## PRACTICE SESSIONS:

Coaches/sponsor/directors are required to ensure that participants are eligible to practice prior to the first practice.

Items necessary for a student to be eligible to participate:

- a completed annual KSHSAA annual physical examination (athletics, cheer, dance, powerlifting); the KSHSAA form must be used and must be completed after May 1 of the current school year in order to be valid for the current school year.
- verification of watching a video dealing with concussion awareness; this must be done on a yearly basis. (athletics, cheer, dance, powerlifting)
- Concussion Awareness form signed by student and parent acknowledging the possibility of concussions from participation (athletics, cheer, dance, powerlifting); this is completed in paper form.
- Medical Consent Form giving ability to coaches/sponsors/directors to seek medical treatment for student in parent's absence (all activities); this form is completed through on-line enrollment.

—Rules Consent form signed by student and parent acknowledging abidance to all rules governing their participation in athletics/activities; this is completed in paper form.

After the first official practice, each coach/sponsor/director shall submit a squad roster of all students trying out to the AD.

Practice sessions should be scheduled to create the least daily conflict with normal family activities. Practices should be well planned and organized with the recommendation that they do not exceed two hours (excluding dressing/showering time). When facility restrictions result in back-to-back sessions, the last practices must be concluded by 9:30 p.m. At no time are athletes to practice without coaching supervision. Transportation will be provided to practices held immediately after school at the recreation center, softball complex, or Ted Power field. Parents are responsible for the timely pick up of their student athlete at the conclusion of practices at these locations.

Students absent from school from noon on (12:00 p.m.) for reasons other than school sponsored or school approved activities should not expect to attend, practice or participate in any school activities which occur that day. This includes late afternoon or evening events. Check with the principal/athletic director FIRST. A student who is absent from noon on will not be allowed to attend practice or participate in activities that night unless special permissions is granted by a building administrator. Students who fail to follow this policy will be required to miss the following practice/contest equal to the infraction. Students will be excused for doctor's appointments, funerals, and college visits when advanced parental notice is made with the AHS office. Athletes are to enter and leave the building through the outside doors of gym lobby. This attendance/time requirement also applies to competitive/performance event dates.

All practices are to be held on school days if possible. Saturday practices are allowed with advanced scheduling and tolerance of pre-communicated family obligations. No practices will be held on Sunday except in emergencies at the varsity level and only with the approval of the AD. Holiday practices will be held in accordance with the KSHSAA rule.

Optional practice time such as open gyms, open batting cages, etc... can be provided by coaches on weekends during their season of activity. However, mandatory attendance can not be required.

In the event of school cancellation for inclement weather or other circumstance, coaches may provide optional practice opportunities for participants. Attendance will not be mandatory. Whether the participant attends or not is to be determined by the participant and parent.

## AWARDS:

School letters will be awarded by the coaching staff. The head coach of each sport will determine the specific requirements for lettering. When the student has satisfactorily met the requirements for lettering in a particular varsity sport, the coach will present the athlete the medallion, a service bar, and standard block "A" the first time they letter. The following years, only the appropriate service bars will be awarded.

## SQUAD SELECTION/PLAYING TIME:

Coaches are encouraged to keep as many students as they can without adversely affecting the integrity of their sport. Efforts should be made to maximize the opportunities for students without diluting the quality of the program.

At the varsity level Coaches/directors/sponsors are expected to field the most competitive team/group with considerations such as but not limited to talent, work ethic, attendance, and team/group structure. The emphasis should be on competing at the highest level possible with intent to win/score well in an ethical and sportsmanlike manner.

At sub-varsity levels, emphasis will be on skill and competition development. Playing time at these levels will be provided as appropriate to skill level, attendance, work ethic, future prospect, and opportunity.

Playing time/participation does not mean equal in time to all. Skill level and safety considerations will be taken into account when determining playing time along with game/competition scenarios. It is important for participants to realize that practice is where skill development and opportunities for increased playing time are mainly achieved.

Upperclassman whose skill set is specific to a certain role should be notified in advance by the head coach/sponsor/director as to how their role fits within the team/group structure.

Choosing the members of the athletic squads is the sole responsibility of the coaches. Assistant coaches shall consider the policies established by the head coach when selecting final team rosters. If tryouts are necessary, coaches shall provide the following information to all candidates for the team prior to tryouts: a) length of the tryout period, b) criteria for selection, c) practice commitment if they make the team, and d) game/performance commitments. Should a squad cut be necessary, each candidate will have the opportunity to participate in the complete tryout process. Those not making the team should be informed of alternative possibilities for participation. Should difficulties arise as a result of squad cuts, the coach should discuss the situation with the AD.

## FACILITIES:

Each coach/director/sponsor is responsible for the action of his/her squad from the time they report to the locker room/practice area until they leave the practice/competition area after practice/competition. The coach/sponsor/director must be present before reporting time of participants and stay until the last participant has left. The coach/sponsor/director shall ensure that lights and showers are turned off and all doors and equipment are secured and neat.

All necessary keys will be issued to coaches/sponsors/directors by the building administrator. Managers may use keys as appropriate, but they are not to have their own keys. If keys are lost, the coach/sponsor/director should report this to a building administrator immediately.

Participants are to behave in an orderly fashion in all areas including the locker rooms. Hazing of other participants or rowdy behavior is not allowed. No one except coaches, managers, and athletes should be in the locker rooms. Metal or hard plastic spikes or cleats or muddy shoes should not be worn in the high school facilities. Towels for athletics are furnished by the school and should remain at school. Coaches should monitor for towel theft. Locker rooms are to be kept neat and organized. Athletic lockers are expected to be cleaned out by the end of the first school day following the conclusion of each sports season. The phones in the coaches' offices may be used by athletes only with the permission of the coach. Transportation arrangements should be made prior to practice.

The weight room may be used by both out-of-season and in-season athletes and non-athletes. Coaches should instruct athletes on proper training rule techniques and use of the weight room. **At no time are students to use the weight room without supervision.**

## ELIGIBILITY:

Student eligibility will be determined on both a semester and biweekly basis. Students must pass five non-previously passed subjects of unit weight the previous semester to be eligible. Variances from this must be approved by the KSHSAA. In accordance with KSHSAA policy, credit recovery or summer school coursework done can not be used to regain eligibility for participation.

Students must also be currently passing six subjects of unit weight and seminar. This will be monitored on a biweekly basis and be based the current semester grade. Those students remaining on the ineligibility list will be ineligible to participate in any KSHSAA sanctioned contest or extra/inter-curricular activity not directly tied to a student's grade.

The student will remain ineligible, until the instructor reports to the office that the deficiencies have been removed-or administration/office staff can verify through current Powerschool posting that the student is passing at least 6 classes of full credit weight. All cases are contingent upon circumstances. During this time, students may practice. It is the responsibility of the coach/sponsor/director to check the ineligible list and restrict ineligible students.

## **SPORTS TRAINING RULES:**

Certain standards of social behavior are expected from the athlete since they are a more visible representative of our school and community than the non-athlete. The athlete is also involved in a physical activity that necessitates that they be more aware of keeping their bodies in top physical condition.

Participation in extracurricular activities is a privilege.

Kansas State High School Athletic Association Rule 14 Bona Fide Student, Article 3 states:

*“A student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc., at school events is not in good standing.”*

Students who participate/or wish to participate in extracurricular activities or curricular activities (whether KSHSAA sanctioned or not) that perform outside of the classroom setting must abide by the following rules.

There will be no possession or use of alcohol, tobacco, and/or illegal or unauthorized drugs during school hours, on school grounds, or at school sanctioned events (whether home or away). If it is observed/confirmed by school personnel that the student has possession of and/or has used alcohol, tobacco, and/or any illegal or unauthorized drug during school hours, on school grounds during the school year or competitive season, the following disciplinary action will be taken.

### **ALCOHOL/TOBACCO PRODUCTS:**

First Violation: A participant will be ineligible to compete for two calendar weeks of active school time not to exceed three competition/performance dates within that two week period.

Participant must enroll in and be in good standing in an approved evaluation/ education class paid for by the student or family. Enrollment in class/evaluation must be verified with administration before being allowed to compete/participate

again. Failure to complete class/evaluation by determined date will result in suspension from competition until completed.

Note: The two calendar week suspension date will start with the first competition/performance date the participant would be eligible to participate in. Participant can practice during time of suspension.

Subsequent Violations: A participant will be ineligible to compete/perform for four calendar weeks of active school not to exceed six competition dates within that four week period.

A formal evaluation for alcohol/tobacco dependence must be completed within the four week period before being allowed to compete again. Evaluation will be paid for by the participant or family.

Note: The four calendar week suspension date will start with the first competition/performance date the participant would be eligible to participate in. Participant can practice during time of suspension.

#### **ILLCIT DRUG VIOLATION:**

Any Violation: A participant will be ineligible to compete/perform for four calendar weeks of active school not to exceed six competition dates within that four week period.

A formal evaluation for drug dependence must be completed within the four calendar weeks before being allowed to compete again. Evaluation will be paid for by the participant or family.

Note: The four calendar week suspension date will start with the first competition/performance date the participant would be eligible to participate in. Participant can practice during time of suspension.

If participant is suspended from school as a result of illicit drug use/possession, the consequence for extracurriculars will be served once school suspension has been served.

#### **POINTS OF CLARIFICATION:**

Activities covered under this policy include:

Fall: Football, B/G Cross Country, Girls' Tennis, Volleyball

Winter: B/G Basketball, Wrestling, B/G Powerlifting

Spring: B/G Track, Baseball, Softball, Boys' Tennis, Boys' Golf

Non-Athletic/Cross Seasonal: Cheer, Dance, Debate, Forensics, Instrumental Music, Vocal Music, Scholars Bowl, Student Council, FFA, FCCLA, FBLA, School Play, School Musical, Homecoming Queen, Cowboy Joe Candidate

Note: Any additional activities added after approval of this policy will also be included.

If a participant's academic status is jeopardized by not being able to participate in a curricular activity/performance/contest, the student will be given an alternate assignment/task to be completed that is equal in value to the missed competition/performance. This alternate assignment/task will be provided by the director/sponsor who supervises the missed curricular activity/performance/contest.

Time of suspension can carry over from one season to another or from one year to another. If a suspension period must carry over, it will resume with the first competition/performance/contest date in the new season.

A student returns to status of "in good standing" once all requirements have been met.

If the student chooses to participate in an activity in which they have not previously participated for the express purpose of serving their suspension without losing competition dates/public performances/contests in previously participated activity, they must complete the newly acquired activity in good standing or the suspension will be reinstated.

## INJURIES:

**WARNING & ASSUMPTION OF RISK:** There are many special benefits from participating in the extra-curricular activities/athletics program at Abilene High School. However, it must be understood that there are inherent risks associated with participating in activities/athletics. I am aware that participating (practice or play) in any sport can be a dangerous activity involving **MANY RISKS OF INJURY**. I understand that the dangers and risks of participating in sports include, but are not limited to, injuries to the following areas: skeletal system, muscular system, joint system including ligaments and tendons, nervous system, circulatory system, respiratory system, digestive system, reproductive system, endocrine system, and skin. Catastrophic injuries such a permanent paralysis, loss of organs, and death may occur during sports participation. There is no absolute preventative against injury.

The safety of the student is of the utmost importance, and every effort should be made to prevent injuries. Coaches are required to have the following with them at all athletic sessions (practice and play): a) copies of the Rules and Medical Consent Forms, and b) a complete and sanitary first aid kit. Rules and Medical consent Forms are only completed once each year, so they need to be returned to the office at the conclusion of each season, so they may be passed on to the next season's coach.

Each season a coach should give their medical kit to the athletic trainer who will make sure the contents of the kit are "complete and sanitary." Coaches should periodically have the kit checked by the trainer through the season to make sure appropriate supplies are replenished.

In the event that an injury does occur, the athlete is to be instructed to notify the coach in charge of the activity, who is to assume the responsibility. S/he must be prepared to recognize and properly administer first aid (using universal procedures outlined in the KSHSAA Blood Borne Pathogens brochure) or refer injuries to the athletic trainer or other appropriate medical personnel. No member of the coaching staff should overstep his/her bounds and attempt to diagnose or treat an injury. Any coach who comes in contact with gross amounts of blood or bodily fluids should notify their administrator immediately. Parents will be notified of all noticeable injuries, illness, infections, etc.

In the event that an athlete is seriously injured, the coach should check for consciousness, assume the injured athlete may have a spinal injury. Take appropriate steps to control excessive bleeding if necessary. Do not attempt to move the athlete and keep them as warm and comfortable as possible (except with heat related illnesses). If there is **any question** as to the extent, seriousness, or nature of the injury by the coach, seek professional medical help immediately. In more serious injuries and when professional medical help is not readily available, the emergency squad (911) should be called. Parents will be notified as soon as possible. A member of the school staff will accompany the athlete to the hospital, if parents aren't available. An injury accident report should be completed and turned into the office within five days any time an injury occurs that requires medical attention.

PHYSICAL THERAPIST/SPORTS TRAINER SERVICES: Abilene High School and Memorial Health System have entered into a contractual agreement for physical therapist evaluations and certified sports trainer services.

The goals of the Rehabilitation & Sports Medicine program include:

- early evaluation of athletic injuries
- effective treatment to limit time lost from competition
- rehabilitation with a goal to emphasize safe and rapid return to play
- clear, effective communication between the athlete, parents, coaches, school, and health care providers

Athletes or students referred to the therapist/trainer can receive evaluation of injuries, rehabilitation programs, counseling in strength training/diet/stretching, and application of

protective equipment/bracing/taping. In addition, if therapist/trainer is available, immediate evaluation can be obtained when they are not at school.

The physical therapist is professionally licensed, and the certified sports trainer is working under the supervision of Dr. Brian Holmes.

This service is being provided free of charge to AHS student athletes. However, any medical cost resulting from referral to doctor or specialized treatment is the responsibility of the participants family.

Please note that this is primarily an evaluation service intended to give immediate feedback. Parents may choose to not have their child evaluated. If a referral to a physician is necessary, the student athlete will be referred to doctor of choice. If rehabilitation is necessary, the participants's family is to choose their provider for these services.

At AHS we believe this program is beneficial to athletes, parents, and coaches alike in attempting to provide a well-trained source when dealing with injuries.

## **SAFETY:**

Abilene High School extra-curricular activity/athletic programs will adhere to protocols set forth by the National Federation of State High School Associations (NFHS) and the Kansas State High School Activities Association (KSHSAA) when it comes to lightening, heat illness, and concussions.

**Lightening:** As soon as lightning is seen or thunder is heard, practice and competition should be suspended immediately. Participants should be moved to a safe location at that time. Return to play will be at least 30 minutes after the last lightening is witnessed or thunderclap is heard.

**Heat Illness:** The Heat Index Chart will be monitored during times when environmental heat issues are of concern. Practice/competition alterations/considerations will be made in accordance with updated heat index ratings.

**Concussions:** Head injuries will be dealt with in accordance with the KSHSAA sports playing rules related to concussions. This protocol is in accordance with the School Sports Head Injury Prevention Act put into the Kansas Legislature. This includes recognition of signs/symptoms of concussions, immediate removal of participant, formal evaluation, return to play clearance, and return to play protocol.

## **TRANSPORTATION RULES & PROCEDURES:**

When participants and coaches/sponsors/directors are going on out-of-town trips or are to be gone from school during class time, teachers are to be notified through use of E-Mail and/or the announcements with adequate time prior to scheduled dismissal. The office is to be notified at the beginning of the season of needed substitutes, and this is to be double checked the day before the absence. Participants are to remain in class until dismissal time. Coaches/sponsors/directors are to remain in their classroom until the substitute has arrived or arrangements have been made in advance to guarantee the monitoring of their class. If the substitute does not arrive to replace the coach, the office should be notified.

For activity trips the following rules will be followed:

--Students are to be seated at all times and expected to be reasonably quiet and well-behaved.

--Students will ride the bus to and from athletic/activity events. However, students may ride home with their parents/legal guardians with approval from the head coach at the site of the activity. Coaches must have visual contact with the parent and receive a written note signed and dated by the parent. Other travel arrangements may be made on an individual basis but must be prior to the date of the contest and be approved by the coach and an administrator.

--Coaches/directors/sponsors are expected to ride the bus. In the event that they will not be on the bus, the AD needs to be notified in advance and in all circumstances there will be a staff member on board.

--Coaches/directors/sponsors are responsible for the conduct and safety of those riding on a bus. Coaches/directors/sponsors are to sit in the middle of the bus or group for purpose of monitoring. Coaches/directors/sponsors are to get up periodically and make their presence known to all areas of the bus for purpose of monitoring actions of students who are riding bus.

--Coaches/sponsors/directors should obtain a parent signature if allowing participant to ride home with their legal guardian after an event.

--The bus should be clean when the trip is completed -- no exceptions.

--All mechanical problems should be reported on the form that is returned to the transportation director.

--Only district employees, unless otherwise approved will drive vans on school trips.

--School vehicles (and keys for the vehicle and the gate) can be obtained at the Transportation Center.

--When returning a vehicle, place the vehicle at the Transportation Center parking lot, complete the mileage paperwork form and leave it and the keys in the vehicle and lock it, and lock the parking lot gate.

--For overnight trips, coaches/sponsors/directors should file a written itinerary with the AD before leaving that includes the departure date and time, any stops on the way and their purpose, and the approximate arrival time and destination (including phone and address of accommodations) for the trip both to and from the destination.

## REQUIRED FORMS:

**PHYSICALS:** An official KSHSAA physical form must be completed and signed by a doctor EVERY year. The back of the form must be signed by the student athlete AND parent. These must be returned to the office before a student is allowed to practice.

**CONCUSSION AWARENESS :** By state mandate, each player/participant in athletics/dance/cheer must have a signed concussion awareness form on file with the AHS prior to participating in practice or competition. A new form must be completed each year. This form acknowledges the inherit risk of concussion associated with participation along with giving information about signs of concussion, evaluation protocol, and return to participation guidelines.

**VERIFICATION OF CONCUSSION AWARENESS VIDEO TRAINING:** Each year a participant must watch and be documented that they have watched a video dealing with concussion symptoms, reporting, treatment, return to play protocol, and other pertinent information.

**RULES & MEDICAL CONSENT FORMS:** In order for a student to participate in extracurricular activities/athletics at Abilene High School they must agree to sign both the Rules and Medical consent forms. The Medical Consent form is completed through on-line enrollment process.

The Rules Consent form show acknowledgement of both the student and parent that extracurricular activities are a privilege and not a right. By signing, the student and athlete also acknowledge that they have read, understood, and will abide by KSHSAA, USD 435, and Abilene High School regulations and policies as outlined in the student activities handbook along with assumption of risk training rules, and insurance coverage.

The Medical Consent form allows the coach/sponsor the ability to seek medical attention for the student in the absence of parental presence.

Both forms must be signed and returned in order for a student to participate in extracurricular activities at Abilene High School.

## INSURANCE:

It is the belief of USD #435 that participants should maintain their own insurance to cover an injury while participating in athletics/activities. Our membership in the Kansas State High School Activities Association provides our students with a catastrophic coverage for injuries sustained while participating in an interscholastic activity sponsored by the KSHSAA. The insurance is intended to supplement the student's regular insurance, so these funds are used to cover only those expenses that are not

covered by the athlete's personal insurance. This Catastrophic Injury Policy has a \$25,000 deductible applicable to athletes while practicing, participating in a contest, or traveling to and from an approved event in a school vehicle. It is an excellent liability policy with lifetime medical and disability settlement options. It does not apply to intramurals, physical education, or other school activities. Additional or primary insurance is available to any student at a minimal charge, if you need primary coverage or you have a very high deductible. Forms for this may be obtained at enrollment or any time at the AHS office.

If an injury occurs during practice and the coach determines that the athlete should see a doctor right away, the student will be taken to the doctor designated by his/her parents on the Medical Consent Form when possible. The parents will be contacted as soon as possible and a coach will accompany the athlete to the hospital in the absence of a parent. If the injury occurs during a contest, basically the same procedure will be used, except in football, and then the athletic trainer, EMT on duty and/or a supporting physician will make the decision as to the handling of the athlete.

If an injury is sustained while participating in interscholastic athletics/activities, please apply the following procedure:

Report the injury to the head coach as soon possible. If needed, the athlete will be taken to the doctor and the parent called. If not a serious nature, the coach will use first aid procedures. If the parent's insurance does not cover the total cost of the injury, a form should be obtained from the athletic director and filled out by the parent to cover costs exceeding \$25,000. The completed form must then be returned to the athletic director. **No payment will be made by K.S.H.S.A.A. if the school has not received written notice of an injury with 25 days of the injury.** Payment will be made by the K.S.H.S.A.A as specified in the respective insurance policies.

pre-existing conditions are not covered. Any durable equipment will not be covered. (Example: knee brace, motion device, wheelchair, crutches, etc.)

If you have any questions, please contact the athletic director's office.

## DISTRICT POLICY:

The purpose of this policy is to provide guidance in the implementation of the statement of the intention set forth in the KSHSAA handbook. Section One (1), General Regulations, Article Two (2): "A student who is under penalty of suspension or whose character brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal". This policy shall include all extra-curricular activities.

For further guidance the following policy is adopted:

## I. TIER I VIOLATIONS

(a) Tier I Violations shall consist of criminal felony violations and misdemeanor violations which are crimes against the person.

## II TIER II VIOLATIONS

(a) Tier II Violations shall consist of criminal charges not included in Tier I, including the following traffic offenses.

- (1) Driving under the influence of alcohol;
- (2) Driving under the influence of drugs;
- (3) Driving with blood alcohol content of .08 or greater;
- (4) Attempting to flee and allude a law enforcement officer.

## III CONSEQUENCES OF TIER I OR II VIOLATIONS

(a) The principal upon notice of a student having been charged with a Tier I or II Violation, shall immediately suspend the student from all extra-curricular activities.

(b) The principal shall then review all police reports, witness statements, test results, and other relevant information. The principal shall within ten (10) days of the notice that a student has been charged serve written notice upon the students and the parents/guardians of the student of the sanctions applicable during the pendency of the matter in the criminal system.

- (1) Suspension from extra-curricular activities for a period of time.
- (2) Probation with the appropriate conditions.
- (3) No suspension or probation.

(c) Upon the final disposition of the matter in the criminal system, the principal shall review the student's disposition and may impose any of the following sanctions:

- (1) Suspension from extra-curricular activities for a period of time in discretion of the principal.
- (2) Probation for a period of time in the discretion of the principal with appropriate conditions thereon.
- (3) No suspension or probation.

(d) A second subsequent charge may result in a student not being eligible for all school extra-curricular activities.

## IV. TIER III VIOLATIONS

(a) Tier II Violations shall consist of violations of USD 435 policy on possession of illegal drugs, alcohol, smoking or tobacco except violations that qualify as Tier I or II Violations.

## V. CONSEQUENCES OF TIER II VIOLATIONS

(a) The principal, upon receipt of notice of a Tier III Violation, shall withhold that student from the next extracurricular activity in which the student is scheduled to participate excluding practices.

(b) Upon a second violation, that student may be suspended from all extracurricular activities.

(c) A violation involving illegal drugs and/or alcohol shall require the student to obtain a drug and alcohol evaluation at the student's expense and individual counseling as set forth in USD 435 guidelines.

VI. In all matters involving Tier I, Tier II, or Tier III Violations, the principal shall deliver in writing the notice of sanctions to the students and parents of the student. The student shall have five (5) days from receipt of said notice to request an informal review by the USD 435 administration. The review may consist of student, parents of the student and principal. Said review shall take place within forty-eight hours of the request.

VII. In matter involving Tier I and II Violations, the student must be arrested by a law enforcement officer or charged in an appropriate Court of Law of a Tier I or II Violation. In matters involving Tier III Violations, the student must be observed by a coach, teacher, or an administrator or be arrested by a law enforcement officer to be in violation of the above rules. Any reported violation will be investigated. Student admission of a violation will result in the disciplinary action(s) listed above.

VIII. Student enrolled in USD 435 may be found to be in violation of school policies concerning alcohol and illegal drugs, which are also possible violations of Kansas statutes. In such cases, district administrators are required to report these possible violations to appropriate law enforcement agencies for investigation and shall provide such factual information as may be available, consistent with Kansas law and the constitutions of Kansas and the United States.

## FUNDRAISING:

Head coaches/sponsors can choose whether to do additional fundraising for their sport activity. The fundraising should be realistic, well-planned, and used to help with program development/special that district allocated funds will not cover.

Fundraising must get prior approval from administration and follow guidelines set forth by the USD 435 adopted policy concerning fundraising.

Fundraising should try to minimize solicitation, not compete with local business, not be used as a requirement for participation, be done in a timely fashion, and should not require more than four hours worth of time on a weekend per activity. Dates requiring weekend attendance should be noted prior start of activity season.