

# **ABILENE MIDDLE SCHOOL**

## **Athletic/Activities Handbook**

(Updated June 2019)

Note: This handbook outlines guidelines for the operation of the extra-curricular activities/athletics programs at Abilene Middle 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.

### **TABLE OF CONTENTS**

<b>PHILOSOPHY:</b>	<b>2</b>
<b>OBJECTIVES:</b>	<b>3</b>
<b>GENERAL POLICIES:</b>	<b>4</b>
<b>EXPECTATIONS OF COACHES:</b>	<b>5</b>
<b>EXPECTATIONS OF PARTICIPANTS:</b>	<b>6</b>
<b>PRACTICE SESSIONS:</b>	<b>7</b>
<b>SQUAD SELECTION / PLAYING TIME:</b>	<b>8</b>
<b>FACILITIES:</b>	<b>9</b>
<b>ELIGIBILITY:</b>	<b>9</b>
<b>SPORTS TRAINING RULES:</b>	<b>10</b>
<b>ILLCIT DRUG VIOLATION:</b>	<b>11</b>
<b>POINTS OF CLARIFICATION:</b>	<b>11</b>
<b>INJURIES:</b>	<b>11</b>
<b>SAFETY:</b>	<b>12</b>
<b>TRANSPORTATION RULES AND PROCEDURES:</b>	<b>13</b>
<b>REQUIRED FORMS:</b>	<b>14</b>
<b>INSURANCE:</b>	<b>15</b>

## **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 of 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 a 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 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. Saturday's should be limited to allow for family events.

--Students are not allowed to participate in two athletic activities during the same season.

--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.

--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 STAR.

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.

### **EXPECTATIONS OF COACHES:**

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

Rapport - A coach 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, 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 are encouraged 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.

Coaches must complete appropriate Transportation Request forms in a timely manner, communicate substitute/classroom coverage needs to the office, and should give a copy of the team practice schedule to the office and athletic director.

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. Personal appearance, dress, and physical condition should be exemplary.

Discipline - The coach 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 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 should always display dignity and self control. Coaches must control their emotions when reacting to an official's call, regardless of the quality or outcome of the call. The coach should never use provoking language or engage in any unsportsmanlike actions or tactics. The coach should avoid actions that might incite the displeasure of spectators or provoke disorderly behavior.

It is the coach's responsibility to teach good sportsmanship to his/her participants. The coach should immediately remove 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, other participants should avoid getting involved and allow coaches and officials to handle the situation.

The coach'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 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' minds.

Coaches should be considerate to family concerns/requests and accommodating within the framework of the team/group.

To the district and school, the coach must constantly uphold the profession and their reputation as a coach. As a highly visible figure, the coach's actions and statements should always reflect pride and respect for the community. Being respected is more important than being well liked, so the coach'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, collegiality is expected. The head coach is in the position of authority, but efforts should be made to utilize and recognize the quality, effort, and expertise of assistant coaches. Misunderstandings between coaches should be handled privately and professionally. The success of any extra-curricular athletics program is dependent upon all coaches working together as a team. This also includes coaches of other extra curricular 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.

### **EXPECTATIONS OF PARTICIPANTS:**

Participants are expected to be good role models and represent Abilene Middle School in a positive manner at all times.

Participants are expected to put forth their best efforts in participating in their chosen sport and receive constructive criticism from coaches with the understanding that coaches are responsible for developing each individual player while making decisions that are best for the team.

Participants are expected to be positive leaders at Abilene Middle School. Extra-curricular athletics are a privilege, not a right. Negative behaviors in the school and community carry-over into an individual's standing on the team. \*\*see Behavior Chart below for typical examples

Participants are expected to follow team rules and instruction from all coaches.

Participants (and parents) are expected to communicate any concerns to coaches FIRST. If a participant (or parents) still has concerns after meeting with the coach, the concern should be addressed to the Athletic Director, then the Principal.

### Example Behavior Chart and Consequences

<p><b>Skipping practice</b> (Defined as not showing up to practice with no advance notice <u>by a parent</u> that they will be gone. While posthumous notification is appreciated, each incident will count as a skip since AMS is responsible for the whereabouts of the student. (Students going home “sick” by their own diagnosis must first be checked out by the school nurse or office staff to verify their sickness. Not doing so will count as skipping practice.) (“Injured” athletes should still attend practice unless they have a doctor’s appointment.)</p>	<p>Handled case by case by coaches and administration.</p>
<p><b>In-School Suspension</b></p>	<p>The athlete will be ineligible to participate in practices/competition during the assigned ISS dates.</p>
<p><b>Out of School Suspension</b></p>	<p>The athlete will be ineligible to participate in practices/competition during the assigned OSS dates. In cases of OSS, the student will also be ineligible for 1 competition date immediately following the dates served.</p>
<p><b>“Hazing”</b> (Defined as unethical, immoral, or dangerous activities as part of a team-initiation process)</p>	<p>Handled case by case by Administration, but could be grounds for immediate dismissal from the team.</p>
<p><b>Tobacco/Alcohol/Medicine/Drug use</b></p>	<p>See “Sports Training Rules” section; page 10</p>

### **PRACTICE SESSIONS:**

Coaches 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 physical examination; 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.
- Concussion Awareness form signed by student and parent acknowledging the possibility of concussions from participation; this is completed in paper form.
- Medical Consent Form giving ability to coaches 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; this is completed in paper form.

After the first official practice, each coach shall submit a roster of all students participating (athletes and managers) to the AD and AMS secretaries. Any roster additions or subtractions must also be sent to the AD and AMS secretaries.

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). At no time are athletes to practice without coaching supervision. 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, etc. when parental notice is made with the AMS office.

Athletes are to leave the building through the outside doors near the boys or girls locker room. They should not return to their school locker after practice.

On home game days, athletes must be supervised by coaches if staying on site while waiting for their game/contest.

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 mandatory practices will be held on Sunday. Holiday practices will be held in accordance with the KSHSAA rule.

In the event of school cancellation for inclement weather or other circumstance, practice will be cancelled too.

### **SQUAD SELECTION / PLAYING TIME:**

Great efforts are made by Abilene Middle School administration, coaches, and staff to provide multiple opportunities for students. In the sports of basketball and volleyball, we will have tryouts to determine squad selection while using the format of A team, B team, and instructional team.

At the A-team level Coaches are expected to field a competitive team with considerations such as but not limited to talent, work ethic, attendance, and team/group structure. The emphasis should be on competing at a high level with intent to win/score well in an ethical and sportsmanlike manner. Choosing the members of the athletic squads is the sole responsibility of the coaches.

At B-team 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.

At the instructional team level, emphasis will be on fundamental skill development. Players that are a part of the instructional team will not participate in games. The instructional team time is completely optional. 6th graders will be allowed to participate in the instructional team time after completing the appropriate paperwork needed (Physical & Catastrophic Waiver Form)

Playing time 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 scenarios. It is important for participants to realize that practice is where skill development and opportunities for increased playing time are mainly achieved.

### **FACILITIES:**

Each coach 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. A coach must be present by reporting time of participants and stay until the last participant has left. The coach 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 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 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 middle 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.

### **ELIGIBILITY:**

Student eligibility will be determined on both a quarterly and weekly basis. Students must pass five subjects of the previous quarter to be eligible for the following quarter. During each season, eligibility of athletes will be checked every Monday morning. Anytime a student athlete has 2 F's, he or she will be placed on Step 1 of the following eligibility protocol:

- Step 1: If a student has any combination of 2 F's, they will be put on probation for that week and are still eligible to participate with the focus on improving their grades.
- Step 2: If a student continues to have any combination of 2 F's after the weekly probation and when the weekly eligibility report is run, they will then be ineligible for any games/contests for that week.
- Step 3: If a student continues to have any combination of 2 F's after the probation and week of sitting out games/contests, then they will need to turn in equipment and be dismissed from the team for the remainder of that sports season to focus on their academics.

If a student athlete is on Step 1 or 2 and then is not on the report the following week, they regain their full eligibility status until any future weeks with 2 F's. Hopefully, this doesn't occur, but if it does, the student would begin the eligibility protocol all over again.

### **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.

Students who participate in extracurricular activities or in curricular activities that perform or compete 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 the school year (this does not include prescription medicines being used as specified by a physician). If it is observed/verified by a law enforcement official, a participant's coach, administration, or a faculty member that the participant has possession of and/or has used alcohol, tobacco, and/or an illegal or unauthorized drug during a school year, the following disciplinary action will be taken:

1. First violation of Alcohol/Tobacco/Medicine Policy: A participant will be ineligible to compete for two calendar weeks of active school time not to exceed four competition 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 date the participant would be eligible to participate in. Participant is expected to practice during time of suspension.

A participant may have their length of suspension reduced to one calendar week not to exceed two competitions if they self-admit their possession or use of alcohol or tobacco to their coach/athletic director prior to participant being questioned about incident.

2. Second violation of Alcohol/Tobacco/Medicine Policy: A participant will be ineligible to compete for the remainder of that season of activity, and miss seven competition dates of their next season of competition. \*\*\*see POINTS OF CLARIFICATION, page 11, for more on this

A formal evaluation for alcohol/tobacco dependence must be completed before being allowed to compete again in any athletics at Abilene Middle School. Evaluation will be paid for by the participant or family.

3. Third violation of Alcohol/Tobacco/Medicine Policy: If a student-athlete has a third violation of the policy, the student will become ineligible for any athletic teams for the remainder of their middle school career.

### **ILLCIT DRUG VIOLATION:**

1. First violation of Illicit Drug Policy for illicit drugs will result in participant being suspended from participating in extracurricular athletics/activities/public performances for one calendar year starting from the day of ruling.

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

2. Second violation of Illicit Drug Policy for illicit drugs will result in the participant being suspended from participation in all extracurricular activities/athletics/public performances for the remainder of their middle school eligibility at AMS, and participant will be listed as “not in good standing” for the purpose of extracurricular activities/public performances/contests.

### **POINTS OF CLARIFICATION:**

Activities covered under this policy include:

FALL: Cross Country, Volleyball, Football

WINTER: Wrestling, Girls Basketball, Boys Basketball

SPRING: Track

NON-ATHLETIC/SEASONAL: Instrumental Music, Vocal Music, Enrichment Trips, Quiz Bowl, Longhorn Leaders, Art Club, Robotics Club, etc.

\*\*\*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.

If a 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 re-instituted.

### **INJURIES:**

WARNING & ASSUMPTION OF RISK: There are many special benefits from participating in the extra-curricular activities/athletics program at Abilene Middle 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 as 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 should 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 director 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.

### **SAFETY:**

Abilene Middle 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 lightning, heat illness, and concussions.

Lightning: 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 lightning 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 AND 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.

Transportation requests should be made by the coaches at least two-weeks ahead of time using the appropriate online form.

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) 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 the keys in it.

### **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 must have a signed concussion awareness form on file with the AMS office 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 Middle School, he or she 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 shows 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 Middle 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 Middle 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 intra-murals, 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 AMS 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, the coach or supervising administrator may accompany the athlete in the absence of a parent.

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.***