

Valley Falls Student Activity Handbook



Mission: Pursuing Excellence with PRIDE through Education.
Vision: Engaging PRIDE to empower each student to be successful.

Positive Attitude
Respect
Integrity
Determination
Excellence

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VALLEY FALLS STUDENT ACTIVITY HANDBOOK

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STATEMENT OF PHILOSOPHY

The Valley Falls school system shall provide a well-rounded activity program. It is the goal of the school system to provide each participant with the best instruction, the finest equipment, and the most worthwhile competition available.

Only those students who are eligible, under the rules of the KSHSAA and U.S.D. #338, and who are capable of assuming the responsibilities of being official representatives of the Valley Falls schools through their manner, conduct, appearance, and sportsmanship shall be permitted to represent the school in the activity program.

PURPOSE OF HANDBOOK

This handbook is designed to help promote and maintain proper communications between coach/sponsor and administration. Individual coaches/sponsors must have the flexibility to set guidelines, rules, and regulations for their own sport. However, some rules must apply to all sports/activities in order to promote fairness and consistency. Rules and policies of the U.S.D. #338 Board of Education and the Kansas State High School Activities Association must be adhered to by all coaches/sponsors. Consequences for violation of rules and policies of the Board of Education and the KSHSAA may be exceeded with prior approval of the administration; however, they can never be less. The rules and guidelines that are found in this handbook are to be understood and enforced by each coach or sponsor.

GOALS AND OBJECTIVES

- I. Provide an opportunity for any student to participate in an organized athletic/activity program by:
 - A. Maintaining a comprehensive sports/activity program for boys and girls at the middle school and high school level.
 - B. Seeking coaches and staff that understand the age group of students with whom they are working and that encourage a positive, wholesome attitude toward success and failure.
 - C. Providing an adequate, realistic budget.
 - D. Providing adequate indoor and outdoor facilities.
 - E. Providing safe equipment.
- II. Provide activity in the form of competitive sports and activities where a student can seek his or her highest level of accomplishment by:
 - A. Supporting competitive sports and activities in grades 6 – 12 with emphasis on maintaining numbers and playing as many athletes/students as possible at the non-varsity level. (Non-varsity level being any level below high school varsity)

- B. Teaching basic fundamental skills at all levels (6 – 12) with major emphasis at grades 6, 7, 8, and 9.

III. As defined by the Kansas State High School Activities Association:

Athletic events include: Baseball, Basketball, Bowling, Cross Country, Football, Golf, Gymnastics, Soccer, Softball, Swim & Dive, Tennis, Track & Field, Volleyball, Wrestling.

Non-Athletic events include: Debate, KAY, Music, Piano, Scholars Bowl, Speech & Drama, Spirit Activities (Cheerleading and Dance), and Student Council.

CHAIN OF COMMAND

Good communications and a chain of command understood and followed by all is a must in order for an athletic/activity department to function efficiently and effectively. We encourage athletes and then parents to address concerns with the coach first. If the athlete or parent wishes to pursue the issue further the following chain of command should be followed.

1. Athletic/Activity Director
2. Building Principal
3. Superintendent

RESPONSIBILITY OF STUDENT-ATHLETE

1. To understand that participation in an athletic/activity program is a privilege and not a right.
2. To remain a student in good standing (academic and behavior).
3. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
4. To eliminate all possibilities which tend to destroy the best values of the game or competition.
5. To stress the values derived from playing the game or competition fairly.
6. To show cordial courtesy to visiting teams and officials.
7. To establish a good relationship between visitors and the host.
8. To respect the integrity and judgment of sports officials.
9. To achieve a thorough understanding and acceptance of the rules of the game or competition and the standards of eligibility.
10. To encourage leadership, use of initiative, and good judgment.
11. To remember that an athletic/activity contest is only a game or competition not a matter of life and death for student, parent, coach/sponsor, school, official, fan, community, state or nation.

STUDENT PHYSICAL EXAMINATIONS

Every student that wishes to participate in athletics, cheerleading, or dance squad must have a fully completed K.S.H.S.A.A. physical form on file in the Athletic/Activity Director's or Principal's office. Make certain the student's signature is on the form and the parents/legal guardians have

signed both sides of the form. Make certain the student's most recent tetanus shot date is on the form. Managers are not required to have a physical on file, however, if they are going to be active participants in the practice session, i.e., running, playing, etc., they should have a physical completed.

PARENT/LEGAL GUARDIAN MEETING

Coach/sponsor must have a parent/legal guardian meeting before their sport begins to explain their rules/guidelines, expectations, and lettering policies. Coach/sponsor should make certain parents have an opportunity to have their questions and concerns answered. Parents should be informed at least one week in advance of the meeting so their calendars can be arranged so they may attend.

Informational packets should be handed out at this meeting. The coach/sponsor should include information about safety procedures to be followed. Parents need to be informed that the student can possibly be injured (some very serious) by participating in the sport or activity. Each parent is to receive an acknowledgment sheet (APPENDIX D) provided by the athletic/activity director that the parents and student must sign indicating they have read and understand the rules and guidelines and agree that their son/daughter will abide by those rules and guidelines and acknowledge the possibility of injury. Those parents unable to attend the meeting will be sent the informational packet and the athlete/student will not be able to play in the first competition until the acknowledgment sheet has been returned with the signature of both the parent and student. Athlete/students may practice prior to the acknowledgement sheet being signed and returned, however, they may not participate in contests until completed. All information contained in the packets is to be reviewed with the athletic/activity director and/or building principal prior to its distribution.

ATHLETIC/ACTIVITY INJURIES

If an injury to an athlete/student occurs while under our supervision the following steps will occur:

- A. The sponsor or coach will take proper and immediate steps to care for the injury. Parents and/or guardians will be notified via the coach.
- B. If the injury is serious enough that the student must seek professional care and /or miss more than one practice, the athletic/activity director will be informed A.S.A.P.
- C. If the athlete/student goes to a doctor or hospital for treatment, the athletic/activity director must be informed immediately so that insurance procedures can be started.
- D. Names of injured athletes/students will be given to the visiting trainer for his observations and suggestions.

SCHOOL INSURANCE

Student insurance is carried by the district for secondary coverage. The school insurance will not pay for an accident or injury until the parent's private primary insurance has been used. The school insurance has limitations on its coverage. Any cost that the parent's insurance does not cover **MAY** be covered by the school's insurance, however, it may not cover 100% of the remaining cost. Parents, coaches/sponsors, and the school must jointly fill out forms in order to determine if the school's insurance will provide coverage. Parents who have no private insurance may apply for

school coverage and the insurance company will determine the amount of coverage that will be provided.

A CLAIM MUST BE FILED WITHIN 90 DAYS OF THE DATE THE INJURY OCCURRED!

AWARDS TO ATHLETE/STUDENTS

K.S.H.S.A.A. Rules dictate that schools may give athlete/students:

- A. Traditional letters, Certificates, Photographs, Medals, and Ribbons.
- B. Additional individual awards in each activity as long as the cost does not exceed \$25.00 (cash may not be given)

Students and parents should be informed about what individual awards may be received for summer activities by outside agencies. They may receive:

- A. Medals, Ribbons, and Certificates. They cannot accept cash or merchandise at any time. They may be ruled ineligible the following season if they do.
- B. Organizations may honor and recognize students with dinners, programs, paper certificates, photographs and videotapes for their participation in inter-school activities.
- C. To accept items other than listed herein may cause individuals and/or teams to be ruled ineligible the following season.

OUT-OF-TOWN TRIPS

It is very important that coaches/sponsors and students understand their responsibilities while traveling to and from out-of-town events as well while they are a guest in the host school's facilities. Coach/sponsor should make certain students understand what is expected of them prior to the event. The following rules and guidelines will apply to all out-of-town trips:

- A. In order for a student to participate in an out-of-town contest or practice, they must ride school provided transportation to the event.
 - 1. Students who miss the team bus and show up at the event by other means of transportation may not suit up or play that day/night. If special situations occur, the principal must approve any exceptions in advance.
- B. Students are encouraged to ride school provided transportation home from out-of-town events. The parent/legal guardian must personally receive permission from the coach/sponsor, sponsor or administrator in charge at the event. Students may only be released to their own parent/legal guardian or grandparent **only if the parent/guardian/grandparent is present at the event.**
- C. Students shall not be picked up in-route or dropped off prior to arrival back to the school without prior administrative approval.
- D. Coaches/sponsors are responsible for making certain the bus is supervised at all times. This is not the bus driver's responsibility.
- E. Coaches/sponsors are responsible for making sure the bus is as clean at the end of the trip as it was at the start of the trip.
- F. All students are to address the bus driver in a positive manner.

- G. Coaches/sponsors should be the last person to leave the dressing room or other areas where students have gathered or assembled in the host school's facilities. Any damage to the building or its equipment must be reported to the host administrator immediately.
- H. All trips must be scheduled well in advance through the Athletic/Activity Director. The bus will not stop prior to arrival back to school unless the stop is scheduled and approved by the Athletic/Activity Director in advance of the trip.

PARTICIPATION IN MULTIPLE SPORTS/ACTIVITIES DURING A SEASON

If an athlete/student is to participate in more than one sport/activity during the same season, the following must occur:

- A. Both coach/sponsor must inform the athlete/student how it may affect his/her status on their team.
- B. Both head coach/sponsor must agree on items that include practices, game commitments, etc.
- C. The athlete/student must choose a primary sport or activity so if conflicts arise he/she will honor his/her commitment to the primary sport or activity.

If both head coach/sponsor cannot agree on a plan for the athlete/student to be in two sports or activities during the same season, the athlete/student must choose only one sport or activity in which to participate.

CUTTING POLICY

Valley Falls Schools USD 338 Board of Education believes all students should have the opportunity to participate in extracurricular activities. However, at times, it may be in the best interest of the individual athlete/student and the rest of the team that the student not be allowed to participate. The following guidelines shall apply to all student-athletes:

- A. There will be no "cuts" made in athletic/activity programs at any level because of ability or skill level.
 - i. Given the nature of the spirit squads and lack of a developmental program in these activities cuts may be necessary and tryouts shall be arranged and conducted with a judge's panel selected by the coach/sponsor as laid out in the constitutions for each squad.
 - ii. Knowing that injuries occur a note from a licensed medical provider documenting the injury, timeframe of recovery and any necessary accommodations during tryouts will be required at least 48 hours prior. If documentation is not provided there will be no accommodations given to the participant. It is the responsibility of the participant and their parent/guardian to ensure this documentation is on file with the Activities Director, Coach/Sponsor, and the High School Office. If the severity of the injury does not allow the individual to participate in a tryout within 30 days of the original tryout date then said athlete will not be allowed to tryout for the spirit squad(s) for that year.
 - iii. Individuals who are unable to try out due to injury and who have previously been part of the spirit squads will be provided an opportunity to join the squad as a manager at the coach/sponsor's discretion for the following year.
- B. Players may be dismissed from the program if they consistently do not follow team rules and requirements. Prior to a head coach/sponsor making the decision to dismiss a player from the team because of violation of team rules, the situation is to be discussed with the athletic/activity director, the building principal, and parent(s).

- C. Coaches/sponsors are authorized to award uniforms at all levels based on player performance only. Decisions on game participation at all levels will be made on a game-by-game basis and will conform to all school rules of eligibility and participation.

SCHOOL ATTENDANCE

A student must be in school by 11:00 a.m. and remain in school the remainder of the day to be eligible to participate in practices, contests, or any other school-sponsored school activity. (Tech students who are expected to be on the Tech Campus and are not present at Tech in the morning should be on the Valley Falls campus to be eligible to practice or participate in competitions for the day). Only the principal or the athletic director in his/her absence (the superintendent in the absence of both the principal and athletic director) may rule on exceptions to this guideline. Exceptions may be made for a family crisis, medical situations, i.e., appointments that could not be made at another time, funerals, etc. It is the responsibility of the coach/sponsor to ensure participant eligibility in this regard prior to departure for any school-sponsored activity.

Students who are suspended from school may not participate in practice sessions, contests, or any other school-sponsored activity during the period of suspension and may miss the next scheduled competition.

SCHOOL DRESS CODE

All student-athletes will be required to follow the dress code policies as stated in the MS / HS handbooks. Example: No CUTOOUT shirts exposing the torso for girls or boys. Boys need to wear shirts.

WEDNESDAY NIGHT ACTIVITIES (& PRACTICES)

The school district has a long-term understanding with local churches that Wednesday night is reserved for church activities and we try to not schedule school activities on Wednesday evenings. For that reason all high school activities and practices are to be completed by 6:00 p.m. and all students should be out of the building by 6:15 p.m. on Wednesday evening. This includes all activities sponsored by our school. [Exceptions may be requested by the administration in the event of an excessive rescheduling of activities due to inclement weather.]

ACTIVITY FEE

Each student 6-12 will pay a \$25 activity fee. Students will be given free admission to all home activities.

SUBSTANCE ABUSE POLICY AND AGREEMENT

Valley Falls Unified School District No. 338
Extra-Curricular Activities Substance Abuse Guidelines

Valley Falls Schools believe that school activities are a positive influence on students and the community. The expectation for all of our students is to be lawful in the conduct of their daily lives. Students who voluntarily represent Valley Falls Schools in various activities are held to a high standard of conduct. The Extra-Curricular Activities Substance Abuse Guidelines reinforce the expectation of good conduct and positive representation of the District by students who participate in the District's activity programs.

Participation in extra-curricular activities as defined by KSHSAA in the Valley Falls Activities Handbook is a privilege. This privilege is available to a student for as long as the student complies with District policies, Kansas State High School Activities Association (KSHSAA) policies, and coach/sponsor rules. Failure to comply with any of the guidelines will result in the suspension of the privilege of participating in extracurricular activities. These guidelines are an extension of the District's substance abuse policy as well as the KSHSAA policy concerning the use and abuse of alcohol, tobacco, and illegal drugs.

Under these guidelines, an offense shall mean the use, possession, disbursement, or being under the influence of alcohol, tobacco, inhalants, or any illegal drugs, by a Valley Falls student activities participant at any school level related activity during the season of the activity or during the summer at school-related activities (such as, but not limited to, team camps or summer programs). Students that are charged by law enforcement for violations involving substance abuse and/or students who are observed directly by an administrator, teacher, coach or sponsor in substance abuse activity on or off school grounds even if not involved in school activities may be held to the terms of this policy. Any student suspected of an offense shall be notified as soon as possible of the suspected offense and due process will be afforded to the student. The parent/guardian will also be notified. As an extension of the District's disciplinary policies, any offense at school or at a school-sponsored activity will also result in appropriate District/school disciplinary action. Appeals may be pursued through established school disciplinary policies. Activity suspensions may carry over from one season to the next and/or from one school year to the next. These guidelines are cumulative throughout the student's entire high school activity experience. Example: Should a student acquire a first offense during football season of their freshman year and another offense during football their junior year, the offense in the junior year is their second offense.

Before a student may participate in extracurricular activities, the student and parent must sign the form below indicating that they have read and understand the substance abuse guidelines.

First Offense (All Apply)

- A. Suspension from participation in extracurricular activities for not more than 45 school days; and
- B. A conference with the participants, school administrator, coach/sponsor, and parents before reinstatement; and
- C. Fulfillment of any additional responsibilities required by the coach/sponsor before reinstatement; and
- D. Verification of enrollment and participation in professional alcohol, tobacco, or drug treatment programs may reduce the suspension time.
- E. The student will be a "student on probation" as defined in the Student Handbook.
- F. If the student comes forward and confesses to the illicit activities the administration may reduce the consequences by half.

Second Offense (All Apply)

- A. Suspension from participation in extracurricular activities for not more than 90 school days; and
- B. A conference with the participant, school administrator, coach/sponsor, and parents before reinstatement; and
- C. Fulfillment of any additional responsibilities required by the coach/sponsor before reinstatement; and
- D. Completion of professional alcohol, tobacco, or drug treatment program before the participant is eligible to participate in an activity in a subsequent season.
- E. The student is considered as a "student on probation" as defined in the student handbook.

Third Offense (All Apply)

- A. The student is no longer eligible to participate in any Valley Falls activity for a minimum of 180 school days; and
- B. A conference with the participant, school administrator, coach/sponsor, and parents before reinstatement; and
- C. Fulfillment of any additional responsibilities required by the coach/sponsor before reinstatement.
- D. Completion of professional alcohol, tobacco, or drug treatment program before the participant is eligible to participate in an activity in a subsequent season.
- E. The student is considered as a "student on probation" as defined in the student handbook.

The district hires coaches/sponsors to manage activities. Coaches may have stricter rules than what is provided by these guidelines. If a coach or sponsor has stricter rules, those rules shall be provided to the student and parent by the coach in writing and returned to the coach signed by a parent prior to the start of the activity. The substance abuse guidelines provide a baseline standard to which all extra-curricular programs adhere. Coaches may go above and beyond these rules guidelines with full support from the administration and Valley Falls Board of Education. Students are expected to follow all written rules of the team activity in which they are involved.

Substance Abuse Policy Receipt

I have read and understand the Valley Falls Substance Abuse Policy and Program and fully realize failure to follow this policy will result in consequences as stipulated in the Valley Falls Activities Handbook.

Student's Name (Printed)	
Student's Signature	Date
Parent's Signature	Date

Note: This receipt must be turned in to the Activities Department at Valley Falls before a student may participate in any school activities.

IN-SCHOOL SUSPENSION (ISS) AND OUT-OF-SCHOOL SUSPENSION (OSS)

Students, choosing by their actions, to defy classroom and/or school behavioral expectations can be assigned to ISS or OSS by the building administrator. Students in OSS are INELIGIBLE to participate in any school-sponsored activity on the day of the OSS and may miss the next scheduled competition date. Students in ISS may practice with administration permission, but may not compete in any games the day of the ISS.

FITNESS ROOM

The foundation of an excellent athletic program is a solid weight training program. Encourage your students to participate and to work hard to improve their strength, speed, and quickness. Students **must** be supervised at all times when working out in the fitness room.

ELIGIBILITY

All students must be eligible under the terms of Rule 13 of the Kansas State High School Activity Association. Additional requirements dictated by Board of Education Policy concerning eligibility are listed below.

The academic eligibility status of students participating in activities shall be jointly determined by the principal, athletic/activity director, and counseling office. A head coach/sponsor may not exceed these standards for a student to participate in their sport, however, they may impose short term suspensions from practice or games for failure to complete assignments on time, failure to hand in homework, inappropriate attitude towards academics, etc.

- A. All students currently enrolled in grades 7 through 12.
The student shall be enrolled in and attending a minimum of five new subjects (those not previously passed), of unit weight or its equivalent, during the present semester.
- B. Students in grades 9 through 12.
The student may not fail two or more classes of unit weight, or its equivalent, the previous semester or the last semester of attendance.
- C. Students in grades 6 and 8.
The student may not fail two or more classes of unit weight, or its equivalent, the previous quarter or the last quarter of attendance. This also applies to eighth graders transitioning into high school.
- D. Students in grade 6.
Special consideration will be given to time commitment and academics. If any grade falls below 70%, away me participation will be revoked until all grades are at 70% or better given adequate league notification time. This will allow the participant to attend homework/tutoring sessions and seek additional academic assistance from the teaching staff.

Eligibility will also be determined weekly for all students on Friday by 3 p.m. Teachers will have student grades enter into the student data management system (PowerSchool) available for the

principal by 9 a.m. Friday morning. Grades will be mailed to parents for all students receiving a “D” or an “F” each week.

- Week One: If a student is failing a class, the student will have one week to raise that particular grade before the principal or student improvement team (SIT) intervenes (This is referred to as the Academic Probationary Period).
- Week Two: If the student’s grade does not rise above an “F” for that class before the next weekly interval, the principal or SIT team will intervene and the student will have their academic day extended from 3:25 to 4:15 p.m. Monday through Thursday until that grade has been raised regardless of activity participation. The student will report to the extended learning classroom designated by the principal by 3:30 p.m.
- Week Three: If by the third Friday or any Friday following the Academic Probationary Period, the student still has not raised the letter grade, the student will be ineligible on a week by week basis for any and all activities including participation and/or observing activities (week starts and ends Sunday to Sunday). When a student is on probation or ineligible, every effort will be made by the teacher to grade the late assignment in a two-day time frame. There are always circumstances that may not allow the teacher to grade the work in a two-day time frame. While in the extended learning classroom the student will work on their assignments for the class they are failing. Until cleared from the teacher and/or the principal, the student will continue to attend Homework Session. Students absent or tardy during this extended learning time will be subject to the attendance and tardy policy.
 1. The homework session will be held Monday through Thursday.
 2. Students and/or their parents may, at any time during this process, request an appeal to the building principal who will look into the individual circumstances surrounding the student and their grade or progress.

**APPENDIX A
TEAM GUIDELINES AND RULES
PARENT/STUDENT ACKNOWLEDGMENT SHEET**

SPORT:

HEAD COACH/SPONSOR:

TO BE COMPLETED BY THE ATHLETE/STUDENT:

I have read the rules and guidelines for the team and players given to me by my coach/sponsor. I understand what is expected of me, and I agree to follow and abide by these rules and guidelines.

I hereby acknowledge that I have been properly cautioned and warned by the coach/sponsor about the possible risk of injury (some can be very serious) while playing or participating in this sport or activity.

(Signature of student or participant)

(Date)

TO BE COMPLETED BY PARENT OR LEGAL GUARDIAN:

I have read through the parent information packet and understand the rules and guidelines that my son/daughter will be asked to follow this season. If questions or concerns arise, I will contact the Head Coach/sponsor for more additional information.

I hereby acknowledge that my son/daughter has been properly cautioned and warned by the coach/sponsor about the possible risk of injury (some can be very serious) while playing or participating in this sport or activity.

(Signature of Parent or Legal Guardian)

(Date)

APPENDIX B

PERMISSION TO TREAT

I give my permission for my son/daughter, _____
to be treated in case of emergency, at a hospital, or by a doctor or other
licensed medical personnel where I as parent/guardian, am not in
attendance or cannot be reached by phone.

Parent/Guardian Signature: _____

Athlete/student Signature: _____

Date: _____

Name of Insurance Company: _____

Policy Number: _____

EMERGENCY CONTACT NUMBERS

In case of emergency contact me at:

Mother _____ home _____ work _____

Father _____ home _____ work _____

Others who may be contacted:

1. _____ phone _____ relationship _____

2. _____ phone _____ relationship _____

3. _____ phone _____ relationship _____

Major efforts will be placed on contacting the parent/guardian prior to treatment.

APPENDIX C

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION RECOMMENDATIONS FOR COMPLIANCE WITH THE KANSAS SCHOOL SPORTS HEAD INJURY PREVENTION ACT AND IMPLEMENTATION OF THE NATIONAL FEDERATION SPORTS PLAYING RULES RELATED TO CONCUSSIONS

The following language appears in all National Federation sports' rules books:

“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”

The Kansas Legislature has enacted the School Sports Head Injury Prevention Act (hereinafter the “Kansas Act”) effective July 1, 2011:

Sec. 72-135. (a) This section shall be known and may be cited as the school sports head injury prevention act.

(b) As used in this section:

(1) “School” means any public or accredited private high school, middle school or junior high school.

(2) “Health care provider” means a person licensed by the state board of healing arts to practice medicine and surgery.

(c) The state board of education, in cooperation with the Kansas state high school activities association, shall compile information on the nature and risk of concussion and head injury including the dangers and risks associated with the continuation of playing or practicing after a person suffers a concussion or head injury. Such information shall be provided to school districts for distribution to coaches, school athletes and the parents or guardians of school athletes.

(d) A school athlete may not participate in any sport competition or practice session unless such an athlete and the athlete’s parent or guardian have signed, and returned to the school, a concussion and head injury information release form. A release form shall be signed and returned each school year that a student-athlete participates in sport competitions or practice sessions.

(e) If a school athlete suffers or is suspected of having suffered, concussion or head injury during a sport competition or practice session, such a school athlete immediately shall be removed from the sport competition or practice session.

(f) Any school athlete who has been removed from a sport competition or practice session shall not return to competition or practice until the athlete is evaluated by a health care provider and the health care provider provides such athlete a written clearance to return to play or practice. If the healthcare provider who provides the clearance to return to play or practice is not an employee of the school district, such health care provider shall not be liable for civil damages resulting from any act or omission in the rendering of such care, other than acts or omissions constituting gross negligence or willful or wanton misconduct.

(g) This section shall take effect on and after July 1, 2011.

KSHSAA offers the following guidelines and recommendations for compliance with the Kansas Act and for implementation of the NFHS playing rule related to concussions:

1. If a student suffers, or is suspected of having suffered a concussion or head injury during a sport competition or practice session, the student: (1) must be immediately removed from the contest or practice and (2) may not again participate in practice or competition until a health care provider has evaluated the student and provided a written clearance for the student to return to practice and competition. The National Federation and the KSHSAA recommend that the student **should not** be cleared for practice or competition the same day the concussion consistent sign, symptom or behavior was observed.

2. *What are the “signs, symptoms, or behaviors consistent with a concussion”?* The National Federation rule lists some of the signs, symptoms, and behaviors consistent with a concussion. The U.S. Department of Human Services, Centers for Disease Control and Prevention has published the following lists of signs, symptoms, and behaviors that are consistent with a concussion:

SIGNS OBSERVED BY OTHERS	SYMPTOMS REPORTED BY ATHLETE
<ul style="list-style-type: none"> ■ Appears dazed or stunned ■ Is confused about assignment ■ Forgets plays ■ Is unsure of game, score, or opponent ■ Moves clumsily ■ Answers questions slowly ■ Loses consciousness ■ Shows behavior or personality changes ■ Cannot recall events prior to hit ■ Cannot recall events after hit 	<ul style="list-style-type: none"> ■ Headache ■ Nausea ■ Balance problems or dizziness ■ Double or fuzzy vision ■ Sensitivity to light or noise ■ Feeling sluggish ■ Feeling foggy or groggy ■ Concentration or memory problems ■ Confusion

These lists may not be exhaustive

3. What is a “*Health Care Provider*”? The Kansas Sports Head Injury Prevention Act defines a health care provider to be “a person licensed by the state board of healing arts to practice medicine and surgery.” The KSHSAA understands this means a Medical Doctor (MD) or a Doctor of Osteopathic Medicine (DO).

4. The first step to concussion recovery is cognitive rest. Students may need their academic workload modified or even be completely removed from the classroom setting while they are initially recovering from a concussion as they may struggle with concentration, memory, and organization. Students should also limit the use of electronic devices (computers, tablets, video games, texting, etc.) and loud noises, as these can also impair the brain’s recovery process. Trying to meet academic requirements too early after sustaining a concussion may exacerbate symptoms and delay recovery. Any academic modifications should be coordinated jointly between the student’s medical providers and school personnel. After the initial 24-48 hours from the injury, under direction from their health care provider, patients can be encouraged to become gradually and progressively more active while staying below their cognitive and physical symptom-exacerbation thresholds (i.e., the physical activity should never bring on or worsen their symptoms). No consideration should be given to returning to full sport activity until the student is fully integrated back into the classroom setting and is symptom-free. Occasionally, a student will be diagnosed with post-concussive syndrome and have symptoms that last weeks to months. In these cases, a student may be recommended to start a non-contact physical activity regimen, but this will only be done under the direct supervision of a healthcare provider.

5. Return to Play or Practice Clearance Requirements:

- A. The clearance must be in writing and signed by a healthcare provider.
- B. The National Federation and the KSHSAA recommend the clearance should not be issued on the same day the athlete was removed from play.
- C. The National Federation and the KSHSAA recommend that a student who has been removed from a practice or competition because the student suffered, or was suspected of suffering, a concussion or head injury should complete a graduated return to play protocol following medical clearance before returning to unrestricted practice or competition. In most cases, the athlete will progress one step each day. The return to activity program schedule may proceed as below following medical clearance:

Step 1: Symptom-limited activity – daily activities that do not provoke symptoms.

Step 2: Light aerobic exercise- 5 to 10 minutes on an exercise bike or light jog; no weight lifting, resistance training, or any other exercises.

Step 3: Sport-specific exercise – running or skating drills. No head impact activities. No helmet or other equipment.

Step 4: Non-contact training drills in full uniform. May begin weight lifting, resistance training, and other exercises.

Step 5: Full contact practice or training.

Step 6: Full game play.

If symptoms of a concussion reoccur, or if concussion signs and/or behaviors are observed at any time during the return to activity program, the athlete must discontinue all activity and be re-evaluated by their health care provider

This is simply a suggested protocol. The appropriate health care provider who issues the written clearance may wish to establish a different graduated protocol.

6. Parents and students **ARE REQUIRED** to complete a Concussion & Head Injury Information Release Form and turn it into their school prior to the student participating in any athletic or spirit practice or contest each school year. Schools are required to have such a form on file before a student may participate in a practice or competition.

The KSHSAA Sports Medicine Advisory Committee continually reviews current sports-related concussion research and information and makes updates to these guidelines as appropriate.

REFERENCES McCrory P, Meeuwisse WH, Dvorak J, et al. Consensus statement on concussion in sport: the 5th international conference on concussion in sport held in Berlin, October 2016. Br J Sports Med 2017;51(11):838-847. National Federation of State High School Associations Sports Medicine Advisory Committee. Suggested guidelines for the management of concussion in sports. April 2017.

**KSHSAA RECOMMENDED CONCUSSION & HEAD INJURY INFORMATION
RELEASE FORM
2021-2022**

This form must be signed by all student-athletes and parents/guardians before the student participates in any athletic or spirit practice or contest each school year.

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:	
<ul style="list-style-type: none"> ● Headaches ● “Pressure in the head” ● Nausea or vomiting ● Neck pain ● Balance problems or dizziness ● Blurred, double, or fuzzy vision ● Sensitivity to light or noise ● Feeling sluggish or slowed down ● Feeling foggy or groggy ● Drowsiness ● Change in sleep patterns 	<ul style="list-style-type: none"> ● Amnesia ● “Don’t feel right” ● Fatigue or low energy ● Sadness ● Nervousness or anxiety ● Irritability ● More emotional ● Confusion ● Concentration or memory problems (forgetting game plays) ● Repeating the same question/comment

Signs observed by teammates, parents, and coaches include:	
<ul style="list-style-type: none"> ● Appears dazed ● Vacant facial expression ● Confused about assignment ● Forgets plays ● Is unsure of game, score, or opponent ● Moves clumsily or displays in coordination ● Answers questions slowly ● Slurred speech 	<ul style="list-style-type: none"> ● Shows behavior or personality changes ● Can’t recall events prior to hit ● Can’t recall events after hit ● Seizures or convulsions ● Any change in typical behavior or personality ● Loses consciousness

Adapted from the CDC and the 3rd International Conference in Sport

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one (second impact syndrome). This can lead to prolonged recovery, or even to severe brain swelling with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under-report symptoms of injuries. And concussions are no different. As a result, the education of administrators, coaches, parents, and students is the key to student-athletes safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after sustaining a concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance from a Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO). Close observation of the athlete should continue for several hours. You should also inform your child's coach if you think that your child may have a concussion. Remember it is better to miss one game than miss the whole season. **When in doubt, the athlete sits out!**

Cognitive Rest & Return to Learn

The first step to concussion recovery is cognitive rest. This is essential for the brain to heal. Activities that require concentration and attention such as trying to meet academic requirements, the use of electronic devices (computers, tablets, video games, texting, etc.), and exposure to loud noises may worsen symptoms and delay recovery. Students may need their academic workload modified while they are initially recovering from a concussion. Decreasing stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time. This may involve staying home from school for a few days, followed by a lightened school schedule, gradually increasing to normal. Any academic modifications should be coordinated jointly between the student's medical providers and school personnel. After the initial 24-48 hours from the injury, under direction from their health care provider, patients can be encouraged to become gradually and progressively more active while staying below their cognitive and physical symptom-exacerbation thresholds (i.e., the physical activity should never bring on or worsen their symptoms). No consideration should be given to returning to full sport activity until the student is fully integrated back into the classroom setting and is symptom-free. Occasionally, a student will be diagnosed with post-concussive syndrome and have symptoms that last weeks to months. In these cases, a student may be recommended to start a non-contact physical activity regimen, but this will only be done under the direct supervision of a healthcare provider.

Return to Practice and Competition

The Kansas School Sports Head Injury Prevention Act provides that if an athlete suffers, or is suspected of having suffered, a concussion or head injury during a competition or practice, the athlete must be immediately removed from the competition or practice and cannot return to practice or competition until a Health Care Professional has evaluated the athlete and provided a written authorization to return to practice and competition. The KSHSAA recommends that an athlete not return to practice or competition the same day the athlete suffers or is suspected of suffering a concussion. The KSHSAA also recommends that an athlete's return to practice and competition should follow a graduated protocol under the supervision of the health care provider (MD or DO).

For current and up-to-date information on concussions, you can go to:

<http://www.cdc.gov/concussion/HeadsUp/youth.html>

<http://www.kansasconcussion.org/>

For concussion information and educational resources collected by the KSHSAA, go to:

<http://www.kshsaa.org/Public/General/ConcussionGuidelines.cfm>

Student-athlete Name Printed

Student-athlete Signature

Date

Parent or Legal Guardian Printed

Parent or Legal Guardian Signature

Date

APPENDIX D

Valley Falls USD 338

EMERGENCY MEDICAL AND CONSENT FORM

This form will be made available by the coach at all team practices and athletic contest for each team member to insure proper treatment by physicians or hospitals in the event of a serious injury.

Name of Student: _____ Birth Date: _____ Grade: _____

Name of Parents: _____ Home Phone: _____ Day Phone: _____

Address: _____ City: _____

State: _____

Cell Phone of Parents: Father: _____ Mother: _____

In Case of an Emergency, if parents cannot be reached notify: Name: _____ Phone: _____

I hereby give consent for medical treatment deemed necessary by physicians/trainers designated by school authorities and/or for transportation by ambulance to the hospital emergency room for treatment for any serious illness or injury from his/her participation.

Preferred Physician: _____ Phone: _____

Known Allergies or Conditions: _____

MEDICAL INFORMATION RELEASE

I am aware that if my child sustains an injury and is participating in a school sponsored sport(s), it is imperative that the athletic trainer or physician be able to communicate with coaches, staff, medical personnel, administration and physicians. I hereby authorize and consent to the release of any pertinent medical information and records regarding the treatment, diagnosis, and/or examination relative to injuries or serious illness that may affect my participation in Valley Falls USD 338 athletics. I understand that I can revoke this authorization at any time in writing to the USD 338 Athletic Director. Unless I exercise this right to revoke this authorization this said release will be in effect during the duration of my participation in athletics for the Valley Falls USD 338 2021-2022 school year.

I elect to **OPT OUT** of Medical Information Release _____

(Parent/
Guardian)

CONSENT TO TREAT

In the event that my child develops an illness or sustains an injury while participating on a Valley Falls USD 338 School athletic team, I hereby grant permission for my son/daughter to receive the appropriate medical care as deemed so by the Certified Athletic Trainer, Physician, or Coach. In the event of a serious illness or injury, I understand that every attempt will be made to contact me.

I hereby grant permission to the Certified Athletic Trainer (Amberwell Health or otherwise) to proceed with any necessary evaluation, minor medical treatment, and rehabilitation of injuries sustained by my child.

STATEMENT OF RISK

We/I, the parents of _____ do hereby acknowledge that we/I have been fully
(Student Name)

advised, cautioned and warned by the proper administrative and/or coaching personnel of Valley Falls USD 338 that our/my child named above through participation may suffer serious injury including but not limited to, death, neck and

spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to all internal organs, serious injury to all bones, joints, ligaments, muscles, tendons, and other aspects of the musculoskeletal system, and serious injury or impairment to other aspects of your body, general health and well-being. Minor and moderate injuries are common in athletics and every participant is likely to sustain an injury during his/her athletic career. I fully know, understand, and appreciate the risks inherent in this /these sport(s) and I VOLUNTARILY participate in this activity. I hereby release all Valley Falls USD 338 coaches, certified athletic trainers, team physicians, and school officials for negligence resulting in injury and liability for any injury I sustain while participating in this extracurricular activity.

I have read the above stated consent form, medical information release, and statement of risk and understand my rights as described herein. I understand my son/daughter's assumption of risk, and I authorize consent for treatment and release of my son/daughter's information, unless signed above to opt out of the medical information release. This authorization shall expire at the end of the 2021-2022 school year.

Parent/Guardian Name

(print): _____

Parent/Guardian

Signature: _____

Date: _____ Cell Phone #: _____

Email : _____

APPENDIX E

CONSENT FOR COGNITIVE TESTING

&

RELEASE OF ImPACT INFORMATION

I give permission for (name of child) _____

Date of Birth: _____ Grade: _____ School: _____

to have a baseline and post-concussion ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) administered by Amberwell Health. I understand that my child will be administered a baseline test prior to participation in sports. I also acknowledge that if the test is not valid they will be asked to repeat the baseline testing.

I further understand that if during the course of the season my child sustains a head injury (concussion) or is suspected of sustaining a head injury (concussion) they will be administered the post-concussion ImPACT test. I understand that my child may need to be tested more than once, depending upon the results of the test, as compared to my child's baseline test, which is on file at Amberwell Health. I understand that there is no charge for the ImPACT testing and interpretation.

The school district in which my child attends or Occupational Health at Amberwell Health may release the ImPACT (Immediate Post-concussion Assessment and Cognitive Testing) results to my child's primary care physician listed below, neurologist, or other treating physician as indicated below.

I understand that general information about test data may be provided to my child's guidance counselor and teachers, for the purpose of providing temporary academic modifications if necessary.

Name of Parent or Guardian: _____

Signature of Parent or Guardian: _____

Date: _____

PLEASE PRINT THE FOLLOWING INFORMATION:

Name of Doctor: _____

Name of Practice or Group: _____

Phone Number: _____

Parent or Guardian Phone Numbers: (please indicate preferred contact number and time if necessary):

Home: _____ Work: _____

Cell: _____ Time: _____