

Exhibit 3

Westmark School Physical Education and Athletics Handbook

Family Handbook 2021-2022

Physical Education Requirements

Upper School

Each student is required to pass four semesters of Physical Education to graduate.

All students in Grades 9-10 are required to wear the Westmark School P.E./Sport Uniform. Uniforms will be distributed through P.E. classes, at which time students will be able to choose the size that best fits them. The shorts and shirts this year will be a Nike Dri-Fit high performance microfiber polyester fabric that moves sweat away from the body and to the fabric surface where it evaporates.

- Student athletes are encouraged to wear the new uniform at all of their training sessions.
- Submit uniform orders via the school website prior to the student's first day of school.
- Westmark School P.E./Sport uniforms will be distributed in P.E. classes the first day of school.
- Westmark School P.E./Sport uniform purchases will be reflected on your monthly student account billing.
- Costs: Shirt \$22.00, Shorts \$27.00.
- If you recently purchased a Westmark School P.E. uniform from last year, your child may still wear them, provided they are in good condition.

The physical activity portion of the program is designed to expose each student to a variety of activities; teach basic skills, rules and tactics; improve physical fitness; and provide a supportive environment in which to practice skills and participate in the activities. Through teaching PE, we hope to encourage overall physical wellness and promote healthy life habits.

If a student is on a Westmark Interscholastic Sports team while enrolled in a PE class, they do not have to attend their PE class, instead they have the option to go to a study hall.

Middle School

Each student is required to take PE every semester during middle school.

All students in Grades 6-8 are required to wear the Westmark School P.E./Sport Uniform. Uniforms will be distributed through P.E. classes, at which time students will be able to choose the size that best fits them. The shorts and shirts this year will be a Nike Dri-Fit high performance microfiber polyester fabric that moves sweat away from the body and to the fabric surface where it evaporates.

- Student athletes are encouraged to wear the new uniform at all of their training sessions.
- Submit uniform orders via the school website prior to the student's first day of school.
- Westmark School P.E./Sport uniforms will be distributed in P.E. classes the first day of school.
- Westmark School P.E./Sport uniform purchases will be reflected on your monthly student account billing.
- Costs: Shirt \$22.00, Shorts \$27.00.
- If you recently purchased a Westmark School P.E. uniform from last year, your child may still wear them, provided they are in good condition.

As in the upper school, the physical activity portion of the program is designed to expose each student

to a variety of activities; teach basic skills, rules and tactics; improve physical fitness; and provide a supportive environment in which to practice skills and participate in the activities. Through teaching PE, we hope to encourage overall physical wellness and promote healthy life habits.

Lower School

Each student is required to take PE every semester while in the lower school.

As in the middle and upper school, the physical activity portion of the program is designed to expose each student to a variety of activities; teach basic skills, rules and tactics; improve physical fitness; and provide a supportive environment in which to practice skills and participate in the activities. Through teaching PE, we hope to encourage overall physical wellness and promote healthy life habits.

Westmark Athletics

Upper School

The Upper School offers 6 boys' sports and 5 girls' sports. In fall, boys compete in cross-country and flag football, while the girls may compete in cross country, flag football and volleyball. In the winter, boys and girls compete in soccer and basketball. Spring sports for boys are golf and volleyball. The girls' spring offering is golf.

Westmark teams compete in the Omega League, a group of similar sized private schools. The Omega League is governed by the Southern Section of the CIFSS (CIFSS), an organization that oversees well over 500 schools and stretches from Paso Robles in the north to San Diego County in the South. If the CIFSS was its own state it would have the 5th most high schools in the country. The Southern Section is one of 10 sections under the umbrella of the California Interscholastic Federation (CIF).

For postseason play, teams are placed in divisions determined by competitive equality as determined by the CIFSS office.

Middle School

The Middle School is a safe environment to try new activities and learn the social dynamics and interpersonal relationships that are required to be part of a team. Middle School teams are either a 7/8th Grade team or a 5th/6th Grade team. In the fall, boys compete in flag football, while girls compete in flag football and basketball. In the winter, boys compete in basketball. Spring sports for boys are soccer while the girls' offerings are coed soccer and volleyball.

Westmark teams compete in the Valley Christian Athletic League, a group of private schools of similar size located in the San Fernando Valley and the Westside.

Lower School

The Lower School is a safe environment to try new activities and learn the social dynamics and interpersonal relationships that are required to be part of a team.

The Lower School teams compete on 5th/6th teams or 3rd/4th Grade teams. In the fall boys compete in fall football and the girls compete in flag football and basketball. In the winter, boys and girls compete in basketball. Spring sports for boys are soccer while the girls' offerings are coed soccer and volleyball.

Westmark teams compete in the Valley Christian Athletic League, a group of private schools of similar size located in the San Fernando Valley and the Westside.

Team Information

Upper School Teams

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Boys' XC	Boys' Basketball	Coed Golf
Girls' XC	Girls' Basketball	Boys' Volleyball
Flag Football	Coed Soccer	
Girls' Volleyball		

Middle School Teams

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Flag Football (7/8; 5/6)	Boys' Basketball (7/8; 5/6)	Coed Soccer (7/8; 5/6)
Girls' Basketball (7/8)	Girls' Basketball (5/6)	Girls' Volleyball (7/8; 5/6)

Lower School Teams

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Flag Football (5/6)	Boys' Basketball (5/6)	Coed Soccer (5/6; 3/4)
	Girls' Basketball (5/6)	Girls' Volleyball (5/6)
	Coed Basketball (3/4)	

Start Dates

Upper School

Official start date for in season practices are: Fall 2021 August 16; Winter November 1; Spring February 14. All in season practices are required in order to be a part of the team and must be attended by all players. Some programs may offer off season conditioning and workouts which are highly recommended but are not to be required.

Middle School

Official start dates for practices are: Fall 2021 September 8; Winter December 6; Spring March 7. All practices are required in order to be a part of the team and must be attended by all players.

Lower School

Official start dates for practices are: Fall 2021 September 8; Winter December 6; Spring March 7. All practices are required in order to be a part of the team and must be attended by all players.

Practices

Upper School

WHEN: Practices take place afterschool from 3:00–5:00 pm. Practices are scheduled so players will be able to take the late bus home. Teams practice Monday through Friday. Practices and games may occur on school holidays and during vacations. All in season practices are required in order to be a part of the team and must be attended by all players. If a player is going to miss a practice, the player must notify the coach beforehand either in person, by phone, text or email.

Off Campus Practices (Basketball, Volleyball, Golf): The school will provide transportation to and from each practice. Students may drive themselves, but only themselves, to practices. In order to do this, families must fill out the permission to drive form on the website and upload it on to Magnus. Players may be picked up at off campus locations at the end of practice, but under no circumstances will a player be left unattended waiting for a ride. Carpools may take players home from practice.

SUNDAYS: Sunday practices are forbidden by the CIF. No practices, conditioning or team meetings of any kind, including individual workouts with coaches, are to be held on Sundays.

Middle School

For 7th/8th Grade teams, practices take place after school Mondays through Thursdays from 3:00–4:30 pm. For 5th/6th Grade teams, practices take place after school Tuesdays through Thursdays from 3:00–4:30 pm. Practices are scheduled so that players will be able to take the late bus home. Games will always be during the school week- no weekend games. All in season practices are required in order to be a part of the team and must be attended by all players. If a player is going to miss a practice, the player must notify the coach beforehand either in person, by phone, text or email.

Lower School

For 5th/6th Grade teams, practices take place after school Tuesdays through Thursdays from 3:00–4:30 pm. For 3rd/4th Grade teams, practices take place after school Mondays and Wednesdays from 3:00–4:30 pm. Practices are scheduled so that players will be able to take the late bus home. Games will always be during the school week- no weekend games. All in season practices are required in order to be a part of the team and must be attended by all players. If a player is going to miss a practice, a parent or the player must notify the coach beforehand either in person, by phone, text or email.

Uniforms (All Divisions)

The School will issue uniforms for the athletes' use during the season. These items must be cleaned and returned promptly at the end of the season. Athletes may not participate in the next season's sport, nor receive any awards until everything is turned in to either their coach or Athletic Director.

Playing Time

Playing time is always at the discretion of the coach: which is based upon the following guidelines.

Upper School

Due to the competitive nature of Upper School sports, playing time is not guaranteed. Athletes who are more skilled and who show a high degree of effort and commitment will get more playing time in athletic events.

Middle School

In the Middle School, all players will play in every game (barring disciplinary reasons). The amount of

playing time will not be equal and will be determined by the coach based upon ability, attitude and commitment to the team.

Lower School

In the Lower School, all players will receive a significant amount of playing time in every game (barring disciplinary reasons). The amount of playing time will not be equal and will be determined by the coach based upon ability, attitude and commitment to the team.

Making the Team/Cuts

Upper School

When there is space and the player meets the program's expectation, then the student will make the team. Playing ability will not determine whether he/she makes the team as long as there is room and the student is willing to put the time, energy, and put forth the commitment to become a contributing teammate.

Middle and Lower School

As long as the player is willing to meet the program's expectations, then the student will make the team. As long as the student is willing to put the time, energy, and commitment to become a contributing teammate, he/she will make the team.

Commitment (All Divisions)

One of the basic tenets of Westmark Athletics is putting the team first and making a commitment to your team. Players are required to make all practices and games. In order for our teams and players to "Be Their Best", they must come to practice.

We do understand that there may be extenuating circumstances that require players to have weekly scheduled tutoring sessions or other appointments that will require a player to miss practice on a regular basis. While every effort should be made to schedule these commitments when they do not conflict with practice and games, we allow players to miss one practice a week for these regular commitments. Games may not be missed for these commitments; the appointments need to be changed for any week that they conflict with a game. The player or parent needs to inform the coach before the session begins of this regular conflict.

Excused Absences

- Illness
- Doctors appointment related to an injury or illness
- Bereavement
- Religious observances

Unexcused Absences Are, but not limited to:

- Vacation
- Medical appointments not related to an injury
- Student on behavior or social probation

Informing the Coach

When a player has to miss a practice for any reason, the coach needs to be informed by the player or parent via email, phone or text at least one hour before practice.

Consequences for Missing Practice

Players and teams cannot get better without everyone at practice. It should therefore be understood that missing practice will have an impact on the amount of playing time an athlete receives, and unexcused absences from practice and games may lead to removal from the team. It is vital to the

team's success and chemistry that athletes attend every game and practice.

Conflicts with Other Co-Curricular Activities

The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in different co-curricular activities, and to this end, will attempt to coordinate with other departments to minimize conflicts. However, students and their parents have the responsibility to make sure the athlete is not overcommitting, and as result, the athlete may have to make a difficult choice between their sport and another activity.

Travel/Club Teams (Upper School Only)

According to CIF regulations, student-athletes may not play on outside club teams during the entire season, from the first scrimmage to final game (including playoffs), of their current sport. A violation of this rule results in forfeiture of games and ineligibility for the athlete.

Leaving a Team During the Season

Finish what you start! Once the games have started, athletes have committed to their team and should fulfill their commitment barring injury, illness or something beyond their control. Leaving a team before a game has been played is not considered to have quit a team. Leaving a team after a game has been played is Westmark's definition of quitting.

Upper School Consequences

Quitting a team disqualifies that athlete from trying out for or participating on any other team for one calendar year. This policy also applies to team members removed for disciplinary reasons, however the consequence will be reviewed on a case-by-case basis. Students must finish the season on the active roster in order to receive P.E. credit.

Middle School Consequences

Quitting a team will disqualify that athlete from playing in the first two games of the next sport they play. This policy also applies to team members removed for disciplinary reasons; however, the consequence will be reviewed on a case-by-case basis.

Lower School Consequences

Quitting a lower school team will lead to a meeting with the Athletic Director and Division Director to determine an appropriate consequence, if necessary.

Athletic Discipline Policy

Student-athletes serving an off-campus suspension will not be able to participate in practices and games. Student-athletes serving an in-school suspension may still be able to participate in practices and games at the discretion of the Athletic Director.

Key CIF Rules (Upper School Only)

STUDENT PARTICIPATION

Only students regularly enrolled in public and private CIF member schools, Grades 9-12, shall be permitted to participate in the California Interscholastic Federation and shall represent only that school of enrollment except as provided in Bylaw 303. Interscholastic sports teams composed of boys and/or boys and girls shall be conducted in accordance with these Bylaws. Girls' interscholastic sport teams shall be conducted according to these Bylaws including certain additional rules and modifications pertaining to girls' sports teams and mixed sports teams.

Academic Eligibility Policy

A student is scholastically eligible to participate in the Westmark Upper School interscholastic athletic program if:

A. Course Load

- The student is enrolled in at least 20 semester hours of work (each class is five semester hours).

- The student has passed at least 20 semester hours of work at the completion of the previous grading period, with the exception of incoming freshmen.
- The student is maintaining progress toward meeting Westmark's graduation requirements.

B. Grade/GPA Requirements

A student must also meet the following criteria in order to be academically eligible.

1. A GPA above 2.00
2. Received no "F's" during a single grading period
3. Received no more than one "D" during a single grading period

C. Consequences

- Failure to meet the minimum Grade/GPA standard at the end of a grading period will result in the student-athlete being placed on either athletic probation or being ineligible for the next grading period.
- Probation is granted the first time a student-athlete fails to meet the minimum standard. While on probation, a player is able to practice and compete in contests with their team. Ineligibility occurs when a student-athlete has two consecutive grading periods failing to meet the minimum requirements. A student-athlete who is ineligible is not allowed to play or practice with their team.
- To be removed from probationary or ineligible status, a student must achieve the minimum standard for the next grading period.

Transfer Students

Any student who starts the 9th Grade at Westmark is automatically eligible to participate in interscholastic sports. If a student transfers from another high school to Westmark and wishes to participate on a team, they need to see the Director of Athletics in order to complete the necessary paperwork in order to be eligible to play.

Student Eligibility - Penalty for Provision of False or Fraudulent Information

If it is discovered that any parent, guardian, caregiver or student has provided false information in regards to any aspect of eligibility status on behalf of a student, that student is subject to immediate ineligibility for CIF competition at any level in any sport for a period of up to 12 calendar months from the date the determination was made that false information was provided.

Age Requirement

No student, whose nineteenth (19th) birthday is attained prior to June 15, shall participate or practice on any team in the following school year. A student, whose 19th birthday is on June 14, or before, is ineligible. This bylaw may be waived by section action, provided the section adopts criteria for such waiver, which shall include, but not be limited to the following:

- Such a waiver would not grant more than four years (eight semesters) of eligibility; and
- Such a waiver would not grant more than four years' participation in any sport; and
- That a hardship exists which, in the judgment of the section, requires a waiver.

Eight Semesters

A student who first enters the 9th Grade of any school following the student's completion of the 8th Grade in any school may be eligible for athletic competition during a maximum period of time that is not to exceed eight consecutive semesters following the initial enrollment in the ninth grade of any school, and said eligibility must be used during the student's first eight consecutive semesters of enrollment at that school or any other school. Each California Interscholastic Federation Section may, at its discretion, establish rules and procedures for waiving the limitation on semesters of eligibility, providing:

The student is required by the student's school principal to return to Grade 8 from Grade 9 and the student did not take part in an interscholastic contest while in the 9th Grade, for the first time OR

The student, because of mid-year completion of an 8th Grade or a mid-year completion of the 9th

Grade in a junior high school, is required by the student's school principal to repeat a semester of work in order to conform to a school program having annual terms, AND that the student has not taken part in any interscholastic athletic contest while enrolled for the first time in the semester which the student's school principal required the student to repeat.

DEFINITION OF A SEMESTER OF ATTENDANCE

- Enrollment and/or attendance for fifteen (15) school days or more shall count as one of the eight (8) semesters as specified in Bylaw 202.
- Participation in one or more interscholastic athletic contests shall count as one of the eight (8) semesters as specified in Bylaw 202.

Summer League

Westmark School, The Omega League, CIFSS or CIF, does not sponsor summer league teams. Participation is allowed and encouraged; however, they are not officially or unofficially associated with the above mentioned organization. The parent assumes full responsibility for medical expenses, financial obligations or any liability that may occur as a result of participation on a summer league team.

Undue Influence

The CIF recruiting rule applies to all Westmark personnel and sports representatives and is as follows: As stated in the CIF Bylaws, Westmark School will: Avoid exerting undue influence on a pupil's decision to enroll in an athletic program at a public or private secondary educational institution.

Transfer and Gap Year Rules

The CIF transfer rule sets limitations on interscholastic athletics eligibility for students who have transferred schools or have opted for a gap year. Details can be found on the Student Eligibility page of the CIF website at www.cifss.org. It is important to see the Director of Athletics with any questions regarding transfers and gap years.

Transportation and Travel

Upper School

Transportation will be provided to and from all games. On some occasions, upper school families may have to provide their own transportation when games take place on a weekend or during a vacation. While not recommended, students may drive themselves, and only themselves, to practices and games if the family has filled out the Student Permission to drive form. Players may go home with another family as long as the coach and athletic director have received written notice (text or email are fine).

Games, especially ones not at Westmark, may require teams to miss class time. Every effort is made to keep time away from class to a minimum. Upper School basketball and Volleyball practice at an *off* campus facility which will require them to be dismissed from class at 2:30 pm. It is the student's responsibility to let teachers know in advance when they will miss class.

Middle and Lower School

Transportation will be provided to and from all games. Players may go home with another family as long as the coach and athletic director have received written notice (text or email are fine).

Supervision After Games and Practices (All Divisions)

Students who Ride the Bus

All practices will be over in time for students to take the late bus home. All on campus games should end in time for students to take the late bus. For away games, parents are responsible for picking their child up at the game or meeting the team back on campus. Please be prompt in picking up your child. Players may go home with another family as long as the coach and athletic director have received written notice

(text or email are fine). Players will not be left waiting for pick up at away contests. If their ride is late, they will be transported back to Westmark.

Students who Do Not Ride the Bus

Please pick your child up as soon as practice or game is over. On campus supervision ends at 5:15 pm. For away games, parents are responsible for picking their child up at the game or meeting the team back on campus. Please be prompt in picking up your child. Players will not be left waiting for pick up at away contests. If their ride is late, they will be transported back to Westmark.

Alternative Pick up Options

Players may go home with someone other than their parent or guardian (teammates' parents, relative, car service) as long as the coach and athletic director have received written notice from the parent or guardian (text or email are fine). Westmark neither endorses nor prohibits the use of car services. Parents who wish to use a rideshare/car service must complete and submit Westmark's required Disclaimer Agreement in order for their child to be allowed to leave a game, on or off-campus in a Car Service vehicle. For any last-minute requests for a student to use a rideshare/car service, parents must email Viviana Armstrong at varmstrong@westmarkschool.org by 2:00 pm each day to complete the required paperwork and indicate your child will be going home in a car service vehicle.

Code of Ethics for Students and Parents (All Divisions)

It is the duty of all concerned with the Westmark Athletics program to exemplify the highest ideals of sportsmanship, ethical conduct and fair play. Both athletes and parents are expected to respect the integrity and judgment of officials and coaches and to show courtesy to visiting teams. Both athletes and parents are expected to recognize that an athletic contest is a game, the purpose of which is to promote the physical and social development of the individual athletes. Please respect and abide by the guidelines for behavior described in the following code of ethics for athletes and parents.

Sportsmanship

Westmark School is a member of the Southern Section of the California Interscholastic Federation (CIF). All members of the CIF-SS are committed to providing a sportsmanlike environment for students, coaches, officials and spectators. To that end, the CIF-SS and Westmark School have adopted the following guidelines:

- School staff, coaches, players and parents are expected to demonstrate sportsmanship at all times.
- Coaches, players and spectators will respect the integrity and judgment of sports officials.
- The following behavior is unacceptable at all contests: Negative comments toward the opponent, obscene cheers or gestures, acts intended to disrupt the opponent, negative signs or banners, artificial noisemakers (whistles, air horns, clappers, bells, etc.), complaints about officials' calls (verbal or gestural).

Game Ejection Policy (Upper School Only)

Per CIF-SS rules, any player ejected from a contest for unsportsmanlike behavior will be disqualified from participating for a minimum of one contest, taking effect at the next contest. In addition, the Athletic Director and Division Director will review the incident, a process that may result in further disciplinary action. Any player ejected from a CIF-SS playoff contest because of flagrant misconduct or unsportsmanlike behavior will be excluded from participating in the remainder of those playoffs.

Guidelines for taking photographs and recording Athletics events (All Divisions)

Westmark School wants you to be able to capture as many of your children's moments as possible through video or photographs. These are a set of guidelines established solely with the safety of the players, officiating crew and photographers in mind.

Keep your distance and be aware.

Please keep in mind whether, as a photographer, you are interfering with the field of play, and whether you can move quickly and adequately enough should the action come your way.

Please avoid the use of flash within 20 feet of players.

The flash can temporarily blind or affect the vision of players on the floor or field, jeopardizing their safety. Even when it seems the moment is stationary, such as first of two free throws, a flash can distract players.

Extra Apparel Orders - "Swag" (Upper and Middle School)

The team parent works with the coaches, captains and Athletic department on the items to be ordered and designed while making sure that all items adhere to Westmark's branding guidelines. The coach and Director of Athletics must approve all apparel orders and designs.

Team Celebrations

Upper School

At the end of each sport's season, a celebration will take place that acknowledges and recognizes the hard work and accomplishments of the team. These events are coordinated by the coach, a team parent and the athletic department. They may take place at a private home, restaurant, or on campus. At the celebration, each player will be recognized and the team and league awards are handed out.

Middle and Lower School

At the end of each sport's season, a celebration will take place to acknowledge the hard work and accomplishments of the team with each individual player being recognized. These celebrations are organized by the Athletic Department and take place during lunch with pizza and refreshments. Parents are welcome to join in the festivities.

Awards (Upper School)

Letters, patches and participation bars can all be obtained from the Athletics office.

Letters

The purpose of a letter is to signify that a student has been a member of a varsity team, and has fulfilled all requirements necessary to be a member of that team. Athletes will receive their letter after completion of their first varsity year in any sport. Students receive one varsity letter, regardless of the number of sports in which they participate.

Sport Patches

These patches signify in which varsity sport(s) an athlete has participated. Athletes get a patch for each sport they played.

Participation Bars

These bars signify the number of years an athlete has lettered in a particular sport. Athletes receive a bar each time they letter on a varsity team and may receive multiple participation bars.

Certificates

These recognize everyone who has participated in a sport at Westmark. All athletes who successfully complete a season receive a certificate recognizing their participation at the end-of-season celebration.

Team Awards

Each team will award a MVP and coaches award.

League Awards

The Omega League selects all-league teams for all varsity sports. In some sports, such as cross-country and golf end-of-year meets or tournaments determine the all-league team. The all-league selection process allows coaches to nominate players from their own team, briefly present their stats and make a

case for those players making an all-league team. All coaches in the league then vote for first and second teams (coaches are not allowed to vote for their own players). If a league MVP is chosen, it almost always goes to a member of the championship team.

Athletic Recognition Assembly

At the end of May, the Athletic Department hosts the Upper School community- students, parents, faculty and staff in an Assembly to learn and share the athletic accomplishments of our teams and athletes. Each team will be recognized and seniors who participated and successfully completed a season of sport every year during their time at Westmark will be honored with the Dedication and Commitment Award.

Medical Information (All Divisions)

Physical Examinations - Upper School Only

All athletes MUST have a physician's clearance form on file prior to participation in official team practices and competitions. A copy physical clearance form must be uploaded on to Magnus EACH YEAR before the athlete may begin practices or compete in games. The school nurse will provide a list of cleared athletes to the coach. The physical clearance form must be dated after June 1, 2021.

Dispensing of Medications

An athlete needing medication may visit the school nurse during school hours, or the athlete's parent, if present, may dispense the medication.

Mouthpiece Recommendations

The athletic department recommends custom-made mouthpieces for athletes in contact and collision sports such as football, soccer, and basketball. A custom-made mouthpiece fits the individual athlete's mouth, providing more comfort and allowing for easier breathing and talking; it also reduces the chance of jaw fractures or injury to the face and teeth. A custom-made mouth guard is expensive; however, the cost of replacing a single tooth can be costly. Contact a dentist or orthodontist for further information.

Injury Procedures

- Athletes must report all injuries to their coach as soon as possible. The school nurse will determine if participation is appropriate. Athletes should not simply decide not to go to practice because they are hurt.
- An injured athlete is still considered a part of the team and expected to be present at games and practices, unless released by the coach. Players unable to compete due to an injury will be given alternate conditioning and rehabilitative activities. Appropriate clothing for practice must be worn in the training room.
- Athletes should report all dangerous conditions and/or broken equipment to the appropriate coach immediately. Safety equipment that is not functioning properly may not be used. Athletes should check their equipment daily.
- Participation in certain school activities, including athletics, involves the risk of injury or worse. Westmark parents and students assume those risks. A student should not participate in the activity if he, she, and/or his or her parents are not comfortable with this fact.

Head Injury Policy

Parents or guardians, as well as student-athletes, must sign the concussion information sheet, which requires school to immediately remove an athlete from a school-sponsored athletic activity if he or she is suspected of sustaining a concussion or head injury. A step-wise return-to-play protocol requires clearance after a head injury by a licensed physician trained in the management and care of concussion; and limits full-contact football practice to two 90-minute sessions per week.

The purposes of this statement are to help educate parents and athletes about head injuries, to define the signs and symptoms of a concussion, and finally, to clarify our protocol by which we determine if and when an athlete may return to normal athletic activity.

Concussions can occur in all sports, but are more prevalent in contact sports. Individuals who suffer a concussion may display any of the following signs and symptoms following such an incident: disorientation, confusion, dizziness, nausea, amnesia, headaches, and disrupted hand-eye movements.

If a student demonstrates any sign or symptom after a hit to the head, the school will contact the parent or guardian, and the student will be removed from athletic activity until a licensed physician trained in the care and management of head injuries clears him or her.

Additionally, the student will not be allowed to participate in athletic practices or events until he or she is determined to be symptom-free by the school nurse, and exhibits no further symptoms after a step-wise return-to-play protocol is completed.

If an athlete sustains more than one concussion in a calendar year, he or she will not be allowed to return to participation in sports until evaluated by a neurologist or concussion specialist. Remember, it's better to miss one game than miss the whole season.

Policy Regarding Steroids and Performance-Enhancing Supplements

To safeguard the health and safety of our students, Westmark School endorses sound nutritional practices, specifically the guidelines issued by the USDA. Additionally, consistent with CIF regulations, Westmark School prohibits the use, possession, sale or distribution of all dietary, nutritional and/or performance-enhancing supplements other than those listed below. Students who violate this policy are subject to disciplinary action and will be referred to the Director of Athletics and Division Director.

The School may waive its prohibition of a supplement if the School:

- Receives written approval from a student-athletes parent(s)/guardian(s) AND primary care physician authorizing the use of the specified supplement
- approves the use of the supplement

Permissible Nutritional Substances

Using the guidelines of the NCAA Committee on Safeguards and Medical Aspects of Sports as a standard, Westmark School will allow students to use any of the following nutritional substances:

- Vitamins and minerals following USDA guidelines
- Energy bars
- Calorie-replacement drinks
- Electrolyte-replacement drinks

As a condition of membership in the CIF, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating students and their parents or legal guardian/caregiver agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition.

By signing this document, the participating student-athlete hereby agrees that he/she shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition. The student-athlete also recognizes that there could be penalties for false or fraudulent information.

Prevent MSRA (Staph infection)

According to the Centers of Disease Control and Prevention, staphylococcus aureus (staph) are bacteria carried on the skin or in the nose of 25-35 percent of healthy people. Most times, staph does

not cause illness or infection, but in rare cases, serious infection does occur. Staph infections can be difficult to treat because the bacteria have become resistant to common antibiotics. One resistant form of the staph is methicillin resistant staphylococcus (MRSA).

MRSA is easily transmitted through body-to-body contact from an infected wound to an open wound on another person. The condition can also be transmitted from an object (towel, shared equipment or soap) that has come in contact with the infection then used by another person where it contacts a wound on their body. The bacterium is not carried through the air, nor is it found in dirt, mud or grass. It cannot live on artificial turf.

The signs of MRSA can be confused with a "common" infection, a pimple, an insect bite or a previous abrasion. Signs include reddening of the area, fever, increased skin temperature at the site of infection or it might appear to be a skin lesion with a pustule, carbuncle or a boil. These conditions must be referred to a physician immediately.

Steps to prevent infections:

- Keep hands clean by washing thoroughly with soap and warm water or using an alcohol-based hand sanitizer routinely.
- Shower immediately following activity.
- Avoid whirlpools or common tubs. Individuals with open wounds, scrapes or scratches can easily infect others in this environment.
- Avoid sharing towels, razors and daily athletic gear.
- Properly wash athletic gear and towels after each use.
- Maintain clean facilities and equipment.
- Administer or seek proper first aid (cleanse the wound, antibiotic and band aids).
- Care and cover skin lesions appropriately before participation.
- Inform or refer to appropriate health care professionals for all active skin lesions and lesions that do not respond to initial therapy.

Parental Responsibilities (All Divisions)

Medical Forms

Forms on Magnus Health that must be completed and uploaded before a student may participate in a practice or game are:

Upper School

- Physician's Clearance
- Assumption of Risk and Release from Liability Form
- Concussion Information Sheet
- Steroid Information Sheet/Code of Ethics
- Sudden Cardiac Arrest Form
- Heat Awareness

Middle School/Lower School

- Assumption of Risk and Release from Liability Form
- Concussion Information Sheet
- Heat Awareness
- Sudden Cardiac Arrest

Athlete-Parent-Coach Communication

Open communication is the foundation of the relationship between coaches, athletes and parents. Please refer to the following guidelines to help foster this communication.

Communication Parents Expect from Coaches

- Team philosophy
- Team and individual expectations

- Team rules
- Procedures to follow when athlete is injured or sick
- Ways to help the child improve

Appropriate Concerns to Discuss with Coaches

- Notification of any illness or injuries that will cause the athlete to miss a practice or game
- Treatment of your child, emotionally or physically
- Ways to help your child improve
- Concerns about your child's behavior
- Any personal issues that you feel may influence your child's performance or well-being

Issues Not Appropriate to Discuss with Coach

- Playing time
- Team strategy
- Other members of the team

Parental Procedure for Communicating Concerns

- Have your child take the responsibility to speak to the coach about any concerns. It is important we teach students to communicate with adults in a mature manner.
- If you believe your child's conversation with the coach did not help reach a resolution, then you should meet with the coach directly.
- If the issue still has not been resolved, arrange an appointment with the director of athletics. Some situations may require a conference between the coach, athlete and parent in order to reach a solution.
- The 24-hour rule - Please do not attempt to confront a coach before or after a contest or practice. Please wait 24 hours before contacting the coach as these can be emotional times for both parents and coaches. Meetings of this nature rarely promote resolution.

Westmark School Parent-Student-Athlete Pledge

Westmark School expects a positive environment for both athletes and coaches. Parents and student-athletes are expected to adhere to the following guidelines.

- **We pledge to be on time to all practices and games. We understand that by being late or missing practice, athletes may be put at risk by not having adequate time for warm-up and preparation. We will give the coach ample notice of any excused absences (i.e., teacher help session). This shows respect for both the coach and teammates.**
- **We pledge to use positive encouragement to fill a student-athlete's "emotional tank," because athletes do their best when their emotional tank is full. We understand that less than 1% of youth sports participants receive college scholarships and the top three reasons students play sports are to have fun, make friends and learn new skills. We understand the game is for the players and will keep sports in proper perspective.**
- **We pledge to reinforce the ELM Tree of Mastery (E for Effort, L for Learning and M for bouncing back from Mistakes). Winners are students who continue to learn and improve, make maximum effort and do not let mistakes, or fear of making mistakes, stop them. We understand people are born with different abilities and the true measure is not how one student-athlete compares to others but how he/she is doing in comparison to the concept of "best self".**
- **We pledge to honor the game. We understand the importance of setting a good example for all student-athletes. No matter what others may do, we will show respect for all involved in the game, including coaches, players, opponents, opposing fans and officials. We understand that officials make mistakes, and even if we feel a mistake has been made, we will honor the game and be silent.**

- **I pledge to refrain from yelling instructions to my child. I understand this is the job of the coach. I understand games are chaotic times for student-athletes trying to deal with fast-paced action and respond to opponents, teammates and coaches. I will limit my comments during the game to encouraging my child and other players for both teams.**
- **We pledge to refrain from making negative comments about the coach and other members of the team. We understand this negatively influences the motivation and the overall experience of everyone involved with the team.**
- **We pledge to abide by the CIF-SS sportsmanship policy, which prohibits artificial noisemakers, body painting (except for faces), bare chests (shirts must remain on), negative signs, berating an opponent's mascot or players or complaining verbally or with gestures at officials' calls. We understand we should only cheer for our team or for opponents' exceptional plays and never against a team or individual.**

**Westmark School Physical
Education and Athletics
Handbook Agreement**

We have read and understand the Westmark School PE/Athletic policies and procedures and we agree to abide by them.

Student Name (Please print)

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Please sign, date and return this Agreement to the School's front office.