

# USD 475 STUDENT INFORMATION BOOK (KSHSAA ACTIVITIES)

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## **INTRODUCTION TO DISTRICT ACTIVITIES**

This information book has been prepared to present clear guidelines to cover specific aspects of the activity programs in Geary County USD 475. The school board and the administration believe that it will be helpful not only to staff members involved with activities, but also to students and parents who are interested in participating in the district's activity programs.

It is important to understand that this information book is merely a supplement to the policies and procedures and the district code of conduct adopted by the board of education of Geary County USD 475. Staff members and students must conform to all rules and regulations established by the Kansas State High School Activities Association ([www.kshsaa.org](http://www.kshsaa.org)) and by the board of education of Geary County Schools USD 475.

All staff members are responsible for seeing that programs under their supervision are in compliance with Geary County USD 475, the State Board of Education, and the Kansas State High School Activities Association policies. This information book outlines the procedures and guidelines with which all district staff must comply.

Anything not covered in information books, board policies and procedures or the district student code of conduct will be addressed by the building administration.

# **ACTIVITIES DEPARTMENT MISSION STATEMENT**

Activity programs in USD 475 provide an educationally based opportunity that will positively influence students, school, community, and society and help prepare our student-athletes to become

## **Champions in Academics, Champions in Activities, and Champions in Life.**

Our mission is accomplished by:

- Teaching and modeling the five activities department core values of teamwork, respect, responsibility, integrity and sportsmanship
- Promoting excellence in individuals by providing opportunities for positive competition.
- Developing and reinforcing fundamental activity skills specific to each activity.
- Promoting respect of self and valuing of others.
- Developing adherence to lifetime fitness and sound healthy training principles.
- Providing healthy competition through cooperation and teamwork.
- Encouraging a sense of dedication to a goal and awareness of the efforts necessary to achieve excellence.
- Encouraging and expecting academic success.
- Valuing sportsmanship by developing a healthy perspective in regard to winning and losing.
- Providing safe experiences that minimize injury possibilities.
- Developing students who are good citizens and who represent themselves, their school, and the community in positive ways.
- Encouraging experiences that are fun for the participant.
- Promoting the emotional and physical well-being of students through the teaching and modeling of lifelong guidelines and life skills.
- Developing positive personal responsibility toward team goals.

## **ACTIVITIES DEPARTMENT CORE VALUES**

Extra-curricular programs are a valuable part of the educational experience in USD 475. The five core values for players, coaches, and parents are: **TEAMWORK, RESPECT, RESPONSIBILITY, INTEGRITY, and SPORTSMANSHIP**. Participants are highly visible representatives of their team, school, district, and community and as such participation is considered to be a privilege rather than a right.

**TEAMWORK:** To serve the greater good while focusing on the team's mission and purpose.

- I will encourage my team to improve
- I will work hard everyday
- I will be committed to my team
- I will accept my role on the team

**RESPECT:** Treating myself and others with honor and dignity - respect authority

- I will be an active listener
- I will be courteous and polite
- I will be tolerant and appreciative of others
- I will accept individual differences and beliefs without prejudice

**RESPONSIBILITY:** Being in Charge of choices

- I will dress/behave in a way to honor myself, team, school, and community
- I will meet attendance requirements of teachers, coaches and school
- I will do my best in the classroom and meet all academic requirements of teachers, coaches and school
- I will abide by the Activities Core Values, District, State, School and team rules.

**INTEGRITY:** Always doing what is right even when no one is watching

- I will be honest to myself and to others
- I will positively represent my team and school.
- I will honor commitments
- I will be reliable and trustworthy

**SPORTSMANSHIP:** Character displayed in competition

- I will treat opponents with respect
- I will exercise self-control at all times, play hard and within rules
- I will win with grace and lose with dignity
- I will respect officials and accept their decisions without gesture or argument

It is important that your behavior be above reproach in school, classroom, home, community, practice, competition, and travel.

## Coaches Conduct

- Coaches will promote positive relationships with students, staff, community, officials, spectators, news media, parents, opponent schools, and fellow coaches through all modes of communication. *teamwork*
- Coaches will conduct themselves in a way, by action and public communication, which reflects confidence and respect upon USD 475 and its student athletes. *respect*
- Coaches will be organized and plan well in advance of the season. *responsibility*
- Coaches are honest and fair while respecting the fundamental rights, dignity, and worth of all those taking part in sport. *integrity*
- Coaches will model the attributes of sportsmanship that are expected from players and fans by winning with grace and losing with dignity. *Sportsmanship*

## Players Conduct

- I will remember that I am part of a team and will do my utmost, on and off of the fields of play, to positively promote the success of my team. *teamwork*
- I will demonstrate respect to my teammates, opponents, coaches, and officials at all times. *respect*
- I commit to honor myself, family, team, and school by being responsible for meeting expectations set forth by coaches and school. *responsibility*
- I will not engage in any activity which would reflect poorly on me, my team, or my school. *integrity*
- I will encourage good sportsmanship from my coaches, officials, parents and peers at all events in which I participate by modeling the same. *sportsmanship*

## Parents Conduct

- I will demonstrate support for the adults working with my child in order to encourage a beneficial, positive, educationally based activities experience. *teamwork*
- I will demonstrate respect for fans, officials, players, and coaches at all times. *respect*
- I commit to helping my child be accountable to the expectations set forth by coaches and the school, creating honor for themselves, family, team, and school. *responsibility*
- I will discourage my child from engaging in any activity which would reflect poorly on themselves, their team, or their school. *integrity*
- I will encourage sportsmanship through demonstrating positive support for all coaches, officials, and players at all events which I attend. *sportsmanship*

*Coaches, Players, and Parents will report safety concerns to appropriate personnel.*

### **KNOW YOUR ROLE**

**COACH \* PLAYER  
PARENT \* OFFICIAL**

## **USD 475 STUDENT CODE OF CONDUCT**

<http://www.usd475.org/wp-content/uploads/2020/07/Code-Of-Conduct-Final-07-2-20.pdf>

### **Behavior Expectations:**

Geary County Schools strives to create a safe and cohesive culture with students and staff as reflected in the district Mission Statement and Core Values. Through implementation of Safe and Civil Schools, a uniform tool is used to communicate the expectations of student behavior throughout the district for buildings and classrooms. The school community supports social emotional and behavioral learning through communication and education. The district discipline policy outlines developmentally appropriate consequences and endorses positive behavior management strategies that guide actions that use misbehavior as an opportunity to reinforce social emotional and behavioral concepts and skills. All schools use a leveled system of misbehavior should students demonstrate behavior that materially and substantially interferes with the educational process. In this event, the school personnel will identify the infraction and create an office referral. Associated with the office referral will be a discipline action. Each situation is unique, handled individually and at the discretion of the school staff after using a problem-solving matrix and taking all circumstances into consideration. Violations are listed in the student code of conduct (link: <http://www.usd475.org/wp-content/uploads/2020/07/Code-Of-Conduct-Final-07-2-20.pdf> ) and prohibited on school grounds, school transportation, school-sponsored events as well as school events scheduled off school grounds.

Activity Programs will follow, not contradict the student code of conduct, building information book and USD 475 board policies and procedures. Coaches will also outline any additional expectations that a program puts in place through program information books. Those information books will be reviewed and shared with families prior to the start of the season. Coaches will communicate consequences to parents.

# NECESSARY FORMS FOR STUDENT PARTICIPATION

## **– ONLINE REGISTRATION - NECESSARY FORMS FOR STUDENT PARTICIPATION –**

Students attending Geary County Schools USD 475 will **not** be eligible to participate (games, practice, tryouts) in any sport without clearance from the Activities Department. **Parents/Students must complete online registration for sports one week in advance of 1<sup>st</sup> day of tryouts/practice.** When online registration process is completed and updated physical uploaded, the student athlete will then be entered on a cleared list given to the coaches. An athlete must be on this list to be allowed to practice/tryout/participate. Failure to have online registration process complete will prevent the student athlete from having the opportunity to tryout/practice/participate in that sport until process is complete.

**\*\*\* New online registration process instructions may be obtained by visiting <https://bluejayactiviess.org/register-my-athlete-online-registration-for-student-athletes-in-usd-475/>**

### **PHYSICAL EXAMINATIONS - Pre-Participation Physical Evaluation Form (MUST BE DATED AFTER MAY 1, of the preceding year)**

Students are not eligible to represent their school in interscholastic activities, spirit or performing groups until a signed physical evaluation form by a practicing physician is on file with the building AD. This form will certify that the student has passed an adequate physical examination and is physically fit to participate in interscholastic activities, spirit or performing groups. This form shall also be signed by the parent or legal guardian, stating the student has permission to participate.

The physical examination must be reported on forms provided by the KSHSAA and shall not be completed earlier than May 1 preceding the school year for which it is applicable. The completed form must be filed with the building AD prior to the first practice session in which the student participates.

- Physical examination forms may be obtained at <https://bluejayactiviess.org/kshsaa-pre-participation-physical-evaluation-form/> You may also obtain a copy of the physical examination form by accessing the KSHSAA web site at [www.kshsaa.org](http://www.kshsaa.org)

## **GENERAL KSHSAA ELIGIBILITY GUIDELINES**

The guidelines listed below are written in general terms and are a summary of some of the KSHSAA eligibility rules. More detailed explanations of these rules and guidelines can be found in the KSHSAA manual or can be accessed through the KSHSAA website at [www.kshsaa.org](http://www.kshsaa.org). Coaches and administrators are expected to be familiar with the rules of eligibility. If there are questions about eligibility, inquiries should be directed to the Athletic/Activity Director.

### **SCHOLARSHIP:**

A student must have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous semester or the last semester of attendance. At the middle school level, a student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous trimester or last trimester of attendance.

### **ENROLLMENT:**

A student must be enrolled in and be attending a minimum of five new subjects (those not previously passed), of unit weight, or its equivalency, during the current semester.

### **TRANSFERS:**

A student who makes a bona fide move with his/her parents to a new permanent residence within the boundary of the school to which the student transfers is immediately eligible as it relates to the transfer rule.

A student changing school without an accompanying move on the part of his/her parents will be ineligible for interscholastic extracurricular activities as outlined in KSHSAA Rule 18.

### **OUTSIDE COMPETITION:**

A student who is a member of a school activities squad effective Tuesday following Labor Day through Friday preceding Memorial Day may not participate as a member of an outside team or as an independent competitor in the same sport during the same season. Participation with an outside group may make the student Ineligible for the remainder of that sport season.

### **CLINICS:**

A student cannot participate in group training/practice sessions, clinics, or tryouts held by outside agencies in a sport while he/she is a member of a school activities team in that identical sport. A group is defined as two or more students receiving instruction from an instructor during the same period of instruction. A student may receive private instruction at any time during the year. Private instruction is defined as one student receiving instruction from one person during the period of instruction.



## USD 475 GUIDELINES FOR PARTICIPATION

The Board of Education recognizes that extracurricular and cocurricular activities associated with the Kansas State High School Activities Association (KSHSAA) enrich the educational and social development of students and enhance students' feelings of connectedness with the schools. The district shall encourage and support student participation in extracurricular and co-curricular activities without compromising the integrity and purpose of the educational program.

Participation in activities is a privilege granted to a student by the school district and the state; it is not a student's right by law. Precedent-setting legal cases have determined that activity eligibility is a privilege to be granted only if the student meets all standards adopted by the school and district.

In order for a student to be eligible to participate in KSHSAA activities, the student must be a bona fide undergraduate member of that school and in good standing and meet the following requirements, prior to the start of the season of activity.

- Enrolled .5 FTE at a minimum
- All applicable KSHSAA regulations regarding eligibility.
- Academic eligibility requirements in district handbooks; and
- Other requirements requested by the administration and approved by the board
- A student must have a minimum 2.0 unweighted semester GPA (not cumulative GPA) to participate in middle school and high school KSHSAA activities. (Last semester of attendance in USD 475) -
- A student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous semester or last semester of attendance. Credit recovery courses will not be allowed to be used for the purpose of becoming eligible at semester.
- A student must be enrolled in and attending a minimum of five new subjects (those not previously passed). Credit recovery courses do not count towards the minimum of five new subjects.
- A student must not be under penalty of suspension or be a student whose character or conduct brings discredit to the school as determined by building administration as defined by the District Code of Student Conduct.

### **\*\*\*\* 2022-23 Initial implementation year for 2.0 semester GPA.**

***A student who does pass five (5) classes but does not meet the 2.0 semester GPA requirement will be granted eligibility for the first quarter of the 2022-23 school year. If the student does not meet the 2.0 GPA requirement at the end of the first quarter, they will be ineligible to participate for the remainder of the first semester. (This will only be in place for the 2022-23 school year)***

When a student is "not in good standing" with the school, they are not allowed to attend or participate in school activities.

In addition to USD 475's definition of a student in "good standing,"- (minimum standards). A head coach may have additional expectations for the team they coach that define a student in "good standing" for their program. Those definitions will be outlined in program guidebooks/information books. Activities Dept./Coaches will assist the school in monitoring grades throughout the course of the school year.

## SPORTS SCHEDULES

Schedules for all sports:

Junction City High School – [www.bluejayathletics.org](http://www.bluejayathletics.org)  
[http://www.centennialleague.org/g5-bin/client.cgi?G5genie=218&school\\_id=9](http://www.centennialleague.org/g5-bin/client.cgi?G5genie=218&school_id=9)

Junction City Middle School  
[http://www.centennialmiddleschoolleague.org/g5-bin/client.cgi?G5genie=513&school\\_id=3](http://www.centennialmiddleschoolleague.org/g5-bin/client.cgi?G5genie=513&school_id=3)

Fort Riley Middle School  
[http://www.centennialmiddleschoolleague.org/g5-bin/client.cgi?G5genie=513&school\\_id=2](http://www.centennialmiddleschoolleague.org/g5-bin/client.cgi?G5genie=513&school_id=2)

## Activity Scheduler User Guide for Parents

### Download the app to view schedules on iPhone/Android: Activity Scheduler

We now use the rSchoolToday™ Activity Scheduler as our School Calendar as it provides significant advantages to our school community. Because it is Web-based, we can provide you instant access to the most up-to-date information at all times. All changes are instantly reflected to you as soon as they are made.

Here are some of the key features:

The Calendar will provide an instant view of all activities on today's date.

Other features:

1. Click on any date within the month and see the activities for that day.
2. Jump to any month in one click.
3. Here, you only need one click to view the whole week.
4. Locations can be links that open to printable maps and directions to that specific location.
5. Notify Me! You can set yourself up for automatic email reminders or text messages to your cell phone before any activity or with any changes to any schedules.
6. The latest rosters and scores can be available right from these calendar tabs.
7. You can subscribe to schedules using RSS. This lets you push every day's events to your smart phone or personal calendar.
8. You can get detailed reports by location, by gender, by level, etc. from the Advanced View.
9. You can get the latest complete schedules for any activity. Click on the schedule you want and then click **View**.
10. You can print schedules.
11. Email schedules to a relative. This sends a link with the latest version of the schedule. You can also attach a file of the schedule, but it is best not to include attachments since the link in these emails is ALWAYS the MOST up-to-date information and the recipient can choose to print, download, export, etc. the report.
12. Subscribe to schedules. This will let you get real time updates of any schedule changes pushed to your iPhone, iPod Touch, Droid, iPad, Outlook, etc.
13. Download a file of schedules to various file formats.
14. You can use this dropdown to choose multiple ways to view the schedules, including the classic Month view.

### We hope you find the Calendar beneficial and look forward to your feedback!

If you have questions, please contact rSchoolToday directly and they will assist you. They can be reached at: [support@rschooltoday.com](mailto:support@rschooltoday.com) from 7am-10pm M-F Central time.

There will also be a parent information guide available on our activities dept. web page that you can download.

## **INSURANCE**

Limited insurance coverage is provided for students participating in Kansas State High School Activities Association approved activities.

### KSHSAA LIABILITY & CATASTROPHE PLAN

- Excess Activities Participant Legal Liability coverage; \$500,000 per occurrence.
- Excess Medical Plan; \$5,000,000 max. (\$25,000 deductible)
- Cash Indemnity/Disability Benefit; \$500,000 max.
- Accidental Death Benefit: \$30,000 max.
- Aggregate Medical/Cash Limit of Indemnity: \$5,000,000

Note: This is only a brief summary of coverage and does not replace the policies.

**\*\*\*\*\*USD 475 no longer purchases supplemental insurance for student-athletes participating in activities.**

**Parents may purchase voluntary supplemental insurance through Student Assurance Services (Security Life Insurance Co.), Stillwater, Minnesota. Information about that insurance is available in all secondary activities department offices.**

## SPORTS OFFERED

USD 475 offers the following activities:

### MIDDLE SCHOOL

#### BOYS

Cross Country	Fall
Football	Fall
Basketball	Winter
Bowling	Winter
Wrestling	Winter
Track	Spring
Tennis	Spring
Golf	Spring

#### GIRLS

Cross Country	Fall
Volleyball	Fall
Basketball	Winter
Bowling	Winter
Wrestling	Winter
Track	Spring
Tennis	Spring
Golf	Spring

### HIGH SCHOOL

#### BOYS

Cross Country	Fall
Football	Fall
Soccer	Fall
Basketball	Winter
Bowling	Winter
Swimming	Winter
Wrestling	Winter
Track	Spring
Baseball	Spring
Golf	Spring
Tennis	Spring
Cheer/Dance	Yearly

#### GIRLS

Cross Country	Fall
Volleyball	Fall
Tennis	Fall
Golf	Fall
Basketball	Winter
Bowling	Winter
Wrestling	Winter
Softball	Spring
Soccer	Spring
Swimming	Spring
Track	Spring
Cheer/Dance	Yearly

Only those activities sanctioned by the KSHSAA will be offered by the USD 475. The district does not sanction club sports, though those activities can operate as outside user groups on school district grounds and facilities if all permitting procedures are followed.

## ADMISSION PRICES

USD 475 secondary activities ticket prices will be set in accordance with rules and regulations that are set by KSHSAA and/or league by-laws and published prior to the start of each school year.

# SPORTSMANSHIP

USD 475 believes that interscholastic competition involving member schools of the Kansas State High School Activities Association (KSHSAA) should be governed by the basic principles of good sportsmanship. Since activities must operate within the framework of sound educational principles, it follows that:

1. Activities teams in USD 475 come under the jurisdiction of and are required to abide by the rules of the Kansas State High School Activities Association, so that all athletes may compete under identical standards.
2. Those who take advantage of the privilege to participate in activities, either as a student or spectator, are expected to conduct themselves in a manner that does not detract from the educational environment.
3. Competitors, coaches, officials, and spectators enter into competition knowing that errors are a normal part of an activity and are likely to happen. Anyone can make a mistake.
4. Although winning is certainly an admirable goal, it is hollow if it comes at the expense of morals, ethics and just plain common sense. The following spectator behavior is expected:

## FANS AND SPECTATORS ARE ASKED TO:

1. When National Anthem is played: If willing and able to Stand, remove your headgear and honor our country, celebrate our freedom and those who protect it.
2. Cheer for their team rather than against their opponents
3. Maintain self-control at all times while conducting themselves as responsible citizens.
4. Show respect for opponents in every way possible. (KSHSAA Rule 52...see below)
5. Always be positive in support of their teams.
6. Recognize and acknowledge good performances made by both teams.
7. Respect officials and accept their decisions.
8. Censure fellow spectators whose behavior is inappropriate.
9. Be humble, not boastful, in victory and gracious, not bitter, in defeat.
10. Leave the site of an activity – including the parking lot – as soon as possible after the activity is completed.

**Fans and/or spectators may be asked to leave contest or may be banned from future contests if these expectations are disregarded. Any requirements put in place by KSHSAA/school for ejections from contest will be addressed accordingly.**

## Rule 52

In keeping with the Kansas State High School Activities Association requirement to encourage and enforce good sportsmanship, we ask that all students/fans assist us in honoring Rule 52.

### Rule 52 requires the following:

- Be courteous to all. (participants, coaches, officials, staff, and fans)
- Know the rules, abide by and respect the officials' decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance regardless of the team and school.
- Exercise self-control and reflect positively upon yourself, team and school.
- Permit only positive sportsmanlike behavior to reflect on your school or its activities.
- All actions are to be for, not against; positive, not negative or disrespectful!
- Students/fans who violate rule 52, or who display any type of poor sportsmanship, will be ejected from the activity; may be subject to loss of privilege of attending school activities, as well as further disciplinary actions.

## **ANTI-HAZING**

Hazing is defined as any activity expected of a member of a group that humiliates, degrades, abuses, endangers, or risks physical or emotional harm regardless of the person's willingness to participate. Often, a high-status member of a group orders other members to engage in or suggests that they engage in activity that in some way humbles a newcomer who lacks the power to resist because he/she wants to gain admission or acceptance to a group.

Examples of hazing include, but are not limited to: embarrassing appearance or acts; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts, and/or attention-drawing behaviors; morally degrading or humiliating games or activities; and any other activities which are not consistent with the educational environment.

Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. Any student or group of students involved in these activities will be subject to disciplinary action including, but not limited to, suspension or expulsion from school.

No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities.

No students or student leaders of organizations shall plan, organize, or engage in any hazing activities.

## **BULLYING**

Definition: A person is bullied when he/she is exposed, on one or more occasions, to intentional negative actions on the part of one or more persons.

Should a student feel that he/she has been bullied, they are asked to report to a school representative and/or through approved school reporting system.

It is a core belief of the Educators of USD 475 Schools that:

- We will not bully others.
- We will help students who are bullied.
- We will make it a point to include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

# COMMUNICATION WITH PARENTS AND STUDENTS

Communication is a cornerstone to relationships. This is especially true in the coach student relationship. Within this relationship difficult issues must be dealt with at times, including discipline, player performance, and player dissatisfaction. Proper communication results in the positive resolution of such issues, stronger coach-player relations, and other benefits such as the student learning how to solve problems.

Parents also have a relationship with their child's coach, and communication is equally important to this relationship. Parents may feel the need to step in on their child's behalf. Whatever the motive, proper communication will enhance coach-parent and coach-player relations.

The following is a guide for coaches, parents and students. This guide provides a chain of communication that will maintain and build positive relationships.

## **Step One: Coach-Student Session**

If a player or his/her parent has any issue or problem with the sport experience, the student-athlete is expected to address the coach. Students are also encouraged to talk with a coach about any issue in their personal or academic life. The district's expectations of coaches include open communication and positive relations.

## **Step Two: Coach-Parent-Student Session**

If an issue has not been resolved in step one, the next step in the communication process is a meeting with parents. The guideline here is to set an appointment at the coach's discretion. If the issue is emotional, the appointment should be scheduled at a later time so parties are calm and problem solving can occur. Also, the parent or player should define the purpose of the session when the appointment is set.

## **Step Three: Activities Director (AD)-Coach-Parent-Student Session**

If an issue is not resolved in Step Two, the next step may be initiated by any party. Using the same process as above, an appointment is set and all parties define the purpose of the meeting.

## **Step Four: Building Principal-AD-Coach-Parent-Student Session**

If an issue is not resolved in Step Three, the next step may be initiated by any party. Using the same process as above, an appointment is set and all parties define the purpose of the meeting.

**24 HOUR RULE** - Any questions for coaches not related to the immediate concern for student safety should be held for 24 hours after completion of any competition.

# STUDENT RANDOM DRUG TESTING GUIDELINES FOR USD 475 Junction City High School

## OVERVIEW

The USD 475 board of Education, in an effort to protect the health and safety of its students involved in extra-curricular activities from illegal drug and alcohol use and abuse or injuries resulting from the use of illegal drugs and or alcohol, has adopted a policy for drug testing of students participating in Kansas State High School Activities Association (KSHSAA) activities at Junction City High School. The procedure for random drug testing of high school students participating in extra-curricular activities as defined in this policy is accomplished in conjunction with an independent drug-testing Vendor selected by the USD 475 Board of Education. To facilitate random testing, the Designated Official(s) will provide the Vendor with a list of eligible students and in turn the Vendor will randomly select those students from that list to be tested. The number of students selected for each test will be determined by the Designated Official(s). The Vendor will send qualified collectors to the school to oversee the collection of all specimens as outlined in this policy and procedure. The Vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the Building Principals or Designated Official(s) by the MRO. Specimens are collected as split specimens.

## 1. A STATEMENT OF NEED AND PURPOSE

Recognizing that observed and suspected use of tobacco, alcohol and illicit drugs by USD 475 students (grades 9-12) is a serious concern, a program of deterrence (namely, Student Random Drug Testing of Extra-curricular Participants) will be instituted as a pro-active approach to promote a drug free school environment. The purpose of the program is:

- 1.) To provide for the safety of all students.
- 2.) To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs.
- 3.) To encourage students who use drugs to participate in drug treatment programs.
- 4.) To promote achievement of each student's full academic potential by preventing the impact drug and alcohol use has on the learning centers of the brain.

The random drug testing program is academically non-punitive. This policy is designed to create a safe, drug free environment for students and to assist them in getting help when needed. Consequences for positive results resulting from positive drug tests are outlined section 6 of these guidelines (Procedures/Consequences in the event of a positive result).

Participation in school sponsored extra-curricular activities in USD 475 is a privilege. Accordingly, students in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs and alcohol.

Although the USD 475 random drug testing policy is designed for students participating in KSHSAA sponsored activities, any USD 475 parent/guardian/custodian may request to have their student **OPT –IN** to the random pool of student rosters. A consent form to **OPT –IN** to the policy may be picked up in the activities office and/or any academy office.



## 2. DEFINITIONS

**Adulterant/Adulteration** – Any attempt to alter the outcome of the sample.

**Banned Substance** – A substance defined by school policy as being banned from use by students

**Chain-of-Custody Form** – A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

**Designated Official(s)** – The individual or individuals hired by the school or district to oversee the drug testing program of the school or district.

**Extra-curricular Activities** – School sponsored student activities that take place outside the regular course of study in school. Such activities include all KSHSAA sponsored activities including, but not limited to interscholastic sports teams, forensics, debate, music, band, cheerleading and dance team.

**GC/MS** – Gas chromatography/Mass Spectroscopy; a scientific process to identify specific chemical compounds.

**Illegal drugs** – Any controlled substance which an individual may not legally sell, possess, use, distribute, or purchase under either Federal or Kansas Law. For the purposes of this policy, “illegal drugs” includes, but is not limited to, all scheduled drugs as defined by Kansas Law, all prescription drugs obtained or used without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.

**Medical Review Officer (MRO)** – A licensed physician trained and certified in the process and interpretation of drug testing results.

**Parent/Guardian/Custodian** – The adult who has legal documented custody of the student.

**Quantitative Levels** – The measurement levels of specific chemicals in the sample.

**SAMSHA** – The Substance Abuse and Mental Health Services Administration is a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

**Split Specimen** – Sample is split into two containers to allow for additional testing if necessary.

**Student Participant** – A USD 475 student participating in an extra-curricular activity as defined by the Kansas State High School Activities Association.

**Vendor** – The medical office or company selected by the Board of Education to carry out the policy and procedure.

### **3. PROCEDURES FOR STUDENTS**

#### **a. Informed Consent for Students –**

Prior to the start of any KSHSAA activity, parent/guardian/custodian and student will be informed on the dangers and problems of drug/alcohol use and receive and review a copy of the random drug testing policy. The procedures of the random drug testing policy will be discussed, and the parent/guardian/custodian will have the opportunity to ask any questions they have regarding the program. A consent form shall be signed by the student and parent/guardian/custodian. A student will not be allowed to participate in any KSHSAA sponsored activities as defined by this policy until a consent form is properly executed and on file with the school.

#### **b. Drug Testing Frequency**

All students wishing to participate in KSHSAA extra-curricular activities as defined by this policy may be subject to testing for illegal or banned substances as specified in Section 8 below. Eligible students will be randomly tested anytime during the school year. Any student who refuses to submit to urine drug testing will not be allowed to participate in extra-curricular activities as defined by this policy. The refusal to submit to a urine drug test will be considered the same as a positive drug test result. Prior to reinstatement the student will be required to complete a negative drug analysis, paid for by the student, provided by the district vendor before participation is allowed.

#### **c. Sample Collection**

Samples will be collected as outlined under Vendor Requirements, Section 5, below. Any eligible student randomly selected for drug testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate specimen at the testing time will be unable to participate in KSHSAA extra-curricular activities and the failure will be considered the same as a positive drug test result. Arrangements may be made for special collections at a Vendor Collection site with prior approval of the Building Principal or Designated Official.

### **4. Confidentiality Results**

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them as set forth by this policy must sign a Confidentiality Statement.

### **5. Vendor Requirements**

At a minimum, the Vendor must be able to provide the following services:

#### **a. Random Selection of Eligible Students**

Once provided a list of eligible students, the Vendor must select the required number of students in a random and confidential manner. The Vendor will arrange with the Designated Official(s) a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected student names will be given to the designated Official, who will arrange for these students to report to the collection area.

#### **b. Collection of Specimens**

The Vendor will oversee the collection of specimens as outlined in the Procedures for Random Drug Testing of Geary County USD 475 Students. Chain of Custody forms will be provided by the Vendor that meets the criteria of this policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen. Only specimens collected by the vendor will be allowed.

#### **c. Testing of specimens**

The Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMSHA) following the guidelines of the Department of Health and Human Services (HHS). All specimens must be initially tested using a highly accurate immune-assay technique, with all presumptive positive results then confirmed by a Gas Chromatography/Mass Spectroscopy (GC/MS) confirmatory test (understanding that no current GC/MS test is available for LSD).

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected specimens including, but not limited to:

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
MDMA (Ecstasy)	Nicotine	Opiate
Phencyclidine	Propoxyphene	K2 "Spice"
Other synthetic drugs (Bath Salts)		

#### **d. Medical Review Officer (MRO) Services**

The Vendor will provide MRO services by a licensed physician who is certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as an MRO. Additionally, the MRO must demonstrate a willingness to abide by the Procedure for Random Drug Testing of Geary County USD 475 students as to the evaluation of positive drug tests and reporting findings in a timely and confidential manner. All results will be kept on file by vendor for a period of seven years.

#### **e. Reporting of Random Test Results by Vendor**

The MRO will certify all drug screens as negative or positive and report positive findings to the parent and then the building principal or designated official in a confidential and secure manner.

#### **f. Statistical Reporting and Confidentiality of Drug Test Results**

The Vendor, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Geary County USD 475 Superintendent of Schools. However, the Vendor will provide the building principals with an annual report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive specimens.

### **6. PROCEDURES/CONSEQUENCES IN THE EVENT OF A POSITIVE RESULT**

#### **A. Parent/Guardian/Custodian notification**

1. The building principal or designated official, within 24 hours, will notify the parent/guardian/custodian by phone first, then the student of any positive results. A written notification from the building principal or designated official, by form letter, will be sent to the parent/guardian/custodian by certified mail. The building principal or designated official will keep all test results until 30 days after the student graduates. If the student does not graduate but withdraws from school, results will be kept until 30 days following the student's original expected graduation date.

2. The student will be notified and be required to submit to five (5) periodic tests throughout the next twelve (12) month period. If a student avoids this requirement by dropping out of KSHSAA sponsored activities and then following this twelve month period decides to participate in KSHSAA sponsored activities, the student will be required to complete a negative drug analysis, paid for by the student, provided by the district vendor before participation is allowed and the student will be required to complete the five (5) periodic tests after reinstatement.

3. If the parent/guardian/custodian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory as selected by the vendor. This is done at parent/guardian/custodian or student expense. Such a request must be made to the building principal or designated official in writing within two (2) school days from first notification of positive test results.

4. The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body.

If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

**B. First, Second, and Subsequent Positive Result(s):**

A positive result from the MRO, or an altered sample will constitute a first positive. The student participant will then be suspended from activities as defined below in section C, consequences for drug violation(s). Additionally, student participants who have a first positive result will be required to submit to five (5) follow up drug tests during the next twelve (12) month period. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family. A second and subsequent positive result by MRO ruling or adulteration will result in the student moving to second, third, or fourth violation status as defined below in section C, consequences for drug violation(s). The student will continue, or repeat, the five necessary follow-up drug screens within the next twelve (12) month period. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family.

**C. Consequences for Drug Violation(s):**

Use of tobacco, cereal malt beverages or other intoxicants, narcotic or hallucinogenic drugs, amphetamines, barbiturates, marijuana, synthetic drugs, or anabolic steroids is prohibited for students involved in KSHSAA extra-curricular activities.

**Alcohol, Tobacco, and Over-the Counter Drug Violation**

1st violation: Loss of eligibility for the next 7 school days or 2 interscholastic events, whichever is less. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family. The student may continue to attend and participate in practice based on team/program rules and guidelines.

2nd violation: The student will lose eligibility for the next 14 school days or 4 interscholastic events, whichever is less. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family. The student may continue to attend and participate in practice based on team/program rules and guidelines.

3rd violation: The student will lose eligibility for the next 21 school days or 8 interscholastic events, whichever is less. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family. The student may continue to attend and participate in practice based on team/program rules and guidelines.

4th and subsequent violations: The student will forfeit eligibility for the remainder of the school year. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family. If the violation occurs during the last quarter of a school year, the student will be ineligible during the first semester of the next academic school year.

\*\*During middle/high school enrollment, students are afforded only one 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> violation. Subsequent violations will begin with the 4<sup>th</sup> violation status.

\*\*\*Pending the outcome of a due process hearing, the student may be subjected to 5 drug tests within the next 12 month period.

## **Drug Violation**

1st violation: The student will lose eligibility for the next 28 school days or 12 interscholastic events, whichever is less. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family. The student may continue to attend and participate in practice based on team/program rules and guidelines.

2nd violation: The student will lose eligibility for the remainder of the school year. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family. If the violation occurs during the last quarter of a school year, the student will be ineligible during the first semester of the next academic school year.

3rd and subsequent violations: The student will be ineligible to participate for one calendar year starting at the date the offense occurred. Prior to reinstatement, the school recommends that the student receive appropriate abuse counseling from a qualified professional at the expense of the family.

\*\*During middle/high school enrollment, students are afforded only one 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> violation. Subsequent violations will begin with the 4<sup>th</sup> violation status.

\*\*\*Pending the outcome of a due process hearing, the student may be subjected to 5 drug tests within the next 12 month period.

## **7. NON-PUNITIVE NATURE OF POLICY**

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities, including the school SRO, unless required to do so by a court order, by a valid and binding subpoena or other legal process. In the event of service of any such court order, subpoena or legal process, the student and the student's parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Geary County USD 475 Board of Education, if such notice is allowed by law.

This policy is designed to create a safe, drug free environment for students and to assist them in getting help when needed.

## **8. ILLICIT OR BANNED SUBSTANCES**

For the purpose of this policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for students including, but not limited to:

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
MDMA (Ecstasy)	Nicotine	Opiate
Phencyclidine	Propoxyphene	K2 "Spice"
Other synthetic drugs (Bath Salts)		

## **9. REMOVAL OF TEST RECORDS**

A. USD 475 schools will remove all records of testing and the results thereof within thirty (30) days after the graduation of any student from Junction City High School.

B. USD 475 shall remove all records of testing and the results thereof of any student who does not graduate but withdraws from school, thirty (30) days following the student's original expected graduation date.

## TEAM SELECTION

Choosing the members of activities teams is the sole responsibility of the coaches of those teams. Assistant coaches shall take into consideration the policies as established by the head coach in that particular program when selecting final team rosters. When a cut becomes a necessity, the process shall be the following:

- 3 sessions/days of tryouts - minimum
- Tryout process outlined to families in advance of tryouts – what is being evaluated, how it's being evaluated and who is evaluating. Rubric for evaluating players provided (sport specific)
- Names/roster of those who made the team posted on Blue Jay Athletics.org on team page.
- Coaches available to students/families via phone/email to discuss if their student did not make the team.

## ATTENDANCE AT PRACTICE

Being a member of a team is a privilege. Practices are for the purpose of maximizing the impact of training, teaching of new concepts and being vital member of the team. Students must make a commitment to being at practice on a daily basis.

The following attendance policy applies to all sports:

- Any student in school at the beginning of the day is expected to be at practice.
- If a student athlete leaves school for an appointment or illness, the athlete must inform the school/activities department/coach before leaving.
- Absences will be handled within programs. Any student who misses practice(s) may miss a game(s), or may be removed from the team.
- Beginning practice on time is a priority. Coaches will use their discretion in handling tardies.
- Injured athletes who are unable to practice are still expected to attend practice unless excused by the coach.
- Any athlete who misses practice the day before a competition may miss part or all of the next game (coach decision).

## ATTENDANCE AT CONTESTS

**Absence from Contest (including Saturday):** (Discretion of head coach and activity/athletic director)

A. Excused – Consequences are the discretion of the head coach and activities director.

1) Advance notice to coaches or Emergency situation.

B. Unexcused - Consequences are the discretion of the head coach and activities director.

## **ACTIVITY PARTICIPATION AND ATTENDANCE AT SCHOOL**

Any student participating in any activity program sponsored by KSHSAA and/or USD 475 must be in attendance at school for the entire day's schedule of classes in order to be eligible and in good standing to practice, perform, or compete later on that day or night. Students are expected to remain in class until the designated time of departure from school.

Students not in attendance for the full day of classes on a Friday are not eligible to practice, perform, or compete on Saturday. Upon their return to classes on Monday, they would be eligible to participate. This policy may be waived and the student allowed to participate if the following actions are taken:

- A call is made in advance, of the absence by the student's parent/guardian explaining the reason and the necessity for the student missing all or part of that day to School, Coach, Activity Dept.
- In emergency situations a call is made as soon as is possible explaining the nature of the student's absence.

The decision to waive this expectation will then be made by the activity/athletic director and/or school administration. Calls should be directed to the building activity/athletic director.

Students who miss all or part of a school day will comply with the above expectation. Students are expected to be at school and in class the following morning when classes begin following an activity the previous night.

The School, Coaches and the Athletic/Activities Department will monitor student grades, attendance and tardies on a regular basis.

## **STUDENTS IN SIMULTANEOUS ACTIVITIES**

When a student chooses to participate in more than one activity in a season, conflicts in schedule will occur. While these situations are rare, they create difficulties for the students and their coaches. It is important that these conflicts be resolved with open communication between the student, the two coaches or sponsors, and the building AD. The affected parties should work together to resolve the conflict with the students best interest as the primary focus. The purpose of these guidelines is to aid the students, sponsors, coaches, and building administrators in resolving these conflicts.

- Sponsors, coaches, and building administrators should communicate to the students their responsibilities regarding practices, performances, and competitions prior to an activities season or co-curricular activity.
- Sponsors, coaches, students, and building administrators are strongly encouraged to investigate prior to the start of each season any potential conflicts that might occur. Careful attention should be given to the members involved in each activity to determine whether a student is involved in concurrent activities.
- Consideration should be given as to the impact a student has on a particular group or activity.
- A student should not be adversely affected or receive negative repercussions from the coach as a result of a decision.
- If the events in conflict are of the same priority level in these guidelines, the two coaches involved with the student in conflict should meet with the building activities director to discuss the conflicting events and reach a decision that is best for the student.
- The student will notify the coach of the conflict immediately.
- The importance or priority of an event will be determined as follows:
  - A game/performance takes precedence over a practice/tryout
  - A league or state event will take precedence over a regular season game or performance
  - Varsity activities will take precedence over sub-varsity activities
  - The administration will determine precedence when there is a conflict as to the importance or significance of the event
- When it has been determined that the two events in conflict are equal in priority, every effort will be made to resolve this conflict so the student will not be put into a position to choose or be penalized in any way.

## **MULTIPLE ACTIVITY PARTICIPATION GUIDELINES**

- A student may participate in no more than two activities per season.
- Student must meet with Activity/Athletic Director prior to talking to coaches of respective activities.
- A student must receive written approval from the head coach of both sports. Without the approval of both coaches, a student must choose one of the activities.
- At least one activity must be an individual (quasi-team) sport/activity. Both activities cannot be team sports.
- Designate a primary activity. When the two schedules conflict, competition in the primary activity will take precedence over competition in the secondary activity. When practice schedules conflict, practice for team sport will take precedence. Competition of either activity will take precedence over practice of the other. Exceptions must be agreed upon by the two coaches.
- Student must have a previous semester GPA of 3.0. Any previous semester GPA below 3.0 will exclude the student from participation in the secondary activity for the season.
- Any exceptions to above policy will be made by administration.

## **UNIFORM AND EQUIPMENT GUIDELINES**

Student athletes are responsible for any uniforms, equipment, etc., issued to them by the activities department. Student athletes are expected to keep all issued items clean and in good condition. They will be financially responsible for all items issued and will reimburse the activities department for all items not returned within one week after the season. Student athletes are to wear only activities department approved equipment. In several sports, the athlete will be required to purchase a portion of the game uniform, which will become his or her property. Teams and students are expected to wear uniforms as outlined through NFHS/KSSHSAA rules/manuals and as intended by the manufacturer.

## **DROPPING OUT OF A SPORT**

If there are extenuating circumstances that necessitate dropping a sport during the first half of the season, the student/athlete must consult the coach and explain the circumstances. Pending the circumstances, the student/athlete may be granted a release. If a student athlete drops a sport without consulting the coach, they will not be allowed to participate in another sport or in an off-season sport conditioning program during the same season unless receiving permission from both coaches and the activities director. Student athletes must return and/or pay for all issued equipment to the activities department before being released.

## **QUITTING A SPORT**

Quitting is a habit that can be very easy to acquire. When a student athlete decides to participate in a sport, and makes the team, the activities department and coaches expect the student athlete to complete the season. If a student athlete decides to quit a sport or is dismissed for disciplinary reasons during the last half of the season, that individual will not be permitted to try out for another sport unless all issued equipment is returned and/or paid for.

## **JEWELRY**

In the best interest and safety of each student athlete, no jewelry should be worn for practice or contests. Exceptions: A student/athlete may wear jewelry following NFHS/KSHSAA rules and or guidelines.

## **LOCKERS**

Lockers remain the property of USD 475, while on loan to students and are, therefore, subject to supervision and inspection by school authorities when and where necessary. It is the student's responsibility to use lockers for school purposes only and to use a lock to secure all belongings. Lockers are not to be used for articles which may be of such nature as to be harmful, dangerous, in violation of school or legal restrictions or disruptive to the school process. Such articles are subject to confiscation. Students are not permitted to mark or deface the outside of lockers. In such cases, the student breaking locker rules will be assessed a fine.



## **EARNING A VARSITY LETTER**

It is desired that a varsity letter be something the student must earn by ability, but not be so unattainable that only the outstanding students can achieve it. Coaches shall create criteria for earning varsity letters that award those who truly deserve a varsity letter.

## **PERFORMANCE ENHANCING SUBSTANCES**

USD 475 has taken a stance consistent with the KSHSAA and the National Federation of State High School Associations (NFHS) against the use of any drug, medication, or food supplement by a student solely for performance enhancing purposes. The effects of many of these chemicals on the health of children and adolescents, both short and long-term, have not been established. Even natural substances in unnatural amounts may have short or long-term negative health effects.

## **TRANSPORTATION POLICY**

All rules and regulations, as defined by Board of Education Policy JGG for transportation of students, will be followed. **Board Policy JGG states: Transportation will be provided by the school district for all extra-class activities.**

- Participants are prohibited from driving personal automobiles to out-of-town school district sponsored activities.
- Participants are required to ride the district transportation to and from all practices and contests.
- Participants must ride in school vehicles to in-district activities that occur during the school day.
- When necessary, transportation to off-campus practice sites will be provided by the district, as directed by the Head Coach. All student participants will be expected to use available district transportation.
- Participants will not be allowed to ride home with anyone other than an immediate family member.

Exceptions to the items above will be made if the following guidelines have been met:

1. Parents may decline the district transportation for practice travel by filling out an "activities practice travel" form which they may pick up in the AD's office.
2. Participants may ride home with their parent after a contest if prior arrangements have been made with the coach. The parent must submit a "post activities game travel" form to the coach prior to leaving with their son/daughter. Participants will not be allowed to ride home with anyone other than an immediate family member.

## **DEVIATIONS FROM THE PROCEDURES ABOVE-GRANTING EXCEPTION-WILL BE HANDLED ON AN INDIVIDUAL BASIS BY THE COACH AND ACTIVITIES DIRECTOR.**

### **COACH'S RESPONSIBILITIES - BUS**

1. A coach must provide proper supervision for a bus transporting students.
2. Secure release and leave schedule from Secretary.
3. Provide Activities Office/Bus Driver with list of participants that are traveling to the contest.
4. Read Activity Trip Handbook for Drivers, Coaches, and Sponsors
5. Maintain control/supervise participants at all times and cooperate with any driver request.
6. Upon your return, leave bus free of trash and debris. Expectation is to leave bus cleaner than you found it.

### **TRANSPORTATION SCHEDULE FOR SEASON**

A transportation schedule must be compiled for each activity and be submitted to the activity secretary at the beginning of each season (fall, winter, and spring). This schedule will list the date, event, destination, time to be released from class, departure time, time of activity, address of the site, and approximate arrival time back to campus. **This information must be shared with the parents/guardians in advance of the activity.** The activities secretary will then make arrangements for travel through the district transportation office. The transportation office will make the arrangements in compliance with the rules/regulations that apply.

### **OVERNIGHT LODGING**

Travel to a tournament site the day before the tournament begins is not approved if there is additional loss of school time or additional cost for lodging. The only exception to this rule is for practice rounds, early competition start times, distance involved prior to seeding meetings, etc. Coaches must get approval from building activity/athletic director for overnight stays.

## **INCLEMENT WEATHER GUIDELINES**

The safety of athletes, spectators, coaches, staff, and all others present at activities events must be the first and foremost concern to the officials, coaches, and administrators.

When an event has been scheduled and dangerous playing conditions exist or severe weather is anticipated, the following guidelines will be in effect:

- Activities Directors/Coaches shall have access to current weather conditions.
- Prior to beginning an activities contest, when severe weather is anticipated, the head contest official and the AD, principal, and/or administrative designee will meet to discuss suspension and postponement procedures.
- Prior to practice, coaches and administration will discuss weather conditions and plan accordingly.
- The host school's administrator will be responsible for informing the contest officials, the visiting team, administrators, and public in the event of any cancellations.
- If a tornado or severe thunderstorm warning has been issued for the area, the event will be suspended immediately. Participants, spectators, and all personnel involved with the event will be advised to take cover.
- If any other life threatening conditions occur, play/practice will be suspended immediately and predetermined directions to safe locations will be announced.
- When it appears that weather conditions are no longer a threat to the safety of everyone, the event may resume.
- The AD, principal, officials, and coaches will determine if and when playing/practice conditions are safe and may resume.

## **LIGHTNING GUIDELINES**

1. WHEN THUNDER IS HEARD OR CLOUD-TO-GROUND LIGHTNING IS SEEN, THE LEADING EDGE OF THE THUNDERSTORM IS CLOSE ENOUGH TO POSE A LIGHTNING RISK. SUSPEND PLAY/PRACTICE AND TAKE SHELTER IMMEDIATELY.

2. ONCE PLAY/PRACTICE HAS BEEN SUSPENDED, WAIT AT LEAST 30 MINUTES FROM THE LAST SOUND OF THUNDER OR LIGHTNING STRIKE WITNESSED BEFORE RESUMING THE ACTIVITY.

3. ANY SUBSEQUENT THUNDER OR LIGHTNING STRIKE DURING THE 30 MINUTE WAITING PERIOD RESETS THE CLOCK, AND A NEW 30 MINUTE WAITING PERIOD BEGINS.

*ANYTIME LIGHTNING CAN BE SEEN OR THUNDER HEARD, RISK IS PRESENT!*

## **SCHOOL CANCELLATIONS – PRACTICE/GAMES**

Any time school is cancelled or dismissed during the school day because of inclement weather, activities practices and contests may be cancelled. No activities practices or contests will be allowed without superintendent/building principal and/or Activities Director approval.

## KSHSAA STUDENT HEALTH AND SAFETY -

<https://www.kshsaa.org/Public/SportsMedicine/Main.cfm>

### HEAT ACCLIMITIZATION/HEAT ILLNES PREVENTION

Using KSHSAA's activity modification policy - <https://www.kshsaa.org/Public/PDF/HeatPolicy-New.pdf> All decisions concerning practices regarding excessive heat days will be made by the Superintendent designee, Activities Director, and building level Principal by 2:00 p.m. Personnel will use KSHSAA heat policy link above for activity modifications.

### HEAT ILLNESS & HYDRATION

Heat illness in athletes is a serious situation, and if not handled properly can have catastrophic consequences. Because of the wide variance of situations in which heat illness and hydration becomes an issue, and because of the need for local individualized judgment, absolute wide ranging rules regarding heat illness related matters may not be the best or most effective approach. At the same time, heat illness is a very serious matter and the Kansas State High School Activities Association wishes to provide its member schools information that may be useful in establishing or refining an individualized heat acclimation plan or policy. One such piece of information is the **Heat Acclimatization and Heat Illness Prevention Position Statement** authored by the National Federation of State High School Associations and its Sports Medicine Advisory Committee. The substance of the position statement provides as follows:

#### **Heat Acclimatization and Heat Illness Prevention Position Statement**

National Federation of State High School Associations (NFHS)  
Sports Medicine Advisory Committee (SMAC)

**Exertional Heatstroke (EHS) is the leading cause of preventable death in high school activities.** Students participating in high-intensity, long-duration or repeated same-day sports practices and training activities during the summer months or other hot-weather days, as well as those with sickle cell trait, are at greatest risk. Football has received the most attention because of the number and severity of exertional heat illnesses. Notably, the National Center for Catastrophic Sports Injury Research reports that **35 high school football players died of EHS between 1995 and 2010**. EHS also results in thousands of emergency room visits and hospitalizations throughout the nation each year.

This NFHS Sports Medicine Advisory Committee (SMAC) position statement is the companion piece to the NFHS's online course ***A Guide to Heat Acclimatization and Heat Illness Prevention***. **This position statement provides an outline of "Fundamentals" and should be used as a guiding document.** Further and more detailed information can be found within the NFHS online course, the 4<sup>th</sup> Edition of the NFHS Sports Medicine Handbook, the NFHS SMAC "Position Statement and Recommendations for Hydration to Minimize the Risk for Dehydration and Heat Illness" and the resources listed.

**Following the recommended guidelines in this position statement and *A Guide to Heat Acclimatization and Heat Illness Prevention* can reduce the risk and incidence of EHS and the resulting deaths and injuries in high school activities.** The NFHS recognizes that various states and regions of the country have unique climates and variable resources, and that there is no "one-size-fits-all" optimal acclimatization plan. However, it is recommended that all of the "Fundamentals" be incorporated into any heat acclimatization plan to improve athlete safety. In addition, ***A Guide to Heat Acclimatization and Heat Illness Prevention* should be required viewing for all coaches.**

## Heat Acclimatization and Safety Priorities:

- Recognize that EHS is the leading preventable cause of death among high school athletes.
- Know the importance of a formal preseason heat acclimatization plan.
- Know the importance of having and implementing a specific hydration plan, keeping your athletes well-hydrated, and encouraging and providing ample opportunity for regular fluid replacement.
- Know the importance of appropriately modifying activities in relation to the environmental heat and stress and contributing individual risk factors (e.g., sickle cell trait, illness, obesity) to keep your athletes safe and performing well.
- Know the importance for all members of the coaching staff to closely monitor all athletes during practice and training in the heat, and recognize the signs and symptoms of developing heat illnesses.
- Know the importance of, and resources for, establishing an emergency action plan and promptly implementing it in case of suspected EHS or other medical emergency.

## **FUNDAMENTALS OF A HEAT ACCLIMATIZATION PROGRAM**

### **1. Physical exertion and training activities should begin slowly and continue progressively. An athlete cannot be "conditioned" in a period of only two to three weeks.**

- A. Begin with shorter, less intense practices and training activities, with longer recovery intervals between bouts of activity.
- B. Minimize protective gear (helmets only, no shoulder pads) during the first several practices, and introduce additional uniform and protective gear progressively over successive days.
- C. Emphasize instruction over conditioning during the first several practices.

**Rationale:** The majority of heat-related deaths happen during the first few days of practice, usually prompted by doing too much, too soon, and in some cases with too much protective gear on too early in the season (wearing helmet, shoulder pads, pants and other protective gear). Players must be allowed the time to adapt safely to the environment, intensity, duration and uniform/equipment.

### **2. Keep each athlete's individual level of conditioning and medical status in mind and adjust activity accordingly. These factors directly affect exertional heat illness risk.**

**Rationale:** Athletes begin each season's practices and training activities at varying levels of physical fitness and varying levels of risk for exertional heat illness. For example, there is an increased risk if the athlete is obese, unfit, has been recently ill, has a previous history of exertional heat illness or has sickle cell trait.

### **3. Adjust intensity (lower) and rest breaks (increase frequency/duration), and consider reducing uniform and protective equipment, while being sure to monitor all players more closely as conditions are increasingly warm/humid, especially if there is a change in weather from the previous few days.**

**Rationale:** Coaches must be prepared to immediately adjust for changing weather conditions, while recognizing that tolerance to physical activity decreases and exertional heat illness risk increases, as the heat and/or humidity rise. Accordingly, it is imperative to adjust practices to maintain safety and performance.

### **4. Athletes must begin practices and training activities adequately hydrated.**

**Rationale:** While proper hydration alone will not necessarily prevent exertional heat illness, it will decrease risk. **See the hydration strategies in this document to use as a guide for hydrating your athletes.**

### **5. Recognize early signs of distress and developing exertional heat illness, and promptly adjust activity and treat appropriately. First aid should not be delayed!**

**Rationale:** An athlete will often show early signs and/or symptoms of developing exertional heat illness. If these signs and symptoms are promptly recognized and the athlete is appropriately treated, serious injury can be averted and the athlete can often be treated, rested and returned to activity when the signs and symptoms have resolved.

### **6. Recognize more serious signs of exertional heat illness (clumsiness, stumbling, collapse, obvious behavioral changes and/or other central nervous system problems), immediately stop activity and promptly seek medical attention by activating the Emergency Medical System. Onsite rapid cooling should begin immediately.**

**Rationale:** Immediate medical treatment and prompt rapid cooling can prevent death or minimize further injury in the athlete with EHS. Ideally, pools or tubs of ice water to be used for rapid cooling of athletes should be available onsite and personnel should be trained and practiced in using these facilities for rapid cooling. Ice water baths are the preferred method for rapid cooling; however, if ice water pools or tubs are not available, then applying ice packs to the neck, axillae and groin and rotating ice water-soaked towels to all other areas of the body can be helpful in cooling an affected athlete.

**Review the heat illness signs and symptoms information in this document.**

### **7. An Emergency Action Plan with clearly defined written and practiced protocols should be developed and in place ahead of time.**

**Rationale:** An effective emergency action plan (EAP) should be in place in case of any emergency, as a prompt and appropriate response in any emergency situation can save a life. The EAP should be designed and practiced to address all teams (freshman, junior varsity, varsity) and all practice and game sites.

## KSHSAA RECOMMENDED HEAT ILLNESS PREVENTION STRATEGIES

+ **HAVE AN EMERGENCY ACTION PLAN IN PLACE to deal with heat emergencies.** Call 911 and activate your emergency action plan when heat exhaustion or heat stroke is suspected. **When rapid onsite cooling is necessary, ALWAYS COOL THE ATHLETE FIRST AND TRANSPORT SECOND!** Be sure this protocol is rehearsed and reviewed with your coaches and local EMS personnel before practices begin each August.

+ **Coaches MUST ensure their athletes have unrestricted access to water.**

+ **A cooling area should be established and available at all times.**

□ This could be an area of shade, a tent or immediate access to an air conditioned facility.

□ A cold tub should be located in the cooling area. The water temperature should be 45-60 degrees and the tub should be large

enough to submerge someone up to their torso in a seated position. An old whirlpool tub, a large children's swimming pool or a livestock tank could be used.

□ If a tub is not available, rotating wet ice towels over the entire body or dousing the person with cold water through a hose or shower could be other rapid cooling options.

+ **Coaches MUST know their at-risk athletes and modify their activity accordingly.**

□ Student athletes who have sickle cell trait, a previous history of exertional heat illness, are obese, are unfit or are recovering from a recent illness are all more susceptible to heat illness.

+ **NEVER allow student-athletes to consume nutritional supplements unless prescribed by a physician. Energy drinks should also NEVER be consumed by your student-athletes.** These substances create an even higher risk to athletes exercising in the heat.

### HEAT ILLNESS SIGNS, SYMPTOMS & MANAGEMENT

The signs and symptoms of heat illness shown below do **NOT** necessarily run on a continuum. This means that a person could suffer from heat stroke without showing less severe heat illness conditions such as heat cramps.

#### HEAT CRAMPS – SIGNS & SYMPTOMS

Cramping in active muscles

Most common in abdominals and legs

#### MANAGEMENT

▶ Rest in the cooling area

▶ Gentle stretching and massage

▶ Drink **WATER** or a sports drink

#### HEAT SYNCOPE – SIGNS & SYMPTOMS

• Fainting

• Weakness and fatigue

#### MANAGEMENT

▶ Instruct athlete to drink WATER or a sports drink.

▶ Athlete should NOT be allowed back to activity until cleared by a physician.

▶ Move the athlete to the cooling area and immerse in cold tub (45-60 deg.) for 15 min. Rotate wet ice towels over the entire body or douse with cold water if a cold tub is not available.

#### HEAT EXHAUSTION – SIGNS & SYMPTOMS

• Rapid weight loss (water)

• Muscle cramps

• Headache/nausea/vomiting

• Reduced sweating (clammy skin)

• Dizziness/fainting

• Fatigue/weakness

#### MANAGEMENT

▶ Treat as an **emergency**, call 911.  
deg.) for

▶ If conscious give WATER or a sports drink with cold drink slowly.

▶ Move athlete to the cooling area and immerse in cold tub (45-60 deg.) for 15 min. Rotate wet ice towels over the entire body or douse with cold water if a cold tub is not available.

#### HEAT STROKE – SIGNS & SYMPTOMS

• Loss of consciousness

• Hot, dry skin – no sweating

• Nausea/vomiting

• Seizures

• Disorientation

#### MANAGEMENT

▶ Heatstroke is **life-threatening**, call 911.

▶ Move athlete to the cooling area and immerse in cold tub (45-60 deg.) for ▶ Do **NOT** give **WATER (fluids)**!  
body or douse with cold water if a cold tub is not available.


▶ Move athlete to the cooling area and immerse in cold tub (45-60 deg.) for 15 min. Rotate wet ice towels over the entire

## HYDRATION STRATEGIES TO PREVENT HEAT ILLNESS

Proper **HYDRATION** and **ACCLIMATIZATION** practices stand out as the two primary prevention methods for decreasing the risk of heat illness. The following are some basic hydration principles to follow:

Appropriate hydration before, during and after exercise is important for maintaining peak activities performance. Fluid losses of as little as 2% of body weight (less than 4 pounds in a 200-pound athlete) can impair performance by increasing fatigue. This is important because it's common for some athletes to lose between 5-8 pounds of sweat during a game or intense practice. So it's easy for athletes to become dehydrated if they don't drink enough to replace what is lost in sweat.

- Recognize and respond to early warning signs of dehydration.
- **DRINK EARLY** and **DRINK OFTEN** during activity. Do not let athletes rely on thirst. Schedule frequent fluid breaks for re-hydrating. If athletes wait until they are thirsty it may be too late.
- Athletes should be weighed before and after warm weather practices. They need to drink appropriate amounts of fluid for the amount of weight lost. **An athlete should not be allowed to participate if they are at a 2% or greater weight deficit from the beginning of their previous practice.** Also, use a urine color chart (see back page) to determine hydration levels before activity.
- Encourage GOOD hydration choices: **water, sport drinks with low sodium and carbohydrates, AVOID: energy drinks, soda, fruit juices, carbonated beverage, and caffeine.**
- Encourage drinking fluids, not pouring them. Dumping fluid over the head won't help restore body fluids or lower body temperature.
  - Provide easily accessible fluids.

<b>Before</b> Exercise	Drink 16 oz. of fluid before activity/exercise (2 hours) Drink another 8-16 oz. of fluid 10-15 minutes before exercise
<b>During</b> Exercise	Drink 4 - 8 oz. of fluid every 15-20 minutes
<b>After</b> Exercise	Drink 16-20 oz. of fluid for every (one) pound lost during exercise to achieve normal fluid state and not begin the next practice dehydrated. Rehydration should take place over a safe and comfortable period of time. Excessive fluid intake over a short amount of time can be dangerous (see hyponatremia information below).
Fluid counter	<div style="display: flex; align-items: center;">  <div>                     24 oz. of fluid = 1 ½ of water bottle                      16 oz. of fluid = 1 full water bottle                      7 oz. of fluid = ½ full water bottle or 10 BIG gulps of water                      4 oz. of fluid = ¼ full water bottle or 5 BIG gulps of water                 </div> </div>

**Hyponatremia** is a rare, but potentially deadly disorder resulting from the over-consumption of water or other low-sodium fluid (including most sports drinks). It is most commonly seen during endurance events, such as marathons, when participants consume large amounts of water or other beverages over several hours, far exceeding fluid lost through sweating. The water in the blood and the sodium content of the blood is consequently diluted to dangerous levels. Affected individuals may exhibit disorientation, altered mental status, headache, lethargy and seizures. A confirmed diagnosis can only be made by testing blood sodium levels. Suspected hyponatremia is a medical emergency and EMS (Emergency Medical Services) must be activated. It is treated by administering intravenous fluids containing high levels of sodium.

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- National Federation of State High School Associations Sports Medicine Advisory Committee. Position statement and recommendations for maintaining hydration to optimize performance and minimize the risk for exertional heat illness. October 2014.

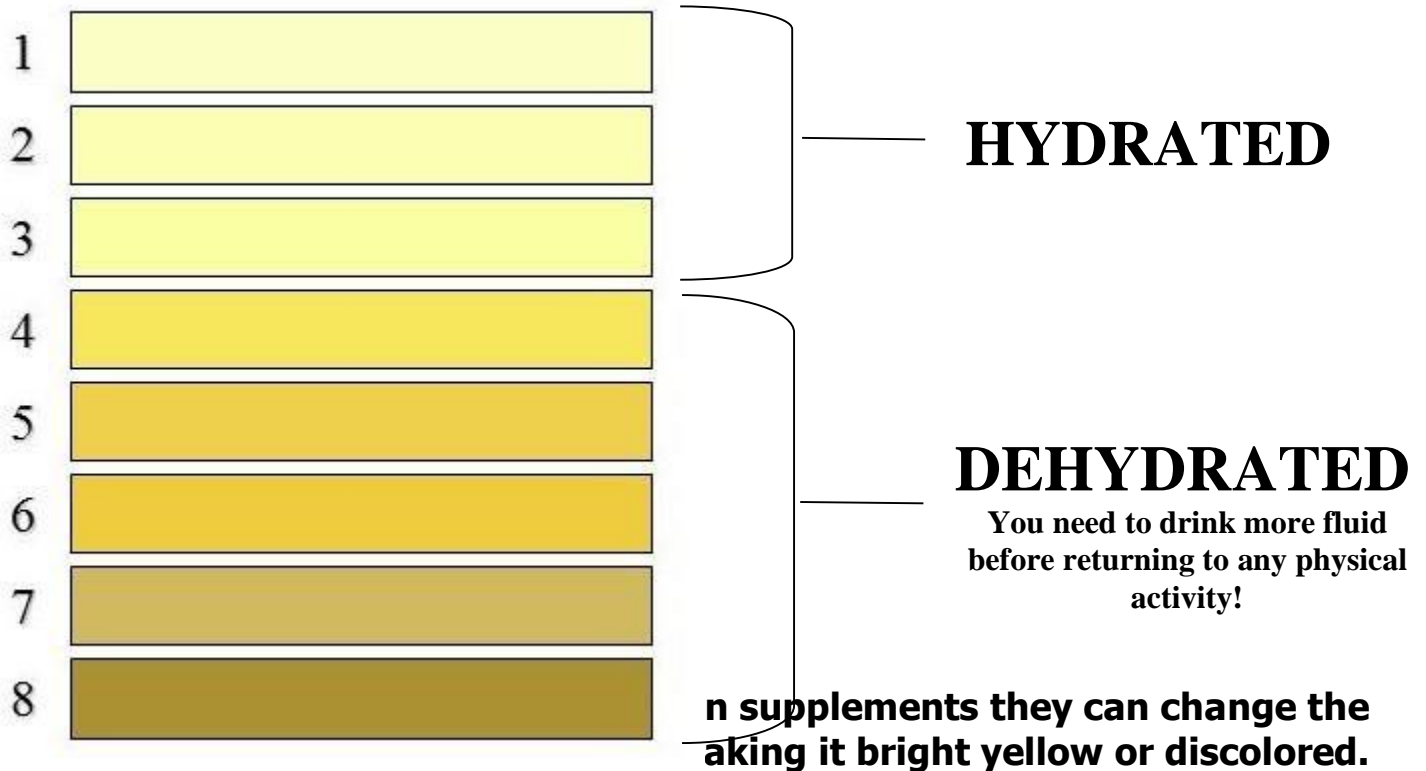
***Disclaimer: The information provided by the Kansas State High School Activities Association regarding heat illness and hydration is not intended to be exhaustive or all of the relevant information on the subjects. The KSHSAA feels that the sources of the information provided above are very reputable and therefore will provide valuable source material to member schools. At the same time, schools may want to consider other available sources of relevant information and are encouraged to consult with health care professionals regarding these topics.***





# How Hydrated Are You?

This urine color chart is a simple tool you can use to assess if you are drinking enough fluids throughout the day to stay hydrated.



## **CONCUSSIONS/HEAD INJURIES**

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).

These safety precautions are extremely important for athletes, especially at the high school level. Their brains are still developing, and if they suffer from consecutive concussions before the first one has had time to heal, Second Impact Syndrome can occur. Second Impact Syndrome is when a second concussion is received before the first fully recovers. This can lead to severe and permanent damage, and may sometimes be fatal.

### **Our main priority is the safety of the athletes.**

If a concussion or head injury is sustained while on campus, the injury should be reported to the Athletic Trainer immediately for assessment and documentation. If there is a loss of consciousness, DO NOT attempt to move the athlete. There is a possibility the athlete could have sustained a neck/spinal cord injury and should be treated as such. Activate the Emergency Action Plan by calling 911 and then call the Athletic Trainer if not already present.

If a concussion is possible, the athlete should be pulled from competition and monitored by a coach or a responsible adult. If any of the following symptoms are present, then advanced medical personnel should be summoned, or taken to the Emergency Room immediately: Vomiting, severe headache, difficulty answering simple questions, loss of consciousness, seizure or loss of limb function.

When participating at an opponent's facility, or the Athletic Trainer is not present, and a head injury occurs, the athlete should be pulled from competition and monitored by a coach or responsible adult. Be sure to fill out the injury report and record any and all symptoms the athlete presents with, also the details of the injury and force of impact should be noted. Please notify the student's parents before they return home, this way they can be prepared and understand the full extent of the injury. If the athlete complains of a headache, DO NOT give them ibuprofen to help with the pain, Tylenol only. Ibuprofen thins the blood and can cause further bleeding on the brain.

### **Return To Play**

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).

The athlete will be monitored and administered a SCAT-3 test every day for progression notes. The school nurse will be notified for any accommodations that may need to occur for classwork. The process will be a step-by-step program for returning the athlete to play. First, the athlete must be symptom free before beginning the RTP program. These steps are to be performed one day at a time. If symptoms reoccur during any of the steps, then they must stop for the day, and may continue when they are symptom free once again. Here are the steps:

1. Light aerobic exercise (biking, or long walk)
2. Running in a gym or on the field with no equipment
3. Non contact functional activity
4. Full contact/training under the supervision of the Activities Trainer (sport specific skills) Must see MD/DO and be cleared to move to step 5
5. Game/Competition

The Athletic Trainer will be in contact with the physician to relay the progress of the athlete.

**Geary County USD 475**  
**Concussion & Head Injury Information Release Form (revised 4/14)**

**This form must be signed by all student athletes and parent/guardians before the student participates in any activities 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"> <li>• Headaches</li> <li>• “Pressure in head”</li> <li>• Nausea or vomiting</li> <li>• Neck pain</li> <li>• Balance problems or dizziness</li> <li>• Blurred, double, or fuzzy vision</li> <li>• Sensitivity to light or noise</li> <li>• Feeling sluggish or slowed down</li> <li>• Feeling foggy or groggy</li> <li>• Drowsiness</li> <li>• Change in sleep patterns</li> </ul> | <ul style="list-style-type: none"> <li>• Amnesia</li> <li>• “Don’t feel right”</li> <li>• Fatigue or low energy</li> <li>• Sadness</li> <li>• Nervousness or anxiety</li> <li>• Irritability</li> <li>• More emotional</li> <li>• Confusion</li> <li>• Concentration or memory problems (forgetting game plays)</li> <li>• Repeating the same question/comment</li> </ul> |
|--|---|

**Signs observed by teammates, parents and coaches include:**

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

## **What can happen if my child keeps on playing with a concussion or returns to 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 athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's 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 an apparent head injury or 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. **And 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. No considerations should be given to returning to physical activity until the student is fully integrated back into the classroom setting and is symptom free. Rarely, 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

# JUNCTION CITY HIGH SCHOOL-ATHLETIC AWARDS

## **"SUPER 10" AWARD-**

This award is presented to the student-athlete who participates in strength and conditioning and has made the super 10 club based on the criteria established (award is a chenille patch for each year on super 10 club)

## **MIKE CHAMP AWARD**-presented at Senior awards night (May) – Lady Jay combined into Mike Champ

This award is presented annually to the senior male/Female athlete/letter winner with an outstanding grade point average making a significant contribution to the overall athletic program during his/her high school career. Student must have lettered at least twice during the course of their junior/senior season and been awarded the Blue Jay Scholar Athlete award.

Award Given - Name on trophy/plaque - small plaque or medal for keepsake.

## **BERT MCKINSEY AWARD**-presented at Senior awards night (May)

This award is presented annually to the senior male athlete/letter winner who has contributed the most to the overall athletic program during his high school career. Student must have lettered in two different sports during the course of their junior/senior season and been selected to an all-league/all-state team in at least one sport.

Award Given - Name on trophy/plaque - small plaque or medal for keepsake.

## **KIM KILPATRICK AWARD**-presented at Senior awards night (May)

This award is presented annually to the senior female athlete/letter winner who has contributed the most to the overall athletic program during her high school career. Student must have lettered in two different sports during the course of their junior/senior season and been selected to an all-league/all-state team in at least one sport.

Award Given - Name on trophy/plaque - small plaque or medal for keepsake.

## **BLUE JAY CORE VALUE AWARD –**

Coaching staff at end of each season recognizes those on their teams that have best exhibited core values. Coach identifies those recipients when turning in roster for participation certificates and varsity letter winner certificates. Those identified will have Core Value Award winner placed on certificate at end of sports season they have just completed.

## **ROB SMITH LOYAL BLUE JAY AWARD -** presented at Senior awards night (May)

Shall be presented annually in May to one senior male and one senior female athlete(s) that have distinguished their athletic career upholding the department's core values.

Students must have met the following criteria to be considered for award:

1. Have been awarded the Blue Jay Core Value Award at least once per year for two years or a junior transfer that has received the same award at least once.
2. Senior transfers not eligible for award.

Award Given - Name on trophy/plaque - small plaque or medal/coin for keepsake.

## **VOTING TO DETERMINE RECIPIENTS OF SPECIAL AWARDS**

Head Coaches/Athletic Trainer at Junction City High School will have one vote for the Bert McKinsey, Mike Champ, Kim Kilpatrick and Rob Smith awards.

## **END OF SEASON AWARDS**

At the conclusion of each season, each team will award sport specific awards at their banquets. Please refer to the team/coaches handbook for the various awards given.

# FRMS/JCMS Athletic Awards

FRMS/JCMS Athletic Awards will be presented to each student-athlete who by having regularly participated in team practices and contests has successfully completed the sport season. Therefore, an athlete who has been dismissed from the team for failure to abide by the "Activities Department Core Values" or quits before the end of the season will not receive athletic awards and recognition. The following criteria will always be taken into consideration when awarding a student:

- Has the student conducted themselves in accordance with the core values throughout the entire sport season to which he/she is considered for recognition?
- Has the student-athlete put forth the effort and appropriate attitude and shown sportsmanship through team contributions at both practices and contests?
- Has the student-athlete shown improvement at both practices and contests?
- Has the student-athlete participated in at least one half (50%) of the required scheduled A team contests and had 80% attendance at practices?

Once the above criteria has been met, the student-athlete will be recommended for the following;

- 7<sup>th</sup> and/or 8<sup>th</sup> Grader who meets the FRMS Letter Criteria will receive a Chenille Letter, "sport specific" pin and Participation Certificate.
- 7<sup>th</sup> and/or 8<sup>th</sup> Graders who do not meet the FRMS Letter Criteria will receive a Participation Certificate

Student-athletes that received a Chenille Letter in their first year will receive a bar and 2<sup>nd</sup> year participation certificate.

Student athletes that participate both years and finished their last sport season in good standing will receive a Chenille letter, Sport Specific pin and 2<sup>nd</sup> year participant certificate.

## COLLEGE BOUND STUDENT-ATHLETE

Students interested in pursuing activities opportunities after high school should start planning early in their high school career. Student Athletes are encouraged to talk with their coach and academy counselor regarding an appropriate plan of study. Student Athletes and parents are also encouraged to visit the NCAA eligibility center at [www.ncaaeligibilitycenter.org](http://www.ncaaeligibilitycenter.org) This website provides the tools and information for you to being planning your college experience. You can also obtain information by accessing the following web-sites.

Division I, II, III     [www.ncaa.org](http://www.ncaa.org)  
NAIA                    [www.naia.org](http://www.naia.org)  
NJCAA                  [www.njcaa.org](http://www.njcaa.org)

- Prepare yourself for playing sports in college by preparing early.
- Begin in your freshman year by learning about courses you will need to take. Apply to the Clearinghouse after your junior year of high school.
- Take the PSAT, SAT, and/or ACT early in your high school career.

## **TITLE IX STATEMENT**

Pursuant to Title X and the requirements therein for the dissemination of policy, notice is hereby given that the Geary County schools, USD #475, do not discriminate on the basis of sex in the educational programs and activities offered by the district.

The board of education is committed to providing a positive and productive learning and working environment free from discrimination on the basis of sex, including sexual harassment and/or sexual violence. Any such conduct shall not be tolerated in the school district.

Inquiries or complaints regarding Title IX may be referred to the District Title IX Coordinator: Retta Kramer, Director of Human Resources, Geary County Unified Schools, 123 N. Eisenhower, Junction City, KS 66441. Telephone: (785)717-4000, or to the Office for Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302. Telephone: (816)268-0550.

## **GEARY COUNTY USD #475 NOTICE OF NON-DISCRIMINATION**

### **JGEC Sexual Harassment (see [GAAC](#), [GAAD](#), [GAF](#), [JDDC](#) and [KN](#)) JGEC**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc. The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal.

If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.



To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee. False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

**Adopted by Board 07/15, revised 08/14; 09**

**JGECA      Racial Harassment**

**JGECA**

**(See GAACA, GAAB, GAF, JDDC and KN)**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin or disability. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal.

If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated. If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action. When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable.

**Adopted by Board 07/15; 09/15**

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