

# Kankakee Valley Middle School



## Athletic Handbook

2024-2025

This handbook was approved by the Kankakee Valley School Corporation Board of trustees on July 10, 2024.



**2024 - 2025  
Kankakee Valley Middle School  
Athletic Handbook**

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## GENERAL RULES FOR ATHLETES

The following are general athletic rules to be followed by all athletes at Kankakee Valley Middle School. Additional rules will be given to athletes by the coach in each specific sport.

### A. ATHLETIC FORMS

Every athlete should have the following turned into the athletic office prior to tryouts or the first practice:

- Physical Form (dated after April 1) Athletic Department will need the actual paper copy from Doctor or uploaded version in Final Forms.
- Concussion and Sudden Cardiac Arrest Acknowledgement Form. On Final Forms.
- Athletic Office Emergency Form. On Final Forms.
- Handbook Acknowledgement Form. On Final Forms.
- Franciscan Sports Medicine Forms. On Final Forms.
- IHSAA Physical & Eligibility Rules. On Final Forms.

Signing the Handbook Acknowledgement Form is also an agreement to the school's drug test policy. If you need to fill out any of the above mentioned forms please go to <https://kankakeevalley-in.finalforms.com> to digitally fill out the forms.

### B. INSURANCE

All athletes will be responsible for obtaining their own medical insurance. The IHSAA does not require athletes to have medical insurance to participate. If the student does not have medical insurance, please check the appropriate box on the physical form

### C. TRYOUTS

When the number of allowable team members is an issue and coaches must hold tryouts, all athletes are expected to **tryout** for the team. Athletes must have a physical on file in the athletic office before they can tryout for a team at KVMS. When an athlete misses the scheduled evaluation, the following guidelines must be followed in order to allow an individual to try out for the team:

- a. In case of injury or illness, a doctor's note must be presented showing the athlete has been cleared to participate. He/she will have the same number of days to tryout for the team as everybody else. At no time will an athlete that has already made the team be removed.
- b. If the athlete has moved into the district he/she will be able to attend a form of tryouts once the transfer process has been completed. Again, at no time will an athlete that has already made the team be removed **due to an additional player being added**.
- c. If the athlete is suspended at the time of tryouts, his/her eligibility will be initially determined by the head coach. If allowed, the case is then presented to the Athletic Council for discussion. Once the Athletic Council grants the tryout, the head coach will formulate a transition plan that must be sanctioned by the athletic director. This proposal must clearly state the process for admitting the individual for team participation. Items affecting this decision include participation in practices and games, along with overall conduct not only during school but at practices as well.
- d. Any athlete serving an expulsion at the time of tryouts will not be allowed to participate on a team during that season.
- e. In special circumstances the school administration may approve an athlete to tryout.

#### **D. ACADEMIC ELIGIBILITY STANDARDS**

All student-athletes' grades will be monitored by the Athletic Director. To be eligible for any sports program at Kankakee Valley Middle School, a student must have passing grades in all subject areas during the current nine week grading period as well as the previous nine week grading period.

1. If a student receives an F on the progress report generated at midterm of a grading period, the student will be unable to compete in games/contests for a minimum of one calendar week and until all grades are a D- or better. They will be required to attend the Learning Lab afterschool from 2:20 – 3:20 PM. Student-athletes may attend practice, after learning lab, however they will not be able to participate in any scheduled events. They may attend all home events and sit with their team, but they will not dress or participate. These student/athletes will not travel with the team to any away events. Grades will be checked once per week to determine eligibility for those student-athletes that received an F on a progress report.

2. If a student receives an F at a nine-week grading period (as shown on the report card the day report cards are printed), the student will be on probation until the progress report date for the next grading period. During probation, the student will be required to attend Learning Lab afterschool from 2:20 – 3:20 PM. Student-athletes may attend practice, after learning lab, however they will not be able to participate in any scheduled events. They may attend all home events and sit with their team, but they will not dress or participate. These student/athletes will not travel with the team to any away events. If the student-athlete still receives an F in that course at the next progress report, the student is removed from the athletic team for the remainder of the season.

3. If a student receives two F's in the same grading period on a report card, the student will be off the team and or not permitted to try out or participate on a team until the date of the next report card.

4. This section (D) includes 'carry over' and applies to students that matriculate from fourth grading period of 6th grade to first grading period of 7th grade and from fourth grading period of 7th grade to first grading period of 8th grade at Kankakee Valley Middle School.

#### **E. ADMINISTRATIVE RESPONSIBILITY**

1. These guidelines apply to all contestants enrolled in KANKAKEE VALLEY MIDDLE SCHOOL participating in interscholastic athletic contests, tourneys and/or meets. KANKAKEE VALLEY MIDDLE SCHOOL may maintain any number of teams in the same sport.
2. The principal has the authority to designate a person to act as a director of the teams representing the school.
3. It is understood that any school corporation may narrow the scope of athletic activities.
4. The administration should institute team and crowd control measures at all contests in which their school participates and assures that their school's participants and fans conduct themselves in a proper and sportsmanlike manner.

#### **F. CERTIFICATION OF ELIGIBILITY**

1. The Athletic Director, in accordance with the guidelines, must certify the eligibility of all contestants.
2. A Kankakee Valley Middle School student is eligible to participate in an interscholastic event as a Kankakee Valley Middle School team member if he/she is passing all classes.

3. Students should not be allowed to participate in a specific grade level sport for more than two semesters.

## **G. AMATEURISM**

1. All contestants in middle level school sponsored contests should be amateurs.
2. Students should not play under assumed names nor accept remuneration, directly or indirectly, for playing on athletic teams.
3. Students should not be considered as violating their amateur standing if they participate in any sport, out of season, sponsored by professionals.
4. Schools having students who have violated their amateur standing should notify any school against whom competition occurred which involved that student's participation.
5. Reasonable meals, lodging and transportation may be accepted by a student if such are accepted in service rather than money or in some other material form.

## **H. CONDUCT, CHARACTER, DISCIPLINE**

1. The KVMS athlete is expected to represent our school and community in an exemplary manner before, during, and after school hours, as well as during an athletic contest and summer recess
2. Students participating in the athletic program are required to abide by the rules and regulations established by the KVMS Student Handbook, the IHSAA By-Laws and any additional team guidelines of their coach.
3. Athletes' conduct, in and out of school, should be such as (a) not to reflect discredit upon their school, (b) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school, (c) to respect authority, and have a good attitude toward classmates and schoolwork, and (d) to abide by IHSAA state rules, as they would pertain to middle school students, as well as current KVMS handbook rules, **to do otherwise reflects poorly on the athlete and the entire athletic program.**
4. Breaking any of the preceding rules may result in suspension from a sports team subject to the decision of the Athletic Council.
5. Athletes are not to remain on school grounds unsupervised at any time including before and after practices and before and after athletic events. Coaches will provide practice/event schedules so that parents and or guardians may provide transportation in a timely fashion.

## **I. ENROLLMENT AND ATTENDANCE**

1. In order to be eligible for athletic competition the student should be in good standing, and enrolled in middle school in the KANKAKEE VALLEY attendance area.
2. An athlete must attend school all day to be eligible to participate in a practice session or a scheduled contest unless special permission is given by the administration (i.e. funerals, medical appointments, family emergencies). Student athletes who miss more than one (1) class period with a parent note will not be allowed to practice or play in a scheduled contest on the day of the absence.
3. Special permission by the administration will be granted if:
  - a. Medical Excuse: a medical excuse consists of written verification from a licensed health provider stating that the student was unable to attend school due to health related reasons, i.e. doctor's or dentist appointment
  - b. Administrative Excuse: An administrative excuse consists of the student-athlete obtaining approval from the Kankakee Valley Middle School Principal, or his representative, for approval for an absence, i.e. funeral attendance or a family emergency.
4. Any student who is serving an in-school or out of school suspension is not permitted to attend a practice session or a contest on the day of the suspension.
5. Any student who does not participate in physical education class during school, will not be allowed to practice or participate in an athletic contest on the same day.

## **J. PARTICIPATION**

1. Participation in an athletic contest on any other similar team during the same season in which they represent their school in that sport, should cause students to be ineligible to compete on their school team in that sport for the remainder of that sport season.
2. A student who has played in one or more interscholastic games in any season should be regarded as having engaged in that sport for that season.
3. A student who participates in an interscholastic contest when ineligible other than in scholarship, too many quarters, too many events and similar oversights, should become ineligible only in that sport for the remainder of that sport season unless facts were purposely withheld or represented. Such deliberate action should make the student ineligible in all sports for the remainder of that semester and all of his/her next semester in school.
4. Participation of students in an organized athletic contest with or against players not belonging to their school constitutes a game. An organized "scrimmage" or practice by students with or against teams or players not belonging to their school is considered a game.
5. Student should not attend specialized or diversified sport camps, schools, clinics or other similar programs involving coaching, instruction and participation on days that school is in session.

## **K. SUSPENSION FROM CLASSES**

Any student athlete placed on in-school suspension, or out of school suspension, shall not be permitted to practice or participate in events on the days of suspension. Nor will that student be allowed to attend as a spectator.

## **L. TRANSPORTATION**

All team members practicing or attending meets at locations other than KANKAKEE VALLEY MIDDLE SCHOOL will be transported on a team bus.

EXCEPTION: the athlete may ride to and from away events only with their parents/guardians if granted permission by the coach. For an athlete to ride home from or to an away meet with another person, they must be granted permission from the administration. A written note signed by the athlete's parent/guardian must be presented to the athlete director on the day of the contest.

When parents provide transportation to or from a school sponsored competition or event, Kankakee Valley School Corporation assumes no liability for any accidents or acts of negligence that occur during that transport.

## **M. SUSPENSION FROM A TEAM**

1. The breaking of athletic policies and rules will result in an athlete being suspended from an athletic team until the Principal and Assistant Principal/ Athletic Director can review the suspension.
2. All penalties are set by the administration. A coach, however, may invoke additional penalties provided that the coach has had his/her rules and the resulting penalties approved by the athletic director and all athletes on his/her team and their parents have been given a copy of these rules and consequences and have indicated they have received a copy of the rules at the beginning of the season.

## **N. YEAR ROUND TRAINING RULES**

A student athlete or manager who represents Kankakee Valley Middle School must exhibit at all times the highest standard of personal behavior. When the student becomes an athlete or manager, he/she takes on a special responsibility for exemplary conduct because there will be times when he/she is representing our middle school in other communities as well as his/her own. The year round training rules shall be from July 1 to June 31 of the handbook year.

The following are the training rules:

1. The possession and/or use of tobacco in any form is strictly prohibited.
2. The use of and/or possession of alcohol and/or illegal drugs is prohibited. When a student athlete finds himself/herself in a situation where underage drinking is taking place, and/or an illegal substance is being used, he/she must leave immediately. Failure to leave immediately will result in a violation of the athletic code. Student athletes are not expected to make a decision that compromises their safety, yet are expected to use good judgment.
3. Found guilty of violating city, state or federal codes/laws is prohibited. Depending on the violation, minor traffic violations are an exception to this rule.
4. Reference to ISHAA Rule C-8-1, contestant's conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school, or the association, or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.
5. Bullying and harassment of any sort, including through social media, will not be tolerated. This offense will be excluded from the honesty policy. Continued actions will be handled per the Kankakee Valley Middle School student handbook.
6. If a student is in violation of a year round training rule, as a middle school student, the consequences will carry over to their Freshman year at the high school

**The disciplinary actions for violation of the above rules are:**

**1st Offense:**

**Honesty Policy:** If a student or parent self reports an athletic handbook violation or if the student is honest with the Athletic Director when first questioned about the situation, the penalty will be a suspension of 20% of the first scheduled contests. This is a one time policy and cannot be used after the initial suspension.

Athletes will be suspended from 35% of the first scheduled contests. The suspension will be assessed by the athletic director. The suspension will carry over from one season to another and if out of season for the next event season. In which the participant will perform. If a student/athlete has an existing violation and join another sport, he/she has to finish the entire season in order for credit to be given. The athlete will be required to practice during the suspension period.

**2nd Offense:**

Athletes will be suspended from 50% of the first scheduled contests. The suspension will be assessed by the athletic director. The suspension will carry over from one season to another and if out of season for the next event season. In which the participant will perform. If a student/athlete has an existing violation and join another sport, he/she has to finish the entire season on order for credit to be given. The athlete will be required to practice during the suspension period.

**3rd Offense:**

The student athlete will not be permitted to participate for a period of 365 calendar days once notified by the Athletic Director. The athlete is not permitted to attend practice sessions during the suspension period.

**Possession or use outside a sport season**

An athlete who is found in possession or use outside a sports season will be subject to the above five penalties with the following provision. The penalties will begin during the next sport season in which the athlete participates. If a student is in violation of a year round training rule, as a middle school student, the consequences will carry over to their Freshman year at the high school.

More information regarding the KVSC Random Drug Testing Policy for athletes can be found on the KVSC web site: [www.kv.k12.in.us](http://www.kv.k12.in.us)



## **O. ATHLETIC EVENT CANCELLATIONS**

Log onto [www.kv.k12.in.us](http://www.kv.k12.in.us) to see the athletic cancellations for each day. Once on the website look under the school tabs and click **Middle School** on the pull down tab. Once on the Middle School webpage, scroll down to 'Upcoming Events' to find the latest cancellations. The middle school office requests that you don't call in to find out about cancellations, we are extremely busy notifying the proper workers about the cancellations.

When the start of school is delayed due to inclement weather (fog, snow etc.) or some other cause all morning practices will be cancelled. In the event of a school closing due to inclement weather (fog, snow, etc.) all practices and games will be cancelled. If school is cancelled for the day, ALL activities are automatically cancelled.

## **P. CONCUSSION LAW (IC 20-34-7)**

A new law "Student Athletes: Concussions and Head Injuries" (IC 20-34-7) took effect on July 1, 2012. This law requires that schools distribute information sheets to inform and educate coaches, student athletes, and parents of student athletes concerning the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury. The law requires that each year, before beginning practice for an interscholastic or intramural sport, a high school student athlete and the student athlete's parents must be given an information sheet, and both must sign and return a form acknowledging receipt of the information to the student athlete's coach. The law further states that a high school athlete who is suspected of sustaining a concussion or head injury in a practice or game, shall be removed from play at the time of injury and may not return to play until the student athlete has received a written clearance from a licensed health care provider trained in the evaluation and management of concussions and head injuries.

Although the new Concussion Law states that this will be required of all high school athletes, we at Kankakee Valley Middle School will use the new law as a guideline for all of our Middle School athletes.

## **Q. AWARDS / ATHLETIC AWARDS PROGRAM**

1. The athletic awards are given by the Kankakee Valley Middle School in recognition of participation by the student in the athletic program.
2. In order for an athlete to qualify for an athletic award, he/she is required to complete the entire session in good standing as directed by his/her coach and with the approval of the administration.
3. The athlete must return all athletic equipment and pay for any missing equipment before the athlete will receive an award.
4. All athletic awards will be presented during the respective athletic awards programs.
5. Each coach recognizes his/her athletes by presenting them certificates of performance; other awards may be presented at the coach's discretion.

## **R. GENERAL GUIDELINES**

1. A neat and clean appearance is expected from each athlete.
2. The use of profanity is prohibited.
3. The athlete is expected to be orderly, cooperative, courteous, and display good citizenship.
4. Injuries must be reported to the coach, who will fill out an accident report and submit it to the athletic director.

5. All athletes are encouraged to support each athlete, coach, and team from all KVMS sports.
6. Each athlete is required to take care of the athletic equipment. The equipment may be used only during a practice session or a scheduled contest unless special permission is given by the administration.
7. An athlete is responsible for any damage and/or vandalism to any part of the school or athletic facility. This includes complete payment for materials and labor due to any such act.
8. An athlete may drop out of a sport and go to another sports before the first regularly scheduled contest. After the first regularly scheduled contest, the athlete will need the consent of the head coaches involved and the approval of the Athletic Director.
9. If an athlete is cut from a squad, he/she may go out to another sport with the consent of the receiving coach involved and the approval of the Athletic Director.
10. Student athletes will be expected to meet the KVMS standards for dress code. This includes athletic t-shirts, sweatshirts etc. All athletic logos must be school appropriate.
11. All KVMS athletes can be tested for drugs on a random basis.
12. All athletes are encouraged to support each athlete, coach, and team from all KVMS sports. This includes when using social media.

#### **U. SPORTS OFFERED AT KANKAKEE VALLEY MIDDLE SCHOOL**

Cross Country (6-7-8)  
Girls Volleyball (6-7-8)  
Football (6-7-8)  
Boys Basketball (6-7-8)  
Girls Basketball (6-7-8)  
Wrestling (6-7-8)  
Swimming/Diving (6-7-8)  
Boys Soccer (6-7-8)  
Girls Soccer (6-7-8)  
Track (6-7-8)  
Cheerleading (6-7-8)

# PHYSICAL EXAMINATION

(Physical examination must be performed on or after April 1 by a health care professional holding an unlimited license to practice medicine, a nurse practitioner or a physician assistant to be valid for the following school year.) Rule 3-10

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_ IHSAA Member School \_\_\_\_\_

## PHYSICIAN REMINDERS

- Consider additional questions on more sensitive issues
  - Do you feel stressed out or under a lot of pressure?
  - Do you ever feel sad, hopeless, depressed, or anxious?
  - Do you feel safe at your home or residence?
  - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
  - During the last 30 days, did you use chewing tobacco, snuff, or dip?
  - Do you drink alcohol or use any other drugs?
  - Have you ever taken anabolic steroids or use any other appearance/performance supplement?
  - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
  - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (questions 5-14)

| EXAMINATION   |        |       |   |        |                   |       |                |
|---|--------|-------|---|--------|-------------------|-------|----------------|
| Height  | Weight |       | <input type="checkbox"/> Male <input type="checkbox"/> Female |        |                   |       |                |
| BP  | /      | ( / ) | Pulse   | Vision | R 20/             | L 20/ | Corrected? Y N |
| MEDICAL   |        |       |   | NORMAL | ABNORMAL FINDINGS |       |                |
| Appearance  |        |       |   |        |                   |       |                |
| • Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span > height, hyperlaxity, myopia, MVP, aortic insufficiency) |        |       |   |        |                   |       |                |
| Eyes/ears/nose/throat   |        |       |   |        |                   |       |                |
| • Pupils equal  |        |       |   |        |                   |       |                |
| • Hearing   |        |       |   |        |                   |       |                |
| Lymphnodes  |        |       |   |        |                   |       |                |
| Heart   |        |       |   |        |                   |       |                |
| • Murmurs (auscultation standing, supine, +/- Valsalva)   |        |       |   |        |                   |       |                |
| Pulses  |        |       |   |        |                   |       |                |
| • Simultaneous femoral and radial pulses  |        |       |   |        |                   |       |                |
| Lungs   |        |       |   |        |                   |       |                |
| Abdomen   |        |       |   |        |                   |       |                |
| Skin  |        |       |   |        |                   |       |                |
| • HSV, lesions suggestive of MRSA, tinea corporis   |        |       |   |        |                   |       |                |
| Neurologic  |        |       |   |        |                   |       |                |

| MUSCULOSKELETAL    |        |                   |                             |        |                   |
|--------------------|--------|-------------------|-----------------------------|--------|-------------------|
|                    | NORMAL | ABNORMAL FINDINGS |                             | NORMAL | ABNORMAL FINDINGS |
| Neck               |        |                   | Knee                        |        |                   |
| Back               |        |                   | Leg/ankle                   |        |                   |
| Shoulder/arm       |        |                   | Foot/toes                   |        |                   |
| Elbow/forearm      |        |                   | Functional                  |        |                   |
| Wrist/hand/fingers |        |                   | • Duck-walk, single leg hop |        |                   |
| Hip/thigh          |        |                   |                             |        |                   |

Cleared for all sports without restriction  Cleared for all sports without restriction with recommendations for further evaluation or treatment for \_\_\_\_\_  
 Not cleared  Pending further evaluation  For any sports

Reason \_\_\_\_\_  
 Recommendations \_\_\_\_\_

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of Health Care Professional (print/type) \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_ License # \_\_\_\_\_  
 Signature of Health Care Professional \_\_\_\_\_, MD, DO, PA, or NP (Circle one)

Parents and students **MUST** sign up on Final Forms. Final Forms is used not only at KVMS but also at KVHS for all athletics. Please take the time to go online and fill out the forms.

## FINALFORMS

### Parent Registration:

1. Go to <http://kankakeevalley-in.finalforms.com>
2. Locate the PARENT icon and click **NEW ACCOUNT**
3. Type your NAME, DATE OF BIRTH, and EMAIL. Then click REGISTER
4. Check your email for a FinalForms email, and click **CONFIRM YOUR ACCOUNT** in the email text.

*(NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, check your spam folder. If you still do not see the FinalForms email, please email [support@finalforms.com](mailto:support@finalforms.com))*

5. Create your new FinalForms password and click **CONFIRM ACCOUNT**
6. Click **REGISTER STUDENT** for your first child.

*(NOTE: when prompted to enter your student's email address, DO NOT use their school's email address!)*

If you have any questions, please feel free to call 219.987.8810 ext 3104 or email [skooistra@kv.k12.in.us](mailto:skooistra@kv.k12.in.us).

Thank you,  
Sabrina Kooistra  
Athletic Secretary