

USD 473



Athletic Handbook

Mr. Kevin Suther.....USD 473 Superintendent
Mrs. Kate Thornton.....High School Principal
Ms. Mary Wright.....Middle School Principal
Mr. Clint Merritt.....High School Assistant Principal & Athletic Director
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Fall Sports Directory

Name	Title	Email
Ms. Cindy Zumbrunn	Head Cross Country	czumbrunn@usd473.net
Mr. Kurt Webster	Head Football	kwebster@usd473.net
Mr. Billy Golden	MS Head Football	william.j.golden22@live.com
Mrs. Christal Ade	Head Girls Tennis	cade@usd473.net
Mrs. Erin Bell	Head Volleyball	ebell@usd473.net
Mrs. Nicole Howard	MS Head Volleyball	nhoward@usd473.net
Ms. Rebekah Thomas	Fall Cheerleading	rthomas3@ksu.edu
Ms. Maddy Davis	Dance	poetryinmovement@yahoo.com

Winter Sports Directory

Name	Title	Email
Mr. Drew Gruver	Head Boys Basketball	dgruver@usd473.net
Mr. James Bell	MS Boys Head Basketball	jbell@usd473.net
Mr. Michael Wahlmeier	Head Girls Basketball	mwahlmeier@usd473.net
Mr. James Bell	MS Girls Head Basketball	jbell@usd473.net
Mr. Zach Lucas	Head Wrestling	zlucas@usd473.net
Mr. Timothy Coles	MS Head Wrestling	tcoles@usd473.net
Ms. Rebekah Thomas	Winter Cheerleading	rthomas3@ksu.edu

Spring Sports Directory

Name	Title	Email
Mr. Judd Liebau	Head Baseball	judd.liebau@dkssportsfit.com
Mr. Adam Wooldridge	Head Boys Tennis	wooldman333@icloud.com
Mr. Kyle Cook	Head Softball	kcook@usd473.net
Mr. Steve Simpson	Head Track and Field	ssimpson@usd473.net
Mr. Brett Koster	Head Golf	bkoster@usd473.net
Mrs. Nicole Howard	MS Head Track	nhoward@usd473.net

Introduction to Athletics

This handbook has been prepared to present clear guidelines and cover specific aspects of the athletic programs at USD 473 - Chapman. The school board and administration believes that it will be helpful not only to staff members involved in athletics, but also to students and parents who are interested in participating in the district's athletic programs. The athletic handbook is a supplement to the USD 473 Board Handbook, Chapman High School, and Chapman Middle School Handbooks. Violations of the handbook may result in disciplinary action to be determined by the administrative team based on a case-by-case basis.

Chapman Athletic Department Vision Statement

The Department of Athletics strives to enhance the student-athletes Middle and High school experience by teaching life-lessons through sports and activities. Through a dedicated commitment to education based athletics, developing a competitive spirit, and promoting character and integrity in all areas, the student-athletes, parents, and coaches will strive to bring credit and positive recognition to USD 473 and the community of Chapman.

The Athletic Department is committed to and embraces the policies set forth by the State of Kansas, the Kansas State High School Activities Association (KSHSAA), the North Central Kansas League (NCKL), and USD 473 rules and regulations.

The Athletic Department wishes to promote the USD 473 Mission by adhering to the following principles:

1. To provide support in all areas of the student-athlete's development including academics, physical and emotional well being, personal growth, social development, and community service opportunities.
2. To promote life-lessons through sports and activities by intentionally coaching for character. Those lessons include: Commitment, Courage, Discipline, Responsibility, and a strong Work Ethic.
3. To provide Relevant life-long skills such as Citizenship, Integrity, Leadership, Sportsmanship, Poise, and Perseverance.
4. To build caring Relationships by teaching Accountability, Character, Teamwork, Tolerance, and Unity.
5. To promote Program Alignment between HS and MS Athletics.
6. To develop a comprehensive Strength and Conditioning Program for Injury Prevention and to increase Athletic Performance.
7. To maintain a sound financial base through adequate funding and appropriate management of funds.
8. To provide and maintain appropriate facilities, equipment, and services to give student-athletes the opportunity to excel in all activities.
9. To operate in compliance with all rules and regulations of the KSHSAA, NCKL, and USD 473.

League Affiliation

KSHSAA – Class 4A (TBD by 9/20/23); 3A in FB for 2022-23 and 2023-2024

High School – North Central Kansas League (NCKL): Abilene, Chapman, Clay Center, Concordia, Marysville, and Wamego

Middle School – North Central Kansas League (NCKL-MS): Abilene, Chapman, Clay Center, Concordia, Ft. Riley, Marysville, Rock Creek, and Wamego

Admission - The NCKL has set the following fees for these athletic contests:

- Varsity - \$6 Adults, \$4 Students (TO BE REVIEWED at August NCKL Mtg)
- Sub-Varsity - TBD by host school not to exceed \$4 Adults and \$3 Students.
- Chapman students grade (7-12) may enter home contests for free by showing their Student ID at the gate.
- NCKL passes, distributed by the AD, will be accepted at all HS NCKL contests and sites.
- Middle School - \$4 Adults, \$2 Students; No passes
- USD 473 Athletic passes will be honored at home contests.
- **No passes will be accepted during KSHSAA sponsored post-season tournaments.**

Responsibilities of 7-12 Athletic Director

The athletic director shall create a strategic direction for middle and high school athletics, as well as coordinate and foster athletic opportunities for elementary students. The AD will be responsible for a district-wide emphasis on an inclusive athletic experience for students of all abilities while promoting athletic excellence. The AD will be the active leader in fostering the highest quality experience for all involved in Athletics at USD 473 - Chapman.

His/her responsibilities include (but are not limited to):

1. Strategy: Work with building administrators to develop a comprehensive strategic plan for all District Athletics. Implement an atmosphere of unity and purpose among district coaches and city/recreation league coaches.
2. Management: Manage and provide professional development opportunities for MS and HS coaching staffs. Establish, monitor, and maintain best coaching practices for each sport. Work with building administrators and Human Relations Director to recruit, retain, and develop high quality and high character coaching staffs.
3. Administration: Ensure the District meets all KSHSAA requirements; effectively manage the district athletic budget, develop and maintain the athletic handbook, evaluate coaches, schedule and contract athletic contests, properly schedule and contract officials, and supervising or assigning supervision of athletic events.
4. Student recording, assessment, and management: Ensure that a central record is kept for all KSHSAA required paperwork. Ensure proper records

are kept and made available for publication; coordinate the awarding of athletic letters; maintain a uniform rotation for both teams and coaching staffs.

5. Facilities: Develop and enhance a system to ensure that all athletic equipment is properly maintained and regularly serviced. Collaborate with Grounds and Maintenance Director to ensure all facilities are maintained and prepared.
6. Health & Safety: Ensure that all aspects of Health & Safety are fully understood and followed by coaches and student-athletes. Organize First Aid and all KSHSAA required professional development opportunities for staff and athletes. Ensure that all relevant risk management plans and procedures are in place.
7. Public Relations: Promote the individuals or teams and act at the main point of contact for media. Design and maintain all relevant social media accounts for Irish Athletics.
8. Undertake additional duties as requested by the Superintendent of Schools.

Coaches Code of Conduct

As a member of the Chapman Athletic Department, I will use my talents to enhance the quality education of the student-athletes in my program. I understand that I am a vital part in the whole education process. I will conduct myself in a professional manner at all times involving student-athletes, parents, media, other coaches, and administrators.

I will do my best to represent USD 473 and the community of Chapman in a positive manner. I understand that I am the leader of my program. I will model good sportsmanship, understand, teach, and adhere to NFHS rules and regulations. I will follow all guidelines set forth by the KSHSAA and the Chapman Athletic Department.

I understand the responsibility I have as a leader of young student-athletes and will adhere to the following principles:

1. I have a tremendous influence in the education of the student-athlete; therefore, I will never place the value of winning above the value of instilling the highest ideals of character.
2. I must uphold the honor and dignity of the profession and set the example for my student-athletes.
3. I will maintain professional relationships with student-athletes, which are conducive to an effective educational environment. Staff members shall not submit students to sexual harassment or racial harassment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status or consent (BOE Policy GAF).
4. I will model and teach respect for the Rules, Opponents, Officials, Teammates, and Self (ROOTS).
5. I will help players pursue mastery of their sport, not just focus on wins/loses.

6. I will take an active role in the prevention of drug, alcohol, and tobacco use by my student-athletes and follow guidelines set by USD 473 Rules for Athletes.
7. I will cooperate and be professional in all my interactions with other coaches, officials, and news media personnel.
8. I will cooperate to the fullest extent possible with all USD 473 administration.
9. I will conduct myself in such a way as to bring positive recognition to USD 473 and the community of Chapman.

Responsibilities of Head Coaches

The Chapman Athletic Department believes in 7-12 alignment throughout all our programs. The High School Head coach should strive to create an atmosphere of collaboration with the Middle School staff to develop a complete program. This will be facilitated through staff development, professional interaction, and effective communication skills.

Other duties include, but may not be limited to:

1. Assisting the Athletic Director in assembling the staff and ensuring all coaches are aware of KSHSAA rules and USD 473 policies. All questions regarding KSHSAA policy should be directed through the AD office.
2. Assisting the Athletic Director with building competitive schedules through collaboration and communication. Recommendations by the coach should be made to the AD at the end of your season to give schools at least one-year notice. All contracts will be created and signed by the AD.
3. Ensuring that all student-athletes have the appropriate paperwork on file in the AD office. (PPE, Concussion, Emergency Permit, USD 473 Rules) Update your roster via Google Drive frequently to ensure we have made the appropriate changes.
4. File appropriate Travel Request forms with AD, Transportation Director, and your Building Administrator. It is recommended that the head coach turn in one request for the entire season. (Two weeks before 1st competition)
5. When Loss of Instructional Time occurs due to travel, all HS Coaches are to schedule their subs through AESOP (2+ Periods) and/or the Assistant Principal. All MS and ES Coaches are to schedule their own subs and then communicate with their Building Principal.
6. It is recommended that all coaches have a Pre-Season Parent meeting.
 - Create team rules/expectations and provide a copy for the AD.
 - Create a lettering policy that is fair, yet challenging. It is an honor to letter.
 - Communicate your expectations of how parents can support your program.
7. Supervise student-athletes before, during, and after all practices and competitions including but not limited to: locker rooms, weight room, training room, fields, gyms, track, and on buses during road trips.
8. Create a practice plan that ensures development of all student-athletes.

- Ensure the general health and welfare of all student-athletes in the program.
 - Provide the “best” possible care to any athlete who is injured, ill, or otherwise incapacitated.
 - Use the appropriate Accident Report Form when necessary.
9. Ensure that all players are properly informed of KSHSAA rules and conduct themselves with respect and dignity while representing USD 473.
 10. Maintain equipment, locker rooms, and facilities to the best of their ability.
 11. Develop and maintain an appropriate Emergency Action Plan for Safety and Security issues that may arise.
 12. Cooperate with local media outlets. (CH/ENT News, Abilene Reflector, JC-Daily Union, CatchitKansas, Kpreps, Salina Journal, Topeka-Capital Journal, and Wichita Eagle)
 13. Complete a post-season evaluation/conference with the AD. Items to be discussed will include: Staff evaluations, Lettermen, Equipment and Facility Needs, Inventory, and Expectations of the Program.
 - Fall Sports – Before Thanksgiving Break
 - Winter Sports – Before Spring Break
 - Spring Sports – Before last contract day.

Roles of the Assistant Coach

Each head coach should share their program philosophy, goals, and expectations with all assistant coaches (7-12) in that sport. There should be open dialogue that promotes a culture of high expectations. All assistant coaches should have a vested interest in the total development of the program.

Other duties include, but may not be limited to:

1. Remain abreast of all KSHSAA rules and USD 473 policies.
2. Perform duties as delegated by the Head Coach to the best of your ability.
3. Assist in supervision of student-athletes.
4. Maintain professionalism and staff loyalty at all times.

Practice Guidelines

1. No student athlete may practice until the following forms are on file in the Athletic Director’s office: Signed Physical Examination Form (PPE) dated after May 1st of existing school year, a Concussion Form, Emergency Medical Permits and Rules for Student-Athletes.
2. Students riding Activity Buses will be allowed to leave at the designated leave time and will be excused at the time of departure.
3. Sunday practices should be “Open Gym/Volunteer” and must be cleared through the AD office. If practice is approved, the term mandatory shall not apply.

4. In the event of Inclement Weather, when school is dismissed early and/or school is canceled, practice will be canceled. High School volunteer “open gyms” may be conducted in certain situations cleared by the Superintendent.
5. Observe all KSHSAA Non-Practice Dates. (KSHSAA Rule 9)

Equipment and Facilities

1. Maintain an accurate inventory using your sports Google Sheet.
2. Create an organized Checkout and Check-In procedure.
3. Properly secure all storage areas.
4. Only allow athletes to wear school issued gear at appropriate times (Game Day).
5. Ensure that inventory is checked in and secured by your post-season evaluation period.
6. Clean locker rooms are your responsibility (home and away). You may delegate that to assistants or student-athletes.
7. Clean buses after all competitions. Delegate this to the student-athletes.
8. During Coaches “One Week” Summer Camps please follow USD 473 policy for facility usage. Please follow all KSHSAA guidelines regarding facilities and equipment usage (KSHSAA Rule 30). Please see the KSHSAA FAQs regarding summer contact time here: <http://www.kshsaa.org/Public/General/FAQ.cfm>

Activity Expenditures

Each activity is allotted a line item budget to purchase program needs. The head coach is responsible to stay with-in this budget.

1. All requisitions for the district budget must be completed in the AD office.
2. Each program may create an Activity account run through the high school bookkeeper. Stay abreast of policy on how this account can be used. All requisitions through this account must be prepaid and approved by the AD.
3. Please include quotes (include shipping) and proofs (art) to be approved by the AD and/or building principal for all requisitions.

Fund-Raising

In today’s current economic climate, activities and athletics may be required to supplement their District Level line-item budget. Solicitations by students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities. All Activities fund-raising efforts will be cleared through the Building Principal (MS) and Assistant Principal (HS) and all Athletic fund-raising efforts will be cleared through the Athletic Director.

Student-Athlete Code of Conduct

As a valued member of the Chapman Athletic Department, I will use my talents to attain a quality education and earn my high school diploma. Although time commitments are demanding in-season, I will attend class, communicate with my teachers regarding any absences due to athletic events, and maintain academic eligibility.

I will do my best to represent USD 473 and the community of Chapman in a positive manner. I will display good sportsmanship, understand and follow KSHSAA rules, and obey team rules and policies set forth by my coaching staff. I will do my best to become a better person, a better student, and a better athlete bringing positive recognition to USD 473 and the community of Chapman.

Rules and Regulations for Involvement in Extracurricular Activities

Students: All bona fide undergraduate students (7-12) in good standing at USD 473 - Chapman are eligible to participate in interscholastic sports when the following forms are completed and on file with the Activities Department:

1. All academic and enrollment regulations of KSHSAA and USD 473 have been met. (KSHSAA Rules 12-17)
2. A Physical Exam Form (KSHSAA Rule 7 - PPE)
3. KSHSAA Concussion Form (Online)
4. Emergency Medical Permit (Online)
5. USD 473 Student Athlete Rules (Online)

Student Athlete Eligibility

USD 473 uses the guidelines set forth in the KSHSAA Handbook under Rule 13.1.3 which states: "A student in grades 7-12 shall meet the following requirements for eligibility in interschool activities:

- a. Scholarship – The student shall 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.
- b. Enrollment – The student shall be enrolled in and attending a minimum of five new subjects (those not previously passed), of unit weight, or its equivalency, during the present semester.

A Summary of other important Student Eligibility rules can be found below:

KSHSAA STUDENT ELIGIBILITY

For Middle/Junior and Senior High School Counselors to Determine Eligibility When Enrolling Students

Schools may have stricter rules than those pertaining to the questions listed below. A student, to be eligible to participate in interscholastic activities, must be certified by the school principal as meeting all eligibility standards.

All KSHSAA rules and regulations are published in the official *KSHSAA Handbook* which is distributed annually and is available at your school principal's office. A brief summary of some of the rules pertaining to eligibility is listed below. **If you have questions, please ask your principal.**

- RULE 7 Physical Examination — Parental Consent:** Students shall have passed an adequate **physical examination** given by a physician and have the written consent of their parents or legal guardian.
- RULE 14 Bona Fide Student:** Eligible students shall be a **bona fide undergraduate member** of his/her school in good standing.
- RULE 15 Enrollment/Attendance:** Students must be regularly **enrolled and in attendance** not later than Monday of the fourth week of the semester in which they participate.
- RULE 16 Semester Requirements:** A student shall not have more than two semesters of possible eligibility in grade seven and two semesters in grade eight. A student shall not have more than eight semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in a junior high or in a senior high school.
NOTE: If a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during that period shall be counted toward the total number of semesters possible.
- RULE 17 Age Requirements:** Students are eligible if they are not 19 years of age (16, 15 or 14 for junior high or middle school student) on or before September 1 of the school year in which they compete.
- RULE 18 Transfer:** If a student changes schools without a move on the part of his/her parents, they are ineligible for eighteen weeks.
EXCEPTION:
BEGINNING SEVENTH GRADER — A seventh grader, at the beginning of his or her seventh grade year, is eligible under the Transfer Rule at any school in the vicinity of home, which he or she may choose to attend.
BEGINNING NINTH GRADERS IN A THREE-YEAR JUNIOR HIGH SCHOOL — So that ninth graders of a three-year junior high are treated equally to ninth graders of a four-year senior high school, a student who has successfully completed the eighth grade of a two-year middle/junior high school, may transfer to the ninth grade of a three-year junior high school at the beginning of the school year and be eligible immediately under the Transfer Rule. Such a ninth grader must then as a tenth grader, attend the feeder senior high school of their school system. If they attend a different school as a tenth grader, they would be ineligible for eighteen weeks.
ENTERING HIGH SCHOOL FOR THE FIRST TIME — A senior high school student is eligible under the Transfer Rule at any senior high school he or she may choose to attend when senior high is entered for the first time at the beginning of the school year.
- RULE 19 Undue Influence:** "The enrollment in a school, the transfer from one school to another, or the failure to transfer from one school to another because of undue influence by anyone connected, directly or indirectly (*including alumni associations, booster groups and similar organizations*) with a member school, shall cause the student to forfeit eligibility for a period not to exceed 365 days. Such conduct shall also jeopardize the school's standing in the Association and shall result in such other action as the Executive Board deems appropriate."
- RULE 20 & 21 Amateur and Awards Rules:** Students are eligible if they have not **competed under a false name** or for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.
- RULE 22 Outside Competition:** Students may not engage in **outside competition** in the same sport during a season in which they are representing their school. **NOTE:** Consult the coach, athletic director or principal before participating individually or on a team in any game, training session, contest, or tryout conducted by an outside organization.
- RULE 25 Anti-Fraternity:** Students are eligible if they are not members of any **fraternity** or other organization prohibited by law or by the rules of the KSHSAA.
- RULE 26 Anti-Tryout and Private Instruction:** Students are eligible if they have not participated in **training sessions or tryouts** held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team.
- RULE 30 Seasons of Sport:** Students are not eligible for more than **four seasons** in one sport in a four-year high school, three seasons in a three-year high school or two seasons in a two-year high school.

KSHSAA STUDENT ELIGIBILITY CHECK LIST

- Yes ____ No ____ **1.** Are you a bona fide student in **good standing** in school? (*If there is a question, your principal will make that determination.*)
- Yes ____ No ____ **2.** Did you **pass at least five new subjects (those not previously passed)** last semester? (*The KSHSAA has a minimum regulation which requires you to pass at least five subjects of unit weight in your last semester of attendance.*)
- Yes ____ No ____ **3.** Are you planning to **enroll in at least five new subjects (those not previously passed)** of unit weight this coming semester? (*The KSHSAA has a minimum regulation which requires you to enroll and be in attendance in at least five subjects of unit weight.*)
- Yes ____ No ____ **4.** Did you **attend** this school or a feeder school in your district last semester? If the answer is "no" to Question 4, please answer:
a. Do you reside with your parents? Yes ____ No ____
b. If you reside with your parents, have they made a permanent and bona fide move into your school's attendance center?
 Yes ____ No ____

NOTE: If a negative response is given to any of these questions, the counselor should have this enrollee contact his/her administrator in charge of evaluating eligibility. This should be done before the student is allowed to attend his/her first class and prior to the first activity practice. If questions still exist, the school administrator should telephone the KSHSAA for a final determination of eligibility. (Schools shall process a Certificate of Transfer Form T-E on ALL transfer students.)

Date

Student's Signature

For a complete list of Kansas State High School Activities Association policies please feel free to visit kshsaa.org.

All questions regarding clarification and/or application of rules should be directed through the Athletic Department. Please do not call KSHSAA directly.

Random Drug Screening Policy (Chapman High School Only)

Statement of Purpose and Intent

It is the desire of the Board of Education, administration, and staff that every student in the district refrains from using, possessing, or distributing illegal or performance-enhancing drugs and/or alcohol. The disciplinary actions triggered by this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extracurricular activities. This policy is intended to supplement and complement all other policies, rules, and regulations of the district regarding possession and/or use of illegal drugs and alcohol and does not limit the district's authority to enforce the provisions of other relevant policies or take disciplinary actions authorized thereby.

Participation in school sponsored extracurricular activities at the district is a privilege. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to conduct themselves in accordance with a high standard of conduct, which requires avoiding the use or possession of illegal or performance-enhancing drugs and alcohol.

The purpose of this policy is to prevent illegal or performance-enhancing drug use; to educate student participants regarding serious physical, mental, and emotional harm caused by drug and alcohol use; to prevent injury, illness, and harm that is a potential result of drug and alcohol use; and to strive within the district for an environment free of such use and abuse.

The sanctions of this policy solely limit the opportunity of any student found to be in violation of this policy to participate in extracurricular activities. There will be no academic sanction for violation of this policy.

Additionally, parents/guardians may agree to opt-in their minor student(s) to the random screening pool at any time.

Random Drug Screening Process

- In order for a student to be eligible for participation in a privileged activity (as defined by KSHSAA regulated activity), the student must have a completed and signed an opt-in form. Students will enter the eligible testing pool once their name appears on a published roster.
- The screening facility will randomly select students to be screened from the eligible pool of students mentioned above for screening throughout the school year. Students names who appear on a "published" KSHSAA roster will be added to the random drug testing pool.

- The principal, assistant principal, athletic director, school nurse, or a trained medical provider will clip a small sample of hair from the student and place it in an envelope. The student will witness the sealing of the envelope, confirm his/her identification number, and verify or “vouch for” accuracy by initialing the envelope.
- The collected samples will be sent to a drug screening facility for analysis.
- Parents/Guardians or an adult student will be contacted by the principal, assistant principal, or athletic director and given the results of each screen within two to three weeks of the submission of the hair sample. Contact by phone and/or mail will be made for negative screen results. Contact by phone will be made for positive screen results.
- Students whose screen has a positive result will meet with their parents/guardians and the principal, assistant principal, or athletic director.
- Positive screen results are cumulative for a two-year period starting with the most recent positive screen, and only during a student’s high school years.
- Detailed screen results will be available only to the student, the parents/guardians, and to school personnel who have a legitimate need to know.
- Once a student has been screened and the results have been returned, his/her number is placed in the general pool for further random screening. Therefore, it is possible that a student may be screened more than once during the school year and/or several times during their time at Chapman High School.
- If adult students or parents/guardians question the validity of the screen results they may request a second screen be conducted on the same hair specimen at their own expense. It is important to note that any positive result has had two completely separate screens performed – an immunoassay screen and a mass spectrometry confirmation screen. Additionally, environmental contamination is a non-issue because the facility utilizes the most extensive wash procedure in the industry. Numerous studies demonstrate the effectiveness of the wash procedure used.
- The screening facility uses a liquefying method to process hair samples. Positive results for prescription medication will be made negative after verification of the prescription is received.
- Any student may request, after being selected for random sample, for a parent or guardian to be present during screening process (provided the screen can be completed within 48 hours).

- If an extracurricular participant refuses to submit to a drug or alcohol use test authorized under this policy, such refusal shall be considered a “positive” result for drugs or alcohol and subject the student to the appropriate suspension as stated herein.
- All transfer students who choose to participate in KSHSAA activities will be educated on the drug screening policy and be provided a minimum 90-day window from the date of transfer before being included in the random screening pool.

PROCEDURES IN THE EVENT OF A POSITIVE SCREEN RESULT:

Whenever a student’s screen result indicates the presence of an illegal drug, the provision set forth will apply:

Self-Reporting of Drug Usage:

Any student that ‘self-reports’ the use of drugs or alcohol prior to any testing shall be suspended from participation in activities and travel for five (5) school days, which shall include suspension from **any** activities falling on evenings of such school days or weekends falling between school days in which a suspension is to be served. The principal (or designated personnel) will notify parents and appropriate sponsors of such suspension of eligibility. The adult student or parent(s)/guardians may choose to have the student continue with the screening at the time of contact. A subsequent positive screen result will count as a second positive screen.

First Violation:

For the first offense, the student shall be suspended from participation in all extracurricular activities, including all performances and competitions, **for ten (10) school days, which shall include suspension from any activities falling on evenings of such school days or weekends falling between school days in which a suspension is to be served.** During this time, it is recommended that the adult student or parent/guardian obtain a substance abuse evaluation and education/counseling for the student. For the first violation, a student will be added to the pool 90 days after the positive screen, during the next testing period.

Second Violation (Two Positive Screen Results):

For the second offense, the student shall be suspended from participation in all extracurricular activities including all practices, meetings, performances, activities, and competitions for **thirty (30) school days, which shall include suspension from any activities falling on evenings of such school days or weekends falling between school days in which a suspension is to be served.** If the student and/or parent/guardian can provide proof of enrollment and regular attendance at a school recommended substance abuse support, **the suspension will be reduced**

to twenty (20) school days. For the second violation, a student will be added to the pool 90 days after the positive screen, during the next **two** testing periods.

Third Violation (Three Positive Screen Results):

For the third offense, the student shall be suspended from participation in all extracurricular activities including all meetings, practices, performances, and competitions for **ninety (90) days, which shall include suspension from any activities falling on evenings of such school days or weekends falling between school days in which a suspension is to be served.** During this time, it is recommended that the adult student or parent/guardian obtain a substance abuse evaluation and education/counseling for the student. For the third violation, a student will be added to the pool 90 days after the positive screen, during the next **three** testing periods.

Violation of Policy Regarding Nicotine- Nicotine will be tested as part of a standard panel. A student with a positive nicotine panel shall be suspended from participation in all extracurricular activities, including all performances and competitions, **for five (5) school days, which shall include suspension from any activities falling on evenings of such school days or weekends falling between school days in which a suspension is to be served.** For a tobacco violation, a student will be added to the pool 90 days after the positive screen, during the next testing period.

Definitions

“Standard Panel” to include cocaine, opioids, phencyclidine, amphetamines, and marijuana. An add-on of nicotine will be included in a standard panel.

“Illegal Drugs” means any 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 without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose or in excess of label directions.

“Performance-Enhancing Drugs” includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term “Performance-Enhancing Drugs” does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.

“Positive” when referring to a drug test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the

standards customarily established by the testing laboratory administering the drug use test.

"KSHSAA" is the Kansas State High School Activities Association of which the district is a participating member.

"School Recommended Substance Abuse Support" see attached form, subject to change based on availability.

School Recommended Substance Abuse Support

Central Kansas Foundation- <https://ckfaddictiontreatment.org/>

*Locations in Abilene, Salina, Junction City and McPherson

*Intake Sessions

*Education/Counseling/Classes Available

Family Care Center - <https://familycarecenterjc.com/>

*Junction City, KS

Regional Prevention Center -- (785) 587-4372

*Manhattan, KS

Drugs/Alcohol/Tobacco Possession

During any school sponsored activity, any student-athlete found to be in personal possession of or found to be using alcohol, tobacco, and/or other illegal drugs, by a USD 473 Faculty/Staff member, by Law Enforcement Personnel, or by personal admission will be disciplined as follows:

First Violation (Drugs and Alcohol):

For the first offense, the student shall be suspended from participation in all extracurricular activities, including all performances and competitions, **for ten (10) school days, which shall include suspension from any activities falling on evenings of such school days or weekends falling between school days in which a suspension is to be served.**

Second Violation (Drugs and Alcohol):

For the second offense, the student shall be suspended from participation in all extracurricular activities including all practices, meetings, performances, activities, and competitions for **thirty (30) school days, which shall include suspension from any activities falling on evenings of such school days or weekends falling between school days in which a suspension is to be served.** If the student and/or parent/guardian can provide proof of enrollment and regular attendance at

a school recommended substance abuse support, **the suspension will be reduced to twenty (20) school days.**

Third Violation (Drugs and Alcohol):

For the third offense, the student shall be suspended from participation in all extracurricular activities including all meetings, practices, performances, and competitions for **ninety (90) days, which shall include suspension from any activities falling on evenings of such school days or weekends falling between school days in which a suspension is to be served.** D

Violation of Policy Regarding Nicotine: A Nicotine Violation will result in five (5) school days, which shall include suspension from any activities falling on evenings of such school days or weekends falling between school days in which a suspension is to be served.

Violation of Policy Regarding Steroids or other PEDs, - KSHSAA Rule 14.1 Article 4 applies: A student who uses anabolic steroids would be ineligible for competition until such time as medical evidence can be presented that his/her system is free of that drug.

Team Selection

Choosing the members of athletic teams is the sole responsibility of the coaching staff of that team. Head Coaches will establish criteria to determine the appropriate level (HS V/JV/C-Team and MS A/B-Teams) each athlete will participate on when selecting rosters. When try-outs become a necessity (HS Only), the Head Coach shall outline the following process:

1. The duration of the try-out period (Minimum 3 days).
2. The criteria used to select the team.
3. The appropriate skill level of each team (V/JV/C) to be selected.

If it is determined that cuts are necessary, the coach will inform each athlete. Cut lists will not be posted publicly.

If an athlete is cut from a team sport, they may ask to switch to an individual sport within one calendar week of the try-out. The accepting coach and the Athletic Director must approve the switch.

Try-outs will not take place at the Middle School level.

Uniform and Equipment

Student-athletes are responsible for any uniforms, equipment, etc issued to them by the athletic 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 athletic department for all items not returned within one week after the season. They will not be permitted to join another sport unless all items issued are returned and/or paid for at full retail price. Student-athletes are to wear only athletic department approved equipment. In some sports, the athletes may be required to purchase a portion of the game uniform, which becomes his/her property (i.e. VB tights, BSB hats)

Sport Participation

All student-athletes are encouraged to participate in extracurricular athletics and/or activities throughout the year. Student-athletes are allowed to participate in only one sport (team, quasi-team, or individual) per season (Fall, Winter, Spring).

Students are considered a member of the team on their first day of practice until the school season is complete or the student no longer wishes to be a member of the team.

Attendance Guidelines

Activities and Athletics are only a part of the total educational system. Student-athletes must be striving to attain a strong attendance record.

1. It is the policy of both CMS and CHS that a person must attend a minimum of $\frac{1}{2}$ of the school day, (5th period - 8th Period @ CMS; 5th period - Advisory Period @ CHS) to be able to participate in an athletic practice or event on that day. The Building Administration will make exceptions for Doctors Appointments, funerals, and other case-by-case excused absences.
2. An Unexcused Absence from class may result in loss of practice and/or playing time. The head coach and building administration will make decisions based on information provided on a case-by-case basis.
3. No student-athlete should miss practice without an excuse. If a student is at school, they are expected to be at practice. Athletes should contact the head coach directly if they will miss practice for any reason. If it is an unexcused absence, the first offense will result in a conference with the head coach; the head coach will decide any penalty. The second offense will result in the athlete not playing in the next contest for which he/she is eligible. The third offense will result in dismissal from the squad. No athlete should miss a contest without an excuse. Unexcused competition will result in suspension of at least one contest and a conference with the possibility of dismissal.
4. Any student-athlete serving detention after school may attend practice upon completion of the detention.

5. Any student-athlete serving an In-School Suspension (ISS) is not in good standing, therefore will not be allowed to participate in practice or competitions on the day of the ISS.

Bullying

The Board of Education prohibits acts of harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any gesture or written, verbal, or physical act that takes place on school property, at any school-sponsored function, or on a school bus that:

- A. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression or mental, physical or sensory disability; or,
- B. By any other distinguishing characteristic; and
- C. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging a student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or,
- D. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in , or substantial interference with, the orderly operation of the school.

In determining the appropriate response to students who commit one or more acts of harassment, intimidation, or bullying, school administrators should consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behavior, past incidences or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred.

Concluding whether a particular action or incident constitutes a violation of the policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the case law, Federal and State statutes, regulations and policies, and district policies and procedures. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavior intervention up to and including suspension and expulsion.

In each school, the principal or principal's designee is responsible for receiving complaints alleging violations of the policy. All school employees are required to report alleged violations of this policy to the principal or principal's designee. All other members of the school community, including students, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this policy. While submission of a report form is not required, the reporting party is

encouraged to use the report form available from the principal of each building. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of anonymous reports.

Hazing

Incidents involving initiations, hazing, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm, or which affect the attendance of another student are prohibited. Such action will be considered a serious breach of school conduct and dealt with accordingly.

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.

Appropriate Use of Technology

See USD 473 - Chapman's 1:1 Device Handbook.

BOE Transportation Policy (JGG)

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

- Participants are prohibited from driving personal vehicles to out-of-town school district sponsored activities.

- Participants are required to ride the district transportation to and from all practices and contests.
- 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 by completing the “USD 473 Rules for Student-Athletes form.”
2. Participants may ride home with their immediate family after a contest if prior arrangements have been made with the coach. The parent/guardian must sign the “Post Game Release” with the coach, following the contest.
3. Special circumstances may arise where the parent may request an “Exception Travel Release Request” with the Athletic Director to release the student-athlete to someone outside the immediate family. This request should be made 24-hours prior to the event to ensure proper communication between the Parent, Coach, Athletic Director, and/or Building Administration.

Unsportsmanlike Conduct and Other Unacceptable Behavior

Sportsmanship Course Requirement for Ejected Players: Effective in the 2015-16 school year, any player ejected from a contest at any level of play (grades 7-12), for unsporting conduct or behavior will be required to successfully complete the free “NFHS Sportsmanship Course” online, prior to the KSHSAA and school reinstating his/her eligibility privileges. Schools are required to oversee compliance but do not need to submit the certificate of completion to the KSHSAA, instead they should retain it on file.

Student Athletes Will Refrain from Unlawful or Delinquent Behavior

An unlawful or delinquent act is a violation of any civil or criminal statute, ordinance, regulation, or court order (except for minor traffic offenses) including, but not limited to civil rights violations, theft, vandalism, or destruction of property (or other misdemeanors or felonies as defined by the Kansas Criminal Code). A student who pleads guilty, is found guilty, or is found to have committed a delinquent act by any court of law, pleads no contest to, or dispositions through a settlement and is charged with an unlawful act is also subject to sanctions within the athletic department. Notwithstanding the foregoing, the athletic director and/or coach, reserves the right to determine whether the student committed an unlawful or delinquent act rather than to be bound necessarily by the decision of the courts or others. All cases involving student-athletes, either directly or as an accomplice, will be subject to review.

Due Process

The determination of suspension/dismissal of students from extracurricular activities will remain the responsibility of the coach and/or athletic director. When a student is suspended/dismissed from an extracurricular activity the student and his/her parent(s), guardian(s)/custodian may appeal the decision to the building administration within two days of the suspension/dismissal. The administration will render their decision within 3 days of the consideration of the appeal. A final last step appeal may be made by the student and his parent(s)/guardian(s)/custodian to the Superintendent within 2 days in writing or by phone wherein a hearing will be held to review the circumstances of the case and the Hearing Officer will render a decision as to the facts presented. The decision of the Hearing Officer will be final. Any penalties put in place at the onset will remain in effect during the time of the appeal. If at any level the decision is reversed, the student will be immediately eligible and re-instated.

A student is deemed to be a participant, for purposes of the Code of Conduct, once the student attends their first practice session. Thereafter, the student is deemed to be a participant for the remainder of their middle/high school career. The Code of Conduct applies to behavior that takes place ON or OFF school grounds and at ANY TIME during the student's enrollment, this includes the off season as well as summertime.

Coaches may set higher expectations and impose stricter penalties for their athletes. School consequences resulting from hearings may take precedence over coach/AD consequences. Consequences resulting from violating school, team, and/or code of conduct rules/expectations may carry over into the next season, even if this means carrying over into the next academic year. (Clarification: If a student violation occurs towards the end of a season the penalties may carry over to the next activity.)

Students who are suspended from school are prohibited from participation in practices and interscholastic events during the length of the suspension and/or until they are considered to be in "good standing" with the administration.

Behaviors not specifically covered in the Code of Conduct, Student and/or Team Handbooks, but which are contrary to the spirit of the Code of Conduct, are subject to an appropriate penalty at the discretion of the Principal, Athletic Director, and/or Coach. The athletic director and/or coach will decide the appropriate penalty for the student, taking into consideration the seriousness of the offense, any harm or injury to person or property, the remorse of the student, and any other relevant factors.

Lettering Policy and Special Awards

Competing in Athletics and Activities is an integral part of the whole education process. The USD 473 Athletic Department will recognize student-athletes who meet the criteria specified by their individual coach. The Head Coach is responsible for determining the criteria used to award the Varsity Letter. The first time a

student letters in a sport or activity, he/she will receive a certificate, activity pin and one chenille C. After that an athlete will receive a certificate and a service bar each time he/she letters in that sport/activity.

The USD 473 Athletic Department believes that multi-sport participation is an integral part of the athletic experience. Multi-sport participation promotes the competitive spirit throughout the school year instead of just three-four months. It creates variety and diminishes over-use injuries. Finally, it promotes increased athletic performance by training a variety of different muscle groups. The Department has created a special incentive program to foster participation in multiple sports programs.

1. NCKL Scholar Athletes - Defined in NCKL Constitution
2. Rehilan Scholar Athlete - Awarded to one male and female senior athlete with the highest cumulative GPA and letters in at least two sports during their Junior and Senior year.

Sports Medicine and Safety

USD 473 has a contract with Keating Chiropractic (KC) in Junction City. Dr. Mitchell Keating will come to Chapman once per week, for no less than one hour. This agreement does not, nor shall be construed to allow or require, any direct relationship between the Provider, USD 473, or the parent/athlete. Any treatment shall always be in the best interest of the student-athlete and will be covered under his state scope of practice. Consent shall be granted by the parent/guardian before any additional services will occur. The parent/guardian will make the decisions about the use of physicians and other health care providers.

Any injury that requires medical attention needs to be communicated with the coaching staff as soon as possible. If the student-athlete needs medical modifications for activity and/or exemptions, a Doctor's note should be turned into the Building Office, Head Coach, and/or Athletic Director. If there is an exemption from activity, there will also need to be a subsequent release and/or return to play form from the original doctor.

KSHSAA Student Safety Requirements:

KSHSAA STUDENT SAFETY PRESEASON EDUCATION REQUIREMENTS

Important notes regarding the following educational requirements:

1. These educational programs need to be completed only one time each school year, no matter the number of sports/activities the person is involved in.
2. These educational programs may take place in a group setting.
3. These educational programs may be delivered through an online course or OR be delivered in-person by a local or school healthcare professional.*
4. Athletic/Activity administrators are responsible to document coach/sponsor, student-athlete and school administrator's attendance.

*Schools may determine the type/style of training to meet these requirements that best fits their needs.

In January 2015 the KSHSAA Executive Board adopted the following student safety requirements for ALL coaches, student participants and school administrators responsible for event coverage:

▪ Concussion and Head Injury Education

On an annual basis and PRIOR to the first practice of the season, ALL coaches, student participants and school administrators responsible for event coverage are required to complete a concussion education program. This requirement includes cheer and dance sponsors and participating students.

Any of the following online courses are recommended by the KSHSAA and the KSHSAA Sports Medicine Advisory Committee for coaches, student-athletes and school administrators to meet the concussion and head injury education requirement:

Concussion in Sports (www.NFHSLearn.com)

*Concussion for Students (www.NFHSLearn.com)

*ConcussionWise, athlete version (www.sportsafetyinternational.org/cw-athlete-course/)

ConcussionWise, coach version (www.sportsafetyinternational.org/cw-coach-course/)

CDC Heads Up Concussion in Youth Sports (<http://usafootball.com/health-safety/concussion-awareness>)

*Course content designed for student-athletes.

In January 2015 the KSHSAA Executive Board adopted the following student safety requirement for ALL coaches:

▪ Heat Illness Prevention Education

On an annual basis and prior to the beginning of fall sports practices, each KSHSAA member school will provide all coaches/directors of its athletic and activities programs with an educational in-service program on prevention of heat illness and proper hydration of participants.

- This requirement is for all Fall sport coaches.
- This requirement is for all Fall activity sponsors of activities taking place in potentially hot/humid environments including all cheer, dance and marching band sponsors.

The following online course is recommended by the KSHSAA and the KSHSAA Sports Medicine Advisory Committee to meet the heat illness prevention education requirement:

Heat Illness Prevention (www.NFHSLearn.com)

Concussion Information:

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). (23/24)

**KSHSAA RECOMMENDED CONCUSSION & HEAD INJURY INFORMATION RELEASE
FORM
2023-2024**

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

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

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

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

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

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

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

In accordance with the KSHSAA recommendations and the Kansas Sports Concussion Partnership, USD 473 will encourage any student-athlete diagnosed with concussion to complete the Warm-up to Play Release Form.

Name _____ ☐ M ☐ F Birthdate _____ Date of Injury _____
 Sport/Team/School _____ Phone _____
 Primary Care Physician _____ Phone _____
 Concussion Management Team Leader _____ Phone _____



An athlete's return to his/her sport will be a step-by-step process. Once the athlete has no symptoms or signs of concussion and is doing well in school and daily activities, a physician (MD/DO) will sign this form allowing the athlete to start the progression back to play. This will be monitored by a coach, athletic trainer or designated school official.

Athlete should spend a minimum of 30 minutes on each step. Athlete must wait 24 hours before progressing to the next step and remain completely symptom-free. STOP IMMEDIATELY if there is any return of signs/symptoms and report this right away. Go back to rest for the day, refrain from activities including bike riding, skateboarding, playful wrestling, etc. The following day — only if symptom free — athlete may repeat step that was previously symptom-free and resume progression. If symptoms persist or worsen for more than a day, please notify the physician.

☐ **Physician Release to Start Warm-up to Play. Proceed to Step 1.**

This patient has had an injury to the head. Patient may "Return to Play" after normal classroom full participation is achieved and successfully completing Steps 1 through 4 of the "Warm-up to Play" below. Symptoms of concussion may develop within days after a head injury. Patient should continue to be observed for any new symptoms.

Physician Signature _____ Date _____

Step 1. Light aerobic exercise, including walking or riding an exercise bike. No weightlifting. *(increase heart rate)*

☐ Step 1 completed successfully.
 Athlete reports no return of symptoms after 24 hours. Coach/Athletic Trainer _____ Date _____
 Okay to proceed to Step 2. Notes: _____

Step 2. Running in a gym or on the field. No helmet or equipment should be used. *(add movement)*

☐ Step 2 completed successfully.
 Athlete reports no return of symptoms after 24 hours. Coach/Athletic Trainer _____ Date _____
 Okay to proceed to Step 3. Notes: _____

Step 3. Non-contact training drills and full equipment. Start light resistance training or light weight training. *(add coordination and cognitive load)*

☐ Step 3 completed successfully.
 Athlete reports no return of symptoms after 24 hours. Coach/Athletic Trainer _____ Date _____
 Okay to proceed to Step 4. Notes: _____

Step 4. Full contact training under the supervision of the coach/athletic trainer. *(restore confidence and assess functional skills)*

☐ Step 4 completed successfully.
 Athlete reports no return of symptoms after 24 hours. Coach/Athletic Trainer _____ Date _____
 Okay to "Return to Play." Notes: _____

Return to Play

Student may fully Return to Play if all the above steps were successfully completed without return of any symptoms. This includes full participation in live competition or practice. Symptoms of concussion may develop within days after a head injury. Patient should continue to be observed for any new symptoms.


Heat Illness Information:

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 athletic 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.

Before Exercise	Drink 16 oz. of fluid before activity/exercise (2 hours) Drink another 8-16 oz. of fluid 10-15 minutes before exercise
During Exercise	Drink 4 - 8 oz. of fluid every 15-20 minutes
After 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	 <ul style="list-style-type: none">24 oz. of fluid = 1 ½ of water bottle16 oz. of fluid = 1 full water bottle7 oz. of fluid = ½ full water bottle or 10 BIG gulps of water4 oz. of fluid = ¼ full water bottle or 5 BIG gulps of water

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.

Role and Responsibility of Parents

Coaches, student-athletes, and parents all play a vital role in the success of our Athletic Department. The foundation of the Chapman Athletic Department is to teach important life-lessons like commitment, discipline, hard work, sacrifice, and teamwork. Through “intentional coaching”, we believe sports can build character in young people. These principles can and will impact your child’s success not only in athletics, but also throughout their lives.

Proactive Coaching, LLC, presents the following ideas that can help you assist your child’s development through activities.

1. Release your child to the sport/game. Your child should be participating in activities because THEY want to, not because you want to live through them.
2. Do your best to understand the rules and expectations of your child’s activity. We offer a broad range of activities, help your child determine which one best fits their ability, passion, and talents.
3. Release your child to the coach. We have assembled a strong coaching staff and it is important that you allow the coach to do his/her job. Be supportive of the coaching staff and the time and effort they put in for the benefit of your child’s team.
4. Release your child to their role on the team. Not everyone can be a starter, understand where your child fits into the dynamics of the TEAM concept.
5. Communication is a cornerstone for building strong relationships. At various times, athletes and/or parents may need to communicate with the coaching staff. We ask that you use the 24-Hour rule when speaking to the coaching staff. Competitions are emotionally charged for all participants. It is best to schedule an appropriate time and meeting rather than vent to the coach right after a contest. We ask that you also follow the appropriate “Chain of Command”.
 - Step One - Coach - Athlete: The student-athlete is expected to voice their concerns with the coaching staff in an effort to gain first hand understanding of the situation.
 - Step Two - Parent: If the issue is not resolved, the parents should schedule a meeting with the coach at a mutually agreed upon time. Guidelines for discussion are listed below (6-7).
 - Step Three - Athletic Director (AD): If the issue is not resolved in Step 2, any party may schedule an additional meeting with the Athletic Director for problem solving and conflict resolution.
 - Step Four - Building Principal: If the issue is not resolved in Step 3, any party may schedule an additional meeting for problem solving and conflict resolution which includes the building principal.
 - Step Five - Superintendent: If the issue is not resolved in Step 4, any party may schedule an additional meeting for problem solving and conflict resolution which includes the USD 473 superintendent.

6. During appropriate times, you can and should communicate the following items with the coaching staff:

- Academic concerns.
- Injuries and/or treatment and rehabilitation.
- Behavioral concerns from your child that you do not approve.

7. Avoid negative conferences with the coaching staff involving:

- Game-time decisions
- Play-calling
- Playing Time

Remember, at every activity there are four majors roles:

1. Coaches
2. Athletes
3. Officials
4. Spectators – Do this to the best of your ability and represent the community of Chapman in a positive manner!

Sportsmanship

USD 473 believes that interscholastic competition involving member schools of the Kansas State High School Athletic Association (KSHSAA) should be governed by the basic principles of good sportsmanship. Since athletics must operate within the framework of sound educational principles, it follows that:

1. Athletic teams in USD 473 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 athletics, either as an athlete 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.
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:

1. Stand and remove headgear during the National Anthem.
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)
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. Censor 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.
11. Fans and/or spectators may be asked to leave contests or may be banned from future contests if these expectations are disregarded.

KSHSAA 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, may be ejected from the activity; may be subject to loss of privilege of attending school activities, as well as further disciplinary actions.

Athletic Registration



USD 473 now uses the PowerSchool Online Registration program. We believe this provides the parents the most convenient way to complete the KSHSAA Recommended Concussion Release, USD 473 Rules for Student Athletes and the Emergency Contact Form for all athletic activities offered by USD 473.

Athletic Schedules

USD 473 now uses the rSchoolToday Activity Scheduler for all of our Athletic Schedules. This Web-based platform provides a significant advantage for you to have access in real-time to our most up-to-date schedules, print current schedules, and email schedules to relatives. You may view current schedules here: www.irishathletics.net

Insurance

As a member of the KSHSAA, we also have coverage under the KSHSAA Liability Catastrophe Plan and Basic Catastrophe Accident Medical Policy. This policy covers students participating in activities and interscholastic athletics under the jurisdictions of the Association. A summary of coverage can be found below.



**2023-2024
KSHSAA Insurance
Summary of Coverage**

As a member of KSHSAA, your students participating in activities and interscholastic athletics under the jurisdiction of the Association have been provided with coverage beginning 8/1/2023 as follows:

- Excess Athletic Participant Legal Liability coverage; \$500,000 per occurrence.
- Excess Catastrophic Accident coverage up to a \$5,000,000 maximum. *(\$25,000 deductible)
- Catastrophic Accident **claims must be reported within 180 days of the injury.**

ATHLETIC PARTICIPANT LEGAL LIABILITY PROTECTION:
This policy provides up to \$500,000 (in addition to legal defense costs) of liability coverages for incidents arising out of student participation in sports events/activities under the jurisdiction of KSHSAA. Member schools are covered for bodily injury claims for which they are liable, not including vehicle accidents. Coverage is provided for KSHSAA Group Purchasing, Inc. and is excess to any other liability coverages available to the school and is **not applicable to intentional self-insurance programs and is subject to other restrictions.**

LIFETIME CATASTROPHIC ACCIDENT COVERAGE:
This policy provides coverage for students/athletes (grades 7-12) injured while participating in, practicing for, or **traveling (as defined in the policy) to/from** activities/interscholastic athletics under the jurisdiction of KSHSAA. Mutual of Omaha Insurance Company provides this coverage to KSHSAA. **It does not cover activities/interscholastic athletics outside the jurisdiction of KSHSAA. For example, a band trip to a bowl game would not be covered.** Transportation of participant students is covered **only if** it is directly to or from the covered event, authorized by the school district and is paid for or subject to reimbursement by the school.

CATASTROPHIC ACCIDENT BENEFIT SUMMARY:

- Lifetime excess medical, dental, and rehabilitative expense benefit pays reasonable and customary covered expense, up to \$5,000,000 (scheduled benefits for certain services/treatment) with a lifetime benefit period. **There is a \$25,000 deductible within 2 years from date of injury.**
- \$10,000 accidental death and dismemberment benefit.
- \$10,000 heart or circulatory malfunction loss of life benefit.
- \$500,000 catastrophic cash benefit, for traumatic brain deficit or paralysis resulting from a covered accident. This benefit is payable as a \$100,000 lump sum then as installment payments of \$40,000 per year thereafter while the condition exists not to exceed 10 years.

REPORTING POTENTIAL CLAIMS:
Should a student suffer an accidental injury that indicates medical expenses will exceed **\$25,000** within two (2) years from the date of the injury, please call or email the Executive Director of KSHSAA: Bill Faflick, 785-273-5329, bfaflck@kshsaa.org or:

Kansas Agent for KSHSAA:

Willis Towers Watson Midwest, Inc.
Jan Mason, Zach Barnes, or Kent Miller
5400 W 110th St, Suite 300
Overland Park, KS 66211
Jan.Mason@wtwco.com, 785-235-7293
Zach.Barnes@wtwco.com, 913-498-4446
KentMiller@wtwco.com, 913-498-4409

NOTE: This is only a summary of coverages and does not replace the policies. Refer to the policies for specific coveragewording, exclusions, and conditions. Policies are on file and available at the office of KSHSAA. **Claims must be reported to the company within 180 days of the date of injury. Mutual of Omaha Phone: 1-800-524-2324.**