

# Wenatchee School District Athletic Handbook

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# **I. INTRODUCTION**

These guidelines are revised annually for the benefit of those persons charged with the task of conducting the co-curricular programs of the Wenatchee School District. It is hoped that these guidelines will simplify problem areas that may arise and assist administrators and coaches in working with the activities, which enhance the learning of our students.

The guidelines and recommended procedures outlined in the handbook cannot be altered unless the Wenatchee School District athletic director and/or the Wenatchee School Board of Education grant approval.

## **II. WSD PHILOSOPHY**

### **A. Mission Statement of the Wenatchee School District**

“To contribute to the development of athletes and responsible citizens by building mind, body and character in a safe, competitive environment.”

### **B. Philosophy Statement**

The rules and regulations of the Washington Interscholastic Activities Association (WIAA), the Wenatchee School District and rules specific to each sport shall govern students who participate in athletic programs of the Wenatchee School District.

Participation in athletic programs offered by the Wenatchee School District is completely voluntary. Involvement requires commitment to academic excellence, citizenship, teammates, their school and community.

The Wenatchee School District believes that athletics is a privilege, not a right. The standards within this document pertain to academic requirements, citizenship, sportsmanship and personal conduct. Enjoyment of these privileges is predicated on the student/athlete’s willingness to uphold the rules of conduct spelled out in this handbook.

### **C. Philosophy of Each Level**

**Elementary.** The primary goal of all elementary co-curricular programs shall be the involvement of the maximum numbers of participants. Individual involvement along with the principles of sportsmanship, teamwork and commitment shall be emphasized while developing skills relative to the programs offered. The concept of “having fun” in a safe and healthy environment should be considered the first priority.

**Middle Level.** The primary goal of the middle level co-curricular programs is to encourage student participation and to afford individual students the opportunity to further develop the skills required to participate in their chosen activities.

Priority should be given to the development of individual abilities while emphasizing the concept of “having fun” in a safe and healthy environment within the framework of furthering the principles of sportsmanship, teamwork and commitment to a goal.

**High School.** The primary goal of the high school co-curricular program is to involve students in district sponsored activities that serve their interests and talents. These programs should promote positive attitudes through active participation, individual improvement, healthy competition and the involvement of the community.

High school co-curricular programs focus on interscholastic competition as appropriate. Emphasis shall be given to skill development, principles of sportsmanship, teamwork, commitment to a goal and “having fun” in a safe and healthy environment.

**D. Activities Covered By This Handbook**

Any student choosing to participate in cheerleading, dance and drill, weight room or any form of district-sponsored athletics is covered by this document.

### **III. WIAA STUDENT ELIGIBILITY**

**A. Parent/Student Responsibilities for Participation**

1. Physician’s Clearance. Prior to the first practice for participation in interscholastic athletics a student shall undergo a thorough medical examination and be approved for interscholastic athletic competition by a medical authority licensed to perform a physical examination. The Wenatchee School District requires parents/students to turn in a signed medical clearance form as well as submitting an online emergency information form. In addition, the district limits the validity of a student’s physical to 13 months from the date of exam. If the end of the 13 months will not get a student through the completion date of a season, the student will not be cleared until they have a new physical.
2. Athletic Contract. Each student and parent must read, sign and submit an online Wenatchee School District Athletic Contract. The contract is good for the entire school year.
3. Specific Sport Safety Guidelines & Warning Agreement. Each student and parent must read, sign and submit an online Wenatchee School District Safety Guidelines & Warning Agreement for each sport they chose to participate in. This also includes a weight room agreement for those students wishing to use that area during non-instructional times.
4. Concussion & Cardiac Arrest Information Sheet. Each student and parent must read, sign and submit an online Wenatchee School District Concussion & Cardiac Arrest information sheet. This form is good for the entire school year.
5. Permission to Drive Form. Each student and parent must read the district’s policy on driving to and from athletic competitions and practices. In addition, parents will need to fill out a form giving permission for their child to ride or not ride with other students or adults to and from off site practice and game venues.
6. Fees. Each student must purchase an ASB card and pay a \$10 sport fee before they will be cleared to participate in any activity. In addition, all high school students will be required to clear for the weight room and for all open gym activities the first time they clear for a sport during the current school year. This will cost the student an additional \$10 but will allow them to use the weight room and attend any open gym activity. These fees can be paid online or in person at the ASB office in the high school or the main offices in the middle schools.

**B. Student Requirements for Participation in Interscholastic Activities**

1. Student Eligibility Criteria. All contestants must be eligible under the rules of the Washington Interscholastic Activities Association and the Wenatchee School District in order to compete. Only students who are currently eligible to participate in an activity may appear in the team uniform on the team bench, sideline, court, field or deck during the contest.

2. High School Age Limits. A student shall be under 20 years of age on September 1<sup>st</sup> for all fall sports, on December 1<sup>st</sup> for all winter sports, and March 1<sup>st</sup> for all spring sports.  
Middle School Age Limits. A student shall not have reached his/her 15<sup>th</sup> birthday prior to June 1<sup>st</sup> of the previous school year.
3. Student Member of a School. Students must be regular members of the school they represent in order to participate in an interscholastic athletic activity. Students are a regular member if they are enrolled half time or more.
  - a. Home Based Education. Home-based students must register with a public school district with the intent to home school. These students must meet and follow all of the rules and requirements of eligibility that the other students have and must provide school authorities all required forms and documentation before being ruled eligible.
  - b. Alternative Education. Alternative education programs are academic learning opportunities that fall outside of the traditional schoolhouse format. A full-time high school student in a public alternative school without athletics may participate at the resident public school that the student would normally attend or that student's public school of record. These students must meet and follow all of the rules and requirements of eligibility that the other students have and must provide school authorities all required forms and documentation before being ruled eligible.
  - c. Private School Education. A student who is a regular member in a private school may participate on the interscholastic teams of his/her resident public school if the student resides within the service area of that public school and if the interscholastic activity is unavailable to the student in the private school. These students must meet and follow all of the rules and requirements of eligibility that the other students have and must provide school authorities all required forms and documentation before being ruled eligible.
4. Running Start. A running start student's eligibility is through the public school of residence/record, where the student accesses the running start program. Running start students must meet and follow all of the rules and requirements of eligibility that the other students have and must provide school authorities all required forms and documentation before being ruled eligible. According to WSD policy, all running start students need to be enrolled as a full time student regardless of the number of credits that have earned during the current school year in order to participate in athletics.
5. Scholarship. In order to maintain athletic eligibility during the current semester, students shall maintain passing grades, or the minimum grade standards as determined by the WIAA and the Wenatchee School District in a minimum of:

3 classes in a 4 period class schedule or the equivalent credits  
4 classes in a 5 period class schedule or the equivalent credits  
5 classes in a 6 period class schedule or the equivalent credits  
6 classes in a 7 period class schedule or the equivalent credits  
7 classes in an 8 period class schedule or the equivalent credits

Running Start Courses Equivalent

One 5 credit quarter course = One high school credit

One 3 credit semester course = One high school credit

\*One high school credit from running start equals two semesters worth of work in a traditional high school.

Member schools may allow only seniors who are on track to graduate to initially enroll in one less class than the minimum required for other students. Seniors enrolled in one less class than other students must maintain passing grades in all classes in which they initially enrolled. Seniors may not drop or withdraw from a class in order to stay eligible. This means that seniors on pace to graduate may be enrolled in only four classes as Wenatchee High School currently operates on a six period schedule and, as a result, the minimum number of classes a student must pass is five. If a senior on pace to graduate elects not to enroll in one less class than the minimum number of classes required for other students, their eligibility will be determined in the same manner as all of the other students.

Any class taken as part of the regular schedule of the student during the semester shall be considered to be a full time subject.

A student shall have passed the minimum number of classes as listed under scholarship above based on the school/student schedule in order to be eligible for competition during the succeeding semester. The record at the end of semester shall be final, except for those class for class replacement credits earned in a regular, accredited summer school program or alternative educational program accepted by the school district.

Incompletes may be made up for credit during the first five weeks of the subsequent semester. The student shall be ineligible for interscholastic competition until the incomplete(s) are cleared.

If a student transfers classes after the third week of the semester, he/she must be passing the class they are switching out of in order for it to not count as a fail on the next grade check.

Academic Suspension Period. A student who failed to make the grade requirements of the previous semester shall be placed on suspension. The student shall be ineligible during the suspension period. If, at the end of the suspension period, the student is passing the minimum number of classes required the student may then be reinstated for competition.

- The suspension period for high school students shall be from the end of the previous semester through the fourth Saturday in September in the fall or the first five weeks of the succeeding semester.
- The suspension period for middle school students shall be from the end of the previous semester through the first three weeks of the succeeding semester.
- Each student is eligible on Monday of the week following the end of the suspension period assuming they are passing the required number of classes.
- Three or more teaching days shall constitute a week.

Middle School Scholarship. Middle school students must be passing all classes in order to be eligible for participation in any athletic activity. A standard's based score of 1 in middle school will be considered failing. Eighth grade students need to remember that their spring semester grades will determine their eligibility for the fall sports season of their freshman year.

6. Previous Semester. The student shall have been in regular attendance as a full-time student as defined under scholarship in an elementary, middle level or high school during the semester immediately preceding the semester in which the contest is held. An enrolled student who receives semester grades will be considered to have been enrolled for the previous semester.
7. Regular Attendance. The student shall be enrolled and in regular attendance within the first fifteen school days in a semester at the start of the current semester in order to participate in interscholastic contests during the current semester.
8. Residence. A student and his family must meet the residence rule in order to be eligible to participate. A family's residence is considered the place where the family unit has established its home and/or the place where the student is habitually present and to which, when departing, the student intends to return.
9. Family Unit. In order for a student to be eligible he/she and the family unit must reside in the boundaries of the school district. The family unit is defined as the adult(s) who has/have resided with, had legal custody, legal guardianship, or has/have acted in a parental capacity of the student and any siblings high school age or younger with whom the student resides for a period of at least one year. A student that cannot meet the residency/family unit rule would be eligible for all interscholastic competition below the varsity level.
10. Transferring Students. After registering with, attending or participating with a middle level or high school, students changing enrollment to/from one school district to another shall be considered a transfer student. In order to be eligible to participate at the varsity level, transferring students must meet all of the regular eligibility requirements for a non-transferring student or be granted a waiver. This section shall also apply to those students receiving home-based instruction.

See the WIAA handbook for specific examples of students that meet the transfer requirements.

A student attending a member school for one calendar year or more is eligible in the same school district during subsequent attendance, so long as the enrollment/attendance is continuous.

There is no transfer rule or one year of continuous enrollment for 7<sup>th</sup> & 8<sup>th</sup> graders.

11. Season Limitations. After entering or being eligible to enter the seventh grade students shall have six consecutive years of interscholastic eligibility. If the seven or eighth grade is repeated, and such repetition is based upon documented academic deficiencies by the school principal, the repeated year shall not count against the student's six interscholastic competitive years. After entering or being eligible to enter the ninth grade, a student shall have four consecutive years of interscholastic eligibility.
12. Gender Identity Participation. All students should have the opportunity to participate in WIAA activities in a manner that is consistent with their gender identity, irrespective of the gender listed on a student's record.
13. Concurrent Sports Limitation. A middle level or a high school level student may be on only one interscholastic sport roster per season. Students cannot dual participate.
14. Non-School Participation. Students may participate on a non-school team or teams or in non-school instruction program while also participating on a

school team. Schools cannot give any special privileges to these kids. Students shall not compete in the uniform of the school at a non-school event and participation in a non-school team or program cannot be a requirement or condition of participation on a school team.

15. Amateur Standing. A student who represents a school in an interscholastic sport must be an amateur in that sport. See the WIAA handbook for the definition of amateur standing.

## **IV. WIAA HARDSHIP/WAIVER PROCESS**

The WIAA District Eligibility Committee and the Executive Director are given the authority to make specific exceptions to the eligibility rules provided such exceptions are based upon hardship conditions that are deemed to have contributed in a significant way to non-compliance with specific regulations that may be appealed.

Any waiver of student eligibility rules shall be based upon extenuating circumstances beyond the student's, or where applicable, the parents' or legal guardian's control, that are deemed to have significantly influenced or contributed to the cause of the student's non-compliance to the eligibility rule.

Students wanting to request a waiver of an eligibility rule need to work with the school's athletic director. The student and the parents will need to fill out a WIAA student eligibility packet and meet spelled out guidelines for submitting the packet. If a hearing is granted, the student, his/her parents and any other representation the student would like will attend a hearing to explain their case.

An aggrieved student wishing to appeal the decision of the Eligibility Committee shall file notice of appeal with the Executive Director of the WIAA on or before the tenth school business day following the date of receipt of the written decision of the Eligibility Committee denying the petition.

## **V. EXCHANGE STUDENTS**

### **A. Students Leaving the Country**

A student leaving this country for a one-year international exchange experience shall file a letter with his/her athletic director prior to departure and will be eligible at his/her school of origin upon his/her return, provided all other rules of eligibility have been met. Students need to remember that the year that they are gone will count as one of their four year of eligibility. If a student leaves for an exchange during their senior year, he/she will not have any eligibility left upon their return.

### **B. Students Entering the Country**

An international exchange student coming to this country for a one-year cultural/educational experience is eligible at the varsity level for one year only in the school in which he/she has been placed, provided all other rules of eligibility have been met and the student has not graduated from the high school equivalent in his/her home country. F-1 Visa students remaining for more than one year will be considered transfer students during their second year. Graduated exchange students cannot compete at any level. This rule may not be appealed.

## **VI. EJECTION FROM CONTEST**

### **A. First Time Ejection**

A student/athlete that is ejected or disqualified from a WIAA sanctioned interscholastic contest will face the following penalties:

- For the remainder of the contest in which the ejection occurred, the student cannot return to the game. The coach continues to be responsible for the student and thus, the student shall remain with the team;
- The student is also ineligible until after the next school contest in that sport at the same level of competition from which the person was ejected. For example, if a student is ejected from a varsity contest he/she can not participate in any games until after the next varsity game has been played;
- The student must complete an online sportsmanship class before being allowed to participate again.

When a coach or other adult school representative is ejected, the coach or other adult school representative must vacate the playing area. If a head coach is ejected, an assistant coach or any school district personnel authorized to supervise students may assume the head coaching duties. If no other school district personnel are on site, the contest will be terminated and forfeiture declared. The rules for a first time student suspension also apply to a coach.

### **Other Ejection Rules**

- An ejection from boys' soccer due to violent conduct or abusive language shall result in a suspension of three matches;
- A jamboree does not count as a contest for a suspension;
- A student who is on suspension may be on the team bench, but not in the school uniform;
- Any coach ejected shall not be involved in coaching to any degree during the game from which he/she is suspended and shall not be allowed into the facility and they too must complete an online sportsmanship class before being allowed to return to coaching;
- Should a participant be unable to complete a suspension during the sports season in which the ejection occurs, the suspension shall be carried over into the participant's next season of participation. In order for the game to meet this requirement, the participant must be a member of the team for the entire season.

### **B. Second Ejection in the Same Season**

- The second ejection in the same sport and season shall result in ineligibility for the remainder of the season for that sport;
- For aggressive physical contact with an official, the WIAA Executive Director has the authority to suspend the individual from further competition for a period not to exceed one calendar year.

## **VII. WENATCHEE ATHLETIC ELIGIBILITY**

### **High School Eligibility Process**

**Academic eligibility for all high school athletes in the Wenatchee School District will be checked at the end of each semester, the end of each quarter and at approximately**



**the middle of each quarter. Teachers will be expected to submit updated grades at the end of each of these grading periods and the athletic director will be responsible for determining the eligibility status of each of the athletes. As already mentioned, all Wenatchee student/athletes must meet the following standards based on their school's schedule in order to participate in athletics:**

- **Pass 3 classes in a 4 period class schedule or the equivalent credits**
- **Pass 4 classes in a 5 period class schedule or the equivalent credits**
- **Pass 5 classes in a 6 period class schedule or the equivalent credits**
- **Pass 6 classes in a 7 period class schedule or the equivalent credits**
- **Pass 7 classes in an 8 period class schedule or the equivalent credits**

For all Wenatchee High School students, the minimum numbers of classes they have to be passing is five because we operate on a six period schedule. A student choosing to take more than six classes can still only fail one class, a student choosing to take only five classes must pass all five classes, and a student taking less than five classes will not be eligible unless they are a senior on pace to graduate and enrolled in four classes.

Any homeschool, alternative school, running start or skill center student has to meet the same eligibility requirements as a Wenatchee High School Students based on the schedule of the school they are attending. It is the athlete and the parents of the athlete's responsibility to supply the necessary academic information to the athletic director. The athletic department will post on their website a schedule showing when each grade check will take place.

### **End of Semester Grade Checks**

In order to be eligible at the start of a new semester, a student can only fail one class but must pass a minimum of five classes. A senior on pace to graduate is the only exception to the rule in that they can take four classes but must be passing all four.

### **Consequences**

A student that did not pass the required number of classes the previous semester is on academic suspension for five weeks. For high school students, this period is through the fourth Saturday in September for the spring semester carry over and the first five weeks of the winter term for the fall semester carry over. This is a WIAA rule and is set. For middle school students, the suspension period is the first three weeks of each semester. In order to regain their eligibility after the suspension period, the student must take a grade card around on the Monday after the conclusion of the suspension to have all of his/her teacher fill out. If he/she now is passing the required number of classes he/she is eligible until the next grade check. If the student does not meet the eligibility requirements, he/she remains on the list until the following Monday and the process repeats itself.

### **Mid-Quarter & End of Quarter Checks**

Mid-quarter and end of the quarter checks are just like semester checks with the exception that the five week rule does not apply. Any student not passing the required number of classes is ineligible from the time the list comes out until the following Monday. On Monday, the student can take a grade card around to all of his/her teachers for them to input the student's current grades. If at this time he/she is now passing the required number of classes he/she regains their eligibility until the next grade check. If the student does not meet the eligibility requirements, he/she remains on the list until the following Monday and the process repeats itself.

### **Running Start Students**

All running start students need to meet the same requirements for eligibility as WHS students. They need to be enrolled in and passing the equivalent of a minimum of 5 high

school credits either through the college or a combination of the college and classes at WHS. At each grade check, running start students must provide the athletic department with a grade report from the college. This can be a print out through your canvas account or a grade card signed by your professors. This is the student's responsibility to take care of and he/she will be considered ineligible until it happens. Please see the website for the timeline when each grade check takes place.

### **Tech Center Students**

All tech center students must meet the same requirements for eligibility as WHS students. One tech center class is the equivalent of three high school classes. The athletic director can check the tech center grades as long as the teachers have updated their grades.

### **Home & Private School Students**

All home and private school students must meet the same requirements for eligibility as WHS students. It is the students and parents responsibility to provide the athletic department with a grade report at each grade check. Students will be considered ineligible until this happens. Please see the section below for the timeline when each grade check takes place.

### **Eligibility Check Dates**

Below are the eligibility check dates for the school year **2016-17:**

<u>First Quarter</u>	<u>Second Quarter</u>	<u>Third Quarter</u>	<u>Fourth Quarter</u>
M1 – September 29, 2016 Q1 – October 31, 2016	M2 – December 7, 2016 S1 – January 26, 2017	M3 – February 28, 2017 Q3 – March 31, 2017	M4 – May 9, 2017 S2 – June 9, 2017

### **WSD Attendance Policy**

**In order to participate in a school-sponsored activity, including practice, students must attend all classes on the day of the school activity or on the last regular day of the week for weekend activities unless otherwise excused by the school. The types of absences that will be excused are prearranged types of absences like appointments to the doctor, dentist or orthodontist. Sleeping in or just not wanting to come to school will not qualify as an excuse. All absences will need to be cleared through the athletics office.**

### **Middle School Eligibility Process**

All middle school athletes must be passing all of their classes in order to be eligible to participate in athletics. A standard score of one or lower is considered failing. Below is a breakdown of the process:

- Grades will be checked every two weeks with the first check coming after the second week of the season;
- Grade checks will take place on a Monday giving staff members the opportunity to use the weekend to update their grades;
- Students that appear on the ineligibility list will not be able to participate in games for one week from Monday to Monday unless a school administrator determines an error was made;
- After one week, ineligible students can retain their eligibility by taking a grade card around to all of their teachers;
- In order to regain their eligibility, the student needs to be passing all of their classes at that time;
- Students have until the end of the day on Tuesday to follow through on this process;
- If a student is still not passing all of their classes, they remain on the list until the next grade check on the following Monday.

## VIII. WENATCHEE ATHLETIC PARTICIPATION EXPECTATIONS

### WIAA Policies & Enforcement

**Legend Drugs and Controlled Substances.** Penalties for the possession, use or sale of legend drugs (drugs obtained through prescription, RCW 69.41.020-050) and controlled substances (RCW 69.50) shall be as follows:

**1<sup>st</sup> Violation** – A participant shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season. Ineligibility shall continue until the next sports season in which the participant wishes to participate unless the student accesses the assistance program outlined in B (below). An athlete that is found to be in violation of the Legend Drugs and Controlled Substances rules shall have two options.

- A. The athlete will be ineligible for participation in contests for the remainder of that interscholastic sports season and must meet the school's requirements in order to be eligible to compete in the next interscholastic sports season. The school principal will have the final authority regarding the student's participation in further interscholastic sports programs.
- B. The athletes may choose to seek and receive help for a problem with use of legend drugs or controlled substances. Successful utilization of school and or community assistance programs may allow him/her to have eligibility re-instated in that athletic season, pending recommendation by the school.

**2<sup>nd</sup> Violation** – A participant who again violates any provision of RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation.

**3<sup>rd</sup> Violation** – A participant who violates for a third time RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be permanently ineligible for interscholastic competition.

If a student transfers from one WIAA member school to another WIAA member school, the student's cumulative violations will accompany such transfer and shall be the basis for any additional penalties should further violations occur.

### Wenatchee School District Policies & Enforcement

#### Prohibited Conduct

The possession, distribution or use of any tobacco products, alcohol or controlled substance of any kind by a student athlete or activity participant, whether it occurs on or off school property, is prohibited and shall result in the penalties set forth herein. **This policy includes drug paraphernalia and all nicotine and any other substances used with electronic cigarettes or any other vaping substances and devices. Additionally, being in the same vehicle, house, location or party where alcohol/drugs are known to be in illegal possession by minors or willingly remaining in a location where alcohol/drugs are being illegally consumed will result in the same penalties set forth herein. This is called the proximity rule. It is the responsibility of the student athlete or activity participant to remove him/herself from the presence of these illegal activities as soon as reasonably possible after he/she becomes aware these activities are taking place.**

**Time Period During Which Policy Applies.** The policy in this section applies to any student who is participating or has participated in interscholastic activities starting from the student's first participation in interscholastic activities, at any WIAA member school, and continuing until the student graduates from high school. The policy first went into effect on **August 17, 2016.**

**Penalties for Violation of this Policy.** The Wenatchee School District has adopted a four-step penalty policy pertaining to the use of alcohol, tobacco or controlled substances for student athletes or activity participants specific to the middle or high school levels.

#### **First Offense**

- **One Season Sport or Activity - Suspension from 30% of the current or next sport season's WIAA Regular Season Game or Match Scheduling Limit;**
- **Year Long Activity – Suspension from 30% of the current or next sport season's WIAA Regular Season Game or Match Scheduling Limit for which they would be participating in. For example, a cheerleader's suspension for his/her first offense during the summer or fall would result in a suspension from 30% of the fall sport season's WIAA Regular Season Game or Match Scheduling Limit that they cheer for;**
- **If less than 30% of the games/matches remains in the current sport or activity, the suspension carries over to the next sport or activity selected by the student;**
- **Summer practices and camps do not count towards the suspension time;**
- **The student is expected to practice and remain in good standing during the length of the suspension;**
- **The student is expected to complete and comply with the expectations of the WSD Intervention Program;**
- **If the suspension does not allow the student to finish the season in good standing, they will not receive a letter or certificate and will not be eligible for any team or post season awards.**

#### **Second Offense**

- **The student will receive a suspension for a twelve-week athletic participation period for sports or activities the student chooses to participate in. If the violation happens at the end of the school year, the suspension carries over to the next school year;**
- **Students are not allowed to practice during the suspension time;**
- **Summer practices and camps do not count towards the suspension time;**
- **The student must complete and comply with the expectations of the WSD intervention program in order to further participate;**
- **The student will forfeit any awards or letters for the current season that they are participating in when the violation happened, as they will not be finishing that sport season in good standing.**

#### **Third Offense**

- **The student will receive a one calendar year suspension from all sports and activities beginning on the date of disciplinary action;**
- **Complete and comply with the expectations of the WSD intervention program;**
- **The student will forfeit any awards or letters for the current season that they are participating in when the violation occurred.**

#### **Fourth Offense**

- **A student who has a fourth violation under this policy shall be permanently ineligible to participate in any athletics or activities;**

- The student will forfeit any awards or letters for the current season that they are participating in when the violation occurred.

### **Self-Reporting**

Student/athletes are encouraged to report their athletic code violations to their coach, the athletic director or one of the school administrators. Self-referral must happen within the first school day after the violation and prior to discovery by district personnel. If the timeline is met, the athletic director has the option to reduce the penalty to 15% of the current or next sport season's WIAA Regular Season Game or Match Scheduling Limit for **your first offense**. Self-reporting is not available for violations that involve the legal authorities.

## **Enforcement of Policies and the Appeals Process**

### **Student Infractions and WSD Policy of Due Process.**

#### **Level 1** - Suspensions from Athletic Teams for Violation of Handbook Regulations.

When a school has cause to believe that a student has violated law, policy, regulation or school district activity handbook rules that could result in suspension from a team for part or the remainder of the season, the athletic director shall conduct a hearing that meets the following due process conditions:

Prior to any disciplinary action taken the student shall be provided:

1. Oral or written notice of the charges.
2. An explanation of the evidence if the student denies the charges.
3. An opportunity to present the student's view of the incident.

A student charged with a rule violation may continue to participate until a determination is made in each case by a school official but activity participation may also be denied when there is relevant evidence to the extent that a reasonable mind might accept as adequate to support the conclusion that a violation occurred. An informal hearing shall be held as soon as the school has knowledge of a potential violation. The student's parent shall be notified orally and in writing of the decision prior to the student's removal from any team or as soon afterward as practical.

Students suspended from athletic teams shall not be permitted to participate in other school-related or school supervised activities following removal by the athletic director from one activity until other provisions of activity guidelines are fulfilled, or until an appeal filed by the student or his parent, causes the removal to be overturned.

The athletic director shall be reasonably free to determine what evidence shall be considered and the weight given to it. Hearsay evidence is not excluded on those grounds alone. Activity participation may be denied when there is relevant evidence to the extent that a reasonable mind might accept as adequate to support the conclusion that a violation occurred.

The student or parent may appeal this decision within three (3) school days to:

**LEVEL II.** The appeal of the athletic director's decision for student infractions goes to the building principal. The building principal shall, upon request for an appeal of a level one decision, conduct a fact-finding investigation within three (3) days of such a request. Every reasonable attempt will be made to review the charges, evidence and testimony of all parties relevant to the case. The building principal shall act as an impartial third party.

The Building Principal shall:

- Examine the charges against the student;
- Review the procedure used in making the ruling by the athletic director;
- Allow presentation by the athletic director of the evidence used in determining guilt;
- Allow an opportunity for the student or parent of the student to cross-examine the athletic director and examine relevant evidence;
- Provide an opportunity for both sides to have witnesses present and to call witnesses to testify on their behalf.

A written hearing report shall be made available within three (3) school days. The student or parent may further appeal within three (3) school days to:

**LEVEL III.** The appeal of the principal's decision for student infractions goes to the superintendent. The superintendent shall, upon request for an appeal of a level two decision, conduct a fact-finding investigation within three (3) days of such a request. Every reasonable attempt will be made to review the charges, evidence and testimony of all parties relevant to the case. The superintendent shall act as an impartial third party.

The Superintendent shall:

- Examine the charges against the student;
- Review the procedure used in making the ruling by the athletic director and school principal;
- Allow presentation by the administration of the evidence used in determining guilt;
- Allow an opportunity for the student or parent of the student to cross-examine the administration and examine relevant evidence;
- Provide an opportunity for both sides to have witnesses present and to call witnesses to testify on their behalf.

A written hearing report shall be made available within three (3) school days. The student or parent may further appeal within three (3) school days to:

**LEVEL IV.** The final step in the appeals process is to the school board. The school board or their designee shall within three (3) school days notify the appealing party of the date when such an appeal hearing shall be conducted. In most cases this would be the next regularly scheduled school board meeting from the time such request was made or no later than forty-five (45) days from the time of the alleged incident. Procedures for such hearings shall follow normal school board practice. A written hearing report shall be made available within three (3) school days.

All procedures past the athletic director may be tape recorded to provide a record of fact for further reference. These tapes will be made available to both parties if requested.

When needed, an athletic review board will consist of a building administrator, a head coach for a sport not in season and the athletic director.

### **Wenatchee School District Behavior Expectations**

School Board Policy 3240 states that the board acknowledges that conduct and behavior is closely associated to learning. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Students are expected to:

- Conform to reasonable standards of socially acceptable behavior;
- Respect the rights, person and property of others;

- Preserve the degree of order necessary for a positive climate;
- Submit to the authority of staff and respond accordingly.

Student/athletes are expected to behave in a manner consistent with expectations outlined in the Student Handbook. If a student/athlete is facing school discipline, they will be ineligible from practice and or competition until after they have completed their school discipline. Any student/athlete that misbehaves while involved in or attending a school-sponsored activity will be disciplined by the school administration according to Wenatchee School District policy. Students need to understand that their classroom conduct may affect their athletic eligibility. The range of sanctions will be progressive and repeat offenses will result in more severe sanctions.

**Student athletes could face a suspension from activities for a period of time up to thirty consecutive school days or the remainder of the activity season to be determined by the coach/principal for the things listed below:**

- **Fighting**
- **Vandalism**
- **Theft and/or possession of known stolen property**
- **Bullying or Hazing Incidents**
- **Other disciplinary situations which may arise**

**Other misconduct occurring while on school grounds or while engaged in school-sponsored activities will be subject to penalties according to Board of Education policies.**

### **Levels of Athletic Sanctions**

The Wenatchee Athletic Department will issues different levels of behavior sanctions based on the conduct violation and the level of school discipline that the student received.

**Athletic Probation:** Students under this level will be given an opportunity to correct their behavior issues while continuing to practice and attend team functions. This category would be for those student/athletes that receive some form of school discipline other than a suspension. The range of sanctions will last from a minimum of 1 hour to a maximum of 5 school days. Students are expected to practice and remain in good standing with the team but will not be permitted to participate in contests during the probation time. Punishment under this level could also consist of partial game suspensions or the loss of starting privileges.

**Athletic Short Term Suspension:** Any student/athlete being suspended from school for five school days or fewer fall under this category. Any student/athlete in this situation cannot participate in any team functions and is not allowed on school grounds during the suspension. The length of the athletic suspension will match the length of the student/athlete's suspension from school.

**Athletic Long Term Suspension:** Any student/athlete being suspended from school for six school days or more fall under this category. Any student/athlete in this situation cannot participate in any team functions and is not allowed on school grounds during the suspension. The length of the athletic suspension will match the length of the student/athlete's suspension from school but will also include a return to play practice regulation. Any student/athlete in this category will have to have three additional practices upon their return from their suspension before they will be allowed to participate in WIAA sanctioned games. All of the same WIAA practice regulations apply to these three days as they do to the start of the season.

**Athletic Expulsion:** Expulsion from athletic participation will coincide with expulsion from school. If a student is expelled from school he/she will also be expelled from athletic participation for the same amount of time.

#### **Dismissal Rules**

**Any student who is cut from a sport/activity for disciplinary reasons will not be eligible to practice or play another sport/activity during the season of that sport/activity. A student who voluntarily quits a sport/activity season will not be eligible to practice or play in another sport/activity during the season of that sport/activity without administrative approval.**

#### **Uniforms/Equipment Rules**

**Uniforms/equipment issued to a student is her/his responsibility for return or replacement. If the uniforms/equipment are not returned, replaced or paid for, the letter/award shall not be awarded nor any additional equipment be issued to the participant for any activity.**

#### **Participation Fees**

**A fee of \$10 per activity will be charged for all sports and the weight room. The first time a student clears for a sport, they will also be required to clear for the weight room. Once a student clears for a sport, they will also be cleared for all open gym activities. In addition to the participation fee, all student athletes will be required to purchase an ASB card before they will be eligible to participate. The current cost of an ASB card is \$30.**

#### **Additional Coach/Sponsor Rules**

**With administrative approval, coaches may establish additional training rules that are not in conflict with WSD guidelines or Board of Education policy. These rules need to be spelled out in the team handbook and discussed at the preseason parent meeting. Copies of the rules and team handbooks will be posted online and on file with the building administrator prior to the season starting.**

## **IX. GENERAL ACTIVITY POLICIES FOR THE WSD**

#### **Team Selection**

The WSD allows for a cut policy in all high school sport. The coaches of each sport determine the criterion for selecting the team and making cuts. This criterion will be well defined for aspiring athletes at the beginning of each season.

#### **Awards**

Written guidelines for earning letters/awards will be listed in the team handbook and talked about at the preseason parent meeting. The handbook will be posted online and a copy will be on file in the athletic director's office.

#### **Travel**

Students traveling to or from all district sponsored practices or contests not held at your home site must do so in school district provided transportation unless specifically released in writing by their parent or legal guardian and approved by the head coach and athletic administrator to travel by some other method. "Home Site" is defined as the location where your school is hosting an event or practice (e.g. Three Lakes Golf Course, The Apple Bowl, Walla Walla Point Park, or Eastmont Lanes). Common methods of district provided transportation include: charter bus, school bus and district vehicles.



Students that are traveling to games or practices at home site facilities that are off school grounds may drive and or ride in a personal vehicle provided they have filled out necessary paperwork during their online registration. Students found to be driving recklessly to and from practice or transporting kids that don't have a permission to ride with them, could have their driving privileges revoked.

The only people allowed to ride or travel on school transportation are district hired coaches, players and managers on the team, district approved team volunteers, sports medicine staff and other WSD students on a special case by case situation that are approved by the district athletic director.

Parents or legal guardians that wish to transport his/her student in their own private vehicle to a district sponsored athletic event must complete the district's Departure from Group Form which requires a parent/guardian signature, the head coach responsible for the trip signature and the athletic director's signature. The athletic director will confirm the request with a phone call prior to the group departure. This form of transportation will only be granted for medical or family emergency situations or in rare situations where our athletic teams are traveling to the same area on consecutive days and they are not spending the night. (See the Departure From Group Form in the Appendix)

Parents or legal guardians that wish to transport their child home from a district sponsored athletic event in their own private vehicle need to sign out their athlete after the conclusion of the game with the head coach responsible for the trip. The parent will be expected to verbally communicate with the coach and then sign the district provided attendance sheet stating that they are taking their child.

Parents or legal guardians that wish to have their child return home from a district sponsored athletic event with another adult over the age of 21 must complete the district's Departure from Group Form prior to the trip. The athletic director will confirm the request with a follow up phone call before the group departs. A student will not be allowed to leave with a non-parental adult unless this process is complete prior to the group departure. The final step in the process is that the non-parental adult will need to sign the student out after the contest with the head coach responsible for the trip. They will need to verbally communicate with the coach and sign the district provided attendance sheet.

Coaches are required to use the athletic department attendance sheets to take roll and indicate all individuals traveling prior to departure. The attendance sheet should be copied with the original remaining in the athletic office and the copy going with the coach. The original and any copies of the attendance sheets should never be altered. The expectation is that the coach will use the list to aid them in taking attendance after all stops that involve students departing and re-boarding the bus. The attendance list will also serve as a sign out sheet for those parents that wish to transport their athlete home after an away athletic event. The head coach for each traveling team will make themselves available after their post-game discussion with the team for the parents to sign out their kids. A coach must see a parent and the parent must sign the attendance sheet stating that they are taking their child. Before the bus leaves for the return trip home, the head coach needs to use the attendance sheet to insure that all students are accounted for. They are either on the bus, the parents have signed to take them, or the coach has a signature and a departure from group form for those kids leaving with an adult other than their own parent or guardian.

No student athletes that are academically ineligible will travel with the team on school provided transportation. If an academically ineligible student transports him or herself to an event, he/she is expected to sit in the stands as a fan. Students that are ineligible due to a lack of practice time or injury may travel with the team if there is space available and no school time is being missed.

Coaches are responsible to ensure that there is at least one chaperon accompanying each sex/gender for all overnight school sponsored activity trips and to make sure appropriate behavior occurs. These chaperons can be a spouse of a coach, a parent volunteer or a staff member from school. All chaperons need to be school district employees or district approved volunteers. Coaches need to understand that all athletes need to have adult supervision until they are picked up. This includes all practices and games.

### **Overnight Stay Procedures**

Traveling overnight is often necessary in high school athletics. Travel rules are provided by the athletic department and will be given to all families of athletes traveling overnight. Athletes will never be in a hotel room or travel alone with a coach. In a situation where only one athlete has qualified, another teammate or team manager will travel along for companionship. In addition, a coach and athlete will never share a hotel room. The one exception to the travel and lodging rule is that if the coach is a parent of the single athlete. It is the head coach's responsibility to ensure that there are chaperones for both male and female athletes on every trip. The head coach will set a curfew and lights out time for each trip that the athletes are expected to follow. In addition, no athlete will be in a hotel room with a student of the opposite sex/gender. Athletes of the opposite sex/gender can meet in common areas of the hotel provided they have their coaches permission and they are not out after curfew.

### **Pool/Swimming Policy**

Student athletes that are wishing to take part in any water activity while traveling on an athletic trip must have the school district consent to participate in a field trip with a water activity permission slip filled out prior to leaving on the trip. The athletic department will provide colored wristbands to each coach that identifies each athlete's swimming level. An athlete must turn in a signed permission slip and wear their wristband in order to participate in any type of water activity. Coaches and or district approved chaperones and volunteers must be supervising the kids at all times. It is the coach's responsibility to plan ahead and get all of the forms filled out and get the necessary wristbands from the athletic office before the trip happens. (See Swim Form in Appendix)

### **Scheduling Limits**

Listed below is the WIAA maximum allowed contest limit for each high school member school and athlete.

<u>Sport</u>	<u>Games</u>	<u>Player Contests</u>
Baseball	20 + Jamboree	20 Games
Basketball	20 + Jamboree	80 Quarters
Bowling	18 + Jamboree	18 Matches
Cross Country	10 + Jamboree	10 Races
Football	10 + Jamboree	40 Quarters
Golf	12 + Jamboree	12 Matches
Soccer	16 + Jamboree	32 Halves
Softball	20 + Jamboree	20 Games
Swim	12 + Jamboree	12 Swim & 4 Dive
Tennis	16 + Jamboree	23 Matches
Track	10 + Jamboree	10 Meets
Volleyball	16 + Jamboree	16 Games
Wrestling	16 + Jamboree	45 Matches

### **Weather Guidelines**

Members of the Emergency Care Team are designated to work closely with the coaches to monitor threatening weather conditions and make the decision to remove a team or

individuals from an athletic venue, event or practice. The Emergency Care Team consists of the athletic director, athletic trainer and the building principal.

Cold Temperatures & Wind. Prolonged outdoor activities will be canceled when temperatures drop below -10 degrees Fahrenheit when applying the wind chill factor (Appendix K/Wind Chill Chart). Prolonged outdoor activities shall be defined as those activities requiring a student to remain outside for more than fifteen minutes. All outdoor activities will be canceled when temperatures drop below -15 degrees Fahrenheit when applying the wind chill factor (See the Wind Chill Chart in the Appendix).

Warm Temperatures & Relative Humidity. Daily temperatures and humidity readings should be obtained before practice in order to monitor the heat index. Modifications to the practice schedule should be made based on the severity of the existing environmental conditions. Any weather above 80 degrees would initiate the heat exposure procedure. The Emergency Care Team will determine air temperature and relative humidity using the available applications or charts available. Suggested sport specific modifications based on temperature and humidity readings are as follows:

#### 80 to 95 Degrees Heat Index

- Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire;
- Optional water breaks every 30 minutes for 10 minutes in duration;
- Ice-down towels for cooling;
- Watch/Monitor athletes carefully for necessary action.

#### 95 to 99 Degrees Heat Index

- Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire;
- Mandatory water breaks every 30 minutes for 10 minutes in duration;
- Ice-down towels for cooling;
- Watch/Monitor athletes carefully for necessary action;
- Contact sports and activities with additional equipment allow athletes to remove helmets and other equipment if not involved in contact;
- Reduce the time of outside activity. Consider postponing practice to later in the day;
- Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.

#### 100 to 104 Degrees Heat Index

- Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire;
- Mandatory water breaks every 30 minutes for 10 minutes in duration;
- Ice-down towels for cooling;
- Watch/Monitor athletes carefully for necessary action;
- Alter Uniform by removing items if possible;
- Allow for changes to dry shirts and shorts;
- Reduce the time of outside activity as well as indoor activity if air conditioning is unavailable;
- Postpone practice to a later time in the day;
- Contact sports and activities with additional equipment. Helmets and other equipment removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity.
- Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.

#### Above 104 Degrees Heat Index

- Stop all outside activity;
- Stop all inside activity if no air conditioning is available. (See the Heat Index Conversion Table in the Appendix)

#### Wenatchee Athletics Heat and Practice Protocol

During the fall and spring sports season each year, all athletic teams are required to adhere to the following practice protocols when dealing with a heat index of 80 or higher.

Football. All levels of football will have the following practice requirements:

- Teams may conduct multiple on-field practice sessions but student-athletes shall not engage in more than five hours of on-field practice activities each day;
- Teams must have someone designated to check the heat index every 30-minutes;
- When the heat index is 95 or above, each practice session will be a maximum of 2.5 hours in length and there must be at least three continuous hours of recovery time between the end of the first practice and the start of the next practice that day. During this recovery time, student-athletes may not engage in any other physical activities (e.g., weight training, conditioning, 7-on-7). The total on-field practice time combined for the day may not exceed five hours;
- During the first three days of practice, helmets are the only pieces of protective equipment student-athletes may wear;
- Beginning on day four, student-athletes may participate in full pads;
- All practices shall allow for water breaks and general acclimatization to hot and or humid weather.

Cross Country, Track, Cheer, Dance, Soccer, Volleyball, Tennis, Golf, Baseball & Softball. All levels of these sports will have the following practice requirements:

- Schools may conduct multiple on-field or court practice sessions but student athletes shall not engage in more than five hours of on-field or court practice activities each day;
- Teams must have someone designated to check the heat index every 30-minutes;
- When the heat index is 95 or above, each practice session will be a maximum of three hours in length and there must be at least three continuous hours of recovery time between the end of the first practice and the start of the next practice that day. During this recovery time, student-athletes may not engage in any other physical activities (e.g., weight training, conditioning). The total on-field-practice time combined for the day may not exceed five hours;
- All practices shall allow for water breaks and general acclimatization to hot and or humid weather.

Thunder & Lightning. Using the “Flash Bang” method, count the seconds from the time a lightning/flash is sighted to when the clap/bang of thunder is heard. Divide this number by five and this will equal how far away in miles the lightning is occurring. For example, a twenty-second count means the lightning is four miles away. By these methods once lightning conditions are detected within 6 – 8 miles of the practice or event, all site activity will be suspended and all individuals will be moved to a safe shelter. Returning to the activity site will not resume until 30 minutes following the last indication of lightning conditions within the 6 – 8 mile range. If there is a lightning strike and no one was able to time the “Flash Bang”, then everyone will assume that the strike was within the 6 – 8 mile range and all activity will be halted until 30 minutes following the last indication of lightning. It is important to understand that the 30-minute counts starts over each time there is a new lightning strike. Use the protocol below when moving people.

1. Individuals should move to a safe structure. The primary choice for shelter is any sturdy building normally occupied or frequently used by people. These types of building typically have electric and telephone wiring as well as plumbing pathways and these aid in grounding buildings, thus making them safer than remaining outdoors during thunderstorms.
2. If no safe structure is within a reasonable distance, then other safe areas include: enclosed buildings or fully enclosed metal vehicles with windows up. It is important not to touch any part of the metal framework of the vehicle while inside it during ongoing thunderstorms. Unsafe areas include any type of water, open fields, dugouts, metal objects (bleachers, fences, etc).
3. If there is no safe shelter within a reasonable distance, assume a crouched position on the ground with your weight on the balls of your feet in an effort to minimize contact with the ground. Wrap your arms around your knees and lower your head. **DO NOT LIE FLAT ON THE GROUND!** Stay away from the tallest trees or lone objects (such as light poles or flag poles), metal objects (metal fences or bleachers), standing pools of water, and open fields.

Smoke and Air Quality. In situations where the air quality is in question, the athletic director, building principals and district office will work together to determine what course of action needs to be taken. This group will work with the Eastmont School District to determine the best tool/app/website to determine air quality and ultimately whether any activities will be held.

Athletics Emergency Action Plan. All athletic teams will follow the emergency action plan that was created by our head athletic trainer and is in the appendix. In addition, each head will be responsible for creating their own emergency action plan for their specific venue and teams.

### **Concussion**

Medical management of sports-related concussion continues to evolve. Recently, there has been a significant amount of new research regarding sports-related concussions in high school athletes. The WSD seeks to provide a safe return to activity for all athletes following any injury, but particularly after a concussion/head injury. In order to effectively and consistently manage these injuries, procedures have been developed to aid in insuring that concussed athletes:

- Are identified, treated and referred appropriately;
- Receive appropriate follow-up medical care during the school day (including academic accommodations), and
- Are fully recovered prior to returning to activity.

According to Washington state law, any student suspected of having a concussion must be immediately removed from play. The student must be evaluated by a health-care provider or certified athletic trainer who is qualified in the diagnosis and treatment of concussion before he/she can return to play.

## **Parent's Guide to Concussions in Sports**

### **What is a concussion?**

A concussion is a brain injury, which results in a temporary disruption of normal brain function. The injury occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a direct or indirect force. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion. In fact only 3-10% of concussions do produce loss of consciousness.

### Concussion Facts

- It is estimated that over 250,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System, 2010-2011). The CDC estimates 5.5 million sports concussions occur annually in the United States (CDC, 2011);
- Concussions occur most frequently in hockey and football, but girls' soccer, boys' soccer, and girls' basketball follow closely behind. All athletes are at risk;
- A concussion is a traumatic injury to the brain;
- Concussion symptoms may last from a few days to many months;
- Concussions can cause symptoms which interfere with school, work, and social life;
- An athlete should not return to sports when still having symptoms from a concussion as they are at risk for prolonging symptoms and at risk for sustaining additional, more serious, brain injury;
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to recognize.

### **What are the signs and symptoms of a concussion?**

#### Signs Observed by Parents, Friends, Teachers or Coaches

- Appears dazed or stunned;
- Is confused about what to do;
- Forgets plays;
- Is unsure of game, score, or opponent;
- Moves clumsily;
- Answers questions slowly;
- Loses consciousness;
- Shows behavior or personality changes;
- Can't recall events prior to hit;
- Can't recall events after hit.

#### Symptoms Reported by the Athlete

- Headache;
- Nausea;
- Balance problems or dizziness;
- Double or fuzzy vision;
- Sensitivity to light or noise;
- Feeling sluggish;
- Feeling foggy or groggy;
- Concentration or memory problems;
- Confusion.

### **What should I do if I think my child has had a concussion?**

If an athlete is suspected of having a concussion, he or she must be immediately removed from play, be it a game or practice Washington Statute requires that (1) a student who is suspected of having sustained a concussion during a practice or game shall be immediately removed from the practice or game and (2) a student who has been removed from participation in a practice or game for a suspicion of a concussion may not return to participation in practice or game play until the student has been evaluated and cleared for participation in writing by an athletic trainer or other qualified person who has received training, as verified in writing or electronically by the qualified person, in the evaluation and management of concussions.

Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death. Parents, coaches, and officials are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, you must be aware of the signs and symptoms of a concussion. And, if you suspect a concussion, then your child must stop playing.

**When in doubt, sit them out!**

All athletes who sustain a concussion need to be evaluated by a health care professional or certified trainer who is familiar with sports concussions. You should see a certified trainer or call your child’s physician and explain what has happened and follow their instructions. If your child is vomiting, has a severe headache, is having difficulty staying awake or answering simple questions he or she should be taken to the emergency department.

**When can an athlete return to play following a concussion?**

After it is determined that an athlete has suffered a concussion, the athlete may not return to play or participate until the athlete has completed the Return to Play Protocol. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown us that the young brain does not recover quickly enough for an athlete to return to activity safely in such a short time.

Concerns over athletes returning to play too quickly have led state lawmakers, in Washington and most other states, to pass laws stating that no player shall return to play following a suspicion of concussion on that same day and the athlete must be cleared by an appropriate health care professional or certified athletic trainer before they are allowed to return to play in practices or games. The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Where an athlete is evaluated as having suffered a concussion, only when an athlete has been completely free of concussion symptoms for 24 hours, are they eligible to be cleared to begin the Return to Play Protocol. The athlete should proceed with activity in a step-wise fashion to allow the brain to re-adjust exertion. There is a minimum of 24 hours between steps in the Protocol. Some athletes complete one step each day. An individual athlete may be guided through the Protocol more slowly if they are at risk for prolonged concussion or additional brain injury. If symptoms recur during exercise, then exercise is ended and the athlete begins the next day at the preceding day’s level.

## **Concussion Return to Play Protocol**

Student-Athletes who have sustained a concussion should complete a graduated return-to-play before they may resume competition or practice, according to the following protocol. *Remember a minimum of 24 hours is required at each stage.*

- **Stage 1:** Concussion symptoms progressing to the completion of a full day of normal cognitive activities (school day, studying for tests, watching practice, interacting with peers) without reemergence of any signs or symptoms. This stage may take a single day or may last days/weeks/months depending upon the severity of the concussion symptoms. If no return of symptoms, next day advance to Stage 2.
- **Stage 2:** Light Aerobic exercise, which includes walking, swimming, and stationary cycling, keeping the intensity below 70% maximum heart rate. No resistance training. The objective of this step is increased heart rate.

- **Stage 3:** Sport-specific exercise including running; no head impact activities. The objective of this step is to add movement. Resistance training can be started at this stage.
- **Stage 4:** Non-contact training drills (e.g. agility drills)
- **Stage 5:** Following medical clearance by student-athlete's medical practitioner and/or Wenatchee School District's licensed athletic trainers, participation in normal training activities (full practice). The objective of this step is to restore confidence and assess functional skills by coaching and medical staff.
- **Stage 6:** Full Return to play involving game activity.

If symptoms recur at any step, the athlete should cease activity and be reevaluated by their healthcare provider or a certified athletic trainer. Because the WSD has Certified/Licensed Athletic Trainers that are trained in concussion management, all athletes will need to be cleared by them before they can be cleared to return to action. The Lystedt Law (RCW 4.24.660) indicates that an athlete's Return to Play can be determined only by the following practitioners MD, DO, PA-C, ARNP, and ATC (certified athletic trainers).

In case of the evaluation of a visiting athlete, the host licensed athletic trainer will serve as the Return to Play decision maker.

In the evaluation of concussions, the Wenatchee School District policy is that the most conservative opinion will prevail in determining return to play.

#### **How can a concussion affect schoolwork?**

Following a concussion, many athletes have difficulty with cognitive work: thinking, focusing attention, calculating, attending school, doing homework or taking tests. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

Following concussion, athletes should begin with a period of rest, in which they avoid cognitive work. As concussion symptoms diminish and the athlete feels able, he/she can begin trials of cognitive work, e.g. reading, texting, computer, TV, videos, school. The introduction of cognitive work should be in short increments, which increase progressively in length, so long as symptoms do not recur or worsen with the work. For example, start with 30 minutes of computer time, and, if symptoms do not worsen, try one hour later in the day. If several hours of cognitive work are well tolerated at home, try attending a half-day of school. When a full day of school is tolerated add homework.

Academic accommodations may be necessary for students attempting to attend school when they still have concussion symptoms. In many cases it is best to lessen the athlete's class load early on after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days, or perhaps a longer period of time, if needed. Decreasing the stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time. If cognitive work at any time provokes or exacerbates symptoms, then the work should be discontinued and there should be cognitive rest until the symptoms subside. The student can attempt to advance cognitive work again on the day following resolution of the increased symptoms.

#### **What can I do?**

- Learn to recognize the "Signs and Symptoms" of concussion as listed above;
- Emphasize to administrators, coaches, and other parents your concerns and expectations about concussion and safe play;



- Teach your athlete to tell the coaching staff if the athlete suspects that they or a teammate has a concussion;
- Monitor sports equipment for safety, fit, and maintenance;
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion;
- Report concussions that occurred during the school year or over the summer to appropriate school staff. This will help in monitoring and protecting injured athletes as they move to the next season's sports.

**Why is it so important that an athlete not return to play until they have completely recovered from a concussion?**

Athletes who are not fully recovered from an initial concussion are significantly vulnerable for recurrent, cumulative, and even catastrophic consequences of a second concussive injury. The risk of such difficulties is diminished if the athlete is allowed time to recover from the concussion and return to play decisions are carefully made. No athlete should return-to-sport or other physical activity when symptoms of concussion are present.

**Is a "CAT scan" or MRI needed to diagnose a concussion?**

Diagnostic imaging tests, which include CT ("CAT") and MRI scans, are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g. skull fracture, bleeding, swelling), the tests are typically normal, even in athletes who have sustained a severe concussion. A concussion is diagnosed based upon the athlete's story of the injury and a physical examination.

**What is the best treatment to help my child recover more quickly from a concussion?**

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) all may worsen the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms lessen, you can allow increased access to computers, video games, etc., but the access must be lessened if symptoms worsen.

**How long do the symptoms of a concussion usually last?**

The symptoms of a concussion will usually go away within two weeks of the initial injury. However, in some cases, symptoms may last for several weeks, or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms and disability underscores the need for careful management of all concussions.

**How many concussions can an athlete have before he or she should stop playing sports?**

There is no "magic number" of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as mechanism of injury and length of symptoms following the concussion, are very important and must be considered when assessing an athlete's risk for further and potentially more serious concussions. The decision to "retire" from sports can only be reached following a thorough review of the athlete's concussion history, coupled with a thorough and frank discussion between you, your doctor, and your child.

**I've read recently that concussions may cause long-term brain damage in professional athletes. Is this a risk for high school athletes who have had a concussion?**

The issue of "chronic encephalopathy" in some former NFL and NHL players has received much media attention. Very little is known about what may be causing dramatic abnormalities in their brains. These players had long professional careers after playing in

high school and college. In most cases, they played more than 20 years and suffered multiple concussions in addition to thousands of other blows to their heads. Alcohol, steroid, and other drug use may also have contributed to the brain changes. The average high school athlete does not accumulate nearly the number of potentially injurious blows to the brain as a professional player. But we know that the teenage brain is much more vulnerable to injury and to more severe injury than the older brain. And the fact that we know very little about the long-term effects of concussions in young athletes is further reason to very carefully manage each and every concussion.

**What will happen when my child completes the Return To Play Protocol?**

When the Return to Play Protocol has been successfully completed, the athlete needs to be examined by a responsible healthcare provider or a certified athletic trainer. Additional tests may be appropriate. Completing the Return to Play Protocol and medical examination does not mean that the brain has fully recovered from concussion or that there is not risk in returning to competition. But it is the safest way that physicians know at this time. Participation in athletics is accompanied by risk of injury, permanent disability, and death. Having recently sustained a concussion, an athlete is at increased risk for another head injury.

Please see the appendix for this document to see the district forms that pertain to concussions.

**PROCEDURES FOR DEALING WITH BODILY FLUIDS  
AS RELATED TO HIV & HEPATITIS B**

Bleeding During A Game or Practice

Whenever a participant suffers a laceration or wound where oozing or bleeding occurs, the practice or game should be stopped and the player should be escorted from the playing area for the appropriate treatment. The student-athlete should not return to the practice/game until the bleeding has been stopped and the open wound properly covered. Have students clean up their own blood whenever possible.

Procedures For Clothing Contaminated with Blood or Fluids

During a game or practice, if uniforms and other clothing become saturated with blood or other body fluids containing visible blood, to the extent that the blood could be transferred from one person to another by touch, that part of the uniform should be changed and the skin cleaned with soap and water or antiseptic wipes. Upon removal of the clothing, the item(s) should be placed in a plastic bag and sealed until laundering. Clearly mark the plastic bag so those handling it know that it contains items soiled with blood.

Items soiled with blood, or body fluids containing visible blood, should be handled as little as possible. These items do not need to be washed separately. A normal laundry cycle may be used according to the washer and detergent manufacturer's recommendations. Hot water is not necessary for decontamination purposes. Properly discard plastic bag that the laundry was in.

Protective gloves should be worn anytime another person's blood is involved and throughout this entire process. Gloves need to be changed and discarded after contact with each student athlete. Remove gloves and discard if they are not of the general-purpose utility variety. Wash your hands immediately even though protective gloves are worn.

When it is not feasible to wash your hands immediately after exposure, an antiseptic cleaner in conjunction with clean cloth/paper towels or antiseptic wipes should be used. Hands should then be washed in soap and water as soon as possible.

## Procedures For Cleaning Washable Surfaces Contaminated With Blood or Body Fluids

A. For small areas of contamination (i.e. droplets on wrestling mat, gym floor, pool deck, etc.)

1. Have immediately available a squirt or spray bottle containing fresh bleach solution or an EPA-approved disinfectant. (The fresh bleach solution should be mixed daily and should be a dilution of 1 part bleach to 100 parts water. This is the equivalent of 1/4 cup bleach to each gallon of water or 1 tablespoon bleach to each quart of water.) An approved disinfectant that we have in stock is QT. We would recommend its use, especially on wrestling mats.

Do not use bleach together with any other disinfectant.

2. While wearing protective gloves, spray the contaminated area with the cleaning solution. Gloves used for cleaning contaminated surfaces may be single-use latex gloves, or multiple-use general-purpose utility (rubber) gloves. Use disposable towels to clean the contaminated surface. Repeat until all visible blood and other body fluids have been removed. Use clean disposable towels each time the procedure is repeated.
3. Properly discard all contaminated disposable materials.
4. Wash hands as described in the above procedure. When it is not feasible to wash your hands immediately after exposure, an antiseptic in conjunction with clean cloth/paper towels or antiseptic towelettes should be used. Hands should then be washed in soap and water as soon as feasible.

B. For large areas of contamination (i.e. large pools of blood, vomitus or urine):

1. While wearing protective gloves, use fresh bleach solution or an EPA-approved disinfectant. (The fresh bleach solution should be mixed fresh daily and should be a dilution of 100 parts water to 1 part bleach. This is the equivalent of 1/4 cup bleach to each gallon of water or 1 tablespoon bleach to each quart of water.)
2. When using mops, a two-bucket system is recommended - one bucket to wash the soiled surface and one bucket to rinse. Detailed instructions are as follows:
  - -In bucket #1, dip, wring and mop up blood or body fluids containing visible blood;
  - -Dip and wring in bucket #1 and mop a second time;
  - -Dip and wring out mop in bucket #1;
  - -Dip and wring mop in bucket #2 which contains clean disinfectant;
  - -Mop contaminated area again;
  - -Rinse and wring mop again in bucket #2.
3. Properly dispose of the used cleaning solution from both buckets down a drainpipe immediately after each occurrence.
4. Soak the mop in a fresh bleach solution or EPA-approved germicide immediately after use.
5. Rinse both buckets in fresh bleach solution or an EPA-approved disinfectant after use. After rinsing the buckets, rinse the sink.
6. Remove gloves and discard if they are not of the general purpose utility variety. General purpose utility (rubber) gloves may be disinfected and reused, but should be discarded if they are peeling, cracked, discolored or if they have punctures, tears or evidence of deterioration.
7. Wash hands immediately even though protective gloves are worn. When it is not feasible to wash your hands immediately after exposure, an antiseptic cleaner in conjunction with clean cloth/paper towels or antiseptic wipes should be used. Hands should then be washed in soap and water as soon as possible.

## **X. Appendix**

### **Wenatchee High School Sports-Related Concussion Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form**

A concussion is a brain injury that can be caused by a blow to the head or body that disrupts normal functioning of the brain. Concussions are a type of Traumatic Brain Injury (TBI), which can range from mild to severe and can disrupt the way the brain normally functions. Concussions can cause significant and sustained neuropsychological impairment affecting problem solving, planning, memory, attention, concentration, and behavior.

The Centers for Disease Control and Prevention estimates that 300,000 concussions are sustained during sports related activities nationwide, and more than 62,000 concussions are sustained each year in high school contact sports. Second-impact syndrome occurs when a person sustains a second concussion while still experiencing symptoms of a previous concussion. It can lead to severe impairment and even death of the victim.

#### **Quick Facts**

- Most concussions do not involve loss of consciousness
- You can sustain a concussion even if you do not hit your head
- A blow elsewhere on the body can transmit an “impulsive” force to the brain and cause a concussion

#### **Signs of Concussions (Observed by Coach, Athletic Trainer, Parent/Guardian)**

- Appears dazed or stunned
- Forgets plays or demonstrates short term memory difficulties (e.g. unsure of game, opponent)
- Exhibits difficulties with balance, coordination, concentration, and attention
- Answers questions slowly or inaccurately
- Demonstrates behavior or personality changes
- Is unable to recall events prior to or after the hit or fall
- Increased difficulty multi-tasking
- Irritability

#### **Symptoms of Concussion (Reported by Student-Athlete)**

- Headache
- Nausea/vomiting
- Balance problems or dizziness
- Double vision or changes in vision
- Sensitivity to light/sound
- Feeling of sluggishness or foginess
- Difficulty with concentration, short term memory, and/or confusion
- Fatigue
- Sleep disturbance (trouble falling asleep or sleeping more than usual)
- Feeling more emotional
- Easily distracted

#### **What Should a Student-Athlete do if they think they have a concussion?**

- **Don't hide it.** Tell your Athletic Trainer, Coach, School Nurse, or Parent/Guardian.

- **Report it.** Don't return to competition or practice with symptoms of a concussion or head injury. The sooner you report it, the sooner you may return-to-play.
- **Take time to recover.** If you have a concussion your brain needs time to heal. While your brain is healing you are much more likely to sustain a second concussion. Repeat concussions can cause permanent brain injury.

**What can happen if a student-athlete continues to play with a concussion or returns to play too soon?**

- Continuing to play with the signs and symptoms of a concussion leaves the student-athlete vulnerable to second impact syndrome.
- Second impact syndrome is when a student-athlete sustains a second concussion while still having symptoms from a previous concussion or head injury.
- Second impact syndrome can lead to severe impairment and even death in extreme cases.

**Should there be any temporary academic accommodations made for Student-Athletes who have suffered a concussion?**

- To recover cognitive rest is just as important as physical rest. Reading, texting, testing, even watching movies can slow down a student-athletes recovery.
- Stay home from school with minimal mental and social stimulation until all symptoms have resolved.
- Students may need to take rest breaks, spend fewer hours at school, be given extra time to complete assignments, as well as being offered other instructional strategies and classroom accommodations.

**Student-Athletes who have sustained a concussion should complete a graduated return-to-play before they may resume competition or practice, according to the following protocol (*a minimum of 24 hours is required at each stage*):**

- **Stage 1:** Concussion symptoms progressing to the completion of a full day of normal cognitive activities (school day, studying for tests, watching practice, interacting with peers) without reemergence of any signs or symptoms. This stage may take a single day or may last days/weeks/months depending upon the severity of the concussion symptoms. If no return of symptoms, next day advance to Stage 2.
- **Stage 2:** Light Aerobic exercise, which includes walking, swimming, and stationary cycling, keeping the intensity below 70% maximum heart rate. No resistance training. The objective of this step is increased heart rate.
- **Stage 3:** Sport-specific exercise including running: no head impact activities. The objective of this step is to add movement. Resistance training can be started at this stage.
- **Stage 4:** Non-contact training drills (e.g. agility drills)
- **Stage 5:** Following medical clearance (student-athlete's medical practitioner and/or Wenatchee School District's licensed athletic trainers), participation in normal training activities. The objective of this step is to restore confidence and assess functional skills by coaching and medical staff.
- **Stage 6:** Return to play involving normal exertion or game activity.

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Signature of Student-Athlete

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Print Student-Athlete's Name

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Date

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Signature of Parent/Guardian

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Print Parent/Guardian's Name

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Date

## ***Wenatchee School District Head Injury Protocols***

***The Wenatchee School District has adopted the recommendations of the 4th International Conference on Concussion in Sport, Zurich 2012 as a guideline to the management of concussions. (McCory P, Meeuwisse WH, Aubry M, et al. Br J Sports Med 2013;47:250-258—Consensus Statement on Concussion in Sport: The 4<sup>th</sup> International Conference on Concussion in Sport held in Zurich, November 2012)***

***Summary of Zurich 2012 recommendations (when an athlete shows concussive signs):***

- The player should be medically evaluated onsite using standard emergency management principles and particular attention should be given to excluding a cervical spine injury.*
- The appropriate disposition of the player must be determined by the treating healthcare provider in a timely manner (at WHS, licensed/certified athletic trainer). If no healthcare provider is available, the player should be safely removed from practice or play (by coach) and referral to a physician arranged.*
- Once the first aid issues are addressed, then an assessment of the concussive injury should be made using the SCAT3 or other similar tool.*
- The player should not be left alone following the injury and serial monitoring for deterioration is essential over the initial few hours following injury.*
- A player with diagnosed concussion should not be allowed to return to play on the day of injury. A step-by-step return-to-play protocol will be utilized. During this period of recovery in the first few days after an injury, it is important to emphasize to the athlete that physical and cognitive rest is required. Activities that require concentration and attention may exacerbate the symptoms and as a result delay recovery.*

***The following is an example of a progression:***

- (1) No activity, complete rest*
- (2) Light aerobic exercise (walking, stationary cycling, etc.), no resistance training*
- (3) Sport-specific exercise, progressive resistance training*
- (4) Non-contact training drills, progressive resistance training*
- (5) Full contact training after medical clearance*
- (6) Game play*

- There should be approximately 24 hours (or longer) for each stage and the athlete should return to previous asymptomatic level if symptoms recur.*
- The Zurich Committee also found that “The application of neuropsychological testing in concussion has been shown to be of value and continues to contribute significant information in concussion evaluation.”*
- The Wenatchee School District has adopted the imPACT concussion testing program (the most widely used program in the United States) to perform neuropsychological pre-testing/post-testing on athletes in selected collision and contact sports to serve as one tool in determining the recovery following a concussion.*
- NOTE: In the evaluation of concussions, the Wenatchee School District policy is that the most conservative opinion will prevail in determining return to play.***

\_\_\_\_\_ *My recommendation is to the follow the 2012 Zurich guidelines  
(with neuropsychological testing, when appropriate)*

\_\_\_\_\_ *Return only after my follow-up evaluation scheduled  
for: \_\_\_\_\_*

---

*Practitioner's signature*

## **Wenatchee School District Post Concussion Return to Academics Guidelines**

A student's best chance of full recovery from a concussion involves two critical components: cognitive and physical rest. Continued research has focused on the fact that cognitive rest is essential to the quick resolution of concussion symptoms. Cognitive stimulation includes: driving, video games, computers, text messaging, cell phone use, loud and/or bright environments, television, reading and studying; these must be limited, and in most cases, completely avoided. Physical activity such as physical education, sports activities, and strength or cardiovascular conditioning must be regulated or avoided while recovering from a concussion.

### **Points of Emphasis:**

*It is important to note that the recovery from a concussion is a very individualized process. Caution must be taken not to compare students with concussions as they progress through the recovery process. The information below is provided to teachers, parents and students as a guide to assist with concussion recovery.*

- For the academic protocol to be initiated the student must be evaluated by a health care professional and documentation must be provided to the school.
- For every day the student is within Stages 1-3, it is recommended that they be granted the same number of days to complete missed academic work.
- The student should be granted adequate time to complete missed academic work based on the amount of time needed for complete recovery.
- The teacher has the right to assign the student a grade of incomplete (I) for the semester.
- It is important that once the student has returned to school that they report to the athletic trainer or school nurse daily in order to monitor symptoms as well as to determine progression to the next stage within the return to academics guidelines.
- As the student's recovery progresses through Stages 1-3, teachers should be prepared to apply "mastery learning" criteria within their subject matter. By identifying essential academic work, the student's recovery will be aided by reducing anxiety levels related to the perceived volume of work that will be required once they are medically cleared to resume a full academic load.

## **Suggested Four Stage Progression to Full Return to Activity**

**Stage 1:** No school attendance, emphasize cognitive and physical rest

- Characteristics

√ Severe symptoms at rest

√ Abnormal ImPACT results

√ Symptoms may include but are not limited to: Headache, dizziness, nausea, photosensitivity, phonosensitivity

- No tests, quizzes or homework
- Students may be sensitive to light and noise
- Students may complain of intense and continuous/frequent headaches
- Students may not be able to read for more than 10 minutes without an increase in symptoms
- Provide student with copies of class notes (teacher or student generated)

***\*Progress to stage 2 when:***

- Decreased sensitivity to light or noise
- Decreased intensity and frequency of headaches
- Ability to do light reading for 10 minutes without increased symptoms

\*If the student remains in Stage 1 longer than 2 weeks it may be necessary to schedule a conference with all teachers, the counselor, and the student's parents in order to discuss impact on school performance

***It is important that once the student has returned to school that they report to the athletic trainer or school nurse daily in order to monitor symptoms as well as to determine progression to the next stage within the return to academics guidelines.***

**Stage 2:** Option for modified daily class schedule

• Characteristics

√ Mild symptoms at rest, increasing with physical and mental activity

√ Abnormal ImPACT scores

• Example: First day may be afternoon classes and the next day morning classes, repeat as symptoms warrant

Option: Reduce weight of backpack or provide second set of textbooks: arranged by counselor

Option: Obtain a "five minute pass" from the school nurse in order to avoid noisy, crowded hallways between class periods: arranged by school nurse

• No tests, quizzes, daily work or homework



- Provide student with copies of class notes (teacher or student generated)
- Excused from physical education classes and/or sports activities
- Report daily to athletic trainer or school nurse

***\*Progress to stage 3 when:***

- Each of the student's classes have been attended at least once
- School activity does not increase symptoms
- Overall symptoms continue to decrease

**Stage 3: Full day of school**

•Characteristics

√ Symptom free at rest

√ Mild to moderate symptoms with mental and physical activity

- No tests, homework, or quizzes
- Student may be given in class assignments/daily work but they should not be graded
- Provide student with copies of class notes (teacher or student generated)
- Option: Reduce weight of pack back or provide second set of textbooks: arranged by counselor
- Option: Obtain a "five minute pass" from the school nurse in order to avoid noisy, crowded hallways between class periods: arranged by school nurse
- Excused from physical education classes and/or sports activities
- Report daily to athletic trainer or school nurse

***\*Progress to stage 4 when:***

- Symptom free with mental and physical activity

√ Student should report any return of symptoms with mental or physical activity

- ImPACT scores have normalized and/or symptoms have resolved completely

√The ImPACT Test is a computerized neurocognitive test which, along with a variety of other tests, is used to help determine neurocognitive function

√ ImPACT testing will be used to help monitor the recovery process for student-athletes when appropriate

*\*If the student is not able to progress past stage 3 after an extended period of time, where it is unlikely the student will be able to make up required work, the counselor and teachers may discuss with the student*

*and their parents, possible class withdrawal, home bound, class load modification, and/or Section 504 plan*

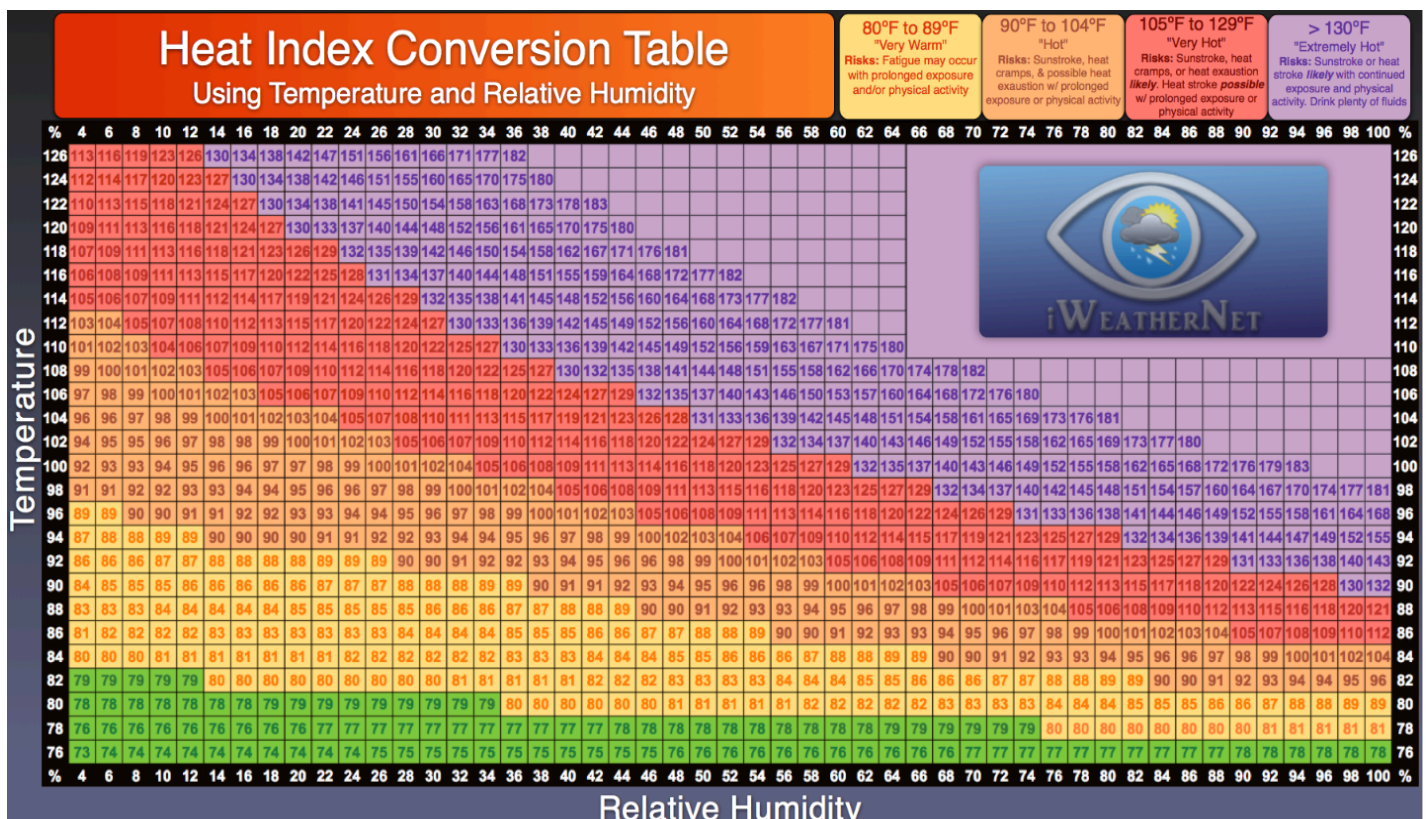
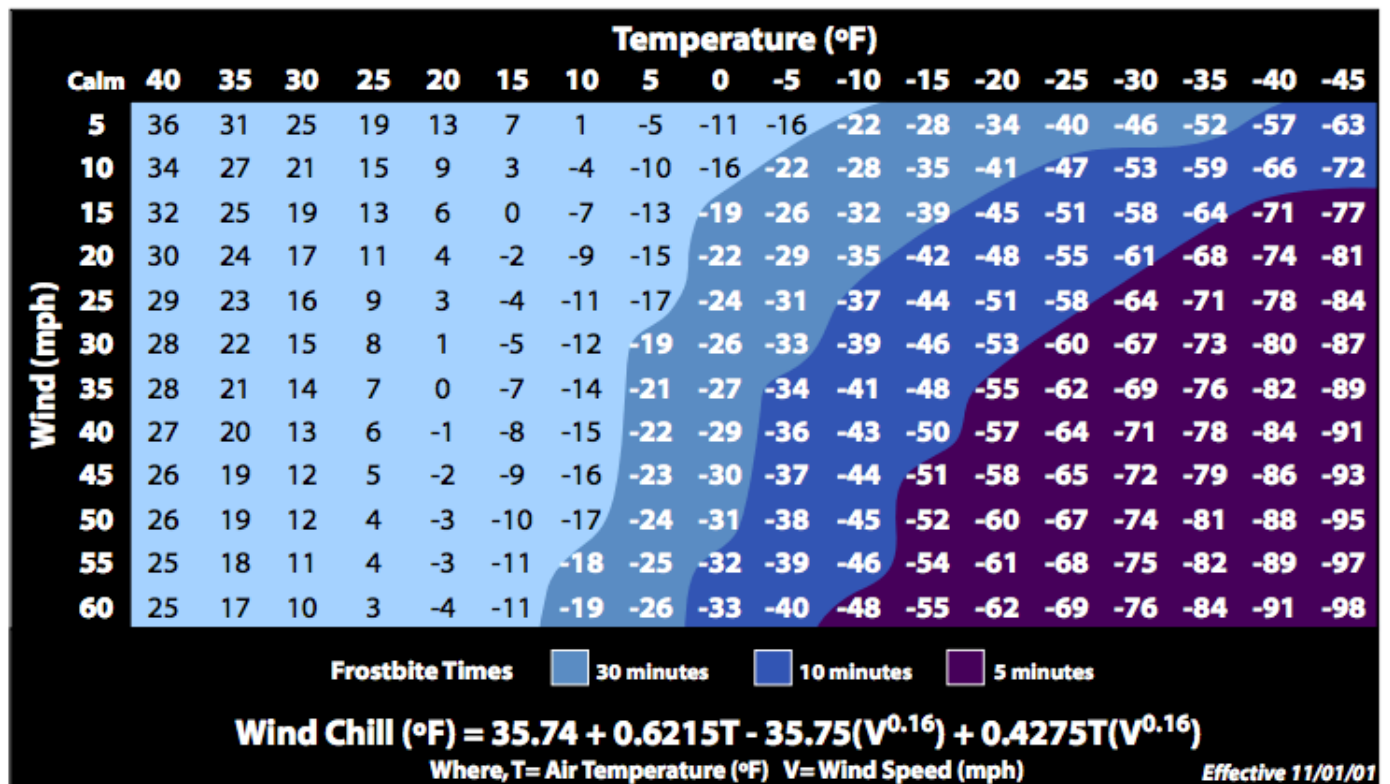
**Stage 4:** Full academic load and Return to Play protocol

- Resumption of current academic responsibilities once ImPACT scores have normalized and/or symptoms have resolved completely as determined by the appropriate health care professional
- In cooperation with guidance counselor and teachers, create plan for possible modification and the gradual completion of missed tests, quizzes, and homework
- Teacher has the discretion to apply “mastery learning” criteria for their subject matter
- Students are not required to makeup missed Physical Education classes due to a concussion
- Gradual resumption of physical activity
- Students will return to Physical Education classes and will spend a minimum of 2 days with modified activity directed by the nurse and/or athletic trainer
- WSD athletes will follow the Return to Play under the direction of the athletic trainer

**If you have additional questions please contact the student’s counselor, the school nurse or the athletic trainers.**



# Wind Chill Chart







SECTION-2: To be Completed by the Parent / Guardian or Student

### SWIMMING LEVEL ACKNOWLEDGMENT

I understand that the school will use colored wristbands to identify my child's swimming ability as indicated by me, such that lower ability swimmers are restricted from certain swimming conditions as indicated below. My Child's Swimming Level is:

☐ **NON-SWIMMER:**

My child has no swimming skills and DOES NOT HAVE PERMISSION to participate in swimming activities. I understand my child will remain onsite and participate in an alternate non-water related activity

☐ **BEGINNING SWIMMER:**

My child has basic swimming skills and can participate in water activities in water NOT greater than my child's height or the shallow end of a swimming pool.

☐ **SKILLED SWIMMER:**

My child has accomplished swimming skills and can participate in water over their head or in the deep end of a swimming pool.

### EMERGENCY CONTACT INFORMATION:

First and Last Name (Print): \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Cell) \_\_\_\_\_ (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Secondary Emergency Contact \_\_\_\_\_ Telephone: \_\_\_\_\_

In consideration of the advantages of this field trip, I agree to release, indemnify, and hold harmless the Wenatchee School District its agents and employees from liability for bodily injury or property damage that might occur during this trip. If my child has a medical condition that requires health services and/or medication(s) while on this field trip, I have indicated those needs to in the space provided below.

Medical condition or health concerns (severe allergies or relevant medical conditions): \_\_\_\_\_

### AUTHORIZATION AND ACKNOWLEDGMENT OF RISKS

I agree and my child agrees to abide by all rules and safety precautions relating to this field trip activity. I understand that my child's participation in this field trip is voluntary and may expose my child to some risk(s). I have read and understand the description of the field trip (on page 1 of this form) and authorize my child to participate in the planned components of the field trip

I assume full responsibility for any risk of personal or property damages arising out of or related to my child's participation in this field trip, including any acts of negligence or otherwise from the moment that my student is under Wenatchee School District supervision and throughout the duration of the trip. I further agree to indemnify and to hold harmless WSD and any of the individuals and other organizations associated with WSD in this field trip from any claim or liability arising out of my child's participation in this field trip.

I also understand that participation in the field trip will involve activities off of school property; therefore, neither the Wenatchee Public Schools, nor its employees nor volunteers, will have any responsibility for the condition and use of any non-school property.

I certify that I am the parent and legal guardian of the applicant, that I have read and that I understand the above Agreement, and that I accept and will be bound by its terms and conditions on my own behalf and on behalf of the student.

I give permission for: \_\_\_\_\_ to participate in all aspects of this trip.  
(Student Name)

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

# WENATCHEE SCHOOL DISTRICT STUDENT ACCIDENT REPORT FORM

## INSTRUCTIONS

Use the STUDENT ACCIDENT REPORT FORM to record in your files each serious student accident coming under the jurisdiction of the school's authority. This form when completed should be filed in the school district office for future reference in case litigation may result from the accident at some future date. Minor accidents such as scratches, bruises, etc. need not necessarily be recorded.

1. Name \_\_\_\_\_ Home Address \_\_\_\_\_
2. School \_\_\_\_\_ Sex: M ☐ F ☐ Age: \_\_\_\_\_ Grade: \_\_\_\_\_
3. Time accident occurred: Hour: \_\_\_\_\_ A.M./P.M. Date: \_\_\_\_\_
4. Place of Accident: School Building ☐ School Grounds ☐ School Bus ☐  
Off school premises and Under School Jurisdiction ☐

- | 5. Nature of Injury                            |  |  | Part of Body Injured            |                                |  |
|--|--|--|---------------------------------|--------------------------------|--|
| <input type="checkbox"/> Abrasion              | <input type="checkbox"/> Dislocation   | <input type="checkbox"/> Abdomen               | <input type="checkbox"/> Eye    | <input type="checkbox"/> Leg   |  |
| <input type="checkbox"/> Amputation            | <input type="checkbox"/> Fracture      | <input type="checkbox"/> Ankle                 | <input type="checkbox"/> Face   | <input type="checkbox"/> Mouth |  |
| <input type="checkbox"/> Asphyxiation          | <input type="checkbox"/> Poisoning     | <input type="checkbox"/> Arm                   | <input type="checkbox"/> Finger | <input type="checkbox"/> Nose  |  |
| <input type="checkbox"/> Bruise (Serious)      | <input type="checkbox"/> Puncture      | <input type="checkbox"/> Back                  | <input type="checkbox"/> Foot   | <input type="checkbox"/> Scalp |  |
| <input type="checkbox"/> Burn (Serious)        | <input type="checkbox"/> Scalds        | <input type="checkbox"/> Chest                 | <input type="checkbox"/> Hand   | <input type="checkbox"/> Tooth |  |
| <input type="checkbox"/> Concussion            | <input type="checkbox"/> Shock (elec.) | <input type="checkbox"/> Ear                   | <input type="checkbox"/> Head   | <input type="checkbox"/> Wrist |  |
| <input type="checkbox"/> Cut (Serious)         | <input type="checkbox"/> Sprain        | <input type="checkbox"/> Elbow                 | <input type="checkbox"/> Knee   |                                |  |
| <input type="checkbox"/> Other (specify) _____ |  | <input type="checkbox"/> Other (specify) _____ |                                 |                                |  |

6. Degree of Injury \_\_\_\_\_
7. Total number of days lost from school \_\_\_\_\_
8. Teacher or person in charge when accident occurred (Enter name) \_\_\_\_\_  
Was he present at scene of accident: No ☐ Yes ☐  
What was the student doing when injured? \_\_\_\_\_

## IMMEDIATE ACTION TAKEN

9. ☐ First-aid treatment \_\_\_\_\_  
☐ Sent to school nurse \_\_\_\_\_  
☐ Sent Home \_\_\_\_\_  
☐ Sent to physician \_\_\_\_\_  
☐ Physician's Name \_\_\_\_\_  
☐ Sent to hospital: No ☐ Yes ☐ Name of hospital \_\_\_\_\_
10. Person notified (required): ☐ Mother ☐ Father ☐ Other \_\_\_\_\_ When \_\_\_\_\_  
By Whom: (Enter name) \_\_\_\_\_
11. Witnesses:  
 1. Name \_\_\_\_\_ Address \_\_\_\_\_  
 2. Name \_\_\_\_\_ Address \_\_\_\_\_

LOCATION		
<input type="checkbox"/> Apparatus (playground)	<input type="checkbox"/> Fences and walls	<input type="checkbox"/> School crossings (patrolled)
<input type="checkbox"/> Athletic field	<input type="checkbox"/> Field trips	<input type="checkbox"/> School ground
<input type="checkbox"/> Auditorium	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Shop (Name)
<input type="checkbox"/> Bus stop	<input type="checkbox"/> Laboratories	<input type="checkbox"/> Showers and dressing rooms
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Locker (room and/or corridor)	<input type="checkbox"/> Steps and stairways (inside)
<input type="checkbox"/> Classroom	<input type="checkbox"/> Playrooms	<input type="checkbox"/> Steps, stairways & walks (outside)
<input type="checkbox"/> Corridor	<input type="checkbox"/> Pool	<input type="checkbox"/> To & from bus stop
<input type="checkbox"/> Driver Education (behind wheel)	<input type="checkbox"/> School bus	<input type="checkbox"/> To & from school
		<input type="checkbox"/> Toilet and washrooms
		<input type="checkbox"/> Other (specify)

#### PHYSICAL EDUCATION ACTIVITIES:

<input type="checkbox"/> Apparatus	<input type="checkbox"/> Football	<input type="checkbox"/> Swimming
<input type="checkbox"/> Baseball-Softball	<input type="checkbox"/> Hockey (field)	<input type="checkbox"/> Track and Field events
<input type="checkbox"/> Basketball	<input type="checkbox"/> Soccer and soccer type games	<input type="checkbox"/> Volleyball and similar games
		<input type="checkbox"/> Other organized games

#### INTERSCHOLASTIC ATHLETICS:

<input type="checkbox"/> Baseball-Softball	<input type="checkbox"/> Golf	<input type="checkbox"/> Tennis
<input type="checkbox"/> Basketball	<input type="checkbox"/> Volleyball	<input type="checkbox"/> Track & Field/Cross Country
<input type="checkbox"/> Football	<input type="checkbox"/> Swimming	<input type="checkbox"/> Wrestling
	<input type="checkbox"/> Soccer	<input type="checkbox"/> Other

#### UNORGANIZED ACTIVITIES:

#### DETAILED DESCRIPTION OF THE ACCIDENT

In completing this accident report it is essential that the accident be described in sufficient detail to show conditions existing when the accident occurred. If unsafe acts or conditions are noted, steps should be taken immediately for their correction.

All completed accident report forms should be filed for further reference until it is determined by the school authorities that no civil action may be taken by the parents of student.

(use additional sheets if necessary)

SIGNED: Principal \_\_\_\_\_ Staff/Coach: \_\_\_\_\_

Wenatchee School District  
Athletic Department  
DEPARTURE FROM GROUP FORM

Parents or legal guardians that wish to transport his/her student in their own private vehicle to a district sponsored athletic event must complete this Departure from Group Form. This form of transportation is intended for medical or family emergency situations or in rare situations where our athletic teams are traveling to the same area on consecutive days and they are not spending the night.

Parents or legal guardians that wish to transport their child home from a district sponsored athletic event in their own private vehicle need to sign out their athlete after the conclusion of the game with the head coach responsible for the trip. The parent shall be expected to verbally communicate with the coach and then sign the district provided attendance sheet stating that they are taking their child. Students are not allowed to drive themselves or to ride to/from out of district events with a driver under the age of 21.

Parents or legal guardians that wish to have their child return home from a district sponsored athletic event with another adult over the age of 21 must complete the district's Departure from Group Form prior to the trip. A student will not be allowed to leave with a non-parental adult unless this process is complete prior to the group departure. The final step in the process is that the non-parental adult will need to sign the student out after the contest with the head coach responsible for the trip. They shall verbally communicate with the coach and sign the district provided attendance sheet. If the coach is not in possession of the attendance form, student may not leave the group.

I, \_\_\_\_\_ request that my son/daughter, \_\_\_\_\_  
(parent/legal guardian) (student name)

be allowed to depart from the itinerary as planned for the above stated event.

Please describe:

1. Reason for alternative transportation or departure from team: \_\_\_\_\_  
\_\_\_\_\_
2. Date of Departure: \_\_\_\_\_
3. Name(s) and age(s) of adult supervisor(s) that your son/daughter will be with if other than parent/legal guardian: \_\_\_\_\_

Alternative Transportation/Departure from the Group form has been approved by the supervisor/coach, parent/legal guardian & administrator with proper signatures. All WSD liability is terminated with the below signatures and any accident or incident is the sole responsibility of the parents/guardians.

\_\_\_\_\_  
Supervisor/Coach Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date



# WENATCHEE HIGH SCHOOL EMERGENCY ACTION PLAN FOR ATHLETICS

*Dale Blair, MS, LAT, ATC Head Athletic Trainer*  
*Larry Howe, MS, LAT, ATC Assistant Athletic Trainer*

As emergencies may occur at any time and during any activity, all members of the athletic department must be prepared. This preparation involves formulation of an emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency situation to be managed appropriately. For all sports, at all levels, there is to be a Medical Emergency Authorization Form for every player and a first aid kit on site at every competition and practice.

## **Type 1 Coverage: When an athletic trainer is available at the site**

### Life Threatening Injury/Illness

1. If the athletic trainer is not already present, send a designed individual to notify him/her immediately. Render any necessary first aid until the certified athletic trainer arrives. During that time, the vital signs should be checked and keep the athlete calm.
2. Coaches and/or sports medicine students can assist the certified athletic trainer in the treatment of the injured athlete.
3. If directed by the certified athletic trainer, call 911 (9-911 from campus phones). This number connects you with a central dispatcher who will send emergency. The caller should inform the dispatcher of:
  - The address of the school (**1101 Millerdale**) or practice site
  - The exact location of the athlete
  - The directions to injured athlete (See illustrations)

**Football practice fields, Track, Pool** = *Miller Street (Go through faculty parking lot, which is located on the South side of the school)*

**Football Practice Field (inside Track) and Track Alternative Route** = *Red Apple Road (only if someone has key to gate)*

**Main Gym, Small Gym, Wrestling Room, Athletic Treatment Center** = *Millerdale Street*

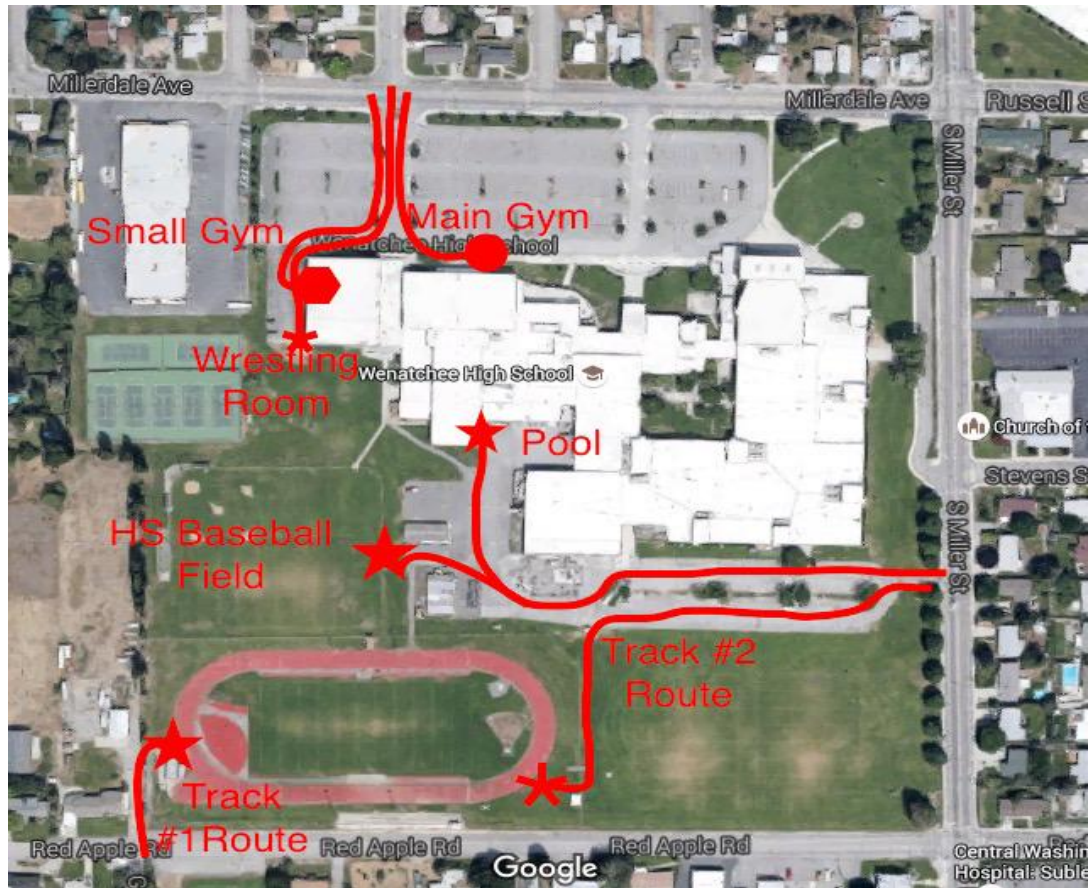
**Apple Bowl (Football, Soccer)** = *Russell Street (Through Pioneer Middle School parking lot)*

**Apple Bowl Alternative Route** = *Orondo Street Gate (next to main concession stand)*

**Recreation Park (Baseball)** = *Fuller Street (through back gate)*

**Walla Walla Park** = Walla Walla Street to Walla Park entrance, take first left, then to take a right to access fields.

**WRAC (Tennis)** - Access from Skyline Drive (Depending on indoor or outdoor)







- Give a brief description of the injury or illness
  - Do not hang up the phone until the dispatcher has hung up
4. Have a designated individual (assistant coach or student athletic trainer at the gate or entrance to meet emergency vehicle.
  5. The certified athletic trainer, designated coach, or game manager will:
    - Contact the parents/guardians using emergency information cards and notify them of the injury/illness (i.e., when it happened, where the athlete was taken for treatment, etc.)
    - If unable to reach parent/guardian, notify the “emergency contact person” as listed on the emergency info card
    - Fill out an accident report forms and notify athletic director.

### **Non-Life Threatening Injury or Illness**

1. Contact the certified athletic trainer if they are not present at the scene
2. Render necessary first aid to the athlete.
3. When the certified athletic trainer arrives, provide any necessary assistance.

### **Type 2 Coverage: When a Certified Athletic Trainers is NOT available at the site**

Type 2 coverage involves the head coach and/or designated assistant coach having the primary responsibility for emergency care. The coaching staff should decide before each season who the designated coaches will be to provide first aid, make calls, meet ambulance, etc. Sports medicine students (with CPR/First Aid certification) when

available can assist coaches (under the coaches direction and supervision) with Type 2 coverage.

### **Life Threatening Injury/Illness**

1. Head coach or designated assistant coaches will provide any necessary immediate first aid (Open and maintain airway, make sure the athlete is breathing, and maintain circulation and stop profuse bleeding (ABC's))
2. If the athlete landed on his/her neck (or complains of neck pain), always suspect a neck injury. In such a case, support the athlete's head to prevent any movement of the neck and wait for emergency personnel.
3. If the athlete is unconsciousness, check the ABC's and always suspect and treat for a neck injury.
4. Direct designed assistant coach to call 911 (9-911 on campus phones).
5. Contact parent/guardian as in Type 1 coverage.
6. Fill out accident report and notify certified athletic trainer and athletic director.

### **Non-Life Threatening Injury/Illness**

1. Provide any necessary first aid (i.e., ice, splints, etc.)
2. Head coach or designated assistant coach will contact parent/guardian and ask what course of action they want to take regarding method of transportation, to which emergency facility, etc.
3. If unable to reach parent/guardian, notify the "emergency contact person"
4. Fill out accident report and notify certified athletic trainer.

### **Off Campus Contacts Phone Number**

- Police Department 9-1-1
- Fire & Ambulance 9-1-1
- Poison Control Center 1 (800) 222-1222

### **On Campus Contacts Phone Number**

- Dale Blair, Head Athletic Trainer 509-663-8117, ext. 605 (office); cell phone 509-669-0977
- Larry Howe, Assistant Athletic Trainer 509-630-8919 (cell)
- Jim Beeson, Athletic Director 509-663-3384 (office); cell 907-252-5720
- HS Main Office 509-663-8117