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This handbook has been prepared in order to coordinate extra-curricular activities in USD 230. The primary purposes of these policies are to increase understanding, cooperation and success between and among students, parents and staff at Spring Hill Middle School and to develop effective student activity programs.

It is our hope that the student participant and his/her parent read and discuss this handbook. We welcome any questions, concerns and/or suggestions.

Activities Philosophy

All activities at Spring Hill Middle School are designed to benefit ALL of the STUDENTS involved. Our goal is not only to teach the student participants the activity but also to teach how this activity relates to life and how their experiences may help them become more successful in life. By emphasizing basic skills, teamwork, cooperation, effort and sportsmanship, we believe that we will instill pride, confidence, and build positive self-esteem in each student participant.

We believe that who “wins” and who “loses” is secondary to providing opportunities for each student to begin to realize his/her potential. Though each and every student may not have equal playing time, each student will have the opportunity to participate as long as they are in compliance with Kansas State High School Activities Association (KSHSAA), USD 230 and SHMS participation policies and team rules.

It is our purpose to provide activity programs that will introduce a variety of ideas and experiences designed to make each student aware of his/her potential as a whole person and to help him/her become creative, responsible, and productive in a changing world.

Providing positive experiences for students will demand a cooperative effort from all coaches/sponsors, students, and parents if we are to reach our maximum potential in the entire activities program.
SPRING HILL MIDDLE SCHOOL
ACTIVITY POLICIES/PROCEDURES

ACTIVITY TRIPS
Activity trips are made by bus or other district transportation ONLY. The coach/sponsor has responsibility for the conduct of the students on the bus. While riding on buses, bus drivers, coaches, students and/or accompanying personnel should not indulge in any action that would be a negative reflection on the school or on the students or that violates school/district policy.

People representing our school - the coach/sponsor and the team - should dress appropriately. The coach/sponsor will be responsible for determining the appropriate student dress for the activity.

Participants accompanying the team or squad are expected to leave and return with the team or squad on all out-of-town trips. Only the principal, the activity director or the coach may excuse a participant from returning with the team. A participant may be given permission to return home with their parents or with the parents of another student. The parent of the participant must sign the student out with the coach prior to leaving the activity. Before the student rides home with an adult other than the parent, written confirmation from the parent must be submitted to the coach and/or administration; the adult transporting the student must sign the student out with the coach.

AGE REQUIREMENT
In accordance with Kansas State High School Activities Association (KSHSAA) policies and requirements, any student who reaches fourteen (14) for the seventh grade or fifteen (15) for the eighth grade AFTER September 1 shall be eligible for the remainder of that school year. Any student who reaches fourteen (14) ON or BEFORE September 1 shall be ineligible for seventh grade competition. Any student who reaches the age of fifteen (15) ON or BEFORE September 1 shall be ineligible for eighth grade competition.

BUILDING USE
NO student participant should be in any other part of the building besides a supervised practice/playing area or locker room unless he/she is being supervised by a coach/sponsor. All student participants are to be supervised while on school grounds and/or at away game building grounds.

CLASS ATTENDANCE
As stated earlier, academics are the first priority at SHMS. Therefore, students must attend ALL scheduled classes in order to participate in extra-curricular activities on that same day; this includes both practice and contests. Exceptions may only be made by the building administrator, preferably in ADVANCE.

CONCUSSION INFORMATION FORM
As an added precaution to any serious injury, we have provided information about the definition, symptoms, and actions to be taken in the event your child suffer a head injury. KSHSAA and USD230 require that the participant and the parent(s)/guardian(s) sign and date this form after reading it and that they turn this completed form into the office or to the coach. Athletic participants will be required to turn this completed form in (along with a completed physical form and an insurance verification/emergency contact form) to the office before they can participate in practices and/or games. A copy of this form is in the Appendix of our Student-Parent Activities Handbook form, which can be found online or in hard copy in our office.

SHMS will implement the return to play protocol recommended by the Center for Disease Control and Prevention (CDC). This is a 5-step progression to help the student-athlete return to play safely. SHMS coaches and/or the district athletic trainer will manage the CDC’s return to play progression for all activities.

CONDUCT OF COACHES, PARTICIPANTS, PARENTS AND OTHER FANS
Coaches/sponsors and parents have a tremendous influence on the actions of student participants and fans. ALL people attending the activity are expected to accept the decisions of the officials. Displaying extreme emotional disagreement with
officials is a poor reflection upon the school and a violation of the Frontier League Rules and KSHSAA Rule 52. Only positive attitudes and actions are encouraged. (See Appendix - Frontier League Rules and KSHSAA Rule 52)

Student participants must also be in compliance with all district, SHMS and team policies regarding conduct. Failure to do so may result in disciplinary action. Any student who is suspended, in-school or out-of-school, will be ineligible to participate during the suspension.

**DRESSING ROOMS**
Dressing rooms are to be supervised at all times when student participants are using them. All participants shall be out of the dressing room area before the coach leaves. Dressing rooms must be locked when unoccupied. Students are expected to secure their belongings and are responsible to do so. Valuables should always be given to the coach/sponsor to secure.

**ELIGIBILITY REQUIREMENTS**
Any/all student participants in extra-curricular activities must be in compliance with KSHSAA policies regarding eligibility as well as district and building policies. (See copy of KSHSAA Physical Form - front and back - in Appendix)

**EQUIPMENT CHECK-OUT**
Clothing and other equipment used for games, meets, practices, etc. will be checked out to the participants by the coach/sponsor. After it is checked out to the student, it becomes his/her responsibility. The student will be responsible for the cost of items lost, stolen, or unreasonably damaged. It is the responsibility of the coach/sponsor to determine an efficient check-in and check-out method and to maintain accurate records. Athletic equipment and uniforms should be checked out to the student for the duration of the season; however, students are expected to return this property to the coach immediately following the season. The student may keep only items that are purchased by the student.

**INJURIES**
Each coach/sponsor will be required to keep a current insurance/emergency form on each participant at all times, at home and away, at contests and at practices. For athletes who need immediate attention, the coach/sponsor will attempt to call the parent as soon as possible. If he/she is unable to contact the parent or family doctor, he/she will attempt to contact the person listed on the emergency medical info form. **IF THERE IS ANY DOUBT AS TO THE SERIOUSNESS OF THE INJURY, THE COACH WILL CALL THE LOCAL AMBULANCE.** In any case, the coach will not leave the injured player unattended. If there is any pertinent medical and/or emergency information that would help us in the case of an emergency, please give it to us in written form as soon as possible. List this on the insurance/emergency form as well as on the physical form.

In the event that a student participant is injured, the coach/sponsor may require a doctor’s release before the student is allowed to continue to fully participate.

**INSURANCE**
Each student participant will be required to be covered by insurance for the duration of the season. **EACH STUDENT MUST COMPLETE AND TURN IN AN INSURANCE VERIFICATION FORM AND EMERGENCY MEDICAL INFORMATION FORM TO THE COACH OR TO THE OFFICE BEFORE HE/SHE MAY PARTICIPATE IN A GAME OR PRACTICE.** The district offers “America’s Choice Student Insurance Plans” to be purchased if needed. (See Appendix) This form is also available online.

**JOB DESCRIPTIONS**
Job descriptions for all USD 230 employees have been approved by the Board of Education. Specific copies have been distributed to each coach/sponsor and can be made available by contacting the building principal.

**LETTERING PROCEDURE**
In order for a student participant to letter in an activity, he/she must complete the entire season of that activity and be in good standing. ***Exception - a participant who by reason of illness or injury fails to complete a full season may receive a letter/bar/certificate if, in the opinion of the coach/sponsor, he/she would have lettered if able to complete the season.**

The first time a student letters in an activity at SHMS, he/she will be given a certificate an activity pin and a letter “S”. Following that, students will be given gold bars after completing **two years** of an activity. All student participants will be given certificates of participation after completing an activity season.

**MAPS**
Maps showing the location of each school in our league are in the appendix of this document. (See Appendix)
OUTSIDE COMPETITION
As required by KSHSAA, students may NOT engage in outside competition in the same sport during a season in which they are representing their school. **NOTE: Consult the coach or administration before participating individually or on a team in any game, training session, contest, or tryout conducted by an outside organization.** Another restriction by KSHSAA involves student participation in summer camps (Summer Camps: Rule 30-1-6). Failure to abide by the KSHSAA rules regarding outside competition may result in the student participant(s)/team receiving sanctions by the KSHSAA.

PHYSICAL FORMS/PARENT CONSENT
All students who participate in an athletic extra-curricular activity must have passed a current physical examination and have turned in the completed KSHSAA form to the office; this physical shall not be taken earlier than May 1 the school year for which it is applicable. NO STUDENT MAY PARTICIPATE IN A CONTEST OR PRACTICE UNTIL THIS COMPLETED KSHSAA FORM IS TURNED IN TO THE OFFICE/ACTIVITIES DIRECTOR. This form also requires a completed Verification of Insurance Form and a Concussion Information Form signed by both the parent and athlete. The district insurance verification form/emergency medical information form also needs to be completed and turned in before a student may participate in a contest. (See Appendix) These forms are also available on line on the district/school web site.

PICKING UP STUDENTS FROM ACTIVITY
SHMS coaches/sponsors are required to supervise any/all student participants until they have all been picked up from the game/practice. Therefore, SHMS coaches/sponsors respectfully request that the parent make arrangements for the student to be picked up from all SHMS practices and games within 15 minutes of the scheduled end of the activity. SHMS coaches/sponsors are expected, in turn, to provide each parent with a schedule with ending and approximate return times listed for each game and practice. (It is impossible to predict the exact ending and return time for games; however, we will base our times on past experience.) Coaches/sponsors are also expected to dismiss practices at the designated ending practice time unless he/she has obtained permission from the parent(s) to continue practicing with the student participant(s).

Student participants who are habitually late in being picked up from games/practices will be dealt with by the coach/sponsor, which may include disciplinary action. (See Late Pick-Up Notice in Appendix)

PROCEDURE
We request that all matters concerning any phase of activities first be brought to the attention of the coach/sponsor, following the chain of command. If a satisfactory agreement cannot be obtained, the matter will be referred to the A.D. and/or principal. Parents are asked not to go directly to the principal, superintendent, or district personnel without first going to the coach and/or A.D.

RULES/EXPECTATIONS FOR BEHAVIOR
As stated in our philosophy, our goal in providing student activities is to provide students with experiences that may help them become more successful in life. This requires cooperation and structure. Therefore, each head coach/sponsor of each program will provide to the student and to the parents a written list of rules, expectations and consequences. The coach/sponsor will explain these to each student participant and hold him/her accountable for behavior. See examples of team rules in the Appendix.

In addition, each student participant will be under the guidance of KSHSAA and Frontier League rules and policies as well as district and SHMS rules and policies. (See Appendix)

SPORTSMANSHIP
As coaches/sponsors and parents, we are all responsible for the conduct of the student participants as well as for our own behavior. We must all be familiar with KSHSAA RULE 52: communicate its rules and intent and expectations for compliance to all student participants and fans. All conduct is a reflection on our school and our district.

It is expected that all players be instructed in the rules of the particular activity so there is no misunderstanding. Standards for student behavior and effort should be reasonable and attainable -- HIGH!! (See Appendix for Rule 52)

SUPERVISION
Coaches/sponsors are responsible for the supervision of all student participants before, during, and after all meetings, practices, and games, both at home and away. Student participants are not to be on our school grounds or on another school’s grounds for an activity without the supervision of a coach/sponsor.

We ask that parents make arrangements in advance for the student participant to be picked up from school within 15 minutes of the scheduled ending or return time.
TRANSPORTATION
See “Activity Trips”

WEEKLY ELIGIBILITY
Because participation in extra-curricular activities is a privilege that incurs many hours outside of the regular school day, it is important that participating students be held accountable both academically and behaviorally. It is the belief of the Spring Hill Middle School staff and administration that academics have a very definite priority over extra-curricular activities. In an attempt to consistently monitor these students, we have developed a WEEKLY eligibility report system.

IN ADDITION to the requirements set by the KSHSAA, this SHMS system will have the following guidelines for students who are participating in extra-curricular activities. These requirements will cover two areas – grades and behavior. Eligibility will be checked each week by the office staff.

1) GRADES: 7th and 8th grade teachers will update student grades each week and the office will conduct an eligibility check of all participants. This is a cumulative grade from the first day of the semester grading period. The coach and/or building administrator will notify a student earning a grade at or below a C-. (The rationale for reporting any grade at or below a C- is to increase awareness of both the student and the coach.) Any student earning a failing (F) grade on the eligibility check will meet with an administrator and the procedure below will be followed:
*Each student will be granted (1) one “warning week” for the entire school year.
**All other instances will result in the student being ineligible until the next weekly eligibility check. Students who are ineligible may be able to attend practices depending upon the seriousness of the academic situation and/or student effort to improve their grade(s) (coach’s/administrator’s decision).

2) CONDUCT: Coaches/sponsors are not responsible for handling a teacher’s classroom discipline for him/her; however, all students participating in extra-curricular activities are expected to represent SHMS in a positive manner both in and out of the classroom. Therefore, teachers are expected to report student-athlete conduct problems to the Activities Director. Coaches/sponsors and/or administrators will then deal with this on an individual basis at their discretion. Severe and or persistent behavior problems may result in the student’s ineligibility or dismissal from the team. Any student who is suspended, in-school or out-of-school, will be ineligible to participate during the suspension.
Any student receiving a failing grade is to meet with the teacher of each class which they are failing to receive academic assistance during any week in which they are failing any class.

This eligibility report is administered by the A.D. and is ultimately subject to the discretion of the building administrators. It is supplemental to all KSHSAA, USD 230, and SHMS policies.

Kansas State High School Activities Association
PH: 785.273.5329 WEB: www.khsaa.org EMAIL: khsaa@khsaa.org

SHMS District and Middle School Web Sites
http://www.usd230.org/
http://www.usd230.org/usd230/ms

***THIS HANDBOOK IS SUPPLEMENTAL TO ALL SHMS AND USD 230 POLICIES***
APPENDIX
**Pre-Participation Physical Evaluation (PPE)**

**HISTORY FORM** *(should be filled out by the student and parent/guardian prior to the physical examination)*

Name: [Redacted]

Sex: [Redacted]

Age: [Redacted]

Date of Birth: [Redacted]

Grade: [Redacted]

School: [Redacted]

Sports: [Redacted]

Home Address: [Redacted]

Phone: [Redacted]

Personal Physician: [Redacted]

Parent Email: [Redacted]

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**Medicines and Allergies:** Please list all of the prescription and over-the-counter medicines, inhalers, and supplements (herbal and nutritional) that you are currently taking.

- Antibiotics
- Antidepressants
- Antifungals
- Antihistamines
- Asthma
- Anemia
- Diabetes
- Infections
- Other

Do you have any allergies? □ Yes □ No. If yes, please identify specific allergy below.

- □ Medications
- □ Pollen
- □ Food
- □ Stinging Insects

What was the reaction?

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**General Questions**

1. Have you had a medical condition or injury since your last check up or sports physical?

   Yes ☐ No ☐

2. Has a doctor ever denied or restricted your participation in sports for any reason?

   Yes ☐ No ☐

3. Do you have any ongoing medical conditions? If so, please specify below.

   - Asthma
   - Anemia
   - Diabetes
   - Infections
   - Other

4. Have you ever spent the night in the hospital?

   Yes ☐ No ☐

5. Have you ever had surgery?

   Yes ☐ No ☐

---

**Heart Health Questions About You**

6. Have you ever passed out or nearly passed out during exercise?

   Yes ☐ No ☐

7. Have you ever had difficulty resting, pain, tightness, or pressure in your chest during exercise?

   Yes ☐ No ☐

8. Does your heart ever race or skip beats (irregular beats) during exercise?

   Yes ☐ No ☐

9. Has a doctor ever told you that you have any heart problems? If so, check all that apply.

   - High blood pressure
   - A heart murmur
   - High cholesterol
   - A heart infection
   - Kawasaki disease
   - Other:

10. Has a doctor ever ordered a test for your heart? (For example, ECG, EKG, echocardiogram)

    Yes ☐ No ☐

11. Do you feel lightheaded or feel or feel much short of breath than expected during exercise?

    Yes ☐ No ☐

12. Have you ever had an unexplained seizure?

    Yes ☐ No ☐

13. Do you ever get more tired or feel short of breath more quickly than your friends during exercise?

    Yes ☐ No ☐

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**Heart Health Questions About Your Family**

14. Has any member of your family or relative died of heart problems or from an unexpected or unexplained sudden death before age 50 (including drowning, unexplained car accident, or sudden infant death syndrome)?

    Yes ☐ No ☐

15. Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, amyloidosis, or familial hypercholesterolemia, long QT syndrome, or short QT syndrome? Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia?

    Yes ☐ No ☐

16. Does anyone in your family have a heart problem, pacemaker, or implanted defibrillator?

    Yes ☐ No ☐

17. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning?

    Yes ☐ No ☐

---

**Bone And Joint Questions**

18. Have you ever had an injury to a bone, muscle, ligament, or tendon that caused you to miss practice or a game?

    Yes ☐ No ☐

19. Have you ever had any broken or fractured bones or dislocated joints?

    Yes ☐ No ☐

20. Have you ever had an injury that required x-rays, MRI, CT scan, injections, therapy, brace, cast, or crutches?

    Yes ☐ No ☐

21. Have you ever had a stress fracture?

    Yes ☐ No ☐

22. Have you ever been told that you have or have you had an x-ray for neck instability or serious knee instability? (Osteoporosis and osteoarthrosis)

    Yes ☐ No ☐

23. Do you regularly use a brace, orthotics, or other assistive device?

    Yes ☐ No ☐

24. Do you have a bone, muscle, or joint injury that bothers you?

    Yes ☐ No ☐

25. Do any of your joints become painful, swollen, feel warm, or look red?

    Yes ☐ No ☐

26. Do you have any history of juvenile arthritis or connective tissue disease?

    Yes ☐ No ☐

---

**Medical Questions**

27. Do you cough, breathe, or have difficulty breathing during or after exercise?

    Yes ☐ No ☐

28. Have you ever used an inhaler or taken asthma medicine?

    Yes ☐ No ☐

29. Is there anyone in your family who has asthma?

    Yes ☐ No ☐

30. Were you born without or are you missing a kidney, an eye, a testicle (male), your spleen, or any other organ?

    Yes ☐ No ☐

31. Do you have a voice that is difficult to hear, or have you had hearing loss?

    Yes ☐ No ☐

32. Have you had any serious accidents (as defined by your physician) or had you been involved in a serious accident (as defined by you)?

    Yes ☐ No ☐

33. Are you allergic to any foods?

    Yes ☐ No ☐

34. Are you allergic to any nuts?

    Yes ☐ No ☐

35. Have you ever had a head injury or concussion?

    Yes ☐ No ☐

36. Have you ever had a stroke or heart attack?

    Yes ☐ No ☐

37. What is the longest time you've been held out of sports or school?

    Yes ☐ No ☐

38. When was your last release?

    Yes ☐ No ☐

39. Have you ever had a heart attack or heart attack?

    Yes ☐ No ☐

40. Have you had any other history of cardiovascular disease?

    Yes ☐ No ☐

---

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of Athlete: [Redacted]

Signature of Parent/Guardian: [Redacted]

Date: [Redacted]
# Pre-Participation Physical Evaluation

**PHYSICAL EXAMINATION FORM**

**Name:** ____________________________  **Date of birth:** __________

**Date of recent immunizations:** 
- Td
- Tdap
- Hep B
- Varicella
- HPV
- Meningococcal

**PHYSICIAN REMINDERS**

1. Consider additional questions on more sensitive issues:
   - Do you feel stressed out or under a lot of pressure?
   - Do you ever feel sad, hopeless, depressed, or anxious?
   - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
   - Do you wear a seat belt and use a helmet?

2. Consider reviewing questions on cardiovascular symptoms (questions 5-14).

<table>
<thead>
<tr>
<th>EXAMINATION</th>
<th>Height</th>
<th>Weight</th>
<th>Male</th>
<th>Female</th>
<th>BP (reference gender/height/age chart)**</th>
<th>/</th>
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<th>Pulse</th>
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<td>Vision R 20/20</td>
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</table>

**MIDDLE ANTERIOR CHEST**

- Appearances:
  - Marfan's syndrome, high-arched palate, pectus excavatum, aneurysm, abnormal aorta
  - Breasts:
  - Papillae:
    - Breast:
      - Atrioventricular septal defect (AVSD)

**HEART**

- Murmurs:
  - Aortic stenosis, supraventricular, supravalvar
  - Location of point of maximal impulse (PMI)
  - Pulses:
    - Simultaneous femoral and radial pulses

**Lungs**

**Abdomen**

**Genitourinary (males only)**

**Skin**

- HSV lesions suggestive of MRSA, tinea corporis

**NERVOUS SYSTEM**

**MUSCULOSKELETAL**

- Neck
- Back
- Shoulder/arm
- Elbow/forearm
- Wrist/hand:
- Hip/leg:
- Knee
- Leg:
- Foot:
- toes

**FUNCTIONAL**

- Dress, stand, sit, single leg hop

**Congratulations**

- Cleared for all sports without restriction
- Cleared for all sports without restriction with recommendations for further evaluation or treatment for

**Not cleared**

- Pending further evaluation
- For any sports
- For certain sports

**Reason:**

**Recommendations:**

---

I have examined the above-named student and student history and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to participate and participate in the sport(s) as outlined above. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of healthcare provider (print/type): ____________________________  **Date:** __________

Address: ____________________________  **Phone:** __________

Signature of healthcare provider: ____________________________  
(M.D., D.O., D.C., P.A.-C., A.P.R.L) [please print only]

---

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Rev. 1/16
ATTENTION PARENTS AND STUDENTS
KSHSAA ELIGIBILITY CHECK LIST

PPE shall not be taken earlier than May 1 preceding the school year for which it is applicable.

NOTE: Transfer Rule 18 states in part, a student is eligible transfer-wise if:

BEGINNING SEVENTH GRADER—A seventh grader, at the beginning of his or her seventh grade year, is eligible under the Transfer Rule at any school he or she may choose to attend. In addition, age and academic eligibility requirements must also be met.

BEGINNING NINTH GRADERS IN A THREE-YEAR JUNIOR HIGH SCHOOL—So that ninth graders of a three-year junior high are treated equally to ninth graders of a four-year senior high school, a student who has successfully completed the eighth grade of a two-year junior high/middle school, may transfer to the ninth grade of a three-year junior high school at the beginning of the school year and be eligible immediately under the Transfer Rule. Such a ninth grader must then as a tenth grader, attend the feeder senior high school of their school system. Should they attend a different school as a tenth grader, they would be ineligible for eighteen weeks.

ENTERING HIGH SCHOOL FOR THE FIRST TIME—A senior high school student is eligible under the Transfer Rule at any senior high school he or she may choose to attend when senior high is entered for the first time at the beginning of the school year. In addition, age and academic eligibility requirements must also be met.

For Middle/Junior High and Senior High School Students to Retain Eligibility

Schools may have stricter rules than those pertaining to the questions above or listed below. Contact the principal or coach on any matter of eligibility. A student to be eligible to participate in interscholastic activities must be certified by the school principal as meeting all eligibility standards.

All KSHSAA rules and regulations are published in the official KSHSAA Handbook which is distributed annually and is available at your school principal’s office.

Below Are Brief Summaries Of Selected Rules. Please See Your Principal For Complete Information.

Rule 7 Physical Evaluation - Parental Consent—Students shall have passed the attached evaluation and have the written consent of their parents or legal guardian.

Rule 14 Bona Fide Student—Eligible students shall be a bona fide undergraduate member of his/her school in good standing.

Rule 15 Enrollment/Attendance—Students must be regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which they participate.

Rule 16 Semester Requirements—A student shall not have more than two semesters of possible eligibility in grade seven and two semesters in grade eight. A student shall not have more than eight semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in junior high or in a senior high school.

NOTE: If a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during that period shall be counted toward the total number of semesters possible.

Rule 17 Age Requirements—Students are eligible if they are not 19 years of age (16, 15 or 14 for junior high or middle school student) on or before September 1 of the school year in which they compete.

Rule 19 Undue Influence—The use of undue influence by any person to secure or retain a student shall cause ineligibility. If tuition is charged or reduced, it shall meet the requirements of the KSHSAA.

Rules 20/21 Amateur and Awards Rules—Students are eligible if they have not competed under a false name or for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.

Rule 22 Outside Competition—Students may not engage in outside competition in the same sport during a season in which they are representing their school.

NOTE: Consult the coach or principal before participating individually or on a team in any game, training session, contest, or tryout conducted by an outside organization.

Rule 25 Anti-Fraternity—Students are eligible if they are not members of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.

Rule 26 Anti-Tryout and Private Instruction—Students are eligible if they have not participated in training sessions or tryouts held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team.

Rule 30 Seasons of Sport—Students are not eligible for more than four seasons in one sport in a four-year high school, three seasons in a three-year high school or two seasons in a two-year high school.
To be eligible for participation in interscholastic athletics/spirit groups, a student must have on file with the superintendent or principal, a signed statement by a physician, chiropractor, physician’s assistant who has been authorized to perform the examination by a Kansas licensed supervising physician or an advanced practice registered nurse who has been authorized to perform this examination by a Kansas licensed supervising physician, certifying the student has passed an adequate physical examination and is physically fit to participate (See KSHSAA Handbook, Rule 7). A complete history and physical examination must be performed annually before a student participates in KSHSAA interscholastic athletics/cheerleading. The annual history and the physical examination shall not be taken earlier than May 1 preceding the school year for which it is applicable. The KSHSAA recommends completion of this evaluation by athletes/cheerleaders at least one month prior to the first practice to allow time for correction of deficiencies and implementation of conditioning recommendations.

Parent or Guardian Consent

I do not know of any existing physical or any additional health reasons that would preclude participation in activities. I certify that the answers to the questions in the HISTORY part of the Preparticipation Physical Examination (PPE), are true and accurate. I approve participation in activities. I hereby authorize release to the KSHSAA, school nurse, certified athletic trainer, school administrators, coach and medical provider of information contained in this document. Upon written request, I may receive a copy of this document for my own personal health care records.

I acknowledge that there are risks of participating, including the possibility of catastrophic injury.

I hereby give my consent for the above student to compete in KSHSAA approved activities, and to accompany school representatives on school trips and receive emergency medical treatment when necessary. It is understood that neither the KSHSAA nor the school assumes any responsibility in case of accident. The undersigned agrees to be responsible for the safe return of all equipment issued by the school to the student.

The above named student and I have read the KSHSAA Eligibility Check List and how to retain eligibility information listed in this form.

---

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

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

YES  NO

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

The student/parent authorizes the school to release to the KSHSAA student records and other pertinent documents and information for the purpose of determining student eligibility. The student/parent also authorizes the school and the KSHSAA to publish the name and picture of student as a result of participating in or attending extra-curricular activities, school events and KSHSAA activities or events.

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<th>Parent or Guardian’s Signature</th>
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<tr>
<th>Student’s Signature</th>
<th>Date</th>
<th>Birth Date</th>
<th>Grade</th>
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Rev. 1/15
This form must be signed by all student athletes and parent/guardians before the student participates in any athletic or spirit practice or contest each school year.

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

Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents, and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

Adapted from the CDC and the 3rd International Conference in Sport
What can happen if my child keeps on playing with a concussion or returns too soon?

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

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after sustaining a concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance from a Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO). Close observation of the athlete should continue for several hours. You should also inform your child’s coach if you think that your child may have a concussion Remember it is better to miss one game than miss the whole season. When in doubt, the athlete sits out!

Cognitive Rest & Return to Learn

The first step to concussion recovery is cognitive rest. This is essential for the brain to heal. Activities that require concentration and attention such as trying to meet academic requirements, the use of electronic devices (computers, tablets, video games, texting, etc.), and exposure to loud noises may worsen symptoms and delay recovery. Students may need their academic workload modified while they are initially recovering from a concussion. Decreasing stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time. This may involve staying home from school for a few days, followed by a lightened school schedule, gradually increasing to normal. Any academic modifications should be coordinated jointly between the student’s medical providers and school personnel. No consideration should be given to returning to physical activity until the student is fully integrated back into the classroom setting and is symptom free. Rarely, a student will be diagnosed with post-concussive syndrome and have symptoms that last weeks to months. In these cases, a student may be recommended to start a non-contact physical activity regimen, but this will only be done under the direct supervision of a healthcare provider.

Return to Practice and Competition

The Kansas School Sports Head Injury Prevention Act provides that if an athlete suffers, or is suspected of having suffered, a concussion or head injury during a competition or practice, the athlete must be immediately removed from the competition or practice and cannot return to practice or competition until a Health Care Professional has evaluated the athlete and provided a written authorization to return to practice and competition. The KSHSAA recommends that an athlete not return to practice or competition the same day the athlete suffers or is suspected of suffering a concussion. The KSHSAA also recommends that an athlete’s return to practice and competition should follow a graduated protocol under the supervision of the health care provider (MD or DO).

For current and up-to-date information on concussions you can go to:
http://www.cdc.gov/concussion/HeadsUp/youth.html
http://www.kansasconcussion.org/

For concussion information and educational resources collected by the KSHSAA, go to:
http://www.kshsaa.org/Public/General/ConcussionGuidelines.cfm

Student-athlete Name Printed  Student-athlete Signature  Date

Parent or Legal Guardian Printed  Parent or Legal Guardian Signature  Date

FORM MUST BE SIGNED & RETURNED WITH PHYSICAL IN ORDER FOR STUDENT TO PRACTICE
# EMERGENCY MEDICAL INFORMATION AND INSURANCE VERIFICATION (MANDATORY BY KSHSAA)

Name of Student (PLEASE PRINT) 

**PARENT OR GUARDIAN MUST ANSWER THESE QUESTIONS:**

1. Is your child covered by Medical Insurance?  
   - [ ] YES  
   - [ ] NO

2. If yes, what is the name of the Insurance Company? 

3. What is the Medical Insurance Policy Number? 

4. If you have a family physician, please list his/her name and telephone number(s):

   **PHYSICIAN**  
   **Work#:**  
   **Home#:**

5. If your child is injured while participating in a school-sponsored activity and it is necessary to take him/her to a hospital, do you have a preference?  
   - [ ] YES  
   - [ ] NO

**HOSPITAL PREFERENCE**

6. List below telephone numbers where you might be reached:

   **HOME**  
   **WORK**

7. In case of emergency, if we cannot contact one of the parents, list below either a relative or a neighbor whom we should contact:

   **NAME**

   **RELATIONSHIP**  
   **PHONE**

Please communicate with the coach/sponsor of any special medical needs that your child may have.

Special conditions/information emergency personnel should be aware of: (ex. Contacts, Asthma, Inhaler needed, Diabetes, etc.):

This is to verify that the above named student is currently covered by an insurance policy, which will be in effect throughout the _________ school year, and that the above-mentioned policy covers injuries sustained in both practice sessions and/or athletic events. It is understood that neither the school nor the coaching staff assumes any responsibility in case of accident. Insurance is **mandatory** before a student can practice or participate in any sport per the Kansas State High School Activities Association. It your student does not have insurance contact the athletic office immediately to inquire about student insurance that is available from K & K Student Insurance Group. Forms are available in the athletic office for your convenience.

**Date**

Revised 9/00

**Signature of Parent/Guardian**

**READ, SIGN & MUST RETURN WITH PHYSICAL IN ORDER FOR STUDENT TO PRACTICE**
FRONTIER LEAGUE EXPECTATIONS
CITIZENSHIP & SPORTSMANSHIP

In compliance with the KSHSAA regulations and the Frontier League, Spring Hill Middle School adheres to the values and concepts of citizenship and sportsmanship.

Sportsmanship is in -- Be in style!

1. Be courteous to all participants, coaches, officials, staff and fans. Booing is prohibited.
2. Abide by and respect the official’s decisions. Know the contest rules.
3. Win with character and lose with dignity.
4. Display appreciation for good performance regardless of the team.
5. Exercise self-control and reflect positively upon yourself, the team, and your school.
6. Permit only positive sportsmanship behavior to reflect on your school and its activities.
7. Please do not stomp on, kick or otherwise abuse the bleachers.

Thank you for your cooperation and assistance in modeling the concepts of sportsmanship for our youth.
PARENT TRANSPORTATION REQUEST

Date____________________

I, __________________________________________, parent/legal guardian of
(paren/LEGAL guardian)

__________________________________________, give permission for ____________________________________________
(name of son/daughter) (name of adult transporting student)

to transport my son/daughter from today’s activity at _________________________________.
(location of activity)

We assume full responsibility for the supervision and care of this student at this time.

Signed ___________________________  Signed______________________________
(Signature of adult transporting student) (signature of parent/legal guardian)
Spring Hill Middle School

ACTIVITY RULES/EXPECTATIONS

Philosophy: Though each and every student may not have equal playing time, each student will have the opportunity to participate as long as they are in compliance with Kansas State High School Activities Association (KSHSAA), USD 230, and SHMS participation policies and team rules.

1.) All participants must be in compliance with all Kansas State High School Activities Association, USD 230, and SHMS participation policies and team rules. Student participants must also be in good standing, both academically and behaviorally, to participate:
   Academic Weekly Eligibility: Any player who is failing (“F”) a class will be ineligible for the week. Any student receiving a failing grade is to meet with the teacher of each class he/she is failing to ascertain and attempt to remedy the problem.
   Behavior: If a student must serve a tenth hour and/or part of a practice is unexcusably missed, he/she may also have an additional team consequence, i.e. extra running. After the 3rd tenth hour, a conference will be held with the coaches. Any student who is suspended (ISS or OSS) is not considered to be in good standing and will not be allowed to participate during the suspension.

2.) All players should be dressed and ready for practice at 3:30pm sharp. It is the player’s responsibility to secure his/her belongings. Valuables should be given to the coach to secure until the end of the contest/practice. Players are responsible for any equipment/uniforms checked out to them. School items that are lost or unreasonably destroyed must be reimbursed by the student participant.

3.) Players must follow the safety/playing instructions given by the coaches.

4.) Members of the team are required to travel to and from the game by school transportation provided for this purpose. Only the coach and/or the building administration may excuse a participant from returning with the team. A participant may be given permission to return home with his/her parents or with the parents of another student. The participant must present a written request to the coach and/or building administrator. Before he/she can ride home with another parent, written confirmation from his parent AND the other parent is needed. That parent must sign the student(s) out with the coach before leaving the contest site.

5.) Players are expected to be in attendance at school all day to participate in practice/games. A building administrator may grant exceptions. Players who are absent from school because of illness or family emergency will be excused. Players who are absent from practice for some other reason must have a written excuse handed in to the coach before practice if possible or before the following practice. Any player with an unexcused absence the week before/of a game may not be permitted to play in the game.

6.) If a player is injured, he/she must have a written doctor’s release before he/she is allowed to resume participation.

7.) We request that parents pick students up within 15 minutes of the ending time of practice/game.

8.) All players are expected to have a positive attitude, put forth their best effort, show willingness to work and cooperate, and display good sportsmanship -- both at practice and at games.

9.) In the event that a large number of students are involved in an activity, the coach/sponsor may divide the team into a varsity, junior varsity, tournament team, etc. This is the coach’s decision.

10.) In order for a student participant to letter in an activity, he/she must complete the entire season of that activity and be in good standing. EXCEPTION: A participant who, by reason of illness or injury, fails to complete a full season, and if, in the opinion of the coach/sponsor, he/she would have lettered if able to complete the season.

Cut off and return this bottom section to the coach/sponsor before the first game.

I have read and understand these rules and have discussed them with my son/parent.

______________________________  _____________________________  ___________
Parent/guardian signature       Student participant signature  date
Spring Hill Middle School  
FOOTBALL RULES/EXPECTATIONS

Philosophy: Though each and every student may not have equal playing time, each student will have the opportunity to participate as long as they are in compliance with Kansas State High School Activities Association (KSHSAA), USD 230, and SHMS participation policies and team rules.

1.) All participants must be in compliance with all Kansas State High School Activities Association, USD 230, and SHMS participation policies and team rules. Student participants must also be in good standing, both academically and behaviorally, to participate:

   Academic Weekly Eligibility: Any player who is failing (“F”) a class will be ineligible for the week.
   Any student receiving a failing grade is to meet with the teacher of each class he/she is failing to ascertain and attempt to remedy the problem.

   Behavior: If a student must serve a tenth hour and part of a practice is missed, he/she may also have an additional team consequence, i.e. extra running. After the 3rd tenth hour, a conference will be held with the coaches. Any student who is suspended (ISS or OSS) is not considered to be in good standing and will not be allowed to participate during the suspension.

2.) All players should be dressed and ready for practice at 3:30pm sharp. It is the player’s responsibility to secure his belongings. Valuables should be given to the coach to secure until the end of the contest/practice.

3.) Players must wear helmets during entire practices and games with the exception of water breaks and halftime. When tackling, DO NOT USE THE HELMET AS A SPEAR.

4.) Football shoes are not to be worn in the building at any time.

5.) Members of the team are required to travel to and from the game by school transportation provided for this purpose. Only the coach or building administrator may excuse a participant from returning with the team. A participant may be given permission to return home with his/her parents or with the parents of another student. The participant must present a written request from his/her parent to coach and/or building administrator.

6.) Players are expected to be in attendance at school all day to participate in practice/games. The principal may grant exceptions. Players who do not arrive for practice/games due to illness or family emergency must be excused. Players who are absent from practice for some other reason must have a written excuse handed in to the coach before leaving the contest site.

7.) If a player is injured, he must have a written doctor’s release before he is allowed to resume participation.

8.) We request that parents pick students up within 15 minutes of the ending time of practice/game.

9.) All players are expected to have a positive attitude, put forth their best effort, show willingness to work and cooperate, and display good sportsmanship -- both at practice and at games.

10.) In the event that a large number of students are involved in a sport, the coaches may divide the team into a varsity, junior varsity, tournament team, etc. This is the coach’s decision.

11.) In order for a student participant to letter in an activity, he/she must complete the entire season of that activity and be in good standing. *Exception: a participant who, by reason of illness or injury, fails to complete a full season. He/she may receive a letter/bar/certificate if, in the opinion of the coach/sponsor, he/she would have lettered if able to complete the season.

Cut off and return this bottom section to the coach before the first game.

I have read and understand these rules and have discussed them with my son/parent.

______________________________  ________________  __________
Parent/guardian signature       Student participant signature  date
SHMS ACTIVITY LATE PICKUP

Date: _________________________________

Parent: _________________________________

SHMS coaches/sponsors are required to supervise any/all student participants until they have all been picked up from the game/practice. Therefore, SHMS coaches/sponsors respectfully request that the parent make arrangements for the student to be picked up from all SHMS practices and games within 15 minutes of the scheduled end of the activity. SHMS coaches/sponsors are expected, in turn, to provide each parent with a schedule with ending and approximate return times listed for each game and practice. (It is impossible to predict the exact ending and return time for games; however, we will base our times on past experience.)

Your student, _________________________________ has not been picked up on time after the last ____________ practices. Student participants who are habitually late in being picked up from games/practices will be dealt with by the coach/sponsor, which may include disciplinary action.

_______________________________________________________

Coach name/signature
FRONTIER LEAGUE SCHOOL
MAPS

BALDWIN CITY
EUDORA
LOUISBURG
OTAWA
PAOLA
PIONEER RIDGE (Gardner)
SPRING HILL
TRAILRIDGE (Gardner)
WHEATRIDGE (Gardner)

(OTHER SCHOOLS)
Mission Trail
Wellsville
Baldwin Junior High School
400 Eisenhower Road
Baldwin City, KS 66006
(785) 594-2448

From Spring Hill Middle School
1. Start out going west on East South St.
2. Take the first right onto South Webster St.
3. Stay straight to go onto West 199th St
4. Turn left onto US-56
5. Turn right onto Eisenhower St

Total Travel Estimate: 21.93 miles - about 31 minutes
Eudora Middle School
2635 Church
Eudora, KS 66025
(785) 542-4960

From Spring Hill Middle School
1. Start out going west on East South St
2. Take the first right onto South Webster St
3. Stay straight to go onto West 199th St
4. Turn left onto US-56
5. Turn right onto East 220th Road
6. Destination is 0.1 miles past North 1226th Rd

Total Travel Estimate: 27.06 miles - about 38 minutes
From Spring Hill Middle School
1. Start out going west on East South St
2. Take the second left onto South Webster St
3. Turn right onto West 223rd St
4. Merge onto US-169 South via the ramp on the left toward Paola
5. Take the KS-68 exit toward Ottawa/Louisburg
6. Turn left onto KS-68/West 279th St
7. 505 East Amity St is on the right

Total Travel Estimate: 17.42 miles - about 21 minutes
Ottawa Middle School
1230 South Ash
Ottawa, KS 66067
(785) 229-8030

From Spring Hill Middle School
1. Start out going west on East South St
2. Take the first right onto South Webster St
3. Stay straight to go onto West 199th St
4. Turn right onto South Gardner Road
5. Merge onto 1-35 South via the ramp on the left toward Wichita
6. Take the US-59 North exit, Exit 183, toward Garnett/Lawrence
7. Turn right onto South Princeton St/US-59
8. Turn left onto West 15th St
9. Turn right onto South Ash St
10. 1230 South Ash St is on the left

Total Travel Estimate: 35.21 miles - about 42 minutes
Paola Middle School
405 North Hospital Drive
Paola, KS 66071
(913) 294-8030

From Spring Hill Middle School
1. Start out going west on East South St
2. Take the second left onto South Webster St
3. Turn right onto West 223rd St
4. Merge onto US-169 South via the ramp on the left toward Paola
5. Take the Baptiste Drive exit
6. Turn right onto Baptiste Dr
7. Turn right onto North Hospital Dr
8. 405 North Hospital Dr is on the right

Total Travel Estimate: 13.36 miles - about 16 minutes
Pioneer Ridge Middle School
16200 Kill Creek Road
Gardner, KS 66030
(913) 856-3850

From Spring Hill Middle School
1. Start out going west on East South St
2. Take the first right onto South Webster St
3. Stay straight to go onto West 199th St
4. Turn slight right onto US-169 North
5. Turn left onto West 175th St
6. Stay straight to go onto US-56
7. Turn right onto North Center St
8. North Center St becomes South Gardner Rd
9. Turn left onto West 159th St
10. Turn left onto Kill Creek Rd
11. 16200 South Kill Creek Rd is on the right

Total Travel Estimate: 15.29 miles - about 24 minutes
Spring Hill Middle School  
301 East South Street  
Spring Hill, KS 66083  
(913) 592-7288  

From 199th St and 169 Hwy  
1. Start out turning left at the stoplight located at West 199th St and 169 Hwy  
2. West 199th St becomes North Webster St  
3. Turn left onto East South St  
4. 301 East South Street is on the right  
5. Stadium is located behind/south of the school  

Total Travel Estimate: 2.24 miles - about 4 minutes
Trailridge Middle School
495 E. Grand Street
Gardner, KS 66030

1. Head north on S Webster St
2. Slight left onto W 199th St
3. Turn right onto S Moonlight Rd
4. Turn left onto E Grand St
Wheatridge Middle School
318 East Washington
Gardner, KS 66030
(913) 856-2900

From Spring Hill Middle School
1. Start out going west on East South St
2. Take the first right onto South Webster St
3. Stay straight to go onto West 199th St
4. Turn slight right onto US-169 North
5. Turn left onto West 175th St
6. Stay straight to go onto US-56
7. Turn right onto North Mulberry St
8. Turn left onto East Washington St
9. 319 East Washington St is on the left

Total Travel Estimate: 11.03 miles - about 17 minutes
Mission Trail Middle School
1001 N. Persimmon Dr.
Olathe, KS 66061

1. Follow S. Webster Street to 169 highway North
2. Turn Left onto W. 175th St.
3. Take 1st right onto S. Lone Elm St.
4. Continue onto S. Parker St.
5. Turn left onto W. Santa Fe St.
6. Turn right onto N. Persimmon Dr.

Destination will be on the left
Wellsville Middle School  
602 Walnut Street  
Wellsville, KS  66092  
(785) 883-4350

From Spring Hill Middle School
1. Start out going west on East South St
2. Take the 1st right onto South Webster St
3. Stay straight to go onto West 199th St
4. Turn left onto US-56/East Morgan St. Continue to follow US-56
5. Turn left onto East 2300th Road/KS-33. Continue to follow KS-33
6. Turn right onto East 1st St
7. Turn left onto Walnut St
8. 602 Walnut St is n the right

Total Travel Estimate: 19.57 miles - about 30 minutes