



Culver High School

412 West E Street
Culver, Or 97734
Phone: 541-546-2541

ATHLETIC CLEARANCE PACKET

Read Athletic/Extracurricular Policies

Read the NCAA Guide for the College bound athlete

Read Participation Parental Disclosure

Read and sign all pages as necessary

Athletes must have a current athletic physical on file with the athletic office (Required every 2 years)

All of the following forms must be signed and returned to the Athletic Department **BEFORE** the first practice:

1. Current Physical (Required every 2 years)
2. Athletic Treatment and Consent Form
3. Emergency Contact/Proof of Insurance Form
4. Signed and returned final page acknowledging to the policies within this packet.

Return all clearance paperwork to the athletic office BEFORE the 1st practice. Without any of the following forms turned into the Athletic Department, your athlete cannot participate until it they've been submitted and approved.

For any questions, comments, or concerns, please reach out to the Athletic Administration.

Kyle Kuust (AD) – kkuust@culver.k12.or.us
Betty Nitschelm (Athletics Secretary) – bnitschelm@culver.k12.or.us

Culver School District Extra-Curricular Activity Policy

An Extra-Curricular Activity is defined as any activity in which lack of participation has no effect on a student's grade.

The Culver School District Board of Directors recognizes extra-curricular programs are an important part of the school experience; however, *priority must be placed on academics*. The Board encourages participation in extra-curricular activities, but demands academic success prior to participation. The Board recognizes participating students as being ambassadors of our school, and as such, they are expected to behave themselves in a manner that is beyond reproach at all extra-curricular activities.

The mission of extra-curricular activities for the Culver School District is to provide students with the opportunities to enhance the total educational experience.

In pursuit of this mission Culver School District will:

- Offer programs that will develop a healthy self-concept in the participants.
- Give participants a sense of human interdependence, develop civic awareness, and involvement.
- Expose students to other communities, cultures, and lifestyles.
- Provide students with activities which develop self-discipline in emotional and stressful situations.
- Stress positive sportsmanship in all programs.
- Help students develop techniques to set and reach personal and team goals.
- Provide programs that will give students an outlet for competition.

Extra-Curricular Activities Guidelines and Eligibility

It is the responsibility of the head coach, advisor/teacher, and athletic director to ensure every member of his/her program is eligible in accordance with current Oregon School Activities Association (OSAA) regulation, the Oregon Department of Education (ODE) requirement, requirements of the student handbook, and the guidelines set forth in this policy.

Academic Eligibility Requirements

In addition to the OSAA minimum eligibility requirements*, participating students are required to be passing all of their classes. Passing is defined as a grade of A, B, C or D.

*OSAA requires the student to be enrolled in school, attending regularly and passing in subjects equivalent to at least five (5) credits of work [one (1) credit equals one-half (1/2) unit], and who, during the immediately preceding semester was enrolled in school, attended regularly and passed subjects equivalent to at least five (5) credits of work. In addition to the specific credit requirement identified, a student must be making satisfactory progress towards the school's graduation requirements as determined by the local school administration.

Students

Each individual participant must be passing all classes currently in progress. Freshmen through Juniors will take 7 classes, Seniors must be enrolled in a minimum of 5 classes. All participants must be on track to meet OSAA and state graduation requirements in order to be eligible.

Participants who reach the "ineligible" status must present proof of passing grade to the athletic administration to be deemed eligible again.

1. Grades will be checked the 2nd Monday of school opening and checked every 2 weeks thereafter.
2. Athletes must pass all classes – NO F's
3. The athlete will be placed on probation for 2 weeks when failing a class. While on probation, the athlete will be required to attend *Homework Club*. The athlete(s) will also work with the athletic administration and be required to fill out a progress tracker to ensure they're making progress to fixing their grade(s).
4. If an athlete is still failing a class after the two-week probation, they will be deemed ineligible until he/she raises their grade to passing (60%). During the probationary period, athletes may practice and play in scheduled games/events. During the ineligible period, the athlete may practice, but not compete in competition.
5. During the ineligible period, an athlete may not play in scheduled games/events. Athletes must also attend a mandatory study hall.

Teachers

In order for probation or ineligibility to stand...

1. All teachers must have grades up to date in PowerSchool by 3pm each Friday for accurate grade checks and student/parent notification of grades
2. All teachers must use the same make-up work policy. Example: If a student is absent for 2 days, the student will then have 2 days to make-up any missed work.
3. Teachers must successfully contact parents when a student falls to either a "D" or an "F" to inform the parent of the concern. Staff Handbook and Board Policy expects this for all students, not just those in extra-curricular/sport.

The athletic administration reserves the right to add, delete, or modify any rule(s) as situations warrant.

Athletic Standards of Conduct

Behavior

Participants are expected to model exemplary behavior and shall demonstrate characteristics in keeping with the accepted standards of good citizenship. A violation of published school rules will result in the following:

1. Minor behavior violations, or Level 1 in the CHS Student Handbook, that result in a ½ day In School Suspension (ISS) will cause that student to not participate in practice on that particular day.
2. Major behavior infractions, or Level 2 in the CHS Student Handbook, that result in a full day or more of ISS or Out of School Suspension (OSS), will result in an additional one week of no competition starting on the day of the suspension. The athlete may practice on the days they can't compete, but not on the actual suspension day.
3. A second offense of number 2 above, will result in program ineligibility for one month, and begins from the time of the suspension.
4. No student shall practice or participate while he/she is suspended from school. The athlete cannot be on school grounds, not even to watch practice.

Attendance

Participants are required to attend the entire school day on the date of any extracurricular activity in practice or participation in practice. Exceptions:

- Absence due to an approved school function.
- Absence due to a student's own professional services appointment such as dentist, doctor, or optometrist.
- Emergency absence due to illness/death in the family.
- Tardiness to class.
- In the event of emergency, or for absence reasons not mentioned above, the building principal shall have the authority to modify the athletic attendance requirement on a case-by-case basis.
- All participants will be in attendance every period in order to practice or participate in contests.
Exceptions: approved school function, professional services appointment, emergency absence due to family illness/death/other emergency, tardiness to class, building principal discretion on a case by case basis.
- Students who have missed class must present excuse to administration to give the participant the OK to practice or participate in contests.

Excusing Absences

Excusing absences requires that the parent provides a note or phone call (541.546.2251). In the note or phone call, the parent must include the reason for the absence and a daytime phone number where he/she can be reached (a parent signature is required on notes). *To excuse an absence, a parent has until 10:00 a.m. on the day which it occurs.* To have a multiple day absence excused, a parent must contact the attendance office before 10:00 a.m. on the day of the first full day absence.

Pre-Arranged Absences

Absences will be excused for other legitimate family matters if they are pre-arranged by a parent note or phone call. Some examples of pre-arranged absences include funerals and marriages, family vacations (not to exceed 10 school days), court appearances, and college visitations. For any anticipated absence that will be more than one day, students are expected to pick up a *Pre-Arranged Absence Form* from the office to take to their teachers.

Upon completion, the form must be returned to the office. Failure to pre-arrange these anticipated absences may result in the student being counted as unexcused.

Partial Day Absences

When students are absent for part of the school day, the parent may only excuse an absence if the student has a valid reason and checks in and/or out at the office. A reasonable effort will be made to notify a parent when the student exits to verify that they are approving of the absence. Oversleeping, missing the bus, car problems, or being unprepared for class are not excusable reasons for an absence.

Unexcused Absences

A student who is absent from school or from any class without permission will be considered unexcused and will be subject to disciplinary action including detention, Saturday school, in-school or out-of-school suspension, and/or other possible interventions. With unexcused absences, students may lose the right to earn credit for any of the work that was due or assigned on the date of the absence. In some cases, however, arrangements may be made for a student to be granted an opportunity to earn partial or full credit for work missed during an unexcused absence. Such an arrangement shall generally require that a student complete an appropriate project and/or make up time missed. Students are ineligible to participate or practice in athletics or activities on the day the unexcused absence occurs or on the day it is discovered by school officials. Additionally, students can lose the right to earn a credit in any course in which they have unexcused absences in excess of seven days.

Possessing Illegal Substances

Participants who knowingly possess, use, transmit, or are under the influence of alcohol, a tobacco product, performance enhancing drugs, inhalants, look-a-like drugs, or controlled substance of any kind (unless prescribed by a medical professional), shall become ineligible. A violation of this section will be enforced if any school official observes the student to be in possession or under the influence of any of the above listed substance and/or if law enforcement action is taken against the student for any of the above violations.

In the Presence of Illegal Substances

Participants who find themselves in the company of others, who illegally use, possess, transmit or are under the influence of alcohol, controlled substances, inhalants, or performance enhancing drugs, (i.e. frequenting places, areas, or sites where drugs and/or alcohol are present) are expected to leave immediately. A violation of this section will be enforced if any school official witnesses this violation and/or if law enforcement action is taken, such as a citation issued to the student for "Frequenting".

****Self Report:** If a student-athlete approaches a school official admitting a substance abuse problem and desires to get help, the student will not be punished or have consequences against them. The school district will provide information for the student to gain the help they need.

Violation of Illegal Substance Policies

First Offense - Two Options

1. If a student-athlete is in violation of this policy, they will be referred to the athletic director and a school official will administer a substance prevention program. Student-athletes in violation of this policy will receive a one event suspension but will be expected, allowed, and welcome to still practice.
2. If a student athlete chooses they don't want to participate in a substance abuse program with a school official, they will be suspended for 20% of their contests of a given season.

Second Offense-

Student-Athletes will be suspended for 50% of contests during a season. Student-athletes will still be expected and allowed to practice during this time. The student-athlete and/or family will be required to enroll in a treatment program of their choice outside of the school. The student and/or family will be required to pay for such incurred costs. Student-athletes will be assessed and evaluated at a chosen facility. The student-athlete will be required and expected to follow the treatment plan. In the occurrence that the student-athlete does not follow the evaluation, they will lose the opportunity to participate in athletics.

If a student-athlete is not participating in a sport when the offense occurs, their suspension will be served when they participate next. Suspensions will be served as immediately as possible following the citation, violation, or infraction. Student-athletes, parents, and coaches will not be able to determine when the suspension will take place.

Third Offense-

All opportunities to participate in athletics will be revoked from a student-athlete while attending Culver High School.

If a student-athlete is not participating in a sport when the offense occurs, their suspension will be served when they participate next. Suspensions will be served as immediately as possible following the citation, violation, or infraction. Student-athletes, parents, and coaches will not be able to determine when the suspension will take place. In addition to the suspension the student-athlete will be re-evaluated by a chosen treatment facility again. The student and/or family will be required to pay for incurred costs.

Additional Applicable Information

**The Athletic Director and/or along with the Athletic Appeals Committee, will have the authority to change or modify consequences if needed or requested. Each incident will be reviewed using a case by case discretion.

All violations are not equal, so it is the intent to set a standard for minimum punitive actions, however, a greater punitive action may be taken if, in the opinion of the coach/advisor/teacher taking the action, the situation warrants a greater punishment.

Any punitive action taken under the athletic program is subject to appeal by the accused. The appeal is initiated by the accused by contacting the athletic director in writing and outlining the body of the appeal. This appeal needs to be submitted within five days of the notification of the punitive action. The athletic director shall then arrange for the convening of the Athletic Policy Panel (APP) at the earliest possible date. The APP shall hear the appeal and present its findings/recommendations to the Superintendent for final disposition. The APP shall consist of the athletic director, principal, counselor, one teacher, and one coach. The coach should not be a coach directly affected by the presence or lack thereof of the particular athlete.

Treatment Locations---Contact Information:

RimRock Trails Adolescent Treatment Facility
Bend, Redmond, Prineville, and LaPine (541)316-2041
Treatment Plans: Varies, depending on plan

Serenity Lane, Bend, OR
18 Years old or older only

Best Care Treatment Services
Bend, Redmond, Madras, OR (541) 475-6575

Criminal Behavior

By admission of facts which would constitute a criminal offense (to include the acts of hazing, harassment, intimidation, menacing, or bullying) or conviction of a criminal offense, either felony or misdemeanor, (excluding minor traffic violations), shall result in a period of 60 calendar days of ineligibility. A second violation will result in a minimum of one calendar year of ineligibility.

Physical Examinations

Students must have a physical examination performed by a physician, licensed by the Oregon State Board of Medical Examiners, prior to practice and competition in athletics. The examination is valid for two years from the signed date of examination **and must be on approved OSAA Form – See Athletic Administration for the appropriate form.**

In addition, physical examination shall be given:

- When a student is new to the school district and/or has not had the required Oregon Medical Examination or its equivalent, or
- When the student has undergone major surgery in the intervening period between medical examinations scheduled.

NCAA Guide for the College-Bound-Athlete

To qualify to participate at the NCAA you must do the following:

1. Pass the required courses that are outlined by the NCAA.
2. Take the SAT and score at the minimum required by the NCAA.
3. Register for the NCAA clearinghouse.

All of the details of these requirements can be found at www.ncaaclearinghouse.net. From the home page, the prospect should click on “Prospective Student-Athletes,” which will link the student-athlete to the necessary information. The student will be able to register online and access the information needed to confirm classes and SAT requirements.

You can request forms by going to www.ncaa.org. From the home page, pull down the Parent/Prospect page from the Custom Home Pages pull-down menu. From there, click on “Guide for the College-Bound Student Athlete.

If you have any questions concerning the NCAA clearinghouse procedures, please contact your school counselor.

PROOF OF INSURANCE

The policy of the Board of Culver School District #4 is as follows:

“The District does not insure students for medical treatment, transportation to medical facilities, loss of personal property, or any other coverage.”

Concussion Management Protocol

Culver High School recognizes and practices Oregon State Law HB 348 (see attached)

Step 1 – Immediate Evaluation

- Recognition of concussion signs and symptoms by the athlete, coach, parent, official, or Athletic Trainer.
- Removal from the athletic contest if a concussion is suspected.
- Immediate evaluation of the athlete by a trained medical professional (Physician or Athletic Trainer) should occur as soon as possible.
- Athletes with concussions should consult with a physician on the day of injury if he or she lost consciousness, experienced amnesia lasting longer than 15 minutes, or meets any of the criteria on the attached Appendix B- as recommended by the NATA.
- CT or MRI scans of the head are not necessary; unless the person is experiencing increasing symptoms that raise the concern of an intracranial bleed, or if the physician deems it necessary.

Step 2 – Removal from activity

- No adolescent who sustains a concussion should be allowed to play or return to a game.
- Athletes continuing to play (including exercise) or receiving multiple blows to the head, after sustaining a concussion, may take longer to recover and are at an increased risk for developing Post-Concussion Syndrome and Second Impact Syndrome.
- If an individual has an increase in symptoms while doing a specific activity, that activity should be discontinued immediately.

Step 3 – Neurocognitive Testing

- Post-concussion Neurocognitive testing with the IMPACT program should take place within 24-72 hours when all possible.
- If the athlete is a participant in a contact sport, they will have a baseline IMPACT test performed during their Freshman and Junior years.

Step 4 – School Activities Modified if needed

- School attendance and other activities may need to be modified according to the individual's symptoms.
- Students who are unable to attend school for an entire day without symptoms may need special accommodations.
- Workload and homework may also need to be reduced.

Step 5 – Monitor

Culver High School recognizes and practices Oregon State Law HB 348 (see attached)

Symptoms and repeat IMPACT testing

- The individual's symptoms should be closely monitored until they feel symptom free.
- IMPACT testing will be performed again once the symptoms have cleared, or 7-10 days after the first post-concussion test.
- IMPACT testing will continue to be performed as recommended by the IMPACT Neuropsychologist (concussion specialist) or physician that reviews the test data.

Step 6 – Progressive Return to Play Monitored by Athletic Trainer

- Once the athlete is symptom free, they have been cleared through IMPACT, and have a clearance note (as per Oregon State Law HB348) they may begin a progressive return to their sport. Most conservative opinion will prevail in regards to return to play.

- A progressive return involves gradually increasing the level and intensity of the activity, while closely monitoring the athlete for any return of symptoms.
- Example:
 - Day 1: Walking or easy biking for 20-30 min.
 - Day 2: Jogging or moderate biking for 20-30 min.
 - Day 3: Running or heavy biking for 20-30 min.
 - Day 4: Sport specific drills/practice (non-contact)
 - Day 5: Return to contact sports
- If symptoms return at any point during the progression the activity should be stopped. The athlete should return to rest and must be symptom free for at least 24 hours before starting the progression again.

THE FOLLOWING FORMS MUST
BE SIGNED AND RETURNED TO
THE ATHLETIC
ADMINISTRATION PRIOR TO
YOUR ATHLETES FIRST
PRACTICE



Culver Sports Medicine/Athletic Training Information 2023-2024

Culver High School is fortunate to have one Certified Athletic Trainer (ATC) on staff. Certified Athletic Trainers are recognized by the American Medical Association as professionals who specialize in the prevention, assessment, treatment, and rehabilitation of injuries and illnesses that occur in athletes and the physically active. An ATC must possess (at minimum) a Bachelor of Science degree from a university with an accredited athletic training program. They must pass written and practical examinations and maintain their certification through continuing education. Oregon also regulates ATCs by requiring registration through the Health Licensing Office.

The Sports Medicine program includes the following services for Culver High School:

*3-4 days/week of medical coverage at practice and all home games by a Certified Athletic Trainer (including injury evaluation, rehabilitation including modalities, taping, bracing and first aid)

*Orthopedic physician evaluations (by referral from the ATCs) at Culver High School Training room and orthopedic medical coverage at Varsity football games

Athletic Injury Policies

If your son or daughter is injured while playing a sport at Culver High School, please note the following procedures to help them to receive the best care:

1. Please report first to the Athletic Trainer or supervising coach for evaluation and treatment of the injury.
2. If the injury requires further evaluation by a physician, the ATC can help refer. If you choose to see a physician of your choice, please be sure to obtain a written note from the doctor stating the diagnosis and return to play date.
3. Notify a building administrator (Athletic Director, Principal, Athletic Secretary, etc.)
4. If your athlete is seen by a doctor for any injury, he/she will not be allowed to return to activity until a clearance note from the doctor is received by the ATC on staff or the Athletic office.
5. If the injury requires evaluation from a specialist, (ie: neurologist, orthopedist, cardiologist, neuropsychologist, etc.) the clearance note must be from that specialist or one of equal credentials.

****These policies are in place for the safety of your son or daughter and help us to provide the best possible care for our athletes!**



**Culver High School
Sports Medicine / Athletic Training Program**

Injury Treatment Permission

*****In case of an athletic emergency, please indicate whether your son or daughter may receive the previously mentioned FREE services without your prior notification:**

 YES: In case of an athletic injury, my son or daughter may receive the previously mentioned FREE services at Culver High School without my prior notification.

 NO: Please contact me before administering ANY first aide to my child.

Student Athlete's Name: _____ **Sport(s)** _____

Parents Names (print): _____ **Phone #** _____

Parents Signature: _____ **Date:** _____

Any additional information that we should be aware of in order to better treat your son/daughter (ie:asthma, allergies, etc) _____

PARTICIPANT AND PARENTAL DISCLOSURE AND CONSENT FORM AND
PROOF OF INSURANCE FORM

Please Print

Name of Student(s)

Name of legal guardian or parent(s)

Email(s)

Home Phone Numbers

Work Phone Numbers

Cell Phone Numbers

Emergency Phone Numbers

Sports

Insurance Company:

Policy #:

() I do not have private insurance
****If you do not have please check the above space****

I hereby acknowledge that I have read the above and authorize my son or daughter to participate in the sport(s) listed above for the 2023-24 school year.

As the parent of _____ I acknowledge that I have received, read and understand the above Athletic Clearance Packet. I agree to support my child in upholding the requirements as presented within.

By signing this agreement, I also give my permission to travel (when district traveling resumes) with any team sponsored by the Culver School District for the 2023-24 school year.

I give my consent to have IMPACT administered as a baseline and retested in the event of a concussion. I give permission for the athletic trainer or school administration to release the IMPACT results to my child's physician, neurologist, neurophysiologist or other medical professional. I understand that the general information about the test data may be provided to our child's guidance counselor, teachers, school administration or coach for the purpose of providing temporary academic and activity modifications, if necessary, following a concussion.

This form must be read and signed by all student athletes and parent/guardian before participating in any athletic practice or game

Parent Signature _____ Date _____

+++++

I received a 2023-24 Culver High School Athletic Clearance Packet. I understand its content as presented within.

I have read and understand the above information on concussions. I will inform the supervising coach and athletic trainer or the team physician immediately if I experience any of these symptoms or witness a teammate with these symptoms. I understand that in the event of disagreement on the decision to return or not to return the student athlete to play, the most conservative medical opinion will prevail. If I have any questions regarding the information provided, I will contact the athletic trainer at my school.

This application to compete in interscholastic athletics for Culver High School is entirely voluntary on my part and is made with the understanding that I have not violated any of the eligibility rules and regulations of the Oregon School Activities Association, or Culver High School

Student Signature: _____ Date _____