

Policy Review Committee

October 14, 2013, 2:15 P.M.

Conference Room C, Borough Building

AGENDA

Approval of notes from Policy Meeting of August 5, 2013

Approval of notes from Policy Meeting of September 9, 2013

Review of Policies for Updating

- *BP 1312.4 Public Complaints Concerning Elementary and Secondary Education Act Requirements*
 - The State monitoring of Federal Programs had a concern that our complaint process did not specifically address the ESEA Program.

- *AR 1330 Use of School Facilities and Properties*
 - Changes for building usage for community recreation activities in unorganized communities.

- *BP 6145.22 and AR 6145.22 Concussion in Student Athletes*
 - This was previously reviewed by this committee at the August 5, 2013 meeting; reviewed by at the September 9 worksession; and sent back to the committee to discuss who is a “qualified person” to evaluate and clear potential concussion victims.
 - Alaska law defines a “qualified person” as was in the AR. This has now been repeated in the BP for clarity.

Information Packet:

- *E 3360(b) Mileage Reimbursement*
 - Explanatory note added explaining that the use of meals and incidental expenses is not allowed unless travel requires extended hours, out of district travel or overnight lodging.

Board Policy Review Committee Meeting Notes
Borough Building, Conference Room C, 1:30 PM
Meeting Notes

Date/Time: August 5, 2013

Members:	Sunni Hilts - P	Guests:
	Dave Jones – Present	Sean Dusek - Present
	Sarge Truesdell -P	John O’Brien – Present
	Lynn Hohl – Absent	Joe Arness –
	Sammy Crawford – P	Clayton Holland –P
	Steve Atwater - P	Naomi Walsworth -
	Mari Auxier (Secretary) -Present	

Approval of Notes: The notes from June 3, 2013 meeting were approved as presented.

Review of Policies

- *BP 5141.3 Health Examinations and E 5141.3 Growth Screening Opt Out Form*
 - Vision and hearing is mandated; however, there is an opt out for growth screening. Growth screening will be confidential. Notice to be sent home to discuss BMI with physician.
 - Study will be districtwide and individuals will not be identified.

- *BP 5128 and AR 5128 Alaska Performance Scholarship Program*
 - If a student does not meet curricular requirements, we have the option of sponsoring a student up to 24 months in order to meet curriculum requirements. We could apply for funding. How much admin time involved? We don't anticipate too many students (maybe 6 total districtwide.) We want our kids to be educated, recommendation that we accept this option.
 - We provide notice via PowerSchool and students know throughout high school where they stand. Do we need to provide written notice of their eligibility determination? We could have hyperlink to the challenging process. Does "written" actually mean a physical letter in these days? Should we have a clearly defined policy on how notice is given in Parent Student handbook?

- *BP 6145 Cocurricular Activities*
 - Privilege of being able to offer non students to participate in activities. Red flags came up re: immunizations – should meet same immunization policies as other students.
 - When a KPBSD student is hurt, they can be covered by Myers Stevens (secondary) to any insurance the parents have (primary). Since these are not our students, Meyers Stevens does not cover them. Change to Registration form with Colette to indicate that parent acknowledges that they are not covered by insurance. Also " This forms affects your legal rights..."

- Who is Program Director? Official from their homeschool or mom or dad if private school.
- Non KPBSD Student Athlete Eligibility Check form to safeguard us to assure that kid is eligible to join the team. We need to confirm eligibility.
- BP 6145.2 Interscholastic Competition
 - Reference KPSAA Handbook.
- BP and AR 6145.22 Concussion in Student Athletics and Student Activities
 - AASB and legislature now allow athletic trainers to come back to competition after a concussion. We do not have certified trainers. We have been requiring a physician's release to return to play.
 - This applied if a student is even suspected of a concussion. Student is not supposed to be playing until released by a physician.
- BP 5142.3 Restraint and Seclusion (NEW)
 - National legislation: hot topic to pass restraint/seclusion policies.
 - In the past, Clayton has put out a memo. He is pleased with the proposed policy.
 - We require forms filled out and Clayton monitors.
 - Students with extreme emotional issues may require restraint. We provide Mandt training for at least one person in the school.
 - This policy allows anyone to restrain in an emergency situation.
 - Report to parents—as soon as reasonably possible. What does this mean? We require that the parents are notified same day.
 - In an escalated situation the principal is already there.
 - Seclusion is putting a' child in a room where they can't get out. We are not doing this. We do have time out room (calming room).
- Adjourned 3:00 PM.

Board Policy Review Committee Meeting Notes
Homer High School, 12:15 PM
Meeting Notes

Date/Time: September 9, 2013

Members:	Sunni Hilts - Present	Guests:
	Dave Jones – Present	John O’Brien – Present
	Sarge Truesdell - Absent	Joe Arness – Present
	Lynn Hohl – Absent	Tim Vlasak - Present
	Sammy Crawford – Present	Tim Navarre - Present
	Steve Atwater - Present	Julie Cisco - Present
	Naomi Walsworth – Present	
	Penny Vadla - Present	

Approval of Notes: The notes from the previous meeting were not approved as there was not a quorum. They will be reviewed again next month.

Review of Policies

- *BP 1313.4 Public Complaints Concerning No Child Left Behind Requirements*
 - Tim Vlasak explained this is being presented as a way to correct the finding of the monetary finding by the State Monitoring of Federal Funding.
 - The policy recommended by the State and provided as an example is the one used by another district.
 - Process needed for federally funded programs.
 - Add Elementary and Secondary Education Act.
 - For policy committee and worksession in October.

- *AR 1330 Use of School Facilities and Properties*
 - Handouts – Room Use Application
 - Individuals in many of our communities would like to use our facilities for adult recreation activities. Unfortunately, not all of our communities have incorporated or legally organized entities that can sponsor adult recreation activities for the communities. As an example, in Homer, the City of Homer has an agreement with the district to use our buildings for their Community Schools programs and they provide proof of liability insurance that is in place while their adult recreation activities are held. However, in Anchor Point, there is no incorporated or legally organized entity that provides adult recreation activities.
 - The intent of our proposed forms is to provide individuals in communities without an incorporated or legally organized entity the ability to use school district facilities without exposing the district to unwarranted legal liabilities.
 - No action - next meeting and worksession.

- *E 5125(c) Release of Health Information*
 - Distribution limited to school nurse

- *E 5141.3 Growth Opt Out Form*
 - This form is recommended by state for parents that want to opt out.

NEW POLICY

Community Relations

BP 1312.4

PUBLIC COMPLAINTS CONCERNING ELEMENTARY AND SECONDARY EDUCATION ACT REQUIREMENTS

The School Board encourages complainants to resolve concerns regarding any alleged violations of the law in administering any programs under the Elementary and Secondary Education Act (ESEA) early and informally whenever possible. If a complaint regarding violations of the law related to ESEA program administration remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate District procedures to the Superintendent. This shall include a statement describing the provision of law that the School District has allegedly violated; a statement of the facts that the complainant alleges to establish the violation; and contact information, including the name and address of the complainant. The Superintendent will review and respond to the complaint.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adopted: _____

USE OF SCHOOL FACILITIES AND PROPERTIES

Conditions of Use

1. Sponsoring organizations shall provide competent adult supervision agreed upon at the time the request for facility use is submitted. Principals are program supervisors and shall not be called upon to supervise activities of other groups.
2. Applicants shall supply any special supervision, determined necessary by the principal.
3. Smoking is prohibited.
4. Alcoholic beverages/illegal or illicit drugs are not permitted in school facilities or on school property at any time.
5. Obscenity is prohibited.
6. Firearms or other deadly or defensive weapons, as defined in AS 11.81.900(b) (16) and (19), are not permitted in school facilities or on school property without the advance written permission of the Superintendent on *E 1330c Application for Community Possession of Firearms*
7. Installation of equipment, alteration of existing building facilities, use of materials that affect the condition of floors, walls or other building parts may not be undertaken without specific approval of the principal.
8. Groups or organizations using the facilities shall assume all responsibility for the collection of admission fees, taxes, or other fees in connection with their programs unless prior arrangements have been made with the principal.
9. Advertising or sales of merchandise and printed matter, except that incidental to the program, is forbidden on school grounds.
10. Evening activities and programs shall be concluded thirty (30) minutes prior to the close of the second shift custodian work day and buildings shall be vacated by the close of the second shift custodian's work day unless prior approval has been granted by the principal.
11. Rental agreements are not transferable.

USE OF SCHOOL FACILITIES AND PROPERTIES (continued)

12. Rental fees shall be determined in advance. Custodian, or other service charges, may be assessed at the conclusion of the activity according to the level of service provided.
13. Seating, other special equipment, or facilities arrangements shall be made at the time the rental agreement is issued. Extra compensation shall be paid to cover costs for supervision, transferring equipment, setting up equipment in the building, or other services.
14. Fire and safety regulations shall be observed.
15. Lunchroom facilities may be used by students, parents, and teachers organizations for the purpose of preparing and/or serving meals prepared by the cafeteria staff. Groups not desiring to use the kitchen facilities for food preparation may opt to rent commons, cafeteria, or gymnasium facilities, and have meals catered with permission of the building principal. Cafeteria staff must be present to supervise use of food preparation equipment in kitchen facilities.
16. The District reserves the right to cancel an *E 1330a Room/Building Use Application* if such action is deemed necessary and in the best interest of the District. In the event of such revocation or cancellation, the District will refund any advance payment made and there shall be no claim or right to damages or expenses on the part of the permittee.
17. The District is not responsible for loss or damage to personal property by individuals or groups.
18. The District may require a hold harmless agreement (when appropriate) and a certificate of insurance.
19. Violation of these rules or regulations shall restrict subsequent facility use agreement.

Application Procedure

1. *E 1330(a) Room/Building Use Application* shall be filed with the principal at least ten (10) days prior to the date when facilities are to be used.

USE OF SCHOOL FACILITIES AND PROPERTIES (continued)

2. School completes application, including all applicable fees and administrator signs.
3. School sends application to Risk Management Office along with Certificates of Insurance.
4. Risk Management reviews and forwards to the Assistant Superintendent of Instructional Services.
5. Assistant Superintendent approves, signs and sends back to school.
6. School notifies applicant, collects fees and schedules event.

Priority Use of Facilities

The following groups have priority for use of school facilities in the following order:

1. BOARD APPROVED PROGRAMS such as Parent Advisory Committees (PACs), site councils, PTAs, band and orchestra parents, drama and other school clubs shall be allowed rent-free use of school facilities for meetings or activities. Fees may be charged for technical or special services. Requests shall be submitted to the principal.
2. YOUTH PROGRAMS such as Campfire, Boy/Girl Scouts, to include private educational organizations shall be allowed rent-free use of school facilities for meetings or activities. Fees shall include a scheduling charge per request and may include custodial, technical, and special service charges whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal on *E 1330a Room/Building Use Application*.
3. NONPROFIT GROUPS, civic/charitable organizations whose purpose is to improve community welfare and whose receipts are expended for community welfare shall be allowed use of school facilities at no cost to the District. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.

USE OF SCHOOL FACILITIES AND PROPERTIES (continued)

4. GOVERNMENTAL GROUPS (i.e. city, borough, state agencies) conducting civic business shall be allowed use of school facilities at no cost to the District. Custodial fees must be paid by the group whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal.
5. BASIC GROUPS – All groups that do not meet the criteria of 1, 2, 3, 4 or 6.
6. PRIVATE, FOR PROFIT COMMERCIAL GROUPS.

Fees

Scheduling fee (used when other fees not applied) \$15 for priority Use Categories 2 and 3.

<u>Facility Use</u> ¹	<u>Standard Rental</u> ²	<u>Commercial Rental</u> ³
Classrooms–regular	\$15.00/hour	\$25.00/hour
Classrooms–specialized ⁴	20.00/hour	35.00/hour
Gymnasium	30.00/hour	55.00/hour
Kitchens ⁵	20.00/hour	35.00/hour
Dining Areas	20.00/hour	35.00/hour
Swimming Pools (includes life guard)	*20.00/hour	45.00/hour

*Private party rental of the swimming pool is \$35.00/hour and includes a life guard.

1. Additional fees may be charged for technical services and special equipment such as projectors, projector operators, special custodial services, building supervision, set up and removal of chairs or bleachers.
2. Standard Rental rate shall apply to churches, clubs, restricted membership organizations, political, and business groups. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.

USE OF SCHOOL FACILITIES AND PROPERTIES (continued)

3. Commercial Rental rates shall apply to (1) any activity that profits an individual or organization (2) any activity where the gate receipts or donations are to be used for partisan political activities including political education (3) any activity whenever admission is charged. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.
4. Specialized Rooms include: home ec., music, art, rehearsal, Little Theater, multipurpose rooms, and small gyms.
5. Kitchen use must include additional payment for food service personnel.

Theater/Auditorium

The District welcomes use of the school theater/auditorium facilities for presentation of performances for community enjoyment with the understanding that school functions have first call upon facilities. Theater/auditorium use inquiries must be made to the theater manager.

An *E 1330(a) Room/Building Use Application* must be approved by the principal and the theater manager prior to use.

An annual schedule of theater events will be made in September for the following school year. A minimum of thirty (30) days is necessary to schedule an event and permits are issued on a first come, first served basis.

No person may use theater equipment without authorization, and only trained personnel may operate theater equipment. Special lighting or sound equipment requests should be identified on the application when submitted. Unforeseen needs may be accommodated with theater manager approval.

It is forbidden to change, cut, knock out, remove, or in any way alter or modify the basic building structure including the stage floor, proscenium, apron, ramp, doors and walls without theater manager permission. This includes curtains and valance, teasers, stage microphone pickup, doorbell, piping for mounting stage lights, fire extinguishers, work lights, curtain rods, pulley and rope, intercom system, or breezeway stair railing. No special wiring may be added or existing wiring removed, relocated, or modified for any special effects. This applies to any and all wiring on stage, in the light booth, or other location within the building complex.

Use of school facilities permits will be limited to the theater/auditorium dressing room on the dates and times requested. All user groups are subject to the rules as outlined by the *E 1330 Room/Building Use Application*.

USE OF SCHOOL FACILITIES AND PROPERTIES (continued)

Theater rules prohibit:

1. food, drinks, gum, smoking, obscenity, feet on the furniture;
2. tampering with switches, equipment, or property;
3. issue of keys to non-school personnel;
4. loan of school property critical to the operation of the theater/auditorium;
5. animals in the theater, unless they are essential to a performance and approved by the theater manager.
6. activity in violation of School Board policy, local, state, or federal law where applicable.

cf. 3515 Access and Keys

cf. 5131.62 Tobacco

Three theater use categories determine fee charges.

Category I – School Use. Priority is given to School District programs including Kenai Peninsula College courses. In order to qualify for this use category, Kenai Peninsula College must charge tuition and give credits to all participants in the course.

FEES: No rental charges. Custodial, technical and utility charges as required or necessary.

Category II – Non-profit organizations. Includes groups or organizations operated to benefit school-age youth (e.g. Teen Center, Boy Scouts, Campfire) or non-profit organizations whose net proceeds are used for cultural, charitable, educational, non-partisan political activities and have received a letter of exemption from the IRS; any city, borough, state, federal activities; adult organizations not conducting Category III commercial ventures. All commercial concerts, whether they are sponsored by a non-profit organization or not, do not qualify under this category. Non-profit groups are subject to the rules and regulations as outlined in the Basic Provisions Agreement.

FEES: \$300 per performance, \$75 per rehearsal, plus custodial and technical charges as required or necessary. A rehearsal period is four hours in length, an additional charge will be assessed to all groups that exceed the allotted rehearsal period.

USE OF SCHOOL FACILITIES AND PROPERTIES (continued)

Category III – Commercial Use. (1) any activity that profits an individual or organization, agent or promoter eligible for fees or reimbursement, or (2) any activity where the gate receipts or donations are to be used for partisan political activities including political education. All commercial concerts fall into this category. The District reserves the right to deny a permit to a sponsor if the sponsor has previously failed to comply with District policies, rules or regulations or cannot demonstrate adequate experience or ability to successfully promote and produce a public performance in District facilities.

FEES: Theater managers determine the rate within the following range. \$1000-\$1500 per performance in theater/auditoriums with 600 or more seats; \$500-\$750 per performance in theater/auditoriums with less than 600 seats; and custodial and additional technical personnel charges as may be required or necessary. Rehearsal fee will be \$100. A rehearsal period is four hours in length. An additional charge of \$30/hour will be assessed to groups that exceed the allotted rehearsal period. A custodial charge of \$30/hour will be charged to all groups.

Deposits in Advance

Category II users shall pay a damage deposit of \$300 not later than two (2) weeks prior to opening night. This deposit will be refunded when it is determined that no damage occurred in all areas used by the applicant. In the event of damage, applicant liability is not limited. If the user cancels after contracts are signed the user shall forfeit the deposit fee.

Category III use of school facilities requests must be submitted four (4) weeks in advance and accompanied by a non-refundable \$300 deposit per performance that shall be considered a portion of the total use fee. Category III users shall pay a damage deposit of \$300 not later than two (2) weeks prior to opening night. This deposit will be refunded when it is determined that no damage occurred in all areas used by the applicant. In the event of damage, applicant liability is not limited. If the user cancels after contracts are signed the user shall forfeit the deposit fee.

USE OF SCHOOL FACILITIES AND PROPERTIES (continued)

The applicant/lessee agrees to assume the risk of liability for damages because of bodily injury or property damage to any person or entity arising out of the use of the premises, and it agrees to indemnify, defend, and hold the School District harmless from any claims, demands, or suits by any person or entity arising out of that use, unless the liability is on account of the District's sole negligence. The applicant further agrees to provide the District with a certificate of insurance naming the District as an additional insured, unless the Superintendent waives this requirement in writing. All parties to this agreement shall be subject to all provisions of the administrative rules and regulations governing community use of school facilities.

*Legal Reference:**ALASKA STATUTES**18.35.300 - 18.35.330 Health nuisances (smoking)*

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 9/09/2013

**ADDENDUM TO BUILDING USE APPLICATION
COMMUNITY / OPEN GYM USE**

(Responsible party) _____ agree to obtain signatures of all participants on the Community Gym Use Waiver of Liability and provide the originals prior to Building Use to school administrator or principal.

Signature

Printed Name

Date

DRAFT

WAIVER OF LIABILITY

To the maximum extent allowed by law, I agree to defend, indemnify, and hold harmless Kenai Peninsula Borough and School District and its employees, directors, designees and all those affiliated with this race for expenses relating to injuries, accidents, property damage, property lost and/or stolen as a result of using District facilities for recreation. I understand that the Kenai Peninsula Borough and the School District provide neither medical insurance coverage nor liability insurance that would cover such actions. It will be my responsibility to provide for payment of such expenses should they occur. In signing this release, I am stating I am aware of the inherent dangers involved in recreational sports.

Print name: _____

Signature: _____ Date: _____

Signature of parent or guardian of minor(s) _____

CONCUSSION IN STUDENT ATHLETICS AND STUDENT ACTIVITIES

Note: Effective August 25, 2011, AS 14.30.142-.143 requires school districts to have a program for the prevention and management of concussions in student athletes. A concussion is a brain injury but the effects of concussion can be mitigated by prompt recognition and appropriate response. The statutes require school districts to consult with the Alaska School Activities Association (“ASAA”) to develop and publish guidelines to educate coaches, students, and parents about the risks of concussion, and to develop standards for return to play. ASAA guidelines are incorporated into this policy and the accompanying AR. The law also requires annual dissemination of information to parents and athletes, verification of receipt of that information prior to participation, and specific procedures for removal and return to play of a student suspected of having a concussion.

The Board recognizes that students who participate in sports and other recreational activities are at risk for concussion. The Board promotes student, parent, and staff awareness of the risks of concussion and directs appropriate concussion management procedures to improve the health and safety of student athletes.

A concussion is a traumatic brain injury resulting from a forceful blow to the head or body that results in rapid movement of the head, causing any change in behavior, thinking, or physical functioning. The likelihood of serious injury increases when a concussion is not properly identified, evaluated, and managed.

(cf. 6145 – Extra Curricular and Co-Curricular Activities)
(cf. 5141 – Health care and Emergencies)

Risk Awareness and Education

The Superintendent will develop appropriate concussion management procedures to help ensure a safe and healthy athletic experience. These procedures shall include guidelines and other information to educate coaches, student athletes, and their parents/guardians of the nature and risk of concussion, including the dangers associated with returning to play before a concussion is fully healed.

On an annual basis, the District will distribute a concussion fact sheet (*E 6145.22(1) A Parent’s Guide to Concussion in Sports*) to students participating in District-sponsored sports, and to their parents/guardians. The student and parent/guardian must return a signed, written acknowledgement (*E 6145.22(2) ASAA Parent and Student Acknowledgement and Consent*) indicating they have reviewed and understand the information. The *E 6145.22(2)* must be signed and received by the coach prior to the athlete’s participation in any District-sponsored practice or competition.

CONCUSSION IN STUDENT ATHLETICS AND STUDENT ACTIVITIES

(continued)

Removal and Return-To-Play

Note: AS 14.30.142(d) requires that an athlete be evaluated and cleared for participation “in writing by an athletic trainer or other qualified person who has received training ~~and is currently certified,~~ as verified in writing or electronically by the qualified person, in the evaluation and management of concussions.” ~~There is currently no recognized certification for the evaluation and management of concussions so districts should require that the qualified person be trained in the evaluation and management of concussions.~~ State law defines a “qualified person” as either a health care provider who is licensed in Alaska or exempt from licensure, or a person acting at the direction or under the supervision of a physician who is licensed in Alaska, or exempt from licensing under AS 08.64.370(1), (2), or (4).

The Superintendent’s guidelines will include procedures for the immediate removal from practice or competition of a student who has signs of concussion. A student may be cleared in writing by a “qualified person” who has received training, as verified in writing or electronically by the qualified person, in the evaluation and management of concussions. Under Alaska law, a “qualified person” means either

- (a) a health care provider who is licensed in the state or exempt from licensure under state law; or
- (b) a person who is acting at the direction and under the supervision of a physician who is licensed in the state or exempt from licensure under AS 08.64.370(1) [medical providers in the Armed Services or the United States Public Health Service while in the discharge of their official duties], (2) [out-of-state physicians or osteopaths consulting with in-state doctors or osteopaths in the diagnosis or treatment of cases], or (3) [medical providers in the Armed Services or the United States Public Health Service volunteering services without pay to a medical facility].

~~A student who has been removed from participation may not return to the activity until evaluated and cleared to do so by a qualified who is trained in the evaluation and management of concussions, as established by law. Because of the risks of returning to play prematurely, a student should gradually be returned to the activity.~~

Coaches Training

Note: AS 14.30.142 provides that school districts are to work with ASAA to develop and publish guidelines and other information “to educate coaches[.]” ASAA recognizes that districts must individually decide how to implement and provide coaches training but requires that districts shall ensure training for coaches at least every three years, on the same cycle as the required Sports First Aid certification.

All coaches, including volunteer coaches, will complete training in the evaluation and management of concussions as specified in District procedures.

Students

BP 6145.22(c)

CONCUSSION IN STUDENT ATHLETICS AND STUDENT ACTIVITIES
(continued)

Legal Reference:

ALASKA STATUTES

AS 14.30.142 Concussions in student athletes: prevention and reporting

AS 14.30.143 Concussions in student athletes: school district immunity

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: ~~8/6/2012~~ _____

CONCUSSION IN STUDENT ATHLETES AND STUDENT ACTIVITIES

GUIDELINES FOR CONCUSSION MANAGEMENT

Concussions are a serious concern for students participating in sports. A concussion is a traumatic brain injury. The effects of concussion can be mitigated by prompt recognition and appropriate response. These guidelines focus on concussion education, prevention, uniform concussion response, and safe and appropriate return-to-play.

Education of coaches, athletes, teachers, students and parents about the nature and risks of concussion is in the best interest of all students. A competitive athletic culture of playing through pain or “toughing it out” puts student-athletes at risk of brain injury, disability, and/or death as a result of concussion and repeat concussion injuries. Allowing a student-athlete to return to play before recovering from a concussion, or any injured student to return to full school activity, greatly increases the risk of serious and permanent injury.

TRAINING

Note: ASAA describes the following three resources for online coaches education:

“Concussion in Sports,” available online, at no cost, through the NFHS Learning Center. <http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>

“HEADS UP” Concussion in Youth Sports, available online, at no cost, through the CDC. http://www.cdc.gov/concussion/HeadsUp/online_training.html

Concussion Awareness, available online through USA Football. <http://www.usafootball.com/health-safety/home>

Initial Training for Coaches: All coaches must receive initial training in the recognition and management of sports concussions, including an understanding of these guidelines. Initial training is required prior to the start of the applicable season. Training may consist of face-to-face training and/or online training modules. The district will document that training has occurred.

Refresher Training: All coaches will receive subsequent training at least every three years. Coaches will complete refresher training in conjunction with their Sports First Aid certification three year renewal, even if the renewal date occurs sooner than three years following initial concussion training. The Superintendent or designee may require refresher training more often if it is determined to be necessary on an individualized or group basis.

PREVENTION

Sports Equipment: Proper utilization of sports equipment can help prevent concussions. The District shall utilize the following procedures:

CONCUSSION IN STUDENT ATHLETES (continued)

1. Safety equipment will be maintained in proper working condition.
2. The equipment utilized will be appropriate for the athlete and the position.
3. No athlete may be permitted to play without required equipment.
4. Safety equipment must fit properly and be worn correctly.

Athlete Education: The head coach and/or athletic trainer is responsible for ensuring that all participating athletes receive instruction on the risks of concussion. Instruction shall occur at the beginning of the season and throughout as appropriate. Instruction will cover the following:

1. The signs and symptoms of concussion.
2. The importance of reporting concussion symptoms experienced by the athlete or observed in a teammate.
3. The importance of full recovery for health, safety, and performance.
4. The importance of safety rules in minimizing the risk of concussion.
5. The importance of rules of the game and sportsmanship in minimizing the risks of concussion.
6. Any other procedures or prevention tools for the applicable sport.

CONCUSSION FACT SHEET FOR PARENTS AND ATHLETES

Note: Alaska Statute 14.30.142 requires districts to annually provide athletes and their parents written information on the nature and risks of concussion. A student may not participate in athletic activities unless the student and parent have signed a verification of receipt of this information.

E 6145.22(1) is ASAA’s recommended fact sheet entitled “A Parent’s Guide to Concussion in Sports” prepared by the National Federation of State High School Associations.

Each student who registers for a District-sponsored sport will receive a fact sheet on the nature and risks of concussions (*E 6145.22(1) A Parent’s Guide to Concussion in Sports*). The fact sheet will also be disseminated to each participant’s parent or guardian for athletes under the age of 18.

Note: E 6145.22(2) is ASAA’s written verification, entitled “Parent and Student Acknowledgement and Consent.”

A student may not participate in school athletic activities unless the student and parent/guardian have signed *E 6145.22(2) ASAA Parent and Student Acknowledgement and Consent*. Schools shall keep a copy of the signed form on file. Only one verification is needed per school year, even if the student participates in more than one sport.

CONCUSSION IN STUDENT ATHLETES (continued)

RISKS AND STANDARDS FOR RETURN TO PLAY

Note: The following standards for return to play include those guidelines developed by ASAA, utilizing recognized standards for gradual and safe return to play for a concussed athlete.

Identifying Concussion and Determining the Level of Medical Response

A student who is suspected of having sustained a concussion during a practice or game or other student activity shall be immediately removed from the activity. An individual who has received concussion training, to include a coach, EMT, or other medical provider, should immediately observe for any signs, symptoms and abnormalities to help determine whether an athlete or student has suffered a concussion and how urgently he or she should be sent for appropriate medical care. Assume a concussion occurred if the head was hit and even the mildest symptoms are present.

The following situations should result in immediate emergency care:

- An athlete or other student has a loss of consciousness of any duration.
- An athlete or other student has symptoms of concussion and is not stable because the athlete’s condition is changing or deteriorating.
- An athlete or other student exhibits or reports any of the following symptoms:
 - Any signs or symptoms of spine or skull fracture, or bleeding
 - Blurry or double vision
 - Decreased or irregular pulse or breathing
 - Difference in pupil size from right to left eye or pupils that do not react to light (fixed/dilated pupils)
 - Headache that gets significantly worse over time
 - Noticeable changes in the level of consciousness
 - Seizure activity
 - Slurred speech
 - Vomiting

If no emergency is apparent, but other signs of concussion are present, close observation of the athlete should continue for a few hours. No athlete will return to play (RTP) on the same day of concussion, even if symptoms clear within minutes.

CONCUSSION IN STUDENT ATHLETES (continued)

Return-to-Play Clearance

Note: E 6145.22(3) is ASAA’s sample Release for Student to Resume Participation Following a Concussion.

A student who has been removed from participation in a practice or game for suspicion of concussion will not return to play until the student has been evaluated and cleared for participation with a completed and signed *E 6145.22(3) ASAA Release for Student to Resume Participation Following a Concussion*. A student may be cleared in writing by a “qualified person” who has received training, as verified in writing or electronically by the qualified person, in the evaluation and management of concussions. Under Alaska law, a “qualified person” means either

- (a) a health care provider who is licensed in the state or exempt from licensure under state law; or
- (b) a person who is acting at the direction and under the supervision of a physician who is licensed in the state or exempt from licensure under AS 08.64.370(1) [medical providers in the Armed Services or the United States Public Health Service while in the discharge of their official duties], (2) [out-of-state physicians or osteopaths consulting with in-state doctors or osteopaths in the diagnosis or treatment of cases], or (3) [medical providers in the Armed Services or the United States Public Health Service volunteering services without pay to a medical facility].

After Medical Clearance, Return to Play (“RTP”) Step-Wise Protocol

The District will utilize a protocol of gradual RTP (*E 6145.22(4) ASAA School/Medical Concussion Care Plan*) to maximize student safety. Gradual RTP permits a greater assessment of student recovery and permits monitoring for the return of any signs or symptoms of concussion.

Note about cognitive impacts of concussion: Students with a concussion may be impacted in their ability to perform all activities, not just athletic ones. A concussion impacts a student’s academic and cognitive abilities. Students may also experience mood changes. As they recover, students may need temporary accommodations regarding instructional time, course load, computer use, assistance with passing time, limitations on PE or other physical activity, etc. Coaches, athletes, and parents should inform teachers, counselors, and the school nurse when a student suffers a concussion.

Symptomatic Period – Rest is recognized as the best treatment for concussion. No exercise should be engaged in if any signs or symptoms of concussion are present. When there have been no symptoms for 24 hours, and the qualified provider has cleared the athlete to begin the Return-to-Play Protocol, then Day 1 begins.

CONCUSSION IN STUDENT ATHLETES (continued)

Return-to-Play Protocol – This program begins only after all symptoms of concussion have resolved. It is to take place over a minimum of six days, with at least 24 hours between each step. The rate of progression through the steps in this program is individualized. Factors that may slow the rate are history of previous concussions, number/severity/duration of concussive symptoms, young age, and the risk of the sport. Physical or cognitive activity that provokes recurrence of concussive symptoms may delay recovery and increase the risk of future concussion. If symptoms recur at any step, then physical and cognitive activity stop for 24 hours and are then reinitiated at the previous step.

Note: This return-to-play protocol is based on ASAA guidelines and includes a corresponding gradual return to instructional/cognitive activity.

Day 1 – 15 Minutes of Light Aerobic Activity (Walk, Exercise Bike, etc.)
– Trial half day of school. No homework. No testing.
– **If no return of symptoms, then:**

Day 2 – 30 Minutes of Light to Moderate Aerobic Activity (Walk, Exercise Bike, etc.)
– Trial full day of school. No Homework. No testing.
– **If no return of symptoms, then:**

Day 3 – 30 Minutes of Moderate to Heavy Aerobic Activity
– Full day of school. Regular homework assignments. No testing.
– **If no return of symptoms, then:**

Day 4 – 30 Minutes of Heavy Aerobic Activity and 15 Minutes of Resistance Exercise (Push-ups, Sit-ups, Weight Lifting).
– Full day of school. Regular homework. Regular testing.
– **If no return of symptoms, then:**

Day 5 – Return to Practice with NON CONTACT Limited Participation.
– **If no return of symptoms, then:**

Day 6 – Return to Full Practice WITH CONTACT

CONCUSSION IN STUDENT ATHLETES (continued)

School/Medical Concussion Care Plan

Note: E 6145.22(4) is ASAA’s “School/Medical Concussion Care Plan.”

Schools should establish a team comprised of a parent, school staff member and the qualified provider to develop and utilize a care plan for each student who has been diagnosed with a concussion. The plan should include the following sections:

- Determination of Symptoms
- Returning to Daily Activities
- Returning to Sports
- Gradual Return to School and Play (RTP) Protocol

The school should disseminate the Concussion Care Plan to all appropriate staff, including the student’s teachers, the nurse, the athletic trainer, the coach, the athletic director, and the principal, as applicable.

Throughout the incremental return to school and exercise, the principal or designee should designate a staff member, preferably a school nurse if available, who meets with the athlete daily to determine the level of symptoms, to evaluate the response to increases in hours of school and intensity of exercise, to decide if the athlete will advance to the next increment of return, and to communicate daily status reports to the athlete, the parent, the health care provider supervising the concussion care, and senior school staff.

CONCUSSION IN SCHOOL (NON-INTRAMURAL OR COCURRICULAR)

Concussion awareness has become a critical need for school staff in general. KPBSD administrators, school nurses, PE teachers and school secretaries will be expected to complete concussion awareness training in order to provide clear guidelines for response to suspected/actual concussions, understand and utilize “return to play” procedures for all students with suspected head injury, and educate parents and students in concussion awareness, as appropriate.

To achieve this goal, all school administrators, school nurses, PE teachers and school secretaries will take the course: **CDC/NFHS Free online training for Coaches of High School Sports**. This course is applicable to students of all ages, whether in high school sports or simply playing on the playground during elementary school recess. Once the course is completed, the certificate of completion must be printed out before logging out of the website, and a copy of the certificate must be given to the site administrator. Administrators will send the completed certificates to Human Resources, where a District document will be maintained listing employees and coaches who have successfully completed the

CONCUSSION IN STUDENT ATHLETES (continued)

training. The training will be valid for a maximum of three years. Administrators will have access to view the document as well. The course can be found by going to the CDC page entitled “Heads Up: Concussion in School Sports” or at <http://www.nfhslearn.com/electiveDetail.spx?courseID=15000>.

- 1) This training applies to all activities including intramurals, recess and PE.
- 2) Regardless of age or if a sport-related injury, if concussion is suspected or confirmed, all students must follow the return to play guidelines set forth in the *E 6145.22(3) ASAA Release for Student to Resume Participation Following a Concussion* and *E 6145.22(4) ASAA School/Medical Concussion Care Plan*.
- 3) Anytime a concussion is suspected, it is recommended a student see his or her healthcare provider. If concussion is confirmed, the student should not return to school until symptom free for 24 hours.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: 8/6/2012