

907. **FUNDRAISING PROJECTS IN THE SCHOOLS** (Approved 11-3-80)

- A. Applications - An application for any fundraiser group must be approved in advance if sponsored by either the school or community. Elementary principals as a group will review elementary applications and secondary principals will approve applications for their buildings. These applications should explain: project, purpose, who benefits, price, and profit margin.
- B. Quotas for students - When students are involved in selling, sponsors may not require quotas as basis for the student to participate in the activity, or for credit toward a grade.
- C. Purpose of fundraisers.
 - 1. Fundraisers shall be limited to those specified for clubs or activities within the school. Fundraisers to supplement the regular academic program shall be disallowed. The lone exception to this policy will be the general fundraiser sponsored by the school TAPS and administered by the building principal.
 - 2. Fundraising projects to benefit clubs and activities should be approved only if adequate funds from regular sources are inadequate to meet reasonable standards.
- D. Community fundraisers sold in the school.
 - 1. These groups shall follow the application procedures.
 - 2. These fundraisers must demonstrate the money profit, shall substantially come back to the students in the schools in some form such as scholarships, youth activities, student welfare, etc.
 - 3. The benefit purpose to students must be one which is approved by the appropriation review team and is in line with the educational philosophy and goals of the Sapulpa Public Schools.
- E. Community fundraisers not approved for sale in the school.
 - 1. This guideline refers to raffle tickets from church, fraternal or civic organizations.
 - 2. Girl or Boy Scout candy.
 - 3. Any other fundraiser not approved.
- F. Guidelines for purchasing fundraisers.

It shall be the policy of the Sapulpa Schools to encourage sponsors to purchase directly from wholesalers, avoiding middle persons. This should reduce the retail price of the sales item and increase profits.
- G. All money derived from sales by in-school groups shall be deposited in the school activity fund and is subject to all regulations for collection and disbursement required by law.

CONTROLLING THE SPREAD OF COMMUNICABLE DISEASE BY PROPERLY HANDLING BODY FLUIDS IN SCHOOLS - GUIDELINES FOR PROVIDERS OF FIRST AID

The body fluids of all people should be considered to contain potentially infectious agents (germs, bacteria or viruses). The term "body fluids" includes blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions (such as nasal discharge.) Diseases such as hepatitis, shigella, salmonella and AIDS are transmitted through body fluids. The following guidelines are established for the protection of all personnel.

HANDWASHING PROCEDURE:

Handwashing is the most important single way to prevent the spread of infectious diseases. Hands should be washed frequently during the day--always before eating, after going to the restroom, after any dirty cleaning job and particularly after providing first aid or cleaning up body fluids whether you touched the fluids or not.

1. Use soap and water with vigorous washing under a stream of running water for about 10 seconds.
2. Dry hands thoroughly with a paper towel. Use the paper towel to turn off the faucet. Discard the towel in the proper container.
3. Use hand lotion as needed. Dry, cracked hands leave openings in the skin for bacteria to enter.

PROVIDING FIRST AID:

1. Wear one (1) disposable, surgical glove to clean minor wounds that produce a minimal oozing of blood or drainage. Wear gloves on both hands to clean wounds with increased amounts of blood or drainage such as larger cuts or nose bleeds.
2. Use soap to wash wounds. (This will reduce the bacteria count on the skin.) Be certain to have the child wash the soap off before applying medication and/or a dressing.
3. Do not touch the contaminated glove to any surface. Grasp the glove by the cuff and turn it inside out as you remove it from your hand. **WASH YOUR HANDS.**
4. Have custodians place a plastic bag liner in the trash can that contains refuse from first aid. It should be changed daily and sealed tightly before disposal.
5. Do not use re-usable plastic gloves for handling body fluids. It is impossible to clean them sufficiently to prevent the transmission of bacteria.
6. If you have any questions concerning the proper handling of body fluids during the administration of first aid, contact your school nurse.

FOR CLEANING UP SPILLED BODY FLUIDS AND DISINFECTING HARD SURFACES AND LAUNDRY SEE: "HANDLING BODY FLUIDS--GUIDELINES FOR SCHOOL BUSES AND SCHOOL BUILDINGS

920. & 921.

REPORT OF BODY FLUID CONTROL (HANDLING)

Employee

Date

School or Location

Person Treated

PRIMARY OCCURRENCE:

_____ Vomit

_____ Blood

_____ Urine

_____ Feces

HEALTH PROCEDURE EQUIPMENT

_____ Gloves

_____ Absorbent

_____ Disinfectant

_____ Towel

_____ Waste Container

FIRST AID OCCURRENCE:

_____ Bleeding Control

_____ Artificial Respiration

CLEAN UP: (DISINFECTED)

_____ Broom

_____ Dust Pan

_____ Mop Bucket

_____ Mop

The above listed incident was cared for in safe and proper manner according to school health procedures.

Signed

Date

921.

CONTROLLING THE SPREAD OF COMMUNICABLE DISEASE BY PROPERLY HANDLING BODY FLUIDS IN SCHOOL BUSES AND SCHOOL BUILDINGS

The body fluids of all people should be considered to contain potentially infectious agents (germs, bacteria or virus). The term "body fluids" includes blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions (such as nasal discharge). Diseases such as hepatitis, shigella, salmonella and AIDS are transmitted through body fluids. The following guidelines are established as policy and are for the protection of all personnel.

HANDWASHING PROCEDURE:

Handwashing is the most important single way to prevent the spread of infectious diseases. Hands should be washed frequently during the day--always before eating, after going to the restroom, after any dirty cleaning job, PARTICULARLY AFTER CLEANING UP BODY FLUIDS WHETHER YOU TOUCHED THE FLUIDS OR NOT.

HANDWASHING PROCEDURE:

1. Use soap and water with vigorous washing under a stream of running water for about 10 seconds.
2. Dry hands thoroughly with a paper towel. Use the paper towel to turn the faucet off. Discard the paper towel in the proper container.
3. Use hand lotion as needed (the hand soaps used in the dispensers contain lotion).

CLEANING SPILLED BODY FLUIDS:

1. Put on disposable, surgical gloves. These are obtained from the Transportation Office.
2. Pour sanitary absorbent on the fluid. Allow a few minutes for the liquid to be absorbed.
3. The absorbent and sweeping should then be disposed of in a plastic bag. Brooms and dustpans should then be cleaned immediately in a disinfectant.
4. Grasp each glove by the cuff and turn inside out as you remove it from your hand. Discard the gloves into the same plastic bag. Seal tightly and dispose the bag to the trash.
5. Wash hands.

DISINFECTION OF HARD SURFACES:

1. Put on disposable gloves.
2. Remove soil and apply a germicidal disinfectant to the area involved.
3. Soak mops in the disinfectant after use and rinse thoroughly.
4. Discard disposable cleaning equipment in a plastic bag. Contaminated water should be flushed down the toilet.
5. Non-disposable cleaning equipment should be thoroughly rinsed in the disinfectant.

6. Pour used disinfectant solution promptly down the drain.
7. Remove and dispose of the gloves.
8. Wash hands.

MISCELLANEOUS:

1. Line trash cans used for first-aid refuse with a plastic liner.
2. Wear plastic or rubber gloves to clean toilets and urinals.
3. Do not use re-useable plastic or rubber gloves to handle body fluids. It is impossible to clean them sufficiently to prevent the spread of bacteria.

AFTER THE JOB HAS BEEN COMPLETED AND EVERYTHING IN RELATION TO THE INCIDENT HAS BEEN COMPLETED, COMPLETE THE "REPORT OF OCCURRENCE" FORM AND FORWARD IT TO THE SCHOOL OFFICE IMMEDIATELY.

926. **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS** (Revised 8-13-12)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Sapulpa Public School District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Sapulpa Public School District to amend a record. They should write the school principal (or appropriate school official), clearly identifying the part of the record they want changed, and specify why it should be changed.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit *personnel) or a person serving on the School Board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent,

student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Sapulpa Public School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information (see Policy 926), and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if

the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

STUDENT RECORDS

Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The School District proposes to designate the following information contained in a student's record as directory information and it will disclose that information without prior written consent:

- A. Student's name;
- B. Names of the student's parents;
- C. Student's address;
- D. Student's telephone listing;
- E. Student's electronic mail address;
- F. Student's date and place of birth;
- G. Student's dates of attendance;
- H. Student's grade level (i.e., first grade, tenth grade, etc);
- I. Student's participation in officially recognized activities and sports;
- J. Student's degrees, honors and awards received;
- K. Student's weight and height, if a member of an athletic team;
- L. Student's photograph; and
- M. Most recent educational agency or institution attended.

Each school year, in a newspaper of general circulation in the area, the School District will publish the above list or a revised list of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Deputy Superintendent at the Administration Building) of any or all of the items they refuse to permit the School District to designate as directory information about that student.

At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the School District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

927. **PROCEDURES: SEVENTH GRADE BASKETBALL**

The seventh grade basketball program is a part of the Middle School total educational program and its purposes are viewed from this perspective. Its primary purposes include meeting the immediate needs of seventh grade youth as well as developing skills and attitudes for the future.

Primary Objectives:

1. Development of sportsmanship and team work.
2. Development of a healthy attitude toward school.
3. To provide recreation for students.
4. To develop good health habits.
5. To develop basic skills.
6. To provide athletes for future school programs.
7. Development of a winning attitude.
8. To encourage participation.
9. To develop school spirit, loyalty, and pride.
10. To affect the atmosphere of the school in a positive way.

The following guidelines are intended to encourage participation while still allowing the team to compete. While these guidelines are to be followed, they should not be thought of as maximums or as law. The coach is expected to exercise discretion and judgement, and on occasion certain situations may dictate different action than prescribed by the guidelines.

1. Participation is encouraged and no student will be removed from the team because of ability.
 - a. All students will participate in drills and fundamental skill development.
 - b. Removal of a student from the program will require the approval of the principal and athletic director.
2. Twenty-five students will be prepared for game competition by the end of the season. Twelve players will travel and 15 will suit up at home.
3. At least five suits will be alternated each game.
4. Each player suited up will play at least three minutes per game, when possible in the first half.
5. Each player of the top 25 will suit up for at least two games.
6. Tournament play will be strictly competitive with no playing restrictions.
7. A scrimmage schedule for players not getting extensive playing time will be provided. A minimum of four game condition scrimmages against other schools and/or intra-squad games will be scheduled.
8. Players who have received extensive playing time will not suit up for the scrimmage games.
9. Two equal teams would be fielded with the athletic director to work out scheduling programs.

10. Proposed guidelines would be followed with each team which would prepare 50 players.

Amendments (June 1981):

1. The 7th grade guidelines shall be amended to read "A team and B team" rather than two equal teams.
2. Ten players will be designated as a team. The participation rule is preserved for these ten players. Twelve players away and fifteen at home will be suited up. Those above the A team ten are not under the participation rule.
3. The B team will serve the remaining players with five of the suits rotated as needed to obtain playing time for all students participating. Players may, of course, be promoted to the A team on merit. Temporary assignment of A team players to the B team for a particular game is not in the spirit of the program.
4. Whenever possible, B team games are to be scheduled at night so that parents may attend. The B team is to be given the same level of coaching and financial support as the A team.
5. The above rules indicate the purpose of the program is still to maximize the number of students receiving actual playing time. It is recommended that any B team player not appearing in the previous game be assured of three minutes of playing time in the next B game.

929. **EMPLOYEE SAFETY ASSURANCE PROGRAM (ESAP)**

EMPLOYEE ACKNOWLEDGEMENT OF ESAP POLICY

I acknowledge that I have received and become familiar with Sapulpa Public Schools Employee Safety Assurance Program policy. I further acknowledge that maintaining a safe work environment is as much my obligation as it is that of Sapulpa Public Schools and that in fulfilling my responsibility as an employee, it is my duty to work in a safe manner and to bring to the attention of my management practices and conditions which may not be safe. I understand that the terms and conditions set forth in the Sapulpa Public Schools ESAP policy are guidelines only which may be changed at any time with or without notice and does not constitute a contract between Sapulpa Public Schools and myself.

Signature

Date

Printed Name

Department/School

Witness

932. **INTERFERENCE WITH SCHOOL DISTRICT ACTIVITIES**

Date _____

Dear _____:

It appears that your presence interferes with the peaceful conduct of school business, extracurricular activities and/or class. Therefore, pursuant to Title 21, Sections 1375 and 1376, and Title 70, Section 24-131 of the Oklahoma Statutes, you are hereby directed to leave the Sapulpa Schools and its grounds.

Should you fail to leave the school grounds immediately or should you return within six months without first obtaining my written permission to do so, the School District will have no alternative but to take such legal action as is necessary to maintain a peaceful educational environment.

Respectfully submitted,

School Administrator/Title

INTERFERENCE WITH SCHOOL DISTRICT ACTIVITIES

- A. The Superintendent of Schools or anyone designated by the Superintendent or the Board of Education to maintain order in the School District shall have the authority and power to direct any person to leave School District property who is not a student, officer or employee thereof, and who:
 - 1. Interferes with the peaceful conduct of activities on School District property;
 - 2. Commits an act that interferes with the peaceful conduct of activities on School District property; or
 - 3. Enters School District property for the purpose of committing an act that may interfere with the peaceful conduct of activities on School District property.
- B. For purposes of this policy, the term interferes with the peaceful conduct includes, but is not limited to, actions that directly interfere with any student activities, classes, study, student or faculty safety, housing or parking areas or extracurricular activities or any lawful activity occurring on school property; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the School District; or direct interference with administration, maintenance or security of property belonging to the School District.
- C. Any person to whom this policy applies, who fails to leave School District property as directed or returns within six (6) months thereafter, without first obtaining written permission from the Superintendent or anyone designated by the Superintendent or the Board of Education, shall be guilty of a misdemeanor.
- D. Appeal Process - After receiving a directive to leave School District property under this policy, the person issued the directive may request reconsideration by taking the following steps:
 - 1. First Level of Appeal: The person may request review of the initial decision by letter to the Superintendent. If no written request is received within five (5) calendar days of the person's receipt of written notification of the directive to leave School District property, the directive will be final and nonappealable. If the Superintendent issued the initial directive to leave School District property, the person issued the directive may proceed directly to the final level of appeal.
 - 2. Final Level of Appeal: The person may request review of the Superintendent's decision by letter to the Superintendent or Clerk of the Board of Education. If no written request is received within five (5) calendar days of the person's receipt of the Superintendent's written notification of his or her decision, the Superintendent's decision will be final and nonappealable. The person will be notified in writing of the date, time and place of the board meeting at which the decision will be reviewed. The Board's decision will be final and nonappealable.
- E. The Superintendent or person who issues the directive to leave School District property will give the person to whom the directive is issued a copy of this policy within a reasonable amount of time after issuing the directive. During any appeal process, the person given the directive to leave school property must remain off

school property unless the Superintendent, in writing, instructs that the directive is to be stayed pending the appeal process.

938. **CONCUSSION AND HEAD INJURY ACKNOWLEDGEMENT AND IMPACT
CONCUSSION MANAGEMENT CONSENT FORMS** (Approved 7-9-2012)

Concussion and Head injury Acknowledgement Form

In compliance with Oklahoma Statute Section 24-155 of Title 70 and reading the concussion policy and return to play guidelines set forth by Sapulpa Public Schools, I _____, as a student-athlete who participates in Sapulpa School District's athletic programs and I, _____ as the parent/legal guardian, have read the information provided to us by the Sapulpa School District related to concussions and head injuries occurring during participating in athletic programs and understand the content and warnings.

Signature of Student-Athlete

Date

Signature of Parent/Legal Guardian

Date

This form should be completed annually prior to the athlete's first practice and/or competition and be kept on file for one year beyond the date of signature in the principal's office or the office designated by the principal.

Consent Form

For use of the Immediate Post-Concussion Assessment and Cognitive Testing (ImPACT)

I have read the attached information. I understand its contents. I have been given an opportunity to ask questions and all questions have been answered to my satisfaction. I agree to participate in the ImPACT Concussion Management Program.

Athlete's Name: _____

Sport: _____

Signature of Athlete Date

Signature of Parent Date

CONCUSSION RECOGNITION

What is a concussion?

-Concussions are serious brain injuries and are caused by a bump or blow to the head which can change the way your brain normally works. A concussion is the result of a complex physiological process induced by the trauma of the biomechanical forces and can be acute or chronic in nature. Concussions are no longer categorized as “dings”, “bell ringers”, or as mild or severe. They can happen in both practice and games in any sport. The severity of a concussion is now determined after the athlete has fully recovered, is no longer symptomatic, and has returned to full and unrestricted activity.

Concussions are cumulative injuries. This means that once an athlete sustains a concussion they are more likely to sustain another one. Often it takes less force to cause successive concussions.

Unrecognized concussions or athletes who have not fully recovered and incur another concussion run the additional risk of developing Second Impact Syndrome (SIS). SIS is a catastrophic complication that occurs rarely but is devastating to the concussed athlete. When SIS occurs the brain swells rapidly after a person suffers a second concussion before the effects from an earlier one have subsided. This deadly second blow may occur days or weeks after an initial concussion and even the mildest grade of concussion can lead to SIS. The condition is often fatal or severely disabling.

More commonly, concussed athletes will often have some difficulties with cognitive tasks such as academics and homework for variable amounts of time. Concussed athletes often exhibit difficulties with concentration and comprehension. Fortunately, these difficulties are often short lived and are transient symptoms. However, in some concussed athletes these symptoms can linger for weeks and even months and have adverse effects on personality and learning.

The medical research is still trying to understand exactly what is happening in the brain after a concussion. The current body of knowledge indicates that there is a complex physiological process induced by the trauma of the biomechanical forces. How long these physiological processes last hasn't been fully understood. This is one of the reasons why recovery from a concussion can be variable and sometimes unpredictable. Concussions are a physiologic injury and not an anatomical injury. This is why brain imaging (CT or MRI scans) are almost always normal.

Because of the catastrophic potential for SIS, the potential for cognitive dysfunction that can be variable and persistent, and the continued search for answers in the medical world in regards to concussions the following guidelines and rule changes have occurred to help protect concussed athletes.

NFHS Rule Book 2010-2011

-Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.

-No athlete should return to play or practice on the same day as a concussion

-Any athlete suspected of having a concussion should be evaluated by an appropriate healthcare professional that day.

-Any athlete with a concussion should be medically cleared by an appropriate health care professional prior to resuming participation in any practice or competition.

-After medical clearance, return to play should follow a step-wise protocol with provisions for delayed return to play based upon return of any signs or symptoms.

Clarification:

- "When in doubt, Hold them out."

-All athletes that are held out of practice or competition because they are suspected to have sustained a concussion should be referred to the Certified Athletic Trainer or the Team Physician.

In addition to the NFHS rules and management suggestions, the Sapulpa Athletic Training Department will also use the following policies:

-All concussions that involve loss of consciousness, no matter how brief that loss of consciousness may have been, will be referred to a physician immediately.

-In an acute concussion scenario, no notes from emergency rooms or urgent care facilities that clear an athlete to return to activity will be accepted.

Below are guidelines that will be followed when an athlete has been diagnosed with a concussion.

Cognitive Rest

If necessary the athlete may need to stay home from school. Activities requiring concentration and attention may worsen symptoms and delay recovery. Additionally, the athlete should refrain from use of computers, texting, video games, extended periods of TV viewing, or reading. This period of cognitive rest will be variable and based upon the needs of the athlete.

ImPACT Testing

ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) is a research-

based software tool utilized to evaluate recovery after concussion. It was developed at the University of Pittsburgh Medical Center. ImPACT evaluates multiple aspects of neurocognitive function, including memory, attention, brain processing speed, reaction time, and post-concussion symptoms.

Baseline ImPACT testing will be conducted on football (8th -12th), men's and women's basketball, wrestling and men's and women's soccer on a semi-annual basis; all other athletes will be tested on a per injury basis.

All athletes sustaining and diagnosed with a concussion or brain injury will go through the ImPACT testing battery. The results will be evaluated by the team physician and the certified athletic trainer.

ImPACT testing is not an exclusive test for medical clearance; it is only another tool to determine the severity of a head injury and assist in developing a return to play criteria.

Physician Referral

All student-athlete's sustaining a head injury or concussion is to be evaluated by the Head Athletic Trainer and/or the Team Physician. The student-athlete will never be denied access to a physician

Athletic Trainer-Management

The athletic trainer is primarily responsible for injury assessment and guidance to the coaching staff.

During the initial evaluation the athletic trainer will use a serial of assessment which can include SAC testing, BESS testing, ImPACT testing, and exertional stress testing.

After initial evaluation the student-athlete's parents/guardian will be contacted and given written home and follow up care instructions.

The athletic trainer will coordinate care with physicians, coaches, parents, administrators, and teachers during the recovery process.

The athletic trainer is responsible for administering the ImPACT test; the initial post-concussion test will be administered within 48-72 hours of injury, whenever possible.

Concussion testing will take place in the athletic training room. Repeat tests will be given at appropriate intervals and are dependent upon clinical presentation. All data acquired during testing will be shared with student-athlete, parents/guardians and team physician as deemed necessary.

The athletic trainer is responsible for monitoring recovery and coordinating appropriate return to play activity progression. The athletic trainer will also maintain appropriate documentation regarding assessment and management of the injury.

Guidelines and procedures for coaches:

RECOGNIZE, REMOVE, REFER

At the beginning of each sport season, coaches should review concussion policies, and be aware of common signs and symptoms of concussions. It is also **recommended** that each coach go through the National High School Federation's Concussion in Sports – "What You Need to Know" online course.

Recognize

All coaches should become familiar with the signs and symptoms of a concussion

Signs (Observed by others)

- Athlete appears dazed or stunned
- Confusion (about assignment, plays, etc.)
- Forgets plays
- Unsure about game, score, opponent
- Moves clumsily (altered coordination)
- Balance problems
- Personality change
- Responds slowly to questions
- Forgets events prior to hit
- Forgets events after hit
- Loss of consciousness (any duration)

Symptoms (Reported by athlete)

- Headache
- Fatigue
- Nausea or vomiting
- Double vision or blurry vision
- Sensitive to light or noise
- Feels sluggish
- Feels "foggy"
- Problems concentrating
- Problems remembering
- Balance problems/dizziness
- Doesn't "feel right"
- Ringing in the ears

Remove

If a coach suspects an athlete has sustained a concussion, the athlete should be removed from activity until evaluated by the athletic trainer or team physician. All athletes who exhibit signs or symptoms of a concussion are to be removed immediately and should not be allowed to return to activity that day.

Refer

Coaches should report all head injuries to the certified athletic trainer as soon as possible for assessment, management and coordination of home and follow-up care. Coaches should seek assistance from the host site certified athletic trainer if at an away contest. If there is no certified athletic trainer available, the coach is responsible for notifying the athlete's parents of the injury

-Contact the parents to inform them of the injury and make arrangements for them to pick the athlete up at school. No student athlete with a suspected or confirmed concussion is

permitted to drive.

-Contact the athletic trainer with the athlete's name and contact number for the parents/guardian, so that follow-up can be initiated. Remind the athlete to report directly to the athletic training room on the day they return to school.

-The Coach or athletic trainer are to insure that the athlete is with a parent, guardian, or an individual responsible for monitoring the athlete and understanding the home care instructions, before allowing the athlete to go home.

Return to play criteria

-Athlete must successfully demonstrate a neurological baseline examination.

-Athlete must successfully complete a progressive return to academic load.

*Some students may require modification in their academic load. Concussions, being a neurological injury, require neurological based intervention.

-Athlete must successfully complete a stepwise, progressive return to exertion.

-Final clearance for the student athlete must be from the team physician or certified athletic trainer. Written clearance will be provided to the parent/guardian and, will be kept on file in the athletic training room before the athlete will be released to return to pre-injury competition levels.

942. **MEDICAL MARIJUANA, HEMP & CANNABIDIOL (CDB)**

Sapulpa Public Schools - Declaration

1. I am the _____parent, _____legal guardian, or _____caretaker of the following named student: _____(hereinafter the “Student”).

2. I am requesting that the District permit me access to the Student to administer cannabidiol, a nonpsychoactive cannabinoid substance derived from the *Cannabis sativa L.* plant (hereinafter “Cannabidiol”).

3. In making this request, I affirm one of the following:

(Check Only One)

- The cannabidiol substance I seek to administer to the Student has 0.0% tetrahydrocannabinol (THC).

- The cannabidiol substance I seek to administer to the Student has a tetrahydrocannabinol (THC) level not exceeding 0.3% **AND** I have received a written certification from a physician licensed in this state that the Student has been diagnosed by a physician as having Lennox-Gastaut Syndrome, Dravet Syndrome, also known as Severe Myoclonic Epilepsy of Infancy, or any other severe form of epilepsy that is not adequately treated by traditional medical therapies, spasticity due to multiple sclerosis or due to paraplegia, intractable nausea and vomiting, or appetite stimulation with chronic wasting diseases.

- The cannabidiol substance I seek to administer to the Student has a tetrahydrocannabinol (THC) level not exceeding 0.3% **AND** the Student has a current Oklahoma Medical Marijuana License.

I state under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct.

(Date and Place)

(Signature)

(Printed Name of Parent / Legal Guardian / Caretaker)

