

## Adopted Sept 6, 2016 Board Meeting

### Attendance Policy - Extra Curricular Activities

Students who are more than 20 minutes late for class will be counted as an unexcused absence for that class period. For this infraction, students will be required to miss a minimum of the start of the first quarter of play, or the entire first quarter for the next contest following the Tardy. The consequences will be determined by the Superintendent and Coach or Athletic Director.

Students must attend ½ day of school in order to practice or play in a contest. Attendance will be all of the morning classes or all of the afternoon classes or a minimum of 4 periods. Excused prior arranged absences will be dealt with on an individual basis by the Superintendent and Coach or Athletic Director.

An Excused Absence is defined as any absence which has been prior arranged and has been approved by the Superintendent according to the Harper School District Attendance Policy. Examples would include: Doctor, Dentist, Orthodontist, Family Emergency, and Funeral. Excused prior arranged absences other than medical or family emergencies will have consequences for being absence. An unexcused absence which is not prior arranged will forfeit playing time. Consequences will be determined by the Superintendent and Coach or Athletic Director.

Students who miss class in the sick room for any amount of time will not be allowed to participate in extracurricular activities for that day and will not be allowed to sit or attend practice. The parents will be contacted and the student must go home.

Consequences for excused absenteeism which do not fall under the excused absence definition under the Harper School District Attendance Policy. Example- anything other than medical or family emergency.

1 day absent- minimum 1 quarter

2 days absent- minimum 2 quarters

3 days absent-No play in next contest

# Harper

## Athletic Emergency Action Plan

### Assignments

Once it has been established that this is an emergency situation, the following steps should be taken:

1. The coach or proper supervisory staff (such as an adult assistant coach or certified athletic trainer) should stay with the injured athlete or coach. The injured athlete or coach is the most important person needing supervision. Any necessary first aid procedures should be taken and the injured athlete or coach should be observed for any changes that warrant assistance.

**If an AED is needed it is located next to the office in the school entryway**

2. At least two participants should call 9-1-1 or another local emergency number if 9-1-1 is not an available option. This number and a sample script along with the site address and location should be clearly printed and readily available to those assigned this task. A sample call sheet is included at the end of this plan. Obviously this role is very important and should be assigned to those mature and composed enough to complete the task.

3. At least two participants should be assigned to keep other students from entering the area so that a scene is not created that will hamper emergency efforts.

4. At least two participants should contact the athletic director or school secretary if that is an option.

5. At least two participants should be assigned to be stationed at various points along the path an ambulance and emergency personnel will use to access the injured athlete or coach. An example of this may be to have a group stationed alongside the football field, outside the gym doors in the hallway, a group at the end of the hallway where the entrance is to a parking lot, a group in the parking lot and even a group near the road where the ambulance would turn into the parking lot. The role of each of these groups is to visually cue the emergency personnel and direct them to the injured athlete or coach via the next group up the path.

6. Any remaining participants should keep back from the injured athlete or coach to allow for emergency procedures to be administered and to minimize the psychological effects of comments or concerned looks by the injured athlete's peers.

Once emergency personnel have arrived, allow them access and give any necessary medical information including the mode of the injury, any relevant medical history, medical allergies or directives from their information sheet.

If the emergency requires transportation in an emergency vehicle, be sure to have proper supervision of the remaining team before leaving with the injured athlete or coach. If no other supervisory staff is available, the coach or staff should allow the emergency crew to accompany the injured athlete or coach to the hospital, find out where they will be transported, give the crew a card with your telephone number in the event of any changes, and then attend to the rest of the team as they will need to remain under proper supervision.

Be sure to immediately contact the injured participant's parent or guardian with a summary of the situation and the location where their child is being transported. Once the parents/guardians have been notified, contact your athletic director, principal or other supervisor to inform them of the situation and where the athlete is being transported.

Once the remainder of the team has been properly dispersed to their parents, guardians or other approved supervision has been provided, the coach can make their way to see the injured athlete and check on their progress.

### **Practice It**

Once all assignments have been made and everyone understands their role, the plan should be practiced similar to any emergency procedure such as a fire drill.

Explain that you are going to do a drill of the emergency plan and clarify that the 9-1-1 group is not to actually call 9-1-1 but that they should go through the script and pretend to speak to the operator/dispatcher. Each member of the group should practice this role. Send everyone else to their respective sites and have them immediately return with any concerns or issues such as locked doors, chained or fenced-in access roads, etc. What may be a perfectly good plan at 8:30 am when you created it may no longer be a good plan at 4:30 pm when school is out and the environment may change.

Continue to practice the drill daily until you feel everyone knows their roles, acts in a timely manner and is prepared in the event.

# Emergency Plan 911 Script and Phone List (Sample)

Post by phone during all activities

**In case of emergency, call: 911**

When answered, talk slowly and clearly and say:

“We are located at the Harper School . Our address is 2987 Harper Westfall Rd. Harper Oregon 97906. Our phone number is 541-358-2473. One of our athletes or coaches has injured their \_\_\_\_\_ (leave a blank here so the caller can briefly give the nature of the injury) and needs an ambulance. Please come to (give the specific location at the site, such as “Main Gym” or “Football Field”) located at the school 2987 Harper Westfall Rd. Harper, Oregon, we will have someone there to direct you.”

**Stay on the line until the dispatcher says you can hang up!**

**Additional Numbers:**

Other Numbers:

Football Coach (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Volleyball Coach (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Basketball Coach (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Harper School District**  
**Medical/Transportation Release**

**District Transportation for Medical Attention on Extra-Curricular Activities**

Students that are injured and require medical attention where their parent or guardian is not available will be transported to the nearest medical facility unless the injury is not life threatening, the students parent or guardian does not wish the student to be taken for medical care, or the injury is agreed to be minor between student and responsible supervising adult. Steps to follow:

1. Assess the situation
2. Contact parent guardian or emergency contact for instruction.
3. If parent does not instruct school how to proceed, make a judgement call with student and supervising adult.
4. Transport injured student in school authorized vehicles only. If student goes with any other mode of transportation the students parent or guardian must be contacted and approved prior to release.
5. Student's parent or guardian must sign a release stating that their student may be transported for medical attention if they cannot be contacted. (Prior to participation in Extra Curricular Activities).

In case of a medical emergency the school district has my permission to transport my student to the nearest medical facility for examination if the emergency contacts cannot be contacted.

Parent/Guardian Signature \_\_\_\_\_  
Date \_\_\_\_\_