

Laurens Central School Color Guard Handbook 2021-2022



**LAURENS JAGUARS COLORGUARD
INSTRUCTIONAL STAFF
2021 - 2022**

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TBD

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I. COLORGUARD REQUIREMENTS:

To fulfill the necessary requirements to participate in any Laurens color guard, it is necessary to comply with the following:

- A. A guard member must be a Laurens Central School student in regular attendance.
- B. A guard member must have approval from a parent/guardian.
- C. A guard member must have undivided loyalty to his/her high school color guard, i.e. He/she must not compete with any other guard during the Laurens Central School competitive color guard season.
- D. A guard member is subject to all rules and regulations outlined in the Color Guard Handbook and the LCS Student Handbook.
- E. Students on in school suspension or out of school suspension will not be allowed to participate in or attend any color guard events/activities, including practices and shows.
- F. Each guard member must adhere to the rules of eligibility and participation set by the governing bodies of the Mid-York Color Guard Circuit and the Laurens Central School, as outlined in the LCS Student Handbook.
- G. All students' members must be "bona fide Students". This means:
 - 1. He/She must be taking six (6) courses and physical education. If a half-time student (seniors only), he/she must be taking three (3) courses plus physical education.
 - 2. Each member will observe all scholarship and attendance regulations of Laurens Central School.
 - a. He/she must be in regular attendance 90% of the school time; and
 - b. Must be present all day on the day of the competition.
 - c. Temporary absence may be permitted by the authority of the administration.
- H. Any student who has been an active participant in the color guard program and who moves out of the district during the school year will be allowed to complete the season for that school year. (The students' parents will be responsible for transportation to and from Laurens Central School.)
- I. Any student who has been an active participant in the color guard program and who moves out of the district, will be allowed to continue to participate in the Laurens Central School color guard program in future years as long as the school they move to does not have a similar program. (The students' parents will be responsible for all transportation to and from Laurens Central School.)
- J. The Laurens Central School Board of Education will allow students from other school districts to participate in the Laurens color guard program providing the following requirements are met:
 - 1. There is no similar program in the students' home school and/or the program in the home is at risk of closure due to low enrollment.
 - 2. The student has permission to participate from their home school.

3. The student has a “sponsor” from the Laurens Central School District, such as a staff member, parent, step-parent, grandparent, or other relative who is a resident of the Laurens District.
 4. At all times, the participation of Laurens Central School students will take precedence over the participation of non-resident students.
 5. Non-resident students will be covered by their own insurance and/or their home school insurance. Their parents and/or the school district will sign a permission form, releasing the Laurens Central School District from any liability/accident that should occur while the student is participating in the color guard program.
 6. Such students will be held accountable for behavioral and academic expectations similar to those of Laurens Central School students.
 7. Such students must have final approval from the LCS Executive Director who may require a “tryout” to determine the skill level of the student as compared to those members of our existing guard.
- K. It is mandatory that all members of the junior and senior color guard will participate in the summer color guard up to and including the Sherburne Pageant of Bands Competition and any other Marching Band activity prior to graduation. If students do not meet this requirement they forfeit their JV and Varsity awards.

II. **COLORGUARD PARTICIPATION RULES**

It is a foregone conclusion that participation in color guard is a privilege and not a right and, therefore, participants must maintain this privilege in order to continue in the guard.

- A. To be a good guard member, one must have self discipline and be willing to make sacrifices. The strength of a guard lies in its oneness and the willingness of its members to give of themselves to their other guard members.
- B. To promote the observance of good sportsmanship in all contests. Be a humble winner and a gracious loser.
 1. Unsportsmanlike conduct during practices, or competitions or insubordination may result in disciplinary action at the discretion of the advisor and/or the superintendent.
- C. Training Rules:
 1. **Alcohol and Drug Use**
It is clearly understood that the use of tobacco/vaping products, the consumption of alcoholic beverages and the use of illegal drugs is dangerous to the health and general maturation of the adolescent and negatively impacts a student-athlete’s ability to perform. Therefore, athletes are not to possess, be in the presence of, or use alcohol, tobacco/vaping products, illegal drugs, or misuse of prescription or nonprescription drugs/inhalants on or off school grounds.

First Offense

- ❖ The student-athlete will be suspended for five (5) contests or 30 calendar days, whichever is longer.
- ❖ The student-athlete will attend practices and athletic contests but may not dress or participate in any contests.
- ❖ The student-athlete may be required to participate in and complete a school provided counseling program.
- ❖ If the student-athlete is a team captain, the captain shall lose that privilege for the remainder of the season.
- ❖ The student-athlete will forfeit the right to earn any awards for that sports season and will be ineligible for any end-of-year athletic awards (such as Athlete of the Year, Outstanding Athlete, etc.).
- ❖ At the end of the season, any student-athlete who is completing a disciplinary action as a result of violation of any rules shall serve the remainder of their penalty in the next subsequent sport played.

Second Offense and Each Subsequent Offense

- ❖ The student-athlete will be suspended from participation in interscholastic athletics for one calendar year. They will not be permitted to practice with any team.
- ❖ The student-athlete will forfeit any awards they may receive for that sports season and will be ineligible for any end-of-year athletic awards (such as Athlete of the Year, Outstanding Athlete, etc.).
- ❖ The student-athlete may be required to participate in an Otsego County counseling program before being reinstated.

The School District reserves the right to call Local Law Enforcement agencies for all such violations.

2. A member who violates a training rule during a competitive season will not receive an award for that season.
3. Guard members will be counseled by their advisor concerning reported violations not witnessed by an advisor or administrator, officer of the law and additional support and counseling will be made available.
4. A guard member whose general behavior, conduct and attitude becomes a discredit to his/her guard or school may be suspended from the guard. Length of suspension to be determined by the Executive Director and/or Superintendent.
5. If a guard member quits guard after the competitive season has begun (January 1) they may not return for the remainder of that season. Any extenuating circumstances must be approved by the Executive Director.
6. If removed from the guard, the guard member must return all possessions of the Laurens Jaguar Color guards within 1 (one) week of the suspension date.
7. A student may appeal the above rules to the Color Guard Director and the administration will review this appeal and a final, binding decision will be made.

ADDITIONAL PARTICIPATION RULES

III. HEALTH EXAMINATIONS (ERA, Junior and Senior Guard only)

- A. A student who engages in interschool competition shall receive an adequate health examination and may not practice or participate without the approval of the school medical officer. Medical examinations may be scheduled at any time during the school year and may be valid for a period of twelve continuous months, except for a student absent from school for five (5) or more consecutive days, as a result of an injury. Such pupil must be re-qualified by the school physician before returning to competition. All approvals shall indicate the activities permitted.
- B. Before participation in such sports season, the school nurse will review the pupil's attendance record and interview the pupil to update their health history.
 - 1. All pupils shall have a health history interview prior to the start of try-out practice session at the beginning of each season, unless the student receives a full medical examination within the immediately preceding thirty days.
 - 2. Any pupil whose participation is in question, as a result of the health history interview, an injury, or prolonged absence, must be re-qualified by the physician prior to participation.

IV. LAURENS CENTRAL SCHOOL CONCUSSION MANAGEMENT POLICY

The State of New York has mandated that all school districts develop a Concussion Management Policy. A copy of the policy is included as Appendix D. The policy will be reviewed annually with all parents, guardians and guard members. The District will follow all Bassett School Based Healthzone protocols and procedures.

V. TRANSPORTATION

Guard members attending away contests must go and return by the guard bus. The only exception to this matter would be that the parent(s) (in person) would pick up their child/children after the competition (from the advisor) and be responsible for his/her transportation home. In addition, a parent must sign their child out with the instructor.

- A. In special cases, a parent may need to have their child ride home with **another parent**. In these situations, the permission slip must also be signed by the School Administration. It is recommended that permission is obtained at least one day in advance.
- B. The school will not honor requests for students to be allowed to ride home with other students.

VI. MISCELLANEOUS

- A. Any guard member who steals or knowingly does not hand in any uniform or equipment will be disciplined. This may take the form of suspension from guard competitions. Such suspension will be reviewed by the Color Guard Advisor and Superintendent.
- B. Any guard member determined guilty of theft of money or other valuables from our own or other school rooms will be immediately suspended from the guard for the remainder of the competitive season. Such member may be prosecuted to the full extent of the law. This policy is intended to

include any uniforms or equipment belonging to other schools.

- C. To be a good representative of their school, a color guard member must learn to conduct himself/herself in accepted social practices, such as proper attire, honesty and integrity. The advisor will provide the proper guidelines. Each member of the guard and staff should wear appropriate attire becoming to the individual.
- D. The advisor is responsible for the conduct of his/her guard at all times. The advisor should emphasize respect for other guards and facilities. The guard should be reminded as often as necessary that they are representatives of Laurens Central School.
- E. The criteria for good sportsmanship is found in the Student Handbook.

VII. ELIGIBILITY POLICY FOR EXTRA-CURRICULAR ACTIVITIES - Grades 7-12

A. PHILOSOPHY OF EXTRA-CURRICULAR ACTIVITIES

“Students wanting to enjoy the rights and privileges of Laurens Central School extracurricular activities are encouraged to work at a higher level of achievement.” Extracurricular activities include the following activities: all sports, which include the Laurens Jaguars Color Guards, class activities, cheerleading, jazz ensemble, music activities (outside of school), Student Council, and club activities.

B. CRITERIA FOR INELIGIBILITY

1. To remain eligible one must be a “bona fide student.” The student must be taking at least six (6) courses. (Exceptions are for Seniors taking college courses and work release, and Learning Disabled students). (Elementary students are to meet New York State department of Education standards.)
2. Students must be in school by 8:10 A.M. each day to be eligible to participate in any extracurricular activity that day. The only exceptions to this are a medical appointment or funeral, with written notification from parent or guardian.
3. The time frame for reporting will be every two weeks.
4. If a student is reported failing one course, the student will be confined to study hall according to Administration of Eligibility Policy.
5. If a student is reported failing two or more courses, the student will be ineligible to participate in extra curricular activities according to Section C. Students failing a CTE program at BOCES will be ineligible to participate until they are passing.

C. ADMINISTRATION OF ELIGIBILITY POLICY

1. At the end of each two week reporting period all teachers will report all failing grades to the Eligibility Chairman.
2. The Eligibility Chairman will prepare a list showing all students who are failing and the course(s) failing. The Chairman will then give a copy to teachers and notify parents/guardians of students failing two or more courses on the list.

3. Students failing one course will lose study hall privileges. Students must do school work, and work by themselves. Students will be allowed to leave study hall ONLY with a pre-signed pass from a TEACHER for EXTRA HELP OR MAKE-UP WORK ONLY.
4. Students failing two or more courses will remain ineligible until they are passing all courses except one. To do this the following procedure must be followed:
 - a. Eligibility Chairperson provides all homeroom teachers with a form notifying students of their eligibility status. Homeroom teachers hand these out to all affected students.
 - b. Student must have the above form(s) signed by the teacher whose course is in question.
 - c. Student must return signed form(s) to the Eligibility Chairperson.
 - d. Eligibility Chairman will provide each student with a form to show the student is passing each course.
 - e. Students must keep this form to show eligibility status to all teachers, advisors, coaches, cafeteria monitors, parents, etc.
 - f. If a signed form(s) is not returned, student remains ineligible until his/her name is no longer reported for failing two or more classes.
5. A student failing three or more courses will not be allowed to participate in any extracurricular event, including practice. Students failing two courses may practice but may not:
 - a. Participate in or dress for any contest, game, or activity.
 - b. Participate in or attend any class or club meeting.
 - c. Ride to a contest or activity with the group (team) on school-sponsored transportation.
 - d. Sit with the group (team) during an activity or contest.
6. Students missing rehearsals and/or performances due to academic ineligibility will not be dismissed from the guard program, but will be subject to being “written” out of the show or out of parts of the show. This decision will be up to the discretion of the advisor.

VIII. LOCKS (Applies to Grades 7-12 only)

Since the Physical Education classes and the color guard are using the same facilities, the following regulations on locks will apply to both:

- A. Each student will be issued a small locker in the locker room with a lock on it.
- B. No glass bottles are permitted in the Locker Room.

IX. LOCKER SECURITY (Applies to Grades 7-12 only)

- A. Lockers are school district property. Students have no expectation of privacy with regard to locker contents.
- B. Students are responsible for maintaining their own security regarding their lockers.

- C. When the locker is issued, only the individual student should know the combination.
- D. The students must then keep the locker locked at all times that he/she is not in the immediate vicinity.
- E. It is extremely difficult to recover stolen property, so the student must be aware of what valuables he/she has and properly secure them at all times.

X. STUDENT MANAGERS

Student Managers can be of great help in the operation of the color guard program. The following suggestions are listed in the selection of these individuals:

- A. willingness to work
- B. must be a bona fide student of the LCS district
- C. reliability
- D. enthusiasm
- E. school citizenship
- F. ability to handle the extra load
- G. parental permission
- H. all managers are subject to the same rules and standards of the Laurens Jaguars color guard members.

XI. INSURANCE

- A. All injuries **MUST** be reported to his/her advisor and/or School Nurse immediately or not more than twenty-four hours after the occurrence of the accident.
 - 1. The School Nurse must fill out an accident report.
- B. Parents/Guardians
 - 1. Parents/Guardians must use their own insurance before they file a claim with the school's insurance company.
 - 2. For claiming bills which were not covered by the parents' medical insurance, the following procedure should be followed:
 - a. You must secure a Claim Form from the School Nurse.
 - b. The top part of the Claim Form must be completed by the School Nurse.
 - c. The bottom part of the Claim Form must be filled out by the doctor, or hospital, to which you owe money.
 - d. The back of the Claim Form must be filled out by a parent or guardian.
 - e. The completed Claim Form must be returned to the School Nurse who will send it in to the Pupil Benefits Plan, Inc.
 - f. If the claim is allowed, a check for all or part of the claim will be sent to the School Nurse who will forward the check to you. It will be your responsibility to forward payment to the doctor or hospital.
 - g. Laurens Central School can not pay bills in any other manner.
- C. Catastrophic Insurance
 - 1. The school district will provide this coverage for students involved in interscholastic

athletics if available and financially feasible.

2. This plan of insurance contractually provides benefits for the total care of a catastrophically injured and disabled interscholastic activities participant for the rest of his/her life.
3. The plan is designed to provide for complete medical needs arising from interscholastic participation injury for the rest of the disabled students' life.
4. This includes, but is not limited to, the cost of hospital, doctors, medicines, rehabilitation to accommodate the disabled student, alterations to vehicles to transport the disabled student, and lost wages.

XII. ATTENDANCE AT PRACTICES

- A. To develop a sense of responsibility to one's self and others, it is important for a guard member to have regular attendance at practice. Practice develops skills, physical fitness and the endurance necessary for a successful guard.
- B. Unexcused Absences:
 1. First unexcused absence:
The participant will be counseled by the advisor and will be allowed to return to the guard.
 2. Second unexcused absence:
The participant will not be allowed to participate in the next regularly scheduled contest.
 3. Third unexcused absence:
The participant will be suspended for the remainder of that particular season.
- C. Excused Absence
 1. They will be allowed only if the guard instructor is informed in advance of the absence (i.e., doctor/dentist appointments) and all absences which are permitted as legal absences from regular and extenuating circumstances at the discretion of the guard instructor.
 2. If a player is unable to inform the guard instructor about an excused absence, he/she must bring a note signed by the parent/guardian to the guard instructor regarding the absence prior to the next practice or show.
 3. In-School Suspension and Out-of-School Suspension will be considered excused practices; however, students must realize that missed practices will lead to loss of performance time.

XIII. ATTENDANCE AT COLORGUARD COMPETITIONS & EXHIBITIONS

- A. Attendance at all color guard competitions and exhibitions for which the student is a member of the guard is mandatory. This includes:
 1. regular season competitions
 2. any and all band pageants the guard attends
 3. all exhibitions performed by the guard
- B. Unexcused Absence - The student will be suspended for the remainder of that color guard season, and therefore, lose any possibility of earning a color guard award.
- C. Once the competitive season starts, should a student quit colorguard for reasons other than, medical, academic or extenuating circumstances approved by the Guard Director and School

Administration, the student will be suspended from participating in colorguard the following school year.

D. **Excused Absence**

1. Any and all absences which are permitted as legal absences from regular school. This includes in-school suspension and out-of-school suspension; however, students must realize that missed performances due to in-school-suspension and out-of-school suspension will result in loss of performance time. In addition, this will also have an effect on whether or not a student meets the requirements for earning JV or Varsity letters.
2. Extenuating circumstances, at the discretion of the color guard advisor.
3. If, due to extenuating circumstances, a guard member does not attend at least 80% of all performances, that member will not receive a color guard award.

XIV. PRACTICE SCHEDULES

Schedules will be established monthly by the color guard advisor and given to each guard member.

XV. AWARDS

School Sponsored Awards

- A. After the successful completion of a competitive season in drill colorguard, as per the rules established in this handbook, a student may be eligible to receive a school sponsored drill colorguard award. Awards will be granted according to the following schedule. To be eligible, participant must be a full time LCS student.
1. Junior Guard members, Grades 7 & 8 only, may receive a Junior Varsity letter.
 2. Senior Guard members, Grades 7 - 12, may receive a Varsity letter.
 3. Elementary students participating in Varsity or Junior Color Guard may receive a certificate of participation.
- B. **It is mandatory that all members** of the junior and senior color guard will participate in the summer color guard up to and including the Sherburne Pageant of Bands Competition and any other Marching Band activity prior to graduation. If students do not meet this requirement they forfeit their JV and Varsity awards.

C. **Varsity Jacket Award**

A student may earn a Laurens Varsity Jacket by one of two methods. A student may earn a jacket by participating solely in color guard or by combining their Junior Varsity and Varsity letters for color guard with those letters earned for athletics. To be eligible, participant must be a full time LCS student.

A student must choose between Method A or Method B, described below:
(A student will not be issued more than one jacket)

1. **Method A**

A student will earn a Varsity Jacket after four (4) years of successful participation in Jaguars color guard, starting in the 7th grade. A student will not receive their jacket before the end of their junior year. Years of participation in the Junior or PJ guard will not count toward the

requirement for a jacket. Managers must have 6 years of successful participation to receive a jacket.

2. **Method B**

A student may combine their letters earned through drill color guard, with those letters they have earned through athletics. In order to receive a jacket, students must earn seven (7) varsity letters. A student will not receive a jacket before the end of their junior year. Years of participation in the Junior or PJ guard will not count toward the requirement for a jacket. Managers must have 6 years of successful participation to receive a jacket.

D. Jaguar Sponsored Awards

1. All graduating seniors are eligible for a Laurens Jaguar Academic Scholarship that is awarded their Senior year. This includes students from both Lauerns Central School and students from any other school who have successfully completed the colorguard season. The member must have an average of 80 or above, be a member of the Laurens Jaguars and have a letter of intent that they will be attending a 2-4 year institution. The award is a cash award determined by each year's Booster Drive. More than one award may be given. Membership in the ERA, Jr. Jaguars or PJs does not factor in to this award.
2. Each member of any colorguard who completes the season receives a certificate of participation.
3. All members of the Jr. Jaguars and Jaguars are eligible for special acknowledgment awards that are voted on by the staff and/or members of the unit each season. This includes awards such as: Jaguar of the Year, Most Improved Awards, and any other award as determined appropriate by the colorguard staff.
4. From time to time, the Laurens Jaguars will present an Honorary "Jaguar of the Year" Award to a deserving person who goes above and beyond the call of dedication and effort for the program. This individual cannot be a member of any of the units. It could be a parent, staff person, school official, booster or volunteer of the organization.

E. Award Requirements

The student must be present at the awards evening to receive his/her award. The banquet is Tentatively scheduled for the first Monday in June, which is June 1, 2020.

If a student is absent from the Awards Banquet they or their parent may submit a note to the Superintendent or the Building Principal outlining the reason for the absence. Only legal absences from school will be considered as a legal absence from the Awards Banquet. A student missing the Awards Banquet for a legal absence may receive their awards. Absences due to extenuating circumstances will be reviewed by an Awards Committee made up of school administrators and colorguard directors. Decisions made by the committee will be final.

XVII. STUDENT OBLIGATIONS

- A. All students may be required to purchase their shoes, gloves, and undergarments require as part of the uniform. This includes initial purchases and all replacements.

- B. Color Guard obligations will be handled like all other school obligations.
- C. Any student failing to hand in all obligations will not receive their award for that year. The student may not be allowed to participate during the following or any subsequent seasons, until the obligation is taken care of.
- D. Due to the extensive competitive experience provided by the color guard program, all guard members will be expected to participate in fund raising activities.
 - 1. All guard will be required to fund raise to the level outlined below. The Jaguar Advocates will provide students with opportunities to meet this quota through various fundraising activities. All fundraising will be completed by February 1st.
 - a. Senior Guard: (\$500 required: \$400/\$100 see E below)
 - b. Junior Guard: (\$300 required: \$200/\$100 see E below)
 - c. ERA Guard: (\$200 required: \$100/100 see E below)
- E. Students are encouraged to participate fully in four (4) Advocate fund raising events. By full participation each student will be given credit for \$25 off the booster drive amount outlined above, up to \$100, for each Advocate fundraiser.

XVIII. MISCELLANEOUS

- A. There may be Sunday practices and competitions.
- B. Saturday practices will occur prior to the start of the season and prior to each and every competition.
- C. All color guard participants are responsible for and subject to the following:
 - 1. Mid-York Color Guard Circuit Rules
 - 2. Laurens Color Guard Handbook
 - 3. Laurens Student Handbook
 - 4. LCS School Athletic Handbook
 - 5. Winter Guard International Rules

XIX. CHAPERONES

- A. All chaperones are urged to use the following rules and description of responsibilities to help guide the color guard program in a successful and educational manner.
- B. In order for the drill color guard to participate in a competition, they must have transportation to and from the school/competition sites. In order for the color guard to be transported to these events, we must have at least two(2) chaperones on the bus. We will not be permitted to leave the school grounds until these requirements are met.
- C. Responsibilities:
 - 1. Chaperones are asked to be at the school at least 30 minutes before the bus departure.

2. Chaperones must ride to and from the show on the bus.
3. Chaperones will be expected to take attendance on the bus before it leaves the school grounds and before it leaves the competition site.
4. Upon returning from a performance, chaperones must remain at the school until the last student leaves.
5. Chaperones will be expected to maintain orderly conduct in and among the unit:
 - a. No standing while the bus is in motion
 - b. No shouting, yelling, whistling, or twirling of equipment on the bus
6. Chaperones will be expected to assist the staff and floor crew.
7. Chaperones may be required to stay in the assigned room at a show.
8. All school bus rules stated in the L. C. S. Student Handbook will apply on all bus trips.
9. Chaperones are asked to help keep uniforms and equipment as neat and clean as possible at all times. We ask that you help in handing them out and collecting them at shows. Please help in the ironing of uniforms and flags and mending holes, when necessary, at shows.
10. Chaperones are asked to stay with the unit at all times. This is most important after the competition and/or during retreat, as the instructors are required to attend the post-contest meeting.
11. Chaperones are advised to pack a “goodie bag” of safety pins, tissues, band aids, bobbie pins, Tylenol, cough drops, needle and thread, and anything else you can think of. We try to have these items in the color guard kits, but find it very handy when a chaperone has these items readily available.
12. Chaperones are required to follow all rules addressed in this handbook in regards to good sportsmanship and conduct at shows.
13. Any chaperone who displays behavior or actions uncomplimenting to the organization and school will be asked to not chaperone again for the remainder of a given season. “Uncomplimenting” is defined as: actions that remove instructional staff from educating students, verbal abuse to students or staff, theft, inappropriate behavior publicly, verbally instigating other parents from competing schools, acts of violence, publicly stating opinions of any color guard or staff person, use of alcohol or drugs prior to or within the company of students.
14. Any chaperone physically discharged from work due to injuries are asked to NOT do any lifting or physical labor. A signed note from your physician will constitute permission to chaperone. You will also waive all liability to the Laurens Central School and color guards.

15. Chaperones having problems/questions at a show must wait to address it until they can meet with the appropriate people in private.
16. The Guard Director will be responsible for selecting the chaperones for all trips.
17. To be eligible to chaperone overnight trips, an individual must:
 - a. have chaperoned one/half of the regular trips during the season.
 - b. attend monthly advocate meetings on a regular basis and participate in all advocate fund raising activities.

XX. FLOOR AND EQUIPMENT CREW

- A. The Floor Crew is a very important part of the color guard unit. The guard's performance can be affected a great deal by the performance of the Floor Crew.
- B. The Floor Crew reports to the Road Manager, who in turn reports to the Director of the Color Guard. Everyone should conduct themselves in a respectable manner and set a good example at all times since members are representing the Laurens Central School.
- C. Floor Crew members are required to follow all rules addressed in this handbook in regard to good sportsmanship and conduct at shows. If a member of the Floor Crew has a problem/question while on the road or at a show, they must wait to address it until they can meet with the appropriate people in private.
- D. Responsibilities:
 1. Attend meetings and practices called by the Road Manager.
 2. At least four members should report to the school one-half hour before departure time.
 3. Load and unload the equipment bus.
 4. Get props and equipment ready before shows.
 5. Report to the prop area ten minutes before the guard goes on the floor.
 6. Get props and equipment ready to load onto the bus.
 7. Always present yourself in a respectable manner.

XXI. UNIFORM AND EQUIPMENT RECORD

1. A record of all uniforms and equipment issued will be kept by the color guard advisor. The individual and his/her parent/guardian will be ultimately responsible for that equipment signed out by the student or individual.

XXII. USE OF PARTICIPATION IN COLORGUARD AS A PHYSICAL EDUCATION REQUIREMENT

1. A student in grades 10-12 who participates fully as an active member of the color guard (not a manager, and/or equipment handler) may use their participation in color guard as a requirement for physical education. However this situation will only be allowed if there is a conflict in the student's schedule, necessitating the student to take an academic course that conflicts with their regularly scheduled physical education class.
2. Students may be excused during the second and third quarters only.
3. Students in grades ten through twelve who, due to scheduling conflicts, are using color guard to

meet the state requirements for Physical Education class must have both parent and teacher permission and have the proper forms on file with the Guidance and the Physical Education offices. (see appendix C)

XXIII. DRESS REQUIREMENTS FOR PHYSICAL EDUCATION CLASS

1. All students who participate in extracurricular color guard must understand that the color guard program is an extension of the Physical Education curriculum. Therefore, all students in grades 5-12 who participate in color guard are expected to dress for and fully participate in Physical Education class. Students who do not dress for Physical Education class will not be allowed to practice or participate that same day. Exceptions to this rule will be as follows: Extenuating circumstances at the discretion of the Physical Education teacher.

XXIV. STAFF REQUIREMENTS

- A. All staff members are required to be at all rehearsals that they are scheduled to be at. (If there is an emergency or inclement weather, you are to call your Guard Director at least one hour before the scheduled start time.)
- B. All staff members are to know, practice and utilize the WGI Adjudication philosophy and manual, as well as be proficient at the linear development of score production and box related criteria references.
- C. All staff members are to be at rehearsal at least ten minutes earlier than start time.
- D. All staff members are required to keep accurate records and complete tasks on time.
- E. All staff members will be evaluated at the conclusion of each season by their Guard Director. These evaluations are for personal growth and understanding. They do not determine financial increases/decreases, but can determine future employment with the organization.
- F. No staff member may work with another program in the same class of the Jaguar color guard that you teach. This constitutes immediate dismissal.
- G. All staff will be contracted through the Jaguars to deliver whatever instruction or design desired. They will be paid on an agreed upon schedule. (This excludes school paid staff.)
- H. All staff will be expected to ALWAYS promote the organization in a positive light. Any disrespect to students, fellow staff members, parents or verbal insults and slurs will not be tolerated.
- I. All staff members are required to KNOW the rules of all competing circuits: WGI, MYCGC.
- J. All staff members must guarantee their services from October through June. (This is for full time staff only.)
- K. All staff members are asked to help the guard in a myriad of ways. Although it is not mandatory, we ask that you please assist in extra details when asked.
- L. All staff members are asked to be the physical representative of the Laurens Jaguars. We ask that you assist other guards when they need help, promote good sportsmanship with other guards and show compassion and understanding to all students no matter what program they are from. You are the educational representative of the Laurens Jaguars and school, never forget that.

APPENDICES

- A Transportation Requests**
- B 90% Attendance Regular School**
- C Sports/Physical Education Waiver Form**
- D LCS Concussion Management Policy**
- E Parental Permission/Medical Treatment Form**

Appendix A

Laurens Central School Transportation Requests

1. All requests for transportation by school bus for extracurricular trips are to be made by the extracurricular activity advisor using the district on-line trip request system.
2. All such requests are to be made at least two weeks in advance.
3. Should the trip be canceled, it is the responsibility of the advisor to notify the Head of Transportation 24 hours in advance of departure time. Failure to do so will result in the activity being required to reimburse the district for one-hour of the appointed driver's time.
4. All requests for transportation by charter bus are to go directly to the Head of Transportation. (DO NOT use the on-line system). Due to the additional requirements placed on schools by the NYSDOT, the Head of Transportation will make all of the arrangements for use of charter buses for any and all school related trips.

Appendix B

Re: 90% Attendance Regular School

When a student has in excess of 10% illegal absences at the end of a ten week marking period, he/she is subject to the following conditions:

1. Immediate suspension from participation in any athletic programs for the next 20 school days.
 - a. If, at the end of that time (20 school days), the student has attained a 90% regular school attendance record, then the student will be made eligible for participation in Athletics.
 - b. If, however, the student has not attained the 90% regular school attendance record within the 20 days following the suspension, then the student will not be able to participate in athletics until the end of the next ten week marking period.
2. After a student has earned eligibility (having had 90% attendance record at regular school the preceding 20 school days) he/she is then granted probationary status. This means the following:
 - a. The student is a probationary participant in athletics.
 - b. The student must maintain a 90% attendance record at regular school for the next 20 school days. If the student attains that condition, at the end of the 20 days, the student is granted regular status.
 - c. If, however, during the probationary period of time the student does not maintain a 90% attendance record at regular school, the student becomes ineligible for athletic participation and is suspended from athletic participation until his/her accumulative regular school attendance is 90% in a ten week marking period.

Appendix C

LAURENS CENTRAL SCHOOL

**SPORTS/PHYSICAL EDUCATION
WAIVER FORM**

Sports/PE is for students that are participating in a sport at Laurens Central School and have a scheduling conflict between an academic class and a physical education class. In this situation a student may be allowed to waive their physical education requirement while participating on a sports team. The student must be in grades 10-12, participating on a Junior Varsity or Varsity sports team, and have a scheduling conflict with an academic course to be allowed to waive their physical education requirements.

The following sports will allow a waiver for certain quarters of the academic school year:

Soccer	1 st quarter
Basketball	2 nd & 3 rd quarter
Color guard	2 nd & 3 rd quarter
Softball/Baseball	4 th quarter
Track	4 th quarter

Students will be required to return to physical education when the quarter has ended. Arrangements will be made through the physical education department for students to add/delete physical education into their schedule. If a student does not finish the season they will be required to return to physical education immediately, regardless of the scheduling conflict.

Copies of this form must be kept on file in both the Guidance Office and Physical Education Office.

Sport/Quarter: _____

Parent Signature

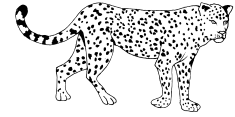
Date

Student Signature

Date

Laurens Central School District

Board Policy



STUDENTS – 7440

Page 1 of 4

Subject: Concussion Management

The Board of Education of the Laurens Central School District recognizes that concussions and head injuries in children and adolescents who participate in sports and recreational activities can have serious consequences if not managed carefully. Therefore, the District adopts the following policy to support the proper evaluation and management of head injuries.

A concussion is a mild traumatic brain injury. A concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head. Recovery from a concussion will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.

While district staff will exercise reasonable care to protect students, head injuries may still occur. Physical education teachers, coaches, nurses and other appropriate staff will receive training to recognize the signs, symptoms and behaviors consistent with a concussion. Any student exhibiting those signs, symptoms or behaviors while participating in a school sponsored class or activity, extracurricular activity, or interscholastic athletic activity shall be removed from the game or activity and be evaluated as soon as possible by an appropriate health care professional. The school nurse will notify the student's parents or guardians and recommend appropriate monitoring, based on this policy, to parents or guardians.

If a student sustains a concussion at a time other than when engaged in a school-sponsored activity, the district expects the parent and/or legal guardian to report the condition to the school nurse so that the district can support the appropriate management of the condition.

Per NYSED Guidelines, a student shall not return to school or activity after sustaining a concussion until authorized to do so by an appropriate healthcare professional. If the student sustains a head injury during an intramural sport (game or practice), that student must be evaluated by a physician (MD or DO). Only the physician can diagnose and clear the student of the concussion.

If the student sustains a head injury in gym class, recess, or any other non-intramural activity, that student may be evaluated by an NP, PA, MD, or DO for diagnosis and/or release to activity. Once a student has been released to full participation and/or the 6 step process, and they have no further signs, symptoms or complications, the school nurse and/or the School Based Healthzone may release him/her to full activity. However, the school's Chief Medical Officer will have the final and ultimate decision regarding the return to an activity including physical education, recess, and intramural sports. Any student who continues to have signs and symptoms upon return to an activity must be removed from play and re-evaluated by an appropriate healthcare provider (MD, DO, NP, PA).

Subject: Concussion Management Continued

The Superintendent, in consultation with appropriate district staff, including the school's Chief Medical Officer, will develop guidelines and procedures to guide the return to activity.

Education

Concussion education should be provided for all administrators, teachers, coaches, school nurses, athletic trainers and instructional support staff members. Education of parents should be accomplished through preseason meetings for sports and/or information sheets provided to parents and/or included in the school newsletter. Education should include, but not be limited to the definition of concussion, signs and symptoms of concussion, how concussions may occur, why loss of consciousness is sufficient but not necessary to diagnose a concussion, why concussions are not detected with CT Scans or MRI's, and the recommended management of the injury, and the protocol for return to school and return to activity or interscholastic athletics. The protocols will cover all students returning to school after suffering a concussion regardless if the accident occurred outside of school or while participating in a school activity.

Concussion Management Team

The District will assemble a concussion management team (CMT). The CMT will consist of the Athletic Director, School Nurse, Athletic Trainer (if applicable), and Administrator, at least one member of the coaching staff and the school physician. The District's CMT will coordinate training for administrators, teachers, coaches and parents. Training will be mandatory for all coaches, teachers, aides and advisors to extracurricular activities that work with students regularly. In addition, information related to concussions will be included at parent meetings or in information provided to parents at the beginning of sports seasons. Parents need to be aware of the school district's policy and how these injuries will ultimately be managed by school officials.

Training will include: signs and symptoms of concussions, post concussion and second impact syndromes, return to play and school protocols, and available area resources for concussion management and treatment. Particular emphasis will be placed on the fact that no student will be allowed to return to play the day of injury and also that all students should obtain appropriate medical clearance prior to returning to school and/or participation in activities.

The CMT will act as a liaison for any students returning to school and participation in activities following a concussion. The CMT will review and/or design an appropriate plan for the student while the student is recovering.

School district CMT's can utilize the NYSPHSAA website as well as www.keepyourheadinthegame.org for information related to the signs and symptoms of concussions and the appropriate return to play protocols. A handout describing the Concussion Management Team is also available on the NYSPHSAA website. A Concussion Management Check List that has been approved and recommended by NYSPHSAA is available on this site.

Concussion Management Protocol

Return to Participation

Return to participation following a concussion involves a stepwise progression once the individual is symptom free. There are many risks to premature return to play including: a greater risk for a second concussion because of a lower concussion threshold, second impact syndrome (abnormal brain blood flow that can result in death), exacerbation of any current symptoms, and possibly increased risk for additional injury due to alteration in balance or judgement.

The NYSPHSAA current “Returns to Play Recommendations” are based on the most recent international expert opinion, and are as follows:

- No student should return to play while symptomatic.
- Students are prohibited from returning to play the day the concussion is sustained.
- If there is any doubt as to whether a student has sustained a concussion, it should be treated as a concussion.
- Once the student is symptom free at rest for 24 hours and has a signed release by the treating clinician, she/he may begin the return to play progression below (provided there are no mitigating circumstances).

*No activity requiring exertion until asymptomatic for 24 hours

Step 1: Light Aerobic Activity

Step 2: Moderate Aerobic Activity

Step 3: Non-Contact Sport-Specific Drills

Step 4: Non-Contact Sport Specific Activity

Step 5: Full Practice, Contact Activity Permissible

Step 6: Full Return to Game Play

Each step should take a minimum of 24 hours so that an athlete would take approximately one week to proceed through the full rehabilitation protocol once they are asymptomatic at rest with provocative exercise. If any post concussion symptoms occur while in the stepwise program, then the student should drop back to the previous asymptomatic level and try to progress again after a further 24-hour period of rest has passed. The student will also be monitored by the school nurse for recurrence of symptoms due to mental exertion, such as reading, working on a computer, or taking a test, using the guidelines established in this policy

Concussion Management Training Protocol

1. The district will utilize the NYSPHSAA “Invisible Injury” DVD at all coaches, players and parent meetings.
2. All coaches, athletic directors, administrators and the school nurse will be required to take the NFHS Online Concussion Management Course. (www.nfhslearn.org)
3. All coaches, athletic directors, administrators and the school nurse will be trained in the use of the attached LCS Concussion Checklist, Addenda A, and will be required to implement the checklist any time there is a reason to suspect a possible concussion.

Subject: Concussion Management Continued

4. The student's PCP (MD/DO)/school physician will be required to complete the attached Laurens Central School "Physician's Evaluation", Addenda B, for any LCS student that may have had an incident that is suspected of causing a concussion. The form will be kept on file in the school nurses office. The school nurse will provide copies to the administration and to coaches.
5. All coaches, athletic directors, administration and the school nurse will be trained in the implementation of the attached LCS "Return to Play" protocol, Addenda C, and will follow/implement the protocol for all students under their supervision.
6. All teachers, coaches, advisors, support staff and administrators will be provided with a copy of the "Heads Up to Schools: Know Your Concussion ABC's" and accompanying "Concussion Signs and Symptoms" checklist (1 per room). The "Know Your Concussion ABC's" is to be posted in each classroom. The checklist is to be kept with the LCS Crisis Plan.

Revised and adopted:

December 17, 2013

Reviewed and readopted:

July 22, 2020

Revised and readopted:

October 21, 2020

ADDENDA A
Laurens Central School Concussion Checklist

Name: _____ Age: _____ Grade: _____

Sport: _____ Date of Injury: _____ Time of Injury: _____

On Site Evaluation

Description of Injury: _____

Has the athlete ever had a concussion?	Yes	No	
Was there a loss of consciousness?	Yes	No	Unclear
Does he/she remember the injury?	Yes	No	Unclear
Does he/she have confusion after the injury?	Yes	No	Unclear

Symptoms observed at time of injury:

Indicate Yes or No in every column for each symptom	0 Minutes	15 Minutes	30 Minutes	_____ Minutes just prior to leaving
Dizziness				
Ringing in Ears				
Drowsy/Sleepy				
“Don’t Feel Right”				
Seizure				
*Memory Problems See check list next page				
Blurred Vision				
Vacant Stare/Glassy Eyed				
Headache				
Nausea/Vomiting				
Fatigue/Low Energy				
Feeling “Dazed”				
Poor Balance/Coord.				
Loss of Orientation				
Sensitivity to Light				
Sensitivity to Noise				

Is participant is to be alert to person, place and time? The following questions are to be asked and accurately answered by the participant to generate a "No" response.

1. Who is the president?
2. What is your name?
3. Where are we?
4. What day of the week is it?
5. What have we been doing?

4. Other Findings/Comments: _____

Final Action Taken:

Was the student pulled from participation? Yes No

Did the student return to participation? Yes No

Were the parents/guardians notified? Yes No

If yes, how? _____

Was the participant taken to the hospital? Yes No

If yes, by whom? _____

Evaluator's Signature: _____ Title: _____

Address: _____ Date: _____ Phone No.: _____

ADDENDA B
Laurens Central School Physician Evaluation

Date of First Evaluation: _____ **Time of Evaluation:** _____

Date of Second Evaluation: _____ **Time of Evaluation:** _____

Symptoms Observed:	First Doctor Visit (NP/MD/DO/PCP)		Second Doctor Visit (MD/DO/PCP)	
Dizziness	Yes	No	Yes	No
Headache	Yes	No	Yes	No
Tinnitus	Yes	No	Yes	No
Nausea	Yes	No	Yes	No
Fatigue	Yes	No	Yes	No
Drowsy/Sleepy	Yes	No	Yes	No
Sensitivity to Light	Yes	No	Yes	No
Sensitivity to Noise	Yes	No	Yes	No
Anterograde Amnesia (<i>after impact</i>)	Yes	No	Yes	No
Retrograde Amnesia (<i>backwards in time from impact</i>)	Yes	No	Yes	No

*Please indicate yes or no in your respective columns. First Doctor use column 1 and second Doctor use column 2.

First Doctor Visit:

Did the student sustain a concussion? Yes No (one or the other must be circled)

** Post-dated releases will not be accepted. The athlete must be seen and released on the same day. Please note that if there is a history of previous concussion, then referral for professional management by a specialist or concussion clinic should be strongly considered.

Additional Findings/Comment: _____

Recommendations/Limitations: _____

Signature: _____ Date: _____

Print or Stamp Name: _____ Phone Number: _____

Second Doctor Visit:

*** Student must be completely symptom free in order to begin the return to participation progression. If student still has symptoms more than seven days after injury, referral to a concussion specialist/clinic should be strongly considered.

Please check on of the following:

Student is asymptomatic and is ready to begin the return to play progression

Student is still symptomatic more than seven days after injury.

Signature: _____ Date: _____

Print or Stamp Name: _____ Phone Number: _____

ADDENDA C

Laurens Central School Return to Play Protocol Following a Concussion

The following protocol has been established in accordance to the National Federation of State High School Associations and the International Conference on Concussion in Sport, Prague 2004

When a student shows ANY signs or symptoms of a concussion:

1. The student will not be allowed to return to play in the current game, practice or activity.
2. While in the school's care the student should not be left alone, and regular monitoring for deterioration is essential.
3. The coach/advisor will contact the student's parents/guardian immediately.
4. The student should be medically evaluated following the injury.
5. Return to play must follow a medically supervised stepwise process.

The cornerstone of proper concussion management is rest until all symptoms resolve and then a graded program of exertion before return to sport. The program is broken down into six steps in which only one step is covered a day. The **six** steps involve the following:

***No activity requiring exertion until asymptomatic for 24 hours**

- Step 1: Light Aerobic Exercise:** Student may walk or ride a stationary bike. Heart rate should remain below 60% of HR max. Athlete should be able to maintain conversation while exercising. Athlete may not participate in any sport related activities on this day. No resistance exercises or weight training in this step and no more than 25 minutes total activity time.
- Step 2: Moderate Aerobic Activity:** Athlete may increase the intensity of activity, including stationary bike, jogging or running. Heart rate should remain below 85% of HR max. Athlete may not participate in any sport related activities on this day. No resistance exercises or weight training in this step and no more than 35 minutes total activity time.
- Step 3: Non-Contact Sport Specific Drills:** Athlete may begin individual sport specific drills, which can include running, dribbling, passing, catching, shooting, punting (all with hands or feet). Athlete may begin sprinting and agility drills. No contact drills of any sort including heading for soccer. Goalkeepers are not to face any shots nor perform any diving activities in this step. No team drills or plays allowed. Athletes may begin light resistance training in this step. No more than 45 minutes total activity time.
- Step 4: Non-Contact Sport Specific Activity:** Athlete may begin organized team drills, to include offensive and defensive drills, set plays, etc. No full scrimmage play. In soccer, athletes may begin controlled heading drills (ie: partner tosses ball. Absolutely no heading of corner kicks, serviced balls, goal kicks or punts.) Goalkeepers may begin to face shots, begin controlled dives and begin to catch crosses without being challenged. No tackling or full scrimmage play. Athletes may return to full weight training in this step. No more than 60 minutes total activity time.
- Step 5: Full Practice, Contact Activity Permissible:** Athlete may return to all practice activities, including all team play and scrimmage, and all drills, including heading drills for soccer. In addition, goalkeepers may resume all activities including full scrimmage play.
- Step 6: Full return to game play**

If any concussion symptoms recur, the student/athlete should drop back to the previous level and try to progress after 24 hours of rest. The student-athlete should also be monitored by the school nurse for recurrence of symptoms due to mental exertion, such as reading, working on a computer, or taking a test.

ADDENDA D
Laurens Central School Return to Play Protocol and Checklist

Student Name: _____

Indicate Yes or No in every column for each symptom	Step 1 Date:_____	Step 2 Date:_____	Step 3 Date:_____	Step 4 Date:_____	Step 5 Date:_____
Dizziness					
Ringing in Ears					
Drowsy/Sleepy					
“Don’t Feel Right”					
Seizure					
*Memory Problems See check list next page					
Blurred Vision					
Vacant Stare/Glassy Eyed					
Headache					
Nausea/Vomiting					
Fatigue/Low Energy					
Feeling “Dazed”					
Poor Balance/Coord.					
Loss of Orientation					
Sensitivity to Light					
Sensitivity to Noise					
Signature of Evaluator					

***No activity requiring exertion until asymptomatic for 24 hours**

- Step 1: Light Aerobic Activity
- Step 2: Moderate Aerobic Activity
- Step 3: Non-Contact Sport Specific Drills
- Step 4: Non-Contact Sport Specific Activity
- Step 5: Full Practice, Contact Activity Permissible
- Step 6: Full Return to Game Play

If any concussion symptoms recur, the student/athlete should drop back to the previous level and try to progress after 24 hours of rest.

Revised and adopted: December 17, 2013
Reviewed and readopted: July 22, 2020
Revised and readopted: October 21, 2020

APPENDIX E

LAURENS CENTRAL SCHOOL LAURENS, NEW YORK

PARENTAL PERMISSION/MEDICAL TREATMENT FORM FOR PARTICIPATION IN EXTRACURRICULAR ATHLETICS

In order for a student to participate in the Extracurricular Athletic Program at Laurens Central School it is important that all parents and athletes agree with each of the following:

1. Athletic Handbook

It is important that all athletes and their parents receive a copy of the Athletic Handbook, and read and understand the rules and regulations for participation in athletics. By signing this form athletes and parents agree to the following:

- a. I have received and read the Laurens Central School Athletic Handbook, and fully understand the rules and regulations for participation in the Extracurricular Athletic Program at Laurens Central School, including the expectations for parents/guardians of athletes.
- b. Athletes are required to follow all of the rules and regulations outlined in the handbook to participate in the Extracurricular Athletic Program at Laurens Central School.
- c. All athletes will be subject to the consequences associated with any violations of the rules and regulations outlined in the athletic handbook.

2. Acknowledgement of Risk

By signing this form athletes and parents realize there is a possibility that an athlete may suffer severe injury, including permanent paralysis or death, as a result of participating in athletic activities.

3. Emergency Medical Attention

It is important that all athletes and parents understand that medical emergencies may arise through participation in extracurricular athletics. The school district/coaching staff will make every effort to contact parents in order to obtain specific authorization before any treatment or hospitalization is undertaken. By signing this form parents grant permission to a physician or other hospital personnel designated by the Laurens Central School Coaching Staff to attend to their son or daughter in the event of an emergency requiring medical attention.

4. Medication Permission Form

There are times when an athlete is required to take prescribed medications while traveling, competing, performing or acting in other roles as a member of an Extracurricular Athletic Program of Laurens Central School. By signing this form parents acknowledge that they have:

- a. Supplied their child with the appropriate medications
- b. Listed the specific drug and dosage on this form
- c. Absolved the school district and school staff of any responsibility for assurance that the medication was self administered
- d. Understand that the staff of the Laurens Central School will attest that said drugs were self administered.

Name of Athlete: (please print)

Signature of Athlete

Name of Parent: (please print)

Signature of Parent

Date

Athletes date of birth (mo./day/year)

Parents Home Phone: _____

Parents Work Phone: _____

Parents Cell Phone: _____

Emergency Contact: _____

Relationship to Athlete: _____

Emergency Contact Phone: _____

Emergency Contact Cell: _____

Home Address: _____

List of Medications: _____

Dosage: _____

Prescribed by: _____

Allergies to medications: _____

Other medical conditions that a doctor or emergency room personnel need to be aware of:
