



Together Everyone Achieves More

Menlo Athletics
Parent-Student Handbook

2026-2027

50 Valparaiso Avenue • Atherton, CA 94027-4400 • 650.330.2000
www.menoschool.org

Table of Contents

Menlo Athletics: Mission & Values	4
Upper School Athletics Program	5
<i>Physical Education Program & Requirements</i>	5
<i>Athletics Team Participation Information</i>	5
Season Timing and Launch Dates	5
School Holidays/Non-School Days	6
Practices	6
Athletic League Information	7
Academic Eligibility	7
Grade Requirements	7
School Day Attendance	8
Playing Time	8
Teams Cuts	8
Team Commitment and Dropping a Team	8
Participation in Concurrent Sports Seasons	9
Freshman Placement on Varsity Teams	9
Postseason Competition	9
Lockers	10
Equipment and Uniforms	10
Optional Apparel Orders	10
MTerm Trip Policy in Regards to Athletics	10
<i>Transportation and Travel</i>	10
<i>Transfer and Gap Year Rules</i>	11
<i>Definitions and Regulations Concerning Offseason Activities</i>	11
<i>Awards and Celebrations</i>	12
Upper School Team Celebrations	12
Upper School Awards	12
League Awards	13
Academic Awards	13
Middle School Athletics Program	14
<i>Program Overview</i>	14
Physical Education Classes	14
Interscholastic Team Sports	14
Commitment and Expectations	15
Practice-Only Option	15
Practices and Games	15
Signing Up for Sports and Switching Policy	16

Team Formation	16
Sports Performance	17
No-Cut Policy	17
Playing Time	18
Transportation	18
Supervision After Games	18
Equipment & Uniforms	18
Academic Expectations	18
Excused Medical Absences	19
Sportsmanship Expectations	19
<i>Code of Conduct</i>	19
Game Ejection Policy	20
Guidelines for Photography/Video Recording of Athletics Events	20
Team Parents	21
Knights Leadership Council (KLC)	21
Sea of Gold	21
Parent-Student Responsibilities	21
Athletics Communication Philosophy and Process	21
Procedure for Parents to Communicate Concerns	22
Undue Influence Policy	22
Name, Image, and Likeness (NIL)	23
Menlo Sports Performance	24
<i>Overview and Mission</i>	24
Program Goals	24
Weight Room Rules	25
<i>Upper School Sports Performance</i>	25
Training Sessions	25
Performance During School Breaks and Holidays	26
<i>Middle School Sports Performance</i>	26
Key Middle School Program Elements	27
Menlo Sports Medicine Policies and Procedures	28
<i>Overview & Mission</i>	28
<i>Athletic Healthcare Team (AHCT)</i>	28
<i>Confidentiality Compliance Statement (HIPAA)</i>	30
<i>Health Records and Pre-Participation Statement</i>	30
<i>Pre-Participation Requirements</i>	30
<i>Sports and Event Coverage</i>	30
<i>Athletic Training Room Procedures & Policies</i>	31
Athletic Training Room Hours	31
Athletic Training Clinic Rules	31

Reporting Injuries	32
Referrals, Physician Appointments, and Return to Play	33
Documentation	33
Administration of Medicine Policy	33
MRSA and Skin Infection Prevention Policy	33
Concussion Management Policy & Protocol	34
CIF Concussion Information	34
Environmental Conditions	35
Heat Stroke	36
Daily Monitoring of Environmental Conditions	36
Heat Acclimatization Policy	38
Thunder and Lightning Policy	39
<i>Air Quality Policy and Procedures</i>	40
<i>Steroid and Performance-Enhancing Supplements Policy</i>	42
Permitted Nutritional Substances	42
<i>Menlo School Athletics Emergency Action Plan</i>	43
Athletics Emergency Responders' Responsibilities	44
Menlo Athletics Emergency Contacts	44
Local Hospitals, Emergency Rooms	44
Menlo School AED Location Map	45
AED Location Specific Directions	46
<i>Policies for Specific Health Scenarios</i>	47
Seizures	47
Asthma Attack	47
Anaphylactic Shock	48
<i>Insurance Policy</i>	48
Frequently Asked Questions	50

This handbook covers the athletics experience at Menlo. Please also refer to the main School Handbook for schoolwide policies and expectations for all students.

Menlo Athletics: Mission & Values

Menlo School Athletics complements the School's challenging college preparatory program with an extensive offering of highly competitive team sports, providing students the opportunity to develop mind, body, and character for themselves, their teams, and their school. For the novice to the college-bound athlete, Menlo offers unparalleled opportunity and excellence. Athletes, coaches, parents, and staff work together to follow the principles:

Pursue Excellence

- Embrace and celebrate competitive excellence while taking responsibility for meeting the highest standards in both academics and athletics.
- Develop a growth mindset, build resiliency, and commit to continual improvement.
- Find joy in the process.

Celebrate Team

- Develop a sense of commitment to purposes larger than yourself.
- Cherish the legacy you're inheriting and recognize that it is a privilege to play sports at Menlo School.
- Recognize that everyone on the team is valuable, and treat them accordingly.

Honor the Game

- Perform as ethical, responsible, and engaged members of ever-wider communities.
- Celebrate and honor your team, officials, opponents, school, fans, and sport.
- Strive to compete at your highest level possible.

Uphold Strong Values

- Exhibit courage, appreciate inclusiveness and diversity, and commit to moral behavior.
- Act with integrity.
- Lead responsibly, with humility, honor, fairness, honesty, virtue, and character.

Upper School Athletics Program

Menlo School has a long and proud athletic tradition. The Upper School offers 22 sports with teams at the varsity, junior varsity, and freshman levels, and approximately 80 percent of all students participate in athletics.

Physical Education Program & Requirements

Each Upper School student is required to earn four credits of Physical Education to graduate. To fulfill the requirement, each freshman must complete the freshman wellness programming taken during ninth grade seminar. Additionally, during the remainder of their time at Menlo, students must earn a total of three additional credits in the following ways:

- Play for an interscholastic team (one season = one credit, provided the student finishes the season on the roster)
- Enroll in a wellness program (yoga, fitness, weight-lifting) offered by Menlo as an after-school program in the athletic center. Students must complete 36 hours to earn 1 PE credit.
- Enroll in dance, given during the school day or participate in the after-school dance-enrichment program and maintain proper attendance. Students receive one credit for each semester. Note: dance course credit cannot be used simultaneously to fulfill a Creative Arts and Physical Education requirement.
- With advance approval from the Athletics Director, students may earn up to two PE credits for participation in an outside sport that Menlo does not offer (for example, crew or gymnastics). The remaining two PE credits must be earned on campus, including one for the ninth grade seminar wellness programming. For approved outside activities, students must complete 36 hours to earn 1 PE credit. Please contact the Athletics Director for details and to secure approval before beginning any non-Menlo program.

Athletics Team Participation Information

Season Timing and Launch Dates

In the 2026-2027 school year, practices will not begin before the following start dates. (An organized practice is attended by a coach and players, and one in which the coach directs, instructs, and drills the players and/or the team.) Please see individual team pages on the Menlo website for more details.

Season & Launch Date	School Holidays/Non-School Days <i>(Athletics may be scheduled on these days as well as Saturdays.)</i>
<p>2026 Athletics Opening Day for All Sports Thursday, August 27, 2026, 3:15-4:00 pm, in the Athletic Center. This is a kickoff event for the 2026-2027 school year for all Upper School student-athletes, coaches, and staff.</p>	
<p>FALL August 7, 2026</p>	<ul style="list-style-type: none"> ● Sept. 7: Labor Day ● Sept. 21: Fall Holiday ● Oct. 16: Fall Holiday ● Nov. 2: Professional Development Day ● Nov. 23-27: Thanksgiving Break
<p>WINTER November 2, 2026</p>	<ul style="list-style-type: none"> ● Nov. 23-27: Thanksgiving Break ● Dec. 21-Jan. 1: Holiday Break ● Jan. 18: MLK Holiday ● Feb. 15-19: Mid-Winter Break
<p>SPRING Feb. 1, 2027</p>	<ul style="list-style-type: none"> ● Feb. 15-19: Mid-Winter Break ● March 8: Professional Development Day ● March 26: Spring Holiday ● April 5-9: Spring Break ● May 31: Memorial Day

School Holidays/Non-School Days

On school holidays, off days, and Saturdays, athletes may still be required to attend practices, games, or tournaments. Individual coaches will communicate specific schedules and commitment expectations at the start of each season.

Practices

Classes are dismissed at 3:00 pm, and athletic practices typically begin at 3:30 pm.

Length of practice: Practices may not exceed three hours in length, and on double days, no more than four hours of practice are allowed on a single day. There is to be no more than 18 hours of practice time per week. Double days may not be held on consecutive days, per CCS rules.

Sunday practices are prohibited by the CIF. No practices, conditioning, or team meetings of any kind, including individual workouts with coaches, are to be held on Sundays.

Athletic League Information

Most Menlo teams compete in the **West Bay Athletic League (WBAL)**, which includes private schools from San Jose to San Francisco. Football and baseball play in the **Peninsula Athletic League (PAL)**, made up of 25 San Mateo County schools—17 public and eight supplemental—from Atherton to Daly City. Boys' lacrosse, boys' water polo, and girls' water polo compete in the **West Catholic Athletic League (WCAL)**.

All three leagues—WBAL, PAL, and WCAL—are governed by the **Central Coast Section (CCS)**, which oversees eight leagues and 152 schools from King City to San Francisco. The CCS is one of 10 statewide sections under the **California Interscholastic Federation (CIF)**.

For postseason play, most sports place teams in divisions determined by competitive equity. There are up to six divisions represented in the section. For most sports, the top teams are placed in the Open Division, and the other divisions (I-V) are bracketed based on team strength.

All teams have a section postseason (Central Coast), and most have regional (NorCal) and state playoffs as well.

Academic Eligibility

A student may participate in Menlo School's interscholastic athletic program if they meet the following requirements:

- The student is enrolled in at least 20 semester hours of work (each class is five semester hours)
- The student has passed at least 20 semester hours of work at the completion of the previous grading period, with the exception of incoming freshmen
- The student is maintaining progress toward meeting Menlo's graduation requirements
- The student carries at least a 2.0-grade point average
- Any student who has more than one D or any Fs at the end of a marking period may become ineligible for participation in interscholastic sports. Eligibility can be reinstated at the end of the next marking period or at the discretion of the Upper School Assistant Director.

Grade Requirements

Students who do not meet the minimum academic standard at the end of a grading period become ineligible for the following grading period. Ineligible students may not compete in contests, and their

participation in practices will be determined on a case-by-case basis by the Director of Athletics and the Dean of Students. To regain eligibility, students must meet the minimum standard in the next grading period.

School Day Attendance

Student-athletes must attend at least two classes on the day of the competition in order to be eligible to participate in a competition or practice. A student who misses a full day of classes is not permitted to be present at the competition. There are some exceptions, and those must be approved by the Upper School Assistant Director and the Director of Athletics.

Playing Time

Due to the competitive nature of high school sports, playing time is not guaranteed in the Upper School. Athletes who are more skilled and who show a high degree of effort and commitment are likely to get more playing time.

Teams Cuts

Menlo offers **45 programs across 22 sports**—including several no-cut options open to any student ready to put in the time, energy, and commitment to be a contributing teammate. Each year, more than 80 percent of Menlo students participate in athletics.

While every effort is made to avoid cutting, especially freshmen, roster sizes are set to ensure the best possible experience for all players, and cuts may have to be made. Final decisions are made by the Athletics Department. Coaches will share the date when teams are formed and will communicate directly with players about their placement.

Team Commitment and Dropping a Team

A high level of commitment is expected from our student-athletes. Please contact the Director of Athletics or Head Coach when signing up for a sport if you have any questions regarding commitment to a specific team.

To help students find the right fit, athletes have a **10-day trial period** at the start of each season during which they may switch to a different team. This option may be used once per season and applies only to the first 10 days of practice.

Students must complete the season on the active roster to receive P.E. credit. Any athlete considering leaving a team after the 10-day trial period must first meet with the Director of Athletics.

Upper School athletes who quit a team become ineligible to join another team that year and will miss the next season of the sport they left, unless granted an exception by the Director of Athletics. This policy also applies to athletes removed for disciplinary reasons, though those cases are reviewed individually.

Participation in Concurrent Sports Seasons

Student-athletes may not play two sports for Menlo School during the same season. A core purpose of high school athletics is to teach the value of commitment. Splitting time and energy between two interscholastic teams in one season would compromise that commitment and the principle of putting the Team First. In addition, playing two sports in the same season would require missing even more class time.

Freshman Placement on Varsity Teams

In some cases, a freshman may be invited to join a varsity team. To be eligible, the student must be enrolled in at least five classes and in good academic standing. If a varsity coach believes a freshman could contribute meaningfully at the varsity level, the head coach will petition the Director of Athletics. The Director, in consultation with the Ninth Grade Dean, will determine whether the student is ready to thrive in the varsity environment. If approved, the coach will meet with the student and their family to discuss the opportunity, and the student's Advocate will be informed.

Note: Due to the physical nature of the sport, this policy also applies to sophomores playing varsity football.

Postseason Competition

On occasion, a varsity head coach may request that a sub-varsity player move up to the varsity team for postseason play. Head coaches must consult with the Director of Athletics to determine whether a move is in the best interest of the team involved, and, more importantly, in the best interest of the student.

The coach will discuss this honor with the athlete, clearly explaining the role the athlete will play on varsity during the postseason. It is department practice that if an athlete intends to participate in another sport the following season, then they must move on to that sport. Coaches may petition the Director of Athletics for an exception to this rule.

Lockers

Athletes may request a locker at any time during the school year by obtaining a lock from the Athletics office and choosing a locker in the appropriate locker room. Personal belongings and equipment should always be secured with a lock. All gym lockers must be cleaned out by **June 1**.

Equipment and Uniforms

The School provides athletes with equipment and uniforms for use during the season. All items must be cleaned and returned to the coach promptly at the end of the season. Athletes are responsible for returning their uniforms and will be asked to reimburse the School for any items that are lost or not returned by the deadline set by the head coaches.

Optional Apparel Orders

A team store may be set up with BSN through which parents can purchase additional optional Menlo team gear for themselves or the student. This gear must follow Menlo's branding guidelines. The coach and Director of Athletics must approve all apparel orders and designs. All required team gear will be provided by Menlo.

MTerm Trip Policy in Regards to Athletics

In-season varsity athletes will not be allowed to go on overnight trips for MTerm. Athletes playing at the varsity level have made a commitment to their sport, their teammates, and their league, and they are expected to honor that commitment throughout the season. Additionally, attendance in any classes that meet off-campus must be approved by the Director of Athletics.

Sub-varsity athletes will generally be allowed to go on trips, as long as there will be enough team members left to field a team and compete safely; however, all sub-varsity student-athletes must request and receive approval from the Director of Athletics.

Transportation and Travel

Transportation is provided for most games. On some occasions—such as during school breaks or for a local weekend game—students and families will provide their own transportation. Long-distance travel is minimal and often limited to one trip at the start of the season and possibly some post-season play.

Games may sometimes require students to miss class. Every effort is made to keep this time away from academic commitments to a minimum. It is the student's responsibility to notify teachers in advance and to make up any work missed. If a student is injured and not participating in competition, they must receive permission from both the Director of Athletics and the Dean of Students to leave class early to attend a game. Generally, teams compete in two to three contests per school week (Monday through Saturday).

Varsity teams are encouraged to take one overnight trip per season to foster team bonding and to experience a broader range of competition. Athletes who commit to a team are also committing to any overnight trip scheduled, including associated costs, unless prior arrangements are made with the Head Coach before the start of the season. All school policies remain in effect on these trips, and students are required to sign a behavioral contract prior to departure.

Financial aid is available through the [Jay Ward Athletic Endowment Fund](#) to cover travel costs for families for whom this presents a hardship. Families seeking support may contact [Rose Garza](#) in the Admissions and Financial Aid Office.

Transfer and Gap Year Rules

The CIF transfer rule sets limitations on interscholastic athletics eligibility for students who have transferred schools or have opted for a gap year. Details can be found on the Student Eligibility page of the CCS website at www.cifccs.org. Any student who has transferred into Menlo and wants to play sports must establish their eligibility before playing contests. Notify the Athletic Director, who will initiate paperwork with the CCS to determine the athlete's eligibility.

Definitions and Regulations Concerning Offseason Activities

Practice: An organized practice is one attended by a coach and players and one during which the coach directs, instructs, and drills the player, players, or the team. According to CIF, CCS, and league rules, offseason practices may only take place during the summer (in 2025 from June 7 to July 26).

Open Facilities: At "open facilities" (gymnasium, fields, batting cage, etc.), coaches from the sport the students are playing may be present to supervise, but are not allowed to instruct or coach. Facilities may not be used if such use will interfere with an in-season sport.

Offseason League: Menlo teams will not participate in any offseason leagues during the school year. Menlo coaches may not encourage participation in such leagues over participation on a Menlo team.

Club Teams: According to CIF regulations, student-athletes may not play on outside club teams of the same sport concurrently as their Menlo sport.

Weight/Conditioning Programs: Coaches encourage athletes to maintain a strength and conditioning program during the offseason. Programs will be developed by the Menlo Director of Sports Performance and Wellness. The Menlo weight room is available for individual workouts with the strength and conditioning coach or head trainer present. Formal programs that are required and supervised by members of the coaching staff during the offseason must follow CIF regulations.

Awards and Celebrations

Upper School Team Celebrations

Teams will designate a date for a team banquet to honor the players and coaches of each team from that season. At this year-end banquet, coaches will recognize players for their contributions to the program.

Upper School Awards

Letters, patches, and participation bars can all be obtained from the Athletics office. Letterman jackets may be ordered through neffjacketshop.com

Letters: The purpose of a block letter is to signify that a student has been a member of a varsity team and has fulfilled all requirements necessary to be a member of that team. Athletes will receive their letter after completion of their first varsity year in any sport. Students receive one varsity letter, regardless of the number of sports they participate in.

Sports Patches and Participation Bars: Patches specify which varsity sport(s) an athlete has participated in. Athletes get a patch for each sport they have played. Bars signify the number of years an athlete has lettered in a particular sport. Athletes receive a bar each time they letter on a varsity team. Pick up patches/bars in the Athletics Office.

Certificates: These recognize everyone who has participated in a sport at Menlo. Athletes who successfully complete a season (varsity, junior varsity, frosh-soph, or freshman) receive a certificate recognizing their participation at the end-of-season celebration.

Team Awards: Individual awards may be given in recognition of outstanding achievement and team commitment. Each coach sets different criteria for determining whether to give awards and who shall receive them.

League Awards

The West Bay Athletic League, Peninsula Athletic League, and West Catholic Athletic League choose all-league teams for all varsity sports. In some sports, such as golf and track & field, end-of-year meets or tournaments determine the all-league team. The all-league selection process allows coaches to nominate players from their own team, briefly present their stats, and make a case for those players to be named to an all-league team.

Academic Awards

Individual awards: The CCS does not recognize individual student-athletes. They do offer scholarship opportunities based on athletic and academic performance, as well as community service. The Athletics Department will nominate worthy individuals for these awards. Check the CCS website (www.cifccs.org) under awards for more details.

Section/state/national awards: Many publications and groups give awards such as all-county, all-state, or all-America. Menlo School, the CCS, and the CIF do not sanction any of these awards. Be cautious of groups or organizations that request money to secure your athlete's placement on a "team."

Middle School Athletics Program

Program Overview

Rooted in Menlo's Values and the Middle School's Habits of Heart and Mind, Middle School Athletics is an essential part of the curriculum—nurturing both learning and character. In a supportive environment, all students have the chance to compete on athletic teams, building resilience, communication, and critical thinking skills that prepare them for success in school and in life.

While winning matters, it is not the ultimate goal. Students play for the love of the game, the lessons it offers, and the chance to discover their full potential. With guidance and encouragement, they sharpen their talents, grow as leaders and teammates, and experience the lasting impact of sportsmanship.

Athletics is considered an integral part of every student's education at Menlo School. Each Middle School student is required to participate daily in either physical education (PE) classes or as a member of an interscholastic or intramural athletic team.

Physical Education Classes

Menlo Middle School Athletics offers classes (subject to change) during each season for students who are indifferent about the competitive sports offered. Tennis is offered all four seasons, with competition in the spring season. Aquatics is offered in all four seasons. Golf is offered as a class in Winter II with league tournaments in the fall and spring seasons. Additionally, a Wellness class is offered in the Winter I season. PE is a pass/fail course.

Interscholastic Team Sports

Menlo School competes in the West Bay Athletic Middle School League (WBAL). The League sponsors four seasons of competition (sports subject to change). Each season is about eight weeks long.

- **FALL (September-October):** Cross Country, Flag Football, Golf, Girls' Lacrosse, Swimming, and Tennis.
- **WINTER I (October-December):** Boys' Basketball, Girls' Soccer, Tennis, Water Polo, Wellness.
- **WINTER II (January-March):** Girls' Basketball, Golf, Boys' Soccer, Tennis, and Water Polo
- **SPRING (March-May):** Baseball, Boys' Lacrosse, Tennis, Track & Field, Volleyball, Water Polo

Interscholastic Schools: West Bay Athletic League

- Castilleja
- Crystal Springs School
- Harker School
- The King's Academy
- Menlo
- Pinewood
- Priory
- Sacred Heart School
- Episcopal Day School
- Girls Middle School
- Highlands Christian
- Keys
- Nueva
- Redeemer Lutheran
- Woodland

Commitment and Expectations

At Menlo, we expect our student-athletes to show a strong commitment to their teams. If you have questions about what this looks like for a particular sport, please don't hesitate to reach out to the Director of Athletics, Middle School Athletic Director, or Head Coach before signing up. The Menlo Middle School Athletics season expects student-athletes to be committed to the league season. Each team has between two and six competitions. Coaches will share the game schedule in advance. We understand life happens (injury, illness, family matters, etc), but timely communication is expected.

The Athletic Director will submit the WBAL League's Commitment Form six weeks before competitions begin, so students are encouraged to think ahead about which sport they'd like to pursue and whether they can commit to competitions during that time period.

Practice-Only Option

Many sports will offer a practice -only option. Students who sign up for this option will practice with the team during PE, but will not be expected to compete in competitions.

Practices and Games

The Middle School Athletic Department asks that when families do sign up for a competitive sport, they make Menlo Athletics a priority during the season. When conflicts arise, we encourage open and proactive communication between parents and the school so we can best support each student.

Students are expected to attend all practices, which are part of the Middle School academic day, unless they are medically or athletically excused, have a pre-approved academic meeting with a teacher, or have been excused by a parent. Attendance at all scheduled games is also an important commitment. Club practices and other outside activities should be scheduled around Menlo athletics whenever possible.

If a student must miss a game, approval is required from both the coach and the Middle School Athletic Director. Missing practices or games may result in reduced playing time, and repeated absences will prompt a conversation with the coach and Athletic Director to determine the best path forward for the student and team.

Signing Up for Sports and Switching Policy

Well in advance of each athletic season, the Middle School Athletic Director will email students at their Menlo email address with instructions to register for their sport. Students will have one week to complete the registration form. If a form is not submitted by the deadline, the Athletic Director will place the student in a sport that will be a good fit for them.

After the deadline, students may not switch sports except for medical reasons (in coordination with the Nurses Office) or at the discretion of the Athletic Director. If a sport does not have enough participants to form a team, the Athletic Director will notify students and help them find placement on another team.

Students may register for only one sport per season. The only exceptions, where students can participate outside their original PE selection, are Cross Country, Track & Field, and Swim. In addition, the League hosts a Golf tournament in both the fall and spring.

Team Formation

Team sizes are determined by the Middle School Athletic Director and coaching staff, and may shift slightly to best serve the needs of the group. Teams will be formed at the conclusion of the evaluation period, based on the number of students interested and on skill level. Every effort is made to give each student the chance to join a team. Coaches are encouraged to meet individually with athletes before final team selections to provide feedback about skills, roles, and how each student might contribute to the squad.

At Menlo, our multi-level program ensures that every student competes at a level that challenges them appropriately while fostering a love for the game. Placement is based on current skill demonstration, tactical understanding, and readiness for competitive complexity.

7th & 8th Grade Levels (Varsity)

- **VA (Advanced):** Designed for student-athletes who have demonstrated a high level of technical mastery and tactical awareness. These teams focus on high-level competition and preparing athletes for the transition to Upper School programs.

- **VB (Competitive):** Tailored for student-athletes who are refining their technical skills and beginning to apply more complex game strategies. This level prioritizes consistent execution and provides a strong platform for players to expand their impact on the team.
- **VC (Foundational):** Focused on the joy of the game and the development of core fundamentals. This level is ideal for students exploring a new sport or those working to solidify their basic skills in a supportive, growth-centered environment.

6th Grade Levels (Junior Varsity)

- **JVA (Accelerated):** Designed for 6th-grade student-athletes who demonstrate advanced readiness for interscholastic competition. The curriculum focuses on accelerating skill development and introducing team-based tactics.
- **JVB (Developmental):** Focused on introducing the 6th-grade cohort to the standards of Menlo Athletics. Emphasis is placed on participation, discovering different positions, and building the physical and technical confidence needed for future seasons.

Sports Performance

All students will receive an introduction to sports performance within each sport in each season. For 6th grade, sports performance is once a week for 20 minutes with a certified sports performance coach during their practice time at their practice location. The 7th and 8th grades spend one practice session in the weight room with a certified sports performance coach. The focus is on age-appropriate, foundational movements designed to build movement fluency, strength, and speed. The students who move through these sessions are well prepared for high school sports, where all sports utilize strength and conditioning.

No-Cut Policy

Menlo Middle School Athletics has a no-cut policy, welcoming every student who wants to play. Our goal is to help student-athletes grow in confidence, have fun, compete with heart, build lasting friendships, and develop life skills that extend well beyond the game.

To support a wide range of abilities, the League offers both A, B, and C levels at every grade. All teams value commitment, coachability, communication, and school spirit. The “A” teams place a stronger emphasis on competition and are designed for student-athletes with a deeper passion for their sport and an interest in pursuing it in the Upper School and beyond.

Playing Time

Playing time and team placement are not determined by which club, private coach, academy, travel team, etc., a student-athlete participates in outside of school. Our coaches do their best to provide adequate playing time for each middle school student-athlete.

Transportation

Menlo will provide transportation to all weekday away games that start before 5:00 pm. Buses and/or vans will depart from campus and return immediately at the conclusion of the game. Games that start at 5:00 pm or later will require transportation by parents, guardians, friends, etc. Menlo will help provide resources for students who do not have transportation to and from games.

Supervision After Games

Parents are welcome to take their child home from the away game after the game is complete. Parents must email the coaching staff and Middle School Athletic Director in advance. Students are welcome to go home with another family as long as the parents/guardians inform the coaching staff and Middle School Athletic Director in advance.

Additionally, the Menlo Library is open extended hours for students. Middle School students should be picked up from the library by 6:30 pm, Monday through Thursday, and 5:00 pm on Fridays. Students are to be in the Library only if they are involved in quiet work, such as homework.

Equipment & Uniforms

Menlo Middle School Athletics provides equipment and team uniforms. Each sport might require personal equipment such as shin guards, mouth guards, etc. Coaches will communicate what equipment is required, and financial aid may be available for those students receiving tuition support.

Menlo Middle School Athletics provides team uniforms, which must be cleaned and returned to the coaching staff promptly at the end of each season. Student-athletes are responsible for the care and return of all school-issued gear.

Academic Expectations

The Menlo Middle School Athletic Director works closely with the Middle School Grade Team Leads, registrar, administrators, and counselors in support of student-athletes. Participation in PE and team games will be reviewed on a case-by-case basis by the Middle School Athletic Director and Middle School Administrators.

Excused Medical Absences

If a student needs to be excused from PE due to illness or injury, a written note from the student's primary physician is required. The note must describe the student's limitations and the duration of time off.

All communication regarding illness or injury should go through the Nurses' Office. Coaches and the Middle School Athletic Director are not authorized to excuse students from PE for medical reasons. Parents should provide the physician's note directly to the Nurses' Office at nurse@menloschool.org.

The Nurses' Office will then communicate with coaches and the Athletic Director to ensure everyone is informed and the student is supported.

Sportsmanship Expectations

Menlo School is a member of the Central Coast Section of the California Interscholastic Federation (CIF). All members of the CIF/CCS are committed to providing a sportsmanlike environment for students, coaches, officials, and spectators. To that end, the CIF/CCS and Menlo School have adopted the following guidelines:

- School staff, coaches, players, and parents are expected to demonstrate sportsmanship at all times.
- Coaches, players, and spectators will respect the integrity and judgment of sports officials.
- The following behavior is unacceptable at all contests: Negative comments toward the opponent, obscene cheers or gestures, acts intended to disrupt the opponent, negative signs, artificial noisemakers (whistles, air horns, clappers, bells, etc.), and complaints about officials' calls (verbal or gestural).

Code of Conduct

Student-athletes, parents, guardians and fans alike must:

- Demonstrate the highest ideals of sportsmanship, ethical behavior, and fair play at all times.
- Treat teammates, opponents, coaches, officials, and fans with courtesy and respect.
- Know and follow the rules of their sport.

- Use appropriate language and avoid language that is disrespectful or demeaning.
- Respect the authority of coaches and officials, and discourage behavior from others that undermines their roles.
- Refrain from the use of language that degrades, baits, or intimidates others.
- Treat coaches and officials with respect and discourage fans, fellow students, and parents from undermining their authority. or criticizing them in public. Approach coaches in private to discuss concerns or suggestions related only to your child.
- Represent yourself, your parents, your school, and the community with proper conduct at all times, on or off the playing field.
- Refrain from entering onto the field or court, standing on the sidelines, or yelling instructions to the coach or players from the bleachers.

Game Ejection Policy

Per CCS rules, any player ejected from a contest for unsportsmanlike behavior will be disqualified from participating for a minimum of one contest, taking effect at the next contest. They will also need to complete the NFHS Sportsmanship online course, and their parents will be contacted. In addition, the Upper School or Middle School Assistant Director will review the incident, a process that may result in further disciplinary action. Any player ejected from a CCS playoff contest because of flagrant misconduct or unsportsmanlike behavior will be excluded from participating in the remainder of those playoffs.

Guidelines for Photography/Video Recording of Athletics Events

The School welcomes photographers who want to capture team memories. These guidelines are in place to help ensure the safety of players, officials, and photographers.

Keep your distance and be aware. Please keep in mind whether, as a photographer, you are interfering with the field of play, and determine whether you can move quickly and adequately enough should the action come your way.

Avoid using flash, which can temporarily blind or impair the vision of players on the floor or field, jeopardizing their safety. Even when it seems the moment is stationary, such as the first of two free throws, a flash can be a distraction to players and officials.

Team Parents

The Menlo School Parents' Association (MSPA) and Athletics Department have established a set of guidelines concerning the role and duties of team parents. Please visit the [team parent guide](#) for complete details of resources and responsibilities.

Knights Leadership Council (KLC)

The Knights Leadership Council is a group of student-athlete leaders nominated to represent various grade levels and sports that meets with the goal of becoming strong leaders on their respective teams and in the community. The KLC meets with Menlo Athletic Administrators, participates in workshops, discusses leadership, accountability, and team relations, and provides input to help evaluate and create Athletic Department policies.

Sea of Gold

The Sea of Gold is Menlo School's Upper School student spirit section which leads cheers and hype for Menlo Athletics home and away competitions. Led by captains, typically six, and overseen by Student Life, the Sea of Gold organizes themes, cheers, social-media outreach and game-day events to boost spirit and increase turnout, celebrate their peers, and model sportsmanship.

Parent-Student Responsibilities

Menlo School is dedicated to creating a positive sports culture for students, coaches, parents, officials, and administrators.

Athletics Communication Philosophy and Process

Open communication is the foundation of the relationship among student-athletes, parents, coaches, and the Director of Athletics. Here are guidelines to help foster this communication.

Communication Parents Expect from Coaches

- Team philosophy
- Team and individual expectations
- Team rules, schedule, time commitment, logistics
- Procedures to follow when an athlete is injured or sick
- Ways to help the child improve

Appropriate Concerns to Discuss with Coaches

- Notification of any illness or injury that will cause the athlete to miss a practice or game
- Treatment of your child, emotionally and physically
- Ways to help your child improve
- Concerns about your child's behavior
- Any personal issues that you feel may influence your child's performance or well-being

Issues Not Appropriate to Discuss with Coach

- Playing time
- Team strategy
- Other members of the team

Procedure for Parents to Communicate Concerns

- Have your child take the responsibility to speak to the coach about any concerns. It is important that we teach students to advocate for themselves and to communicate with adults in a mature manner.
- If you believe your child's conversation with the coach did not help reach a resolution, then you should meet with the coach directly.
- If the issue still has not been resolved, arrange an appointment with the Director of Athletics. Some situations may require a conference with the coach, athlete, and parent in order to reach a solution.
- Please do not attempt to confront a coach 24 hours before or after a contest or practice. These can be emotional times for both parents and coaches. Meetings of this nature rarely promote resolution.

Undue Influence Policy

The CIF recruiting rule applies to all Menlo personnel and sports representatives. As stated in CIF, CCS, and WBAL Bylaws, Menlo School will: Avoid exerting undue influence on a pupil's decision to enroll in an athletic program at a public or private secondary educational institution.

- No one associated with Menlo School may approach a student or his/her parents, either directly or through a third party (teacher, coach, etc.), for the purpose of inducing that student to attend Menlo School in order to participate in athletics.
- Prospective students or their parents/representatives should contact the Menlo School Admissions Office, not coaches or athletic administrators, to discuss the application, admission,

financial aid, etc. Menlo School coaches or staff who may be contacted in this way should direct the person to the Admissions Office.

- The Director of Athletics is only available to provide general information about Menlo School's sports offerings and athletic program philosophy. Information on our programs can be found on the Menlo School website.
- Menlo School coaches, athletic staff, or other school representatives are not to discuss team membership, playing time, etc., with prospective students or their parents/representatives.
- Menlo School does not provide athletic scholarships.
- No middle-school-age individual or team may be invited or given discounted admission to Menlo School athletic contests. These may be extended only to entire classes or school student bodies.
- Menlo School sports camps are open to the general public, and the School does not target specific individual students for an invitation to sports camps.
- No Middle School students may participate in open gyms, practices, workouts, or other athletic activities with Menlo Upper School students during the regular school year.

Name, Image, and Likeness (NIL)

A student is governed by CIF amateur rules when the student participates in CIF competition. A student who violates CIF amateur or award rules shall be ineligible for CIF competition in that sport until appeal and reinstatement as an amateur by the Federated Council. A student can benefit from their name, image, or likeness. However, they are not allowed to wear a school team uniform or any identifying school insignia while appearing in any advertisement, promotional activity, or endorsement for any commercial product or service. They are not to lend their name and team affiliation for purposes of commercial endorsement. This provision is not intended to restrict the right of any student to participate in a commercial endorsement, provided there is no school team or school affiliation. Before signing NIL deals, please see the Director of Athletics for clarification.

Menlo Sports Performance

Overview and Mission

The Menlo Sports Performance Department is committed to the development of its student athletes with the goals of helping them maximize athletic potential, build character, and develop a foundation for a healthy lifestyle.

Our mission is to provide an atmosphere in which athletes can grow physically, mentally, and emotionally, while enjoying a supportive and diverse environment. Furthermore, athletes are given the opportunity to learn and demonstrate sportsmanship, teamwork, responsibility, and integrity.

Menlo Sports Performance is a leader in student-athlete development. Menlo Sports Performance provides an integrated approach to performance training principles centered around sustainable long-term athletic development. We cultivate a challenging and engaging training environment where athletes and coaches collaborate to continually pursue a high standard of high-level training. We build self-confidence, encourage critical thinking, and develop important life skills.

Movement literacy is the foundation of all programming to assist with quality strength and power development. Performance coaches manage appropriate exercise progressions and planning, supported by evidence-based research and the use of technology recognized worldwide. Attention to stress management and recovery principles, including nutrition, hydration, and sleep hygiene, is threaded into the fabric of Menlo School's practice.

Program Goals

- Resistance of injury
- Improve athletic performance, focused on the following components:
 - Build a strong foundation of movement
 - Improve strength and power
 - Improve speed, agility, and sport-specific conditioning
 - Improve balance, stability, flexibility, and mobility
- Improve mental and physical self-esteem
 - Build mental toughness, discipline, and accountability

Weight Room Rules

1. No cell phones
2. No AirPods or wireless headphones—if your coach needs to communicate with you, you need to be able to hear them.
3. Music must not have explicit words or themes.
4. All equipment used during lift sessions must be properly cleaned and put away before exiting the weight room.
5. Do not remove any equipment from the weight room unless you have the sport performance coach's permission.
6. There is zero tolerance for horseplay or violent behavior.
7. If unsure about a certain exercise, always ask for clarification.
8. The use of clips is required once there is more than one plate on the bar.
9. Spotters must be used when necessary.
10. A Sports Performance coach should be notified of any injury before the lift session begins in order to make the necessary modifications if needed.
11. No outside personal training is permitted in the Menlo weight room (Exception: any alumni participating in collegiate athletics may use the facility and will be allowed to follow the program given to them by their collegiate strength and conditioning coach. Alumni athletes must schedule a time with a sport performance coach in advance and are still required to have supervision at all times.)

Weight Room Emergency Action Plan: In case of an emergency, sport performance coaches will follow the EAP established by the Athletic Training Staff listed below.

Upper School Sports Performance

Training Sessions

The Menlo weight room is not an “open gym”. All training sessions (individual or team) are to be scheduled ahead of time with the sports performance staff. All sessions must be supervised by one of the sports performance coaches on staff. Training sessions, both in- and off-season, are structured by the sports performance staff based on the needs of the athlete and the demands of their sport.

In-Season Training

In-season athletes train with their respective team. In-season training days and times will be determined by the head coach of each team and the sports performance staff at the start of the season. Absences from team training sessions will be handled on a team-to-team basis, and

consequences of a missed training will be determined by the head coaches and assigned strength coach before training sessions start.

Off-Season Training

Menlo Sports Performance offers voluntary off-season training opportunities for any athletes not currently participating in a sport. Off-season training is offered year-round, including during the summer. During this time, student-athletes have the opportunity to train with athletes from other sports, allowing them to build relationships, camaraderie, and culture across athletics as a whole. Athletes are encouraged to participate in the Menlo strength off-season program, as it makes for a smoother transition into their sports season. Off-season training schedules vary season to season.

If athletes are unable to attend the scheduled days or times, they can contact the sports performance coaches to arrange a time to lift during lunch or afternoon free periods. Days and times for each season will be updated on the Menlo Sports Performance tab of the Menlo Athletics website, posted outside the Foster Family Strength and Conditioning Center, and communicated with coaches and athletes prior to the start of training. All communication, information, and scheduling updates regarding Menlo Sports Performance will be available on the Menlo Sports Performance Team App. Team App sign-up information will be communicated to all coaches and athletes. If you have questions, please contact the head sports performance coach (see below for contact information).

Performance During School Breaks and Holidays

The weight room is typically open during school breaks with limited hours. Days and times vary depending on the break and the time of year. Weight room sessions over break are considered “open weight room”. These sessions are still structured by the sports performance coaches, but athletes can attend at any time during the allotted time on the given day (e.g., open weight room 10:00 am-noon; athletes can come any time during those two hours). Weight room schedules for breaks will be communicated with athletes and coaches in advance and posted on the Menlo Sports Performance web page or its social media account.

Middle School Sports Performance

At Menlo School, we believe that athletic development should start early with training that is safe, smart, and tailored to growing bodies. Our Middle School Sports Performance program helps student-athletes build strength, improve coordination, and boost confidence while learning proper techniques and healthy habits. Even at a young age, acquiring these skills offers significant

benefits—it can help prevent injuries and develop healthy muscles and bones. The emphasis is always on the student-athlete experience and improving fundamentals in a supportive environment.

Our approach emphasizes long-term growth and focuses on improving movement quality. We prioritize education and steady progress, recognizing that proper training and athletic development take time. Whether you're preparing for upper school sports or simply enjoy being active, this program establishes a strong foundation for a healthy and successful athletic future.

Key Middle School Program Elements

Integrated into PE Curriculum: Sports Performance is incorporated into the Physical Education curriculum and team practices during the school day. This ensures that 100% of middle school students participate as part of their normal schedule, providing everyone with the benefits of a safe, team-oriented training environment.

Weight Room & Speed Training: Students engage in developmentally appropriate strength and speed training. Sessions are crafted to be engaging, educational, and supportive, ensuring that all students feel confident and successful.

Sports Science Monitoring: Force plates and velocity-based training systems are seamlessly integrated into sessions to track and monitor physical performance metrics over time. This data-informed approach enables us to celebrate progress and reinforce a commitment to long-term development.

Menlo Sports Medicine Policies and Procedures

Overview & Mission

Menlo School's sports medicine program provides injury prevention, care, treatment, and management services to student-athletes. Menlo's program consistently strives to be a leader in the field of sports medicine and works to establish itself as a model of excellence using current, evidence-based practices.

The goal is to provide prompt care for athletic injuries, enable injured student-athletes to return to play as soon as is safely possible, and promote overall health and wellness.

Menlo works in conjunction with the strength and conditioning program, coaches, athletics support staff, school administration, physicians, allied healthcare professionals, and local colleges and universities to provide the best possible care and rehabilitation for student-athletes.

Athletic Healthcare Team (AHCT)

The goal of the AHCT is to provide effective delivery of health care and sports medicine services to Menlo athletes through a comprehensive, team approach.

The Athletic Healthcare Team consists of (but is not limited to) Menlo athletic trainers, team physicians (Stanford Orthopedic Physicians), school nurses and counselors, concussion specialists, local EMTs/paramedics, and school administration.

AHCT Responsibilities

- Counsels and advises athletes, coaches, and staff on matters pertaining to condition, diet, rest, exercise, reconditioning, and other similar health issues through individual conferences and/or group clinics;
- Works cooperatively with coaches in selecting protective athletic equipment and gear and in checking it for safety;
- Attends practices and contests on school and non-school days as directed by the Head Athletic Trainer;
- Covers all scheduled games according to the priorities set by the Head Athletic Trainer or Athletic Director;

- Oversees the taping, stretching, and treatment of athletes prior to practices and competitions;
- Prevents and cares for athletic injuries sustained at practice sessions and contests, and performs first aid, CPR, and emergency procedures when needed;
- Maintains the final decision whether an injured athlete may continue in a practice session or game when present;
- Provides post-practice and competition care and/or treatment;
- Advises, formulates, and monitors rehabilitation protocols;
- Familiar with Menlo's emergency action plan at all venues;
- Ensures that the proper preventive and safety measures are taken before transportation of injured athletes to a physician or hospital by approved conveyance;
- Notifies the parents and appropriate Menlo School personnel directly of any athlete taken to a physician and/or hospital in any emergency;
- Carries out the order of a physician regarding treatment after injury is diagnosed; Does not allow any athlete to play or practice unless he or she has written approval from a physician;
- Works cooperatively with and under the direction of the head Athletic Trainer and Team Physicians in respect to:
 - Rehabilitation procedures for athletic injuries
 - Operation of therapeutic devices and equipment
 - Fitting and assisting with protective equipment and other devices
 - Referral to doctors or hospital emergency room.
- Experienced in and has the ability and skill to use ultrasound, electrical stimulation, and other modalities under the supervision of Menlo's team physician;
- Responsible for the organization, inventory, and requisition of all training room supplies during the school year;
- Prepare and submit a budget of medical supplies and equipment needed for the coming school year;
- Keeps accurate records of all athletic injuries, incident date, appropriate evaluation, initial treatment, complete accident forms, physician's recommendations and release dates, if applicable, while maintaining strict confidentiality of medical records.

Confidentiality Compliance Statement (HIPAA)

In accordance with federal legislation concerning personal health information, Menlo School is required by law to maintain the confidentiality of all individually identifiable health information. All records containing an athlete's protected health information are secure and remain confidential. Information is shared within Menlo School only for legitimate educational purposes to benefit the student.

Health Records and Pre-Participation Statement

Our health information provider is a simple and secure online software platform that we use to collect and track student-athlete medical forms, records, and other vital documents. In addition, the system allows Menlo and our coaches emergency access to vital health information in the event of an emergency.

An introduction letter is sent to each parent at the beginning of the school year, directing them to access all the medical documents necessary to participate in Menlo athletics.

Pre-Participation Requirements

All of the following are housed under the athlete's health record:

- A physical performed by a medical professional (MD, DO, PA, or NP) and dated after June 1
- A sport injury risk and consent waiver signed by both parents or guardians
- State-mandated concussion information form
- State-mandated sudden cardiac arrest information form
- State-mandated opioid information form
- Menlo Athletics parent-student handbook
- Menlo head injury management program
- A medical release /consent to treat and confidentiality statement signed by both parents or guardians

Sports and Event Coverage

Activity Coverage: All coaches are required to give the AT a minimum of 24 hours' advance notification when changing the date, time, or location of a scheduled game or practice. Changes or notifications made after the specified time frame may result in limited or no coverage, depending on availability.

Practice Coverage: An AT will be on site for most scheduled practices. One AT will either be in the athletic training room, providing treatment for those athletes who are unable to participate, or if multiple events are occurring at the same time, the ATs will be located at the venue with the highest risk sport(s).

Game Coverage: An AT will be on-site for most scheduled home games when possible. At least one AT will be located in the athletic training room or at the venue with the highest risk of injury.

Travel Coverage: ATs will travel with JV and varsity football for competitions. Other sports will be given a medical kit and a treatment plan for that team during travel. All teams that make it to the CIF post-season may request the AT to travel with them, as well as any trips scheduled during breaks. Coverage for these events will depend on availability.

Off-Season Sport Coverage: The Sports Medicine team will not cover off-season sports outside of normal training room hours. Coaches and players should be aware of this and plan off-season training during normal training room hours. Off-season sports are encouraged to check in with the AT to communicate any injuries sustained by athletes. Off-season athletes are encouraged to check in when injured to receive an evaluation.

Non-Menlo Sponsored Event Coverage: Due to liability, the AT will not cover any non-Menlo event. This includes summer leagues, club events, or games that occur outside of that program's normal season of sport (per CIF definitions and guidelines). This includes events that occur during normal operating hours while Menlo-sponsored events are occurring simultaneously.

Athletic Training Room Procedures & Policies

Athletic Training Room Hours

The athletic training room will be available to all upper school student-athletes from noon to 6:00 pm (subject to change based on game schedules). In-season evaluations will take priority. New injury evaluations should be done during lunch or scheduled during an afternoon free period when possible. Student-athletes should NOT leave/skip class to come to the athletic training room.

Athletic Training Clinic Rules

- The Athletic Training Room is a medical facility and should be treated as such. All athletes are expected to observe the policies and rules of the training room. No coaches or administrators will allow athletes into the athletic training room without direct supervision.

- No equipment or supplies in the athletic training room may be utilized or taken from the room by any team, coach, or athlete without permission from the AT.
- Cussing, swearing, or foul language will not be tolerated.
- Appropriate attire must be worn at all times. Shorts and T-shirts should be worn for evaluation and treatments.
- No cleats or shoes with grass and/or mud are to be worn in the athletic training room.
- Backpacks/ball bags, sticks, and other personal items should be left in the locker room and should not be brought into ATR.

Reporting Injuries

- It is important to report all injuries to the AT. Often, things that seem minor at that particular time may not be, and can lead to bigger problems, so please report injuries as soon as they happen. Please DO NOT wait a week or so to see somebody, as this can lead to missed time at practices and events.
- Athletes must report all injuries to their coach and the athletic trainer as soon as possible. The athletic trainer will determine if participation is appropriate. Athletes should not simply decide not to go to practice because they are hurt.
- Any athlete unable to complete a practice due to injury will be required to obtain clearance from the athletic trainer or a physician to return to practice or games.
- An injured athlete is still considered a part of the team and expected to be present at games and practices unless released by the coach. Players unable to compete due to an injury will be given alternate conditioning and rehabilitative activities. Appropriate clothing for practice must be worn in the training room.
- Athletes are expected to be at practice on time, regardless of their need to see the athletic trainer. Athletes should plan ahead and report to the training room early. Injury evaluation and treatment may be scheduled during lunch and/or free periods. If an athlete requires extensive treatment, the athletic trainer will communicate to the coach why the athlete was late and any practice restrictions.
- Athletes should report all dangerous conditions and/or broken equipment to the appropriate coach immediately. Safety equipment (i.e., helmets, pads) that is not functioning properly may not be used. Athletes should check their equipment daily.

Referrals, Physician Appointments, and Return to Play

Any student-athlete who is injured and treated by a physician or allied health care professional and under their care must provide a note from that health care provider before they will be allowed to return to athletic participation. The note needs to be given to the Athletic Trainer, who will then contact the Head Coach to inform the coach of the status of the student-athlete. The Head Coach will be informed of any restrictions that would limit full participation, special taping/bracing, or other considerations that need to be addressed before participation can be resumed.

It is the responsibility of the student-athlete to obtain and provide this note to the Athletic Trainer before they will be allowed to return to play. If Menlo athletic trainers deem it unsafe for a student-athlete to return to participation, even with a physician clearance note, athletic trainers will seek direction from their supervising physician(s).

Documentation

All injuries and any subsequent treatment performed must be documented using an electronic medical record. Any athletic injury that is severe enough to warrant the Emergency Action Plan protocol to be administered, or a suspected concussion, will be communicated to the Health Office.

Administration of Medicine Policy

It is against California law for any coach or fellow student to dispense medications to an athlete. An athlete needing medication may visit the school nurse during school hours, or the athlete's parent, if present, may dispense the medication. Athletic Training staff members may also dispense medications if the said medicine has been approved by parents on the student's over-the-counter medication list.

MRSA and Skin Infection Prevention Policy

MRSA Prevention

MRSA (Staph infection) Prevention According to the Centers for Disease Control and Prevention, staphylococcus aureus (staph) are bacteria carried on the skin or in the nose of 25-35 percent of healthy people. Most times, staph does not cause illness or infection, but in rare cases, serious infection does occur. Staph infections can be difficult to treat because the bacteria have become resistant to common antibiotics. One resistant form of the staph is methicillin-resistant staphylococcus (MRSA).

MRSA is easily transmitted through body-to-body contact from an infected wound to an open wound on another person. The condition can also be transmitted from an object (towel, shared equipment, or soap) that has come in contact with the infection and then used by another person, where it contacts a wound. The bacterium is not carried through the air, nor is it found in dirt, mud, or grass. It cannot live on artificial turf. The signs of MRSA can be confused with a “common” infection, a pimple, an insect bite, or a previous abrasion. Signs include reddening of the area, fever, increased skin temperature at the site of infection, or it might appear to be a skin lesion with a pustule, carbuncle or a boil. These conditions must be referred to a physician immediately.

Actions* to Prevent Infections:

- Keep hands clean by washing thoroughly with soap and warm water or using an alcohol-based hand sanitizer routinely.
- Shower immediately following any physical activity.
- Avoid whirlpools or common tubs. Individuals with open wounds, scrapes or scratches can easily infect others in this environment.
- Avoid sharing towels, razors, and daily athletic gear.
- Properly wash athletic gear and towels after each use.
- Maintain clean facilities and equipment.
- Administer or seek proper first aid (cleanse the wound, antibiotic, and band-aids).
- Care and cover skin lesions appropriately before participation.
- Inform or refer to appropriate health care professionals for all active skin lesions and lesions that do not respond to initial therapy.

**Source: NATA official statement on MRSA and the CDC*

Concussion Management Policy & Protocol

Menlo School believes that the health and safety of our students are of paramount importance. Menlo School has been a leader in the management and treatment of concussions in middle and high school student-athletes in the Bay Area and around the country. The concussion management program was implemented to ensure our students not only return to the classroom safely but to athletic competition safely as well.

CIF Concussion Information

Parents or guardians, as well as student-athletes, must sign the concussion information sheet as it pertains to AB25, which requires school districts to immediately remove an athlete from a school-sponsored athletic activity if he or she is suspected of sustaining a concussion or head injury.

Assembly Bill 2127 is an addendum to AB25, which requires a step-wise return-to-play protocol, requires a clearance after a head injury by a licensed physician trained in the management and care of concussion, and limits full-contact football practice to two 90-minute sessions per week.

The purpose of this statement is to educate parents and athletes about head injuries, define the signs and symptoms of a concussion, and clarify our protocol for determining when an athlete may return to normal athletic activity.

Concussions can occur in any sport, but are more prevalent in contact sports. Individuals who suffer a concussion may display the following signs and symptoms following an incident:

- Disorientation
- Confusion
- Dizziness
- Nausea
- Amnesia
- Headaches
- Disrupted hand-eye movements
- Loss of consciousness
- Blurred or double vision
- Increased fatigue, altered sleep patterns

If a student demonstrates any sign or symptom of a concussion after receiving a direct or indirect blow to the head, the athletic trainer—or school nurse for the middle school—will contact the parent or guardian, and the student will be removed from athletic activity until a licensed healthcare provider trained in the care and management of head injuries in accordance of AB 2127 gives him or her written clearance.

Additionally, the student will not be allowed to participate in athletic practices or events until they achieve an acceptable score on their Sway Medical testing and exhibit no further symptoms after a stepwise return-to-play protocol is completed.

If an athlete sustains more than one concussion in a calendar year, they will not be allowed to return to participation in sports until evaluated by a neurologist or concussion specialist. Remember, it's better to miss one game than miss the whole season.

Environmental Conditions

Exertional Heat Illness Policy & Procedures

Activity in hot or humid environments can easily cause a number of heat-related illnesses. Heat illness can occur in anyone at any time. The signs and symptoms listed below usually do not occur in a stepwise manner and can change rapidly depending on the person, situation, and activity. All signs and symptoms should be treated as serious and help sought in a timely manner.

Heat Exhaustion

Prolonged sweating, dehydration, and inability to sustain adequate cardiac output

Symptoms

Excessive thirst, dry mouth, weight loss, fatigue, weakness, mental fatigue, low urine volume, slightly elevated body temperature

Treatment

1. Move the individual to a cool/shaded area and remove excess clothing
2. Elevate legs to promote venous return
3. Cool the individual with fans, rotating ice towels, or ice bags
4. Provide oral fluids for rehydration

Heat Stroke

Sudden Thermoregulatory Failure

Symptoms

Abrupt onset; nervous system abnormalities: headache, dizziness, fatigue; flushed skin; rapid pulse rate; increased respiration rate; relatively normal blood pressure; rapid rise in body temperature (103°F+)

Treatment

1. Remove all equipment and excess clothing.
2. Cool the athlete as quickly as possible within 30 minutes via whole body ice water immersion (place them in a tub with ice and water approximately 35–58°F); stir the water and add ice throughout the cooling process.
3. If immersion is not possible (no tub, no water supply), take the athlete to a shaded, cool area. Use rotating cold, wet towels to cover as much of the body surface as possible.
4. Maintain airway, breathing, and circulation.
5. After cooling has been initiated, activate the Emergency Action Plan. Monitor vital signs such as heart rate, respiratory rate, and blood pressure, as well as CNS status.

Daily Monitoring of Environmental Conditions

The protocol calls for the determination of environmental conditions at the practice/contest site using the Perry Weather website/app. Restrictions are automatically sent to all users as well as “all clear” announcements.

Wet Bulb Globe Temperature (WBGT) and Heat Index Monitoring

Wet Bulb Globe Temperature (WBGT) is an index used to measure the risk of heat illnesses due to environmental conditions. Athletic Trainers are Using WBGT to Protect Athletes:

- **Activity Modification:** Based on the WBGT readings, Athletic Trainers may adjust the intensity and duration of practices. For instance, during high WBGT readings, the practice times might be reduced, or more frequent breaks might be incorporated.
- **Hydration:** Readings can also help ATs determine hydration needs. Higher readings may lead to more frequent water breaks and closer monitoring of athletes for signs of dehydration.
- **Acclimatization:** Particularly at the beginning of sports seasons, athletes need time to acclimatize to heat conditions. If WBGT readings are high, Athletic Trainers might suggest that athletes progressively increase the intensity and duration of training over several days to allow them to get used to the conditions.
- **Clothing Adjustments:** In certain conditions, ATs might advise athletes to adjust their clothing. For example, removing pads, helmets, or heavy equipment on high WBGT reading days.
- **Education:** Athletic Trainers often use WBGT readings to educate coaches, athletes, and other staff about the risks associated with various environmental conditions.
- **Decision-making for Events:** In some situations, based on WBGT readings, events or practices might be postponed or canceled to ensure the safety of the athletes.

Athletic department personnel should do the following when WBGT risk level rises:

Cat 1	Activity Guidelines
< 76.1° F < 24.5° C	Normal Activities: Provide at least 3 separate rest breaks each hour with a minimum duration of 3 minutes each during the workout.
76.3 - 81.0° F 24.6 - 27.2° C	Use discretion for intense or prolonged exercise. Provide at least 3 separate rest breaks each hour with a minimum duration of 4 minutes each.
81.1 - 84.0° F 27.3 - 28.9° C	Maximum practice is 2 hours. <u>For All Sports:</u> Provide at least 4 separate rest breaks each hour with a minimum duration of 4 minutes each. <u>For Football:</u> players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to workout wearing football pants without changing to shorts.
84.2 - 86.0° F 29.0 - 30.0° C	Maximum practice is 1 hour. <u>For All Sports:</u> There must be 20 minutes of rest breaks distributed throughout the hour of practice. <u>For Football:</u> No protective equipment may be worn during practice, and there should be no conditioning activities. Games are allowed.
≥ 86.2° F ≥ 30.1° C	No workouts! Delay practice until a cooler WBGT is reached.

Heat Acclimatization Policy

A proper heat acclimation program is essential to preventing heat-related illnesses. Menlo School has developed a heat acclimation protocol and procedure in the event of heat illness, heat-related cramping, and heatstroke. All Menlo student-athletes are required to undergo an annual physical performed by a licensed physician (MD or DO). The exam should identify predisposing factors that may increase a participant’s risk of heat-related illnesses. These include, but are not limited to, medication and supplement use, cardiac disease, history of sickle cell trait, and previous heat injury.

The heat-acclimatization period is defined as the initial 14 days of preseason practice. The goal of this acclimation period is to enhance the body’s heat tolerance abilities and to exercise safely and effectively in warm to hot climates. Days in which athletes do not practice due to a scheduled rest day, injury, or illness do not count toward the heat-acclimatization period. A practice is defined as the period of time a student-athlete engages in a coach-supervised physical activity. Each individual practice will last no longer than 3 hours in duration in which warm-up, stretching, and cool-down activities are included in this practice session.

The following will be Menlo’s heat-acclimatization protocol:

1. Days 1 through 5 of the heat-acclimatization period consist of the first 5 days of formal practice. There is to be only 1 practice per day during the first 5 days of practice, with total practice time not to exceed 2 hours.
2. If a practice is interrupted by inclement weather or heat restrictions, the practice should recommence once conditions are deemed safe. After the initial 5 days of practice, the total practice time should not exceed 4 hours in any 1 day.
3. During days 1-3 of the heat-acclimatization period, in sports requiring helmets or shoulder pads, a helmet should be the only protective equipment permitted.

During days 4-5, only helmets and shoulder pads should be worn. Beginning on day 6, all protective equipment may be worn, and full contact may begin.

1. Football only: On days 3-5, contact with blocking sleds and tackling dummies may be initiated.
2. Full-contact sports: 100 percent live-contact drills should begin no earlier than day 6.
3. Double-practice days must be followed by a single practice day. On single-practice days, 1 walk-through is permitted, separated from the practice by at least 3 hours of continuous rest. When a double practice day is followed by a rest day, another double practice day is permitted after the rest day.
4. On a double-practice day, neither practice should exceed 2 hours in duration, and student-athletes should not participate in more than 5 total hours of practice. Warm-up, stretching, cool-down, walkthrough, conditioning, meetings, film, and weight-room activities are included as part of the practice time. The 2 practices should be separated by at least 3 continuous hours in a cool environment.

Thunder and Lightning Policy

While lightning storms are somewhat rare in Northern California, we must be aware of the dangers of participating in outdoor athletic activities during thunderstorms.

In accordance with the “National Athletic Trainers’ Association Position Statement: Lightning Safety for Athletics and Recreation” (Journal of Athletic Training 2000; 35(4): 471–477), the certified athletic trainer will adhere to the following protocol:

1. When applicable, the Head Athletic Trainer will monitor threatening weather and make recommendations to the Director of Athletics to remove teams or individuals from athletic sites or events. This emergency plan includes spectators and participants in case hazardous weather occurs during a competition or practice event. In the event of the Head Athletic Trainer’s absence, the Director of Athletics or Assistant Director of the Upper School will make the final decision.

2. Should a lightning watch be put into effect, no athletic events may occur outside. All student-athletes must remain in a safe structure or location. These sites are defined as any building normally occupied or frequently used by people. Avoid using shower facilities for safe shelter, and DO NOT USE the showers or plumbing facilities during a storm.

Flash-to-Bang Method

1. Begin counting on the lightning strike and stop counting when the associated thunder is heard.
2. Divide the number (in seconds) by 5 to determine the distance (in miles) to the lightning flash. For example, if the time in seconds between the lightning being spotted and the thunder being heard is equal to 30, divide that by 5 to get 6 ($30/5 = 6$). Therefore, the lightning is approximately 6 miles away.
3. When Flash-to-Bang timing is less than 30 seconds, all outdoor athletic facilities should be evacuated, and people should be directed to a safe shelter nearby.
4. Once activities have been suspended, there will be at least a 30-minute wait after the last sound of thunder or lightning flash before resuming an activity or returning outdoors. Each time lightning is observed or thunder is heard, the 30-minute clock resets.

Air Quality Policy and Procedures

The negative effects of air pollution on human health are well known, with studies showing that children and teens are among those who are at greater risk from the effects of air and particle pollution. With an increase in wildfires in California and the resulting drifting smoke to our campus, Menlo School has drafted this air quality policy as a guideline to assist administration, faculty, staff, coaches, students, parents, and athletes in making the best decisions regarding air quality and particle pollution by using the best evidence-based guidelines available.

Exercising in poor-quality air can have adverse effects on the heart, blood vessels, and lungs. Air pollution has also been shown to not only worsen asthma symptoms, but also cause new cases of asthma in athletes exercising in poor air quality. Particle pollution is linked to a number of health problems, including coughing, wheezing, reduced lung function, asthma attacks, heart attacks, and strokes.

The Air Quality Index (AQI) is an index used for reporting daily air quality and the dangers of air pollution to the public. The guidelines for school-wide outside activities, including practices and games, will be determined by the AQI level from on-campus air sensors.

- AQI levels in the good level (0 to 50) are considered satisfactory, and air quality poses little to no risk to individuals. No actions will be taken on curtailing activities of any kind due to air quality.
- AQI levels in the moderate level (51-100) can cause students who are unusually sensitive to air pollution to have some symptoms; however, for most individuals, it is a good day to be active outside. *Students who do develop symptoms, such as coughing, wheezing, difficulty breathing, and chest tightness, should be allowed to rest, and if able, should be allowed a less intense activity, or be allowed to go indoors, or use quick-relief medicine as prescribed. If symptoms do not improve, the School Nurse and Security should be notified immediately.
- When the AQI is unhealthy for sensitive groups (101 to 150), it is okay to be outside, especially for short activities such as recess or PE. Longer activities, such as athletic practices, require more breaks and less intensive activities. Athletes with breathing-related issues will be excused from conditioning or any strenuous activity. Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy. Those students who may be adversely affected by air pollution and develop symptoms (see above*).
- If the AQI falls in the unhealthy range (151 to 200), shelter in place will be instituted and communicated campus-wide. During a shelter in place, students and staff may move freely inside buildings, and teaching and work will continue. Outside recess and all outdoor activities, including athletic practices and games, will be canceled or held indoors (on a case-by-case basis). All indoor and outdoor conditioning will be canceled. Indoor teams will modify the practice to limit exertion. Staff will be instructed to close doors, windows, and vents. Classroom/building heating, ventilation, and air conditioning systems will be shut down to prevent exposure to the outside air, and pilot lights will be turned off. Shelter in place may be modified depending on the air quality level, the distance between buildings, and other factors. Those students who may be adversely affected by air pollution and develop symptoms (see above*). The administration will consider closing the school at any point after the AQI goes above 150
- When the AQI is in the very unhealthy range (201-300), shelter in place will continue with recommendations as above. Those students who are adversely affected should consider staying home or wearing a mask during the school day. Inside athletic activities will be canceled. Administrators will consider school closure. Those students who may be adversely affected by the air pollution and develop symptoms (see above*).
- AQIs reported to be in the hazardous range (above 300), shelter in place will continue with recommendations as above. Everyone should wear masks, not just those with a history of respiratory conditions. Those students with a history of asthma or other respiratory illnesses

should stay home. Those students who may be adversely affected by air pollution and develop symptoms (see above*).

- Decisions for cancellations of athletic events due to poor air quality will be made no later than noon on school days and no less than two hours prior to practice on non-school days. Prior to any decisions, the Menlo School Nurse, Dean of Students, Director of Athletics, the Head Athletic Trainer, and Director of Sports Medicine will all be consulted prior to a formal decision announced to the coaches, students, and Menlo community.
- Teams that have practice canceled due to poor air quality may wish to move to another area where the AQI is more favorable for outdoor practices. Additionally, outdoor teams may have the option of having a modified indoor practice depending on court availability. Requests for transporting a team out of the area will be handled on a case-by-case basis and only approved by the Director of Athletics.

Steroid and Performance-Enhancing Supplements Policy

To safeguard the health and safety of our students, Menlo School endorses sound nutritional practices, specifically the guidelines issued by the USDA. Additionally, consistent with CIF regulations, Menlo School prohibits the use, possession, sale, or distribution of all dietary, nutritional, and/or performance-enhancing supplements other than those listed below. Students who violate this policy are subject to disciplinary action and will be referred to the Assistant Director of the Middle or Upper School.

Menlo may waive its prohibition of a supplement if the School:

- receives written approval from the parent(s)/guardian(s) of the student-athlete AND their primary care physician authorizing the use of the specified supplement
- approves the use of the supplement

Permitted Nutritional Substances

Using the guidelines of the NCAA Committee on Safeguards and Medical Aspects of Sports as a standard, Menlo School allows students to use the following nutritional substances:

- Vitamins and minerals following USDA guidelines
- Energy bars
- Calorie-replacement drinks
- Electrolyte-replacement drinks

As a condition of membership in the CIF, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating students and their parents or legal guardian/caregiver agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (Article 5, Bylaw 524).

The participating student-athlete hereby agrees that they shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition. The student-athlete also recognizes that, under CIF Bylaw 200.D., there could be penalties for false or fraudulent information. The student-athlete and parent understand Menlo School's policy regarding the use of illegal drugs as stated above and understand that punishment will be enforced following violation of these rules.

Menlo School Athletics Emergency Action Plan

Medical emergency situations may arise at any time during sporting events. Quick and efficient action must be taken in order to provide the best care for the student-athletes. The development and implementation of an emergency-action plan will help ensure that the best care will be provided.

As emergencies may occur at any time and during any activity, all school activities.

Workers, including non-Athletics staff, must be prepared. Schools have a duty to develop an emergency plan that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants. As athletic injuries may occur at any time and during any activity, the Sports Medicine team must be prepared. Through careful pre-participation physical screenings, adequate medical coverage, safe practices, updated emergency equipment, etc, some potential emergencies may be averted. However, accidents and injuries are inherent in sports participation, and proper preparation on the part of the Sports Medicine team should enable each emergency situation to be managed appropriately.

Athletics Emergency Responders' Responsibilities

1

- Activate EMS by calling 911
- Call Menlo Security: 650-799-4993

2

- Stabilize the athlete and provide primary first aid to the best of your ability until EMS arrives.
- DO NOT MOVE the athlete

3

- Retrieve the necessary equipment, including AED, First Aid kit, etc.

4

- Ensure the safety of other athletes and spectators.
- Help keep bystanders calm.

Menlo Athletics Emergency Contacts

Title	Contact
Head Athletic Trainer	Aubrey Fennell
Assistant Athletic Trainer	Stephanie Green
School Nurse	Joan Barada & Laurel Marks
Director of Athletics	John Farmer
Director of Operations	Janelle Allen
Middle School Athletic Director	Lauren Fendrick
Facilities Operations Director	Amrit Chima
Head of Security	Mustapha Moutri

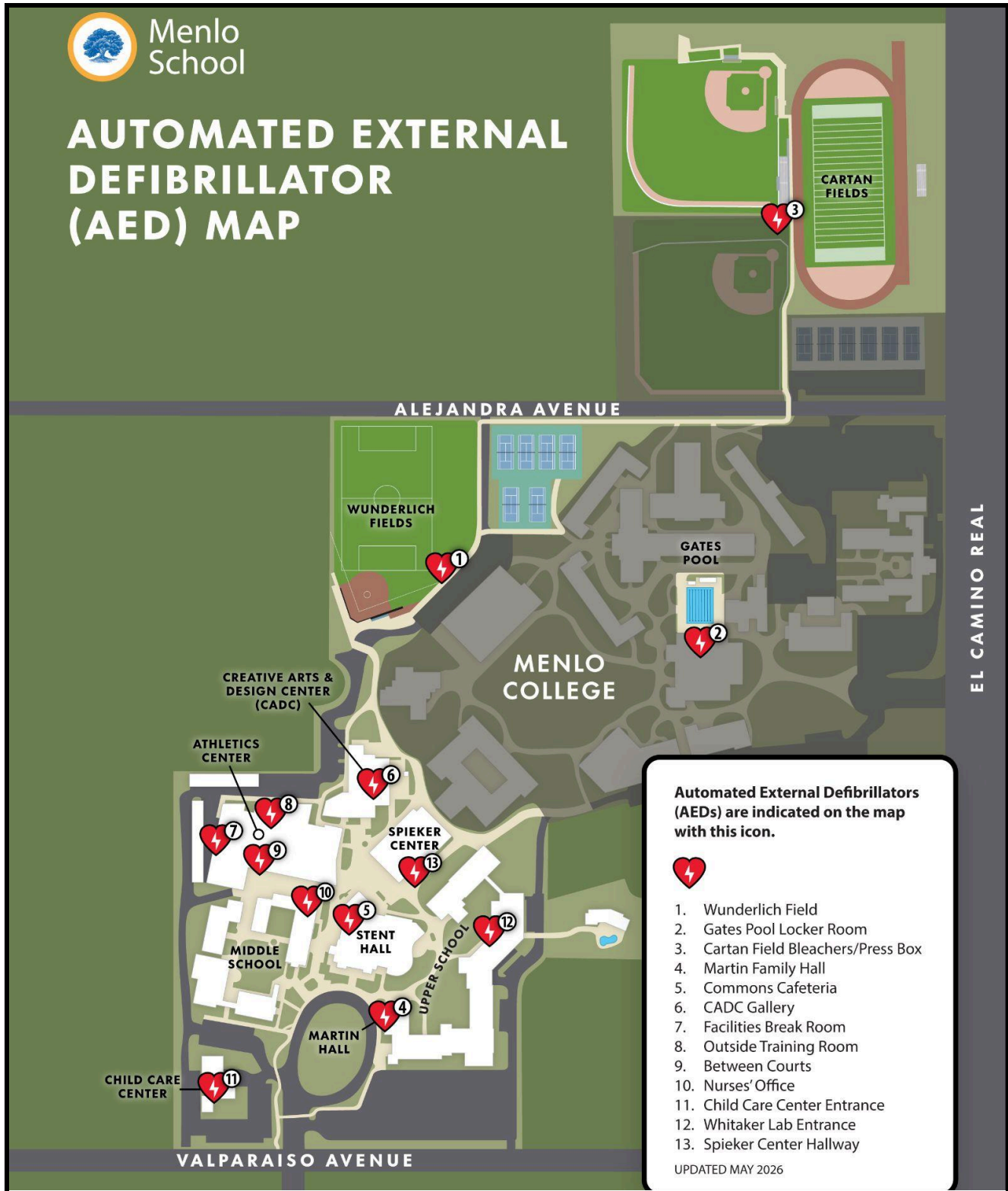
Local Hospitals, Emergency Rooms

Stanford Children's Hospital ER	Kaiser-Redwood City ER	Sequoia Hospital
2.9 miles	3.9 miles	3.8 miles
900 Quarry Road Palo Alto, 94304	1100 Veterans Blvd. Redwood City, 94063	170 Alameda de las Pulgas Redwood City, 94062
650-723-5111	510-752-1130	650-369-5811


Menlo School AED Location Map



AUTOMATED EXTERNAL DEFIBRILLATOR (AED) MAP



Automated External Defibrillators (AEDs) are indicated on the map with this icon.



1. Wunderlich Field
2. Gates Pool Locker Room
3. Cartan Field Bleachers/Press Box
4. Martin Family Hall
5. Commons Cafeteria
6. CADC Gallery
7. Facilities Break Room
8. Outside Training Room
9. Between Courts
10. Nurses' Office
11. Child Care Center Entrance
12. Whitaker Lab Entrance
13. Spieker Center Hallway

UPDATED MAY 2026

AED Location Specific Directions

Location	Directions	Primary AED*	Secondary AED
Cartan Stadium/Track	26 Alejandra Ave, Atherton, 94027 From El Camino, turn onto Alejandra, then turn right into the Cartan Parking lot. Continue to the end where security will escort EMS through the gate to the field.	Cartan	Gates Pool
Gates Family Pool	1000 El Camino Real, Atherton, 94027 Enter through Menlo College Loop Entrance, and continue toward Haynes Prim Pavillion (gym) where security will escort EMS to the pool.	Gates Pool	Wunderlich
Baseball Field (at Cartan)	30 Alejandra Ave, Atherton, 94027 Meet security in the Cartan Parking lot, where they will escort EMS through the gate to the field.	Cartan	Wunderlich
Wunderlich Tennis Courts	75 Alejandra Ave, Atherton, 94027 From El Camino, turn on to Alejandra.	Wunderlich	Gates Pool
Cartan Tennis Courts	26 Alejandra Ave, Atherton, 94027 From El Camino, turn onto Alejandra, then turn right into the Cartan Parking lot.	Wunderlich	Gates Pool
Johnson Family Athletics Center	50 Valparaiso Ave, Atherton, 94027 Enter the Menlo School Loop. Security will escort EMS to the gym.	Lower or Upper Level AED	Lower or Upper Level AED

**If the athletics trainer is present for the practice or competition, the mobile AED unit will become the primary AED.*

Policies for Specific Health Scenarios

Seizures

Definition and Cause	Presenting Symptoms	Protocol
<p>Changes in behavior that occur after an episode of abnormal electrical activity in the brain.</p>	<ul style="list-style-type: none"> • Symptoms occur suddenly: a brief blackout followed by a period of confusion. • Drooling or frothing at the mouth • Eye movements • Grunting and snorting • Loss of bladder or bowel control • Shaking of the entire body • Tasting a bitter or metallic flavor • Teeth clenching • Temporary stop in breathing • Uncontrollable muscle spasms, twitching limbs • Symptoms may stop after a few seconds or minutes, or continue for up to 15 minutes. They rarely continue longer 	<ul style="list-style-type: none"> • In the event an athlete suffers from a grand mal seizure due to injury, it is policy not to restrain the athlete. • If the athlete vomits, turn them to the side to allow the airway to drain. All provisions should be made to protect the athlete's head and allow open access to the airway, but no restraining of the athlete should be used. • Do not place anything in the athlete's mouth. • Follow the seizure action plan in app • If a first-time seizure, activate EMS

Asthma Attack

Definition and Cause	Presenting Symptoms	Protocol
<p>Airway inflammation, narrowing, and swelling, causing extra mucus production, with difficulty breathing</p> <p>Exposure to allergens: tree, grass or weed pollen, dust mites, cockroaches, animal dander, smoke or chemical fumes, and strong odors.</p>	<ul style="list-style-type: none"> • Airway inflammation, narrowing, and swelling, causing extra mucus production, with difficulty breathing. • Exposure to allergens: tree, grass, or weed pollen, dust mites, cockroaches, animal dander, smoke or chemical fumes, and strong odors. 	<ul style="list-style-type: none"> • Remove the athlete from activity immediately • Encourage the athlete to relax and control their breathing. If necessary coach the athlete in performing controlled breathing exercises • Follow asthma action plan found in app

Anaphylactic Shock

Definition and Cause	Presenting Symptoms	Protocol
<p>A severe, potentially life-threatening allergic reaction.</p>	<ul style="list-style-type: none"> ● Whole-body: fainting, lightheadedness, low blood pressure, dizziness, or flushing ● Respiratory: difficulty breathing, rapid breathing, shortness of breath, or wheezing Skin: hives, swelling under the skin, blue skin from poor circulation, or rashes ● Gastrointestinal: nausea or vomiting ● Also common: fast heart rate, feeling of impending doom, itching, tongue swelling, difficulty swallowing, facial swelling, confusion, nasal congestion, or impaired voice 	<ul style="list-style-type: none"> ● Immediately activate the EAP ● Monitor the athlete's vitals (heart rate, blood pressure, and breathing rate) while ensuring the athlete's airway and circulation are not compromised ● Follow the anaphylaxis action plan found in app. ● Assist the athlete in administering an epinephrine pen, if trained and available. If the athlete has a prescribed epinephrine pen and can administer themselves, allow them to do so. ● Do not administer any foods or fluids to the athlete for fear of choking.

References

1. [National Athletic Trainers' Association Position Statement: Preparticipation Physical Examinations and Disqualifying Conditions](#)
2. [National Athletic Trainers' Association Position Statement: Management of Sport Concussion](#)
3. [National Athletic Trainers' Association Position Statement: Exertional Heat Illnesses](#)
4. [National Athletic Trainers' Association Position Statement: Lightning Safety for Athletics and Recreation](#)
5. National Athletic Trainers' Association. "Interassociation Recommendations for Developing a Plan to Recognize and Refer Student-Athletes With Psychological Concerns at the Secondary School Level: A Consensus Statement." [Journal Of Athletic Training](#), 2015;50(3):231-249.
6. [NATA Asthma Position Statement](#)
7. [National Athletic Trainers' Association Position Statement: Emergency Planning in Athletics](#)

Insurance Policy

Menlo School carries student accident insurance. The coverage is called an excess policy because it may provide payment for costs (up to \$50,000.00 total lifetime maximum, per covered person, per accident) incurred that are over and above payments made by the primary insurance carried by the parent/guardian of a Menlo student. Menlo School urges and expects that all families carry medical insurance for their children who are students at the school.

The following are some key provisions of the Menlo Student Accident Insurance Policy:

- The claim for benefits must arise from a Menlo-sponsored activity.
- The policy may pay only those costs that are not reimbursed by the health insurance policy carried by the parent/guardian of the injured student.
- The policy may only pay a portion of the costs not reimbursed by the health insurance carried by the parent/guardian of the injured student.
- Reimbursed costs paid under the Menlo policy are determined by and at the sole discretion of the Menlo Student Accident insurance carrier. Menlo School has absolutely no control over or influence on the carrier's decision. Parents cannot and should not assume that any payment will be made under this policy.
- A claim for reimbursement must be reported within 31 days of the date the accident occurs. Claim forms are available from Menlo School's Director of Athletics or from the Business Office. The School does not make or influence decisions of any insurance carrier as to eligibility for or payment of benefits. The School does not submit the form, or have any contact with the insurance,
- Participation in certain school activities, including athletics, involves the risk of injury or worse. Menlo parents and students assume those risks. A student should not participate in the activity if they and/or their parents are not comfortable with this fact.

Frequently Asked Questions

When must medical release, parental permission, and supplemental Upper School Athletics forms be submitted?

All students must have a physical examination form and all supplemental forms on file in the School's designated online health platform before beginning practice for their sport.

What forms do I need to complete prior to trying out for a sport at Menlo?

The following forms, which are housed under the athlete's health record, should be completed by the start of school:

- A physical performed by an M.D. or D.O. and dated after June 1.
- A sports injury risk and consent waiver signed by both parents or guardians
- State-mandated concussion information form
- State-mandated sudden cardiac arrest information form
- Menlo Athletics parent-student handbook
- Menlo head injury management program
- An updated vital health record with at least four emergency contacts, with one of the four contacts residing outside of the area
- A medical release and confidentiality statement signed by both parents/guardians

What if I'm injured and am referred out to a specialist or my pediatrician?

If Menlo athletic trainers deem a referral necessary, they will return with a note from the treating physician that includes a diagnosis and treatment plan, allowing them to provide the best support.

Can I drive my child to and from games, or allow them to get a ride after the game?

Athletes may be released to their parents following the game only if the coach is informed directly. Athletes are not allowed to depart with another parent unless the coach has received prior written notification from their parent(s).

Parents planning to drive teams to and from a Menlo event must be cleared by the Menlo transportation department by showing proof of insurance and signing a release that the Menlo transportation department can share with the California Department of Motor Vehicles. Please contact Menlo's [Transportation team](#) to arrange clearance. On occasion, students may drive themselves, provided there is proof of insurance and a permission form on file with the Head Athletic Trainer. Students are not allowed to drive other students to games.

If my child misses school, can they participate in a game or practice?

Students must attend at least two classes on the day of the competition in order to be eligible to participate in a competition or practice. A student who misses a full day of classes is not permitted to be present at the competition. There are some exceptions, and those must be approved by the Upper School or Middle School Assistant Director and the Director of Athletics.

How can my child best balance Creative Arts and Athletics events?

Menlo Athletics asks its student-athletes to make a meaningful commitment to their teams, while also encouraging participation in other school activities. We recognize that athletics is just one part of the total educational experience at Menlo, and we want students to explore the full range of opportunities available to them.

That said, athletes must be prepared to balance other time-intensive commitments with their responsibilities to their team. As the level of play increases (from freshman to frosh-soph, JV, and varsity), so does the importance of being consistently present for practices and contests.

Before taking on additional commitments, athletes should carefully consider the season-long responsibilities that come with being part of a team and the importance of honoring those obligations to their teammates and coaches.

How do I pay for the extra expenses that occur each season?

Menlo realizes that playing an interscholastic sport can force a family to incur added expenses, such as equipment, apparel, and team travel. Every effort is made to keep these added costs down, and Menlo has removed team fees for all sports. If families are in need of financial assistance, there are

funds available through the [Jay Ward Athletic Endowment Fund](#). Submit forms to Rose Garza (rose.garza@menloschool.org) in the Admissions Financial Aid Office.

How do I find out the latest updates on key dates, schedules, and rainouts?

Check the team app, run by team parents, which alerts students and families of changes, the Menlo School Athletics website, and Twitter/X feed @MenloKnights

How do I make sure that my student doesn't fall behind academically during their athletic season?

A significant time commitment is required to be a high school athlete. Student-athletes will occasionally have to miss class. With more than three-quarters of the student body participating in interscholastic sports each year, the faculty knows very well how to work with our student-athletes. Students need to plan and let teachers know well in advance when they are going to miss class. Students should use tutorials in order to meet with teachers when they have to miss class, and should use sessions during free periods, lunch, or before school to meet with teachers or take tests.