

USD 284 STUDENT ACTIVITIES MANUAL

Purpose

The purpose of this manual is to familiarize parents and participants with policies and procedures involved with activities sponsored by USD 284 Chase County. The Kansas State High School Activities Association Handbook contains rules for Middle and High school athletics that will be followed in all activities except in areas where we have more strict regulations on the local level. Due to the length of some documents such as BOE policy and KSHSAA handbook they have not been included in this manual. Copies should be available in school offices and the AD office if a person wishes to look at a specific item not covered here.

Philosophy for Interscholastic Sports, USD 284

Students in USD 284 have the opportunity to benefit from participation in extracurricular activities that are offered in a variety of arenas. Such participation fosters the qualities of self-discipline and individual commitment, personal excellence and team membership. Because every activity offers opportunities to develop these qualities USD 284 is committed to provide a range of activities for students who have the time and desire to participate in them. Members of the activities staff will promote multiple activity participation for students in hope that students will receive a wide range of experiences they can use throughout life. The district opposes recommendations that students specialize in a single, year- long activity.

Students electing to participate in an extracurricular program should strive for self-growth and satisfaction, and promote unity and positive experiences for all participants. This may be obtained through rigorous, persistent practice with a positive outlook and expectations.

The activities staff and administration, shall be responsible for implementation of an interscholastic program that is designed to provide opportunities for students with interests and abilities, to develop and utilize their talents fully in organized competition. When possible, junior varsity and middle school programs will provide opportunities for participation and development of as many students as possible. Varsity levels of competition will be reserved for those who have been judged to have the talent and ability to compete at the highest level possible.

League Affiliations

Middle School CCMS is a member of the Flint Hills Junior League. A copy of the league constitution and list of league activities is available with the AD or Principal

The FHJL is made up of the following schools:

Chase County- Strong City	West Franklin-Pomona	
Americus	Herington	Lyndon
Osage City	Mission Valley	Council Grove

High School

CCHS is a member of the Flint Hills League.

A copy of the constitution and list of league activities is available with the AD or Principal.

The FHL is made up of the following schools.

Chase County - Cottonwood Falls	Council Grove	
Herington	Lyndon	Northern Heights
Mission Valley	Osage City	West Franklin

Activity Eligibility Policy

The KSHSAA has an extensive eligibility policy that includes scholarship, enrollment, residency, etc. Assuming that students have met all of the requirements set forth by the KSHSAA., USD 284 has established the following Athletic/Activities Policy. The purpose of this policy is to ensure continued eligibility for students attending the Chase County schools, improving student academic achievement, and enhancing communications between the school and parents.

Eligibility requirements for KSHSAA activities are available on the KSHSAA web site. See Activities Manual at www.kshsaa.org Copies are also available from the AD.

Scholarship

- CCHS:**
1. Full time students must be passing 6 blocks of credit to be eligible for activities. Part time students must be passing 5 blocks.
 2. Ineligibility will cover all activities listed in the CCHS student handbook as being affected by the discipline Cycle.
 3. Ineligible students will continue to attend sports practices. This is required for liability purposes.
 4. Any student being granted part-time status must realize that enrolling in less than 5 blocks of credit will forfeit their right to participate in extracurricular activities sponsored by the KSHSAA. Students enrolled in less than 5 credit blocks will be allowed to participate in activities sponsored by CCHS providing they meet eligibility standards. (must pass all subjects).
 5. Eligibility will be determined after the 5th week progress reports each semester. It will be determined weekly for the remainder of the semester. Eligibility status updates should be entered into the computer by individual teachers by 8:15am on Wed. mornings each week, with eligibility taking effect on the following Sunday and continuing until the following Sunday. The principal's office will furnish a list of ineligible students to the faculty and notify parents by mail.

CCMS: Rules 1-4 above apply

Academic eligibility will be weekly and each student will be eligible for the first event of any season. Grade reports will be run each Thursday morning for 7-8th graders by the councilor. If a student

receives 3 D's or 1F they will not be allowed to participate the following week, Sunday through Saturday. A letter will be sent home weekly to the parents of any student who is not eligible for the following week. Grades in the classrooms will be kept cumulative for each 9 week period.

Absences on Day of activity

Absences due to illness, occurring on the date of scheduled school activities may nullify that students privilege to participate on that date. Cases will be handled on an individual basis. Any unexcused absence occurring during the calendar week of any interscholastic event may nullify that student's participation for that week.

Any student who is involved in an extracurricular activity may not participate in that activity if he/she has a fever and/or is ill. In the afternoon of an activity, if a student has a fever (100 or above) or goes home from school due to illness, the student will not participate in that evenings activity. If a student had previously been ill and comes back to school by noon, his/her temperature will be monitored and participation denied in the evening activity if the fever goes to 100 or above.

Insurance Coverage

Three levels

1. Parent or guardian personal insurance.
2. USD 284. Secondary coverage only. Covers up to \$25,000. Does not cover all costs but does cover a wide range of injuries.
3. KSHSAA Catastrophic Plan- Begins at \$25,000. Covers only KSHSAA activities.

Copies of insurance forms are available from the AD or school offices for KHSSAA and USD 284 policies.

Facilities, Equipment and Supplies

The school district is responsible for providing uniforms and equipment required for participation in activities as described in the KSHSAA handbook and associated rule books. Individual equipment (ex. Shoes) are the responsibility of the individual participant. Anyone wishing to donate

equipment or clothing to a program within the district must have the items accepted by the BOE in advance of the donation.

Facilities necessary for activities will be kept in adequate condition for safe, positive experiences for our athletes and those of our opponents.

Coaches are responsible for issuing and checking out equipment, post-season inventories and maintenance of equipment in usable condition. Coaches will collect equipment from players at the end of the season and store it in an orderly manner. A list of lost and damaged equipment, along with the player responsible for it will be provided to the AD and school office. Participants will be held accountable for equipment checked out to them that is lost or damaged unnecessarily.

Practices

Coaches will expect players to attend practice each day that they attend school. If a student is going to be a part of an interscholastic team, then they need to be loyal to teammates and put in the work like everyone else. Coaches may be held responsible for students during practice time. When a player is not at practice the occurrence shall be documented and investigated later.

When students are going to miss practice they should contact a coach prior to the time of practice. Coaches may require notification in writing from a guardian at the time of notification or the next day.

The prescribed practice time for USD 284 is from the time school is out until the activity buses leave. Bus times change with standard/daylight savings time changes, essentially 5:45 or 5:30. Coaches should make an effort to allow time for athletes to shower before that time. Occasionally practice may occur at other times due to heat schedules, vacations or half days of school.

Practices cannot be required on days when school is not in session or at times outside the prescribed time. (Including extending the practice time) Practices may be called at other times by the coach but on a voluntary basis. The only repercussion that may occur is in the case where a student may not meet a required number of practices to be eligible for competition.

Persons who are not students or staff members of USD 284 may not take an active role in any practice. By BOE policy, outside individuals or groups may not attend a practice for the purpose of scrimmage. KSHSAA policy does not allow “volunteer” coaches.

In instances where a team is going to practice at a site away from the locker room area, school transportation will be provided.

USD 284 has a **no-cut policy** for all athletic teams excluding Cheerleading, PomPon and Voices teams. However students may be removed from teams for violating team, KSHSAA and USD 284 rules, insubordination, illegal activities etc.

Key KSHSAA Rules that we often have questions about. All rules are available on the KSHSAA web site.

Sportsmanship Rule 52 Summarized

Art. 1 Sportsmanship is a general way of thinking and behaving by displaying character and self control in a positive manner.

Art. 2 Enforcement Action may result in reprimand, probation, or suspension from activities for participants or spectators. If a school is unwilling to impose discipline on unruly persons, a hearing may be held and penalties imposed on the individual and or the school by KSHSAA.

Outside Competition Rule 22 Summarized

Art. 1 A student who is a member of a school team may not participate on a non-school team (including practice) in the same sport between the Tuesday following labor day and the Friday preceding Memorial Day.

Art. 3 A student becomes a member of a team when they participate in a practice. They remain a member of the team until the season is over or membership is terminated. *Violation will result in suspension for the remainder of the season.*

Private Instruction Rule 26

Art. 1 A student may receive instruction from a parent at any time.

Art. 2 A student may receive private instruction at any time of the school year. Other people may be present in a supportive capacity but not offer or receive instruction at the same time. Link to Rule 30 during the school year (Labor Day to Memorial Day) a coach may not be involved with their athletes in a sport other than the actual season of the sport. (Coaches may not give private instruction to their players)

Art. 4 A student may not participate in a group training or tryout session while a member of a school team in the same sport.

Violations may result in suspension from the sport for one year from the date of violation.

Awards Rule 20

Art. 1a Member schools may provide awards limited to traditional letter, patches, certificates.

May also give additional awards not to exceed \$25.00 (medals, trophies)

1f Shall not be involved in fund-raising or financing students to attend outside the school training sessions or camps.

Art. 2 Outside Agencies- Medals, ribbons or certificates may be awarded. No cash or merchandise shall be awarded.

Amateur Rule 21

Art. 3a A student may receive pay for teaching sport activities.

B A student may not receive pay for coaching teams or individuals involved in competitions.

Art. 5 The acceptance of merchandise, wearing apparel or equipment is a violation of this rule.

Art. 6 Competing for cash prizes applies to an individual or a team. It does not matter if the individual; receives a portion of the prize if the team accepts.

Violation of the rule makes the student ineligible for the entire time a student is in middle and or high school.

Transportation

Participants are expected to ride school transportation to activities except on rare occasions when permission must be granted by administrators in advance on a case by case basis. Students may be

signed off the bus at events, only by parents or guardians. Students may be signed out to ride with grandparents, or another student's parents, if permission is granted by the principal. Permission may only be gained due to a signed and dated note presented not less than 1 hour before departure time for the trip. The adult designated to transport the student home will present the coach or sponsor a signed and dated note accepting the student.

Students will not be signed out to other students, including siblings who are still in high school.

Drug Testing

Students who choose to take part in extra curricular activities as a representative of USD 284, are subject to random drug testing. By refusing to be tested, a student forfeits their right to participate in the activity program of the district. An informed consent agreement must be completed and signed by the participant and a parent or guardian before participating in any practice, game, performance or competition.

A copy of this agreement is available from the AD or any school office. Copies of the complete drug testing policy are also available from the AD or offices. (suspended pending change in policy)

Role of Parents in activities

Notable Quote

"If young people are making good decisions about behavior, drugs, friends and academics, then activities are just dessert. However; if a child is not making good decisions about those things, *no amount of athletic success will justify parents overlooking their child's other choices.*"

Communication- USD 284 expects to maintain the following procedures:

- The administration of USD 284 expects coaches/sponsors to contact parents when necessary, concerning problems with health or behavior of team members.
- Any questions a parent has concerning an extracurricular group should be addressed to the coach/sponsor, before approaching administrators. Follow the chain of command please.
- Concerns that **are** appropriate to discuss are behavior of own child, ways to help improvement or concerns about the mental and physical treatment of your own child.
- Concerns that are **not** appropriate are; playing time, strategy, and other team members. Allow for one instructional voice. It is the coaches job to instruct at games and practices. The parent's job is to support. Offering instruction from the sideline is detrimental to both the individual and the team.

"There are 4 roles at an athletic contest. Player, Coach, Official, Spectator.

A person can only play one role. You choose."

Complaint Procedure

Chain of Command

The chain of command in the athletic department shall be as follows:

Head Coach-AD-Principal-Superintendent-BOE

When anyone has a concern about with an activity program, that person should first contact the head coach as to the nature of the problem. It is recommended that meetings be held face to face and that a neutral third party be present when possible. The AD will serve in his function upon request.

If an Administrator is contacted they will first inquire if the complaining party has contacted the head coach. If the problem is not resolved, the coach and or involved party may contact the AD to set up a meeting for the purpose of reaching common ground. If resolution of the situation is not forthcoming, the proper complaint form may be filed with the Principal who will investigate and provide a ruling on the incident.

If this is not satisfactory the complaint may be further expanded to involve the Superintendent. If the complainant still is not satisfied the final level of appeal is with the local BOE. Complaint procedures are spelled out on the complaint forms adopted by the BOE.