

# **ATCHISON PUBLIC SCHOOLS**



**2018-19**

## **ACTIVITIES HANDBOOK FOR STUDENTS AND THEIR FAMILIES**

Approved by BOE: 6-11-18

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## **Requirements of Participation**

The following are required before the student is eligible to participate in practices or competitions.

### **1. Physical Examination**

A yearly physical examination is required for Kansas State High School Association (KSHSAA) sponsored athletic activities. The KSHSAA provided physical form must be completed by the physician and submitted to the coach prior to participation in practices or competitions. This physical covers all activities for the entire school year, provided the examination occurred after May 1<sup>st</sup> of the previous school year. The form will be maintained on file in the office.

### **2. Emergency Medical and Consent Form**

Each student's parents/guardians shall complete an Emergency Medical and Consent Form giving permission for treatment by a physician or hospital when the parent/guardian is not available. The information will be maintained for availability at all practices and contests.

### **3. Student Activity Contract**

The student and parent/guardian will be presented with a Student Activity Contract, which is to be completed by the parent and student and returned to the school office.

### **4. Concussion Information Form**

This form must be completed by all students who are in KSHSAA sponsored activities. It is provided by the KSHSAA as a way to educate parents, students, coaches, and administrators on the symptoms and severity of concussions. This form must be signed to indicate a knowledge and understanding of the document. Concussions must be treated seriously and with great caution.

### **5. ImPACT Baseline Testing**

Each student who is competing in a KSHSAA sponsored activity is required to complete an ImPACT test prior to participation in athletic practices. The initial ImPACT test is a computerized test administered through Atchison Hospital at no cost to students. This test will help determine when return-to-play is appropriate and safe when a concussion is suspected. Upon diagnosis of a concussion, student-athletes will be required to complete the Gradual Return to Play protocol.

### **6. Participation Fee (prior to the first competition)**

A \$30 participation fee must be paid for each sport/extracurricular activity a student participates in with a maximum fee of \$60 if you choose to participate in more than one activity. This fee can be paid during enrollment or at the appropriate office before the first day of competition. Some students may qualify for a waiver of the activity fee. To see if you child is eligible for a waiver, please contact the Activities Director.

### **7. Transfer Students**

Any high school or middle school student who transfers to Atchison and would like to participate in athletics or KSHSAA activities, will need to contact the Activities Director/Principal. There are several forms that need to be completed before transfer students can participate.

## **Academic Eligibility Requirements**

The coaches, sponsors, and administration of USD 409 believe the first priority of a student should be his or her academic development. Our activity programs offer opportunities for social, physical and emotional development, but these objectives are considered a second priority when compared to academic development.

Eligibility to participate in extracurricular activities is a privilege, which is attained by meeting the following standards. Only by abiding by all of these standards can you be considered eligible to take part in extracurricular activities.

1. Students must be enrolled in a minimum of five new subjects, not previously passed, be a full time student and meet the KSHSAA requirements.
2. Students must pass a minimum of six (6) classes in a semester in order to participate in extracurricular activities the next semester.
3. Students with two (2) failing grades on the Needs Improvement Report will be given a one week probationary period for AMS and a two week probationary period for AHS in which to improve their grade to passing. Students must attend Redmen Time (AHS) or ICE (AMS) during the week in the classes they are failing. If a student appears on the report the following week with 2 failing grades, then they will be ineligible for the week. They may continue to practice, but may not participate in games/competitions/events.
4. Any class that is blocked would count towards two (2) failing grades on the Needs Improvement Report. (i.e. AMS – English or Math)

### **Attendance Requirements**

1. School Attendance: Games/Performance Events
  - A. In order for student to participate in games or performance events, the student-athlete must be present for the full school day.
  - B. Extenuating circumstances will be considered by the administration.
2. Practices/Rehearsals Attendance
  - A. In order for a student to participate in practice/rehearsal, they must be present for the last 4 hours of the school day.
    - i. Unexcused Absences – three unexcused absences will result in the student being dismissed from the team. Absences will be considered unexcused for shopping trips, babysitting, hair appointments, working part-time jobs, or general absences for personal business, which could be taken care of at another time. Absences due to bus suspensions and school office referrals will be considered unexcused.
    - ii. Excused Absences – be advised that being absent from practice, even for excused absences, often impacts individual playing time. The following absences may be excused: illness or injury, doctor appointments (may require a doctor’s note), religious reasons, family emergencies, death in the family, or reasons approved by the principal. It is the student’s responsibility to provide the coach with a note from a parent or doctor to excuse an absence. Extenuating circumstances will be considered by the administration.
3. Missing Games/Performance Events
  - A. It is the coach/sponsor and Activities Director’s discretion on whether a participant that has received the consequence of missing a game will travel with the team and sit on the bench, or any other area designated for the team, for that game. For the purpose of these rules, a game is defined as the length of competition normally played on one date. A game in track would be one entire meet and a game in volleyball would be one entire match. A two-day event, such as wrestling or track meets will be considered as one game.

### **Citizenship Standards**

The following is taken from the official Kansas State High School Activities Association Handbook.

(Rule 14 and USD 409 Policy)

**Student in Good Standing:**

“A student that is under penalty of suspension or whose character brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the Principal”.

USD 409 policy states: In addition, any student charged with a **felony** shall be immediately suspended from performance events until reinstatement. Reinstatement will occur when:

- 1) the charge is dropped,
- 2) the student is found not guilty, or,
- 3) in the event of a guilty plea, guilty verdict or “no contest” plea, the student has met all requirements of the Court, including release from probation.

The student may continue to practice with the team until reinstatement to performance events. Until reinstatement to performance events, the student is not allowed to travel with the team or sit on the bench. Students required by the court to wear an ankle bracelet or other monitoring device are not permitted to perform or practice.

Parents shall notify administration in the event this policy applies to their student.

USD 409 policy also states: If a student is charged with a **misdemeanor**, that student shall be allowed to fully participate until:

- 1) they are found guilty,
- 2) they enter a guilty plea, or
- 3) they enter a “no contest” plea.

At that time, they will be suspended from participation in performance events until it is determined by the administration, that the student has shown commitment to completing the court’s requirements of their case. The administration will consult with Community Corrections/Court Services staff regarding the student’s progress.

The student may continue to practice with the team until reinstatement to performance events. Until reinstatement to performance events, the student is not allowed to travel with the team or sit on the bench. Students required by the court to wear an ankle bracelet or other monitoring device are not permitted to perform or practice.

Parents shall notify administration in the event this policy applies to their student.

**Clubs and Associations**

Students who run for office and during their time in a leadership position, must adhere to all eligibility and student in good standing requirements. Students can be suspended or removed from these positions if the administration determines that the student is not in good standing.

**Rule 52 Citizenship/Sportsmanship**

Introduction - The effective American secondary school must support both an academic program and an activities program. We believe that these programs must do more than merely coexist--they must be integrated and support each other in "different" arenas. The concept of "sportsmanship" must be taught, modeled, expected, and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

Philosophy - Activities are an important aspect of the total education process in the American schools. They provide an arena for participants to grow, to excel, to understand, and to value the concepts of sportsmanship and teamwork. They are an opportunity for coaches and school staff to teach and model sportsmanship, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of sportsmanship for our youth as respected representatives of society. Sportsmanship is good citizenship in action.

**ALL ACTIONS are to be FOR, NOT AGAINST;  
POSITIVE, NOT NEGATIVE or DISRESPECTFUL**

Section 1 - General Regulations

Article 1: Sportsmanship is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:

- a. Be courteous to all (participants, coaches, officials, staff, and fans).
- b. Know the rules, abide by and respect the official's decisions.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance regardless of the team.
- e. Exercise self-control and reflect positively upon yourself, team, and school.
- f. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Article 2: Enforcement Procedure:

- a. It is encouraged and recommended by the Kansas State High School Activities Association that local boards of education adopt these regulations, including "desirable and unacceptable behavior" and shall publish them in the Association's *Citizenship/Sportsmanship Manual*.

**Rule 52 Interpretations**

*The following interpretations and policies were adopted by the KSHSAA Executive Board on November 17, 1999, in regard to Citizenship/Sportsmanship Rule 52. These are meant to clarify and assist member schools in their enforcement of this regulation.*

- Desirable Behavior - Cheerleaders' "Welcome/Good Luck" yells to opposing fans/cheerleaders, combined yells by both cheerleader squads to the entire crowd, opposing coaches, and players shaking hands before/after game; applause during introduction of players, coaches and officials; players shaking hand of opponent fouling out while both sets of fans recognize player's performance with applause; all showing concern for injured player; respectfully addressing officials during competition and thanking them for their performance, regardless of agreement with all calls, and host school extending hospitality to visiting players, coaches, cheerleaders, and fans.
- Unacceptable Behavior - Fans reading newspapers, turning their backs, making disrespectful actions, etc. with introduction of opponents; yelling, waving, etc., during opponent's free throws; derogatory/disrespectful yells, chants, songs, gestures, including "good-bye", "airball", "you, you, you", "What's the score?", "warm up the bus", and other such expressions.

In regard to 52-1b - Know the rules, abide by and respect the official decisions:

- Desirable Behavior - Utilize every opportunity to promote understanding of the rules of the contest within the school and community; players utilize the team captain or coach for clarification of the call; accept the decisions of the officials; cheerleaders lead fans in a positive manner; cooperate with the news media in interpretation and clarification of the rules.

- Unacceptable Behavior - Booing or heckling an official's decision; criticizing the merits of officiating; displays of temper and arguing with an officials call; derogatory remarks toward the official.

In regard to 52-1-1c - Win with character and lose with dignity:

- Desirable Behavior - Handshakes between opposing players and coaches at end of contests, regardless of outcome; opposing players, coaches, and fans engaging in friendly conversations before and following contest; treating competition as a game, not a war; applause at end of contest for performance of all players.
- Unacceptable Behavior - Yells that antagonize your opponents when you feel you have won the game; refusing to shake hands or give recognition to winner or good performance; blaming loss on officials, coaching, individuals player's performance, or other rationalizations; victory celebration on the playing surface.

In regard to 52-1d - Display appreciation for good performance regardless of the team:

- Desirable Behavior - Coach/players search out opposing participants to recognize them for outstanding performance or coaching; all fans recognize an outstanding participant's performance by applause, regardless of its impact on the contest; discuss outstanding performance of opponent with visiting and home fans.
- Unacceptable Behavior - Laughing, pointing finger, name calling, etc., directed at opponents in an attempt to distract; to degrade an excellent performance by opponents.

In regard to 52-1e - Exercise self-control and respect positively upon yourself, team and school:

- Desirable Behavior - Support the activity by learning yells of cheerleaders and displaying total unity as fans in following their lead.
- Unacceptable Behavior - Displays of anger, boasting, use of profanity, bouncing beach balls, antics which draw attention to you instead of the contest; doing own yells instead of following lead of the cheerleader; doing unsportsmanlike yells/gestures, such as "you, you, you!" while pointing finger at fouling opponent.

In regard to 52-1-1f - Permit only positive sportsmanlike behavior to reflect on your school or its activities:

- Desirable Behavior - Positively encourage those around you to display only sportsmanlike conduct; report poor sportsmanship to school officials; member schools insist that sportsmanship be a priority; administrators help coaches teach, model and reinforce sportsmanship; recognize coaches for sportsmanlike conduct; coaches playing those who exhibit positive sportsmanship; administrators taking appropriate action to ensure sportsmanlike behavior.
- Unacceptable Behavior - Fans', players', coaches', administrators', or member schools' unwillingness to get involved and take a stand to defend one of the main tenets of school activities--teaching and promotion of sportsmanship.

### **Rule 52 Violations**

Violations of the Code of Ethics, KSHSAA Rules and Regulations or Citizenship/Sportsmanship Rule 52 by member schools and/or individuals shall be subject to consideration by the KSHSAA.



- Action may result in the form of a reprimand, probation or suspension of the school and/or individual depending upon the degree of the violation.
- If a member school is not willing to impose disciplinary measures acceptable to the KSHSAA, a hearing (informal or formal) will be held and restrictions imposed by the KSHSAA.
- School/coaches are encouraged to use the NCR Report Form to call attention to unusual situations, positive or negative, immediately following the contest. These forms are to be submitted to the KSHSAA.
- If a problem is severe, then the KSHSAA should be notified by telephone so the situation can be followed up immediately.

***"You never get a second chance to make a first impression!"***

### **Inappropriate Behavior In School**

Participation in activities is a privilege granted to those students who show the ability to conduct themselves properly in school. Participation is not a student's right. Participants must therefore maintain a certain degree of good conduct in the classroom and other school settings or activities. The privilege of participation may be taken away if a participant is involved in behavioral problems.

If a student is assigned an **Out of School Suspension** he or she will be ineligible to participate in extra-curricular activities, practices or games, during the suspension. *A student receiving an OSS will be ineligible for their next performance event whether it is during or following the suspension during that season of participation.* Each coach or sponsor will deal with any additional consequences during that season.

If a student demonstrates inappropriate behavior in school that results in an **In School Suspension**, the student will be ineligible to participate in performance events but will be able to practice until the suspension is done. Students serving a full day ISS will be ineligible for performance events until they return to their regular schedule of classes. Students receiving ISS for multiple days (cumulative/or for one infraction) may also be deemed as a student not in good standing and may miss the next performance event as determined by the Activities Director.

### **Inappropriate Behavior at an Event as an Athlete**

Athletics is one of the most visible parts of our school system. Rarely is the public given an opportunity to see the other functions of our school as often as they see our athletic program. Our classroom instruction and other extracurricular programs have far less public exposure.

The behavior of our participants is very important. Our participants represent not only themselves but also their classmates, school and community. We must therefore stress proper behavior and the consequences for improper behavior in our athletic programs.

A participant that shows unsportsmanlike conduct, that is determined to be caused by an uncontrolled anger or frustration (such as cursing or verbally threatening a spectator, player and others) and receives a technical foul, penalty, yellow card, etc. should be removed from the game immediately. A return to the game is permissible at the coach's discretion.

A participant that shows such unsportsmanlike behavior as to be ejected, shall be removed from that contest and if the administration deems the athlete was out of control they will miss the next contest.

Fighting in any form will not be tolerated. Fighting includes pushing, wrestling, striking or any other aggravated act toward another person. If attacked by another we expect our participants to protect themselves and then back away from the situation. **Striking a person, no matter who initiates the situation, will not be considered self-defense.** If a participant is involved in this type of situation and acts in a manner other than simply protecting him or herself, they will then have been considered to be fighting. If a participant fights, he or she will be removed from the remainder of the current game and

could be held from the next game at the consensus of the Coach, Activities Director and Principal. Final decisions will rest with the Principal.

### **Amateur and Award Standards**

Any student who represents a school in an interscholastic sport shall be considered an amateur. A participant forfeits amateur status in a sport by the following:

1. Accepting money or other monetary compensation
2. Receiving any award or prize of monetary value
3. Capitalizing on athletic fame by receiving money, gifts, merchandise or anything of monetary value
4. Signing a professional playing contract in that sport

A student as a result of participation in school or non-school competition in a sport/activity may accept only symbolic awards of no intrinsic value. A student may receive unattached school letters or emblems, medals, ribbons, plaques or trophies without compromising amateur standards. A student shall not have accepted or competed for the following types of awards (regardless of value); services, cash, gift certificates, or merchandise items such as jackets, sweaters, equipment, jewelry, blankets, balls, watches, etc.

### **Award/Lettering Policies**

- A. Individual coaches/sponsors may establish lettering policies for the participants in the activities in cooperation with the building administrator. A copy off those policies is on file in the Activities Director's office and may be viewed upon request.
- B. In order to be eligible to receive activities awards, students must finish the season of that sport in good standing.

### **Changing Sports/Activities (AHS)**

If a student wants to change sports after a season has started (first day of practice), then he/she must have permission of both coaches and the Activities Director. If an athlete quits a team without the permission listed above or if they are dismissed from the team by the coach, then they cannot participate in another sport during that sport season.

### **College Tryouts**

No athlete will participate in any type of try-out or audition or group training sessions for a college team prior to completion of his or her high school eligibility in the given sport.

### **Communication/Expectations**

#### **Your Expectations**

It is reasonable to expect your child's coach/sponsor to inform you:

1. When and where practices/rehearsals and contests are held.
2. About his/her coaching/activity philosophy.
3. About the expectations s/he has for all students ~~on~~ participating in the activity as well as your individual child.
4. What is required to be a part of the activity, i.e., fees, special equipment, eligibility requirements, etc.
5. If your child is injured during participation in a practice or contest.
6. Whenever any type of disciplinary action results in your son/daughter being denied participation in a practice or contest.

Typical concerns of parents that are **appropriate** to discuss with a coach are:

1. Any unhealthy mental or physical strain you detect in your child at home (especially when it affects his/her academic performance).
2. How you can contribute to your child's skill improvement and development.

3. Any dramatic changes you detect in your child's behavior.

### **Our Expectations**

- A. It is **inappropriate** to discuss with a coach/sponsor:
  1. Playing time/participation level.
  2. Team strategy or play calling or activity assignment/role.
  3. Other students.
- B. Coaches/sponsors often need parents to give them input on:
  1. Any specific health concerns about your son/daughter expressed directly and informally to the head coach/sponsor at a mutually convenient time.
  2. Any schedule conflicts well in advance.
  3. Your commitment to the program, and how you plan to make a contribution to the program's success. For example, one way is to be sure your child is at practice/rehearsal each day and on time and to supervise that your child gets enough rest and nutrition at home.
  4. Strategies that have worked for you in dealing with your son/daughter being successful in the past.
- C. If you have a concern to discuss with a coach/sponsor, what procedure should you follow?
  1. Make an appointment with the coach/sponsor. Never approach the coach/sponsor after a game/activity unless the coach/sponsor requests this.
  2. If the coach/sponsor cannot be reached, call the Activities Director to set up a meeting.
  3. Please do not confront a coach/sponsor before, during, or following a contest, event, rehearsal or practice. These can be busy and emotional times for both the parent and the coach/sponsor and this period does not promote objective analysis of the situation.
- D. What should you do if the meeting with the coach/sponsor does not result in a resolution to the problem?
  1. Call and set up an appointment with the Activities Director to discuss the situation. At this meeting the appropriate next step can be determined.

### **Creating a New Club or Activity**

Any teacher, student or parent having an interest in starting a new club or activity must complete the appropriate forms located in the activities office. Those forms should be returned to administration for further review.

### **Cutting Squads**

The Activities Director will, in concert with the coaches involved and with the approval of the building Principal, establish the number of students that will be permitted to participate on an athletic team. If cutting is necessary, a tryout will be held at the beginning of the season and the coaches will evaluate and make decisions on who will be on the team. The tryout should be a minimum of 2 days and a maximum of 4 days. Participation fees will be reimbursed after the tryout if a player is cut. Players need to realize that making the team doesn't guarantee playing time. Coaches who desire to set limits as to the numbers on their team are to inform their athletes and their parent(s) of this intention prior to the start of the season.

### **Deadline for Joining a Team/Activity**

1. Students must have joined a team/activity and be eligible for participation (including completion of all necessary forms) prior to the end of the third (3rd) day of school after practices have begun in order to participate on that team. Exceptions can be made for students wanting to join teams that have not gone through the cutting/tryout process with coach and Activities Director approval. Students who are approved will be on a probationary period where they can practice, but may not

participate in games/events. After the probationary period, which is determined by the coach(es) and Activities Director, the student may participate fully.

2. Transfer/Injured Students- Students transferring into Atchison Middle School or Atchison High School or who are injured at the start of the season have the same number of days to join the team of their choice once they are enrolled/healthy.

### **Debts Due to Loss of Equipment**

Expensive equipment and uniforms are checked out to the participants for their use in our programs. The participants and their parents are responsible for the proper care and washing procedures of these items. The student, or parent/legal guardian will pay for items that are lost, stolen or damaged through improper use or excessively faded and discolored by improper washing. These measures are necessary to enable the activities program to continue to outfit participants and provide the safest equipment affordable.

If a participant owes money to the activities department because of equipment not returned or damaged, he or she will not be allowed to participate in an event/competition/contest of any activity until the money has been paid. The student will be allowed to participate in practices/rehearsals, thus giving him or her an appropriate amount of time to pay the fines.

### **Dress Code**

Individual coaches/sponsors may establish dress codes for their participants on game/contest/performance days and consequences for not being in compliance.

### **Dual Sport/Activity Participation (AHS)**

1. Students may participate in two sports/activities only if the coaches/sponsors of both teams/activities mutually agree to the arrangement. A parent of the student must be present at a conference to discuss details of the arrangements made by the coaches/sponsors concerning playing dates/events/performances, travel, etc. A schedule of playing dates/events/performances and practices for each sport/activity must be submitted to the activities director prior to the first day of competition. At this time the students must designate a primary sport/activity and a secondary sport/activity.
2. The student who chooses to be a member of more than one sport/activity may participate in only 10 competition dates that affect loss of school time. No student may participate in more than two "all day" events.
3. If there is a conflict in regional or state competition, the student will participate in the primary sport/activity event.
4. Games and contests take precedence over practice. Regional or State competitions take precedence over regular season contests.

### **Electronic Devices**

1. At the coach's/sponsor's and bus driver's discretion, electronic devices (cell phones, mp3 players, iPads, eReaders, etc.) may be used on the bus to and from activities. Students should be aware that they may possess these items at their own risk. Sponsors, administration, and/or USD 409 are not responsible for lost, damaged, or stolen devices.
2. Cell phone and other electronic devices with picture taking capabilities will remain put away while in any locker room or restroom.

### **Inclement Weather and Activities**

If inclement weather would force the cancellation or early dismissal of school for the day, it is the school policy that there be no organized practice or activity and also that no coach or sponsor be involved in the

opening of the gym or school for students to practice or workout. Exceptions can only be made with approval of the Superintendent.

Coaches/sponsors will abide by KSHSAA hot weather and lightning safety guidelines when practicing/rehearsing. Students should dress appropriately for weather conditions.

### **Injuries/Concussions**

It is important that participants inform a coach of any injuries sustained during a practice or game. In most cases the coaches will be aware of participants that are hurt, but situations can happen where the coach might not have noticed an injured athlete. Coaches must be informed of any such cases so that the proper actions are taken. Concussions and other injuries are a very serious issue with our coaching staff. If a student shows signs of a concussion or has suffered a serious injury, that student will be withheld from competition until cleared by a physician and has completed the Return-To-Play Protocol.

### **Non-School or Outside Competition and Individual Lessons**

During the sport season a student represents his or her school by competing in an interscholastic athletic contest. A student shall not compete as a member of an outside team in the same sport.

A student may receive private instruction at any time of the school year. This instruction should be done in a one-on-one setting with an instructor and the student only. Supporting personnel can be present provided they will not be providing instruction nor receiving instruction within the same time frame.

### **Prohibited Substances**

It is the policy of USD 409 to prohibit the use by students of any tobacco product, alcoholic product, or drugs not prescribed by a physician. For any violation, the following consequences will be addressed:

#### **Tobacco**

- A. Stage 1: First Offense Tobacco: The student will be denied participation in 10% of the days of competition/events/performances for that activity season. The student may continue to participate in practices.
- B. Stage 2: Second Offense Tobacco: The student will be denied participation in 20% of the days of competition/events/performances for that activity season. The student may continue to participate in practices.
- C. Stage 3: Third Offense Tobacco: The student will be denied participation in the remaining days of competition/events/performances for that activity season. They may not participate in practices for that activity season. The student will not be eligible for awards or recognition.

They may have eligibility reinstated if that individual participates in and successfully completes a chemical dependency/drug use assessment/screening for an approved program of treatment for chemical dependency with the cost born by the individual. If the assessment/screening recommends treatment, the individual must participate in and successfully complete the approved program of treatment. Parent/guardian must consent to a release of information from the provider to USD 409 to share results of the assessment, information regarding any treatment plan, and results of that treatment. Any associated costs will be born by the individual.

The student will be denied participation for 20% of the days of competition/events/performances for that activity season OR the days of competition/events/performances covered by the duration of the treatment program, whichever amount is greater.

- D. Fourth Offense Tobacco: The student will be denied participation in all activity programs for the academic year. The student will not be eligible for awards or recognition.

### **Alcohol/Illegal Drugs**

- A. Stage 1: First Offense Alcohol/Illegal Drugs: The student will be denied participation in 20% of the days of competition/events/performances for that activity season. The student may continue to participate in practices.
- B. Stage 2: Second Offense Alcohol/Illegal Drugs: The student will be denied participation in the remaining days of competition/events/performances for that activity season. They may not participate in practices for that activity season. The student will not be eligible for awards or recognition.

They may have eligibility reinstated if that individual participates in and successfully completes a chemical dependency/drug/alcohol use assessment/screening for an approved program of treatment for chemical dependency with the cost born by the individual. If the assessment/screening recommends treatment, the individual must participate in and successfully complete the approved program of treatment. Parent/guardian must consent to a release of information from the provider to USD 409 to share results of the assessment, information regarding any treatment plan, and results of that treatment. Any associated costs will be born by the individual.

The student will be denied participation for 20% of the days of competition/events/performances for that activity season OR the days of competition/events/performances covered by the duration of the treatment program, whichever amount is greater.

- C. Stage 4: Third Offense Alcohol/Illegal Drugs or Fourth Offense Tobacco: The student will be denied participation in all activity programs for the academic year. The student will not be eligible for awards or recognition.

### **Social Media**

1. Students involved in activities are representatives of the school and community. The activities department requires students to exercise good judgment in their use of social media websites, and to conduct these activities in a responsible and respectful manner.
2. It is impermissible for students to post information, photos, or other representations of sexual content, inappropriate behavior (e.g., drug or alcohol use), or items that could be interpreted as demeaning or inflammatory.
3. Students are required to abide by all team policies, activities department policies, and USD 409 rules/acceptable use policies when utilizing social media websites.
4. It is not permissible to comment on injuries, officiating, or team matters that could reasonably be expected to be confidential to team members.
5. Students are required to follow all respective social media website rules.

### **Best Practices and Reminders**

1. Think twice before posting. If you wouldn't want your coach, sponsor, parents, or future employer to see your post, don't post it.
2. Be respectful and positive.
3. Remember, many different audiences view your posts including fans, alumni, kids, local authorities, parents, faculty, etc.
4. The internet is permanent. Even if you delete something, it's still out there somewhere. Be in the right state of mind when you make a post. Do not post when your judgment is impaired. Sponsors and administrators monitor social media websites. Potential employers use these social media websites to

screen candidates. Use the privacy/security settings made available on these sites.

Violation of the Student's Social Media Policy may result in disciplinary action-- including temporary or permanent suspension from the team/activity--as determined by Activities Director and sponsor.

1. Students are expected to adhere to the rules and expectations in the Student Handbook and Activities Handbook.
2. Any action that is deemed detrimental to the team/activity will be dealt with accordingly by the coaching staff/sponsor, and/or Activities Director.

### **Sports/Activity Specific Expectations/Rules**

All sponsors must develop rules and guidelines for their team/group for that specific sport/activity. These guidelines will be given to the students prior to the beginning of the activity. A copy of such rules and guidelines will be on file in the Activity Director's office.

### **Summer Sports Camp Policy**

No school-organized spring or summer practice or school-organized summer camps shall be permitted unless it complies with KSHSAA guidelines.

A coach may be present only as an observer, participant or staff member at camps provided the attendance of athletes he/she would be coaching the succeeding season does not make up more than 10% of the total camp enrollment. The coach may not organize or administer such a camp.

In addition to the above, a coach may organize and administer a one week per sport camp for his/her players only. Coaches must carry their own insurance for participants. The following guidelines must be met:

1. The school shall not be involved other than to approve the use of facilities, dates and to be assured by the coach there will be no violations of KSHSAA rules or regulations.
2. It shall be conducted following the conclusion of the second semester and before the end of the contact period as stated by KSHSAA.
3. School uniforms or player equipment may not be used.
4. No coach or other school representatives may directly or by implication, direct a student to attend a sports camp as a condition for team membership.
5. A student shall not receive pay or expenses for working at a camp involving a sport in which he/she participates.
6. The camp program shall not include any type of competition with teams of another camp.
7. New students (summer transfer) at a school must pre-enroll before attending a coach's camp.

It shall be the policy that all organizations will be responsible for financing summer camps. Neither the school nor the district are responsible for sending individuals to camp unless an academic purpose is served. This applies to KAYS, DRILL TEAM, CHEERLEADERS, ATHLETICS, AND OTHER ACTIVITIES.

The coach/sponsor shall make prior arrangements with the Activities Director to use any district facilities.

### **Training Rules**

Individual coaches/sponsors may establish training rules for the participants and penalties for those rules in cooperation with building administrator. These training rules will be given to the participants when the preseason practice begins.

### **Transportation**

Participants must ride the school bus to games/competitions/performances. Exceptions may be made for

the student to ride with a parent, coach/sponsor or school administrator in emergency situations such as a doctor or dentist appointments, funerals, and others.

For practices off campus, the Activities Director, along with the coaches/sponsors, will make a determination if transportation is necessary and provide transportation to the location.

Participants will be expected to ride the school bus back to school following a contest. Exceptions will be made only when the student's parent(s) or legal guardian hand delivers the activity sponsor, coach or Activities Director a note informing of the student's desire to ride home with their parent.

### **Virtual School Students**

Eligibility for activities (Virtual School Students)

Students who participate in any school activity shall meet the following requirements:

1. All applicable KSHSAA regulations.
2. The student must be currently enrolled and attending at least five class periods of unit weight in combination between a virtual school that is fully accredited by the Kansas State Department of Education and a USD 409 attendance center.
3. The student must reside in USD 409 or be accepted as an out-of-district student.
4. Must be a student in good standing as noted in handbooks.
5. Academic eligibility requirements noted in handbooks.
6. Other requirements requested by administration and approved by the board, and
7. Virtual school parents shall be responsible for providing the required documentation of the weekly eligibility.



Dear Parent(s) or Guardian:

The USD 409 Board of Education has adopted the Activities Handbook proposed by the principal, activities director, sponsors, and coaches of Atchison High School and Atchison Middle School. We feel that all parents, as well as participants, should read and understand this handbook. All participants will have to abide by these rules and regulations if they wish to participate in athletics or activities at Atchison High School or Atchison Middle School.

We are requesting that both students and parent(s)/legal guardian sign below for verification that this handbook has been read. **STUDENTS WILL NOT BE ALLOWED TO PARTICIPATE UNTIL THIS IS RETURNED WITH SIGNATURES.**

Please return to:

Mr. Matt Renk  
Activities Director  
Atchison High School  
1500 W Riley  
Atchison, KS 66002

Or

Mr. Tyler Lueckenhoff  
Activities Director  
Atchison Middle School  
301 N. 5th St.  
Atchison, KS 66002

Students Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

Guardian(s) Signature \_\_\_\_\_ Date \_\_\_\_\_