

Kinsley Jr/Sr High School
2009-2010
Student Activity Handbook



BOE Approved

ATHLETICS AND ACTIVITIES

STATEMENT OF PHILOSOPHY

The KJSHS shall provide a well-rounded activity program. It is the goal of the school system to provide each participant with the best instruction, the finest equipment, and the most worthwhile competition available.

Only those students who are eligible, under the rules of the KSHSAA and the policies of USD 347, and who are capable of assuming the responsibilities of being official representatives of the KJSHS through their manners, conduct, appearance and sportsmanship shall be permitted to represent the school in the activity program

SPORTSMANSHIP

Those who are in attendance at KJSHS activities will adhere to Citizenship/Sportsmanship Rule #52 of the KSHSAA. Sportsmanship is a way of thinking and behaving.

- We consider athletic opponents as guests and treat them all with courtesy.
- We accept all decisions of officials without question.
- We never hiss or boo a player or an official.
- We never utter abusive or irritating remarks from the sidelines.
- We applaud opponents who make good plays or show good sportsmanship.
- We never attempt to rattle an opponent, such as a player attempting a free throw.
- We seek to win by fair and lawful means, according to the rules.
- We do unto others as we would have them do unto us.
- We try to win without boasting and lose without excuses.
- We ask that every player in the game and every fan in the stands do their level best throughout the game to cooperate with us in living up to this code.

All actions are to be **for, not against;**
positive, not negative or disrespectful!

GOALS AND OBJECTIVES

I. Provide an opportunity for any student to participate in an organized athletic program by:

- A. Maintaining a comprehensive activities program for boys and girls at the junior high school and high school levels.
- B. Seeking coaches/sponsors and staff that understand the age group of students with whom they are working and that encourage a positive, wholesome attitude toward success and failure.
- C. Providing an adequate, realistic budget.
- D. Providing adequate indoor and outdoor facilities.
- E. Providing safe equipment.

II. Provide activity in the form of competitive activities where a student can seek his/ her highest level of accomplishment by:

- A. Supporting competitive activities in grades 6-12 with an emphasis on maintaining numbers and playing as many student/athlete as possible at the non-varsity level. (Non-varsity level being any level below high school varsity)
- B. Teaching basic fundamental skills at all levels (6-12) with major emphasis at grades 6, 7, 8, and 9.

III. Provide direction and leadership by coaches/sponsors and staff by:

- A. Assisting in the development of a handbook for each sport with specific guidelines relative to that sport.
- B. Encouraging coaches/sponsors to attend clinics and workshops designed to increase their knowledge and abilities.

IV. Provide program evaluation by:

- A. Evaluating all head coaches/sponsors, assistant coaches/sponsors, and Rule 10 coaches/sponsors.
- B. Seeking coaches/sponsors input and program evaluation.
- C. Obtaining student input through senior exit interviews.
- D. Monitoring community response to the total program.

CHAIN OF COMMAND

Good communications and chain of command understood and followed by all is a must in order for an athletic department to function efficiently and effectively. Assistant coaches/sponsors and Rule 10 coaches/sponsors must initiate contact with their head coach first in dealing with any problems, concerns, or needs. The head coaches/sponsors are to use the following chain of command:

1. Athletic Director
2. Building Principal/Supervisor
3. Superintendent

RESPONSIBILITY OF STUDENT/ FAN/PARENT

1. To understand that participation in a program is a privilege and not a right.
2. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
3. To eliminate all possibilities which tend to destroy the best values of the game.
4. To stress values derived from playing the game fairly.
5. To show cordial courtesy to visiting teams and officials.
6. To establish a good relationship between visitors and host.
7. To respect the integrity and judgment of activities officials.
8. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
9. To encourage leadership, use of initiative, and good judgment.
10. To remember that a contest is only a game.....not a matter of life and death for player, parent, coach, school, official, fan, community, state or nation.
11. Parents & Guardians are to use the following chain of command:
 1. Coach of their student athlete.
 2. Head coach.
 3. Athletic Director
 4. Building Principal/Supervisor
 5. Superintendent

KSHSAA GUIDELINES

It is the responsibility of all coaches/sponsors to know and practice the KSHSAA guidelines that deal with their activity or sport. If a coach or

sponsor is uncertain of specific rules, they are to consult with the Athletic Director in order to determine the correct answer. A good rule to follow - **ASK BEFORE DOING SOMETHING YOU ARE UNSURE OF.** Violations of KSHSAA rules are to be reported to the building principal immediately upon discovery.

ESSENTIAL GUIDELINES FOR COACHES/SPONSORS

1. BE LOYAL TO THE ADMINISTRATION.

Keep your principal abreast of any situations that may exist in the athletic department.

2. MAINTAIN AN INTEREST IN ACTIVITIES OTHER THAN YOUR OWN.

Support other school activities and activities with your attendance. Seek out and acknowledge others such as the band director, cheerleader sponsors, school newspaper and yearbook sponsor, custodial staff, etc., for their efforts to support your program.

3. HEAD COACHES/SPONSORS GIVE YOUR STAFF HIGH PRIORITY.

Let your assistants know that you are interested in their personal and professional well being and advancement. Meet with them on a regular basis and insist upon communications.

4. BE "PR" CONSCIOUS. Keep newspapers, radio, and television media up-to-date and informed about your team's accomplishments. Take responsibility to see that scores are reported whether you do it personally or delegate the responsibility to another.

5. BE AWARE OF YOUR ROLE AS A COUNSELOR.

Requests for advice may come from students, parents, and your staff. Be aware of the importance of your advice and be willing to seek advice from others such as the principal or school counselor prior to advising someone about something that you are uncertain about.

6. KNOW YOUR PLAYERS AS INDIVIDUALS.

Try to spend time with each player individually prior to the start of the season and throughout the season. Get to know them - about their families, interests, hobbies, and goals.

7. WELCOME COLLEGE RECRUITERS.

Make college recruiters feel welcome and wanted. Be certain that the administration is informed if recruiters want to visit with student/athlete at school prior to your allowing them to do so.

8. BE A GOOD LISTENER. Do not monopolize a conversation.

9. CONSIDER BOTH SIDES OF ANY ISSUE. Do not assume you “know it all.” Remember that we were given two eyes, two ears, and one mouth.

TECHNIQUE OF SOUND COACHING PRINCIPLES

1. Follow sound and acceptable teaching practices.
2. Run well organized practice sessions.
3. Complete pre-season planning well in advance of starting date.
4. Be prepared to handle injuries and emergencies.
5. Construct a good, solid plan that will allow your team to be successful.
6. Keep good track of your equipment and uniforms and maintain appropriate security and storage.
7. Communicate well with your assistants. A good assistant is invaluable - take care of them.
8. Keep parents informed! Communication between parents and coaches/sponsors is vital!

RESPONSIBILITIES TO PARTICIPANTS

1. Be a leader - set a positive example.
2. Be fair and unprejudiced with players.
3. Students have the right to expect the coach/sponsor to have genuine and up-to-date knowledge of that which they propose to teach.
4. The safety and welfare of participants should be upper most in the coaches/sponsors mind.
5. Demand sportsmanship from all participants.
6. Develop training rules that are fair and clear in content with consequences discussed in detail.

CONDUCT OF COACHES/SPONSORS

All coaches/sponsors must be aware that their conduct around the player is being observed very closely. A positive leader in tough situations is one that will be an excellent model for our students. Coaches/sponsors are expected to maintain high standards of conduct on the sideline, in games, and at all practices.

COACHES/SPONSORS RESPONSIBILITY AND LIABILITY

FAILURE TO TEACH:

Coaches/sponsors can be sued for failure to teach fundamentals in their particular activities and protective skills.

- A. Teach the athlete to protect himself or herself.
- B. Teach proper fundamentals.
- C. Do not praise or encourage a student/athlete for doing something improperly or against the rules.
- D. Avoid negligent entrustment (entrusting authority for an activity to someone not qualified to carry out that particular activity).

FAILURE TO PROPERLY SUPERVISE:

- A. If you are not there you may be liable.
- B. The more hazardous or more physical contact activities require closer supervision.
- C. You must be at least immediately accessible at all times.

1. Accessible to all aspects of practice or activity.
2. Systematic overseeing of the practice or activity by head coach or sponsor.
 - a. Head coach or sponsor must supervise all areas of activities systematically.
 - b. Should have written itinerary for practices.
 - c. Should have written procedures for emergencies.
 - d. Locker room rules and regulations should be posted.

FOLLOW SCHOOL POLICY:

Coaches/sponsors must know and understand school policy.

- A. Know what school policy is and do not deviate from it.
- B. If no policy exists to cover your concerns, contact the athletic director and principal.

EQUIPMENT:

- A. If an injury occurs which involves equipment:
 1. Keep the equipment and label it. Get evidence of purchase and sequester it.
 2. If on film, study the film and sequester it.
 3. Question witnesses immediately and document their response.

REASONS FOR BEING HELD LIABLE:

- A. Failure to supervise an activity.
- B. Negligently entrusting a duty to an under qualified or unqualified individual.
- C. Failure to teach proper skills.

- D. Failure to teach protective skills.
- E. Failure to provide and maintain a safe coaching and playing environment.
- F. Failure to inspect, repair, and recondition equipment properly.
- G. Failure to teach student/athlete to inspect their own equipment.
- H. Failure to provide effective equipment.
- I. Failure to properly play an activity.
- J. Failure to create a set of written policies and procedures for an activity.
- K. Failure to follow and enforce such policies and procedures.
- L. Failure to match or equate student/athlete of equal size and ability.
- M. Failure to properly administer first-aid.
- N. Failure to warn of the inherent dangers of the activity.
- O. Failure to assess an injury of incapacity to a student/athlete.
- P. Failure to keep adequate and accurate records.

DUTIES OF A COACH TO AVOID BEING HELD LIABLE:

- A. Provide safe environment.
- B. Properly plan activities.
- C. Evaluate the student/athlete or students for injury.
- D. Match or equate student/athlete of equal size and ability.
- E. Provide and maintain proper effective equipment.
- F. Warn student/athlete of inherent risks of the sport.
- G. Supervise closely.
- H. Know and use emergency procedures and first-aid.
- I. Keep adequate records.

EVALUATION OF COACHES/SPONSORS

Three of the main reasons for the school to evaluate coaches/sponsors:

- A. Coach/sponsor improvement.
- B. Program improvement.
- C. To be able to support coaches/sponsors better by obtaining facts.

A coach must realize that he/she must continue to improve. The evaluation of coaches/sponsors will be used to show the following:

- A. The coaches/sponsors strengths, weaknesses.
- B. Areas that need to be targeted for improvement for the next season.
- C. An effort to show why both positive and negative things have happened in the previous season and what can be learned from them.
- D. Discussion of common goals for the upcoming year.

Evaluation Procedure:

A. At the beginning of the season, the head coach/sponsor will be given the following by the Athletic Director.

- 1. Coach/Sponsor Philosophy and Evaluation Instrument
- 2. Beginning of the Season Coaches Checklist
- 3. Program goals/Individual Goals

- B. At the end of the season, the head coach/sponsor will be expected to complete the evaluation of each assistant coach/sponsor. The head coach/sponsor may request assistance from the athletic director and/or building principal in completing this evaluation. These evaluations are to be given to the Athletic Director at the formal evaluation meeting.

End of Season Coach/Sponsor Checklist. This form is to be filled out by the head coach/sponsor and brought to the formal evaluation meeting.

Performance Appraisal Review and Evaluation: This form will be completed during the formal evaluation with the head coach/sponsor, athletic director and principal. Every attempt will be made to complete the evaluations within ten days following the completion of the season. Copies of all evaluation forms will be given to the head coach/sponsor, the athletic director, the principal, the superintendent of schools and will be reviewed with the Board of Education during an executive session. All evaluation forms will be kept on file.

REVIEW OF SEASON REPORT

At the conclusion of each season, the head coach will be given a REVIEW OF SEASON (Appendix A) report that is to be completed and turned into the Athletic Director within two weeks following the completion of the season. This report will be discussed during the evaluation process.

RULES MEETINGS

All coaches/sponsors and sponsors are encouraged to attend their assigned KSHSAA Rules Meetings for their sport or activity. Head coaches/sponsors MUST attend the KSHSAA Rules Meetings.

COACHING/SPONSOR CLINICS

Each coach/sponsor is allowed:

- A. One overnight clinic in which registration, room, meals, and school transportation will be provided.
- B. One clinic where only registration will be paid. All other expenses are the responsibility of the coach.
- C. Those who coach/sponsor more than one activity may request additional clinics. Approval will be based on available funding, availability of substitute teachers, etc.
- D. Requests to attend coaching/sponsoring clinics should be approved at least two weeks in advance of the requested clinic. Requests made with less than two weeks notice may be denied.

PURCHASING

All purchases must be approved by the Athletic Director and Principal. All items approved for purchase must be done via a signed purchase order issued from the office. Anything purchased without approval or without a purchase order shall become the responsibility of the coach or sponsor making the purchase.

PATCHES

The school may order patches for student/athletes provided:

1. No patches will be ordered unless approved by the athletic director *and* building principal.
2. No patches will be ordered until all money for the patches has been collected.

AWARDS TO STUDENT/ATHLETE

KSHSAA rules dictate that schools may give the student/athlete:

- A. Traditional letters, Certificates, Photographs, Medals, and Ribbons.
- B. Additional individual awards in each activity as long as the cost ***does not exceed*** \$25.00. (Cash may not be given.)

Students and parents should be informed about what individual awards may be received for summer activities by outside agencies. They may receive medals, ribbons, and certificates. They cannot accept cash or merchandise at any time. They may be ruled ineligible the following season if they do.

OVERNIGHT TRIPS

All overnight trips except those involving State Contests MUST have prior approval of the Board of Education. Be mindful that the Board of Education normally meets once per month and twice during some months, therefore, overnight trips must be planned well in advance.

OUT-OF-TOWN TRIPS

It is very important that coaches/sponsors and students understand their responsibilities while traveling to and from out-of-town events as well while they are a guest in the host school's facilities. Coaches/sponsors should make certain students understand what is expected of them prior to the event. The following rules and guidelines will apply to all out-of-town trips:

- A. In order for a student to participate in an out-of-town contest or event, they must ride the school provided transportation to the event.

Students who miss the team bus and show up at the event by other means of transportation may not suit up or play that day/night. If special situations occur, the principal must approve any exceptions in advance.

- B. Students shall not be picked up in-route or dropped off prior to arrival back to the school with the exception of Offerle and Lewis.
- C. Coaches/sponsors are responsible for making certain the bus is supervised at all times. This is not the bus driver's responsibility.

D. Coaches/sponsors are responsible for making certain the bus is as clean at the end of the trip as it was at the start of the trip.

E. All students are to address the bus driver in a respectful manner.

F. A coach or sponsor should be the last person to leave the dressing room or other areas where students have gathered or assembled in the host school's facilities.

Any damage to the building or its equipment must be reported to the host administrator immediately.

G. All trips must be scheduled well in advance through the athletic director. The bus will not stop prior to arrival back to school unless the stop is scheduled and approved by the athletic director in advance of the trip. Emergency and restroom breaks will be at the discretion of the coach.

INVENTORY

Coaches and sponsors should make certain they have a complete inventory of all equipment and supplies prior to the first practice. The head coach/sponsor is responsible for updating the inventory as soon as possible following the end of the season. This inventory will be given to the athletic director prior to the first contest and this same inventory will be checked with the athletic director at the conclusion of the sports season. This inventory process will be a part of the evaluation process.

KINSLEY-OFFERLE SCHOOL DISTRICT USD #347 GUIDELINES FOR APPAREL PURCHASES

1.) All team uniforms or team related clothing must have red and white, (in either order) as the primary and secondary color. A third color, may only be used when a complementary color is needed, to help make the uniform visible, such as numbers, or name. All uniforms must be cleared through administration.

2.) All team t-shirts that are worn on the court or playing field before games must use red and white as the primary and secondary colors. A neutral color may only be used

when a complementary color is needed, used for a logo, or to help make the number or name more visible and cleared by administration. Certain exceptions (black dance pants, tan golf pants) can be made to the school uniforms; this also needs to be cleared by administration.

3.) Uniform accessories (socks, shoes, kneepads, ankles and knee braces, etc.) may be a neutral color or school colors of the athlete's choice unless provided by the school.

4.) School activity clothing (not intended to be worn on the playing field, court, or used in or before athletic competitions) that is purchased by the students may be of any neutral color as long as red or white are incorporated. All school activity clothing must be cleared through administration.

UNIFORMS

The head coach will issue practice uniforms and game uniforms prior to the first game. All uniforms are the responsibility of the student and all uniforms will be returned back to the school at the end of the season. A student will return the uniforms in good shape, any uniform lost or damaged will result in a fee to replace the uniform. The student will not be able to go out for another sport until the uniform is returned or paid for. Students are not to wear uniforms for personal use.

UNIFORM ROTATION

YEAR	HIGH SCHOOL	JUNIOR HIGH
2009-2010	Golf	Volleyball
2010--2011	Track/ Cross Country	
2011-2012	Volleyball	Track
2012-2013	Football	Football
2013-2014	Basketball	Basketball
Cheerleaders will be every three years		
Band will be on an as needed basis		

T-SHIRTS/SWEATSHIRTS, ETC.

If a T-shirt/sweatshirt, etc. is desired by a coach or team, the following must be observed even if the cost is borne by the student:

1. The design and wording must be approved by the athletic director/principal.
2. Individual student names or inappropriate nicknames may not be used on any uniform - either provided by the school or individual player - while the player is participating in any school approved contest without coach/principal approval.
3. Efforts should be made to keep the costs of the item(s) as low as possible.
4. *All purchases for equipment that will be used as any part of a uniform must be red and white. Equipment containing other colors will not be allowed.*
5. Nothing will be ordered without approval from the administration and an approved purchase order. **Ordering will be placed by the JrSr High Office. All monies must be collected in advance by coaches or sponsors and turned into the office.**

SURPLUS UNIFORMS

Uniforms shall not be sold or given to any individual player or student. Old or surplus uniforms may be disposed of by the Board of Education which shall follow the State Law allowing the Board of Education to dispose of surplus property (72-8212). This law allows the Board of Education to dispose of surplus property any way they wish if it is a unanimous vote. If not unanimous, surplus property may be sold by sealed bid or at a private or public sale.

LOCKER ROOM SUPERVISION

Head coaches are responsible to insure that locker rooms are properly supervised before, during, and after all practices and games. Head coaches may delegate supervision duties to assistant coaches/sponsors, however, they remain responsible for proper conduct of the athlete, cleanliness of the locker rooms and the security of supplies and equipment, etc.

WEIGHT ROOM

The foundation of any excellent athletic program is a solid weight training program. Encourage

your student/athletes to participate and to work hard to improve their strength, speed, and quickness. Student/athletes **MUST** be supervised at all times when working out in the weight room. Former students or community patrons must have the permission of the principal to be allowed to workout in the weight room.

STUDENT PHYSICAL EXAMINATIONS

Every student that wishes to participate in athletics, cheerleading, or dance squad must have a fully completed KSHSAA physical form on file in the Athletic Director's or Principal's office. Make certain the student's signature is on the form and the parents/legal guardians have signed both sides of the form. Make certain the student's most recent tetanus shot is on the form. Managers are not required to have a physical on file, however, if they are going to be active participants in the practice sessions, i.e., running, playing, etc., they should have a physical completed.

PARENT/LEGAL GUARDIAN MEETING

Coaches/sponsors must have a parent/legal guardian meeting before their sport begins to explain their rules/guidelines, expectations, and lettering policies. Coaches/sponsors should make certain parents have an opportunity to have their questions and concerns answered. Parents should be informed at least ONE WEEK in advance of the meeting so their calendars can be arranged so they may attend.

Informational packets should be handed out at this meeting. Parents need to be informed that the student can possibly be injured (some very serious) by participating in the sponsored activity. Each parent is to receive an acknowledgment sheet provided by the Athletic Director that the parent and student must sign indicating they have read and understand the rules and guidelines and agree that their son/daughter will abide by those rules and guidelines and acknowledge the possibility of injury. Those parents unable to attend the meeting will be sent the informational packet and the athlete will not be able to play in the first competition until the acknowledgment sheet has

been returned with the signature of both the parent/legal guardian and student. Student/athletes may practice prior to the acknowledgment sheet being signed and returned, however, they may not participate in contests until completed. All information contained in the packets is to be reviewed with the athletic director and/or building principal prior to its distribution.

TEAM RULES

Each coach is responsible to hand out to the student/athlete and parents before the season begins, a set of team rules that are thorough and concise. These rules must be approved in advance by the athletic director and building principal. Both the athletic director and principal are to be provided a copy of the team rules prior to the start of the season.

Team rules should have a definite purpose and be clear and understandable. The steps of discipline that will take place if rules are broken should be addressed. It is advisable to make rules governing punishment flexible so that all situations can be addressed.

TEAM RULES SHOULD INCLUDE:

- A. Practice guidelines.
- B. Tardy or absence from games or practices.
- C. Bus conduct/rules.
- D. Alcohol/drug use. (As adopted for all student activities)
- E. Use of tobacco and tobacco products. (As adopted for all student activities)
- F. Rules against the use of profanity.
- G. Your guide lines on sportsmanship towards opponents and officials.
- H. A statement dealing with those student/athletes “not in good standing”.
- I. Rules covering transportation to and from out-of-town events. (As adopted for all student/athlete and activities)
- J. Rules covering participation in practice and/or games for students absent during the school day. (As adopted for all student and activities)
- K. Establishing team goals and individual student/athletes goals and evaluating those goals on a periodic basis.

PRACTICE POLICIES

Be prepared for every practice! Be organized and utilize the practice to the maximum. The following principles of good practice should be followed:

- A. The first date that a team can practice will be determined by the KSHSAA.
- B. All student/athletes who participate in KSHSAA events must meet all eligibility requirements of the KSHSAA and the U.S.D. 347 Board of Education.
- C. All student/athletes must have a completed physical form on file in order to practice.
- D. ANY WEDNESDAY PRACTICE LASTING AFTER 6:30 PM OR ANY SUNDAY PRACTICE MUST BE APPROVED BY THE PRINCIPAL/SUPERINTENDENT.
.Make certain that following each practice all equipment is put away in its proper place, the lights are turned off, and the area secured. If you are the last to leave the building, make certain all exterior doors are locked.

ACTIVITY TRANSPORTATION

Each student and his or her parents are given a copy of the district transportation policy at the time of enrollment. They are asked to acknowledge reading and understanding it at that time by signing and returning it. Students are expected to follow that policy throughout the year.

ACTIVITY PARTICIPATION AND ATTENDANCE

Any field trip or morning activity will require that the student be in attendance during the morning to be eligible for the activity. Students who are not in attendance the latter half of the day of a scheduled activity are not eligible to participate in the activity. Students must check into the office by 12:00 p.m. (noon) to be eligible to participate in an afternoon/evening activity. If a portion of the latter half of the day is missed due to emergency at home, then the principal may approve participation.

Any student who has been suspended (OSS, ISS, or truant from Saturday School) may not participate in any activities until reinstated.

PARTICIPATION IN MULTIPLE ACTIVITIES DURING A SEASON

If a student is to participate in more than one activity during the same season, the following must occur:

- A. Both coaches/sponsors must inform the athlete how it may affect his/her status on their team.
- B. Both head coaches/sponsors must agree on items that include supervised practices, game commitments, etc.
- C. The student must choose a primary activity so if conflicts arise he/she will honor his/her commitment to the primary activity. A contract will be written up by both coaches/sponsors to display practice schedules, activity participation, participation in events, etc.
- D. A student has 5 days from the beginning of the season to make this decision to participate in multiple activities

If both head coaches/sponsors cannot agree on a plan for the student to be in two activities during the same season, then the administration will intervene to determine participation.

CUTTING POLICY

Kinsley-Offerle Schools believe all students should have the opportunity to participate in extra-curricular activities. However, at times, it may be in the best interest of the individual athlete and the rest of the team that the student not be allowed to participate. The following guidelines shall apply to all student/athlete:

- A. There be no "cuts" made in athletic programs at any level because of ability or skill level excluding cheerleading.
- B. Players may be dismissed from the program if they consistently do not follow team rules and requirements. Prior to a head coach making the decision to dismiss a player from the team because of violation of team rules, the situation is to be discussed with both the Athletic Director and the Building Principal.
- C. Coaches/sponsors are authorized to award uniforms at all levels based on player performance only. Decisions on game participation at all levels will be

made on a game-by-game basis and will conform to all school rules of eligibility and participation.

EMERGENCY PROCEDURES

1. The head coach or head sponsor is responsible for the following emergency procedures:

A. At the beginning of the season the head coach/sponsor makes certain all assistant coaches/sponsors and sponsors are knowledgeable in how to handle "blood situations".

B. Make certain you and your staff have an emergency plan in effect if a serious injury occurs. This plan should include:

1. Who would stay with the injured student.
2. Who would go and phone for help.
3. Who would handle the rest of the team or group.
4. Having the medical kit on site and fully equipped.

2. All coaches/sponsors should be aware of certain emergency weather conditions that might affect road trips, practices, or games. Check with the building principal on what procedures you should use for tornadoes or inclement weather.

HAVE A PLAN BEFORE HAND!

During the following weather conditions coaches/sponsors should have a plan for the following:

A. Lightning: Take students inside until the lightning ceases.

B. Hot weather:

1. Make certain all students/athletes are provided with numerous water breaks during games and practices.
2. If possible, change practices to cooler part of the day.

ATHLETIC/ACTIVITY INJURIES

If an injury to a student occurs while under your supervision:

A. Take proper and immediate steps to care for the injury.

B. If the injury is serious enough that the student must seek professional care and/or miss more than one practice, the Athletic Director should be informed ASAP.

C. If the student goes to a Doctor or Hospital for treatment, the Athletic Director must be informed immediately so that insurance procedures can be started.

D. Names of injured student should be given to the visiting trainer for his/her observation and suggestions.

ATHLETICS AND INSURANCE

Because of the cost and the inequality of coverage available, USD 347 WILL NOT PROVIDE INSURANCE for students enrolled in school EXCEPT for a catastrophic injury insurance policy provided by KSHSAA. This insurance covers students who are injured in high school sponsored events, but only after \$3,500.00 deductible. Additional accident insurance is made available to the students at enrollment at a cost to the student.

Physicals are required of all students participating in any interscholastic sport. Those students planning to participate must have their physicals completed, the form signed by both doctor and parents and the form returned to the school before participating in the first practice.

LETTERING REQUIREMENTS

Note: A student/athlete must finish his/her season in order to be eligible for a letter.

Basketball

- I. The student must be in good standing throughout the season and stay out for the sport until the end of the season.
- II. The student must participate in at least half of the available varsity quarters or matches in the season.
- III. Any Student who participates in a second round sub-state game will

automatically Letter as long as they stay in good standing.

- IV. If the student has been injured during the season and the coaches feel that the student would have met the requirements, the student will letter.

Cross Country/Track and Field

- I. Participate in three-fourths the scheduled Cross Country/Track meets.
- II. Cross Country: Places in three meets.
Track: Places and score in one-half the meets. This includes relay teams or Scores 30 or more points.
- III. The student must be in good standing throughout the season allowing for punctual and consistent attendance of practices/meets and stay out for the sport until the end of the season.
- IV. Any student who advances past regionals will automatically letter as long as they stay in good standing.
- V. If the student has been injured during the season and the coaches feel that the student would have met the requirements, the student will letter.

Football

- I. Must participate in a minimum of one-half the total quarters played during regular varsity season games.
- II. Started and/or in the starting rotation of a minimum of one-half the regular varsity season games.
- III. Earned a position of starter for a minimum of one-third the regular varsity season games.
- IV. The student must be in good standing. Meet and maintain eligibility requirements throughout season allowing for punctual and consistent attendance of practices/games and stay

out for the sport until the end of the season.

- V. If the student has been injured during the season and the coaches feel that the student would have met the requirements, the student will letter.

Golf

- I. The student must be in good standing throughout the season and stay out for the sport until the end of the season.
- II. The student must participate in at least half of the available varsity events in the season.
- III. Any student who advances past regionals will automatically letter as long as they stay in good standing.
- IV. If the student has been injured during the season and the coaches feel that the student would have met the requirements, the student will letter.

Volleyball

- I. The player must play in one-half of the varsity games -- not matches – during the season.
- II. The player must end the season in good standing in order to letter season and stay out for the sport until the end of the season.
- III. Any player who had started on track to earn a letter and incurs a season-ending injury may be lettered if in the opinion of the coaches that player would have met lettering requirements had the injury not occurred. This player must still meet requirement No. 2.
- IV. A senior letter is given to any senior who has participated for four years and made the varsity team their senior season without meeting the other lettering requirements.

Choir

1. Be in good standing in the class and remain a member of the class throughout the year
2. Attend all required performance (no unexcused absences.)
3. Participate in solos and/or small ensembles for a concert, league and/or district festival.

Earn Additional 50 Points

Participation in the musical – 20 points
Solo or small group in concert or musical – 10 points each
Tryout for district choir – 20 points
Make district choir – 10 points
Small group ensemble at contest (district/regional) – 10 points
Small group contest solo (district/regional) – 10 points
State small group or solo – 10 points
Accompanying with piano or instrument – 10 points

OUTSTANDING CHIOR MEMBER

1. All of the above mentioned, present a positive attitude, and good leadership qualities.

Band

1. Be in good standing in the class and remain a member of the class throughout the year
2. Attend all required performances (no unexcused absences.)
3. Participate in solos and/or small ensembles for a concert, league and/or district festival.

Earn Additional 50 Points

Participation in the pep band (with no absence) – 50 points & -5 for each absence
Solo or small group in concert or musical – 10 points each
Tryout for district band – 10 points
Make district band – 10 points
Small group ensemble at contest (district/regional) – 10 points
Small group contest solo (district/regional) – 10 points
State small group or solo – 10 points

Accompanying with piano or instrument – 10 points

OUTSTANDING BAND MEMBER

1. All of the above mentioned, present a positive attitude, and good leadership qualities.

JOHN PHILIP SOUSA AWARD

1. Must be a senior, and demonstrate all of the above mentioned requirements.

Forensics

- I. Attend a minimum of four tournaments with two events per tournament or six tournaments with one event.
- II. Receive at least one third place or better division rating in a final round.
- III. Collect four titles for cuttings.
- IV. Prepare at least four events for competition.
- V. A student must be in good standing throughout the season and stay out for Forensics to the end of the season.

Scholar's Bowl

- I. A student must be in good standing throughout the season and stay out for Scholar's Bowl to the end of the season. The student must maintain consistent attendance at practice and events.
- II. The student must participate in at least half of the available varsity events in the season.
- III. Any student who advances past regional competition will automatically letter as long as they stay in good standing.

KJSHS CHEERLEADING

Beginning with the 2009-10 school year, Cheerleading and Dance are combined with the same coaches for each.

Purpose:

Cheerleading/**dancing** is representing each and every student of the school.

Cheerleaders/**dancers** are one of the school's most valuable assets. They serve as publicity agents, ambassadors of good-will, and true examples of school spirit.

Cheerleading is being in a position of a liaison between the team, the officials, and the audience. Their first and primary function at the game is to stimulate and "control" crowd response. Cheerleading is feeling the heartbreaking agony of defeat and the thrill of victory.

Cheerleading is a challenge to build self-confidence. Through long, hard practices the cheers must be worked out so they are synchronized, pleasing to watch, and easy to follow. By doing the cheers, chants, and stunts over and over again at practices, a cheerleader gains the confidence it takes to get out in front of the stands.

Cheerleading is a very important job with lots of responsibility. It can be a very rewarding experience. Good Luck this year and make the Coyotes proud to be represented by you!!!

Membership:

The size of the squad will be determined by the administration and the cheerleading coach, contingent on school enrollment, the number of persons trying out, and additional cost involved.

Cheerleaders must obtain a current physical on file for the year in which they are a cheerleader.

Cheerleaders must meet Kinsley Junior-Senior High School eligibility rules and regulations.

Elections and try outs:

1. Prior to trying out for the cheerleading squad, each student must obtain a prospective cheerleader form and a parental

permission slip. Both forms must be returned by the first tryout practice session.

2. A minimum number of practice sessions, as determined by the coach, will be held. Prospective cheerleaders must attend all required sessions in order to try out. Coaches will determine if an absence is excused or unexcused.
3. Elections will be held by the coaches and the principal. Elections will be held in two parts—teacher citizenship evaluations and tryout before a panel of objective judges.
4. The cheerleading squad will consist of **6 cheerleaders for the 2009-10 school year.**

Uniforms and camp:

1. Uniform selections will be made by the newly elected cheerleaders under the supervision of the coaches every three years.
2. Each cheerleader is responsible for the care of the uniforms.

Performances and Practices:

1. Cheerleaders /**dancers** will be responsible for attending all practices. If a cheerleader/**dancers** is unable to attend practice, a coach must be notified 30 minutes prior to practice. The coaches will determine if the absence is excused or unexcused. No practices of any kind will be held without coach's approval.
2. Cheerleaders /**dancers** will be responsible for cheering at all performances assigned to them. The number of cheerleaders will determine the performances assigned to them.
3. Cheerleaders/**dancers** must be present at least one-half (1/2) of a day in order to practice or cheer in a contest. The time will be set at noon on game days for illness.

Rules & Regulations:

1. **ORGANIZATION: Co-captains will be elected at one of the first meetings by secret ballot. The ballots will be counted by the sponsors and announced at that time. The co-captains will have additional responsibilities throughout the year that will include but are not limited to organizing practices, meetings, fundraisers, and pep-rallies. Co-Captains**

are reminded that everything must be cleared through the coaches.

2. **PRACTICES:** Practices will be called jointly by the cheerleaders and coaches. Everyone's schedule will be taken into consideration as much as possible. When a practice is set, all cheerleaders are expected to be there on **time! NOTE: Late means any time from 30 seconds to 30 minutes.** If some problem arises, the cheerleader that will be gone must contact one of the coaches 30 minutes prior to the scheduled practice or event. The coaches will then determine if the absence is excused or unexcused.

EXCUSED OR UNEXCUSED:

An excused absence would be for illness, another school activity or a prior commitment that has been cleared through the coaches. REMEMBER: You must notify a coach 30 minutes prior to the scheduled practice or event.

An unexcused absence would be for not notifying a coach 30 minutes prior to a scheduled practice or event, and/or not showing up at all.

If it is an unexcused absence, the cheerleader /**dancers** will not be able to cheer at the next scheduled event, but will attend with the coach, be in the stands and in uniform. Two unexcused absences and the cheerleaders will sit out of two scheduled events. Upon the third unexcused absence the cheerleaders will be automatically removed from the squad for the rest of the year. If removed from the squad, a cheerleader will be required to reimburse the cheerleading fund for all expenses incurred and return all cheerleading property.

TARDY: Two tardies will result in one unexcused absence.

Leaving practice or a scheduled event early **MUST BE MADE IN ADVANCE.**

NO PRACTICES OF ANY KIND WILL BE HELD WITHOUT PERMISSION OF COACHES!

3. **PERFORMANCES & GAMES:** One day's schedule events are considered one

performance. Cheerleading schedules will be determined at the beginning of each sports season. Cheerleaders/**dancers** must be present at least one-half (1/2) day on practice or ball game days in order to cheer.

Cheerleading attendance will be determined prior to each sports season.

The decision of junior varsity and varsity attendance will be decided on by the squad. Excused and unexcused absence rules apply to performances as well as practices.

Cheerleaders must ride in the school provided transportation to and from the scheduled events. Every effort should be made to arrive 20 minutes before a game or match to stretch and prepare.

4. **DRESS:** Appropriate attire will be worn at all times. The cheerleading squad will dress the same at games and during the school day to show team unity. IF a cheerleader is a member of another sports team, they will abide by the decision of both coaches on the attire for that day's event. The cheerleaders will be expected to wear the appropriate attire for each school event. The weather, coaches, and squad will determine what will be worn to school on game days. It is the responsibility of the co-captains to let the squad know and to follow up on what they will wear.
5. **PEP RALLIES:** The coaches and administration must approve the scheduling of pep rallies. The ideas for the pep rallies must be approved before the day of the pep rally. It is the co-captains responsible to get the pep rally approved and organized.
6. **FUND-RAISERS:** Fund-raisers are to raise money for expenses incurred as cheerleaders/**dancers**. Cheerleaders/**dancers** are not required to participate in any fund-raiser. Only those that participate will receive the benefits of the fund-raiser. ALL FUNDS RAISED MUST BE CLEARED FIRST WITH THE COACHES WHO WILL IN TURN CLEAR IT WITH THE ADMINISTRATION BEFORE PROCEEDING WITH PLANS. AN ACCURATE METHOD OF RECORD KEEPING OF INCOME AND EXPENSES MUST BE MAINTAINED WITH THE FINANCIAL SECRETARY AT KINSLEY JUNIOR-SENIOR HIGH SCHOOL REGARDING ALL MONETARY FUNDS.

THIS IS THE RESPONSIBILITY OF THE CHEERLEADER SPONSORS. Coach's duties lie in organization and delegation of responsibilities.

If bills are due and there are insufficient moneys in the cheerleading fund, cheerleaders will be required to pay into the cheerleading fund. If fund-raisers then bring in enough money, cheerleaders may be reimbursed for amounts paid into the fund. A minimum balance will be maintained each year. **Same applies to Dance Fund as well.**

7. **CAMP:** Each year the cheerleading squad will attend or participate in a cheerleading camp. The coaches must approve the camp. Once a camp is approved each cheerleader will be required to attend the practices that will be set prior to camp for preparation and the camp itself. The coaches will determine if the absence from the camp is excused or unexcused.
8. **RESPONSIBILITY AND SQUAD DUTIES:** Each cheerleader is responsible for their own duties and requirements. SPORTSMANSHIP is a responsibility of each cheerleader on the squad. Cheerleaders need to try to improve student moral, boost team spirit, and help the school achieve a good reputation. Cheerleaders must stay in control of the cheering and help to keep people off the court and/or field according to the rules of the Kansas State High Schools Activity Association. The support the crowd gives the team relies greatly on the cheerleaders attitudes and cooperation.

Cheerleaders/**dancers** must abide by all rules and regulations. If any rules or regulations are not followed then the consequences will be the same as an unexcused absence,

9. **TRANSPORTATION:** A student must ride to an event on the school bus or car and must return on the bus or car, unless personal contact has been made with the sponsor. A sign-out sheet must be signed by the parent or guardian before the student will be allowed to return with other transportation. (Driver must be 21 years of age or older)

The sponsor will remain with the student and on school property until all the students have been properly picked up

10. CONDUCT: Cheerleaders/**Dance Team Members** shall conduct themselves properly at all times. They are the official representatives of the school. Cheerleaders will set a positive and appropriate example of good citizenship both in and out of the classroom. Cheerleaders will display good sportsmanship at all times. Violations of school rules, smoking drinking, or use of any illegal drugs or substances will result in immediate removal from the cheerleading squad..

*Cheerleading/**Dance** Lettering*

All cheerleaders following these guidelines and with the full agreement of the Coach, Principal & Athletic Director will letter in this sport.

KINSLEY JUNIOR/SENIOR HIGH SCHOOL CHEERLEADER /Dance** CONSTITUTION**

- 80% of the points must be earned to letter as a cheerleader at KJSHS.
- You can earn points by doing the following:
- 2 points-practices and special events, fund raisers, etc.
 - attend practices
 - follow the rules in the cheerleader constitution
 - notifying a coach 30 minutes prior to a scheduled event for an excused absence
- 4 points-games
 - cheer when you are not playing another sport
 - follow the rules in the cheerleader constitution.
 - notifying a coach 30 minutes prior to a scheduled event for an excused absence..

PROVISIONAL LETTERS FOR ALL ATHLETIC/NON-ATHLETIC ACTIVITY

A provisional letter will be given to the student who does not meet the requirements for lettering at the end of the season, but the coach/sponsor believes that the student has demonstrated his or her ability to share the characteristics of what it takes to be a letter winner. The student has one year to earn his or her varsity letter after the provisional letter. When the student does this, he or she will be given the letter and bars for both years.

CRITERIA FOR SELECTION OF MALE AND FEMALE ALL AROUND SENIOR ATHLETE

In order to be considered a candidate, a student must meet the following criteria:

1. Candidate must be a senior.
2. Candidate must have completed ten sports seasons, three of which must have been during the senior year. They must have participated and completed each season as a member in good standing with the team and the school.
3. Candidates must have lettered in six of the ten sports.
4. Transferring students:
 - A. Transferring juniors must participate and letter in six sports.
 - B. Transferring seniors must participate and letter in three sports.

All students meeting or exceeding the above-stated criteria automatically become eligible for consideration to be named "all around senior athlete".

The athletes meeting the stated criteria are discussed and then voted on by all high school head coaches in consultation with the school administration.

Other areas of consideration in the selection process will include, but are not limited to the following factors:

1. Leadership qualities.
2. Contribution to the athletic team as a unit.
3. All-Area or other external honors.
4. All-League selections.
5. Overall attitude of the athlete.

An award will not be given if no one meets the above-stated criteria.

**CRITERIA FOR SELECTION OF
OUTSTANDING EIGHTH GRADE
MALE AND FEMALE ATHLETE**

1. To be considered for this award the following criteria must be met:
 - A. Boys must have participated and lettered in at least three (3) sports each year.
 - B. Girls must have participated and lettered in at least three (3) sports each year.
2. Selection will be made by the KJSHS coaches.

SUMMER CAMPS

- A. Coaches/sponsors are allowed to observe, participate, and be a staff member at camps provided the attendance of student/athlete 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.
- B. In addition to the above guideline, a coach may organize and administer a one-week (per sport) camp for his/her PLAYERS ONLY, provided the following guidelines are met:
 1. The school cannot be involved other than to approve the use of facilities, dates, and to be assured by the coach there will be no violation of KSHSAA rules. SCHOOL INSURANCE DOES NOT COVER SUMMER CAMPS. Coaches/sponsors will need to find an outside agency to insure the student/athlete at their camps.
 2. All camps must be conducted following the conclusion of the second semester and prior to August 1.
 3. School uniforms and equipment cannot be used. If school facilities (gyms, fields, balls, etc.) are used, the coach must arrange for their use just as any non-school patron would.
 4. Summer camps cannot be made mandatory 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. A camp program shall not include any type of competition with teams of another camp.
7. No student can attend your camp that you will not be coaching the following year. Example: If a high school coach wants junior high school athletes at his/her camp, then he/she must run a separate junior high and high school camp and have them at a different times. Junior high school athletes cannot attend a high school camp. High school students cannot work at the junior high school camp at a sport that they will participate in the following school year.

SCHOOLS CANNOT BE INVOLVED IN SUMMER CAMPS! COACHES/SPONSORS ARE ON THEIR OWN. THEY SHOULD MAKE CERTAIN THEY ARE COVERED BY SOME TYPE OF LIABILITY INSURANCE IN CASE A PROBLEM SHOULD ARISE.

STUDENT ORGANIZATIONS

KJSHS students are invited to join any of the available clubs or organizations at KJSHS. These include:

- Individual class organizations
- KAYS
- National Honor Society
- Student Council
- Skills USA

The rules of participation are as follows:

1. No student may hold more than one presidency at one time.
2. All class and organizational funds are deposited in the school activity fund.
3. All meetings must be scheduled in advance and have the approval of the principal.
4. All expenditures must be approved in advance by the principal.
5. Purchase orders and vouchers will be used for all purchases. Any purchase made without prior authorization may be at the expense of the individual.
6. Each class or organization is allowed one major fund-raising project per year in addition to concessions. All such projects shall be approved by the principal.
7. The principal will organize a schedule for concessions and will make an equitable

distribution of the funds at the end of the year.

8. Any money remaining in the graduating class's fund after bills are paid will revert to the Student Council if no other provisions are made by the class prior to the end of the year.
9. Each organization operates under a school approved sponsor. Students who fail to abide by the directions of that individual as well as school rules will be subject to normal disciplinary measures.
10. No organization will hold meetings past 6:30 p.m. on Wednesday.
11. ALL ORGANIZATIONS will meet before Friday evening at 4:00 p.m. of the third full week of school for the purpose of reviewing their constitution and by-laws. Any changes desired must be proposed and voted upon by the organization membership according to its rules at that time. NO CHANGES WILL BE ALLOWED TO THE CONSTITUTION AND BY-LAWS OF ANY ORGANIZATION AFTER THE ABOVE NAMED FRIDAY UNTIL THE BEGINNING OF SCHOOL THE FOLLOWING YEAR.
12. Each student who is a member of these organizations will be given a copy of the constitution and by-laws for that organization. The constitutions and by-laws of all organizations will be covered with freshmen in the freshman orientation sessions to be conducted each year. Copies of the constitutions and by-laws for all organizations will also be available to any student or district patron who desires a copy.

MEETINGS – STUDENTS ACTIVITIES

1. Scheduling – All school-sponsored activities will be scheduled with the Principal in advance unless an emergency occurs.
2. Meetings – No meeting can be scheduled on Monday, Wednesday and Thursday.
3. Finance –
 - A. All school organization funds must be deposited and maintained in the school activity fund.
 - B. The sponsor and the Principal must approve all expenditures.

FUNDRAISING PROJECTS

All fundraising projects MUST be approved in advance by the administration. Make certain you do not commit to any fundraising activities without prior approval.

DRUG, TOBACCO, AND ALCOHOL POLICY

SUBSTANCE ABUSE FOR ACTIVITY PARTICIPATION

Board of Education Policy shall be followed in all cases involving substance abuse. Those portions of the policy that pertain to participation in athletic and activities are stated below. The head coach/sponsor is to discuss the situation and circumstances with both the athletic/activity director and principal prior to taking any official action involving suspension of students because of substance abuse violations. Parents will be notified after official action taken due to substance abuse violations.

The unlawful manufacture, possession, use, distribution, or being under the influence of illicit drugs, alcohol, prescription and non-prescription drugs (except when taken as directed by a physician by the person for whom they are prescribed), or any mind altering substance by students on school premises or as a part of any school activity (including district provided transportation) is prohibited. Included in this policy are any substances represented as controlled substance, i.e., steroids, tobacco and tobacco products, inhalants, and drug paraphernalia. Students that are charged by law enforcement for violations involving substance abuse and/or students that are observed directly by an administrator, the athletic/activity director, or a coach/sponsor of the team violation this policy-even if they are not on school premises or as part of any school activity-may be held to the terms and conditions of this policy. If an administrator, the athletic/activity director, or coach/sponsor observes/discovers a student in violation of this policy while not on school premises or as a part of any school activity, they should make every attempt to inform the student(s) at that time that they have been observed.

Alcohol, Drug, and Tobacco

1. First Offense-
Student will be suspended from participating in the next day of competition. Student will be required to participate in practice and attend the competition but will not be allowed to “dress out”. This will go into the next sports or years until suspension is finished.
2. Second Offense-
Student will be suspended from participating in the next three days of competition. Student will be required to participate in practice and attend the competitions but will not be allowed to “dress out”. This will go into the next sports or years until suspension is finished.
3. Third and Subsequent Offenses.
Student will be suspended from participating in the next ten days of competition. Student will be required to participate in practice and attend the competitions but will not be allowed to “dress out”. This will go into the next sports or years until suspension is finished.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in the board policies and Kansas Statutes, K.S.A. 72-8901, et.seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student. The offenses for drug, alcohol, and tobacco are carried from one year to the next in grades 6-8 and then start over. The offenses for drug, alcohol, and tobacco are carried from one year to the next in grades 9-12.

ACADEMICS AND ELIGIBILITY

In an effort to maintain an emphasis on the academic portion of the educational environment, the Student Eligibility Policy is as follows:

KJSHS belongs to the Kansas State High School Activities Association (KSHSAA). As members, schools must meet KSHSAA academic standards. Those standards are: A student must have passed five (5) classes of unit weight during the previous semester in order to be eligible for participation in KSHSAA’ sponsored activities.

Additionally, a student must be in good standing, i.e. said student cannot be under suspension or expulsion.

In order to be consistent with the KSHSAA rules and regulations, and the policies determined by the school board, the student must meet the following eligibility guidelines:

1. Students must meet Kansas High School Activities Association requirements to participate in any extra- curricular activity.
2. Eligibility will be taken at semester per KSHSAA rules, and as per, USD #347 Board of Education policy. Eligibility will also be determined on a local semester basis throughout the school year.
3. To remain eligible, a student must carry a 1.75 GPA and fail no more than 1 course per semester.
4. **In addition to KSHSAA guidelines, students must also meet local eligibility guidelines. Students will be ineligible failing any 2 classes for two consecutive weeks. Eligibility is taken each Thursday for the following week. Eligibility runs from Monday to Sunday.**