

# **ACTIVITY POLICY HANDBOOK**

## **Handbook Purpose**

The handbook was developed by a committee of staff members to inform students and parents of the rules and regulations that will govern our activities at Independence High School.

## **Activities Objectives**

The Independence School District subscribes to a comprehensive program and strives to provide an activities program that will accomplish the following objectives:

1. To encourage students to become active participants as well as spectators.
2. To encourage students to develop the highest level of skills possible.
3. To enable the participants to develop more fully their potential for leadership and responsibility.
4. To enable the participants to develop an appreciation of the elements of competition and fair play.
5. To demonstrate to the participants the values of self-discipline.
6. To enable the participants to function as an integral part of a larger group.

## **Student Participation**

Coaches/directors shall encourage participation and shall attempt to play each member of their squad in each context except at the high school varsity level. The size of squad may be restricted by facilities and staffing. The head coach/director shall have the final authority for varsity level participation.

## **In-School Suspension**

The student must practice but shall not participate in any contest/performance while serving in-school suspension. They may participate immediately after completion of the ALC assignment.

## **Out of School Suspension**

The student cannot practice or participate in any contest/performance while serving out-of-school suspension and must return to school before participating.

## Out of School Suspension (continued)

1. First Offense - Immediate suspension for the next regularly scheduled contest/performance and extra work as prescribed by the coach/director.
2. Second Offense - Immediate dismissal or suspension from competition and/or the activity as determined by the Activities Council.

## **Attendance at Practice**

All students are expected to be at all regularly scheduled practices. The head coach/director must be notified by the student or his/her parents before the student misses a practice, or the absence will be unexcused.

## **Attendance at School**

The student is expected to be in school for the entire school day on the day of a contest/performance. Students are expected to attend school the entire day following a contest/performance. If a student is not in attendance the day following a contest/performance, this procedure will be followed:

1. First Offense – Warning by coach/director and administration
2. Second Offense – Suspension from next contest/performance.

Any student who does not attend the entire school day of a contest/performance shall not be allowed to participate in the contest/performance, unless there are unusual circumstances. Exception to this rule would be a Saturday contest/performance. A student absent on Friday may participate on Saturday if the absence was excused by the parent or guardian.

A student must attend the entire school day to be allowed to practice that day.

**EXCEPTION -** Any exception to the above rule will be handled at the discretion of the building principal.

## **Travel**

All school sponsored trips must be approved by the principal's office. Students on school sponsored trips must leave and return in transportation designated by the building principal. If a parent wants the student to return from an event with the team/group (parents only), they should do the following:

- 1) Contact the coach/director with their request
- 2) Complete the transportation request form and return it to the building principal prior to departure for the trip.

### **Letter Award Requirements**

1. The student shall maintain proper conduct, shall strive to have good character; shall be loyal to the coach/director, school and squad.
2. The student shall participate in the activity in which he/she is a candidate for a letter for the entire season. The "season" is defined as league and state competition or until the team is eliminated from state competition. The student shall participate in the contest/performance at the discretion of the coach/director.
3. The student shall attend practices promptly and regularly and must not quit the activity, or he/she will forfeit his/her right to earn a letter.
4. The original equipment issued must be returned or paid for by the student at the close of the season.

Letter awards to the student will be based upon:

1. The amount of participation in an activity as determined by the coach/director.
2. Attendance at all regularly scheduled practices and contests/performances.
3. The recommendation of the coach/director for those who have not fulfilled requirements for lettering.
4. A student must finish the session in good standing to receive a letter.

### **Equipment**

1. One of the values of activities is to teach responsibility, and this should apply to the care of the equipment as well as school property. Every student is expected to take pride in the equipment and facilities the taxpayers of USD 446 have provided.
2. The school district attempts to provide the best and safest equipment. Each student is expected to take proper care of all his/her equipment. This includes laundering of appropriate practice equipment.
3. The original equipment issued must be returned by the student at the close of the season or be paid for by the student.

## **Eligibility**

All students participating in activities within the USD 446 school district must comply with the eligibility rules as outlined by the Kansas State High School Activities Association and/or adopted by the USD 446 Board of Education:

1. A student who is under penalty of suspension or whose character or conduct 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.

Examples of actions or behaviors that could result in being declared "not in good standing" include but are not limited to the following:

- a. Using any form of tobacco, illegal drugs, alcoholic beverages, etc. (see page 6)
  - b. Using anabolic steroids shall result in a student being declared ineligible for interscholastic competition until such time as medical evidence can be presented that his/her system is free of that drug.
  - c. Being charged in any court with:
    - indecent liberties or aggravated indecent liberties
    - battery or domestic battery
    - motor vehicle theft
    - assault or aggravated assault
    - weapons violation, aggravated weapons, violation, or illegal possession of a firearm
    - criminal damage to property
    - burglary, theft or robbery
    - criminal trespass
    - disorderly conduct
    - any other serious offense against persons or property
  - d. causing substantial disruption to normal school operation
  - e. failing to comply with the rules and regulations of the coach/sponsor of a particular sport or activity
2. The student will be in compliance with the attendance policies of Independence High School.
  3. Their conduct and standards of sportsmanship are satisfactory and do not bring discredit to themselves or their school.
  4. They are not 19 years of age on or before September 1 of the school year in which they compete.

5. They have not completed 8 semesters of high school attendance (includes total attendance, beginning with the ninth grade). Their last 2 semesters of possible eligibility must be consecutive.
6. They have not had 8 semesters of competition nor more than 4 seasons in one sport (includes grades 9 through 12).
7. They are enrolled in and attending 5 subjects of unit weight or the equivalent.
8. They have passed in 5 subjects of unit weight or the equivalent their last semester in attendance.
9. They do not engage in outside competition in the same sport during a season in which they are representing their school. Parents should consult the coach or principal before allowing them to participate individually or on a team in any game, training session, contest, or tryout conducted by an outside organization.
10. They have not participated in training sessions or tryouts held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team.
11. They have passed an adequate physical examination given by a physician and have written consent of their parents or legal guardian.
12. They have met the requirements of the Transfer Rule if they are transfer students. Parents should contact the principal concerning this regulation.
13. They are not a member of any fraternity or other organization prohibited by law or by the rules of the K.S.H.S.A.A.
14. They have not competed under a false name, or for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur Rule.
15. They are regularly enrolled and in attendance, no later than Monday of the fourth week of the semester in which they participate.

NOTE: Failure to comply with any regulations listed above can cause the student to be declared ineligible for the semester/school year. PLEASE READ THESE RULES CAREFULLY.

## **Injuries and Insurance**

1. All injuries will be reported to the parents as soon as possible by the coach/director.
2. If an individual has any special medical problem, the parent must be sure the coach/director is informed prior to the start of the first practice for that activity.
3. It is the responsibility of the parent to report any injury that they feel the coach/director is unaware of to the coach/director.
4. The Independence School District and K.S.H.S.A.A. assume no responsibility in case of accidents.

## **Medical Assistance Insurance**

U.S.D. 446 provides a medical assistance insurance policy for a student injured while involved in a Kansas State High School Activities Association Activity.

Basically, it will provide the following:

1. If the parent of the injured student has a medical insurance policy, the U.S.D. 446 will help cover what the parent's policy may not cover.
2. If the parents of the student do not have a medical insurance plan, the U.S.D. 446 policy will help cover the major portion of the expense for treatment and care.

## **K.S.H.S.A.A. Catastrophic Injury Insurance**

All students involved in K.S.H.S.A.A. activities are covered by the catastrophic injury policy. This policy provides benefits for the students while the student is:

1. As a representative of the member school and under the direct supervision of a designated school employee, practicing for, or competing in, an interschool activity conducted under the regulations and jurisdiction of the Kansas State High School Activities Association.
2. Traveling in a group of two or more directly to or from such practices or competition in a school bus operated by a properly licensed driver, or in a private vehicle which has been designated by and is under the supervision of the school. Said vehicle must be operated by a properly licensed adult driver.

Please direct all inquiries and requests for forms regarding insurance through the Activities Director's office at Independence High School.

## **Physical Exams and Physicians**

1. According to K.S.H.S.A.A. regulations that require physical examination for participants, no student shall be permitted to compete on a U.S.D. 446 team without a statement from a physician indicating that a physical examination has been taken prior to the first practice. The examination may not be taken earlier than May 1, nor later than the first practice session for the activity in which a student participates. The results of the examination should specifically authorize participation in athletics. Coaches will take special care to insure that no athlete is practicing without the required physical examination and parental consent for participation in athletics. Cheerleaders are also required to have completed a physical examination by a physician.
2. It will be the responsibility of the student to indicate a local physician who can be notified in case of emergencies. This should be on file in the Activities Director's Office.

## **Alcohol, Drug and Tobacco Policy**

**RULE:** DURING ANY SEASON OF PRACTICE AND COMPETITIVE PLAY, REGARDLESS OF THE QUANTITY CONSUMED, THE STUDENT SHALL NOT:

1. Use or to have in his/her possession a beverage containing alcohol
2. Use, consume, have in possession, buy, sell, or give away any marijuana or controlled substance.
3. Use tobacco in any form.

**Definition:** Season of Practice – First official day of practice as established by the K.S.H.S.A.A.  
Competitive Play – Concludes with the completion of post-season play by team, group, or student.

If any student involved in activities violates this rule, and the violation is substantiated verbally and in writing by a law enforcement official, faculty member or school administrator the following will occur:

### **First Violation:**

The student will lose eligibility for the next one (1) week (7 days) of interscholastic competition or performances. The week (7 days) of exclusion from activities begins at the time the violation is substantiated. The penalty is explained at a meeting which included the student, parents, principal, activity director, counselor, and head coach/director. The

student will continue to practice but to not participate in contests or performances.

### Second Violation

The student will lose eligibility for the next three (3) interscholastic weeks (21 days). This would include all activities from the time the violation is substantiated and continue for the next three interscholastic competition weeks (21 days). The student must receive counseling and evaluation in substance abuse. The counseling will be determined by the principal, parents, activities director, counselor, and head coach/director. The counseling will be at the expense of the student and/or parents. The student must continue to practice to remain a participant in the activity.

### Third Violation

The student will lose eligibility in all interscholastic activities/performances for the remainder of the school year. To become eligible for activities the following school year at Independence High School, the student must go through some type of chemical dependency program at the expense of the student and/or parents. Upon the successful completion of this program, the student will be allowed to return to all activities at the beginning of the next school year with no violations against his/her record. The completion will be determined by any professional substance abuse counselor and/or principal, activities director and school counselor.

Violations of the substance abuse policy shall be cumulative throughout the school year.

The student will not be allowed to return to the activity until all stipulations necessary to correct to the violation have been completed.

If a source other than those previously listed sign a written statement about a student's violation of the policy, validity of the allegation will be screened and if the information is substantiated, the appropriate action will be taken.

## **ADDITIONAL NOTES:**

### Out of Season Use or Possession

The student, parents, head coach/director, and activity director will have a conference. The violation will be recorded by the activities director. No penalty will be assessed, but the violation will count toward the student's school year total.

### Repeat Offenses

Repeated offenses indicate a student-at-risk. The record of infractions will be maintained throughout the student's four years of high school. Record keeping begins at the time the student signs his/her first activities contract.

### Medical Reason

It is not a violation of this policy for a student to be in possession of a controlled substance prescribed for that student's own use by his/her physician.

### School Policy

If the violation occurs on school property or at a school sponsored event elsewhere, school rules will be in effect in addition to the activities policy.

### Due Process

A student who has been accused of violating the drug, alcohol and tobacco policy has the opportunity for due process. This may be afforded to the student at the conference with said student, parents, principal, activity director, counselor and head coach/director.

### Procedure of Enforcement

1. Filing of behavior observation document with the activities director.
2. Notification of parents and student of the violation.
3. Conference with student, parents, head coach/director and counselor.
  - a. Explain consequences of action.
  - b. Opportunity for due process by student and/or parents.
  - c. Recommend appropriate counseling.
  - d. Explain consequences of subsequent violations.
4. Record of violation, conference, and penalty filed in activity director's office.

## **ACTIVITIES CONTRACT**

I have read and understand the rules and regulations as stated in the Activities Handbook.

Participation in all sports requires an acceptance of the risk of possible injury. You as a player can help make the game safer by not intentionally using techniques which are illegal and which can cause serious injury.

As a member of an activity representing U.S.D. 446, I agree to conduct myself at all times in accordance with the provisions set forth therein.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **PARENT ACKNOWLEDGEMENT**

As a parent/guardian of a member of a U.S.D. 446 activity participant, I have read and understand the contents of the Activities Handbook.

I understand that any activity in which the body is in motion and/or an object is in motion, hold the potential for injury.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

This contract must be on file in the Activity Director's office before a student may participate in a contest/performance.