

SCOTT COMMUNITY HIGH SCHOOL

HOME OF THE BEAVERS



ATHLETICS HANDBOOK

2022-2023

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SCHS ACTIVITY HANDBOOK

INTRODUCTION

The following handbook is the creation of the coaches and sponsors at Scott Community High School during the school year 1987-1988. It has been amended and updated regularly. The handbook is to serve as a guideline for rules and regulations reflecting mandates from the Kansas State Activities Association and policies and practices of the SCHS activities staff. The handbook is designed to accompany the policies of the SCHS Student Handbook and the U.S.D. #466 Board of Education Policy Handbook.

The areas taken from the KSHSAA Handbook are those items, which usually generate the most questions. The complete handbook is available in the Activities Office.

As much as possible, a consensus directed the various local rules and regulations. Due to the variety of activities and athletics covered, however, not all rules and regulations could be covered with blanket guidelines. Regardless of similarities, some of the rules and regulations remain subjective in nature and remain the "coach's discretion."

Compliance with the handbook's guidelines is a must if SCHS is to continue with the development of outstanding young student/athletes. Only by means of outstanding leadership by SCHS's coaches and sponsors can such development occur. This handbook is to accompany each coach's individual handbook. While style may change from year to year and coach to coach, this handbook shall serve as the basis of the SCHS policies.

SCHS ACTIVITIES PURPOSE

Reports from the Kansas State High School Activities Association, substantiated by past national surveys, reveal that students participating in high school activities have higher academic averages and far better attendance records than those who do not participate. Of the students who dropout of high school, 94 percent have not been involved in any school activities such as athletics, music, speech, drama, student council, etc. Along with high academic averages obtained by a participating student, ACT and SAT studies have shown the best predictor of success in later life is previous participation in high school activities.

The major purpose of high school activities in U.S.D. #466 is to provide an extension of the student's education and a wholesome avenue to extend energies and talents in other than formal classroom settings. Cooperation, dedication, leadership, and other personal values are gained by students being involved in school activities. Activities and academics are equal partners in education.

PURPOSE OF ACTIVITY HANDBOOK

The purpose of this activities handbook is an effort to coordinate, organize, and communicate the purpose of activities and duties to personnel and the community which the U.S.D. #466 serves. Periodically, the handbook shall be reviewed by the staff and administration to assure that set procedures and duties are being followed. Coaches and sponsors have the responsibility to convey the policies and philosophies, which are discussed in this handbook to their charges.

U.S.D. #466 ACTIVITIES PHILOSOPHY

Extra-curricular activities are those activities for which a student receives no letter grade evaluation. These activities typically occur outside the set classroom day. District extra-curricular activities are meant to provide opportunities to individuals and groups of individuals to develop specific skills, to provide enrichment, and to aid in personal growth in areas beyond the classroom. The ultimate goal is to extend, enhance, intensify, and motivate students to achieve in the core academic curriculum.

GOALS FOR U.S.D. #466 ACTIVITIES

- Enhance the development of a positive self-image in every student.
- Enhance student pride and identification with friends, school, and community.
- Encourage the growth of good citizenship and respect for the property of others.
- Encourage students to expand their spheres of influence, experiences and social awareness.
- Increase student experiences in meeting challenges and coping with success and failure.
- Provide the opportunity for students to experience social phenomena such as public performance, cooperation, competition, teamwork, and/or interaction with fellow students and adults.
- Increase student morale and motivation for achievement and skills development including academic, physical, and social.
- Enhance and expand the learning experiences of the classroom.
- Encourage each student to participate in at least one co-curricular activity.

Behavior Expectations for Parents and Patrons on District Property

Per district policy KGC-Bullying by Parents, KGD-Disruptive Acts at School or School Activities, and KGDA-Public Conduct on School Property, a climate of respect is expected for all adults visiting school facilities and property. The Board of Education and school administration have the authority to deny access to buildings, facilities, and grounds when parents or patrons are not respectful to staff, students or contracted workers, including game officials.

Parents or patrons denied access from district buildings, facilities and grounds are required to meet individually with the building principal or superintendent of schools about the prior incident before readmission is allowed. Denial of access may be up to one calendar year, depending upon the discretion of the board and administration. Appeals from any parent or patron can be made to the Board of Education.

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

Scott Community High School and Scott City Middle School are members of the Kansas State High School Activities Association, which is headquartered in Topeka, Kansas. The KSHSAA governs interscholastic activities for high schools and junior highs throughout the state and establishes rules and regulations to which each school must adhere. **NO SCHOOL OFFICIAL, COACH, SPONSOR, OR STUDENT SHALL VIOLATE THESE RULES AND REGULATIONS.** It is the coach's responsibility to keep current with the KSHSAA Handbook and manuals for the particular areas with which the coach is involved.

GREAT WEST ACTIVITIES CONFERENCE

Beginning in the school term 2010-11, SCHS entered the Great West Activities Conference (GWAC) with Cimarron, Colby, Goodland, Holcomb, Hugoton, and Ulysses.

PHYSICAL EXAMINATION-PARENTAL CONSENT

Students are not eligible to represent SCHS or to participate in interschool athletics, spirit or spirit competition groups until there is on file with the Activities Director a signed statement by a practicing physician or a registered physician's assistant certifying the student has passed on adequate physical examination and is physically fit to participate in inter school athletics or cheerleading. This statement also must be signed by a custodial parent or legal guardian, stating that the student may participate.

In the case a student does not have a parent or legal guardian, the signature of the Principal or Superintendent shall be required. Forms for married students shall be signed by both the student and his/her spouse with the statement that the student may participate.

The "Physical Examination Form" shall be completed and filed with the school prior to the first athletic practice session in which a student participates. NOTE: A student who practices without a physical on file in the Activities Director's office will be penalized one contest for each practice performed without a physical.

SUMMER, FALL AND WINTER MORATORIUMS

The KSHSAA shall establish a consecutive five-day period (including December 25) during which time there shall be no school practice or interscholastic contests or activities.

- a. There shall be no inter school activities.
- b. There shall be no staff members present for any interscholastic activities.
- c. There shall be no staff members present for any interscholastic activity practice in activities under the jurisdiction of the KSHSAA.

There shall be no group interscholastic activity practice either on or outside school premises under supervision of school employees. School facilities shall not be used regardless of who is directing a "practice."

FALL ATHLETIC BUFFER WEEK

There shall be no athletic practice, off-season conditioning, informal basketball shooting, working out on wrestling mats, etc., on or in school owned facilities during the Fall Athletic Buffer Week, Monday through Sunday. Athletic activities of this nature may not be held under the supervision of a school staff member in non-school facilities. This means a moratorium on all school-sponsored athletic activities during the week.

Gymnasiums shall not be open to the students during the Fall Athletic Buffer Week for the purpose of shooting baskets, working out with weights, etc., outside of school hours. Noon hour and physical education classes are considered part of the school day.

QUALIFICATIONS OF COACHES, SPONSORS, AND MUSIC DIRECTORS

Every person employed as a coach, athletic or speech, or music director for a member school of the KSHSAA in any interscholastic activity which falls under the jurisdiction of the KSHSAA must be certified to teach in compliance with standards established by the Kansas State Department

of Education. If certain needs are proven, other steps can be taken for a coach.

STUDENT IN GOOD STANDING

- The student must be a member in good standing of Scott Community High School. (Administration's discretion)
- A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student is NOT in good standing.
- A student who is ineligible is NOT in good standing and not welcome to participate or attend extra-curricular activities.
- A student who uses or has in his/her possession any form of tobacco, illegal drugs, alcoholic beverages, etc., will be dealt with according to the U.S.D. #466 Board of Education Policy and is NOT in good standing.
- A student shall not be permitted to make up work after the close of the second semester, including summer school, for the purpose of becoming eligible. A "condition" or an "incomplete" shall count as failure.
- If the student competes under an assumed name, he/she shall be ineligible in all activities.

ENROLLMENT AND ATTENDANCE

A student shall have been regularly enrolled and in attendance at Scott Community High School not later than Monday of the fourth week of the semester in which he/she participates to be eligible.

A student who attends one class after enrolling is considered in attendance. If a student transfers to a new school, enrolls and attends one class, as indicated above, and then goes back to the former school, the student may not become eligible until after eighteen weeks.

If a student repeats subjects previously passed and is not enrolled in at least five new subjects, those not previously passed, of unit weight, or its equivalent, then that semester does not count as a semester of attendance under provisions of the Semester Requirements Rule and would not be considered a last semester of attendance. [Such a student is not eligible to represent a school in inter school activities during a repeat semester.]

Students, who must attend eighteen weeks to become eligible, shall not participate until after they have attended classes on Monday (or the first day of school) in the nineteenth week.

Special education students attending special education programs are to be eligible for any and all activities at either their home base or their attendance center as determined by the principals involved.

There are hardship exemptions in regard to the above regulations for illness, etc., which can be handled through the Activities Director's office and the KSHSAA.

SEMESTER REQUIREMENTS

A student shall not have more than eight semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in junior high or in senior high school. NOTE: If a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during that period shall be counted toward the total number of semesters possible.

Attendance for fifteen days or participation in an inter school activity shall constitute a semester of attendance. The fifteen-day attendance rule applies only to those students who drop out of school altogether before attending fifteen days. It does not apply to students who transfer to another school and continue their attendance.

Students, who must attend a semester to gain eligibility, shall not participate in inter school activities until after they have attended classes on Monday (or the first day of school) in a new semester.

AGE REQUIREMENTS

Any student who reaches age nineteen on or before September 1 shall be ineligible for interscholastic activities. Any student who reaches nineteen after September 1 shall be eligible for the remainder of that school year.

TRANSFER

Transfers will be handled with various possibilities as they arise and according to the KSHSAA guidelines.

UNDUE INFLUENCE

The use of undue influence by any person to secure or retain a student, his/her parents or guardians, as residents, shall cause the student to become ineligible for a period subject to the determination of the Executive Board of the KSHSAA and shall jeopardize the school's standing in the Association. At all times, we will also avoid local "undue influence" between activities. "Recruiting" of students not involved in an activity is encouraged. "Recruiting" of students already involved in a same-season activity will not be acceptable and will be dealt with as necessary. ALL SCHS COACHES AND SPONSORS ARE EXPECTED TO SUPPORT THEIR COLLEAGUES AND THE PROGRAMS THEY DIRECT.

AWARDS

Member schools may provide awards limited to traditional letters to students participating in interscholastic activities. TEAM patches, chevrons, and/or year dates are considered as part of the letter, should the school desire to provide them. Students may purchase INDIVIDUAL patches, T-shirts, jackets, etc., through the school at the current market value of such items.

In lieu of the above, schools may give substitute awards, excluding cash or merchandise, if the cost does not exceed \$25.00.

Framed or unframed certificates and photographs may be given and would not be considered awards, per se. These may be given over and above the traditional letter or substitute award.

Member schools may award medals, ribbons, or certificates to their students for outstanding achievement where inter school activities is but one of several attributes and includes recognizing excellence in scholarship, citizenship, or leadership.

Member schools may award medals or ribbons to their students in league activities, invitational tournaments, music festivals, or other activities involving competition among several schools. A list

of the awards to be given shall be announced to the participating schools in advance of the activity.

Member schools shall not be involved in fund-raising or in financing students to attend outside school-training sessions, tryouts, or camps in competitive athletics and debate. BOOSTER CLUBS ARE CONSIDERED SYNONYMOUS TO SCHOOL.

Member schools may not allow their interscholastic coaches and directors to accept gifts from any source(s) (accumulative per year, valued at not more than \$100) in recognition for their services.

AWARDS: OUTSIDE AGENCIES--SCHOOL PARTICIPATION

No student shall accept an award from outside agencies, as it relates to participation in interscholastic activities.

Organizations may honor and recognize students with dinners, programs, paper certificates, and unframed photographs for their participation in interschool activities. In keeping with the policies of the KSHSAA Executive Board, contributions for the purchase of equipment or other items shall be made through the local school authorities. Schools shall not accept awards for interscholastic activities from outside agencies, unless approved by the Executive Board.

Students who participate in athletic activities, outside of interscholastic competition, shall not accept awards of cash or merchandise. Medals and trophies similar to those awarded by the KSHSAA and T-shirts shall not be considered merchandise.

AMATEUR

A student may receive pay for teaching activities such as swimming, lifesaving, golf, tennis, wrestling, basketball, dancing, baseball, etc., provided he/she confines the work to teaching skills.

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

A student may receive pay for officiating athletic contests.

OUTSIDE COMPETITION

A student, who is a member of a school athletic, scholars bowl, or debate squad, may not participate as a member of an outside team or as an independent competitor in the same sport.

A student, who is enrolled in school at the start of a season of sport, must be a member of the squad for the majority of the scheduled varsity contests, in order to be eligible for postseason competition.

A student becomes a member of a school squad when he/she first participates in a practice session. The student ceases to be a squad member after his/her last contest for the school in that sport or when the membership on a squad is terminated.

ANTI-TRYOUT AND PRIVATE INSTRUCTION

A student shall not participate in training sessions or tryouts held by colleges or other outside agencies in a sport while he/she is a member of a school athletic team in that identical sport.

A student may receive private instruction from non-school employees. EXCEPTION: During the time the student is a member of a school athletic squad, starting with the first day of school practice and ending with the last day on the squad, he/she may not take part in any group sessions nor receive group instruction from a non-school employee.

NOTE: A group is defined as two or more individuals or students. A non-school employee is defined as an individual not employed by the student's home school or Board of Education.

SEASONS OF ACTIVITIES

Participation in a sport for any length of time, even though it may be only a part of one game, shall constitute a season. Again, at SCHS, the student may switch activities corresponding in seasons if he/she does so before the first competition date.

During the school year, schools (coaches and coach's aides) may not conduct practices or coach students prior to or after the close of any season. Coaches may not practice or compete with or against students during the school year prior to or after the close of any season. (Following a season, seniors may be exempt from this rule.)

NOTE: Coaches are permitted to check out equipment, distribute physical examination cards, and assign lockers without violating the standards.

Prior to the opening practice dates, there shall be no called or scheduled meetings where instruction is a part of the program.

Interschool scrimmages (practices) in all activities shall be prohibited.

The final date for school practice or competition in all athletics shall end on the date the state championship series is scheduled.

DUAL SPORT PARTICIPANTS

A student shall participate in multiple sports if they have a written consent form filled out and signed by both coaches and the student. The form can be picked up from the Activities Director.

CHANGE OF SPORT IN MID SEASON

A student shall be allowed to change sports mid-season if and only if competition has not yet begun. A student that chooses to change sports must have a written consent form filled out and signed by both athletic coaches and the student. The form can be picked up from the Activities Director.

UNIFORM CHECK-IN

All uniforms, equipment, etc. from the previous sport or season must be turned in or paid for before **participation in the next sport or activity will be allowed**. Head coaches will be responsible for keeping track and reporting missing equipment and uniforms to the Activities Director immediately following the season.

INDIVIDUAL ACTIVITY AREAS

BASEBALL KSHSAA Rule 32 & SOFTBALL KSHSAA Rule 39

No student or team shall participate in more than twenty games (to be played within ten dates) in inter school competition during a season, exclusive of the state championship series. Only ten of the twenty playing dates shall involve school time.

BASKETBALL KSHSAA Rule 33

Beginning with the Saturday before Memorial Day, concluding with the Saturday of school calendar week #2 basketball coaches/coaches aides are permitted to coach athletes from their school squad.

A basketball coach may be present only as an observer, participant or staff member at summer camps as long as the attendance of athletes he or she would be coaching the succeeding season does not make up more than ten percent of the total camp enrollment. The coach may not administer or organize the camp.

In addition to the above, a basketball coach may organize and administer a one-week (per sport) camp for his/her players only if KSHSAA guidelines are followed. (Rule 33, Article 4b, 1-6).

No more than three players from the same squad may play on an outside team prior to, or after the termination of the season. Participation by more than three squad members on the same team shall make them ineligible for the remainder of the school year and any further junior and senior high school basketball, unless reinstated by the Executive Board.

Any student, who has been out for a fall sport, shall not start practice until after the team on which he or she completed or had membership has completed its season. NOTE: A participant is considered as having completed such a season if he or she does not qualify for entry in the state championship series or does not continue on the squad when the team advances to the state championship series.

A coach shall not work with individuals in any form of basketball drills or practice prior to the beginning practice date.

No player shall participate in more than five game quarters a day. Overtime periods are considered part of the fourth quarter. (EXCEPTION: In senior high tournaments, a player may participate in two games a day. Participation in a game for any length of time constitutes one game of the twenty allowed. Shortened quarters are still quarters.

NOTE: A player who participates in more than the limit shall be charged with playing in two of the total games that student is allowed during one season and disqualified for further play that day.

CROSS COUNTRY KSHSAA Rule 34

No member school shall participate in a meet until it has had 14 days of training. No student representing a member school shall participate in more than seven meets during a season, exclusive of regional and state meets.

FOOTBALL KSHSAA Rule 35

No school shall be represented in a game with any outside team or group, until it has had 14 days of training. Jamboree's will be permitted starting the 2019 football season. Each individual player shall participate in at least nine full days of practice before his first game.

The MAJORITY of the squad members shall participate in each full practice session before it is considered a full day of training.

Not more than six players from the same senior high school squad shall play on an outside team prior to or after the termination of the football season.

Beginning with the Saturday before Memorial Day, concluding with the Saturday of school calendar week #2 football coaches/coaches aides are permitted to coach athletes from their school squad.

A football coach may be present only as an observer, participant or staff member at summer camps as long as the attendance of athletes he or she would be coaching the succeeding season does not make up more than ten percent of the total camp enrollment. The coach may not administer or organize the camp.

In addition to the above, a football coach may organize and administer a one-week (per sport) camp for his/her players only.

No games shall be played except those scheduled by and entirely under the control of the principals of the competing schools or the Executive Board.

Each senior high team is limited to a maximum of nine regular season games during the season. No student shall participate in more than two games per week and may not participate in more than four quarters in any one day. NOTE: While this rule does not limit a player to an absolute maximum of nine regular season games, including first team and reserve team contests, care should be taken to protect the health and physical well-being of all participants.

GOLF KSHSAA Rule 36

A school shall not participate during the school year and in summer competition. A school shall declare its choice in advance.

No student representing a member school shall participate in more than eight days of inter school competition during a season, exclusive of regional and state tournaments. Nine holes on one day combined with nine holes on another school day, will count as only one day of the allowed number of competitions, provided no loss of instructional time takes place for competition and/or travel.

On those days when school time is used, only two matches or tournaments may start prior to 3:00 P.M. central time, as outlined by the KSHSAA.

The Executive Board has the authority to revise the participation regulations and to establish regulations for outside tournament competition.

SOFTBALL KSHSAA Rule 39

No student or team shall participate in more than 20 games of inter school competition during a season.

TENNIS KSHSAA Rule 41

A school shall not participate during the school year and in summer competition. A school shall declare its choice in advance.

No student representing a member school shall participate in more than eight days of interschool competition during a season, exclusive of regional and state tournaments. Two dual meets may be substituted for one day of tournament competition, provided no loss in instructional time would take place for competition and/or travel. No student may represent a school in both singles and doubles matches.

TRACK AND FIELD KSHSAA Rule 42

A student may not run a race of more than two miles, 3200 meters.

No student representing a member school shall participate in more than eight track meets during a season, exclusive of regional and state meets.

On those days when school time is used, only two competitions may start prior to 3:00 p.m. central time.

VOLLEYBALL KSHSAA Rule 43

No more than four players from the same school's squad shall play on an outside team prior to or after the termination of the season.

Beginning with the Saturday before Memorial Day, concluding with the Saturday of school calendar week #2 volleyball coaches/coaches aides are permitted to coach athletes from their school squad.

A volleyball coach may be present only as an observer, participant or staff member at any summer camps as long as the attendance of athletes he or she would be coaching the succeeding season does not make up more than ten percent of the total camp enrollment. The coach may not administer or organize the camp.

In addition to the above, a volleyball coach may organize and administer a one-week (per sport) camp for his/her players only.

No team or girl representing a member high school shall participate in more than ten days of competition and no tournaments; or nine days and one tournament; or eight days and two tournaments; or seven days and three tournaments; during the regular season. KSHSAA post-season tournaments are not included in these numbers.

NOTE: A tournament is defined as competition in three or more matches per day.

Quadrangulars are not considered as tournaments.

Boys may not compete on a girl's regional, sub-state, or state tournament team.

WRESTLING KSHSAA Rule 44

No school-organized spring practice or school-organized summer wrestling camps shall be permitted.

A wrestling coach may be present only as an observer, participant, or staff member at summer camps as long as the attendance of athletes he or she would be coaching the succeeding season does not make up more than ten percent of the total camp enrollment. The coach may not administer or organize the camp.

In addition to the above, a wrestling coach may organize and administer a one-week (per sport) camp for his/her players only.

No student shall participate in more than three matches in any one day in multiple dual type events.

A student, who has been out for a fall sport, shall not start practice until after the team on which he competed or which had membership in a fall sport, has completed its season. NOTE: A cross country or football participant is considered as having completed such a season, if he does not qualify for entry in the state cross country meet or is not continued on the squad when a team advances to the football play-off series.

All school practice and competition shall be confined within the opening practice date and the state championship tournament

No student representing a member high school shall participate in more than eleven days of wrestling competition during a season, or more than 18 events and no more than 30 competitions, exclusive of the state championship series. NOTE: All multiple dual events and one-day tournaments except double duals and triple duals when utilizing two mats shall be scheduled after 4:30 p.m. on Friday or on Saturday. Two-day tournaments shall be scheduled on Friday and Saturday.

MUSIC KSHSAA Rule 46 (See KSHSAA Handbook)**SPEECH, DEBATE, FORENSICS, DRAMATICS KSHSAA Rule 47**

A debate coach may be present only as an observer, participant, or staff member at summer camps as long as the attendance of debaters he or she would be coaching the succeeding season does not make up more than ten percent of the total camp enrollment. The coach may not administer or organize the camp.

Schools shall not be involved in fund-raising or in financing students to attend outside school-training sessions, tryouts or camps on debate.

No student may represent his or her high school in more than seven* competitive debate events, either invitationals or duals, including league and out-of-state tournaments, exclusive of the regional and state debate tournaments. *Each student can participate in an eighth competition if his or her school hosts a league or invitational tournament.

SPIRIT and SPIRIT COMPETITION GROUPS (CHEERLEADERS, DANCE/DRILL TEAMS, POMPON SQUADS, FLAG TEAMS) KSHSAA Rule 48

Spirit groups shall be allowed a maximum of two in-state or out-of-state member-school sponsored contests festivals, and/or workshops, and/or clinics during each school year, exclusive of summer camps/clinics, or the KSHSAA Fall Spirit Spreader Clinics. It is understood that the host member school may obtain outside clinicians.

A group attending these festivals, workshops, and/or clinics may be rated and may receive oral and/or written critiques, but shall not be ranked. For such ratings they may receive trophies for the school. Individual participants may be awarded certificates, ribbons, and/or medals.

The building of “pyramids” or “mounts” by cheerleaders, pom-pom squads, and similar groups is prohibited if such formations are more than two participants in height. The pyramid or mount building is defined as any individual or individuals not in contact with the floor or surface must be supported by one or more individuals who are in direct contact with the floor or surface.

This, in effect, prevents a pyramid more than two individuals in height and is designed to minimize the possibility of serious accident and/or injury. All basket catches are prohibited.

Spirit competition groups shall be allowed a maximum of four in-state and/or out-of-state spirit competition events approved by the KSHSAA Executive Board and the out-of-state high school associations, except that should a member school host a spirit competition event, they may participate in five which includes their host event during each school year.

STUDENT COUNCIL KSHSAA Rule 50

The KSHSAA shall be the official agency representing member high schools in all Student Council activities.

SCHOLARS BOWL KSHSAA Rule 51

Students representing their schools in academic contests shall be required to meet the same qualifications as those representing their school in all other interscholastic activities. It is recommended academic contest competitions be held on Saturdays or after 3:00 P.M. central time on school days.

Competition shall not begin prior to November 1. It shall culminate with the State Scholars Bowl championship on a date determined by the Executive Board. No student may participate in more than eight Scholars Bowl competitions per year. On those days when school time is used, only two competitions may start prior to 3:00 P.M. central time.

NOTE: Scholars Bowl competition is defined as follows: Any team academic contest in which the subject matter of at least two of the five academic disciplines required by the State Board of Education for high school graduation are used for questions.

Exceptions: Those vocational and technical events or activities which are approved and governed solely by the Kansas State Department of Education such as the vocational and technical education student organizations of DECA, FFA, FHA-HERO, FBLA, OEA and VICA.

RULE 52 - CITIZENSHIP AND SPORTSMANSHIP - 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!

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

SCHS RULES AND REGULATIONS

The student must be a bona fide student in good standing. If he or she is on any kind of suspension, the individual cannot practice or participate.

PROBATION/INELIGIBILITY:

In the Student Handbook, see information concerning the Assisted Studies Program. Activities persons follow the regular SCHS eligibility policies.

TOBACCO/DRUGS/ALCOHOL

The use of tobacco, alcohol, and chemical substances will not be tolerated. The KSHSAA Handbook further defines this stand. The penalty is defined in the separate drug and alcohol policy that each student athlete is required to sign to participate in extracurricular activities.

Maintaining a drug free school is the responsibility of SCHS and is important in establishing an appropriate learning environment for the district's students. The possession, use, consumption, distribution or an attempt or intent to do the same, of alcohol, tobacco, vapes, statutorily controlled substances, marijuana, addictive drugs, performance enhancing drugs, prescription drugs that are not prescribed to the individual, or poisonous, dangerous, or injurious substances on public school property or at school activities is prohibited.

Students shall not unlawfully manufacture, distribute, dispense, possess or use tobacco products, or other products containing nicotine, including electronic cigarettes or vapes on school district property, or at any school activity. Any student violating the terms of the policy may be reported to the appropriate law enforcement officials, parents will be contacted, and students will be subject to the following discipline procedures.

Students in possession or in use of JUULs, vape pens, electronic cigarettes, etc. will have the device confiscated.

If a student is suspected by administration to be under the influence of drugs or alcohol on school premises, they will be suspended immediately. If the student denies use of drugs or alcohol, a

negative screening must be presented to the principal, before the suspension will be lifted.

Any student arrested and charged with a felony offense can be subject to long term suspension, expulsion and removal from any extracurricular activities.

Any violation of this policy involving controlled substances will be reported to law enforcement. Any other violation of the Drugs & Alcohol policy may be reported to the appropriate law enforcement officials at the sole discretion of the Principal. Upon evidence that a student has violated the Drug and Alcohol Policy, parents will be contacted, and students will be subject to the following discipline procedures: (All bulleted consequences under each offense will apply)

1. First Offense:

- An appropriate punishment determined by the Principal up to and including short-term suspension of no more than five (5) school days.
- Suspension from one to two school activities or the length of the suspension at the sole discretion of the Principal. This includes school dances and all school trips regardless of fundraising or other circumstances.
- SCHS recommends taking a drug and alcohol information class. A meeting will be scheduled with the school counselor to provide further information.

2. Second Offense:

- An appropriate punishment determined by the Principal up to and including long-term suspensions of no more than ten (10) school days.
- Suspension from three to five school activities or the length of the suspension at the sole discretion of the Principal. This includes school dances and all school trips regardless of fundraising or other circumstances.
- Students must successfully complete level 1 drug and alcohol program at youth services or with the SCHS counselor. Any comparable program must be pre-approved.

3. Third Offense:

- An appropriate punishment determined by the Principal up to and including expulsion from school for up to 180 school days.
- Suspension from all school activities for the remainder of the school year. This includes school dances and all school trips regardless of fundraising or other circumstances.
- Student must complete a drug and alcohol evaluation and follow all recommendations OR attend six (6) sessions of professional counseling related to addictions and drugs and alcohol. (Name(s) of acceptable programs are on file at the high school office.
- The school will refer the matter to the office of the County Attorney by letter.
- If the student is readmitted to USD 466 upon completion of the Third Offense, and separate student/school contract will be entered stating the conditions and terms.

*Note. All required services will be completed at the expense of the student.

In addition, students participating in activities shall be held accountable for the use of electronic cigarettes, vapes,

alcohol, drugs, and tobacco beyond the limits of the normal school day and off school property as detailed in a separate agreement.

RANDOM DRUG TESTING

- In the summer of 2004, the Board of Education adopted a Substance Abuse Drug/Alcohol Policy that includes random drug testing. For students to be able to participate in school-sponsored activities they must have a signed consent form on file in the office by the end of the first week of school. All students with a signed consent form could be subject to random drug testing throughout the school year. The Policy will be followed in any situation that arises with drugs or alcohol.
- Possession and/or use of any tobacco product or nicotine delivery device by students is prohibited in any attendance center, in any school owned vehicle, at school-sponsored events or on the school grounds. For the purposes of this policy, “nicotine delivery device” is defined as any device that can be used to deliver nicotine to the person inhaling the device. The definition shall include, but is not limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.
- If a student is suspected by administration to be under the influence of drugs or alcohol on school premises, they will be suspended immediately. If the student denies use of drugs or alcohol, a negative screening must be presented to the principal, before the suspension will be lifted.
- Students who test positive during random drug tests or drug tests required by the law are subject to discipline as followed:
 1. First Offense:
 - a. Suspension from one to two school activities or the length of the suspension at the sole discretion of the Principal. This includes school dances and all school trips regardless of fundraising or other circumstances.
 - b. SCHS recommends taking a drug and alcohol information class. A meeting will be scheduled with the school counselor to provide further information.
 2. Second Offense:
 - a. Suspension from three to five school activities or the length of the suspension at the sole discretion of the Principal. This includes school dances and all school trips regardless of fundraising or other circumstances.
 - b. Students must successfully complete level 1 drug and alcohol program at youth services or with the SCHS counselor. Any comparable program must be pre-approved.
 3. Third Offense:
 - a. Suspension from all school activities for the remainder of the school year. This includes school dances and all school trips regardless of fundraising or other circumstances.
 - b. Student must complete a drug and alcohol evaluation and follow all recommendations OR attend six (6) sessions of professional counseling related to addictions and drugs and alcohol. (Name(s)

- of acceptable programs are on file at the high school office.
- c. The school will refer the matter to the office of the County Attorney by letter.
 - d. If the student is readmitted to USD 466 upon completion of the Third Offense, and separate student/school contract will be entered stating the conditions and terms.

VISITORS

- Visitors are welcome at SCHS, especially parents. However, a “Visitor Pass” must be obtained from the Main Office. This helps us in the job of protecting students from strangers wandering the halls or campus.
- Students from other schools may visit at your request, as long as a pass is obtained from the office at least one week in advance and the school is not in session. Parents and others are invited to regular school assemblies.

APPROPRIATE DRESS:

Keeping in mind that our activities people are presenting SCHS at home and on trips; appropriate dress is emphasized and will fall in accordance with the Student Handbook. If found in violation of one or more of the above, the participant will be sent home to change their attire before competing and/or traveling to compete for SCHS.

ATTENDANCE

Students shall be eligible to participate or compete only if they are present **all day** at school the day that they are to participate or compete. **Only pre-approved, with written confirmation, doctor/medical appointments will count as school attendance.**

The participant must be in school the morning after a weekday event unless previously scheduled for a legitimate appointment. The participant is also to be in class on Monday mornings after week-end events unless under the same listed circumstance. Monday morning absences will be checked to see if a pattern has developed in regard to the participant’s absences.

TRAVEL

Every student riding on district vehicles at any time during the course of the school year must have on a file a signed “Student School Activity Permit”.

While traveling on district trips, students are expected to act in a positive, responsible manner at all times. If the participant is to dress at the visitor’s facility, he/she is expected to dress for the trip in a way that will bring no discredit to his/her fellow students, school, or district. While on the bus, he/she will keep hands inside the bus, say nothing to passing motorists or pedestrians, and talk and act in such a manner that will not disturb the bus driver. No food will be eaten on the bus unless the coach/sponsor has gained prior permission from the driver.

Any time students are either representing the school or accompanied by teachers or coaches, or both, such students and their coaches or sponsors shall be transported in school provided vehicles unless specific arrangements have been made with the building Principal or Activities Director at least 24 hours in advance of the activity.

Students participating in school events or school activities are not to be transported in private vehicles without the expressed, written consent of the building Principal or Activities Director. A request form for such a travel situation must be made to the building Principal or Activities Director at least 24 hours ahead of departure.

All student groups participating in school-approved activities must depart from the school grounds and return to the school grounds as normal procedure. Responsibility of the district for safety of students begins at the point of departure from the school premises and ends at such time that the students are released from the school premises after returning from the activity.

Coaches or sponsors are to remain with students at the school until all students have departed the grounds or have been picked up by parents or guardians or those designated by parents or guardians.

Sponsors or coaches may require that students travel as part of the school sponsored group. In such cases, sponsors may feel a need for the student to be a part of the group for instruction, purposes of enthusiasm, team spirit, and unity for a specific activity. The wishes of the sponsor/coach are given priority unless emergency approval has been given by the building Principal or Activities Director. Emergency situations shall be presented to the Principal or Athletic Director for approval.

Students may be permitted to return from a school activity with their parents. For such a situation, approval must be made 24 hours in advance and a "PRIVATE TRANSPORTATION REQUEST FORM" must be signed on record with the office.

In all cases, students participating in school-approved activities, regardless of the means of travel to and from, will abide by school district rules and regulations concerning dress and behavior.

Students who miss school transportation will not participate in the given activity. The student will be dealt with on an individual basis by the coach/sponsor.

During all state competitions, all participants will travel by way of school transportation to and from the activity. This area was revised in the fall of 1994. Permission can now be granted for travel from state events. See the Student Handbook.

STAFF TRANSPORTATION

School vehicles will be provided for coaches and sponsors who have a responsibility and/or need to attend school-related events, including those recognized by the Board and KSHSAA.

This policy includes sponsoring students and assigned, official school business.

TRANSPORTATION AND PROCUREMENT PROCEDURE

All transportation requests shall be requested through the Activities Director ON THE THURSDAY PRIOR TO THE MONDAY OF THE WEEK OF THE REQUEST.

All individuals riding in school vehicles will wear available seat belts.

ACKNOWLEDGEMENT OF RISK

Each athletic participant must have on file an "Acknowledgement of Risk" paper stating that he or she has been told of the possibility of injury in a particular activity.

INDIVIDUAL AREA HANDBOOKS

Each individual activity is to have its own "handbook" containing specific requirements for the activity, including training rules, lettering policies, expectations, etc. The handbooks are to be approved by the Principal before distribution, and copies must be on file with the Principal and Activities Director.

HEAD COACH'S RESPONSIBILITIES

It shall be the responsibility of the coaches and sponsors to make sure all policies and regulations of their activities, U.S.D. #466, and the KSHSAA are carried out. Eligibility and attendance must be primary concerns for youngsters to participate.

The head coach or sponsor of all SCHS activities is to coordinate, organize, and communicate the purpose of his/her program to the students, faculty, administration, staff, Board of Education, and community.

He/she is to delegate and communicate with his/her assistants as to what is expected of them and what specific duties they will have.

He/she is to delegate and communicate the responsibilities and expectations to the Middle School coaches in the same activity.

He/she is to work closely with his/her assistants and other building personnel in the same activity to create goals and smooth communications.

He/she is to work to make the other coaches feel very much a part of what is being accomplished.

He/she is to maintain a current inventory of equipment for which he/she is responsible. He/she is to work with the Activities Director on matters of budget, transportation, and coordination of his/her program.

He/she is to cooperate with the custodial staff and work with the Activities Director and Head Custodian in preparation of areas for his/her activity.

He/she is to report competition scores to the Activities Director and all news outlets. He/she is to check the Eligibility Report every Monday morning to see if any of his/her participants are in need of special classroom help. The head coach is to make sure the student follows the Assisted Studies Program format as described in the Student Handbook. He/she is to keep updated on his/her budget and IS NOT TO ORDER EQUIPMENT, UNIFORMS, OR OTHER BUDGET GOODS WITHOUT USING THE APPROPRIATE MEANS (FORM A or PURCHASE ORDER) BEFORE THE MATERIALS ARE ORDERED.

The head coach is to travel to and return from school events on school transportation.

ASSISTANT COACH'S RESPONSIBILITIES

The assistant coach is to work closely with his/her head coach and handle his/her delegated duties.

He/she is to work with the head coach on matters of communication and cooperation. He/she is to be an extension of the head coach.

The assistant coaches are to travel to and return from school events on school transportation.

FOOD ALLOWANCES

At times various booster clubs can provide extra dollars to help with feeding activity participants. When this occurs, THE MONEY IS TO BE GIVEN TO THE SCHOOL DESIGNATED FOR A PARTICULAR PURPOSE and then will be allotted to the designated group. This is in order to follow KSHSAA guidelines. For STATE competition only, students will be allowed \$8.00 per meal.

OVERNIGHT LODGING

When overnight travel is necessary, the school will provide lodging. Arrangements will be taken care of primarily by the Activities Director. Ordinarily, SCHS has set places to stay that we have used in the past. Accommodations are chosen in regard to location to site of performance and cost; several give special rates for school functions.

During check-in at motels/hotels, the coach/sponsor is to make a composite list of who is in what room for the motel's information as well as the coach's/sponsor's.

Prior to departure for an event, cover the rules and expectations with the participants. After checking all rooms, be aware of any previous damage to particular rooms. Notify participants. Check with management of any possible problems. BE SEEN. UNDER NO CIRCUMSTANCES ARE STUDENTS TO BE LEFT AT A MOTEL/HOTEL UNSUPERVISED.

Settle all bills with management as arranged. Make a final check of the rooms before leaving. Show appreciation to the management for cooperation.

After the completion of any state competition, students and sponsors will leave that community. If completion time creates a traveling risk for students and sponsors, members will be allowed to spend that night at a location known only by the sponsor in charge. The team will then return home as soon as possible the next morning.

MARRIED/PREGNANT PARTICIPANTS

Once pregnancy is determined, activity participation will be allowed only with the signed approval of the participant's physician.

Married students and students who are parents will be permitted to participate in school activities including extracurricular activities.

REHEARSAL AND PRACTICE SCHEDULES

All practice schedules, rehearsals, etc., must be approved by the administration. Saturday practices (and in rare instances, Sunday practices) are discouraged and never mandatory for

participants. When there are Saturday practices, participants who cannot attend will not be punished or otherwise threatened with the loss of performing time. Wednesday night is “church night”, and practices, etc., should end by 6:00 p.m. We do have some “understandings” with the local churches to allow for a minimal number of Wednesday evenings to be used, and our intent is to cooperate with the churches in return for their cooperation.

STUDENT CONFLICTS IN EXTRACURRICULAR ACTIVITIES

Individual students who participate in several extracurricular activities could end up in a situation creating a conflict of obligations. SCHS attempts to offer each individual the opportunity to be involved in a wide range of learning experiences and will therefore make every effort to not schedule events on top of each other.

Students themselves must take responsibility in avoiding continuous conflicts. **PRIORITIES MUST BE SET.** Part of the responsibility involves keeping coaches/sponsors notified. When a conflict arises, the sponsors/coaches need to work out a solution so the student does not feel he/she is in a helpless situation. If a solution cannot be worked out, the Principal and Activities Director will make the decision based on the following:

- The relative importance of events.
- The importance of each event to the student.
- The relative contribution the student can make.
- How long each event has been scheduled.
- Talk with parents.
- Guidelines from the KSHSAA.

Once the decision has been made and the student has followed the decision, he/she will not be penalized in any way by either faculty sponsor or coach. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity.

The following KSHSAA rule must be taken into consideration when solving some conflicts: Athletic events for any student who has been or is a member of a large instrumental or vocal ensemble are not approved prior to 6:00 p.m. on a school day of Regional or State Music Festivals if these ensembles are entered in the festival. This applies only on the school day; a school’s music festival is scheduled for large instrumental or vocal ensembles. (Rule 28: Section 1, Article 1).

USE OF FACILITIES AND EQUIPMENT

When outside groups wish to use school facilities, they must obtain permission from the Activities Director or Principal. Church and music groups will begin the process at the BOE Office with the Superintendent. A fee may be charged to outside groups and charges will be determined by the Board of Education.

School functions have priority for use of facilities and equipment.

School equipment should never leave the building or school grounds without written permission from the building Principal and will require a sign-out agreement. Because of liability and the possibility of injuries, qualified personnel approved and appointed by U.S.D. #466 must be present while the weight room is in use. **NO ONE IS TO USE THE WEIGHT ROOM ALONE.**

ELIGIBILITY (Refer to the Weekly Eligibility Policy)

The rules of eligibility and attendance pertain to all district students who participate in activities governed by the KSHSAA. The Association sets minimum requirements on courses passed and ages of students. SCHS follows the guidelines mentioned in the student handbook.

WEEKLY ELIGIBILITY POLICY

Academic performance and achievement is the number one priority for students at Scott Community High School. This eligibility policy is designed to:

- Help students recognize and maintain high academic goals and standards.
 - Formulate positive objectives to be attained by the student who is having academic difficulties.
 - Encourage student/teacher communication in regards to the academic progress in every course a student is taking.
 - Communicate with parents/guardians in regards to their child's academic progress.
 - Determine a student's eligibility status for school activities each week of school. For eligibility purposes, the "week" is defined as the period of time from Monday through Sunday. The student's eligibility status will not change until the following Monday regardless of new grades entered by the teacher. School sponsored activities that directly affect the student's grade such as a vocal concert will be considered separately by the principal.
- 1) For all students the eligibility policy begins after the completion of the second week of each school semester. An eligibility report will be developed each Monday morning and will be emailed to all teachers, coaches, and sponsors. It is the student's responsibility to review the weekly eligibility report each Monday morning during their Advisory period class to know their eligibility status for the upcoming school week.
 - 2) Students receiving a failing grade in one of their classes will be given a two-week probationary period to bring that grade up to a passing grade. A discussion, on what needs to be worked on in that student's class, between the student and their advisor will be held. It is the student's responsibility to make arrangements with the teacher they have a failing grade with and come up with a plan to get their grade up. The student remains eligible to attend and participate in activities during the probationary week.
 - 3) Students who are failing more than one class will automatically be ineligible after week one.
 - 4) Students who are ineligible are not allowed to participate in any extracurricular activities, including dances and home activities.

SCHS STUDENT HANDBOOK

Each extracurricular participant is to become familiar and follow the various attendance policies listed in the SCHS Student Handbook.

The coaches, sponsors, and participants are also to follow the following passage in regard to

'Respect and Courtesy' and are to encourage other team members to do the same. The displaying of respect and courtesy toward teachers, school employees, visitors, and fellow students is a hallmark of a good school. Each of us, student and adult alike, should show consideration and compassion for the feelings of others.

While you may not agree with the decisions made by your teachers, or the administration, it is a sign of maturity and class to be able to express your disagreement in a respectful way. Referring to teachers or school employees by their first names is a sign of disrespect and should be avoided.

Persistent rudeness, or verbal insubordination, whether expressed by the use of profanity, caustic of voice, gestures, or other manner, will result in disciplinary action for the offender. Appropriate punishment will be suited to the offense. Physical insubordination, which is placing of hands on a teacher or employee of the school, will cause the student to be expelled.

NOTICE OF DISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all union or professional organizations holding negotiated agreements with the district/institution are hereby notified that this district/institution does not discriminate on the basis of race, religion, color, homeless, national origin, sex, age or disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the Scott County School's compliance with the regulations implementing Title VI, Title IX, and Americans with Disability Act of 1990 is directed to contact the coordinator who has been designated to coordinate the educational institution's efforts to comply with the regulations implementing these laws.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

TITLE IX COORDINATOR
 Superintendent
 Board of Education Building
 704 College St
 Scott City, KS 67871
 620-872-7600

SECTION 504 COORDINATOR
 Superintendent
 Board of Education Building
 704 College St
 Scott City, KS 67871
 620-872-7600

Title VI, Title IX, and section 504 ADA complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to:

U.S. Department of Education, Region VII
 Office for Civil Rights
 10220 N. Executive Hills Blvd.
 Kansas City, MO