

USD 219

Minneola Wildcats



Student Activities Handbook

2017-2018

Minneola Athletic Handbook
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Statement of Philosophy

Extra-Curricular activities play an important role in the life of the students at Minneola Junior High and High School. By participating, student athletes gain knowledge in team work, sportsmanship, competition, and work ethic. The ability to handle wins and losses prepares the student athlete to handle tough situations they will face in the future. Extra-curricular activities add spirit and pride to our school and community.

Extra-curricular activities will be conducted in accordance with the existing Board of Education policies, rules, regulations, and KSHSAA regulations. While the Board of Education takes great pride in winning, it does not condone “winning at any cost” and discourages any and all negative pressures which might neglect good sportsmanship. It should be the purpose of all student athletes and coaches to focus on what it takes to win within Board of Education policies and Kansas High School Activities Association guidelines.

It is the ultimate goal of any extra-curricular activity to help develop a well-rounded student. Our hope at Minneola Junior High and High School is that extra-curricular activities will provide opportunities for students to gain valuable experiences which will better prepare them to meet life’s challenges.

Purpose of Minneola Schools Activities’ Program

At Minneola, it is important every coach/sponsor understands and stresses the value of the Minneola Athletic program. Every coach and sponsor should strive for the following goals:

- A. Provide the guidance and leadership needed so a positive atmosphere exists where learning can take place.
- B. Every student must be taught how to win with honor and how to handle losses with dignity. Students should learn from their successes and failures.

- C. Every student athlete should be taught how to address coaches, sponsors, team-mates, and officials in a respectful manner (even in tough situations). Sportsmanship at Minneola Schools is always a priority!! Make sure your team/group's actions and words exemplify the highest standards of sportsmanship.
- D. Profanity in an activity/athletic program has no place. Make sure your group or team is taught this simple principle.
- E. Individual glory of a player or coach is not the reason we have our athletic program at Minneola Schools. Team success is what our activities' program is all about. Although we are happy and supportive for those athletes who are honored or given scholarships, our program's main concern is that our teams at Minneola compete at the highest level for their school. Coaches should stress that team success is the most important goal.
- F. Teach every student how to work hard – accept nothing less.
- G. Believe in your student athletes! The extra support a coach can give may be the extra boost which will make that athlete have a great year.

In conclusion, as a coach, do the necessary things to give your team the best chance of success. This is what the Minneola athletic program is all about.

Academic Requirements/Transfers

- A. Every student athlete must pass a minimum of five subjects, of unit weight, the previous semester to be eligible to participate in any KSHSAA event.
- B. Any junior high or high school student who transfers to Minneola and would like to participate in athletics or KSHSAA activities will need to contact the principal. There are several forms that need to be completed before the transferring student may participate.

Awards Policy - KSHSAA

- A. Schools may give to athletes:
 - i. Traditional letters, certificates, photographs, medals, and ribbons.
Lettering is based on criteria as set by the head coach of the sport.
 - ii. School may give additional individual awards in each activity as long as the cost does not exceed \$25.00 athlete. (cash may not be given)

B. Out-of-season Awards – coaches should warn their athletes that during the summer they may receive: medals, ribbons, T-shirts, and certificates. They may not accept cash or merchandise at any time. They will be ineligible the following season if they do.

Behavior and Citizenship

The conduct of a team member is closely observed by many and it is important that a participant's behavior be above reproach. Appearance, expression, and actions always influence people's opinions of the athletes as well as the sport itself. Once you have chosen to be a member of a squad, you have made the choice to uphold certain standards expected of all participants in this community. Violations of the established training rules are intended to provide all participants with an opportunity to develop skills that shall produce productive citizens. **Being a student-athlete is a privilege, not a right.**

Bona Fide Student KSHSAA Rule 14

Section 1: General Regulations

Article 1: In order to be eligible for participation, the student must be a bona fide undergraduate member of that school and in good standing. (See Rule 22-1-3, Outside Competition and Rule 30-2-2, Seasons of Activities.)

In order to participate in practice, the student must be a bona fide undergraduate of that school and one who is eligible or has the possibility of eligibility.

Article 2: 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.

Article 3: A student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc. at school events is not in good standing.

Article 4: A student who uses anabolic steroids would be ineligible for interscholastic competition until such time as medical evidence can be presented that his/her system is free of that drug.

Article 5: A student shall not be permitted to make up work after the close of the semester for the purpose of becoming eligible. A "condition" or an "incomplete" shall count as failure.

However, should a student have an excused absence for day(s) missed, completing such work per school policy (Illustration: two days for every day missed) would not be considered as "make

up” per se. Summer school is not to be used for making up credit deficiencies for the purpose of becoming eligible.

Article 6: If the student competes under an assumed name, he or she shall be ineligible in all sports.

Section 2: Senior High Regulations

Article 1: A student who is enrolled in five or more subjects in the ninth grade or above, even though carrying subjects of a lower grade, is classified as a high school student. (See Rule 13, Scholarship Requirements.)

Article 2: An undergraduate student is one who has completed less than the minimum number of units of high school credit, as specified by the Kansas State Board of Education, or has not completed some course to which no exception is made, or has not been granted a diploma of graduation from his or her high school.

Article 3: In determining subjects of unit weight, an extracurricular activity shall not count. The Kansas State Board of Education states, “Athletic practice or competition between organized groups in interscholastic leagues shall not be counted for credit purposes.”

Article 4: Students attending vocational or trade schools offering special courses approved by the Kansas State Board of Education, may transfer such credits to their home school for the purpose of establishing eligibility. Such students may be eligible for interschool activities at their home school, provided they meet all eligibility requirements. (See Rule 15, Enrollment.)

Section 3: Middle/Junior High School Regulations

Article 1: Middle/junior high schools may permit sixth-grade students of the same school system or of an elementary school which lies wholly within an organized middle/junior high school district, to participate in middle/junior high activities other than tackle football, boxing, and wrestling. Such participation will not adversely affect the eligibility of such students when they become high school students.

Article 2: Elementary students of the same school system, or of an elementary school that lies wholly within an organized high school district, may participate in bands, orchestras, choruses or glee clubs representing member high schools without affecting their eligibility after they become high school students. Grade school students (5th grade and below) are not eligible to represent a middle/junior or senior high school in any other type of activity.

Care of Equipment

- A. Equipment shall be turned in after the season according to what date the coach has set.
- B. A participant is financially responsible for all equipment checked out to him/her. The cost of destroyed/lost equipment shall be the replacement cost.

College Recruiting

All student-athletes interested in post-secondary athletic participation, regardless of level or division shall initiate NCAA prior to their senior year. Assistance shall be provided by the coach, athletic/activities director and guidance counselor.

Concerns Procedures (Parents)

- A. The following order shall be followed in reporting a complaint by conferring with:
 - The coach/sponsor that has direct supervision of the athletes at the time
 - The head coach/sponsor of the sport in which the student/athlete participated
 - The Athletic or Activities Director
 - The Principal of the school
 - Superintendent
 - Next day rule

NOTE: Parents should encourage their child to talk to the coach before any parental meeting is scheduled.

- B. Parents should always call to schedule a meeting with the coach. Never approach the coach before, during or after practice or a game. All complaints should be addressed during the scheduled meeting.
- C. If a coach/sponsor is aggressively approached before, during or after a contest, that person may be suspended from attending future activities.

Drug, Alcohol, and Tobacco Policy

A. First Violation

- i. Penalty: After confirmation of the first violation, the student shall lose eligibility for one interscholastic event or one week of a season in which the student is a participant,

whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

ii. Recommendations

1. It is recommended that the school develop a local educational program through which the student would receive information about the affects of misuse or abuse of mood-altering chemicals.
2. It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse of misuse.

B. Second Violation

i. Penalty: After confirmation of the second violation, the student shall lose eligibility for the next two consecutive interscholastic events or the next two weeks in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

ii. Recommendations:

1. It is recommended that before being readmitted to activities following the suspension for the second violation, the student shall show evidence in writing that he has sought or has received counseling from a community agency or a professional individual such as a school counselor, drug counselor, medical doctor, psychiatrist or psychologist.
2. It is recommended that the school refer a student to a community agency or professional individual outside the school for assessment of potential chemical abuse or misuse.

C. Third or Subsequent Violations

i. Penalty:

1. After confirmation of the third violation, the student shall lose eligibility for the next twelve consecutive interscholastic events in which the student is a participant.

2. If after the third or subsequent violations, the student becomes participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in KSHSAA
3. Recommendations: It is recommended that the student be referred for assessment of potential chemical abuse, misuse or dependency by a community agency or a professional individual outside the school.

Reporting of Violations Outside of School

For violations of the drug, alcohol, and tobacco policies outside of school, the following guidelines will be followed:

- a. Violations of the rule may be reported in the following ways:
 - a. Self-Disclosure (the student turns himself/herself in)
 - b. Student admits to the violation after conference
 - c. Faculty or staff see the violation
 - d. Law Enforcement
 - e. Non-School Personnel – A signed written report can be the basis for an investigation. A team consisting of the principal and the coach of the sport involved will investigate the facts if it is deemed necessary.

Dual Sport Participation (High School)

At Minneola High School, if an athlete wants to compete in more than one sport during the same season, the following must occur:

- A. Coaches must make the principal aware of athletes wanting to participate in more than one sport per season.
- B. Coaches must inform athlete how it will affect his/her status on the team.
- C. Both head coaches must agree on terms including: practices, game commitments, etc.

- D. Athletes must choose a primary sport so if a conflict arises, he/she will honor their commitment to their primary sport.
- E. **RULE 30** – A student who is enrolled 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 post season competition.

Injuries to athletes/insurance

- A. When injuries occur to an athlete:
 - 1. Coaches should take proper steps to care for injury.
 - 2. If the athlete goes to the doctor/hospital for treatment of the injury, coaches should also inform the principal.
- B. School Insurance for KSHSAA Activities: The district provides accident insurance for students involved in sports activities; however, the policy has a \$10,000 deductible for which the parent is responsible. The school does carry a 70/30 insurance policy to help cover the \$10,000 deductible. This is a secondary insurance.

Kansas State High School Activities Association (KSHSAA)

The ultimate governing body of Kansas athletics is the Kansas State High School Activities Association (KSHSAA). Minneola Schools are a member of this governing body and shall adhere to all rules and regulations. Violations, when verified, shall be reported and consequences shall be enforced.

Questions regarding specific concerns should be directed to the athletic director for clarification.

Activities covered by KSHSAA include: Baseball, Basketball, Cross Country, Cheerleading, Football, Golf, Gymnastics, Soccer, Softball, Swimming and Diving, Tennis, Track and Field, Volleyball, Wrestling, and Bowling.

Also included are non-athletic activities: Music, Debate and Speech, Spirit and Spirit Competition, KAY, Student Council, Scholars Bowl, and Sportsmanship.

Outside Competition KSHSAA Rule 22

Section 1: General Regulations

Article 1: A student who is a member of a school athletic, scholars' bowl or debate squad effective Tuesday following Labor Day through Friday preceding Memorial Day may not

participate as a member of an outside team or as an independent competitor in the same sport, scholars' bowl, or debate activity.

Article 3: A student becomes a member of a school's athletic squad, scholars' bowl, or debate team when he or she first participates in a practice session.

A student ceases to be a squad member after his or her last contest for the school's athletic squad, scholars' bowl, or debate team or when the membership on a squad is terminated.

Physicals

Every student who wishes to participate in athletics or cheerleading, must have a physical on file in the principal's office prior to any participation. Make sure parents have signed and the student's most recent tetanus shot date is on the physical form. Managers are not required to have a physical on file. Athletes must get a new physical every school year. The earliest a new physical can be taken for the upcoming school year is May 1st of each year.

Playing/Participation Time and Team Selection

The selection of all team members and all playing time shall be the sole responsibility of the coach in charge of the team.

Practice Policies

- A. The first date a team may practice will be determined by KSHSAA.
- B. All student athletes who participate in KSHSAA events must meet the KSHSAA requirements. (academic eligibility, transfer, etc.)
- C. In athletics, all athletes must have a completed physical to participate.
- D. Any Wednesday night or Sunday practice needs to be approved by the principal.

Purchasing T-shirts, sweatshirts, etc.

When a coach would like to purchase a team t-shirt, sweatshirt, etc., the following guidelines should be followed:

- A. The design and wording needs to be approved by the principal.
- B. If student names are used, they must use either the first name, last name or both. – NO NICKNAMES CAN BE USED
- C. Efforts should be made to keep the costs of the t-shirts, sweatshirts, etc., down as much as possible.

- D. T-shirts are not to be used as a uniform for competition. (unless approved by the principal)
- E. Athletes buying items from the school must pay sales tax. Be sure this is included in the cost of the merchandise.

School Attendance

An athlete must be in school at least half the day of school (by 11:30am) to participate in practice or games. Only the principal, or in their absence, the head coach, may make exceptions to this rule. Exceptions may include: family crisis, medical situations, funerals, etc.

Summer Camps – KSHSAA Guidelines

- A. All school coaches conducting summer camps for their athletes must complete their camps by Saturday of Standard Calendar Week (SCW) #2.
- B. Volleyball, football, and basketball are allowed to coach their athletes beginning with the Saturday before Memorial Day and concluding Saturday of SCW #2. Volleyball, football, and basketball coaches may coach their athletes without restriction like coaches in other sports. Coaches may accompany their team to college camps, conduct their own camp at their school, and serve on the staff of a college camp without regard to a 10% limitation. Coaches may coach their athletes individually, in groups or in open gym settings, or in competitions such as summer leagues, etc.
- C. Beginning Sunday of SCW #3 and ending Saturday of SCW #4, volleyball, football, and basketball coaches are limited to providing instruction in small groups; (3 players in basketball, 4 players in volleyball, 5 players in eight-man football, and 6 players in 11-man football) on a voluntary basis. Players must request instruction from the coach. Coaches may not require athletes to participate. Summer camps cannot be made mandatory for team membership.
- D. Beginning Sunday of SCW #5 through Sunday of SCW #7, volleyball, football, and basketball coaches may only participate with their athletes in weight lifting and non-sport specific conditioning. During this two week period, no other coaching or instruction is permitted by volleyball, football, and basketball coaches.
- E. The school cannot be involved other than approve the use of facilities, dates, and to be assured by the coach there will be no violation of KSHSAA rules. Also, the school insurance does not cover summer camps. Coaches may find an outside agency to insure their athletes at camp.
- F. School equipment and uniforms cannot be used. If school facilities (gyms, fields, balls, etc.) are used, the coach must lease them per Board of Education Policy.

G. A student shall not receive pay or expenses for working at a camp involving a sports in which he/she participates.

H. No student can attend your camp that you will not be coaching next year. For example – if a High School coach wants a Middle School athlete at his/her camp, then the coach must run a separate Middle School and High School camp. Middle School students may not attend a High School camp.

Technical Fouls/Expulsions/Unsportsmanlike Conduct

A. Sportsmanship is always a priority at USD 219. Coaches at USD 219 should teach their athletes to respect officials, the opposing team, and the rules of the game they are participating in.

B. When technical fouls, expulsions, or unsportsmanlike penalties do occur, the school administrator and head coach will meet to discuss the situation. Punishment may include but is not limited to: extra running, being held out of games, writing an apology, or being removed from the team. These situations will be determined on a case by case basis.

Training Rules

A. Each coach is responsible to hand out to the athletes before the season begins a set of training rules that are thorough and concise. Make sure the rules have a definite purpose and are clear. Within your training rules, the steps of discipline which will take place if the rules are broken should be discussed. It is advisable to make sure your rules governing punishment are flexible so all situations can be addressed.

B. Training rules should include:

1. Practice guidelines
2. Tardy or absences from games/practices
3. Bus conduct/rules
4. USD 219's Drug/Alcohol/Tobacco Policy
5. Guidelines on sportsmanship/officials
6. Lettering Requirements

7. An athlete must be in school at least the last half day of school (by 11:30am) to participate in practice or games. Only the principal, or in their absence, the head coach, may make exceptions to this rule. Exceptions may include family crisis, medical situations, funerals, etc.

NOTE: All athletes should be aware that adherence to all training rules start the first day of practice and does not end until the completion of the season.

Transportation

- A. Transportation to and from all activities is provided by the school. In order for the feeling of team “spirit” and “loyalty”, coaches encourage students to remain with the team for the trip home.
- B. Student/athletes shall not be allowed to be signed out after a game to travel home with anyone other than their parent/guardian.
- C. Parents of student/athletes can made arrangements in writing with the athletic director and building principal before the team leaves for an activity to allow their child to ride home with an adult other than their parent/guardian.

Weekly Eligibility

A. Junior High

1. In order for Junior High Students to remain academically eligible for participation in extracurricular activities, they must maintain a passing grade (59.5 % or above) in all classes. Grades are figured by teachers each week. If a student is failing any one class in which three or more grades are recorded, he/she may maintain eligibility for extracurricular activities by attending an academic assistance session at 7:30 each morning (Monday – Thursday) the following week, and tuning in all missing assignments. If a student chooses not to attend or is tardy to a session, he/she will be ineligible for participation in any extracurricular activity the following week. Parents and students will be notified of failing grades/ineligibility status in advance. During the week a student is attending 7:30 a.m. academic assistance sessions or is ineligible, he/she is still required to attend practices after school.

B. High School

1. On the third Thursday of every nine weeks, teachers will send grades to the office for the purpose of establishing student eligibility.
2. An ineligible list will be published and the students and parents on the list will be notified of their standing. Students with missing assignments or a failing grade will be considered ineligible.
3. Students will have until 8:00 AM Monday morning to turn in assignments or establish a passing grade.
4. Grades will be turned in to the office to determine eligibility every Thursday for the rest of the nine weeks. The process will start over at the start of every nine weeks.

Consequences

1. Students who have a failing grade as of 4:00 PM Monday will be considered ineligible for that week's school activities. Students with a failing grade will not be allowed to participate in games/performances. Practice time will be at the coaches/sponsors discretion.
2. Students who have missing assignments as of 8:00 AM Monday morning will be required to attend study hall until assignments are turned in. Study halls will be held with the teacher in whose class the students have missing assignments. Teachers are responsible to inform the office if students fail to show up for study hall. Students, who appear on the missing assignment list three times in a nine week period, will have until Monday at 8:00 to get the assignments turned in. If they do not, they will be considered ineligible for the week of their third offense.

Written Agreement

Student participants and parents of USD 219 activities, must sign a written agreement acknowledging the receipt and understanding of the Student Activities Handbook. By signing this agreement, the student, parent and/or guardian recognize the authority of the activity sponsor and the school to administer consequences for violations of activity regulations.

Minneola High School and Middle School Student Activities' Parent Signature Page

Please sign and return to the school office by August 14.

I have received and read the Minneola High School/Jr. High Handbook. By signing this agreement, I recognize the authority of the activity sponsor and the school to administer consequences for violations of activity regulations.

Student Signature

Date

Parent or Guardian Signature

Date