

# **WELLSVILLE MS/SR HIGH USD #289**

## **COACHES & SPONSORS 2021-2022 HANDBOOK**



It is the purpose of this handbook to acquaint the coaches and sponsors employed by USD 289 with major activities policy procedures. It is hoped that a ready reference such as this handbook will facilitate the process of seeking information about administrative rules and regulations, and will provide a framework within which extra-curricular activities can operate smoothly and efficiently. It is not meant to cover every set of circumstances, but to be a broad outline for all to follow, primarily for unifying methods and making orientation an easier and more pleasant experience.

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# SECTION 1

# DEPARTMENT

# PHILOSOPHY

## THE KSHSAA CODE OF ETHICS FOR ATHLETIC COACHES AND OFFICIALS

Believing that mine is an important part in the nation-wide school athletic program, I pledge to act in accordance with these principles:

1. I will honor contracts regardless of possible inconvenience or financial loss.
2. I will study the rules of the game, observe the work of other coaches or officials and will, at all times, attempt to improve myself and the game.
3. I will conduct myself in such a way that attention is drawn not to me, but to the young people playing the game.
4. I will maintain my appearance in a manner befitting the dignity and importance of the game.
5. I will cooperate with the news media in the interpretation and clarification of rules and/or other areas relating to good sportsmanship, but I will not make statements concerning “calls” after a game.
6. I will uphold and abide by all rules of the KSHSAA and the National Federation.
7. I will shape my character and conduct so as to be a worthy example to the young people who play under my jurisdiction.
8. I will give my complete cooperation to the school which I serve and the KSHSAA which I represent.
9. I will cooperate and be professional in my association with other coaches or officials and will do nothing to cause them public embarrassment.
10. I will keep in mind that the game is more important than the wishes of any individual.

## WELLSVILLE MIDDLE SCHOOL-SR HIGH SCHOOL ACTIVITIES GOALS AND OBJECTIVES

1. To provide a positive experience for all participants.
2. To have high quality Activities Programs.

3. To prepare students to meet a challenging and sometimes unfair world.
4. To encourage the student to experience the fellowship afforded through interscholastic competition.
5. To help each student grow physically and intellectually while nurturing his/her disciplinary growth.

# SECTION 2

## JOB DESCRIPTIONS

### RULES AND REGULATIONS RELATING TO THE ORGANIZATION AND ADMINISTRATION OF ATHLETIC PROGRAMS

1. KANSAS STATE HIGH SCHOOL ATHLETIC ASSOCIATION The State of Kansas shall establish rules and regulations governing athletic programs for boys and girls in the public secondary schools of Kansas, which shall be supervised by an organization known as the KSHSAA.
2. WELLSVILLE MIDDLE SCHOOL-SR HIGH SCHOOL is a member of the KSHSAA and the Pioneer League, and is governed by their rules and regulations. It is the responsibility, however, of Wellsville Middle School / High School, to supplement these regulations as needed.
3. SUPERINTENDENT OF SCHOOLS The Superintendent of Schools is responsible for all phases of the school program. The administration of the inter-scholastic athletic programs is delegated, however, by the Superintendent to an administrator or supervisor.
4. EVALUATION Evaluation of coaches and the athletic programs will be the responsibility of the athletic director and the high school principal. Assignment of coaching duties will be made by the high school principal and superintendent after consulting with the athletic director.
5. All decisions on athletic rules, regulations, and policy changes are subject to the approval of the superintendent of schools and the board of education.
6. PRINCIPAL The principal of Wellsville Middle School / High School shall be held accountable for administering and supervising the athletic programs.
7. ATHLETIC DIRECTOR The athletic director is responsible to his/her principal for organizing, administering, and supervising the operation of the school athletic program. These responsibilities will include initiating, organizing, maintaining, developing, and evaluating each athletic activity.

8. COACHES The coach is responsible to the athletic director and the principal of his/her school for administering all rules and regulations governing the sport which he/she coaches.
9. VIOLATIONS Upon notification of an alleged violation of an eligibility rule or district policy, the principal and athletic director shall conduct an investigation and shall give the coaches against whom the allegation has been made an opportunity to respond before rendering his/her interpretation. He/she shall notify the coaches of his/her decision as soon as possible.
10. APPROVED SPORTS The following are approved for Wellsville Middle School / High School interscholastic sports: basketball, cross country, football, volleyball, wrestling, baseball, softball, track and field.
11. BUDGET AND FINANCING The athletic director is responsible in the preparation of the athletic budget.
12. PAYMENT OF OFFICIALS Officials for all athletic contests will be paid by the athletic director or principal.
13. GATE RECEIPTS All gate receipts for interscholastic contests are retained by the school. These funds are used to help defray the costs of the school interscholastic athletic program.
14. SCHEDULING The athletic director, with the approval of the principal, will schedule all athletic events. The coach of a particular sport will be consulted whenever a change from the previous year's schedule is being considered. If a coach desires a change in schedule for the next year, he/she should contact the athletic director immediately following the present season.

The following procedure will be used in scheduling events:

- A. KSHSAA regulations are met.
  - B. All interscholastic contests will be under contracts issued through the athletic director's office. (League contests may be determined at league meetings.)
  - C. League schools will be given consideration first, then non-league schools of similar classification.
  - D. Effort will be made to reduce travel and lost school time when possible. (Particularly with non-varsity contests.)
  - E. The coach of a particular sport will be involved in the scheduling process, but the final determination will be with the athletic director and the principal.
15. OFFICIALS All officials for varsity contests will be registered. Registered officials shall be used whenever reasonably possible for non-varsity contests. Officials will be hired through the athletic director and league commissioner. Coaches should notify the athletic director following a contest if there is any problem with a particular official.

## **RESPONSIBILITY OF COACHES**

(Organization - Practice - Game)

### **ORGANIZATION**

1. Physical and parental consent form completed on each individual before the first practice.
2. Squad list on file in the athletic director's office two (2) weeks before first contest.  
Program information one (1) week before first contest.
3. A checkout sheet for all school equipment issued to participate. Date equipment issued and date returned should be recorded.
4. Training rules and letter requirements on file and approved by the athletic director and principal before the season starts.
5. A schedule for transportation (departure times, number and type of vehicles needed, number of students attending, etc.) on file with the athletic director at the beginning of the season. This may be adjusted for special circumstances (tournaments, etc.).
6. Any purchase must be made through the athletic director's office. Requisition request must be turned in on a requisition form to aid in record keeping.
7. Short term suspension of any squad member should be reported to the athletic director and principal as soon as possible. Removal of a squad member for the entire year should be a joint decision of the coach, athletic director, and principal.
8. Preceding each season, each coach shall provide written communication with both students and parents concerning the specific rules governing each sport (training rules, practice hours, game day procedures, care of equipment, disciplinary procedures, letter requirements, etc.).
9. The coach shall be responsible for the behavior of students at all times on school sponsored trips. The behavior should follow the rule of conduct set forth in the student handbook, as well as the individual coach's rules. Coaches/Sponsors will remain at school until all students are safely off school property.
10. It is the responsibility of the coach to supervise the locker rooms before and after practice as well as before and after games at home and away.
11. The coach shall be responsible for the prevention, care, and treatment of minor injuries of those students participating under his or her supervision. In the event of serious injury, the parents and qualified medical personnel will be notified immediately.
12. The coach shall monitor attendance and academic eligibility. No student may compete who violates the attendance or academic policy.

13. Beginning each school year, one (1) shirt will be purchased for the entire sports season at the middle school level.

### **PRACTICE RESPONSIBILITIES**

1. A written practice schedule should be followed each day.
2. All Middle School athletic practices will begin after school and last no later than **5:30 PM**. Middle School students will not have weekend practices. Senior High practices will be scheduled as facilities are available.
3. Teams shall neither practice nor participate in a contest on Sunday without permission of the activities director and/or principal.
4. Teams may practice during school term vacation periods if not in conflict with KSHSAA rules. Students are ineligible to participate in or attend practices and activities during the time of all short or long term suspensions.
5. Any special practice sessions or optional practices on Saturday, during summer, or during vacation time **MUST** be supervised by a member of the coaching staff.
6. Teacher in-service days and Parent/Teacher conferences take precedence over practice unless special permission is granted by the principal.
7. The closing of schools because of inclement weather will automatically cancel all practice sessions that were scheduled that day (unless special permission is provided by the principal).
8. Coaches will be present when students report to practice and remain at the school until the last player has departed unless the coach has arranged for a faculty member to assume responsibility in his or her absence.
9. Practice will not be permitted after the last scheduled contest in any sport unless a team is preparing for state playoffs.
10. Inter-school scrimmages (practices) in all activities are prohibited.
11. Always make arrangements to lock up valuables during practice.
12. Practice conditions must be held with the safety of the student in mind and immediate care given to any injury.
13. It is recommended that students do not practice on days they have been absent from school (part or all day) unless they have a valid reason. They may observe, but not participate in practice if they have not attended at least one-half day of school unless they have a valid reason (other than illness). A student that has missed more than one-half of the school day requires the approval from the administration to allow a student to practice. **Students must arrive at school by 11:20 to participate in practice or school competitions.**
14. Individuals not directly involved with athletic teams should be asked to clear the gym area after school unless they have faculty supervision.
15. Inclement weather may make it necessary to coordinate use of gyms for practice in fall and spring.

### **GAME RESPONSIBILITIES**

1. File transportation request and check leaving time with the athletic director.
2. If students are to miss school, the teachers should be notified by placing a list of participants and departure time in each teacher's e-mail. Also provide a list of the school secretary. This should be done at least one full day in advance.
3. All eating and room arrangements should be made with the athletic director ahead of time.

4. Check on substitute teacher.
5. Make sure all necessary equipment is packed.
6. Expect your squad members to display good citizenship at all times. This includes their behavior while riding the bus.
7. All participants must travel with the team and coaches to and from the game site unless special permission is granted for other arrangements by the athletic director in cooperation with the coach prior to the trip. Exception: A student may return from a game with his/her parents without prior approval if the coach desires. (See Activity Trips below.)
8. Students should not participate in a contest if they have been absent from school (part or all day) without a valid excuse. He/She must attend a minimum of one-half day on the day of competition if school is in session. If students have been in school any part of the day, they may attend as observers.

# SECTION 3

## INJURY -

# EMERGENCY PLANS

### **Development of Sport Specific Injury/Emergency Plan**

It is important that all activity sponsors have an established plan of action in the event that an injury occurs that may call of emergency medical attention. Identified should be specific personnel to handle assigned duties as well as a list of emergency phone numbers.

The following page contains an emergency plan development guide and a sample sport specific emergency plan.

### **Emergency Plan Development Guide**

Evaluating and caring for an injured athlete can be overwhelming and stressful unless you are adequately prepared. The following will help in developing an emergency plan and implementing preventative strategies in your specific sport program.

Answer the following questions to outline your emergency plan:

1. What is the address of your practices? Home competitions?
2. Have your athletes completed their medical emergency cards?
3. How will you take your athletes medical emergency information to practices? Competitions?
4. Do you carry an emergency telephone number card with you to practices and competitions?
5. If an athlete suffers an injury, who will provide first aid?
6. Where is the nearest phone at your practice location? Home competitions locations? (Give the exact location.)
7. Are keys necessary for access to a phone? If so, do you or does one of your assistants have a set?



8. Whom will you send to call for emergency medical assistance?
9. At your practice and competition locations, do you have these items?  
First aid kit - Ice and ice bags - Splinting materials - Blood Kit
10. Now that you have completed the emergency plan questions, use the information to complete the following:  
Emergency telephone number card - Emergency respons card for practice and competitions

### **Sample Emergency Plan for Field Hockey**

#### Immediate Actions:

1. Head Coach Joan Ellis will stay with the athlete and keep her calm. She will also keep other nonmedical personnel away from the area.
2. Do not move the injured athlete until the possibility of serious injury (especially head, neck, or back injury) has been ruled out. If Joan Ellis decides that is safe to move the athlete, she will be moved only after all injuries have been stabilized. Procedures covered in first aid training will be used.
3. Joan Ellis will provide first aid until medical assistance arrives.
4. Assistant Coach Anne Phillips will summon the school nurse or contact the emergency medical system (EMS) immediately.

#### **If the EMS is activated:**

1. The EMS phone number is 555-1234. The physical education office phone will be accessible at all times. A gym entry key is needed to enter the physical education office.
2. Anne Phillips will give the following information to the EMS dispatcher:
  - Her name, her position, and the school name.
  - The athlete's name, age, and suspected injury.
  - The address of the field and directions for access.
  - Any additional information requested.

#### **Important: do not hang up until the EMS dispatcher has hung up.**

3. Anne Philips will then go to the school entrance to direct medical personnel to the field.
4. Student manager Carol Fields will pull the athlete's emergency card, which includes phone numbers for parents and important medical history information. She will also note the names of adult witnesses to the injury for the injury report.
5. Joan Ellis will contact the parents as soon as the medical personnel have examined the athlete and prepared her for transport to a medical facility. The athlete will be transported to the medical facility only in an EMS vehicle. School or personal vehicles will not be used.
6. Joan Ellis will then inform the athletic director of the activation of the emergency plan.

#### **In any injury situation:**

1. Joan Ellis will complete the injury report form. Names of adult witnesses were previously taken by Carol Fields. This information should be included on the report.

2. File copies of the injury report form with the athletic director, principal, and school nurse. Keep one copy on file with the team records and another as a personal record.

3. Joan Ellis will follow up with medical personnel to determine any role she will need to play in the recovery and rehabilitation process.

**Important phone numbers:**

EMS dispatcher: 555-1234

Fire Department: 555-5678

Police Department: 555-7890

School Nurse: Ext. 123 or 546

Principal: 555-9012

Athletic Director: 555-0124

# SECTION 4

# RULES

## RULES AND REGULATIONS FOR CONDUCTING THE INTERSCHOLASTIC PROGRAM

The following rules and regulations are a supplement to those of the KSHSAA:

### **1. ELIGIBILITY**

**COACHES:** All certified personnel are eligible to coach high school sports in the USD 289 school system. Non-certified personnel may be used as assistants if under the direct supervision of a certified staff member and approved by the administration. All Rule 10 coaches (non-certified), supervised or unsupervised, must meet the criteria set by the KSHSAA.

**STUDENTS:** A student in Wellsville Middle School / High School is **eligible** to participate in interscholastic activities when:

- (A) All regulations of KSHSAA and Wellsville Middle School / High School are met. **(SEE B BELOW)**
- (B) Wellsville High School students who have two or more failing grades (cumulative) will be placed on a one-week probationary list for ineligibility. If the student is still failing two classes on Thursday following their probationary week, they will be deemed ineligible for the following week.

*The procedure for determining eligibility is as follows:*

- 1. The eligibility procedure will begin on the first Thursday after the first ten days of classes each semester.
- 2. The counselor will run a report of students failing classes and e-mail the list to the staff on Thursday of each week.
- 3. Teachers are to e-mail any deletions from the list to the athletic director by noon on Friday of each week.
- 4. The activities director will review the list and determine which students are on one-week probation and which students are ineligible for the following week.
- 5. Students who are on the list two consecutive weeks are ineligible and will not be allowed to participate in athletic competitions during the following week. A student will remain ineligible on a weekly basis (Monday-Saturday) until they are no longer failing two or more classes.

This policy applies to all extra-curricular activities, both athletic and non-athletic, including class trips, field trips, academic contests, etc. If a student misses a contest or performance that would negatively affect their grade, a research paper may be assigned as an alternate assignment.

(C) A medical examination form and a parent or guardian form has been properly completed, signed, and filed by the coach with the athletic director prior to student participation in a practice session.

A student in Wellsville Middle School / High School may be declared **ineligible** to participate in interscholastic sports when:

(A) Any regulation of the KSHSAA and Wellsville Middle School / High School is not met.

(B) In the event of a conflict between an instructor's requirement for participation in a co-curricular activity and the eligibility rule, the principal shall make the eligibility determination.

**TRANSFER:** A transfer student is eligible to participate in an interscholastic contest after he/she has been in attendance at the school to which he/she transferred and in accordance with KSHSAA rules.

**INSURANCE:** Wellsville Schools, USD 289, will provide a limited insurance required by the KSHSAA. Each athlete is insured with a catastrophic insurance policy. Coverage begins at \$25,000.

**ACTIVITY TRIPS:** Students who are participants in a school sponsored activity will be transported by approved buses or school vehicles. **ANY STUDENT WHO TRAVELS TO AN ACTIVITY VIA SCHOOL TRANSPORTATION MUST RETURN THE SAME WAY** unless the student's parent or legal guardian personally contacts the coach at or before the activity and presents him/her with a written note or signs the coach's form indicating that they are taking their son/daughter. The sponsor (coach) will not release the student to any person other than the parent or guardian unless specific arrangements have been made in advance with the administration. An exception may be made if the parent/guardian contacts the principal or athletic director **before** the contest and makes arrangements for another adult to take responsibility for their son/daughter. This must also be done in writing. Any exceptions should be limited to special or emergency situations.

**EQUIPMENT AND UNIFORMS:** All school equipment and uniforms checked out the students are the responsibility of that student. Anything that is checked out and not returned must be paid for by the student. A student will not be allowed to begin a new activity or sport until the equipment and uniforms from the previous season are either properly checked in or paid for.

**PARTICIPATION LIMITATIONS:** Students are allowed to compete in dual sports. **A primary sport must be selected within the first week of practice.**

# SECTION 5

# AWARDS

## **AWARDS**

1. Letter requirements must be explained to the squad at the beginning of the season. A written copy must also be on file with the Athletic Director.
2. All varsity letter winners will receive an 8" for boys, 6" for girls block letter the first time they qualify. Thereafter, metal emblems and bars will be provided to recognize additional years or sports. A metal star will be awarded for captains and all-league, all-state, and 3 years of lettering in a sport.

3. A senior who has not fulfilled normal letter requirements in a sport may be lettered if he has participated in at least 3 years in that sport.
4. Team managers may be lettered in their first year of service if the coach feels their work was superior.

# SECTION 6

# PUBLIC INFORMATION

## Wellsville High School - Middle School General Information

### Sports Offered:

#### High School Fall Seasons:      Length of Seasons:

Football -- Varsity / Jr Varsity / Freshman	August 16 – October 29
Volleyball -- Varsity / Jr Varsity / Freshman	August 16 - October 30
Cross Country - Boys & Girls Varsity / Jr. Varsity	August 16 - October 30
Girls Golf- Varsity	August 16- October 19

#### High School Winter Seasons:

Girls Basketball -- Varsity / Jr Varsity / Freshman	November 15 – March 1
Boys Basketball -- Varsity / Jr Varsity / Freshman	November 15 – March 1
Wrestling -- Varsity / Jr Varsity	November 15 – February 26

#### High School Spring Seasons:

Girls Track & Field -- Varsity / Jr Varsity / Freshman	Feb 28 - May 20
Boys Track & Field -- Varsity / Jr Varsity / Freshman	Feb 28 - May 20
Girls Softball -- Varsity / Jr Varsity	Feb 28 - May 19
Boys Baseball-- Varsity / Jr Varsity	Feb 28 - May 19

#### Middle School Fall Seasons:

Girls Volleyball -- 7th A/B & 8th Grades A/B	August 16– October 2
Boys Football -- 7th & 8th Grades	August 16 - October 18

Boys Wrestling -- 7th & 8th Grades

October 19 - November 13

**Middle School Winter Seasons:**

Girls Basketball -- 7th A/B & 8th Grades A/B

October 4- December 9

Boys Basketball -- 7th A/B & 8th Grades A/B

December 10 -- February 17

**Middle School Spring Seasons:**

Girls Track & Field -- 7th & 8th Grades

Feb 28 - May 5

Boys Track & Field -- 7th & 8th Grades

Feb 28 - May 5

**League Affiliation: High School- Pioneer League  
Middle School- Pioneer League**

**2020-2021 Information: (9-12)**

<b>High School</b>	<b>Enrollment /Classification</b>	<b>Mascot</b>
Anderson County	296 (3A)	Bulldogs
Burlington	268(3A)	Wildcats
Iola	352(4A)	Mustangs
Osawatomie	263 (3A)	Trojans
Prairie View	261 (3A)	Buffaloes
Santa Fe Trail	265 (3A)	Chargers
Wellsville	225 (3A)	Eagles

Pioneer League-- (6) 3A & (1)- 4A Schools

**HIGH SCHOOL COACHING STAFF:**

**Football** Head: Mike Berg Asst: Duane McCarty, Mark Messer, Eric Sayler, and Rob Hedrick

**Volleyball** Head: Eric Evans Asst: Kristen Rice & Jamie Roecker

**Cross Country** Head: Tim Savage Asst: Rick O'Neil

**Girls Basketball** Head: Brock Campbell Asst: Eric Sayler and

**Boys Basketball** Head: Rick O'Neil Asst: Scott Patton and Jerry Hunsaker

**Wrestling** Head: Kyle Patton Asst: Gage Leckner

**Girls Track:** Head: Mark Messer

**Boys Track:** Head: Tim Savage

Assistants: Eric Evans and Brock Campbell

**Softball:** Head: Tamalei Rice Asst: Brianna Kear, Eric Sayler

**Baseball:** Head: Bryan Kindle Asst: Evan Cleveland and Reece Long

**Boys Golf** Head: Rick O'Neil

**Girls Golf** Head: Sharon Caruthers

**High School Cheerleaders:** Ariel Baird

**High School Dance:** Jasmine Clancy

**MIDDLE SCHOOL COACHING STAFF:**

**7th/8th Grade Football: Head:** Brock Campbell Asst: Ripp Harrison, Mark Messer, and Jacob Claycomb

**8th Grade Volleyball:** Brianna Kear

**7th Grade Volleyball:** Jeanette Selk

**Wrestling:** Gage Leckner and Clay Kear  
**8th Grade Boys Basketball:** Jacob Claycomb  
**7th Grade Boys Basketball:** Mike Berg  
**8th Grade Girls Basketball:** Brittney Green  
**7th Grade Girls Basketball:** Brianna Kear  
**Boys Track:** Duane McCarty Asst: Bill Oshel  
**Girls Track:** Ripp Harrison Asst: Makaela King  
**Middle School Spirit Squad:** Rachel Lowe

# SECTION 7

# SPORTSMANSHIP

# CHEMICAL HEALTH

## PIONEER LEAGUE CODE OF SPORTSMANSHIP

In order to assure a more uniform pattern of conduct and gain management throughout in all athletic contests, the following standards of procedure are hereby adopted by the member schools of the Pioneer League:

- A. Coaches, administrators, and faculty shall conduct themselves in a manner which will encourage proper sportsmanship and fair play on the part of players, schools, and fans.
- B. It shall be the duty and responsibility of the coaches to have players thoroughly informed regarding rules and mechanics of the contest, in addition to the proper and respectful attitude necessary toward the officials.
- C. The Pioneer League will expect a cooperative, congenial, and professional attitude to be maintained toward all contest officials, coaches, and players before, during, and after contests.

**The Wellsville Middle School / High School will subscribe to the following code as printed in the Kansas State High School Activities Association Journal:**

- A. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.

- B. To eliminate all possibilities which tend to destroy the best values of the game.
- C. To show cordial courtesy to visiting teams and officials.
- D. To stress the values derived from playing the game fairly.
- E. To establish a cordial relationship between visitors and hosts.
- F. To encourage leadership, use of initiative and good judgment by the players of the team.
- G. To recognize the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
- H. To remember that an athletic contest is only a game -- not a matter of life or death for players, coaches, schools, officials, fans, communities, states or nations.

**WELLSVILLE HIGH SCHOOL - MIDDLE SCHOOL ACTIVITIES CODE OF CONDUCT**  
Regarding use of mood-altering chemicals (drug and alcohol)

**E. SUBSTANCE ABUSE POLICY/STUDENT IN GOOD STANDING**

Participation in and attendance at extra-curricular activities at Wellsville High School is a privilege. This privilege is available for students as long as school and Kansas State High School Activity Association guidelines are followed by participants. Failure to adhere to the following substance abuse policy or failure to remain a student in good standing will result in suspension of the privilege of taking part in and attending activities at Wellsville High School.

The term "offense" indicates use, possession, disbursement, or being under the influence of alcohol, tobacco/e-cigs/vapor pens, or any illegal drugs, in or out of school at any time after the offender is first enrolled as a student at WHS. A student who is charged with a crime or arrested by law enforcement officers may not be considered in good standing and may be subject to the same consequences as a student who violates the substance abuse policy. Students who commit offenses that are illegal by law may be subject to more severe consequences than an action that violates the policy but is not illegal. An offense must be verifiable via student admission, police reports, documents from a court of law, direct observation by school personnel, or other evidence which is found to be reliable. Any offenses of the policy are cumulative over the course of their four years in high school and activities suspensions may carry over from one season to the next and/or from one school year to the next

**First Offense**

- A. Three weeks suspension from attendance and participation in all school activities. This includes field trips, performances, contest and school dances including prom. During these 3 weeks the suspended student may participate in club meetings, practices, and class time activities associated with the activities of which they are members.
- B. Conference with athlete, administrator, coach, and parents before reinstatement.
- C. Completion of drug and alcohol education activities administered by Wellsville High School administration.
- D. Coaches/sponsors may require fulfillment of additional responsibilities before reinstatement.

### Second Offense

A. Six weeks suspension from attendance and participation in all school activities. This includes field trips, performances, contest and school dances including prom. During these six weeks the suspended student may participate in club meetings, practices, and class time activities associated with the activities of which they are members.

B. Conference with athlete, administrator, coach, and parents before reinstatement.

C. Completion of drug and alcohol education activities administered by Wellsville High School administration.

D. Coaches/sponsors may require fulfillment of additional responsibilities before reinstatement.

### Third Offense

A. Eighteen weeks suspension from attendance and participation in all school activities. This includes field trips, performances, contest and school dances including prom. During these 18 weeks the suspended student may participate in club meetings, practices, and class time activities associated with the activities of which they are members.

B. Conference with athlete, administrator, coach, and parents before reinstatement.

C. Professional alcohol, or other drug assessment, or tobacco treatment program at the expense of the family will be required before reinstatement.

D. Coaches/sponsors may require fulfillment of additional responsibilities before reinstatement.

E. Any additional violations to the Substance Abuse Policy will be treated as a third violation.

Violations of the Wellsville School District #289 Drug and Alcohol Policy by band and music students may cause the student to miss a graded performance. In this instance, the student will have the opportunity to write one research paper per performance missed on an appropriate music topic as decided upon by the instructor. The grade will be recorded in place of the performance grade.

# SECTION 8

# FORMS

## STUDENT INJURY REPORT



Wellsville USD #289  
602 Walnut  
Wellsville, KS 66092

Student's Name \_\_\_\_\_ Sex M F Age \_\_\_\_\_ Grade \_\_\_\_\_  
School \_\_\_\_\_ Date of injury \_\_\_\_\_ Time \_\_\_\_\_

To be filled out by witness to injury:

Place of injury: \_\_\_\_\_

Part(s) of body injured: \_\_\_\_\_

Description of incident (include equipment involved, what teacher was doing at the time, what student was doing at the time): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Care given : \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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To be filled out by school nurse:

Nature of injury: \_\_\_\_\_

First aid treatment administered by: \_\_\_\_\_

Treatment given: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of individual notified: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Physician's Name (if known): \_\_\_\_\_

Name of hospital (if known): \_\_\_\_\_

Follow-up: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date : \_\_\_\_\_

**Recommended Protocol Policy for Overnight Activities Trips**

Before leaving on any curricular, co-curricular, or extra-curricular activities trip sponsored by USD 289, the coach/sponsor will be responsible for the following:

1. an itinerary with approximate times and activities scheduled for the duration of the trip complete with approximate time of return to Wellsville.
2. the name, phone number and 24 hour phone number of the transportation provider if other than USD 289.
3. a listing of the motel or hotel where the group will be staying complete with address and phone number.
4. the address and phone number of the location where the activity is taking place.
5. other phone numbers (if possible) where the group may be reached in case of an emergency.

6. a list of the students attending.

7. a notebook containing the emergency cards for the students attending the activity. This will be taken on all out of town activities.

A sheet containing the above information will be made out by the sponsor, and copies will be distributed to the principal, activities director, and secretary. Copies will also be given to the students attending the activity to be given to their parents.

**Overnight Activities Trip Information Sheet**

**Activity:** \_\_\_\_\_

**Sponsor(s):** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**1. Transportation Provider:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**2. Accommodations:**

**Name of Motel/Hotel:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**3. Location of Activity:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**4. Other emergency phone numbers (if available):**

**Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**5. List of students attending (attached or on back).**

**6. Itinerary with approximate times and activities scheduled and expected return time to Wellsville (attached or on back).**

**7. Sponsors will collect emergency cards from the activities director before departing for the activity.**

This form will be completed and distributed to the students attending the activity to take home to their parents. A copy will also be given to the principal, activities director, and the office secretary.

**USD 289  
STUDENT TRANSPORTATION AND RELEASE**

During the softball and baseball season, practices will be held away from the school at Saddle Club Park. The school district provides transportation, but there are times when students can benefit from other transportation options. The school administration requires that underage students do not drive to practice(s). The district will supply transportation to practices that are not at the high school. Please review the transportation options listed below, check any which are acceptable to your student, sign the form, and have your student return the form to the coach.

I/We hereby give my/our student, \_\_\_\_\_, a member of the \_\_\_\_\_ team, permission to:

(Please check all appropriate spaces)

\_\_\_\_\_ ride to and from practices in **school authorized vehicles only**.

\_\_\_\_\_ drive himself/herself **only** (no other student passengers).

**OR**

\_\_\_\_\_ ride with a sibling who is at least 16 years of age and a licensed driver.

\_\_\_\_\_ ride with another participant who is a licensed driver and at least 16 years of age.

\_\_\_\_\_ my student is at least 16 years of age, is a licensed driver, and can drive himself/herself.

I/We understand that school district employees cannot supervise activity participants except when they travel to and from practices on school authorized vehicles. For valuable consideration, the receipt of which is hereby acknowledged, I/We knowingly and voluntarily release and forever discharge Unified School District 289 and the members of its Board of Education, its employees and agents from any and all liability, actions, lawsuits, claims, demands, and expenses resulting, directly or indirectly, from loss of life, personal injuries, property damage, or other damage suffered by my/our student while traveling to or from activity practices by transportation other than a school authorized vehicle.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

Parents/Guardians have responsibility to ensure that their student used the mode of transportation authorized by the parent/guardian. This consent may be revoked or modified in writing at any time.