

# **PITTSBURG USD 250**

## **High School**



**2018-2019**

**ACTIVITY DEPARTMENT**  
**STUDENT/PARENT HANDBOOK**

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## **INTRODUCTION**

We hope this handbook will serve as a reference guide, answering some of the questions that will concern you during the course of the year. Please call the Activity Office anytime you have a concern or question.

The KSHSAA is the governing body in the Activity Programs in the Kansas Public Schools. The Pittsburg USD 250 Board of Education, administrators, coaches/sponsors and teachers fully support the KSHSAA and its enforcement of the rules.

Understand that extra-curricular activities are designed to accommodate students who have the ability and emotional stability to handle competition, as we know it in the Pittsburg USD. Therefore, not all students are capable of competing in this program. One of the difficult tasks faced as a coach/sponsor is making the judgment as to who should be selected to compete in this program. Students are not obligated to take part in extra-curricular activities, nor is it required for graduation. It should be stressed that being a member of an extra-curricular activity/team is a **privilege and not a right**. Since it is a privilege, the coach/sponsor has the authority to revoke the privilege when rules are not followed.

We are all aware that being involved in extra-curricular programs demands a lot of time and dedication from coaches/sponsors and students alike. As a coach/sponsor, your students and/or program reflect your attitudes, beliefs and your work ethic. This does not necessarily translate into a superb won-loss record but it does mean that your students and/or program will have discipline, responsibility and a strong work ethic if you yourself have these traits. Never assume that each student is born with these traits. Rather, these traits need to be brought out through a developmental process by you, the coach/sponsor. We all want an activities program that will be a compliment to Pittsburg, USD 250 and we ask that all of you involved work hard to make this a reality.

# PHS DRAGON ACTIVITIES

By  
Activity Department

## Athletic

Volleyball  
Cross Country  
Football  
Soccer  
Softball  
Wrestling  
Boys/Girls Basketball  
Boys/Girls Golf  
Boys/Girls Tennis  
Boys/Girls Track  
Weight Conditioning  
Baseball  
Dance Team  
Cheer

## Non-Athletic

Art Club  
Band (Marching, Pep, Concert, Orchestra, Jazz)  
Club 121  
Color Guard  
Debate/Forensics  
Distributive Education Club of America  
Drama Club  
Family Career & Community Leaders of America  
French Club  
Get Busy Living Club  
Green Society  
Guitar Club  
Health Occupation Student Association  
Key Club  
Math Club  
National Forensics League  
National Honor Society  
Outdoors Club  
Scholar Bowl  
Science Club  
Skills USA  
Spanish Club  
Student Council  
Technology Student Association  
Vocal Music  
Archery Club  
Get Busy Livin'  
Sign Language Club  
Book Club  
Diversity Club

# KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

**Every coach/sponsor** must read his/her specific KSHSAA Activities Manual regarding his/her activity and be in compliance of all rules and rule changes. It is the responsibility of each Head Coach/sponsor to abide by and submit all KSHSAA paperwork regarding his/her activity and to comply with ALL KSHSAA and USD 250 guidelines as they pertain to his/her program.

## ***PHS USD 250 Activity Department Vision Statement***

The Vision of the USD 250 Activity Department is to provide students a safe and healthy environment that promotes and supports academic, athletic, and personal achievement. Extra-curricular programs will encourage and empower students to become better students, athletes, leaders and citizens; to prepare for the transition to the next level of participation both academically and athletically.

## ***PHS USD 250 Activity Department Mission Statement***

Consistent with the mission of USD 250, the PHS Activity Department will provide extra-curricular program's that will help develop the whole person through education and competition. In addition, the program will provide students an opportunity to pursue and understand the values of attitude, character, commitment, leadership, sportsmanship, responsibility, accountability, decision-making, work ethic and team.

## **PHS USD 250 Goals & Objectives:**

- Establish a family within the Activities Department; that promotes cooperation, collaboration, support, and encouragement for all programs.
- Be transparent, develop programs that will encourage broad participation, enhance school spirit, build unity among students, faculty and community.
- Develop a program that is innovative in our approach to developing young men and women not only for their abilities in their particular activity, but to be successful in life.
- Help recruit, hire, train, and retain good coaches/sponsors that put the person first before their ability. Coaches/sponsors that will be good role models, and leaders to our students.
- Provide and maintain facilities that build a sense of pride to all stakeholders and help provide a motivation to the students who have the luxury of participating in them.

**PHS ACTIVITY DEPT. & KSHSAA**  
**Sportsmanship Expectations**  
(Parent, Student/Athlete, Coach/Sponsor)

In order for our activities program's to excel we must build collaborative working relationships among parents, students/athletes, and coaches/sponsors. Building these working relationships will help develop the winning culture we all desire for our activity department.

**Parent's Expectations of Coach/sponsor:**

1. Treat my child fairly.
2. Let me know if my child is experiencing any problems (physical, social, emotional).
3. Communicate clearly your expectations of me and my child.
4. Keep in mind that as parents we identify with our child's achievements.
5. Be a good role model.
6. Protect my child from bullying or social ostracism by cliques.

**Coach's/Sponsor's Expectations of Parents:**

1. Recognize my commitment and that I am not doing it for the money.
2. Offer praise for accomplishments and support for my efforts.
3. Keep me informed of any home issues that might affect your child.
4. Follow established grievance guidelines when there is a problem.
5. Be an enthusiastic and respectful fan at games.
6. Support your child's efforts and commitment to the program.
7. Monitor your child's schedule to help avoid over involvement in diverse activities.
8. Screen your child from conflicting input from outside coaches/sponsors and experts.
9. Do not gossip or complain about me at home, in the community and in social media.
10. Do not substitute your agenda for your Childs.

**Coach's/Sponsor's Expectations of student:**

1. Set realistic personal goals for yourself and follow them.
2. Be honest about your ability level.
3. Let me know if you have an injury or you are ill.
4. Understand that my feedback on your performance is constructive.
5. Take pride in your team.
6. Support your fellow students.
7. Let me know if you are having academic problems or issues with peers.
8. Let me know if something is issues or concerns exist in your home or personal life that might affect your participation.
9. Refrain from any use of illegal substances including alcohol.
10. Always display good sportsmanship to opponents and referees/judges.
11. Let me know if you are having conflicts with the scheduling demands of a job or other school related activities.

**Athlete's Expectations of Coach/sponsor:**

1. Treat me fairly. Do not play favorites.
2. Do not embarrass me in front of my teammates.
3. Understand that the sport/team might not be as important to me as to you.
4. Understand the pressure I am under from my parents.
5. Understand the conflicts with school work and other activities.
6. Understand that my outside job is necessary for me and my family.
7. Praise me when I am doing something good.
8. Make sure that I am not bullied or harassed by cliques on the team.
9. Help me set realistic goals for myself.
10. Be there for me if I need advice about something personal in my life.

**Athlete's Expectations of Parents:**

1. Allow me to follow my dreams and goals. Don't live your unfilled dreams through me.
2. Find a way to support me without undue pressure
3. Show the coach/sponsor respect.
4. Understand the conflicts I have with school work and other activities

## **PHS Athletics/Activities Parental Guidelines for Practice and Game Day**

It will be the practice of all coaches and sponsors here at PHS to put your son or daughter in the best situation to be successful. We are very appreciative of you, the parent/guardian, allowing us the time to work with your child and we will put forth all our efforts to not only have them succeed in their activity of interest but to also to develop the skills that will allow them to be a positive influence once they leave the walls of PHS.

We ask that you follow the guidelines listed below to help ensure we can do our best to improve the productivity of your child and the program as a whole.

1. Please limit communication with players and coaches/sponsors during competition to congratulatory comments only. Coaches/Sponsors will not discuss the following; playing time, play selection, other students.
2. Parents/guardians are not allowed on the immediate practice facility during practice time. This is not the time or place to have a conference with a coach or sponsor.
3. Parents/Guardians are restricted from player and coach/sponsor areas during competition, such as; sideline, dugout, bullpen, orchestra pit, stage, etc.
4. We as the Activity Staff want parental/guardian feedback and communication, we just ask that those conversations be scheduled during the coach/sponsor's conference time. Or any other time that the coach/sponsor deems acceptable.

**A result of continued disregard of these guidelines could result in the banned of being in attendance of PHS competitions and practices.**

# ACTIVITY DEPARTMENT HIGH SCHOOL GUIDELINES

- A. Eligibility
- B. Pre-requisite for Athletic Participation
- C. Participation of Students in Multiple Sports
- D. Relations with the Faculty / No Pass - No Play
- E. Transportation
- F. Athletic Award Guidelines
- G. Equipment and Inventory
- H. Team Rules/Ejections/Training Rules/Grading Procedures
- I. Community Support / Communication
- J. Outside Participation
- K. Grooming
- L. Severe Weather
- M. Concussion Information

## ***A. ELIGIBILITY***

### **REGULATIONS FOR SENIOR HIGH SCHOOLS ([www.kshsaa.org](http://www.kshsaa.org))**

Pittsburg High School will follow KSHSAA requirements on a semester basis. Students entering the 9<sup>th</sup> grade will have their previous 3<sup>rd</sup> and 4<sup>th</sup> quarter grades averaged together from their previous middle school to determine eligibility for 9<sup>th</sup> grade KSHSAA activities. KSHSAA requires students to pass five subjects of equal weight during his/her last semester of attendance. In addition, the last two semesters of possible eligibility must be consecutive.

#### Students must:

1. Be an undergraduate in good standing
2. Be less than nineteen years of age. There can be exceptions to this rule, see the activities director.
3. Not have participated in more than 8 semesters of competition.
4. Not have participated in more than 4 seasons in one sport.
5. Pass an adequate physical examination by a physician and have written consent of his/her parent(s) or guardian(s).
6. Meet the requirements of the transfer rule if the student is a transfer student.
7. Maintain regular attendance and satisfactory conduct and sportsmanship.



## Pittsburg High School Athletic/Activity Grade Policy – Making the Grade to Play!

Each participant will have their grades checked every 3 weeks.

- Participants with grades that are 60 or above for all classes will be in good standing to participate until the next 3 week grade check.
- Participants with grades below 60 will be on probation for one week in order to get the grade brought up to passing.
  - Participants at the end of probation period will have their grades checked again, if they are all above 60 then they will be in good standing until the next 3 week grade check.
  - Participants that still have a grade below 60 at the end of the probation week will be required to go to mandatory tutorials after school, then **report to practice**; the participant will not be allowed to take part in games, performances, or any other competitions during that week.
  - The participants that have been suspended will have their grades checked again. If the grades are still not passing after two more attempts he/she will be removed from the team.

### 2018-2019 Grade Check Schedule

<b>1<sup>st</sup> Semester:</b>	Sept. 7	<b>2<sup>nd</sup> Semester:</b>	Jan. 18
	Sept. 28		Feb. 8
	Oct. 19		Mar. 1
	Nov. 9		Mar. 29
	Dec. 7		Apr. 19

## ***B. RECOMMENDATION – FOR ATHLETIC PARTICIPATION***

- To maximize athletic skills, strength, speed, flexibility, and enhance injury prevention it is highly recommended if you plan to participate in an athletic activity, to be enrolled in our strength and conditioning classes (weights class). Weights classes will be offered fall and spring semesters every period of the school day except during lunch, as well as, during a “0” hour class for those who will struggle fitting it in during the regular scheduled day. The purpose for this recommendation is explained below:

### **Strength & Conditioning**

To help our athletes reach their athletic potential by becoming stronger, faster, and remaining **injury free**. Our students need the opportunity to participate in a structured strength and conditioning program, which includes specific exercises and drills involving strength, speed, agility, flexibility, and conditioning training.

## ***C. PARTICIPATION OF STUDENTS IN MULTIPLE ACTIVITIES***

Activity Department Guidelines allows and encourages a student/athlete to compete in multiple activities as long as the student/athlete can abide by all team rules and regulations and there is no seasonal conflict. **No coach/sponsor shall discourage any student/athlete from participating in multiple activities.**

A student/athlete who decides to quit one sport and enter another will be ineligible for participation in another activity until the end of the season for the activity for which he/she has quit, or unless the head coaches/lead sponsors of both activities mutually agree to the student/athlete's participation. A student/athlete quitting an activity after the first contest will forfeit any award for that activity.

The Activity Department does not endorse student/athlete cuts but realizes that there are certain activities where cuts are necessary due to financial parameters or proper management.

## ***D. GROUP/TEAM PARTICIPATION & TRYOUT POLICY***

### **Group/Team Participation:**

Each varsity head coach/ lead sponsor sets the criteria for participation in/on a group/ team. The chance to participate on a school group/team may require a try-out period. Expectations for making a group/team or staying on a group/team will be communicated prior to the season and/or try-out period.

### **Group/Team Selection and Tryout policy:**

Cutting students from squads is the last option any coach/sponsor should take. When no other options are available then tryouts may be used to pick a group/team. The PHS activity department is sensitive to the needs of the students during the tryout period. It is our desire to see that as many students as possible are involved in the program during the year.

Unfortunately, due to facility space, time constraints, equipment needs, and additional factors, limitations may be placed on sizes of groups/teams for each individual activity. The activity department recognizes these concerns and is striving to maximize the options available for students in the activity program.

### **Tryout Procedures:**

1. Before tryouts begin, coaches/sponsors will provide group/team information to all candidates and parents of the group/team at a pre-season meeting. Such information shall include:
  - a. Length of tryout period
  - b. Objectives used to select the members of the group/team
  - c. Number of group/team members that will be selected and criteria involved in selection.
  - d. Distribution of practice and competition schedule.
  - e. The head coach/lead sponsor will explain the commitment necessary to join group/team.
  - f. Clear notification that tryouts are not based on summer participation.
3. Sub varsity coaches/sponsors will follow the same criteria that varsity coaches/sponsors follow.
4. When lowering the numbers on groups/teams becomes a necessity, the coach/sponsor will provide the following opportunities for each participant.
  - a. Each participant will be spoken to individually to discuss strengths, weaknesses, and squad membership or reason for non-membership.
  - b. Coach/sponsor will discuss options or alternatives for those individuals who do not make the group/ team. Such alternatives could include participation as a student manager.
  - c. **(Athletics)** Each athlete will have an opportunity to perform in at least one intra -squad competition.

## ***E. TRANSPORTATION***

School buses are to be used to transfer all activity groups whenever possible. It is the responsibility of each Head Coach/Lead Sponsor to submit a transportation request at least three weeks prior to the trip.

***Students may not be transported in coaches' personal vehicles at any time.***

During the school day no student/athlete is allowed to transport himself/herself to any off-campus practice/event facility unless, prior to the trip, a parent or guardian has completed a **PERMISSION FOR STUDENT/PARENT-PROVIDED TRANSPORTATION FORM**

An Early Release Form needs to be submitted for approval to the Principal and AD for any student trip which will cause students/athletes to miss academic classes.

All athletes must travel with the team. All athletes must return with the team unless, prior to the trip, a parent or guardian has completed a **STUDENT TRAVEL RELEASE** form that entitles the student/athlete to be released to the custody of the parents at the completion of the activity or event.

### AFTER PRACTICE or ACTIVITY COMPETITION

Students are to be picked up within 15 minutes after practice and within 30 minutes after an activity or the arrival home from away activities. Please be available to pick up your child when the activity is over. If there is a conflict with picking up your son or daughter, please arrange for another parent that lives in your proximity to take your child home.

## ***F. AWARD GUIDELINE***

**Sub Varsity Certificate** -- Awarded to students who participate in a sport but do not letter.

**Varsity Letter** -- Awarded to students who receives a letter after the first letter no matter what the sport. A student can receive numerous certificates depending on whether he/she letters. Certificates will be Pittsburg High School based.

### **CRITERIA FOR LETTERING --**

Each Head Coach/Lead Sponsor is responsible for establishing and adhering to the criteria by which a student may letter. As the demands and expectations of each activity are different, so will be the letter criteria. Basic considerations such as attendance, eligibility, sportsmanship, citizenship, training rules, participation and general attitude will be included in each coach/sponsor's criteria. It is up to each Head Coach/Lead Sponsor to inform his/her students of the PHS Award guideline criteria prior to the start of his/her specific season. Lettering criteria for each activity should also be submitted to the high school activity secretary or activity director.

### **General Requirements for Lettering**

1. Practice habits and attendance are criteria for lettering and are left up to the discretion of the individual Head Coach/Lead Sponsor.
2. If a student fails a class that affects the season it could be considered grounds for not lettering based upon the judgment of the Head Coach/Lead Sponsor.
3. If a player is injured in a sport, it is up to the Head Coach as to whether that athlete will letter.
4. Freshmen -- Varsity awards can be awarded to a freshman that meets his/her activity criteria.
5. Managers/Trainers -- Managers will receive appropriate awards based upon recommendation of Head Coach/Lead Sponsor. Student Trainers, if we have any, will receive appropriate awards based upon recommendation of Head Athletic Trainer.

## ***G. EQUIPMENT AND INVENTORY***

When students check out school equipment it becomes the student's responsibility until it is checked back in at the end of the season. All equipment shall be checked in on the date(s) set by the head coach/sponsor. Students who have equipment that has been lost or stolen shall be charged the replacement cost. The equipment shall be cleaned before it is checked in. "Normal Wear" is expected. However, students turning in equipment that has been damaged due to improper washing or misuse may be charged the replacement cost. Remember to wash uniforms with cold water and NO BLEACH. Pittsburg High School employees a district employee who is responsible for washing and drying of team apparel. Any washings should be at a minimum.

## ***H. ACTIVITY RULES / ACTIVITY EXPECTATIONS/ ATTENDANCE/ EJECTIONS***

Extra-curricular activity is not a requirement for graduation and participation is strictly voluntary. Athletics/Extra-curricular, as a discipline, stresses work ethic, team play, sportsmanship, integrity and sacrifice. Should the actions of a student fail to exhibit these same characteristics, the privilege of participating in extra-curricular activities may be forfeited. All coaches/sponsors must be willing to work, within the guidelines of the Activity Department, to help any student should he/she lose direction. It is our intention to help our students stay on course and succeed. However, when a student purposely or continuously violates guidelines, then it is up to the Head Coach/Lead Sponsor to address the situation.

It is the responsibility of each Head Coach/Lead Sponsor to convey to his/her expectations and need for adherence to the expectations set. The Director of Activities must be consulted when the following rules are broken:

1. **ILLEGAL DRUG or ALCOHOLIC BEVERAGE.** The **Activity Code of Conduct** will be followed when this rule is violated.
2. **ATHLETE EJECTION from a KSHSAA CONTEST.** If an athlete is ejected or suspended from a contest by an official or coach, it is the Head Coach's responsibility to notify the Director of Activity as soon as possible as per KSHSAA rules. The student/athlete will be required to take a sportsmanship course online from NFHS prior to returning to competition.
3. **COACH EJECTION from a KSHSAA CONTEST.** If a coach is ejected or suspended from a contest by an official, it is the Coach's responsibility to notify the Director of Activities as soon as possible per KSHSAA rules. Coach will be required to take a sportsmanship online course before coaching the next game.
4. Any violation of the **Activity Code of Conduct** (Part of the Activity Information Packet). ISS Assignment – An athlete is suspended from interscholastic activity while serving time in ISS until the assignment is completed. The suspension begins when the student begins his day(s) in ISS. The suspension is concluded after ISS time served.
5. **ABSENCES FROM SCHOOL.** A student must be in attendance at school to be eligible to participate in a practice or an activity on that day. Additionally, if a student goes home from school because of illness, that student is not eligible to participate later that same day. Some exceptions may be cleared by the administration. (i.e. Doctor Appointments, etc.)
6. **ABSENCES DURING SEASON OF SPORTS.** Any unexcused absence or excused absence will be dealt with on an individual basis by the coach/sponsor.
7. **ABSENCE FOLLOWING A DAY OF COMPETITION.** "Sleeping In", will be unexcused. If the student is missing part or all of a day following day's competition could result in an unexcused absence.

## **ABSCENCE FROM PRACTICE**

Excused Absences will include, but are not limited to:

- Illness cleared through the office
- Injury accompanied by physician's release
- Family emergency
- Funeral with notification to Administration or Head Coach
- Dental Appointments
- School study trips
- Holiday practices
- Receiving instruction from a teacher during practice time.

**It should be noted that playing time and participation might be affected because of lost practice time even though it is an excused absence.**

Unexcused Absences will include, but are not limited to:

- Office detentions,
- Shopping
- Haircuts,
- Any absence not cleared with the head coach/Lead Sponsor by a student's parent or guardian prior to the practice or activity.

**Consequences for an unexcused absence might include, but would not be limited to, extra work during practice, activity suspension, or possible dismissal from the team.**

8. **TARDIES TO CLASS** will be handled through the class and office.

9. **TARDIES TO PRACTICE** will be handled at the discretion of the coach/sponsor.

**10. MISSED CLASS/ASSIGNMENTS DUE TO SCHOOL EVENT.** Students participating in activities are responsible for getting all assigned class work completed and turned in at the same time as other students. Example: If a student is going to miss 7th hour, he or she is responsible for turning in assignments that are due in class that day before he or she leaves. That student is also responsible for any work assigned in the class period that he or she will be missing. The assigned class work is due at the same time as the students who were there to attend class. Students participating in extra-curricular activities should communicate with their teachers to let them know of a future activity that will cause them to miss class.

**11. CLASSROOM DETENTIONS.** Because the type of detention, reason for the detention, and length of the detention varies, the coach or sponsor, at his or her discretion, will deal with each detention. Consequences may include extra work during practice, activity suspension, or possibly dismissal from the team. Participating students who receive multiple classroom detentions will receive the more severe consequences.

12. **HARRASSMENT.** Harassment of any type will not be tolerated. Students involved in harassment will be disciplined. Consequences will be determined by the coach/sponsor and the incident will be reported to administration. More severe consequences will be enforced for multiple infractions involving harassment, which may include being dismissed from the team.

# PHS USD 250 ACTIVITY DEPARTMENT

## Code of Conduct

The discipline code for extra-curricular participants has been developed to comply with the District's Board-approved USD 250 Student Code of Conduct, but with increased requirements due to the leadership role assumed by extra-curricular participants. It is the intent of the activity/athletic staff of PHS to emphasize that self-discipline is an integral and essential part of any successful academic and activity program.

All students are expected to adhere to the PHS USD 250 Code of Conduct as it applies to school-related or school-sponsored activities. Students involved in extracurricular and co-curricular activities are expected to exhibit the highest standards of ethics and conduct. PHS students, staff, and parents view participation in these extracurricular or co-curricular activities as a privilege and not a right. Therefore, the teachers, sponsors, coaches, and directors of these activities may develop and enforce codes of conduct that will take into consideration both school-related misconduct and conduct that occurs outside of the school's usual jurisdiction, regardless of time or location.

### **Suspension from School**

1<sup>st</sup> Offense – 21 calendar day activity suspension

2<sup>nd</sup> Offense - 42 calendar day activity suspension

3<sup>rd</sup> Offense – Loss of KSHSAA/PHS activities for 365 calendar days

- Number of dates figured by the current activity the student is participating in or an upcoming activity.
- If the number of competition/activity dates is greater than the remaining number of dates, the suspension will carry over to the next activity the student will participate in.
- Any student who refuses not to sign the PHS Code of Conduct will be deemed “not in good standing”

**The above are minimum consequences. USD 250 reserves the right to include additional consequences including, but not limited to, loss of games and immediate dismissal from extra-curricular activities depending on the offense.**

Students who are expelled are subject to more severe extracurricular and co-curricular activity restrictions.

Students who commit offenses outside of the school's jurisdiction...may be suspended from participation by the campus principal after a review of the incident.

Before an extracurricular or co-curricular activity sanction will be imposed, evidence must be presented to the campus administrator in one of the following forms:

- (1) a report from a law enforcement agency
- (2) a personal confession by the participating student
- (3) behavior observed by a school employee.

When such evidence of a non-school-related infraction is presented to the campus administration, the student and parent(s) or guardians(s) will be notified of the offense. The student and/or parent(s) or guardian(s) will be afforded the opportunity for a meeting with the principal to discuss the offense and the penalties which have been rendered.

These penalties are cumulative throughout the student's middle school career (7<sup>th</sup> and 8<sup>th</sup> grades) and begin accumulating again for the high school career (9<sup>th</sup> through 12<sup>th</sup> grades).

For each career violation beyond the third, a suspension of one calendar year will be imposed.

While under suspension from extracurricular and co-curricular activities, students will continue to attend their academic classes. Additionally, while under suspension from activities, students may participate in any tryout, election, or process that would allow them to participate in an activity that begins after their suspension is lifted.

# ***I. COMMUNITY SUPPORT / COMMUNICATION***

## **Expectation of Communication**

One of the most significant obstacles to overcome is a lack of communication between coaches/sponsors and parents. There are several ways to accomplish this:

1. **Open Door Policy** – Our coaches/sponsors at PHS have an open door policy, we always like to hear from our parents and are always willing to listen to any concerns you may have. Only items our coaches/sponsors will not discuss are listed below.
  1. *Athletes Playing time – Unless freshman*
  2. *Play Call Selection/Game Management*
  3. *Other people's kids.*
2. **Parent meetings** - We will have a parent meeting, for every major activity/sport, before the season begins ... this has proved invaluable in the past. The Head Coach/Lead Sponsor of each activity/sport will notify you of these meetings well in advance. Your attendance will enhance our relationship.
3. **Feedback Policy** – Coaches/sponsors will respond back to all phone calls or emails on the same day or the very next day. We will also keep you informed of both positive and negative dealings with your child.
4. **Chain of Command** – Please try and follow the chain, unless an extreme situation dictates.

Speak with Head Coach/Lead Sponsor over particular activity/sport, if that is not effective then  
Speak with Activity Director, if not satisfied, then  
Speak with building Principal, still not satisfied, then  
Speak with Superintendent

## **Activity Department Complaints/Concern Process**

Our goals are to facilitate communication between students and coach/sponsor, then coach/sponsor and parent/student and to address concerns in a collaborative, effective manner. If you are a student or parent who has a concern or complaint about a activity, coach/sponsor or philosophy, please follow the prescribed above process and follow the recommended KSHSAA guidelines.

Coaches/Sponsors cannot address a problem unless they know that a problem exists. Most of the time, problems stem from miscommunication or misinterpretation of an issue. Therefore, we ask that your child talk first with the coach/sponsor and address the problem directly. If the outcome of that meeting is not satisfactory, we ask that the parent and student meet together with the coach/sponsor.

The PHS Activity Department is here to work alongside parents to encourage an enjoyable experience for the student in PHS Activities. We will do whatever it takes in working with parents to achieve that goal.

Remember the “24 hour” rule: Please wait 24 hours before approaching a coach/sponsor either in person, by phone or through email. This allows all involved a “cooling down” period and also provides for a time for reflection.

## ***J. OUTSIDE PARTICIPATION***

**KSHSAA- RULE 22.** Violation of this rule shall make a student ineligible for the remainder of that sport or scholars' bowl or debate season, unless he or she is reinstated by the Executive Board.

### Section 1: General Regulations (apply to grades 7-12)

**Art. 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.

**NOTE:** Informal participation on the part of the student-athlete, such as that experienced on the black top (concrete), in the park, local "Y", etc., is not considered a violation of this rule, provided it was not formally called or organized, no coaching takes place, where no official score is kept, time kept, officials used, etc.

Intra non-school youth group athletic participation is not considered a violation of this rule. Inter non-school youth group athletic participation is a violation.

**Art. 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.

## ***K. GROOMING- Check code of conduct***

All participants in extra-curricular activities/athletes, coaches and support personnel who represent USD 250 Activity Department will be properly dressed and present themselves in a positive manner. **Refer to Code of Conduct.**

## ***L. SEVERE WEATHER POLICY***

**When school has been canceled because of poor weather conditions, mandatory practices and activities scheduled for that day are also canceled.** We will utilize KSHSAA Heat Plan when the temperature and/or humidity (heat index calculator on the KSHSAA Website [www.kshsaa.org](http://www.kshsaa.org)) reach dangerous levels. It will be your coach/sponsor's responsibility to communicate practice times and changes in practice times due to unusual weather conditions.



## ***M. CONCUSSION GUIDELINES***

### **Introduction**

Concussion received by participants in sports activities are an ongoing concern at all levels. Recent interest and research in this area has prompted reevaluations of treatment and management recommendations from the high school to the professional level.

Numerous state agencies throughout the U.S. responsible for developing guidelines addressing the management of concussion in high school student-athletes have developed or revised their guidelines for concussion management.

### **Definition of Concussion**

There are numerous definitions of concussion available in medical literature as well as in the previously noted “guidelines” developed by the various state organizations. The feature universally expressed across definitions is that concussion 1) is the result of a physical, traumatic force to the head and 2) that force are sufficient to produce altered brain function which may last for a variable duration of time. For the purpose of this program the definition presented in

"Concussion" means a complex pathophysiological process affecting the brain caused by a traumatic physical force or impact to the head or body, which may:

1. include temporary or prolonged altered brain function resulting in physical, cognitive, or emotional symptoms or altered sleep patterns; and
2. Involve loss of consciousness.

### **Concussion Oversight Team (COT):**

‘The governing body of each school district and open-enrollment charter school with students enrolled who participate in an interscholastic athletic activity shall appoint or approve a concussion oversight team.

### **The USD 250 Concussion Oversight Team**

Team Doctor

Activity Director

Head Coach PHS

Head Athletic Trainer- PHS

Principal - PHS

### **Responsible Individuals:**

At every activity under the jurisdiction of the KSHSAA in which the activity involved carries a potential risk for concussion in the participants, there should be a designated individual who is responsible for identifying student-athletes with symptoms of concussion injuries. That individual should be a physician or an advanced practice nurse, athletic trainer, neuropsychologist, or physician assistant, as defined in TEC section 38.151, with appropriate training in the recognition and management of concussion in athletes. In the event that such an individual is not available, a supervising adult approved by the school district with appropriate training in the recognition of the signs and symptoms of a concussion in athletes could serve in that capacity. When a licensed athletic trainer is available such an individual would be the appropriate designated person to assume this role. The individual responsible for determining the presence of the symptoms of a concussion is also responsible for creating the appropriate documentation related to the injury event.

### **Manifestation/Symptoms**

Concussion can produce a wide variety of symptoms that should be familiar to those having responsibility for the well-being of student-athletes engaged in competitive sports in Kansas. Symptoms reported by athletes may include: headache; nausea; balance problems or dizziness; double or fuzzy vision; sensitivity to light or noise; feeling sluggish; feeling foggy or groggy; concentration or memory problems; confusion.

Signs observed by parents, friends, teachers or coaches may include: appears dazed or stunned; is confused about what to do; forgets plays; is unsure of game, score or opponent; moves clumsily; answers questions slowly; loses consciousness; shows behavior or personality changes; can't recall events prior to hit; can't recall events after hit. Any one or group of symptoms may appear immediately and be temporary, or delayed and long lasting. The appearance of any one of these symptoms should alert the responsible personnel to the possibility of concussion.

### **Response to Suspected Concussion**

A student 'shall be removed from an interscholastic athletics practice or competition immediately if one of the following persons believes the student might have sustained a concussion during the practice or competition:

1. A coach;
2. A physician;
3. A licensed health care professional; or
4. The student's parent or guardian or another person with legal authority to make medical decisions for the student.'

If a student-athlete demonstrates signs or symptoms consistent with concussion, follow the "Heads Up" 4-Step Action Plan:

- The student-athlete shall be immediately removed from game/practice as noted above.
- Have the student-athlete evaluated by an appropriate health care professional as soon as practicable.
- Inform the student-athletes parent or guardian about the possible concussion and give them information on concussion.
- If it is determined that a concussion has occurred, the student-athlete shall not be allowed to return to participation that day regardless of how quickly the signs or symptoms of the concussion resolve and shall be kept from activity until a physician indicates they are symptom free and gives clearance to return to activity as described below. A coach of an interscholastic athletics team may not authorize a student's return to play.

### **QUESTIONS**

Any questions that are not answered in the information included in this handbook should be directed to the activity director's office at Pittsburg High School.

Activity Director

Phone #: 620-235-3200 Office Hours: 7:40 a.m. to 3:30 p.m.

## **USD 250 DRUG & ALCOHOL ABUSE POLICY**

The unlawful possession, use, or distribution of illicit drugs or alcohol by students on school premises or as part of any school activity or event is prohibited. This policy is required by the 1989 Amendment to the Drug Free Schools and Communities Act (PL 102-226, 102 St. 1928). As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, distribute, dispense, possess, conceal ingest or be under the influence of any illicit drug, controlled substances, or alcoholic beverages on school district property, at any school activity/event or under the influence in any way that will affect their behavior at school or school activities.

“Under the Influence” is defined as having any amount of illicit drugs or alcohol in the person’s body. Students shall not intentionally misuse legal prescriptions or over the counter medications.

### **Regulations**

Any student violation of these terms of this policy should be reported to the *appropriate law enforcement officials*, their parent od guardian, and shall be subject to the following sanctions:

- **First Offense:**
  - Mandatory conference with parents/guardians, student, counselor, school administrator, coach/sponsor.
  - Evaluation and counseling
  - Short term out of school suspension for five (5) school days (practice is not allowed and work can and will be made available for make-up)
  - Suspension from participating in or being in attendance of any KSHSAA sponsored activities for 21 school days, students will be allowed to practice after the short term suspension.
  
- **Second Offense:**
  - Mandatory conference with parents/guardians, student, counselor, school administrator, coach/sponsor.
  - Evaluation and counseling
  - Short term out of school suspension for ten (10) school days (practice is not allowed and work can and will be made available for make-up)
  - Suspension from participating in or being in attendance of any KSHSAA sponsored activities for 42 school days, students will be removed from the particular activity for the rest of the season. The student will be allowed to try out for a new activity but will not be allowed to participate until suspension has expired.

- **Third Offense:**

- Mandatory conference with parents/guardians, student, counselor, school administrator, coach/sponsor.
- Evaluation and counseling
- Short term out of school suspension for ten (10) school days (practice is not allowed and work can and will be made available for make-up)
- Suspension from participating in or being in attendance of any KSHSAA sponsored activities for a calendar year from the date of the infraction. The student will be allowed to try out for a new activity but will not be allowed to participate until suspension has expired.

**\*\* In order to regain eligibility for activities in subsequent years, the student must show evidence that he/she has completed a chemical dependency treatment counseling program.\*\***

These penalties are cumulative throughout the student's middle school career (7<sup>th</sup> and 8<sup>th</sup> grades) and begin accumulating again for the high school career (9<sup>th</sup> through 12<sup>th</sup> grades).

For each career violation beyond the third, a suspension of one calendar year will be imposed.

While under suspension from extracurricular and co-curricular activities, students will continue to attend their academic classes. Additionally, while under suspension from activities, students may participate in any tryout, election, or process that would allow them to participate in an activity that begins after their suspension is lifted.

### **Drug & Alcohol Counseling**

Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be the responsibility of the student or his/her parents/guardians.

A list of available programs along with names and addresses of contact persons for the program is on file in the school counseling offices. Parents/Guardians and their child should contact the programs to determine duration and cost.

### **Due Process**

The students who are suspended or expelled from school or any activity under the terms of this policy will be afforded a due process according to board policy.

## **USD 250 Pittsburg Informed Consent Agreement**

### **To Perform Urinalysis for Drug Testing**

I understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Policy for Student Substance Abuse Testing of Pittsburg High School Students. I have read the Policy for Student Substance Abuse Testing of Pittsburg High School and understand the consequences that I will face if I am selected for a random drug test and have a positive test result.

I understand as parent/guardian and as student that when participating in extracurricular activities as defined by board policy, may be subjected to random urine drug testing, and if there is a refusal to be tested or test positive, the consequence for the student is he/she will not be allowed to practice or participate in any extracurricular activities.

As parent/guardian I consent the student named on the front of the packet to undergo urinalysis testing for presence of illegal drugs in accordance with the Policy for Student Substance Abuse Testing of Pittsburg High School Students as approved by the Pittsburg Unified School District Board of Education.

I understand a qualified vendor will oversee the collection process.

I understand that any urine sample will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.

I give consent to the medical vendor selected by Pittsburg USD 250 Board of Education, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urinalysis testing for the detection of illegal drugs as described in the Student Drug Testing Policy.

I further give permission to release results of these tests to the Building Principal and/or designee. I understand a positive test or refusal to submit a sample will result in consequences including suspension from activities as per policy for the student.

I understand that consent pursuant to this Informed Consent Agreement for random student drug testing will be effective for all activities as defined by board policy in which this student might participate during the current school year and any sanctions that may follow per positive test results as stated in the approved policy.

I understand this agreement is binding during the current school year for Pittsburg High School.

## USD 250 LIABILITY RELEASE

### Emergency Medical Authorization Consent

I give my child permission to participate in the Pittsburg High School athletic/activity program and will not hold USD 250 or any of its employees and/or agents liable for any accident occurring during the practices, games, or trips.

In the event of an immediate medical emergency or situation in which medical care must be administered to my son/daughter, we give authority to the school personnel to call the physician on duty at the local hospital to provide medical care for my son/daughter.

In the event of an injury to our son/daughter, we give authority to the school athletic trainer, doctor, or school personnel (including student trainer in the presence of athletic trainer or doctor) to perform the initial assessment of the injury and follow-up with any necessary treatment. I also agree that if my son/daughter is taken to a hospital, **Parents/Guardians will be financially responsible for any hospital or medical expenses.**

I understand that my son/daughter is **NOT** covered by any medical insurance policies other than catastrophic coverage provided by KSHSAA. USD 250 will not be responsible to pay for any injury or accident and/or medical treatment incurred by my son/daughter.

It is highly recommended to purchase the supplemental insurance offered through **Student Assurance Services, Inc.** If you do not have insurance coverage or if you would like additional coverage to offset any cost that your normal insurance provider does not cover. A list of benefits and cost can be found at their website, [www.sas-mn.com](http://www.sas-mn.com), or by obtaining a packet through your school's Activity Office.

I understand that my son/daughter's participation is a privilege and an opportunity and will be denied upon violation of school and/or team regulations. I also understand that participation in such activities includes "risk of injury" and do not hold employees and/or the school district liable for such injuries.

With my understanding of the circumstances listed above I give permission for my son/daughter to participate in the activities program at Pittsburg High School or Pittsburg Community Middle School.

**USD 250 Pittsburg Athletic/Activity Program - Student/Athlete Information Sheet**

**Athletic or Activity Participating in: (Check)**

- |                                     |                                       |  |   |
|-------------------------------------|---------------------------------------|--|---|
| <input type="checkbox"/> XC & Track | <input type="checkbox"/> Wrestling    | <input type="checkbox"/> Baseball      | <input type="checkbox"/> Band             |
| <input type="checkbox"/> Volleyball | <input type="checkbox"/> Weights      | <input type="checkbox"/> Softball      | <input type="checkbox"/> Color Guard      |
| <input type="checkbox"/> Football   | <input type="checkbox"/> Dance        | <input type="checkbox"/> Cheerleading  | <input type="checkbox"/> Vocal Music      |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Powerlifting | <input type="checkbox"/> Golf          | <input type="checkbox"/> Debate/Forensics |
| <input type="checkbox"/> Tennis     | <input type="checkbox"/> Scholar Bowl | <input type="checkbox"/> Archery       | <input type="checkbox"/> Skills USA       |
| <input type="checkbox"/> Soccer     | <input type="checkbox"/> NHS          | <input type="checkbox"/> Student Gov't | <input type="checkbox"/> Theatre/Drama    |
| <input type="checkbox"/> Other      |                                       |  |   |
- 

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Parent/Guardian Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Emergency name and number if parent/guardian not available:**

Name: \_\_\_\_\_

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

Family Doctor: \_\_\_\_\_

Health/Hospitalization Insurance: \_\_\_\_\_

Insurance #: \_\_\_\_\_

Known Allergies: \_\_\_\_\_

Current Medications: \_\_\_\_\_

Any concussions within last 2 years: \_\_\_\_\_

Any recent or current illness or medical conditions (including Asthma, Diabetes, Heart Conditions, etc.): \_\_\_\_\_



# PHS ATHLETIC /ACTIVITIES Department



**78 E. 4<sup>th</sup> Street, Pittsburg KS, 66762 - Phone: 620-235-3200 Fax: 620-235-3211**

## Pittsburg USD 250 Athletic/Activities Verification of Permission & Consent Agreement

**Dear Parent & Student:**

The purpose of this verification agreement is to make clear to team members and their parents/guardians what is expected during the athletic/activity season at Pittsburg high school. The burden of meeting these expectations is on the student/athlete and his or her parents/guardians. The student/athlete and his/her parents or guardians are responsible for obeying and meeting the fore mentioned expectations.

We have had an opportunity to read the rules and policies set by Pittsburg High School in accordance with the Kansas State High School Activity Association and have been explained to us. We fully understand the contents and have had the opportunity to ask questions. We are in complete agreement and will uphold the philosophy, policies, procedures, and schedule. Failure to do so may result in disciplinary action as determined by Pittsburg High School Administration. We understand that Administration of Pittsburg High School reserves the right to make changes and corrections in the rules and policies.

**I have accessed the following documents and my signature certifies my approval, permission, and consent to the expectations as specified in each document.**

- **Pittsburg Athletic/Activity Handbook**
- **Liability Release – Emergency Medical Authorization Consent**
- **USD 250 Drug and Alcohol Abuse Policy**
- **Urinalysis Drug Testing Consent**

\_\_\_\_\_  
**Student – Print Name**

\_\_\_\_\_  
**Student-Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian – Print Name**

\_\_\_\_\_  
**Parent/Guardian -Signature**

\_\_\_\_\_  
**Date**