

ACTIVITIES HANDBOOK 2023-2024  
Central Plains Jr/Sr  
High School



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## INTRODUCTION TO ACTIVITIES / ATHLETICS

It is the purpose of this handbook to familiarize students, parents, and coaches of USD 112 of the policies and procedures necessary for the successful operation of the activity program. We hope that this handbook will inform students, parents, and coaches regarding administrative rules and regulations within our programs. This handbook is not meant to cover every set of circumstances, but to serve as a guideline for all to follow in the area of interscholastic activities.

### I. MISSION STATEMENT

We believe that participation on a school athletic team is a worthwhile experience, which all students should have the opportunity to pursue.

Since school athletics are an extension of the classroom and classified as extra-curricular activities, the goals and objectives of athletics should be supportive of and consistent with the goals and objectives of the total educational program. When conducted properly, athletics can positively contribute to the intellectual, physical, social and emotional development of our athletes. We believe that school athletics can teach our students lifelong values like discipline, leadership, work ethic, comradery, respect, sportsmanship, citizenship, dedication, team work, being goal oriented, and the value of hard work.

Although the explicit goal of all competitive sports is to win within the rules that is by no means the only measure of success. The total development of the individual as a person is of considerably greater importance. Success in athletics occurs when athletes are allowed to develop their abilities to the fullest and become all they are capable of being.

Students who choose to participate in our athletic program will be expected to conform to basic standards of conduct and to demonstrate a degree of self-discipline and self-sacrifice for the welfare of their team. Athletes will also be expected to demonstrate respect for the dignity and rights of others, good sportsmanship, and respect for authority.

### II. OBJECTIVES

The objectives of student activities at Central Plains USD 112 are:

- To ensure equitable competition for male and female students
- To provide the best possible coaching available
- To provide safe and adequate equipment and facilities
- To promote participation to the greatest extent possible and reasonable
- To reinforce the importance of academic excellence

- To provide opportunities that will allow the program to serve as an experience where students may cope with problems and handle situations similar to those encountered in society.

### III. PROFESSIONALISM

Coaches are first and foremost teachers, and they are expected to fulfill all policies and practices relating to the teaching staff and their own individual teaching duties.

Coaches should also realize they need to act as positive role models for our student athletes.

Coaches are expected to display moral integrity and to realize that things such as foul language, alcohol, tobacco, or other drugs have no place in or around our athletic programs or education in general. Academics always come before extracurricular activities. School work must take priority over the practice of an activity. When in conflict, a student must put the schoolwork first and a coach cannot penalize a student in any way for missed practice time. A student can and is encouraged to work with the coach and teacher to find alternatives that will be beneficial to all parties.

### IV. RESPONSIBILITIES

#### OF USD 112 ADMINISTRATION:

- To provide adequate and safe equipment and facilities
- To provide trained personnel to supervise the facilities
- To provide contests controlled by qualified officials

#### OF COACHING STAFF:

- To support the rules of good sportsmanship
- To provide training in the fundamentals and skills of the activity, and promote safety for all participants
- To ensure proper care of district owned equipment and uniforms
- To schedule practices and activities to minimize interruption of the school day and family time
- To communicate rules and expectations to both students and parents

#### OF PARENTS:

- To support the rules of good sportsmanship
- To support your son and/or daughter
- To support the program
- To support the training and behavior rules set forth by coaches and school

#### OF STUDENTS:

- To support the rules of good sportsmanship
- To abide by the guidelines set forth by the coaches and school

- To care for equipment and uniforms entrusted to you and return them in an acceptable condition
- To understand that participation in an activity program is a privilege and not a right
- To show proper respect and courtesy for visiting teams, coaches, and officials

## V. REQUIREMENTS FOR PARTICIPATION

Remember that as a participant in extra-curricular activities you are not eligible to participate until the following items have been completed.

- Physical examination completed and on file in the office.
- Acknowledgment of warning and consent for emergency care forms signed and on file in the office.
- Signed copy of the KSHSAA Concussion and Head Injury Release Form on file in the office.
- Your parent(s) or guardian may be required to attend a pre-season meeting with the head coach.

## VI. CONDUCT OF AN ATHLETE

The conduct of an athlete is closely observed in many areas of life. It is important that your behavior be above reproach in all of the following areas:

**On the Field** - In the area of athletic competition, a real athlete does not use profanity or illegal tactics, and learns quickly that losing is part of the game and that you should be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory.

**In the Classroom** - In the academic area, a good athlete becomes a good student. A person cannot be a classroom laggard and think he/she can be an outstanding athlete. If you are lazy in class, you will be lazy on the practice field or floor and will never reach your full potential. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies to insure acceptable grades.

In addition to maintaining good scholarship, an athlete should give respectful attention to classroom activities and show respect for other students and faculty at all times. Horse-play and unnecessary boisterousness are not approved habits of behavior.

A healthy athlete should have a good attendance record. Never cut classes or school.

**On the School Grounds** - The way we act and look on the school grounds is of great importance. Athletes should be leaders, and fellow students should respect and follow them.

## VII. GROOMING AND DRESS POLICY

A member of an athletic team is expected to be well groomed. "He who shows up best shows off least." Appearance, expression and actions always influence people's opinions of athletes, the team, and the school. Once you have volunteered to be a member of a squad, you have made a choice to uphold certain standards expected of athletes in this community.

## VIII. ATTENDANCE

A student must be in attendance at school by 8:15 a.m. in order to be eligible to participate or practice in interscholastic activities (unless a healthcare provider's release is obtained). If the reason for the absence is due to an injury, a healthcare provider's release verifying the student may play must be presented to the office before the student may participate. If deemed necessary a nursing screening will be conducted prior to participation.

## IX. EXTRACURRICULAR ACTIVITIES TOBACCO, DRUG AND ALCOHOL POLICY

### Privilege - Higher Standard of Conduct

All Board of Education and building rules and policies with regard to student conduct and activities are applicable to extracurricular activities. Participation in extracurricular activities is a privilege and participating students will be held to higher standards of conduct. Participation in all extracurricular activities is available to those students who comply with local, state and federal law, Kansas State High School Activities Association ("KSHSAA") rules, school district and coach/sponsor rules and policies, and whose school and non-school conduct and actions do not violate this policy, which may result in a loss of respect or esteem for the school or the student.

### **Conduct Prohibited by This Policy**

Students cannot use tobacco, alcohol or drugs in violation of this policy. This policy will be in force from the first day of a student's participation in any activity covered by this policy through the last day of participation, including breaks and holidays.

1. It is a violation of this policy and an offense subject to disciplinary action hereunder for a student participating in any extracurricular or KSHSAA activity to use or possess, distribute, disburse, or be under the influence of alcoholic liquor, wine or a cereal malt beverage or other intoxicants, tobacco or tobacco products, inhalants, controlled substances, illegal drugs, or legal drugs or medications having misused or intending to misuse them.
2. It is a violation of this policy and an offense subject to disciplinary action hereunder for a student participating in any extracurricular or KSHSAA activity to: (1) withhold requested information from; (2) to make a false or misleading statement to any administrator, coach or sponsor investigating an alleged violation of this policy; (3) induce or request another student to withhold requested information from, or make a false or misleading statement to, any

administrator, coach or sponsor investigating an alleged violation of this policy.

### **Investigation – Procedure**

Any student suspected of an offense shall be notified of the suspected offense and be given an opportunity to respond to the allegations concerning a violation of this policy. The parent/guardian of a minor student will also be notified of the alleged offense and the outcome of any investigation.

The head coach/ sponsor of the activity and/or the principal of the building sponsoring the extracurricular or KSHSAA activity shall investigate alleged violations of this policy, and shall make a decision based on information obtained, common knowledge and past experience with the student. The decision shall be based on the information and circumstances which the investigator believes to be more believable. No formal hearing process or investigative procedure need be followed.

### **Disciplinary Action**

a. For a first offense the student will not be eligible for participation in a recognized activity or event for fourteen (14) consecutive days beginning on the day of the suspension. If there is no recognized activity or event within the fourteen (14) day ineligibility period, the student will not be allowed to participate in the next two (2) recognized activities or events. If the suspension continues after the end of the season, the remaining days of the suspension will begin again on the first day of that athlete's first competition in the athlete's next season. Holiday Break, Spring Break, KSHSAA Buffer Week or KSHSAA Holiday Non-Practice Days will NOT count toward days of suspension.

b. For a second and additional offenses, the student will not be eligible for participation in a recognized activity or event for eighteen (18) consecutive weeks beginning on the day of the suspension. If the suspension continues after the end of the season, the remaining days of the suspension will begin again on the first day of that athlete's first competition in the athlete's next season. Holiday Break, Spring Break, KSHSAA Buffer Week or KSHSAA Holiday Non-Practice Days will NOT count toward days of suspension. If the suspension occurs in the last 30 school days of the year, the student will not be eligible for the remainder of the school year. The student would then have the option to complete a USD #112 administrative-approved comprehensive Drug and Alcohol treatment program prior to the beginning of the next school year, or complete the remaining eighteen (18) weeks of the suspension. Any expense incurred for completion of the Drug and Alcohol treatment program would be solely the responsibility of the student and his/her parents/guardians.

## **General**

Offenses will not carry over from one school year to another school year; however, consequences may.

Extracurricular activities include, but are not limited to, all KSHSAA-sponsored, supervised or approved activities; student council and student government organizations; and student groups, clubs and organizations. National organizations may also have their own policies and procedures which are separate from, and in addition to, USD 112 policies. A recognized activity or event shall include all school-sponsored activities including, but not limited to, all KSHSAA competitions, other competitions, band and music days, plays and performances. Participation in practices, meetings or other general activities or preparations will be at the discretion of the coach/sponsor.

## **X. CONCUSSION/HEAD INJURY**

If a student suffers, or is suspected of having suffered a concussion or head injury during a sport competition or practice session, the student: (1) must be immediately removed from the contest or practice and (2) may not again participate in practice or competition until a health care provider (MD or DO, not a PA) has evaluated the student and provided a written clearance for the student to return to practice. The student may not be cleared for practice or competition the same day the concussion- consistent sign, symptom or behavior was observed. If a concussion is diagnosed, the following procedure will be followed: Following medical clearance to return to practice, the student will complete a graduated protocol. The student may not complete more than one step in a given day. In some cases, more than one day may be required to complete a step. Coaches will sign off on each step as they are completed.

Step 1: Light aerobic exercise - 5 to 10 minutes on an exercise bike or light jog; no weight lifting, resistance training, or any other exercises.

Step 2: Moderate aerobic exercise - 15 to 20 minutes of running at moderate intensity in the gym or on the field without a helmet or other equipment.

Step 3: Non-contact training drills in full uniform. Students may begin weight lifting, resistance training, and other exercises.

Step 4: Full contact practice or training.

Step 5: Full game play. If symptoms of a concussion reoccur, or if concussion signs and/or behaviors are observed at any time during the return to activity program, the athlete must discontinue all activity and be re-evaluated by his/her health care provider.

## XI. ACTIVITIES DEPARTMENT POLICIES

1. Dropping or Transferring Activities - Quitting is not a good habit to acquire. A person that quits may lose the privilege of participation in activities. On occasion however, a student-athlete may find it necessary to drop an activity for a good reason. If this is the case, the following procedure must be followed:

- A. Talk with your head coach.
- B. Check in all equipment issued to you.

If an athlete wishes to change sports during a season, he/she must receive approval of both coaches concerned and the Athletic Director. No athlete will be permitted to change sports after the second regular season contest for the sport in which he/she has checked out for. Failure to follow this procedure in dropping a sport can result in loss of all athletic privileges. Foreign exchange students are exempt from this section of the policy.

### 2. Dual Participation in Sports

A student desiring to participate in a dual sport must currently have and maintain a minimum 3.0 grade point average and must maintain at least a “C” average in each class in which he/she is enrolled. If these two academic requirements are not met for two consecutive weeks, the athlete will be withheld from competition in one sport until the situation is remedied. The student will notify the administration and coaches of which sport he/she will not participate in during the ineligibility time at the beginning of the ineligibility time and will not be allowed to switch from sport to sport. In only two weeks during the season will the athlete be allowed to miss any part of two school days for competition.

The coaches of each sport have the prerogative of not allowing a student to participate in dual sports. Practice schedules must be mutually agreed upon by the coaches and the athlete involved.

This does not include Students who want to participate in **Activities**, examples could be but not limited to Cheer, Forensics, Speech and Debate, and other KSHSAA activities, during Athletic seasons.

3. Equipment - School equipment checked out by the student athlete is his/her responsibility. He/she is expected to keep it clean and in good condition. Loss or damage, outside of normal wear and tear, of any equipment is the athlete's financial obligation. The cost of the equipment will be priced at full retail value at the current market price, not purchase price of any equipment is the athlete's financial obligation.

4. Missing Practice - An athlete should always consult his/her coach before missing practice. Missing practice or a game without good reason will be dealt with appropriately. Sudden illness or some other emergency would be a good reason for missing a practice or game.



5. Travel - Unless it creates a hardship all athletes must travel to and from out-of-town athletic contests in transportation provided by the athletic department. If an athlete is excused from going to or from a function in a school vehicle the following must be complied with:

- A. Students may be signed out from the activity by the Parent or Guardian only.
- B. If a parent wishes for someone other than themselves pick up their student from an activity, they must make contact (call or note) with the administration or office personnel **prior** to the bus leaving for the event. This allows for this information to be given to the coach and driver prior to the contest. No phone calls will be accepted at the contest to change plans.
- C. Students will be excused to only the parent, guardian or responsible adult named in the prior request initiated by the parent or guardian.
- D. This request may be denied by the administration or the coaching staff if they believe that it is not in the best interest of the student.

Athletes will remain with their squad and under the supervision of the coach when attending away contests.

All regular school bus rules will be followed, including: food, noise, remaining in seats, care and respect for equipment. Dress appropriately and in good taste.

6. Competition - No athlete will represent Central Plains until they have had a minimum 5 days of practice or until they have satisfied the KSHSAA requirement for their particular sport.

7. College Recruitment Policy - In the event an athlete should be contacted personally by a college recruiter, he/she has an obligation to work through his/her coach and the athletic department. Inform your coach of such a contact as soon as possible.

8. Conflicts in Extra-Curricular Activities - An individual student who attempts to participate in numerous extra-curricular activities will, undoubtedly, be in a position of a conflict of obligations. The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extra-curricular activities; and to this end, will attempt to schedule events in a manner so as to minimize conflicts. Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors involved immediately when a conflict does arise. When conflicts do arise, the sponsors will get together and work out a solution so the student does not feel in the middle.

9. Wednesday night and Sunday practices - The Board of Education has set Wednesday nights after 6:00 p.m. and all-day Sundays as days of no practice. This is time set aside to spend with family, and there will be no school-sponsored practice unless approved by USD 112 BOE.

10. Eligibility - All students who participate in High School and Middle School activities must meet the requirements of the weekly eligibility procedure as well as the KSHSAA policy, (see below) for semester eligibility. Eligibility check will be on Fridays, beginning the third full week of each semester. A list of students reported with one or more grades lower than 60% will be compiled. Students, coaches and sponsors will be notified by Monday regarding students on the ineligibility list. Students reported on this list failing two consecutive weeks in the same class will become automatically ineligible starting on Monday for a period of 1 whole week, 7 days, (Monday to Monday), even if the grade is raised in that 7-day span students are still ineligible.

Students must be given a chance to improve their grade each week during the semester, if not, Administrator discretion can be used which includes the building Principal, AD, and Teacher. The ineligibility list will be run on Friday of each week. Teachers must have their grade books up to date before that time. Students who are ineligible may practice with their team with coach's permission, but cannot suit up for competitions or travel with the team. This policy will be enforced for all school and league sponsored activities that are not part of a curricular grade, including but not limited to, athletics, cheerleading, vocal and band performances, forensics and scholars bowl competitions, plays or musicals and dances including homecoming and prom and any school club sponsored or related activity.

## XII. KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION ELIGIBILITY

K.S.H.S.A.A. requires that any student who does not pass at least five (5) classes in a semester is automatically ineligible to participate in any activity governed by the Activity Association for the entire proceeding semester.

### Eligibility Rules Summary (KSHSAA - Senior High)

Physical Examination\Parental Consent - Students shall pass an adequate physical examination given by a physician and have the written consent of their parents or legal guardian.

Bona Fide Student - Eligible students shall be a bona-fide undergraduate member of his/her school in good standing.

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

Amateur and Awards Rules - Students are eligible if they have not competed under a false name or for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.

Outside Competition - Students may not engage in outside competition in the same sport during a season in which they are representing their school.

Seasons of Sport - Students are not eligible for more than four seasons in one sport in a four-year high school.

Previous Semester Record - The minimum regulation which requires you to pass at least five subjects of unit weight in your last semester of attendance.

Current Semester Record - The minimum regulation which requires you to enroll and be in attendance in at least five subjects of unit weight.

### XIII. KSHSAA SPORTSMANSHIP/EJECTIONS (RULE 52) Sportsmanship

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

Consequences for not abiding by sportsmanship rule may result in not being allowed at events that USD 112 is participating in.

#### Ejections

Any participant (player, coach, or spectator) who is ejected for making contact with an official or who is ejected for unsporting behavior directed toward an official, shall be subject to a non-appealable suspension from the next contest at that level and for all contests at any level (in that activity) until the suspension has been served. Local school leadership may levy additional sanctions as they deem appropriate.

NOTE: All ejected students are to complete the NFHS Sportsmanship course and all ejected coaches are to complete the NFHS Teaching and Modeling behavior course prior to being reinstated.

### XIV. LETTER REQUIREMENTS Varsity Letter Requirements

Each head coach will make available their sports' lettering requirements to the student athletes and will be on file in the athletic office.

Late season starters and major contributors are lettered at the coaches' discretion. This allows for a little more flexibility in lettering athletes.

#### Non-Varsity Award Requirements

All members of Varsity athletic squads who successfully complete an athletic season for a particular sport but who have not earned ample points for a varsity letter may be awarded a Provisional Letter.

### Manager Awards

Manager awards will parallel the regular awards system and will be made only upon the recommendation of the coach.

### Summary of Athletic Awards

- First Varsity Award Certificate, Varsity "O", and emblem
- All other Varsity Awards Certificate, bar and emblem in different sports
- Additional Varsity Awards Certificate and bar in same sport

## XV. ATHLETIC INSURANCE

Central Plains Jr/Sr High School students are covered under a catastrophic insurance plan. Student athletes are also covered by an insurance plan that will cover injuries sustained while competing in or traveling to athletic contests in accordance with the provisions of the policy. A copy of the policy is available at the High School Office.

## XVI. PRACTICES AND LOCKER ROOMS

While it is appreciated to have parents attend any and all practices and games involving Central Plains activities, we respectfully request that everyone except the athletes, their coaches, and school staff from taking part in the practices and being in the locker rooms. We ask for your cooperation because this gives the coaches the necessary time to build the teamwork in the athletes to be successful. Time in the locker room either before, during halftime, and after games are for the coaches to be with the athletes without others present. This time gives the coaches a valuable opportunity to teach the students about handling their feelings about the outcome of the game

