

PRATT USD 382
EXTRACURRICULAR GUIDELINES

SCHOOL SPONSORED ACTIVITIES

Pratt High School Activities

Band* (Inter)
Baseball* (Inter)
Basketball* (Inter)
Business Professionals of America -- Curricular
Cheerleading* (Inter)
Cross Country* (Inter)
Debate/NFL* (Inter)
Yearbook -- Curricular
FCCLA -- Curricular
Flag Corp* (Inter)
Football* (Inter)
Foreign Frogs -- Curricular
Forensics/NFL* (Inter)
Golf* (Inter)
Kays*
Musical -- Curricular
Newspaper -- Curricular
Pep Band -- Curricular
Pep Club*
National Honor Society -- Non-Curricular
SADD -- Non-Curricular
Scholar Bowl* (Inter)
Science Club -- Curricular
Softball* (Inter)
Student Council*
Tennis* (Inter)
Track* (Inter)
TSA -- Curricular
VICA -- Curricular
Vocal Music* (Inter)
Volleyball* (Inter)
Wrestling* (Inter)

Liberty Middle School Activities

Band*
Basketball* (Inter)
Builder's Club -- Non-Curricular
Cheerleading* (Inter)
Football* (Inter)
LMS Quiz Bowl* (Inter)
Science Club -- Curricular
Track* (Inter)
Vocal*
Volleyball* (Inter)
Wrestling* (Inter)

*Indicate Kansas State High School Activities Association (KSHSAA) Activities. (Inter) indicates interscholastic.

Adopted by BOE 6/10/96
Amended by BOE 7/28/97
Amended by BOE 6/14/99
Amended by BOE 7/10/00
Amended by BOE 5/14/01
Amended by BOE 4/22/02
Amended by BOE 6/14/04
Amended by BOE 5/9/05
Amended by BOE 6/12/06
Amended by BOE 6/14/07

Participants in the activities listed above will receive copies of these rules at school and must secure parent signatures on appropriate forms. These forms will need to be returned to the school office prior to participation.

PURPOSE OF THE GUIDELINES

Parents and students must understand they are expected to abide by the contents of this document in order to participate in extracurricular activities. In addition to those principles stated elsewhere in this document:

1. parents and students will support meetings and practice sessions outside normal school hours;
2. students will be responsible for assigned homework and classroom work interrupted by activities;
3. students and parents will be responsible for the care and return of all school property and uniforms;
4. students are responsible for wearing appropriate clothing for travel and the activities, the decision on such to be that of the coach/sponsor;
5. students are responsible for high standards of behavior as representatives of their school and community;
6. in the event the student's behavior significantly interferes with the activity, the parent is responsible for taking custody of his/her child;
7. in the event the student's behavior is a violation of the law, the sponsor will involve law enforcement authorities in the community in which the infraction occurred.

The items in this policy are designed to set forth procedures to help enforce existing Pratt USD 382 Board of Education policies and Student Handbook provisions and, when necessary, to expand and supplement them. BOE policies and Student Handbook policies, which have been approved by the BOE will take precedence when in conflict with these policies.

The standards established by organizations' national, state, and local charters, which are approved by the BOE will be supported as an extension of these policies and the school's behavior codes. School activities are an extension of the school district's educational programs, policies, and rules.

An annual Board of Education review of this policy may be required by administrative recommendation.

PRATT USD 382 EXTRACURRICULAR ACTIVITIES GOALS

The goals for the overall extracurricular activities program at Pratt USD 382 are to:

- increase the educational opportunities for students and to better prepare them for life;
- develop physical conditioning and discipline of mind and body;
- learn to work together as a team for a common goal;
- develop an understanding for health and safety while participating in activities;
- provide enjoyment for students;
- learn responsibility and dedication;
- promote equity and a sense of order and discipline among students;
- promote standards of conduct for participants;
- promote citizenship;
- promote sportsmanship, self-control, and respect for authority, teammates, opponents, and themselves.

RULES COMMON TO ALL DISTRICT EXTRACURRICULAR ACTIVITIES

Meals

Meals associated with student activities are the individual responsibility of each participant. Students may bring appropriate amounts of money to each event or activity to cover the cost of the meals.

Students who qualify for and participate in sanctioned KSHSAA state events shall be provided meals by the school while participating in these events.

Transportation to and from Practice Not Located at the Primary Attendance Site

Via the district shuttle system or school-facilitated transportation, students are provided transportation to practice. Arrangements may be made by contacting the school office. Students wanting to ride with others or drive to practices must have a notification form signed by the parents of the athlete driving the vehicle and the parents of the athlete(s) wanting to ride in the vehicle.

Athletes not presenting the needed documentation must ride in school provided vehicles.

In order to drive to practices the student/athlete(s) must possess a legal Kansas driver's license. Students with learner's permits are not legally authorized to drive to practices.

Student Dismissal

If a coach or sponsor deems it appropriate for a student to be dismissed from an activity/organization, the school administration shall approve the action prior to student notification.

A Student "NOT IN GOOD STANDING" with USD 382

"Not in good standing" means that a student is assigned in-school suspension, out of school suspension, or expulsion. A student "not in good standing" is ineligible for participation in any USD 382 activity.

CODE OF CONDUCT

Citizenship/Sportsmanship

In order to uphold high standards of sportsmanship and to encourage the growth of good citizenship, not only for middle school and high school students, but also the adults who come into contact with school activities, the guidelines contained in KSHSAA Rule 52 shall be used in Pratt USD 382 as a guide for appropriate behavior. Following is the text of Rule 52:

CITIZENSHIP/SPORTSMANSHIP

INTRODUCTION--The effective American secondary school must support both an academic program and an activities program. We believe that these programs must do more than merely coexist--they must be integrated and support each other in "different" arenas. The concept of "sportsmanship" must be taught, modeled, expected, and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

PHILOSOPHY--Activities are an important aspect of the total education process in the American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of **SPORTSMANSHIP** and teamwork. They are an opportunity for coaches and school staff to teach and model **SPORTSMANSHIP**, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of **SPORTSMANSHIP** for our youth as respected representatives of society. Sportsmanship is good citizenship in action!

(Rule 52 continued)

ALL ACTIONS are to be FOR, NOT AGAINST; POSITIVE, NOT NEGATIVE or DISRESPECTFUL!

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

Art. 1: SPORTSMANSHIP is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:

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

Art. 2: Enforcement Procedure:

- a. It is encouraged and recommended by the Kansas State High School Activities Association that local boards of education adopt these regulations and reinforce them as indicated herein.
- b. The Executive Board of the Kansas State High School Activities Association shall be responsible for the interpretation of these regulations, including "desirable and unacceptable behavior" and shall publish them in the Association's Citizenship/sportsmanship Manual.

Unsportsmanlike Conduct

A conference with an administrator will take place. Discipline for unsportsmanlike conduct may be anything up to and including forfeiture of the privilege to participate in or to attend activities sponsored by the school.

Missing Practices and/or Contests

Absences from practice or contests/games are determined in a similar manner as excused/unexcused absences from school. These guidelines are as follows:

- I. Excused absences
 - A. Illness with a parent's verification, verification by the school nurse, and dental or clinic appointments.
 - B. School sponsored activities
 - C. Pre-arranged approved absences by parents/guardians for funerals, family business, etc.(when accompanied by a parent/guardian).
 - D. When weather conditions are so severe that it is unsafe for the student to attend.
 - E. Post-secondary education visit. Each senior may have two days during the school year to visit post-secondary education institutions. The visitations must be arranged by a counselor prior to the day of the visit and the senior must visit with an official of the institution during the visit. Additional days must be approved by the principal.
 - F. Prearranged absences agreed to by the coach/sponsor and administrator.
- II. Unexcused absences
 - A. All absences that do not fall in the six categories of excused absences will be unexcused. (see above)
 - B. Out-of-school suspension. (Any out-of-school suspensions regardless of the duration of suspension will be treated as a single offense for the unexcused absence requirement.)

III. Time lost from practice due to detentions must be made up.

Penalties for Unexcused Absences

- 1st offense - Suspension from the next competition or performance for which the student is eligible in the activity affected by the absence.
- 2nd offense - Suspension from the next two competitions or performances for which the student is eligible in the activity affected by the absence.
- 3rd offense - Dismissal from the squad or activity affected by the absence with no honors, recognition, or awards.

The coach will expect excused absences from activities (practice or games) to be made up when necessary to enable the participant adequate preparation for future competition.

Attendance Requirements for Participation/Practice

Students must be in attendance at school all day in order to be able to participate in practice or compete that day. Exceptions may be granted for school-sponsored activities, with prior administrative approval, or in the event of unforeseen circumstances with administrative approval.

Other Actions That Bring Discredit

Athletes and activity participants represent themselves, their team or activity, and the school. During school-sponsored activities, certain kinds of behavior and actions bring discredit to themselves, the team, the activity, the school, and the community. Examples of such behavior/actions that bring discredit could include: Criminal convictions or charges, vandalism, theft, fighting, gross misbehavior, and insubordination.

Penalty:

In the event of a situation, which brings about such discredit there will be a conference with an administrator, and the sponsor in regard to the proper action. Penalty can include discipline up to and including dismissal from the squad.

If a student is charged with a crime (other than a minor traffic infraction) or charged as a juvenile offender, the student will not be allowed to participate until such charges are resolved. Following resolution of charges, a meeting will be held between the student, parent, and administrator to determine further action.

Any participant ejected from an activity/contest by an official will not be allowed to participate for the remainder of the day of ejection and the next scheduled day of competition.

Unique Guidelines Which Might Be Established For Each Activity

Printed materials dealing with rules, penalties, or expectations, which may be unique to each sport or activity will be approved by the building administration prior to each school year. These penalties must align with district guidelines and policies. These documents may be contained in an Appendix.

Mood-Altering Chemicals

The following rules will be used to assist the Pratt schools' administrators, coaches, sponsors, parents, and students in dealing with and encouraging positive behavior. During the individual students' participation

period, regardless of the quantity, he/she shall not: 1) use or consume a beverage containing alcohol (with the exception of use directly associated with religious communion); 2) use or consume tobacco; 3) use, consume, have in possession, buy, sell, or give away any other controlled substance defined by law as a drug, or; 4) use anabolic steroids.

All students involved in Pratt USD 382 extracurricular activities are subject to this Mood-Altering Chemical Policy. The rules specifically apply from the first date of any individuals' participation through their last date of participation in the activity. However, it is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor. Rules violations can occur at any time during the season of activity.

Registration and Validation of Misbehavior

In order for violations of this rule to be verified, it will be necessary for a written complaint against a student to be registered with the principal of the attendance center. Formal complaints will be accepted in writing from the following sources and will be used as verification of rule violations:

- Observance of violation by a school instructional staff member or coach
- Observance of violation by an administrator
- Direct report by a parent of the student involved
- Self-referral by the student
- District Contracted Canine Search
- Notification by law enforcement of formal charges filed against the student.

Penalties for Specific Policy Violations:

(May only be imposed by building administrator after consultation with the coach.)

I. First Violation in School Year

a. Penalty

(Will include all that apply based on the student's involvement.)

1. In interscholastic athletic activities the student shall lose eligibility for one fourth of a season of scheduled competition in all interscholastic activities of which he/she is a member. For example, two games in a football season or five games in a basketball season. This penalty carries over to the next sport in the same school year if applicable. The student will be expected to continue to practice or shall be counted unexcused.

and/or

2. In interscholastic or co-curricular activities, students shall lose eligibility for the next one fourth of a season of scheduled activity or performance. (Fall, winter, spring, and pre-contest concerts are evaluated class performances and are therefore exempt from this penalty.) The student will be expected to continue to practice both in and outside of class, participate in class, or attend school time club meetings, or shall be counted unexcused. The student may be expected to attend, in a supportive role, to help the sponsor/coach of the program, if requested by the sponsor/coach and approved by the building administrator. Additional work may be required of the student, according to each program's policy;

and/or

3. In clubs the student will not participate for the next scheduled activity sponsored by the club in which the student is a member. The student will be expected to attend school time club meetings.

b. Additional Requirements

1. Before being re-admitted to any future competitive activity or other scheduled activity following suspension, the student shall show evidence in writing that she/he has sought and has received counseling from a community agency, parent, or clergy. The school will provide a list of community agencies upon request. School counselors, teachers, and administrators may provide the counseling requirement if they are added to this list at their request. Counseling is to be at the student or parent's expense.
2. If a student or parent "self-reports" a violation, the administration may take this into consideration when considering duration of ineligibility. This will only apply for the first violation in a school year.
3. If the drug is an anabolic steroid, the student is ineligible until such time as medical evidence can be presented that his/her system is free of the drug.

II. Second Violation in the Same School Year

a. Penalty

1. Immediate suspension from practice and participation for the remainder of the year.

Additional Penalty Guidelines:

All penalties in each activity will run concurrently beginning with the first actual day of competition in any activity, but not commencing later than three weeks following confirmation of the violation.

For purposes of competitive season, all activities that are interscholastic (between schools) will be considered competitive. Performances and group work that are interscholastic (within the school) are not considered competitive.

PRATT HIGH SCHOOL EXTRACURRICULAR ACTIVITIES

Philosophy of Pratt High School Activities

It is the intent of Pratt High School to provide a positive, learning, and enjoyable experience which will enhance both the activities and the academic programs of PHS.

General Purposes of PHS Activities

- Participants will be taught good training habits.
- Fundamentals of the specific activity will be emphasized.
- Being an active part of a team or organization will be emphasized.
- Personal responsibility and good work habits will be developed.
- Participants will learn to follow the rules of the specific activity and/or to respect the officials/judges.
- Good sportsmanship and teamwork will be stressed.
- Participants will accept the need to give class work priority over activity and athletic requirements.

Specific Non-Varsity Athletic/Activity Purposes

- The amount of playing time per participant will be determined by the coach/sponsor/director. It should be understood that all participants are not assured of equal competition/participation simply by being a member of the squad/organization/ensemble.
- All participants may not be selected for competition for different reasons. It may be necessary to assign different individuals to specific contests for various reasons.
- Participants must accept that it may be necessary to "cut" for different reasons.

Specific Varsity Athletic/Activity Purposes

- The dominant philosophy shall be that of playing within the rules to win. The coaches/sponsors/directors will use their best judgment to use participants which allow the team the greatest opportunity for success. Rules of behavior, as well as rules that apply to the game or activity will be followed.
- Coaches/sponsors/directors will strive to develop skills and physical conditioning, in the case of athletes, to take the student to his/her fullest potential.
- Participation guidelines are as follows:
 - Students grade nine at Pratt High School will be encouraged to participate in all athletic activities in which they may have an interest.
 - Team quotas may be established for students in grades 10 through 12 in all athletic areas as determined by skill guidelines, team numbers, adequate supervision and safety of students involved in each particular athletic area.
 - Coaches will provide a written copy of the team's quota and selection criteria to all athletes prior to the beginning of each athletic season. Should parents have questions regarding the criteria they should contact the school activities director.
 - Students not selected for athletic teams in grades 10 – 12 will be afforded the opportunity for an exit interview with the coach involved and reasons that students were not selected for a team will be shared during the interview.

Other Items Concerning Pratt High School Activities

All KSHSAA activity participants at Pratt High School will meet the eligibility rules outlined and governed by the KSHSAA. Specifically a student must have passed five subjects of unit weight during the previous semester and must be currently enrolled in at least five subjects of unit weight. Additionally, a student must be a bona fide undergraduate member of our school and in good standing. (Rule 14-KSHSAA)

All members of PHS activities will meet all expectations and rules outlined throughout this set of guidelines and those contained in the appendices.

PHS Academic Standard:

In addition to the KSHSAA policy on eligibility, PHS students will not be allowed to participate in any KSHSAA activity with a failing grade. This will begin at the start of the third week of school and will be monitored every two weeks throughout each semester. A student with a failing grade at that time will be ineligible for a minimum amount of time (at least 11 calendar days between ineligibility period and next grade check) until the grade is brought up to a passing mark at the next grade check. Grades are checked on a Thursday and confirmed by staff on a Friday. If students receive an F at the time grades are checked, their ineligibility period will begin on the following Monday (or next day if Monday is a non-student day) morning at 9am and will last at a minimum 11 calendar days until the next grade check. They will be expected to adhere to and attend all during and after school tutoring opportunities and to continue to practice and be a part of the team. All other eligibility rules apply.

Appendix A

REQUIRED FORMS

Instruction and Parent Agreement Form

Physical

A completed History & Physical Evaluation form is required annually for baseball, basketball, cheerleading, cross country, football, golf, softball, tennis, track, volleyball, and wrestling. (A physical examination is not required for debate and forensics, however, the form must be signed by a parent and on file.)

The annual physical examination shall not be taken earlier than May 1, preceding the school year for which it is applicable. The Kansas State High School Activities Association (KSHSAA) recommends completion of this evaluation by athletes/cheerleaders at least one month prior to the first practice to allow time for correction of deficiencies and implementation of conditioning recommendations.

The Junior High/Middle School and Senior High School KSHSAA eligibility rules appear on the back of the form. Pratt USD 382 supports these rules.

Health/Injury Insurance

The Pupil Emergency and Consent Form must be complete and on file with the school.

Information regarding available health/injury insurance programs will be provided along with this policy.

Parent/Guardian Permission/Agreement Forms

The following must be signed by a parent, and the student and returned to the school prior to the student being allowed to participate in any activity:

I have reviewed this Pratt USD 382 Extracurricular Guidelines policy and completed the appropriate items. By signing this, it is understood by both the parent and the student that the student agrees to comply with its contents.

_____	_____	_____
Parent/Guardian Name (Printed)	Parent/Guardian (Signature)	Date
_____	_____	_____
Student Name (Printed)	Student Name (Signature)	Date

Transportation Waiver

The following must be signed by a parent, parents of drivers (when appropriate) and a copy of a valid driver’s license for the driver must be attached prior to any athlete being allowed to drive or ride with others to practice.

_____ has my permission to:
Student Name (Printed)

(check one)

_____ drive to practices

_____ ride with _____ to practices.
Driver Name (Printed)

Pursuant to district policy, a copy of the driver’s valid license is attached to this signed form.

_____	_____	_____
Driver Name (Printed)	Driver (Signature)	Date
_____	_____	_____
Parent/Guardian Name (Printed)	Parent/Guardian (Signature)	Date

Parent/Guardian Check List - Items listed must be completed and returned to the school along with this signed sheet prior to a student participating in extracurricular activities.

- [] KSHSAA History & Physical Evaluation (Only required for activities listed in the first paragraph of this page.)
- [] USD 382 Pupil Emergency & Consent Form (Required for all activities.)

PHS STUDENT EXTRACURRICULAR GUIDELINES

After discussing the rules and guidelines for Pratt High School extracurricular activities, I will do my part to make Pratt High School Activities as successful as possible.

I understand and will cooperate with these guidelines as presented to me.

STUDENT: _____

Date: _____

This form should be used for students who participate in the following organizations and are not involved in any others:

Business Professionals of America
FCCLA
PHS Musical
Newspaper
Pep Club
Science Club
VICA
KAYS

FCA
Foreign Frogs
National Honor Society
Pep Band
SADD
TSA
Yearbook
Student Council