

**LOGAN
JUNIOR & SENIOR
HIGH SCHOOL**



**STUDENT
ACTIVITIES
HANDBOOK**

2014-2015

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Logan Activities Philosophy

Purpose of Athletics and Activities

Athletics and activities are an integral part of the High School setting. The Department of Activities offers a focal point for school spirit throughout the academic year, complementing the academic, cultural, and social facets of high school life. Since athletics and scholastic activities are the most highly visible activities, the standards, goals, and ideals must remain in harmony with academic programs.

The mission of the Department of Activities is to offer students the opportunity to participate in competitive athletics programs and in enriching scholastic activities, while ensuring that they are provided with a level of quality education, which leads to, recognized academic achievement.

All students who participate in athletics and activities at Logan Junior & Senior High Schools are required to comply fully with all policies that apply to all students in admissions, curriculum, diploma requirements, class attendance, personal conduct, and other matters.

All athletic practices, contests, and scholastic activities will be conducted in compliance with the principles of fair play and amateur athletics competition, as defined by KSHSAA and the Western Kansas Liberty League. All rules of these organizations will be observed and enforced. This activities handbook will apply to all activities sponsored by KSHSAA offered at Logan Schools.

Athletics Program Objectives

- To have Logan Schools represented by student-athletes whose conduct reflects credit upon the school district and whom are people making normal progress in programs with appropriate academic counseling, advisement, and support.
- To field disciplined and competitive student-athletes and teams, coached and supported by highly motivated individuals who are dedicated to the spirit of all school and KSHSAA rules.
- To strive for improvements in the system of athletics by cooperating with individuals and other school districts to reduce pressures and poor sportsmanship.

Sportsmanship

Philosophy: Activities are an important aspect of the total education process in 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 students and 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: 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 for the policy.

ALL ACTIONS ARE TO BE FOR, NOT AGAINST; POSITIVE, NOT NEGATIVE OR DISRESPECTFUL!

Section 1 – General Regulations

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 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 sportsmanship behavior to reflect on your school.

Art. 2: ***ENFORCEMENT PROCEDURE***

- a. It is encouraged and recommended by KSHSAA that local boards of education adopt these regulations and reinforce them as indicted herein.
- b. The Executive Board of KSHSAA 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.

Administration Role

The administration is charged with the responsibility of enforcing Citizenship/Sportsmanship Rule 52 and its general regulations. The quality of behavior or sportsmanship displayed reflects the leadership provided by the administration and School Board. The high school administration is responsible for leadership in the various programs under their supervision. The administration is responsible for the behavior and the conduct of all groups involved.

Coaches Role

The coach must demonstrate and apply leadership, integrity, responsibility, self-control, knowledge of rules and regulations of the sport(s) he/she is coaching, honesty, and sportsmanship at all times on and off the playing field/court. It is necessary and important that the coach act in a responsible and professional manner at all times, because he/she represents the school, community, the profession, the faculty/staff, and the student body. The coach must set a good example for all student-athletes he/she coaches. Any attempts to teach or coach unsportsmanlike conduct have no place in the coaching profession. The coach should never place the value of victory above that of instilling the highest possible ideals and character traits in the players. Safety and welfare of the players should be uppermost in a coach’s mind and never be sacrificed for personal prestige or glory. Each coach is to conduct him/herself in such a manner as to maintain the dignity and decency of the profession.

Parents Role

The parent is to show support for all student-athletes involved, not just those representing their school. He/she is to encourage all student-athletes to achieve the highest level they can with positive statements and cheer. He/she is encouraged to know the rules of the game and give support to the coaches and referees involved with the competition. They are to set a good example for others around them and for the young people involved in the activity.

Players Role

Players are admired and respected by other students of all grade levels as well as adult spectators. They have significant influence over the actions and behavior of spectators of all ages.

Required Responsibilities

Players will perform the following responsibilities:

1. Accept and understand the seriousness of your responsibility, and the privilege of representing the school and community.
2. Learn the rules thoroughly and discuss them with parents, fans and fellow students.
3. Cooperate with the coaches and always exercise good sportsmanship by living the rules and role as stated.
~~*If you fail to comply with this and participate in unsporting behavior as determined by the coach, before returning to play, you must write a letter of apology to the appropriate offended parties.~~
*If the athlete fails to exercise good sportsmanship in competition and receives an “unsporting related penalty” by an official, the athlete will write a letter of apology to the appropriate offended parties.
4. Only the captain may communicate with the officials on the clarification of rules. It is his/her responsibility to communicate what was said, back to his/her teammates and/or coach.
5. Always respect the official’s judgment and interpretation of the rules. Never argue or make non-verbal gestures, which indicate disagreement.
6. Congratulate opponents in sincere manner following either victory or defeat. This is a true measure of character.
7. Exercise self-control at all times, accepting all decisions, and unusual occurrences.
8. Treat opponents with the utmost respect.
9. Shake hands with opponents prior to the contest and wish them luck with all possible.

The previous information was taken from the Kansas Citizenship/Sportsmanship Manual produced by the Kansas State High School Activities Association. A more complete article can be found in the Athletic Director’s office.

Duties of the Activities Director

The athletic director of USD 326 shall be responsible for the total activities programs at the junior high & high school. He/she shall work with the principal and superintendent in the discharge of his/her duties. Those duties are as follows:

- ~~A. Evaluate the coaches yearly~~
- B. Schedule all athletic events.
- C. Be responsible for contracts with schools and officials for all athletic events.
- D. Assign officials to games when the league commissioner has not secured them.

- E. Supervise and certify all physical and academic eligibility forms and reports.
 - F. Organize and promote all athletic tournaments.
 - G. Supervise inventory of all athletic equipment and develop a rotation of uniforms.
 - H. See that rules and regulations of KSHSAA are followed as written.
 - I. Be responsible for publicity of all activities and events.
 - J. Send all pertinent information and rosters to competing schools.
 - K. Meet with all coaches deemed necessary for the operation of effective activity programs.
 - L. Arrange for all overnight trips, motels, and secure best rates possible.
 - M. Oversee purchases with activity funds and seek superintendent approval.
 - N. See that the field or course areas are ready for competition and equipment is operating.
 - O. Checks clean up and maintenance of facilities.
 - P. Supervises ticket sales, roster, and program information, and assigns contest workers.
 - Q. Attend all league meetings requested to attend and a variety of area and state conferences.
- ** In addition to these duties, the principal may assign other responsibilities.

Duties of the Head Coach

The head coach shall coordinate the total program in the activity they are assigned to. He/she shall:

- A. Report directly to the Activities Director &/or the Principal.
- B. Follow the policies of the KSHSAA handbook.
- C. Hold pre-season meeting with student-athletes to discuss philosophy of program and inform them of responsibilities and regulations.
- D. Supervise assistant coaches, assign their respective duties, and conduct staff meetings.
- E. Encourage assistant coaches to be familiar with rules, regulations, safety procedures and first aid prior to the start of the season.
- F. Assist the Activities Director in the completion of all forms as required by KSHSAA and the school.
- G. Insure a staff member remains until all participants have left facilities and secured facilities.
- H. Plan, organize, and implement the teaching of correct fundamentals, strategy, rules and techniques.
- I. See that facilities and equipment are maintained to insure a clean, healthy, and safe environment for all activities, and report deficiencies and damage immediately to AD.
- J. Assume responsibility for the conduct and well being of all team members, including assistant coaches.
- K. Attend coaches meetings and complete exams as required by KSHSAA.
- L. Instruct participants in the need for reporting injuries to coaches immediately.
- M. Evaluate total program and make recommendations to the Activities Director. This includes assistant coaches and equipment.
- N. Issue equipment and uniforms and keep accurate records. At the end of the season, collect inventory, store equipment and uniforms, and give copy of inventory to Activities Director no later than three weeks after last contest.
- O. Submit equipment and uniform needs to Activities Director &/or Principal at the same time inventory is handed in.
- P. Order equipment and uniforms, only AFTER approval of the Principal. Failure to do so might result in a loss of future funding.
- Q. Be responsible for public relations and the publicity of the program, and prepare results for all media outlets, regardless of the outcome and then copy to the AD.

- R. Make an effort to support and/or attend other activities at Logan Schools.
 - S. Make sure all fundraisers, including T-shirts for team/club members, are approved by the Activities Director &/or Principal before starting.
 - T. Make sure all money collected from students for fundraisers is deposited in the activity account for the sport/activity through the athletic department.
 - U. Keep a record of the amount and who and what the money was received from.
 - V. Complete the District Purchase Order Form for any purchase and make sure it is approved by the Principal before the items are ordered.
 - W. Complete a Transportation Release Form for any student-athlete riding home with parents after a school activity.
- **Attend to other duties assigned by the Activities Director and/or Principal.

Duties of the Assistant Coach

- A. Be responsible to the head coach of the sport in which he/she is working.
- B. Will attend all practice sessions and meeting when requested to do so by the head coach.
- C. Will perform duties as assigned by head coach.
- D. Should be involved, along with the head coach, in selection of student-athletes who are to receive letters and/or personal awards of outstanding achievement.
- E. Will, along with the head coach, assume responsibility for the conduct, and supervision of all team members.
- F. Will understand rules and regulations of the activity he/she are involved with.
- G. Assist in maintaining a safe environment.
- H. Will NOT undermine/disagree with the head coach outside the coaching circle.

Approval of Officials

The head coach shall, upon request of the Activities Director, turn in a list of officials they feel are not of the quality necessary for officiating at their level of competition. The Activities Director will send these names to the league commissioner with a request not to assign these officials to do Logan USD 326 events. Head coaches will understand that officials may have to be used, when no others can be found.

Travel Policies

1. The head coach is responsible for the team and all others associated with their programs.
2. **Players on an athletic team shall be expected to leave with the team on out-of-town trips. Exceptions may be granted with approval from the Principal or Superintendent. ONLY under extreme cases will a student be allowed to participate if not arriving by school transportation.**
3. **An athlete may be permitted to ride home with their parent(s) at the coach's discretion.**
4. Under no circumstances shall a coach allow an athlete to ride home with a student spectator or other parent who has driven to the game or match.
5. Only personnel duly authorized by the coach and/or administration should travel on the school transportation. Only students participating in the event may miss school to travel.
6. The coaches are responsible for proper dress and conduct for their teams while on trips and should keep in mind that individuals and teams are representatives of Logan Schools and are subject to all school rules.

7. The coaches shall make it policy to remain with the team at all times while they are in the locker room at other schools. The coach is responsible to check the condition of the locker room before and after use by his/her team and to report to the host school any damage that might have occur during use.
8. Coaches are to request that all injured or non-participating members of their team to sit and observe the game like they are sitting on the bench or sideline.
9. Coaches are held responsible in making sure the suburbans and school buses used for activity trips are clean of general trash at the conclusion of trips. They are to instruct the student participants to pick up in their area before leaving the bus. Coaches are expected to administer punishment on teams that leave these vehicles dirty.

Student Insurance and Injuries

Insurance: It is policy of USD #326 that each student participant should maintain their own insurance to cover an injury while participating in the activity programs offered. However, if the cost of the injury reaches \$10,000, everything over that up to \$25,000, is covered by the KSHSAA Catastrophic Insurance that each member school has access to. This insurance is designed to cover the portion of expenses above \$10,000 and does not cover the average and usual costs incurred by most students while participating in the activity programs.

Injuries: If any injury is sustained while participating in interscholastic activities practice or competition, it should be handled in the following manner:

1. Notify emergency medical personnel immediately.
2. If a student needs immediate attention, **NOTIFY PARENTS BY PHONE ASAP.**
3. If you are unable to contact a parent, notify the student's emergency contact.
4. One coach should remain with the student, at all times, until parent/guardian is present.
5. Student accident reports must be filed with the school office as soon as possible, but not longer than 24 hours after following the injury.
6. Follow-up should be made with the student-athlete and parent within a responsible timeframe.
7. Care should be exercised in rehabilitating an injured student-athlete and caution observed in placing that player back into the activity. **ALWAYS** obtain medical clearance if previously seen by a medical professional, otherwise coaches are the final authority.

Eligibility, Physical Exams, and Parental Permission

KSHSAA Rules and Regulations

- A. Logan High School is a member of the Kansas State High School Activities Association and as such abides by the following set of rules governing eligibility.
 1. They are bona fide high school students **in good standing**, with regular attendance.
 2. Their conduct and standards of sportsmanship are satisfactory and do not bring discredit to themselves or their school.
 3. They are not 19 years of age on or before September 1 of the school year in which they compete.
 4. They have not completed eight semesters of high school attendance (includes total attendance, beginning with the ninth grade). Their last two semesters of possible

eligibility must be consecutive.

5. They have not had eight semesters of competition for more than four seasons in one sport (grades 9-12).
6. They have passed five subjects of unit weight or the equivalent during their previous semester of attendance. All credits from alternate attendance/learning centers must be completed by 10 calendar days following the last day of the current semester.
7. They do not engage in outside competition in the same sport during a season in which they are representing Logan High School. Contact the Activities Director if questions arise about outside competitions or teams.
8. They have passed an adequate medical physical examination, given by a physician and have the written consent of their parents or legal guardian.
9. They have met the requirements of the Transfer Rule if they are transfers to USD #326. Contact the Athletic Director if you have questions.
10. 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 Rule.

Logan High School Rules and Regulations

B. Academic standing is very important and students must be performing in the classroom in order to represent USD #326. This eligibility rule applies to all students in grades six (6) through twelve (12) participating in any extra-curricular activities. This includes any and all extra-curricular activities, including dances, with the only exception being class-related activities that would negatively affect a student's grade. The building administrator will make the final decision regarding eligibility.

1. Teachers will turn in grades weekly on Monday. If a student has a failing grade(s) in subject, he/she will have until the next Monday to raise her/his grade(s). If at that time there is still an "F" in any subject, the student will be ineligible beginning immediately until the following Monday. He/she will remain ineligible until all grades are passing at check time.

NOTE: If a teacher has not entered at least one (1) new grade for the week following a student's ineligibility, the student will again become eligible for that week.

2. Grades will be determined on an accumulative basis each marking period. Eligibility will not be checked until the 3rd Monday of each new marking period. This allows two (2) weeks for grades to be accumulated before beginning weekly checks. Students will be allowed to practice during the time of eligibility.

*[See also **Board Policy**, ART XXII, Sec 1-4, Pgs 39-40]*

- C. It is important that all students realize that involvement in extra-curricular activities is a privilege and not a right. Deliberate misbehavior, destruction of school property, unexcused absences, and such will cause them to lose their good standing in school and, as a result, their eligibility to participate in interscholastic activities.
- D. **Any student-athlete can be suspended from activities, for an indefinite amount of time, for ANY violation of the student-handbook.**

Physical Exams

- E. Every student who participates in athletics, Crimsons, and/or cheerleading, must have on record with the school a KSHSAA physical examination form, which is signed by the doctor and at least one parent/guardian. The actual physical examination must take place on or after May 1st prior to the school year for which it is valid.
- F. NO participation of any kind, practice, conditioning, or competition, shall be allowed until the physical form is complete and on file in the school office.

Parental Approval Form -

A parental/guardian contract shall be on file before a student will be allowed to participate in any activities. This form shall be in addition to the KSHSAA physical form and shall serve the purpose of providing proof that the parents understand the eligibility requirements, the insurance status, and the rules and regulations, to include the substance abuse policy of Logan High School. This form is to be passed out to the parents and/or student-athletes at the pre-season meeting.

Lettering Requirements

Coaches will post their lettering requirements in their individual contracts.

- ~~1. Any student, who completes four FULL seasons in High School or three FULL seasons in Junior High of an activity *in good standing*, shall receive a varsity letter for that activity.~~
- ~~2. Participants must complete the full season of an activity before they may receive a letter and complete the season in good standing. (Exceptions will be made for a participant who by reason of illness or injury fails to complete a full season, with approval by the head coach and athletic director.)~~
- ~~3. A coach has the prerogative to award a letter to an athlete who is deserving of the award in the opinion of the coach, but due to unique circumstances, did not qualify under the guidelines of the handbook. This should be kept to a minimum and not used for mass letterings for athletes, as this would lessen the value of the letter for those who earned it.~~

Lettering Requirements for Specific Activities

- ~~1. HS Volleyball In order to letter on the Logan High School Varsity Volleyball team, you must participate in one third of the total seasons games (to 25)~~
- ~~2. HS Football Play in 100% of varsity games, or named to a Post Season award.~~
- ~~3. HS Boys Basketball: Play 1/2 the Varsity Quarters~~
- ~~4. HS Girls Basketball Must be on the tournament team and remain eligible, or named to a Post Season award.~~

~~5. **HS Track & Field** Compete in 100% of Varsity Meets and accumulate 15 points in placing, or qualify for the State Track Meet.~~

~~6. **JH Volleyball:** A player will receive a Logan Junior High Volleyball letter if they are listed on the roster for the end of year varsity (league) tournament team.~~

~~7. **JH Football:**~~

~~1. Play in half of the quarters available for varsity competition.~~

~~8. **JH Boys Basketball:**~~

~~1. Play in half of the quarters available for varsity competition.~~

~~3. Qualify for the league tournament team.~~

~~9. **JH Girls Basketball:** A player will receive a Logan Junior High Basketball letter if they are listed on the roster for the end of year varsity (league) tournament team.~~

~~9. **JH Track:** In order to letter an athlete must meet at least one of the following:~~

~~1. Compete in at least 5 track meets~~

~~2. Set a school record~~

~~10. **Kansas Association for Youth (KAY):**~~

~~1. Must participate in 1 Adopt A Highway pickup.~~

~~2. Must help with the Arts & Crafts Fair (either bringing needed food items, working in the food booth, or painting faces).~~

~~3. Must participate in at least 2 school service projects. (prom clean up, help with school events, work KAY concession stand, etc.).~~

~~4. Must help with the Easter Egg Hunt (bring candy, fill eggs, help at the hunt, or sorting eggs after)~~

~~5. Must have 90 points if a general member or 120 points as a board member.~~

~~6. Must have all KAY bills paid before the 3rd Friday in April.~~

~~11. **Scholars Bowl:**~~

~~* Attend practice and actively participate in a positive and appropriate manner~~

~~* Study independently~~

~~* Be available to attend meets on week nights, except Wednesdays, and on Saturdays~~

~~* Be available to compete in at least four regular season meets nights and follow all applicable rules, regulations, and guidelines of U.S.D. 326, the KSHSAA, and the tournaments attended~~

~~* Help with and/or compete in the Logan Invitational~~

~~12. **Forensics:**~~

~~* Students must attend **and compete at 3** or more invitational tournaments in an individual event during the season.~~

~~* **Varsity** students must advance out of preliminary rounds and into finals at least once.~~

~~* **Novice** students must do one of the following:~~

- ~~A. Break to semi-finals 3 times, or finals once, at a novice tournament, OR~~
- ~~B. Break to semi-finals 1 time, or finals 1 time, at a varsity tournament~~
- ~~*Students must demonstrate good sportsmanlike conduct throughout the season.~~
- ~~*Students must comply with the Logan USD 326 district activity contract and the behavior contract.~~

~~13. **Crimsons Dance Team:** Everyone participating in good standing receives a Dance letter~~

~~14. **LHS Cheerleading:**~~

- ~~*Demonstrate leadership, teamwork, and school spirit in all areas on and off the performing area.~~
- ~~*Attending all games and practices unless excused by the Coach.~~
- ~~*Cheerleader must abide by the rules set forth by KSHSAA, Coach, and Athletic Department.~~
- ~~*Cheerleader cannot have received OSS during the season~~
- ~~*Complete the entire season as an active team member by contributing as much as possible.~~

~~15. **JH Cheerleading:** Everyone participating in good standing receives a Cheer letter.~~

~~16. **Music:** One letter will be given for music, not band or choir~~

- ~~*Student be enrolled in the music program for both semesters of the given year.~~
- ~~*Student must be in good standing~~
- ~~*Student must participate in the “extras” that come with being in the music program.~~
 - ~~Perform the National Anthem at a ball game.~~
 - ~~Audition for District Honor Band or Honor Choir~~
 - ~~Audition for any state level honor choir~~
 - ~~Participation in the John Phillip Sousa Band, Lions Band Camp or other similar activity.~~
 - ~~Perform at the nursing home/assisted living~~
 - ~~Prepare a solo or small ensemble for music contest~~
 - ~~Perform at the State music contest~~
- ~~*Genuine concern, care and attitude towards the development at a musician and as a participator in a group ensemble.~~
- ~~*Letters are awarded also based on the discretion of the director.~~

Pre-Season/Season

PRE-SEASON CHECK LIST

- A. All equipment should be carefully inspected to make certain nothing has happened since the past season. If any extra equipment or supplies are needed to be ordered prior to or during the season, the coach should notify the Athletic Director and work with him/her to see that the need is taken care of. **Approval by the Athletic Director &/or Principal is required before ordering of ANY supplies or equipment. Failure will result in a**

withholding of future funding.

- B. A record should be kept of all equipment and uniforms checked out to each student-athlete. All items shall be numbered to assist in the tracking process.
- C. Each head coach should carefully check every student-athlete wishing to participate to make certain they have a physical on file and are eligible to compete.
- D. Each head coach should turn in a list, to the Athletic Director, leave times to events and the number of students going, at least one week prior to the first competition.
- E. Each head coach should turn in roster/program information of his or her team by the end of the first week of practice. This should include the jersey number, grade level, and name as a minimum. This should also include the names of all assistant coaches and managers. Adjustments can be made later.
- F. The head coach is strongly encouraged to hold a pre-season meeting with parents and students. The coach should go over items, such as schedule, practice times and dates, care of equipment, traveling policies, etc. Schedules should be made available.

SEASON CHECK LIST

- A. Any changes to the roster should be brought to the Athletic Director ASAP so that information can be updated for home and away events.
- B. Any equipment needs must be ordered through the Athletic Director &/or Principal.
- C. SUPERVISION – This is extremely important, not only during practice, but before and after also. Participants should know what routine they are suppose to follow as they prepare for practice. Scheduling should be made to minimize time between the end of school and the beginning of practice. Coaches are responsible for making certain that the locker room is as safe, orderly and supervised as the playing field. This not only applies to practice, but also to game days when preparing for an event and after the event. It is the responsibility of the coaching staff to make certain that each athlete in his/her program has left the locker room after practice or a contest and that the doors in the school are secure; especially, if the contest has been away from the school and the coaching staff is the last to leave the building. Make certain all the doors are locked.
- D. Each coach should be extremely careful in allowing athletes or managers the use of their keys. Prepare so that you don't forget something needed at practice.
- E. ALL school rules apply when traveling to and from an athletic event. Transportation policies apply for all events. If an athlete misses the school's transportation to an away activity, that athlete is NOT allowed to compete in that activity, unless the superintendent gives special permission.

Post-Game Procedures

It is the head coach's responsibility to make sure that all equipment is accounted for after every competition. The head coach should notify the Athletic Director &/or Principal of any missing or broken equipment that needs to be replaced.

The head coach should check on injuries that might have occurred during competition as quickly as possible. This includes any injury that might have required the student-athlete to leave with medical personnel or parents/guardians. Make sure that parents/guardians are aware of any injury that might have occurred that did not require medical attention.

Calling/faxing in results is very important to the public and our school image. Cooperation and consistency are especially necessary in this area. If you follow those guidelines when you report, it will enhance public perception of the school district.

TIPS:

Promptness – Call/fax as soon as possible after the event. Don’t wait, especially on weekends and when late in the evening because of deadlines.

Vital Information – There are certain things that you should include when sending information out to the public.

You should include when at all possible:

- Final score
- The records of both teams
- First and last names of players
- Important facts (leading scorer, etc.)
- Score by quarters

****Assign the post-event responsibility for calling/faxing results to a specific person. It is the responsibility of the host school to turn in results, but don’t rely on them.**

TWITTER

USD 326 - Logan

NEWSPAPERS

<u>Name</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Logan Republican	785-689-4339	785-689-4338	loganrep@ruraltel.net
Norton Telegram	785-877-3361	785-877-3732	mstephens@nwkansan.com
The Advocate	785-543-2349	785-543-2364	theadvocate@ruraltel.net
Phillips Co Review	785-543-5242	785-543-5243	pcreview@ruraltel.net
Salina Journal-World	800-827-6363	785-827-6363	
Wichita Eagle	800-825-6397	316-268-6536	
Topeka Capital-Journal	800-777-7171	785-295-1230	
Hays Daily News	800-657-6017	785-628-8371	
Hutchinson News	800-766-5742	620-662-4186	
Nex-Tech			scores@nex-tech.com
Hill City Times (combined)	785-421-5700	785-421-5712	times@ruraltel.net
Stockton Sentinel (combined)	785-425-6354	785-425-7292	stkpaper@ruraltel.net
Plainville Times (combined)	785-434-4525	785-434-2527	pvtimes@ruraltel.net

RADIO

KQMA 785-543-2151 785-543-2152

TELEVISION

KBSH Channel 7 785-625-5277

Post Season

Post Season Check List – Meeting with Athletic Director

- A. Lettermen Winner Recipient List – Certificates will be printed by the secretary.
- B. Updated Inventory – Inventories will be put on a computer and a copy will be given to the Athletic Director &/or Principal.
- C. List of Missing Equipment/Uniforms – Athletes will be billed for any missing uniforms or equipment that has not been returned.
- D. Final Season Statistics – Season statistics will be kept on file with the Activities Director. A copy should be prepared for any media.
- E. Equipment needs – A list of equipment needs should be turned in to the Activities Director, in a timely manner. Request will be sent at the appropriate times.
- F. Scorebook – If applicable, scorebooks should be kept on file with the head coach.
- G. Plans for Athletic Recognition – The awards banquet will be held at the end of the year.

These items should be taken care of within two weeks of the end of the season.

GENERAL RULE

ATHLETES SHOULD NOT WEAR UNIFORMS TO SCHOOL, UNLESS ON GAMEDAY AS A SIGN OF TEAM UNITY, THIS INCLUDES PRACTICE UNIFORMS. THE ONLY REASON A UNIFORM CAN BE WORN BY SOMEONE OTHER THAN THE ATHLETE (PARENTS, GIRLFRIENDS, ETC.) IS FOR A TEAM FUNDRAISER. COACHES WILL KEEP A LIST OF WHO HAS CHECKED OUT UNIFORMS IN CASE THEY ARE NOT RETURNED OR ARE DAMAGED.

SUBSTANCE ABUSE POLICY

Section 1 – Philosophy and Purpose – It is USD #326's belief that participation in extra-curricular activities is *not* a requirement, it is a privilege. Being a "student in good standing" is a requirement to participate. When a student chooses to participate in an activity, he/she is a member of that team for twenty-four (24) hours a day, seven (7) days a week during the duration of the season. USD #326 also recognizes that the abuse of illegal drugs (including, but not limited to, alcohol, tobacco, prescription and non-prescription drugs, etc.) can pose a significant health risk. Their use can have negative effects not only on the users, but also on their families, team members, and other significant persons in their lives.

It is the purpose of this policy to provide district-wide consistency in the attempt to eliminate the use of controlled substances such as alcohol, illegal drugs, and tobacco products by doing the following:

1. Educate the students on the dangers of using controlled substances such as alcohol, illegal drugs, and tobacco products;
 2. Assist students that may be having problems as a result of using controlled substances such as alcohol, illegal drugs, and tobacco products;
- and

3. Keep the students participating in the activities of the school.

Section 2 – Rule – While a student is participating in an extra-curricular activity, she/he shall not:

1. Consume, possess, buy, sell, or give away a beverage containing alcohol;
2. Use, possess, buy, sell, or give away a tobacco product; or
3. Use or consume, have in possession, buy, sell, or give away any other controlled substance defined by law as a drug.

Interpretations:

1. This rule applies to all activities sponsored by the Kansas State High School Activities Association (KSHSAA), interscholastic activities, including KSHSAA-sponsored tournaments and non-athletic activities season that occurs prior to the start of the school year or after the close of the school year. Fall “buffer week” is part of the basketball season, and spring “buffer week” is part of the track season.
2. Penalties for violations of the USD #326 school policy shall be reported to the principal and activities director, and investigated.

It is the responsibility of each coach/sponsor to communicate this policy to his/her players/participants and their parents/guardians, along with additional rules pertaining to the activity supervised.

Section 3 – Violations, Reporting of – Violations may be reported in the following ways:

1. Self-admission by the student following the incident;
2. Witnessed by a member of the school faculty, staff, administration, other student, or patron. The report will be investigated and if confirmed, the student will receive the appropriate penalty. A ticket or citation, or any other notification by a law enforcement officer will also come under this category; and/or
3. Violations reported in a manner other than those listed above will be handled on an individual basis.

Section 4 – Penalties and Procedures – Violations will be handled as follows:

1. *First Violation:*

Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive days of competition/activities in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program. Penalties will be assessed for each activity in which the student is involved at the time.

Procedure:

- A. A conference with the student, parent/guardian, coach, school administration, and others deemed necessary will be held. The student will be counseled on the consequences of subsequent violations;
- B. The student will correctly complete educational materials assigned by the school administration;
- C. In a timely manner, the student shall show evidence in writing that he/she has sought, or has received, counseling from a

community agency or a professional individual such as a drug counselor, medical doctor, psychiatrist, or psychologist. This will be done at parent/guardian expense.

Exception: If self-admission was initially made by the student, she/he will be eligible when items "A" through "C" are completed. Suspension will be limited to only one (1) day of competition.

2. *Second Violation:*

Penalty: After confirmation of the second violation of this policy during a twelve (12) month period or during the school year, the student will be suspended from all remaining non-graded activities for the remainder of the school year.

Procedure: The school will refer the student for assessment of potential chemical abuse, misuse, or dependency, to a community agency or a professional individual outside the school.

Clarifications:

- A. After the violation has been confirmed by an administrator, periods of ineligibility will begin with the first contest of the season in which the student participates.
- B. Periods of ineligibility will not prohibit the student from participating in practices for an activity.
- C. A contest will be considered the day on which interscholastic competition is held. It is considered as a day of competition in which the student would normally compete.

The superintendent or principal shall have the authority to exclude pupils from participating in or representing the school in any activity or athletic contest for reasons of unsatisfactory conduct, attitude, scholastic achievement, or personal appearance.

Questions about the intent of any section of this policy should be directed to the superintendent/pre-K-12 principal. The student must acknowledge that she/he has read them and understands them in their entirety.

(See also **TOBACCO USE**, Pg. 5) (Adopted: 1999-2000, Revised: 7-11-11, 5-13-2013)

ALL ATHLETICS AND ACTIVITIES ARE INCLUDED IN THIS POLICY

In understanding that participation in or attending extra-curricular activities is a privilege and not a right, we expect our student-athletes to abide by higher standards, due to their high visibility in our school and community. Student-Athletes represent Logan Schools outside the realm of our school. In addition, athletic participation requires athletes to be physically and emotionally fit. The only way to accomplish this is to remain drug free.

I have read and understand the USD #326 Logan Substance Abuse Policy and

agree to abide by it while I am involved in Logan School athletics and activities or attending any Logan events. I understand that failure to abide by the said policies will result in the appropriate and outlined penalties covered within this policy. I also understand that individual coaches may present additional guidelines for participating their programs.

STUDENT SIGNATURE

DATE

PRINTED NAME

I have read and understand the USD #326 Logan Substance Abuse Policy. I also understand that while participating in athletics, injuries may occur. Injuries can range from a minor sprain to head and spinal injuries that may cause death. I understand that I am responsible for any medical bills that may occur. I do understand that the Logan Junior and Senior High Schools and the Kansas State High School Activities Association have secondary insurance coverage available. My signature allows my student to participate in athletics/activities at Logan Junior or Senior High School for the school year 2014-2015.

PARENT(S)/GUARDIAN(S) SIGNATURE

DATE

****The form must be signed and returned to the High School Office prior to the student participating in practices, competition, events, dances, and/or field trips.**