

ATHLETIC/ACTIVITY HANDBOOK

EXTRACURRICULAR ACTIVITIES

LEAGUE AFFILIATION: Beloit-St. John's, Lakeside, Lincoln, Natoma, Osborne, Pike Valley, Rock Hills, Stockton, Sylvan-Lucas, Tescott, Thunder Ridge, Tipton comprise a league known as the Northern Plains League for high school and the Pike Trail League for junior high. Activities sponsored include football, volleyball, cross country, basketball, track and field, golf, speech, and scholars bowl.

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION
601 SW COMMERCE PLACE, P.O. BOX 495, TOPEKA, KS 66601-0495

ELIGIBILITY REQUIREMENTS: To represent the school in any extracurricular event, league or non-league, a student must:

1. Be a bona fide student in good standing;
2. Be no more than nineteen (19) years of age for Senior High and fifteen (15) for 8th grade by September 1st of the participating year.
3. Not have attended high school eight semesters including the ninth (9) grade.
4. Have not yet completed eight semesters of competition, nor more than four seasons in one sport, including grades nine (9) through twelfth (12) grade.
5. Be passing in at least five (5) subjects of unit weight.
6. Have passed in five (5) subjects during the last semester of attendance and the 7th and 8th semesters must be consecutive.
7. Not engaged in any outside competition during the season in which he/she represents the school in any sport/activity.
8. Have passed an annual physical examination by a physician and have the written consent of the parents on file in the school office.
9. Have the KSHSAA recommended concussion & head injury information release form on file in the school office.
10. Have met the requirements of the transfer rule if transferring from another school.
11. Must be listed on the KSHSAA eligibility list before competing.
12. Must be in attendance **by 2nd hour** and remain at school the remainder of the day on the day of the contest to be eligible to participate unless an acceptable excuse has been provided to the office according to school policy. An example of an acceptable excuse is to see a doctor to be released to participate fully.

CONTRACT. Each student and parent will receive a contract to read and sign.

FUNDAMENTALS OF SPORTSMANSHIP

1. Gain an understanding and appreciation for the rules of the contest. The necessity to be well informed is essential. Know the rules.
2. Exhibit appropriate behavior at all times. You are a representative of USD #399. Your behavior influences others whether you are aware of it or not. All equipment and facilities should receive the utmost respect and care. You are responsible for any and all

equipment checked out to you. It is to be turned in at the end of each season in good condition and clean. Students will furnish their own towels for showers.

3. Recognize and appreciate skilled performances, regardless of school affiliation. Applause for an opponent's good performance displays generosity and is a courtesy that should regularly be practiced. This not only represents good sportsmanship but reflects a true awareness of the game by recognizing and acknowledging quality.
4. Exhibit respect for officials. The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are a part of it. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of good sportsmanship is to accept and abide by the decision made. Respect and abide by the official's decision.
5. Display openly a respect for the opponent at all times. Opponents are guests and should be treated as such.
6. Learn to win with character and lose with dignity. Display a positive attitude. Profanity is prohibited.
7. Students should maintain a competitive atmosphere in the activity program. Teamwork is to be promoted, while honoring individual successes.

STUDENT VIOLATIONS: All students will be expected to observe the rules of good sportsmanship and common courtesy during athletic and other extracurricular activities. Those who do not will be removed from the contest immediately following the exhibition of poor sportsmanship or the discourteous action. Disciplinary actions may follow and can include suspension from some future contest or removal from the team for the remainder of the season.

DRUG, ALCOHOL, VAPING AND TOBACCO POLICY: The unlawful possession, use, sale or distribution of illicit drugs and alcohol and/or the possession or use of tobacco/tobacco or Vaping products on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P. L. 102-226, 103 at. 1928.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and:

- First Offense: Suspension from one (1) competition day.
- Second Offense: Suspension from two (2) competition days.
- Third and subsequent Offenses: Suspension from participation and attendance at all school activities for one year; A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student maintains regular attendance at an approved drug and alcohol education and rehabilitation programs.
- Suspensions will carry over until they are served.

AFTER SCHOOL PRACTICES: Students engaged in after-school-hour practices will enter the building (s) where the practice is scheduled in an orderly manner and will report directly to the area specified by the coach or sponsor. Students are not to run at large in the building. Coaches assigned to the students are to be in attendance during the entire practice sessions and are not to leave any student unsupervised.

Students must be in attendance by 2nd hour and remain in attendance for the remainder of the day to be eligible to participate unless an acceptable excuse has been provided to the office according to school policy. An example of an acceptable excuse is to see a doctor to be released to participate fully. A doctor's note will be required.

During rehearsals for band, chorus and other activities that take place after school hours, only those students who are involved will be admitted in the building unless previous arrangements are made with the sponsor.

ACTIVITY SCHEDULES: Students participating in any school athletic program, or in extracurricular activities, will be provided a copy of the season's schedule prior to the first scheduled game or event. Up-dates will be provided if any changes are made in the schedule. It is the student's responsibility to take this information home. Schedules and additional information will be posted on the bulletin board in the high school hallway and printed in the weekly calendar of events. Students should make it a habit to check the bulletin board daily for any changes.

CANCELLATION OR POSTPONEMENT OF ACTIVITY PRACTICES: In the event that it becomes necessary to dismiss school due to inclement weather, the administration shall be responsible for making the decision to cancel, postpone, or conduct an activity whether it be a regular scheduled practice or event. The general rule prevailing is that practices will be canceled and previously scheduled events, other than practices, will be canceled, postponed or conducted based upon the merits of each situation. When school is dismissed prior to the beginning of a school day, there will be no practice held during the course of the day. If it is too bad to have school, it is too bad to have practices. Our primary concern is always the safety of the student.

GENERAL RULES FOR ALL ACTIVITIES

1. Unexcused practices: Unexcused refers to those things that should not take priority to team membership, such as but not limited to: shopping, hair appointments, work, and anything that has not been discussed with the coach prior to the absence. The following discipline will be incorporated:
 - a. 1st offense - Extra conditioning-
 - b. 2nd offense - Not participate in the next game or track meet, but must attend and sit with the team-
 - c. 3rd offense - Dismissal, coach will notify parents-.
2. Late for the bus. You will be left at home.
3. Dress attire for all activities. Athletes and managers are to dress neatly on game days. Slacks, a dress, or a skirt are appropriate for girls. Cheerleading uniforms are classified as proper dress attire. Matching leggings and turtlenecks may be worn. Dress pants, a nice shirt with a collar is required for boys. **NO DENIM JEANS ARE ALLOWED** regardless of the color unless prior approval has been received from the coach. Prior approval should occur several days before game day to allow the coach to make a decision. Coaches may require specific attire for activities, i.e., must wear a

- tie. If the student does not have specific attire, notification to coach needs to be made two days prior to the day of the activity.
4. Students must follow the drug/alcohol policy in the student handbook and will be dealt with according to the policy.
 5. During basketball season, the boys' basketball team will sit as a team and support the girls' basketball team until time to report for the boys' game. Girls' basketball team members will sit in the pep club area and support the boys' basketball team during the boys' game.
 6. Policies in the student handbook will be followed. The Board of Education policies supersede any rules set up in this manual.
 7. Students are encouraged to wear any prescribed medical braces when participating in any sport, including Cheerleading.
 8. Students are responsible for providing their own water bottles and sweat towels.
 9. One chenille letter ("P" or "N") will be awarded to a student upon lettering in an activity for the first time. Thereafter, pins and bars will be awarded as they are earned.
 10. Parents will need to provide written permission to the coach for their child, regardless of age, to leave an activity with **another parent**, other than themselves, prior to the departure of the activity. Before a student will be dismissed at an activity, the student must be signed out with the coach. We don't want to have a miscommunication and end up leaving a student.
 11. Managers are under the same guidelines.
 12. Students who are not members of the team or pep club are not allowed to ride the bus to activities due to supervision assignments.
 13. Eligibility of student will follow the student handbook. Participation in USD #399 6-12 Interscholastic Athletics (Cross Country, Volleyball, Football, Basketball, Track, and Golf) is a privilege, and not a right. The expectation of USD #399 is that all students participating in athletics achieve academically at a minimum level as designated by a D, 65% in all classes during participation. The first two weeks of **each semester** shall be a period where students are accumulating grades to demonstrate their knowledge and effort toward learning district curricular objectives. Eligibility will be cumulative by semester. On the **Monday** of the **third** full week of classes during each semester, and thereafter throughout the semester. Additionally, by **email and/or mail**, parents will be notified each week IF their student (s) has a cumulative average in any class below 65%. Should a student/athlete's average in ANY class (es) be reported below the 65% level, they will not be allowed to participate in competition **beginning on the following Monday and continuing to the next report**. It will be the student's/parents responsibility to initiate contact with the instructor (s) to identify the academic deficiency and get it corrected to achievement above the 65% level. Opportunities available, but not limited to, for additional instructor contact include before school, during seminar period, and/or after school.
 14. Parents or any other spectators are not to question any of the coaching staff concerning a coaching decision made during the sporting event. At this point in a sport all emotions and tempers are running high, and an appointment should be made to speak with the coach about the sporting event at a later date.
 15. Student in Good Standing guidelines will be followed from the Student Handbook.

AWARDS & LETTERING POLICIES

JUNIOR HIGH AND HIGH SCHOOL

VOLLEYBALL, FOOTBALL, CROSS COUNTRY, BASKETBALL, TRACK, and GOLF

To letter a player must play in a majority of quarters, one over half, of all regular season varsity games. Players meeting this criterion will receive a letter (one per student), an emblem, and a bar for that sport. Each succeeding year, players will receive a bar to be placed under the emblem.

Volleyball, Football and Basketball athletes are eligible for Northern Plains League recognition upon recommendation by their coach and being selected at the All-League Selection meeting.

CROSS COUNTRY

Members will earn a letter upon placing in a varsity meet or at the coach's discretion.

STUDENT COUNCIL AWARDS

Those students holding an office in student council will receive a STUCO pin, unless they were an officer and did not fulfill the duties of that office.

Ex. President
 Vice-President
 Secretary
 Treasurer

SCHOLARS' BOWL AWARD

Students will letter in Scholars' Bowl by participating in half of the competitions. Lettering will be awarded as follows: Varsity letter, "Scholastic Bowl" pin and a bar (first year only); a bar, (succeeding years), certificate of participation.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character. Membership is granted only to those students who meet the criteria for selection and are enrolled as qualified sophomores, juniors, and seniors.

Students with a cumulative grade point average of 3.50 or higher on a 4.00 scale are eligible for consideration for membership on the basis of leadership, service and character.

Upon selection in National Honor Society, members receive a pin and a certificate. Members are recognized during the awards banquet in May. Graduating senior members wear the blue and gold **collars**, which symbolize scholarship, leadership, community service and academics.

An installation ceremony is conducted **before** the awards banquet. New members are inducted and sign the record book.

FFA

Becoming a Future Farmer of America (FFA) member means being involved in a wide range of activities. There is a three-part educational program:

1. Classroom work
2. FFA
3. Supervised Agriculture Experience Program (SAE) which allows the member to combine what is learned in the first two.

Members are eligible for numerous awards and recognition for excellence in SAE. Ribbons, plaques and cash prizes at fairs, banquets and conventions can be earned as you become involved.

PROFICIENCY AWARDS: This is one of the most diverse award categories offered by FFA. Most SAE's are covered in one of the proficiency award areas. Members receiving first place in the FFA Chapter then compete at the district level. District winners compete at the state level and move on to the regional and national competitions if they win at these levels.

FFA DEGREE LADDER: As members progress through FFA and SAE's begin to grow, movement up the degree ladder occurs. Progress made in leadership, agriculture education and the SAE program is recognized.

An FFA banquet is held each year in May, where the students receive their awards and recognitions.

CHAPTER LEVEL-MEMBERS RECEIVE:

1. Greenhand FFA Degree (Bronze Pin)
2. Chapter FFA Degree (Silver Pin) which is the highest degree. This degree comes with two or three years of membership.

These are also presented at the state and national levels. **Officers have to be enrolled in an AG class.**

BAND/CHOIR AWARD PROGRAM

Junior High Level Possibilities:

1. Distinction of being an outstanding band member (medal and ribbon).
2. Distinction of being an outstanding choir member (medal and ribbon).

Criterion for Either Distinction.

1. Leadership ability in band or choir.
2. Playing at home basketball games (band).
3. Taking a solo to contest, either instrumental or vocal.
4. Showing a level of steady improvement on scales assessments (band)
5. Volunteering for vocal solos in music.

High School Level Possibilities.

1. Distinction of being an honor recipient of the "Semper Fidelis" Award
2. Distinction of being an outstanding band member (medal and ribbon).
3. Distinction of being an outstanding choir member (medal and ribbon).
4. Lettering program:

Each year the band or choir member participates in band or choir they will “letter” based on the criterion listed below. The first-year letter consists of a 4-inch chenille lyre with a sash of “NHS” printed over it, along with a bar for designation in choir, and a pin “Band”, for band. Each year after the first year they letter, they will receive a bar for designation in choir, and a pin “Band”, for band.

Lettering Criteria for Band is to meet Two of the following:

Band: Taking a solo to contest
Performing in an Ensemble at Contest
Auditioning and Participating in District Honors Band
Auditioning and Participating in Youth for Music
Going to a camp
Doing an Outside Performance
Private Lessons

Lettering Criteria for Choir is to meet Two of the following:

Vocal: Auditioning and Participating in District Choir
Auditioning and Participating in Youth for Music
Taking a Solo to Contest (list each contest)
(regional, state, GFWC etc)
Participating in an Ensemble at Contest
Doing an Outside Performance
(church, spaghetti suppers etc.)
Singing in an Extra Choir (Letter & Signature from Director)
(church-those with regular practices and performances)
Going to camp

JUNIOR HIGH AND HIGH SCHOOL CHEERLEADING

The cheerleaders of Natoma High School and Paradise Junior High should uphold the highest standards as ambassadors of the school. High School cheer squad will be limited to up to 6 participants. Junior High squads have no limit on the number of members, but may require a rotation of cheerleaders cheering at each event.

TRYOUTS: If necessary, tryouts are held in the spring or summer of the preceding year, and each prospective cheerleader will try out in a small group performing a cheer, chant, the school song, and 3 different jumps.

PRACTICES (HIGH SCHOOL): Attendance is required at all practices unless excused by the sponsor. All missed practices must be made up.

PRACTICES (JUNIOR HIGH): Practices will be determined by the sponsor (s) and the principal, and no practices will be scheduled without permission or held at any place unless sanctioned by the sponsor (s).

CONDUCT:

1. A cheerleader shall cooperate with the other cheerleaders, sponsor, game officials, and all others.
2. During a game, a cheerleader should be peppy, well groomed, and in command of any situation that may arise.

3. A cheerleader should not eat, drink, or chew gum while on the field or court cheering.
4. The sponsor and administrator shall have the power to reprimand any cheerleader for the following: undesirable or immoral behavior, sloppy appearance or habits, undesirable language or gestures, failure to perform the duties outlined in these by-laws, any act that harms the reputation of the school, violation of the rules established by the school.

Reprimanding of any misconduct discussed in these by-laws shall be dealt with in this manner:

1st offense: Sponsor will talk to the cheerleader.

2nd offense: Cheerleader must go before the administration.

3rd Offense: Cheerleader will be dropped from the squad for the rest of the season. If the sponsor and administrator feel the first violation is serious enough, the offending cheerleader could be dropped from the squad immediately.

UNIFORMS:

1. Each cheerleader will be responsible for the upkeep (repair and cleaning) of their uniform.
2. The school will provide one skirt and shell for each cheerleader. All other equipment (camp uniforms and personal items such as shoes, socks, tights and blouses that cannot be worn by future squad members) will be purchased by the cheerleaders at their own expense or with money made through moneymaking projects.
3. Uniforms are not to be worn except on game days and at games, unless permission is gained from the sponsor (s).
4. If any uniform is returned in poor condition, due to a squad member's neglect, it shall be replaced by the cheerleader involved.

GAMES (HIGH SCHOOL):

1. Cheerleaders shall perform at all pep rallies and all designated games, both at home and away.
2. Cheerleaders will be expected to put cheer responsibilities first, notifying the sponsor when there is a conflict.
3. A cheerleader should actively look for ways to fulfill her responsibilities, cooperating with others involved in activities and realizing the personal commitment necessary for good performance.
4. All cheerleaders will sit with the pep club when they are not cheering except when excused by the sponsor.
5. Cheerleaders who participate in basketball must be on the court and cheering by the start of the second quarter of the following game.

GAMES (JUNIOR HIGH):

1. Cheerleaders shall perform at all pep rallies and all designated games both at home and away.
2. Cheerleaders must be in place when games start (**if cheerleader is not participating in another game**) and remain in place while a game is being played. Cheerleaders will be dismissed at half time and between games to go to the concession stand, restroom, etc. Cheerleaders are to make sure they are back in place by the time the game starts once again.
3. Cheerleaders will be expected to put cheer responsibilities first, notifying the sponsor when there is a conflict.
4. Cheerleaders will be expected to follow the cheering schedule designated by the sponsor (s).

5. A cheerleader should actively look for ways to fulfill her responsibilities, cooperating with others involved in activities and realizing the personal commitment necessary to good performance.

LETTERING: To letter in High School and Junior High Cheerleading, a cheerleader must have no unexcused absences from any games. Unexcused absences are anything not approved by the sponsor prior to the game and by-laws. Cheerleaders meeting this criterion will receive a (first year only) letter, megaphone pin and bar. Each succeeding year, cheerleaders will receive a bar.

HIGH SCHOOL DANCE TEAM

The Natoma High School Dance Team, the Tigerettes, perform at ballgames and other appropriate events during the school year. The Dance team members are governed by the same state and local handbook rules as athletes and cheerleaders. There are normally 10 places for members on the team, although this may vary from year to year depending upon talent and interest.

TRYOUTS: **If necessary**, tryouts are held in the spring for the following year's team. All members must be academically eligible to try out or to perform. The principal and sponsor will work together to set up the dance team tryouts.

PRACTICE: Attendance is required at all practices unless excused by the sponsor. All missed practices must be made up.

UNIFORMS: The school shall purchase the shell and shorts/skirt while the members will provide their own shoes and jackets. Uniforms may be worn only during performance.

CONDUCT: Dance Team members will follow the same rules of conduct as the cheerleaders.

AWARDS: To letter in Dance Team, a member must participate in all performances of the team. The first year they will receive a letter and a bar. Each succeeding year they will receive a bar also.

USD 399 ATHLETIC CONTRACT

1. I understand that the following rules will be enforced:
 - a. No profanity
 - b. Do not be late for practice
 - c. No use of alcohol, drugs, vaping, or tobacco
 - d. Do not wear jewelry to practice or games (including earrings).
2. I understand that I will abide by all rules as outlined in the Student Handbook.
3. I understand that the bus, leaving for games, will not wait for me if I am late.
4. I realize that what I do off the court affects my practice and my play as well as the other members of our team. Because of this, I will choose to eat a healthy diet, avoid the use of alcohol, drugs, tobacco, and vaping products, and avoid situations where alcohol or drugs are being used, and get adequate sleep.
5. Because I am a dedicated person and athlete, I will support my teammates in practice and in games or meets. I realize that our team has the edge as long as we show our spirit and willingness to work together on and off the court. Therefore, I will watch all games in which I am not participating.
6. Since the season is relatively short and our goals are relatively high, I will look for ways to improve my skills—with extra time and extra effort.
7. I realize that the coach is designing practices so that we might better meet our goals. I realize that suggestions and corrections made to me are not to be taken personally but should be accepted as a way in which our team and I might improve.
8. I understand that the concept of trust is an important one to the formation, maintenance and excellence of a team. I will support the concept with free positive speech rather than cheap talk.
9. I understand that if I leave a game/track meet, or miss a game/track meet without permission from the head coach, I will serve a 1 game suspension for the 1st offense and be dismissed from the team for the 2nd offense.
10. **I understand that if I clearly communicate with any of my coaches, whether verbal or written, that I want to quit the team, I will not be able to rejoin the team.** I will not letter or receive any awards or recognition or go on any trips or activities associated with that specific team.
11. I understand the eligibility procedure.

Parent/Guardian Signature/Date

Student Signature/Date