

LANSING HIGH SCHOOL

ACTIVITIES HANDBOOK



Learners today; Leaders tomorrow!

2017 – 2018

This handbook is meant to be an abbreviated version of Lansing USD 469 District Policy. Should a discrepancy between the two arise, District Policy supersedes the policies in this handbook.

USD 469 NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Unified School District #469 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, gender, age, disability or any other basis prohibited by state or federal law in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District #469 compliance with the regulations implementing Title II, Title VI (Race, Color, and National Origin), Title IX (Gender), Age Discrimination Act of 1975, or Section 504 (Disability) is directed to contact Unified School District #469, 401 S. 2nd Street, Lansing, Kansas 66043, (913) 727-1100. The Superintendent is designated by U S D #469 to coordinate the institutions' efforts to comply with the regulations implementing Title II, Title VI, Title IX, and the Age Discrimination Act. The Director of Administrative Services is the compliance officer for Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with regulations implementing Title II, Title VI, Title IX, Age Discrimination Act of 1975 or Section 504 (07/2009)

PHILOSOPHY

Interscholastic activities are an integral part of the total school educational program. Activities provide educational experiences not otherwise provided in the curriculum. Learning outcomes are developed in the areas of knowledge, skills, and emotional matters as well as the contribution to the development of better citizens.

A great tradition is not built overnight – it takes the hard work and dedication of many individuals over many years. As a member of an activity, the participant has certain responsibilities to uphold.

KSHSAA Regulations

Kansas State High School Activity Association rules must govern student participation. A copy of these rules may be viewed during school hours in the activity director's office or may be purchased from the KSHSAA in Topeka. Further information can be found at the KSHSAA website at www.kshsaa.org.

All schools are voluntary members of the KSHSAA and compete only with member (or associate member) schools. As a member school, LHS agrees to abide by and enforce all the rules and regulations established by the Association. To be eligible for interscholastic activities, the student must meet the following criteria:

- **Enrollment** – A student must be enrolled in five or more subjects.
- **Age** – Any student who is nineteen prior to September 1st is ineligible but can appeal to the KSHSAA through the High School activities director.
- **Physical Exams** – Students must have on file a signed statement by a practicing physician certifying the student is physically fit to participate in athletics, pompom, and cheerleading squads. The statement must also be signed by the parent (guardian) stating the student has permission to participate.
- **Number of Seasons** – A student shall not have more than four seasons of possible eligibility in grades nine through twelve.
- **Scholarship** – The student shall have passed at least five (5) new subjects (those not previously passed) of unit weight in his/her last semester of attendance.
- **Residence** – A student who attends one class after enrolling is considered in attendance. Should the student transfer, then application for participation must be made to the KSHSAA. Upon entering high school for the first time, the student is eligible. If a student's parent(s) or legal guardian makes a bona fide move to a new residence in the vicinity of the new school to which the student transfers, the student is immediately eligible.
- **Awards** - Awards are limited to traditional letters, medals, ribbons or certificates to the student for outstanding achievement. No student shall accept an award, cash or merchandise from outside agencies as it relates to interscholastic activities. The outside agency can give medals, ribbons, or certificates similar to those awarded by KSHSAA.
- **Outside Competition** – A student who is a member of a school athletic squad may not participate as a member of an outside team or as an independent competitor in the same activity during the season. All KSHSAA rules for off-season competition must be followed.

LANSING HIGH SCHOOL REGULATIONS GOVERNING ACTIVITIES PARTICIPATION

Lansing High School believes that those students provided the opportunity to represent USD #469 can and must be held to a higher standard than those who choose not to be involved. These students represent the school and serve as role models around the clock and must be willing to take on this added responsibility if they are to be a member of any LHS organization.

Listed below are rules governing the general operation and participation of activity programs at Lansing High School. Along with these, **each head sponsor of a specific activity may, subject to administrative approval, develop and adopt those rules that he/she desires to have in effect for his/her particular activity.** Anyone desiring clarification or interpretation of the rules governing their specific activity should consult their sponsor or the appropriate school official.

PRE-PRACTICE REQUIREMENTS: All student athletes shall meet the following requirements before they begin practice.

- **PHYSICAL** – A yearly exam is required and is to be on file in the A. D.'s office prior to participating in an athletic activity.
- **KNOWLEDGE OF ACTIVITY POLICIES** – Upon entering the middle or high school or at the time the student tries out for an activity, he/she will be presented with all the necessary forms and information for participating in the activity. Each parent or guardian shall read all of the enclosed material to be sure they understand the eligibility rules and policies of the school district.
- **INSURANCE** – The school district through KSHSAA does carry catastrophic insurance to cover school time activities and extracurricular activities with a \$25,000 (twenty-five thousand dollar) deductible, but the coverage is limited to catastrophic accidents. The parents do have an option to purchase insurance or need to possess a family insurance plan. The student and parents must sign an insurance verification form before the student begins active participation in the activity or sport.
- **MEDICAL RELEASE FORM** – The student will provide the school with a medical release form signed by the parents with the insurance company, policy number, family doctor and a contact telephone number. The medical release will allow the school administration and/or

sponsors to gain medical treatment in the event the parents are not available. This form is a requirement to participate in an interscholastic activity. The form will be on file in the AD's office and the coach and/or sponsor will carry a copy to each interscholastic contest.

- Kansas Concussion and Head Injury Information Release Form
- **Students may view the "Student Code of Conduct" for Activities/Athletics on our district web page. www.usd469.net**

Fall Sports:

- Cross Country*
- Football*
- Soccer: Boys*
- Tennis: Girls*
- Volleyball*

Winter Sports:

- Basketball*
- Bowling*
- Swimming: Boys*
- Wrestling*

Spring Sports:

- Baseball*
- Soccer: Girls*
- Swimming: Girls*
- Track*
- Golf*
- Softball*
- Tennis: Boys*

Multi-Seasonal:

- Cheerleading*
- Lionettes*

Co-Curricular Activities:

- Band*
- DECA (Distributive Education Club of America)
- Debate*
- Forensics*
- JROTC (through LV High School)
- Leadership (elected positions by classes)
- Newspaper
- Sound Spectrum*
- Video Productions
- Vocal Music*
- Yearbook

Other Activities, Organizations, and Clubs

- Art Club
- Drama Club
- FCA
- French Club
- Kays/Kayettes*
- Math Club
- NAHS (National Art Honor Society)
- NFHS (National French Honor Society)
- NHS (National Honor Society)
- NSHS (National Spanish Honor Society)
- Pen'n'Paw Chapter of NEHS (National English Honor Society)
- Scholar Bowl*
- Science Club

(* Sanctioned by the Kansas State Activities Association - KSHSAA)

BASIC ACTIVITY POLICIES

PARTICIPATION AND ATTENDANCE:

Students must be in attendance for the entire day to be allowed to participate in extra-curricular practices or competitions. Administration may waive this regulation if the student and/or parent requests a waiver **prior** to the absence. In the case of emergency, the school administration may waive this policy, but is in no way required to do so. It will be the responsibility of the student to produce proper verification necessary to determine the emergency of such situation.

Students may not participate in any activities or practices if they are under disciplinary suspension or expulsion.

Students are expected to be at all practices/meetings scheduled by the sponsor. Should a student not be able to attend a practice, they must contact the sponsor in advance.

Exception: When a student is absent from school they do not need to notify the coach/sponsor; however, most sponsors appreciate knowing the reason why the student is absent from school. Students are to show the sponsor the make-up slip to be excused.

All students are expected to be on time, in fact, ahead of time, for all practices, contests, meetings and departures for activities.

All students are expected to participate fully in all practices/meetings. Success at any endeavor requires thorough and diligent preparation, and failure to prepare one's self may be grounds for denial of participation in contests and lettering.

The head sponsor shall determine penalties for unexcused absences at the beginning of each activity, and such penalties shall be distributed to the student participants in writing at the first practice.

TRANSPORTATION: All participants will travel to and from all activities in transportation provided by the school. Students will be allowed to ride home with only their parent/s with prior written permission. Any other arrangements must be approved in advance by the school administration.

TWO SIMULTANEOUS ACTIVITIES: Scheduling conflicts that arise due to the student being a member of two different activities will be worked out by the sponsors and the administration. The student will not be required to make the decision about the conflict. KSHSAA activities will take priority over any other activity. The parents and student will be consulted when time allows.

GOOD CONDUCT RULES: Any conduct harmful to the image of the Lansing extra-curricular programs or to a particular team/performance group merits immediate discipline from the sponsors, administration and activities director. Some examples of poor conduct would include (but not limited to) assault, stealing of property, vandalism, acts of violence, being put on probation or parole, or entering a county diversion program.

Due to the serious nature of the code, the following individuals will be involved in a disciplinary hearing: the sponsor, the activity director, and the principal. They will meet to determine the penalty according to the infraction. The penalty shall range from a minimum of a one (1) activity suspension to a maximum of a permanent suspension from all activities for the remainder of the school year.

RULES FOR GOOD CONDUCT AND DRUG/ALCOHOL/TOBACCO VIOLATIONS

Students participating in Lansing activities need to realize that their behavior **AT ALL TIMES** reflects on their school, their community, their team/organization, their sponsors, and certainly on themselves. Furthermore, if and when a student chooses to violate school rules and state laws in regards to **GOOD CONDUCT** and the use and/or possession of controlled substances, there will be appropriate consequences. The Lansing policies concerning tobacco, illegal drugs, and alcohol are based upon the underlying principles of Kansas State Law.

Kansas Law states:

- It is illegal for a minor under the age of 18 to use OR possess tobacco in any form.
- It is illegal for anyone under the age of 21 to use or possess alcoholic beverages.
- It is illegal for anyone to use the common drugs of marijuana, hallucinogens, amphetamines, barbiturates, and narcotics except as prescribed by licensed agencies.
- All schools must conduct a comprehensive health program with special emphasis upon the harmful effects of drugs, alcohol, and tobacco.

In order to prevent adverse public relations, prevent dissension within the various teams and organizations, and for the general welfare of all participants and the school, the following TOBACCO, ILLEGAL DRUGS, AND ALCOHOL regulations have been developed and are to be in effect during the school year, beginning with the first day of fall practices and ending on the last day of the school year or the last day of school activities (i.e. state track meet). These guidelines are also to be in effect during the summer when any student participates in any school-sponsored activities.

USE OF DRUGS, ALCOHOL, AND TOBACCO

A student will be excluded from the district's extra-curricular activities if he/she:

- Is formally charged by an officer of the law for use/possession of any illegal substance. If a student is charged in a court of law and found not guilty, the suspension will be lifted immediately.
- Is found guilty in a court of law for use or possession of any illegal substance.
- Self-reports to sponsor, administrator or activities director an incident of use or possession of an illegal substance.
- Is personally seen using or possessing any illegal substances by a sponsor, coach, faculty member, school administrator, school board member, any school employee, student or adult district patrons'. Such a witnessed incident must be put into writing, signed, and given to school officials. Such charges **WILL NOT BE INVESTIGATED** if given anonymously or based on rumor or hearsay. Upon investigation of the documented incidence, the principal or his designee will conduct an investigation to determine the validity of the accusation and appropriate actions will be taken in accordance to this policy. No student will be determined to be ineligible until they are determined to be guilty by a preponderance of the evidence as determined by the activities director or administration.

- Consumes, buys, sells, possesses or gives away any illegal or non-prescribed controlled substances (or look-alike), tobacco products, or any beverage containing alcohol.
- Enters into any kind of a county pre-trial diversion program for an incident of possession and/or use of any illegal substance.

PRE-TRIAL DIVERSION PROGRAMS:

The Lansing School District accepts the fact that many counties in Kansas and in other states now have various forms of pre-trial diversion programs for minors who have been charged by officers of the law with illegal possession and/or use of tobacco, alcohol, and other illegal drugs. Under the provisions of some pre-trial diversion programs, a minor's record is concealed or erased upon successful completion of such a program while unsuccessful completion results in facing charges originally issued...or a repeat violation during the pre-trial diversion program results in facing both first and second offense charges.

Any Lansing student in grades 6–8 or 9–12 who enters a pre-trial diversion program as the result of legal charges for illegal possession or use of illegal substances **WILL FORFEIT HIS OR HER RIGHT OR PRIVILEGE TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES PER THE CONSEQUENCES FOR VIOLATIONS LISTED BELOW.**

It is further understood that any student who voluntarily enters a pre-trial diversion program by his or her signing into the program, **WILL NOT BE JUDGED** by the Lansing Schools **AS GUILTY** of the previous pending charges, nor will their entry be construed as an admission of guilt... as it is realized that students may choose the pre-trial program in any extenuating circumstances to avoid the possibility of a court conviction and record of such, regardless of innocence or guilt. However, such entry into a diversion program **WILL COUNT AS AN OFFENSE** to the Lansing School's Good Conduct Rules.

CONSEQUENCES FOR VIOLATIONS:

The student who is involved in any of the Lansing extra-curricular offerings in grades 6–8 or 9–12 **WILL HAVE ALL** illegal drug, alcohol, and tobacco offenses **BE CUMULATIVE AT THE BUILDING LEVEL.** Such offenses can be those on school grounds, at school-sponsored activities home or away, or on a student's free time outside the school day or week.

FIRST OFFENSE: The student participating in extra/co-curricular activities or clubs will receive a **28-CALENDAR DAY SUSPENSION** from all activities and a minimum suspension **FROM (4) MAJOR ACTIVITIES.** Major activities include, but are not limited to, athletic contests, musical events or contests, drama or speech contests/performances, organizational clinics or field trips, prom or other school dances. The determination of what constitutes a major activity will be at the discretion of the principal.

ALL OPTIONS CAN BE CHOSEN TOGETHER OR CHOSEN SINGULARLY.

OPTION B: If the student "self-reports" a violation to the sponsor(s) or the activities director **WITHIN ONE (1) SCHOOL DAY** of the incident, the suspension will be reduced by seven (7) CALENDAR DAYS from activities, and the MINIMUM number of major activities that must be missed will be lowered by one.

OPTION C: If the student agrees to participate in a school approved evaluation and substance abuse awareness program **at the cost of the student or parent/guardian,** the student will have a further reduction of days from the suspension time from activities of SEVEN (7) CALENDAR DAYS and the MINIMUM number of major activities that must be missed will be lowered by one WHEN the school receives a student release from the approved evaluator and/or counselor as proof of completion of the evaluation and/or recommended counseling.

Choosing Option B or C **DOES NOT GUARANTEE AN ACTUAL REDUCTION OF MAJOR ACTIVITIES TO BE MISSED.** THE MINIMUM NUMBER OF ACTIVITIES TO BE MISSED may or may not extend past the reduced number of calendar days. The actual number of activities to be missed is dependent on the school calendar and the number of major activities planned during that time frame.

SECOND OFFENSE: The student participating in extra/co-curricular activities or clubs will result in a 180-CALENDAR DAY SUSPENSION from all extra-curricular activities.

OPTION B: If the student "self-reports" a second violation to the sponsor, sponsor, or activities director **WITHIN ONE (1) SCHOOL DAY** of the incident, the suspension from extra-curricular activities will be reduced BY 45 CALENDAR DAYS.

OPTION C: If the student agrees to participate in a school approved evaluation and substance abuse awareness program, the student will have a further reduction of days from the suspension time from activities BY 45 CALENDAR DAYS.

THIRD OFFENSE: The third offense for a 6–8 or 9–12 student in extra/co-curricular will result in a 365- CALENDAR DAY SUSPENSION from all activities. After a calendar years' time, a student may be reinstated to extra-curricular activity participation if he/she appears before the principal with a report of substance abuse program completion, counseling documentation, and year of "clean state" living within the law. Upon hearing the report, the principal may elect to reinstate the student for participation in extra-curricular activities.

CARRY OVER: Consequences for violations that occur when there are fewer days in the school year than the consequences call for will "carry over" to the next school year. For example, if the suspension is for 28 days and at least four (4) activities, but there are only 12 days and two (2) activities left in the school year, the suspension will carry over for 16 days and two (2) activities into the next school year. The count will resume with the first scheduled activity of the new school year.

LOSS OF LETTER: All students suspended from their activity/sport season due to breaking the Good Conduct Rules and/or Drug/Alcohol/Tobacco policies, will automatically forfeit their letter.

LOSS OF AWARDS/RECOGNITION/NOMINATIONS: All students suspended from their activity due to breaking the Good Conduct Rules and/or Drug/Alcohol/Tobacco policies, will not be nominated nor supported for any award during that activity/sport season. This is to include letter awards, local incentive awards, all-conference nominations, all-state nominations, player of the week nominations, etc. The only exceptions would be those awards decided upon by persons other than sponsors, and the activities director, such as sportscasters, newspaper editors, etc. Awards gained by actual competition (i.e. medals or awards received prior to the violations/suspension) would not be retractable. A violation would not affect the chance for awards during other activities or sport seasons.

AWARDS

LETTERABLE ACTIVITIES

Band, Baseball, Basketball, Bowling, Cheerleading, Cross Country, Debate, Football, Forensics, Golf, Kays/Kayettes, Lionettes, Scholars' Bowl, Soccer, Softball, Swimming, Tennis, Track, Vocal Music, Volleyball, Wrestling, Pen'n'Paw, Power-Lifting.

LETTERING (ALL ACTIVITIES)

An individual who moves to the varsity level of competition will letter provided the student has met the requirements. Contact the head coach / sponsor or the Athletic Director for each activities requirements.

A coach/sponsor will have the prerogative to letter a senior who has not met the seasonal requirements for lettering if the senior has been a participant in good standing and has not received a letter previously.

Any student who is a varsity member who is participating regularly and was injured may be awarded a letter if in the coach's or sponsor's judgment, the student would have met the lettering requirements.

The student must complete the activity in good standing with the school and the coach/sponsor. Therefore, should a student leave the team or be dismissed from the team, the student will not letter in the activity.

The student completes the season in good standing with the school and the coach/sponsor.

First year awards: Chenille letter, a metal insignia signifying the activity and class numerals (year of graduation) will be given. (NOTE: Should the student receive a chenille letter in another activity, he/she will not receive a second chenille letter).

Second, third and fourth year awards: Gold service bar.

STUDENT INSURANCE

All students involved in activities are covered in case of catastrophic-type injuries by a policy sponsored by the KSHSAA. Parents may wish to cover their child for injuries while in attendance at school if they do not have an insurance policy of their own. **The forms for accident insurance purchase are available in the school office.**

ATHLETIC TICKETS

Half-price tickets (sold 10 at a time) for high school athletic events can be purchased in the front office during the school day.

SUSPENSIONS

Any time a student is placed on an in-school or out-of-school suspension, that student is ineligible to participate in practice or contest for the day(s) suspended.

ACADEMIC ELIGIBILITY GUIDELINES:

We believe that activities play an important role in the development of young people and wish to encourage all students to be involved in one or more activities. Many valuable lessons may be gained from activities that are difficult to replicate in the standard classroom. However, we understand that participation in activities are a privilege and believe that all participants are to be students first and athletes/participants in activities second. Therefore, to participate in any KSHSAA sponsored or endorsed **competitions or competitive events**; all students must meet the following criteria:

- Have passed five classes during the previous semester.
- Be currently enrolled in five classes.
- Scored a minimum of 2.0 GPA for the previous grading period or be participating in an approved Student Academic Eligibility Plan of Assistance.

At the end of each semester, each teacher shall report the grades of all students to the office.

It shall be the responsibility of the student to see that they consult with their teacher(s) as soon as possible after notification of their failing status, in order to provide sufficient time for correcting the failing grade.

STUDENT ACADEMIC ELIGIBILITY PLAN OF ASSISTANCE

Each student with a GPA below 2.0 but still in good standing and meeting the KSHSAA criteria of being currently enrolled in 5 courses and having passed 5 courses the previous semester may petition the administration for acceptance in a plan of assistance. Criteria for acceptance will be based upon the following factors:

- Commitment from student for academic improvement.
- Coursework or course schedule of student indicates that the student is enrolled in subjects that lead to academic progress toward graduation.
- Parental input.
- Educational performance history.
- Attendance record.

Upon acceptance of a student to participate in an academic plan of assistance, development of the plan will occur with the following participants:

- Administrator/Activities director
- Coach (s)
- Parent

The evaluation document will identify improvement/involvement of the following factors:

- Achievement of measurable goals
- Effort of student
- Participation in class
- Daily assignments-work completed as well as level of performance
- Projects completed as well as level of performance
- Test/exam/assessment completion as well as level of performance
- Participation and commitment during weekly study sessions
- Organization and time management practices of students
- School attendance

Final assessment will occur when term grades are reported. If the student achieves a GPA of 2.0 or better, they will be given the option of continuing their plan of assistance. (Future participation or eligibility issues may warrant continued student participation.)

If a student does not achieve a GPA of 2.0, a review will occur by the Activities Director, Principal, Counselor and student to determine the positive and negative effects of the student's plan. A final determination of student eligibility will be made by one of the following:

Conditional and incomplete grades will be considered as failures.